



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, January 21st, 2016 – 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 A" of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:31 pm** by Chair, Keith Halasy.

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

Members Absent:

SCS Staff Present: Ms. Clinebell (K-Teacher), Cheryl McLeod, Angela Havlinek, Cindy Liljegren

Public Present: Jessica Leonard, Michelle Henson, Amy Verkest, Perry Francis, Renee Simas, Maegan Sanchez, Susanne Werle, Ian Fyall, Darel Handley, Jenny Schultz, Kryste Sturm, Lisa Lavier, Brenda Carlson

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

Agenda Additions:

MOTION BY Kim Young to make the following modifications to the Agenda:

- Move IV.C. (Charter Renewal & Letter to District) to position I.H.
- Modify I.E. Class Presentation to "Kindergarten Class by Ms. Clinebell."
- Inverse the order of I.D (Kindergarten Lottery) & I.E. (Class Presentation)

Seconded by: Brian Craker

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

K Grade Class Presentation:

Tacky the Penguin class presentation.

Kindergarten Lottery: Lottery was completed by Angela Havlinek, Cheryl McLeod & Cindy Liljegren under the supervision and approval of the Board. The results of the lottery are available in the school office. All parents will be notified of lottery results.

Agenda Business Item: Approval of Minutes from 10.15.2015, 11.12.15, and 01.07.2016 meetings

MOTION BY Brian Craker to approve the minutes as presented.

Seconded by: Kim Young

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

Public Comment:

Jessica Leonard—As parent of 2nd grader, concern of significant homework load for their son, especially amount of Riggs homework each night.

Perry Francis—Parent of 2nd grader. Agrees with Jessica Leonard about homework concerns, and specifically mentioned amount of math homework and how much content they are tackling in a short amount of time.

Renee Simas—As member of Safety Committee, and wanted to report recommendations from PACE, specifically about safety of the basketball hoops. Received donation of basketball systems from an anonymous donor. Need to obtain permission of the church to install, and also found a company that will install as donation to the school.

Maegan Sanchez—Parent of 2nd grader. “Echo previous comments made about homework.” Have a 6th grader in home is finished with homework far sooner than their 2nd grader, and is concerned is amount and load.

Susanne Werle—Parent of 2nd grader. Understands that Riggs work has been difficult as 2nd grade is having to catch up on 2 years of limited Riggs, but notes that the power of Riggs and the positive effect it has had on their children. The learning curve with the Riggs and the new math curriculum as Ms Zobrist is trying to catch the students up is “completely understandable & challenging.” Gives praise to Ms. Zobrist on work she has done to this point.

Jenny Schultz—Parent of 2nd grader. Notes that 2nd grade class is in a unique situation and that our students are trying to catch up. Parents felt unprepared for the volume of homework and new materials while trying to balance extra-curriculars like music and sports. Time load has created a “very tired child” through the week, hitting bottom by Thursday. Finding a unique solution for this class that is caught in the crossfire would be appreciated.

Board Chair Keith Halasy acknowledged situation 2nd parents are facing with personal experience with his son in a previous grade where academic backfill was needed to catch students up. Clarified that the Board does oversee curriculum but does not dictate amounts of homework. Also recalled recent history of curriculum use in our school and recent changes in order to bring our students back up to the high standard we have. Joy Raboli also gave clarity to the situation and a desire to meet with the parents to hear more input and work together on custom solution.

Charter Renewal & Letter to the District: Matthew Lowe, attorney for SCS, presented comments and legal advice regard a draft form of our letter of renewal to the district. Discussion specifically about negligible teachers salaries at SCS that are far below the district averages and has led to higher teacher turn-over at the school. Kim Young (Treasurer) determined that in order to bring SCS teachers salaries in alignment with SSD salary rate, would require additional annual funding of \$220,738.00. Request funding increase of 80% to 95% with increase tied directly to teachers salary increases to district salary rate. Discussion of including list of additional services from district. Lastly, adding language that would allow for priority placement for out-of-district students at Sherwood High School that have attended SCS for 3 years or more. Matt will edit letter based on input from the Board.

Agenda Business Item: Letter of Renewal to the District

MOTION BY Brian Craker to authorize Keith Halasy and Matthew Lowe to finalize the Letter of Renewal to the District and submit the completed letter to the district before February 1st.

Seconded by: Jill Rosenberg

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

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 217, with 46 students currently on the waitlist.
- Singapore Math Night was a terrific event where parents were given an overview of the program and given tools for assisting their children.
- Staff training last Friday which included individual grade level questions and updating plans on the continued back-fill from the previous My Math program. This has been a big challenge for both teachers and students. Preparation for Smarter Balance Assessments and curriculum mapping were also worked on.
- Plans for our annual H.E.A.R.T. week are underway for the week of Feb. 8th.
- SB290 requires districts to adopt standards for teacher & administrator evaluations, and this will include new requirements for charter schools as well. Joy has done significant research on this and laid out the requirements as well as a plan for implementation. Our school must be compliant with full implementation beginning with the 2016-17 school year.
- The safety committee completed its discussion of the Code Red Drill held earlier this year, and has a list of items for the Board to discuss with the Sherwood Community Friends Church (SCFC) Board at our upcoming annual joint board meeting. Suggested discussion items recommended by the Safety Committee include: 1) SCS's adoption of the Standard Response Protocol and its impact on the church; 2) notification system for future drills; 3) Security measures taken by SCS (i.e. other drills conducted on premises, locks, alarm system, security cameras); 4) basketball hoops (current and future) and other play areas; and 5) parking lot safety.
- The PACE walk through from Dec. 9, 2015 also came back with some safety recommendations, although they noted nothing "major." Work is already in motion for addressing these recommendations, some of which are already included in the list of items to discuss with SCFC.
- Joy briefed the Board on the new "Every Child Succeeds Act" (ESSA) which replaces the "No Child Left Behind" Act of 2001. Highlights include the new act will maintain annual assessments, afford greater flexibility to design accountability system, and ends federal mandate for educator evaluations and Highly Qualified Teachers. To be fully implemented in Oregon by the 2017-18 school year.
- The new middle school lockers are here!!! Hoping to have help installing them in a next few days. A shout out to the Middle School Student Council for their hard work and fundraising! ☺

III. Finance/Fundraising/PAC

Treasurer Kim Young led a **Review of December 2015 Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. December total income was ~49% of budgeted income and total expenses were ~41% (as of December 31, 2015).

PAC Report: Michelle Henson & Amy Verkest reported that the Kids First campaign has already collected \$26,176.12, \$25,000 of which is annually committed to the SCS budget. This is a 46% involvement of the SCS families in the campaign (65 families have participated, 77 have not at this point), and the PAC Board is discussing ways to express importance of this campaign to the families that have not yet participated. Requested input & suggestions from the Board on how to increase participation in KFC, fundraising efforts, and PAC Board visibility.

Formation of Budget Committee: Required formation of the Budget Committee for the new year. Meeting schedule will be posted at a later date.

Agenda Business Item: Formation of 2016 Budget Committee

MOTION BY Kim Young to form 2016 budget committee with the following members: Kim Young, Chris Gerlach, Keith Halasy & Joy Raboli.

Seconded by: Chris Gerlach

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

Charter School Funding / Legislative Session: Kim alerted us that a new bill has been proposed in the Oregon Legislature that presses to increase Charter School funding up to 95%. Bill language and justifying documentation were given to the Board for review. Kim would like to put together a group of parents that would be willing to give public testimony when a date is set for testimony, as well as sending a letter to SCS parents encouraging them to write our representatives to support this bill.

IV. Governance

SSD Deliverables: Letter of intention of renewal letter to be submitted by Feb. 1st.

V. Facilities/Operations

Safety Committee Update: Was included in Administrator's Report (Section II.A.)

Techonology Liaison Report: Was included in Administrator's Report (Section II.A.)

VI. Board Development/Community Connections

Resignation of Tee Ramos: Board acknowledges receipt of resignation of Tee Ramos (Position #2) on December 1, 2015.

Finalize Strategic Plan: Chris led the Board through a review of the latest edit of the strategic plan and received input from the Board for final modifications.

Agenda Business Item: Finalize Strategic Plan

MOTION BY Chris Gerlach to approve the SCS Strategic Plan for 2015-16 as amended.

Seconded by: Kim Young

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

Grant Writing Proposal: Brian recommended tabling this item until after Charter Renewal is completed and we know what our future funding (and funding gaps) will be. This will help us better determine areas in which to focus for grant writing.

VII. Closing Items

Board Comments & Communications: Read thank you note for 4th grade teacher BK Thornton for the Christmas bonus. Multiple emails were also received from various teachers with similar gratitudes expressed.

The next regular board meeting has been scheduled for Thurs., February 18th, 2016 at 6:30pm.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 9:32pm

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 on Mar. 10, 2016.