



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, July 21, 2016 – 6:30 pm

MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, July 21, 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 6:45 pm** by Chair, Brian Craker.

Members Present: Joy Raboli, Stephen Schweitzer, Brian Craker, Chris Gerlach, Michelle Chidlaw, Carolyn McBee, and Shari Scholz. **Member Absent:** Perry Francis

SCS Staff Present: None

Public Present: Brenda Carlson, Tee Ramos, Nicki Davis, and Maria Dowdle.

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

Agenda Additions:

No Agenda addition is noted.

Agenda Business Item: Approval of Minutes from 06.23.16 Executive Meeting

MOTION BY Steve Schweitzer to approve the minutes as modified.

Seconded by: Chris Gerlach

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

Public Comment:

Maria Dowdle, a parent of SCS students, expressed a complaint regarding the Administrator's leadership. Brian Craker, the Chair, immediately warned her that no further discussion about a school personnel is allowed in this public forum per SCS Policy BDDH, Public Participation in School Board Meeting. Maria promised her speech would be brief and the Chair allowed her to speak at that time. Maria expressed concerns about the lack of the Administrator's attendance at the Kindergarten graduation to welcome parents. In her mind, it is an indicative of growing constraints between some parents and the school.

II. **New Board Member Orientation**

- A. Brian Craker welcomed the new Board members: Shari, Perry, Carolyn, and Michelle to their first Board meeting by providing a brief orientation on the purpose and responsibilities of the school Board members. Brian detailed out some of the responsibilities to include general governance, policy maintenance, annual financial budget, curriculum reviews, and administrator oversight, Charter Agreement maintenance, and strategic goals. Brian discussed the use of an agenda template and the process of how items are added to the agenda. Agenda is a sole responsibility of the Board Chair and Vice Chair but inputs from other board members may be collectively sought after. This is the first year that the Board had designated specific role and responsibilities to an individual board member. Brian Craker described the means for Board members to communicate (via email and Dropbox) and the rules surrounding board communication, explained the difference between Regular Meeting vs. Executive Meeting, and clarified the role of the School Administrator as ex-Officio .
- B. Brian Craker discussed the available dates for Board Training. The choices were Sept 17, Sept 24, or Sept 29, 2016. **Board Motion by Brian Craker:** 1st choice will be on Sept 29th evening, **Seconded by: Shari Scholz , Board Vote: All ayes; motion passed.** 2nd alternate date will be on Sept 22nd evening. **Motion by Shari Scholz; Seconded by Michelle Chidlaw; Board Vote: all ayes; motion passed.**
- C. Brian Craker shared some of his board goals as a chair for 2016-2017 school year:
- Set 2-3 major goals to be accomplished in the next five years.
 - Re-energize H.E.A.R.T skills to become a part of the identity and character of the school.
 - Train, empower, and encourage all board members in their roles.
 - Re-engage higher levels of parental involvement
 - Desire to be more transparent as the law and regulations would allow.

III. **Academic Excellence**

Principal/Administrator's Report:

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

- Enrollment: 224 and the total waitlist: 47.
- Completion of staff hiring and assignments.
- Discussion about the upcoming Riggs, Singapore Math, and Core Focus training for respective teachers in August. Sue Werle, a parent, will provide Riggs training to parents in the fall.

The office staff and the Administrator completed many summer projects including maintenance and repair of school facility, bark chips under the swings and stumps, reconfiguration of counselor, staff, and meeting rooms, security camera installation, storage unit purchase, and classroom equipment. Joy

Raboli

will organize and lead a 2-week-training for teachers with a theme "H.E.A.R.T of a Champion to tie in the

spirit of Olympics.

Chris Gerlach, the treasurer, discussed the need for Student Handbook review that has not been done for over 5 years. The estimated cost for the review is \$1500-2000. **Motion by: Chris Gerlach, Seconded by: Carolyn McBee, Board Vote: all ayes; motion passed.**

IV. PAC Report

No report from PAC.

Finance Report - Chris Gerlach presented the June 2016 Financials. The unaudited YTD income : \$1,306,959 and YTD Expense: \$1,297,457, resulting in a net income (after Depreciation) : \$9,501. Total Assets as of June 30, 2016: 575,525; Total Liabilities: \$100,518; Total Equity: \$475,006. Accounts Payable Aging \$9,072 which all outstanding liabilities are current and less than 30 days. The total checks written in the month of June totaled to \$172,255. Credit Card Charges for the month of June: \$17,230.

Financial Audit update - Chris Gerlach submitted her report on the status of Financial Audit 2016. The Auditors performed interim audit fieldwork on May 5 and final audit fieldwork on July 19, 2016. Overall, the audit process was going well but more work needed to be done. An audit adjustment was noted by the Auditor on depreciation that was understated by \$17,902. The bookkeeper will correct the error and it will not affect the final audit opinion adversely. The final audited financials will be issued in October 2016

V. Governance

Updates on Unfinished Business: List reviewed and updated. Chair and Vice Chair to sign the Bylaws.

Calendar items/Deliverables to SSD: Proof of PACE insurance renewal is due by August 15th.

VI. Facilities/Operations:

Janitorial contract - renewal of contract with Z&H effective Aug 20, 2016-Aug 20, 2017 was signed by Principal Joy Raboli.

Landscaping bids - The Board had not received 3 landscaping bids as such no vote could be made at the moment. The topic will be discussed again at the next board meeting.

VII. Closing Items

Board Comments: Principal Joy Raboli thanked all board members.

The next board meeting has been scheduled for Thurs., August 18th, 2016 at 6:30pm. This meeting is in alignment with our regular meeting schedule.

Agenda Business Item: Adjournment of Meeting

MOTION BY: Carolyn McBee to adjourn the meeting at 8:11pm

Seconded by: Steve Schweitzer

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

VIII. Minutes Submission

*Recording and submission of minutes by Board Treasurer, Chris Gerlach. Minutes are considered in DRAFT form until approval by Board of Directors. *These minutes were APPROVED on Sept. 22, 2016.