



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, November 12, 2015 – 6:00 pm**

## **MEETING MINUTES\***

### **I. Opening Items**

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, November 12, 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 6:00 pm** by Treasurer, Kim Young

**Members Present:** Keith Halasy, Jill Rosenberg, Kim Young, Stephen Schweitzer, Chris Gerlach, Joy Raboli

**Members Absent:** Tee Ramos, Brian Craker

**SCS Staff Present:** Nora Stuckey

**Public Present:** Brenda Carlson, Renee Simas, Michelle Henson, Elizabeth Pietzke, Andy Jensen, Sheldon Jensen

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

**Class Presentation:** Mrs. Boedigheimer's students made a presentation on Outdoor School and Biz Town.

**Agenda Additions:**

None

**Public Comment:**

Sheldon Jensen, a former SCS student, made a presentation of his Eagle Scout project plan for the SCS playground. He would like permission to move forward with the installation of the tree stumps and bark chips for the nature scape playground area. The church has given permission and he needed permission from the board.

**MOTION BY** Steve Schweitzer to approve the installation of the nature scape playground area.

**Seconded by:** Jill Rosenberg

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

**PAC Report:**

Michelle Henson gave an update on the Kids First Campaign. The PAC has collected \$22,640.38 to date. Michelle spoke about having packets ready to go out to the kindergarten families that are chosen in the January lottery. The packets would explain the purpose of the PAC and the role the PAC fills at the school. Michelle expressed a need to explain the differences between PEF and Kids First, some families are confused between the two.

**Approval of Minutes:** Approval of the minutes from 10/15/2015 was postponed due to minutes not being available to board members.

## II. Academic Excellence

### **Principal/Administrator's Report:**

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

- Enrollment is 220 (with possibly 2 pending) with a waitlist of 44.
- Teachers have been working on their goal setting for the year. Criteria includes: content standard, assessments, context, baseline data, student growth targets, rationale, strategies, professional learning & support. Teachers have four total goals: new curriculum goal, student growth goal, technology goal, organizational goal.
- Teachers have been working hard on creating their curriculum. Yearlong curriculum maps have been created for all teachers K-8. One challenge is to make sure we complete Singapore Math in a year. We have a short school week and Singapore Math is a year ahead so it is taking longer. Their next curriculum meeting will be focused on the maps.
- Parents at the PAC meeting this morning expressed a concern about there being too much homework this year. Joy has asked parents to express their thoughts about homework to their teachers at conferences. She will discuss with the teachers to see if there is a need for any adjustments for the 2<sup>nd</sup> trimester.
- Core Knowledge – Humanities and 3<sup>rd</sup> grade hosted their first Core Knowledge events today. All K-8 teachers have scheduled their Core Knowledge events for the year.
- Safety – Joy and the safety committee are working on addressing the issues that were noted during the Fire Marshall's annual inspection. Once issues are resolved the Fire Marshall will be out for a re-inspection.
- PACE – PACE will visit SCS on December 9<sup>th</sup> do an insurance check-up.
- Code Red Drill (Lockdown/Lockout) – Officer Kris Asla came to the school assembly to address students about the upcoming drill. We must do this drill twice a year per new state policy. Officer Asla also trained teachers at their 10/23/15 staff meeting.
- Omni-Guard/PA System – additional alarms installed in portables. They are loud. When tested there were some issues with the alarms from the portables and the main building working together. Omni Guard to resolve issue. Joy would like SCS to have a PA system. The safety committee is researching options.
- Reunification Location – the safety committee is following up with the reunification location.

## III. Finance/Fundraising

Assistant Treasurer, Chris Gerlach, led a **Review of October Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. October total income was ~33% and total expenses were ~26% of budgeted.

**Auditor Recommendations – Fixed Assets:** Discussion ensued regarding the \$5,000 limit the auditor suggested for our fixed asset level. Kim and Chris thought that was too high. We currently have a \$1,000 limit which the auditors felt to be low. Chris would like to look into the Governmental Accounting Practices before a decision is made on changing the fixed asset amount.

**Federal 990/Oregon CT-12:** The accountants have our taxes in final review. We should have them soon. Chris mentioned she would like to review them before they are sent out to the IRS and State of Oregon.

**Grant Writing Proposal:** Discussion took place regarding the Grant Writing Proposal. Concerns mentioned were knowing what our priorities are. It was discussed that we really needed to expand our facilities by possibly adding more modular buildings. Jill talked about the need of filling those building with the necessary supplies and technology. We would like to ask the grant writer if she has had any success with grants for modular buildings. It was suggested that we have a phone conference with her at our next meeting to get all our questions answered.

#### IV. Governance

**Updates on Unfinished Business:** None.

**Calendar items/Deliverables to SSD:** All current.

**Policy Review:** Policy EBCB was discussed. This policy aligns with ORS 336.071 which we must comply with.

**MOTION BY** Kim Young to approve policy EBCB with all language with the exception of the language regarding tsunamis (being in a tsunami zone).

**Seconded by:** Steve Schweitzer

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

**Charter Renewal Committee:** Keith gave an update, says there is a renewal timeline in dropbox. The board will need to begin discussions on what our requests to SSD will be for the renewal request letter. Funding was discussed. Joy mentioned that another charter school received 89% funding. Kim volunteered to research the funding percentages of surrounding charter schools. (Portland/Salem areas)

#### V. Facilities/Operations

**Facility Liaison Report:** None.

**Technology Liaison Report:** Joy mentioned that they are working with DIBELS on the Chrome Books.

#### VI. Board Development/PAC/Community Connections

**Board Goals/Strategic Planning:** Chris Gerlach and Keith Halasy had worked on the Strategic Plan, SWOT, and Balanced Scorecard outline for the board to review. Discussed was what are our values (Joy has her own guiding principles), but what are the values of SCS. Kim mentioned that the values approved when the mission and vision were updated a few years ago can be found on the mission and vision document

in dropbox. The board discussed the SWOT outline and some suggestions were made on strengths, weaknesses. Discussion took place regarding the Balanced Scorecard and what reasonable expectations might be for the listed areas. It was suggested that there is a need for a marketing committee to be created with members of the board and some help from parents. It was noted that it is important for the branding of the school to stay in the hands of the board. We would like to see a marketing plan by year end,

## VII. Closing Items

**Board Comments & Communications:** Kim mentioned that she had attended the Humanities and 3<sup>rd</sup> grade Core Knowledge events that day. They were both great events and she thanked Joy for her efforts in getting our Core Knowledge curriculum going strong at SCS. Chris Gerlach asked how Joy was feeling about RIGGS. Chris mentioned that she can see that it is helpful in her son's reading and being able to decode words. Joy mentioned that her opinion on RIGGS has not changed but that her teachers are using the program as it was designed to be used.

The next regular board meeting has been scheduled for Thurs., December 10, 2015 at 6:30pm.

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

**MOTION BY** Keith Halasy to adjourn the meeting at 8:59 pm.

**Seconded by:** Kim Young

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

## VIII. Minutes Submission

\*Recording and submission of minutes completed by Board Treasurer, Kim Young. Minutes are considered in DRAFT form until approval by Board of Directors. These minutes were APPROVED on Jan. 21, 2016.