



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, February 18, 2016 – 6:30 pm MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, February 18, 2016, 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, Chris Gerlach, Joy Raboli

Members Absent: Brian Craker

SCS Staff Present: Natalie Outhaythip

Public Present: Jim Farner, Shannon Burns

(Corey Werle, Susanne Werle, Tiffany Kelly - all left after 1st grade presentation)

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

Class Presentation: Mrs. Outhaythip's 1st grade students gave a presentation on the 13 Colonies.

Agenda Additions: None

Public Comment: None

Approval of Minutes:

Approval of the minutes from 12/14/15

MOTION BY: Kim Young to approve minutes as presented.

Seconded by: Steve Schweitzer

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

Approval of the minutes from 1/21/16

MOTION BY: Steve Schweitzer to approve minutes as presented.

Seconded by: Kim Young

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:

- Enrollment is 216 with a waitlist of 29.
- Teachers participated in the second half of the Excellence in Writing training on February 5th.

- Teachers are working on performance tasks for Smarter Balanced assessments.
- H.E.A.R.T week was a success. A new H.E.A.R.T song written by Anna Kincaid was learned. A “Coins for Kenya” fundraiser began. Students participated in a kindness challenge. Reporter, Barbara Sherman, from the Gazette was on campus for a preview of H.E.A.R.T week. We hope to see a story in the Gazette in the coming months.
- FYI’s - Ms. Raboli gave an update on the number of FYI’s that have been given at SCS.
- Ms. Raboli presented information on an opportunity to become a Sister School with a school in China. She will gather more information and bring back to the board.
- Safety Committee update – Next CODE RED drill is scheduled for March 1st at 9am. Carline issues have improved with the addition of classical music and dim lighting. There is a company that has offered their time and materials to install the 2 new basketball hoops that were donated. We need to work with SCFC for approval to have them installed. The committee is researching PA system options for 2016-17. Still in need of the no left turn sign at the bottom of the driveway. Committee would like to add the clothing shed discussion as an agenda item with the meeting with SCFC.

III. Finance/Fundraising

PAC Report: None

Treasurer Report: Treasurer, Kim Young, led a **Review of January Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. January total income was ~57% and total expenses were ~50% of budgeted.

Discussion took place regarding our IT contract with Jeff Robrecht. Keith Halasy will contact Jeff to discuss our ongoing needs. Kim Young to request an invoice summary from the bookkeeper.

2015–16 Final Budget Revisions: Kim Young presented the 2015-16 Budget with the budget changes that have taken place since the 7.30.15 approved budget.

MOTION BY: Kim Young to approve the 2015-16 amended budget as presented.

Seconded by: Steve Schweitzer

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

Charter School Funding Update: Senate Bill 1536 won’t be heard in this current session. The work group will continue to work with stakeholders, Senate and House members to be able to present a bill in the next session.

IV. Governance

Updates on Unfinished Business: SCS needs to notify SFCS of our intentions to renew our lease for an additional year (added to the 3 year rolling). Need for a meeting with SCFC and continue work on Charter Renewal. Jill brought of the need for board recruitment as we will have several positions open beginning 7/1/16. Keith will head up this task. Discussion took place regarding the need for Board Roles/Tasks list to be created and divided out amongst all the board positions. Kim suggested making a

master list to see what all the needs are. Kim mentioned that Chris had mentioned this recently and Keith said he would reach out to her to discuss.

Calendar items/Deliverables to SSD: Upcoming items: Lease renewal, meeting with SCFC, Charter Renewal, Parent/Teacher Surveys, Staff and Student Handbook reviews, Employment Agreement verbiage review and school calendar. Discussion took place about possibly having Matt Lowe review our handbooks and employment agreements once we make changes. It has been several years since we had our attorney review.

Charter Renewal : Keith updated the board that our letter of request was sent to SSD on 1/27/16 and that SSD has until 2/25/16 to respond as outlined in our current contract. Keith spoke with Phil Johanson, SSC CFO, who indicated that SSD is considering our requests and will respond within the timeline.

Policy Review: January 2016 Policy Updates were discussed:

BBFA, BBFB, GBC, IGAEB, IFK-AR, JEBA, KL, KL-AR - accepted as presented

GCN – accepted without the bracketed language on the last paragraph

GCN-AR, IL, JEA – Not accepted

IKF – accepted with the changing of the word “district” to “public charter school” in paragraph 6. Also a typo on that same paragraph. Student may should be students who.

GCBDD/GDBDD – P. 3 accepted with first and last sets of bracketed language. Bracketed language regarding how sick time is accrued not accepted. P. 4 not accepted, doesn’t apply. P. 5 – none of the bracketed language accepted. P. 6 accepted with first set of bracketed language, not second set. P. 8 accepted without bracketed language. P. 10 accepted with bracketed language. P. 11 accepted with first set of bracketed language.

Discussion took place on policy GCBDD/GDBDD – sick time and whether our current leave policy satisfies the new law. It was discussed whether we need to designate 40 hours of our 8 leave days specifically to be used as outline in SB 454. There were differing opinions. We will look into this more and discuss at the time we review our Staff Handbook.

MOTION BY Kim Young to approve policy updates as discussed and amended.

Seconded by: Jill Rosenberg

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

V. Facilities/Operations

Safety Committee Report: Report was reported with the Administrator’s report (above)

Technology Liaison Report: Would like to have a set of Chrome books for 2nd grade to begin learning keyboarding in preparation for 3rd grade testing. Continue teacher lap top replacements. Keith to work on IT contact.

VI. Board Development/PAC/Community Connections

Set Agenda for joint meeting with SCFC Board: Basketball hoops installation, removal of old basketball hoop, the possible need for a panel in the main building for the PA system, carline and recess safety issues, emergency drill procedures, clothing shed concerns, garage sale timings, classroom sharing concerns.

Parent & Teacher Survey Questions: Survey questions are in Dropbox. Board members to review and bring suggestions back to march meeting. Surveys will need to be approved in March so they can be sent out after spring break.

VII. Closing Items

Board Comments & Communications: None

The next regular board meeting has been scheduled for Thurs., March 10, 2016 at 6:30pm.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 7:54 pm.

Seconded by: Steve Schweitzer

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 Mar. 10, 2016.