



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, October 15, 2015 – 6:30 pm**

## **MEETING MINUTES\***

### **I. Opening Items**

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, October 15, 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 Vice-Chair, Jill Rosenberg.

**Members Present:** Jill Rosenberg, Kim Young, Stephen Schweitzer, Brian Craker, Joy Raboli

**Members Absent:** Keith Halasy, Tee Ramos

**SCS Staff Present:** Jan Zobrist

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

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 make the following modifications to the Agenda: Add ID. 2<sup>nd</sup> Grade Class Presentation (move other items down in list order).

**Seconded by:** Kim Young

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

#### **2<sup>nd</sup> Grade Class Presentation:**

Ms. Zobrist shared a 2<sup>nd</sup> grade in-person and video presentation showcasing the students learnings on Greek Mythology. The presentation focused on Orpheus and Eurydice

#### **Agenda Business Item: Approval of Minutes from 09.17.15 meetings**

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

**Seconded by:** Stephen Schweitzer

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

#### **Public Comment:**

None received at this meeting.

## 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 218, with 46 students currently on the waitlist. Tours continue for prospective families who are next on the waiting list.
- Update on adoption of curriculum. Joy has reported that we are currently at stage 3 of implementation "mechanical" in the adoption of new curriculum.
- Had a nice turn out for the volunteer training. A number of items were discussed including good volunteer habits, safety and confidentiality.
- Particular focus on safety this month, with drills on bus evacuation, fire and earthquake. Fire marshall also completed an inspection and will return in a month to confirm items completed from punch list.
- Joy hand delivered our annual report with cupcakes to the district office on Oct. 15<sup>th</sup>. Received an email confirmation from Gary Bennett that digital copy was also received.
- Our 2<sup>nd</sup> graders had Cogat testing (Cognitive Abilities Test) to check reasoning skills and offers appraisals of students current levels.
- Joy continues to conduct teacher evaluations, and is in classrooms several times a week. Started a "keepers and polishers" evaluation to help with this process.

## III. Finance/Fundraising/PAC

Treasurer Kim Young led a **Review of September Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. September total income was ~24.7% of budgeted and total expenses were ~18% (as of September 30, 2015).

**Review of Financial Audit:** "Good clean audit" again. Much thanks to Tanya Mosher (True Blue Accounting) for her terrific work.

**PAC Report:** Michelle Henson & Amy Verkest reported that the Kids First campaign has already collected just over \$10,606. Also including a PAC report in the Thursday email being sent out by the school. The PAC report highlights current work, future events and volunteering opportunities.

**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.

#### IV. Governance

**SSD Deliverables:** Annual Report and Financial Audit both delivered by Oct. 15<sup>th</sup> to district office.

**Policy Review:** OSBA sent us our quarterly policies for review. Of the policies sent for Board, four were among current policies of the school and reviewed. Those policies are: EBCB, JFCF, KL (v.1), and KL-AR. EBCB G1 was put on hold to inquire about necessity of two earthquake drills (currently SCS conducts one drill a year).

**Agenda Business Item: Policy Review and Revisions**

**MOTION BY** Brian Craker to ammend the following policies:

- **JFCF**
  - Title & Document: Not include “Hazing”
  - Approve with current policy & include required additions.
- **KL**
  - Approve with current policy & include required additions.
- **KL-AR**
  - Approve with current policy & include required additions.

**Seconded by:** Kim Young

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

**Charter Renewal:** No update at this time.

#### V. Facilities/Operations

**Facility Liaison Report:** Brian Craker and Pastor Rich worked together with both the church and school staffs to determine required room set-ups for the K, 1<sup>st</sup> & music rooms. Room set-up diagrams were completed for the K & 1<sup>st</sup> grade classroom and are now on the walls of each classroom. Set-up teams are doing room change-overs on Thursday & Sunday evenings.

**Techonology Liaison Report:** Packed up all old computers and sent to refurbishment company. Received check for \$1400. Part of that was used to buy a replacement laptop for a teacher.

#### VI. Board Development/Community Connections

**Discussion of Goals:** Work session scheduled for 6pm on Nov. 12<sup>th</sup> (ahead of the Regular Board Meeting) to finish work on this item.

**Student/Family Exit Survey:** Tabled to another meeting.

## VII. Closing Items

**Board Comments & Communications:** None received.

**Agenda Business Item: Adjournment of Meeting**

**MOTION BY** Jill Rosenberg to adjourn the meeting at 8:00pm

**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. Minutes are considered in DRAFT form until approval by Board of Directors. These minutes were APPROVED by the Board of Directors on Jan. 21, 2016.