



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, May 19, 2016 – 7:00 pm

MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, May 19, 2016, in the Humanities Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 7:09 pm** by Chair, Keith Halasy.

Members Present: Keith Halasy, Kim Young, Chris Gerlach, Brian Craker, Steve Schweitzer, Joy Raboli

Members Absent: Jill Rosenberg

SCS Staff Present: Angela Havlinek, Cheryl McLeod, Natalie Outhaythip, Maggie Nice, BK Thorton

Public Present: Bryan Henson, Michelle Henson, Amy Verkest, Perry Francis, Brenda Carlson, Liz Vohland, Shari Scholz, Chris Burns, Maria Dowdle, Susanne Werle, Tee Ramos, Nicki Davis

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

Agenda Additions & Changes:

Agenda Modification: Move Item “Review & Approval of Administrator Review & Contract”

MOTION BY Kim Young to move item Review & Approval of Administrator Review and Contract from Position III.B., to II.D, reorganizing other items accordingly.

Seconded by: Brian Craker

Discussion: None

Board Vote: all ayes; **motion passed.**

Class Presentation: 4th Grade presentation on the Excellence of Writing. Life is not scripted, and so the students came unscripted and ready to answer questions. “Know what we know and learn what we don’t.” Shared their thought process on KWO (Key Word Outline) with “trigger words” that help them remember research done. Then lead progression on process with multiple sources as well as source comparison. All of this work leads them to their paragraph writing that is well informed.

Agenda Business Item: Approval of Minutes from 03.10.2015 meeting

MOTION BY Brian Craker to approve the minutes as modified.

Seconded by: Kim Young

Discussion: None

Board Vote: all ayes; **motion passed.**

Agenda Business Item: Approval of Minutes from 04.19.15 meetings

MOTION BY Kim Young to approve the minutes as modified.

Seconded by: Steve Schweitzer

Discussion: None

Board Vote: all ayes; **motion passed.**

Public Comment: Liz Vohland asked the Board to consider scheduling a work session for the purpose of discussing institutional knowledge gathered over the last 11 years as well as to discuss future goals. Important that as original families begin moving on to high school, it's important to pass along that information to the next generation of school leadership.

II. Annual Meeting Requirements

Board Recruitment and Responsibilities: Keith Halasy shared the updated list of Board responsibilities, including three new roles that the Board would like to see filled (Facilities, HR & Policy, and Fund Raising). These are in addition to the four current officer positions already required. Keith confirmed with all of the candidates that they had received the document with all of the roles and responsibilities for the Board positions.

Board Resignation, Interviews & Elections: Board received resignation from Jill Rosenberg on May 11, 2016, effective at the May 19, 2016, meeting. Board also receive resignation from Kim Young on May 19, 2016, effective June 30, 2016. This opens positions #5 & #6 for one-year terms. Four Board candidates (Chris Burns, Michelle Childlaw, Shari Sholz, Perry Francis) made statements regarding their desires and qualifying experience. One Board Candidate (Carolyn McBee) submitted her materials ahead of time and held an interview by phone with some Board directors previous to the meeting. All candidates that are SCS parents affirmed the ability to prioritize Board decisions for the good of the school over the impact on their children. The Board voted to elect the following people:

Agenda Business Item: Election of New Board Directors

MOTION BY Brian Craker to elect the following nominees as Board Directors, with a one-year term beginning July 1, 2016:

- Michelle Childlaw for open position #5.
- Shari Sholz for open position #6.

Seconded by: Steve Schweitzer

Board Vote: all ayes; **motion passed.**

MOTION BY Brian Craker to elect the following nominees as Board Directors, with a two-year term beginning July 1, 2016:

- Perry Francis for open position #2.
- Carolyn McBee for open position #3.

Seconded by: Kim Young
Board Vote: all ayes; **motion passed.**

Agenda Business Item: Election of Board Chair

MOTION BY Kim Young to elect Brian Craker as Board Chair, for a one-year term beginning July 1, 2016.

Seconded by: Keith Halasy
Board Vote: all ayes with 1 abstention; **motion passed.**

Agenda Business Item: Election of Board Vice-Chair

MOTION BY Brian Craker to elect Steve Schweitzer as Board Vice-Chair, for a one-year term beginning July 1, 2016.

Seconded by: Kim Young
Board Vote: all ayes with 1 abstention; **motion passed.**

Agenda Business Item: Election of Board Treasurer

MOTION BY Kim Young to elect Chris Gerlach as Board Treasurer, for a one-year term beginning July 1, 2016.

Seconded by: Brian Craker
Board Vote: all ayes with 1 abstention; **motion passed.**

Agenda Business Item: Election of Board Secretary

Vote on this position postponed to the June meeting.

Annual By-Laws Review: Desire to modify section 4.10 PP3 to read: "Regular Board Meetings shall have written notice at least three (3) days in advance of the meeting." This change will be noticed for the June meeting for vote. By-laws in their entirety will then be voted on for approval. The Board reviewed the By-Laws in full and received no other suggestions for modification. New language and approval of by-laws will happen at June regular meeting.

Review & Approval of Administrator's Review & Contract

Agenda Business Item: Approval of 2016-17 Administrator's Review

MOTION BY Kim Young to approve the Administrator's Review discussed at executive session on May 19, 2016.

Seconded by: Chris Gerlach
Discussion: None **Board Vote:** all ayes; **motion passed.**

Agenda Business Item: Approval of 2016-17 Administrator's Contract

MOTION BY Kim Young to approve the Administrator's Contract as presented, and authorize Board Chair to sign it.

Seconded by: Chris Gerlach
Discussion: None **Board Vote:** all ayes; **motion passed.**

2016-17 Draft Budget: Three versions of the proposed budget were presented. The Board settled on proposal #2, which affords a 3% increase in teacher's salary.

Agenda Business Item: Approval of 2016-17 Budget

MOTION BY Steve Schweitzer to approve 2nd 2016-17 budget proposal with teacher and administrator increases.

Seconded by: Kim Young

Board Vote: all ayes; **motion passed.**

Employee Agreement and Handbook Review: Review of materials not yet completed from legal source. This item was postponed to next meeting.

III. Academic Excellence

Principal/Administrator's Report:

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

- Enrollment is holding at 216 with a waitlist of 26. 2016-17 enrollment is full at 225 with 45 on the waiting list.
- Safety Committee has been rescheduled so nothing to report at this time.
- Staff meetings are wrapping up with end of year details and planning dates for last week of school.
- Finished teacher observations and finishing up on debrief/post conferences. Working on Staff evaluations as well.
- Have received over 70 applicants and screening is taking some time. Teachers interviewed so far have been outstanding, so great hope with this group. Also hired a fantastic counselor that will be shared with SSD and SCS.
- Core knowledge events and end-of-the-year field trips are the focus of the staff's final weeks. Each teacher has done two core knowledge events this year and they have been well attended.
- The PAC went ABOVE and BEYOND to give the SCS staff and teachers a fabulous week of surprises. Everyone was very touched by the thoughtfulness and effort that went into appreciation week.

Curriculum Review Committee: With resignation of Jill Rosenberg, it draws into question next steps. Will need to schedule work session to discuss next steps.

IV. Finance/Fundraising

PAC Report: The PAC presented a check for \$20,247.50 to the Board from the success of their Kids First Fund. They had already donated close to \$5,000 earlier in the year.

Treasurer/Finance Committee Report: Treasurer Chris Gerlach led a **Review of April Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging

Statement, credit card charges and checks written. March total income was ~84% and total expenses were ~74%.

V. Governance

Updates on Unfinished Business/Planning/Calendar Items/SSD Deliverables: All items delivered and nothing upcoming.

Charter Renewal Update: Noted that contract for charter renewal shows that terms were to be finalized within 20 days of charter renewal approval. As of our meeting, we are over a month since charter renewal approval. Keith and Matt will contact the district to determine cause of delay.

VI. Facilities/Operations

Safety Committee Report: Noted above in Administrator's Report

Techonology Update: Nothing to report at this time.

VII. Closing Items

Board Comments & Communications: Chris Gerlach expressed her desire to see arranged hand-offs and training for those stepping off the Board. Brian Craker publically thanked the SCS teachers and staff present at the meeting for their hard work, and reiterated the Board's openness for all SCS faculty to attend future meetings.

The next regular board meeting has been scheduled for Thurs., June 16th, 2016 at 6:30pm. This meeting IS in alignment with our regular meeting schedule. A work meeting was also scheduled for Thurs. Jun 2nd, 2016 @ 6:30pm.

Agenda Business Item: Adjournment of Meeting

MOTION BY Kim Young to adjourn the meeting at 9:02pm

Seconded by: Keith Halasy

Board Vote: all ayes; **motion passed.**

VIII. Minutes Submission

*Recording and submission of minutes completed by Board Secretary, Brian Craker. Minutes are considered in DRAFT form until approval by Board of Directors. These minutes were APPROVED on June 23, 2016.

