



Work Session of the Board of Directors - March 23, 2017

FINAL

I. Opening Items

The Sherwood Charter School Board of Directors met in the SCS Art room working meeting on Thursday, March 23, 2017.

Audio of the meeting was recorded by chair Craker and can be found at the URL <http://sherwoodcharterschool.org/scs-board-of-directors>

The **March 23, 2017 meeting** was **called to order at 5:37 PM** by Chair, Brian Craker.

Members present: Michelle Chidlaw, Brian Craker, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, and Steve Schweitzer

Members absent: Joy Raboli

SCS Staff present: Angela Havlinek (office manager), Cheryl McLeod (admin)

Public present: Kacie Armitage, Ben Davis, Keith Halasy, Christina Hatch, Michelle Henson, Kim Rocha, Kryste Strum, Susanne Werle

- A. The Pledge of Allegiance was recited by all.
- B. Shari Scholz read Sherwood Charter School's Mission & Vision Statements.
- C. Steve Schweitzer read the H.E.A.R.T. skills as a reminder of the board's mission as representatives of the Sherwood Charter School and to mimic those values in our service to the school. He also discussed meeting expectations.
- D. Agenda Additions
 - An executive orientation session added to the agenda (III) as a primer to the annual administrator review (the item made it to one agenda but not the other one)
 - Steve – discussed the additional teacher turnover taskforce email information that was sent to some taskforce members (but not SCS board members on the taskforce) that contained private and privileged information. Steve and Brian then discussed whether the issue needed a public or and executive session to discuss – “Evaluation of outside communication protocol”

Agenda Business Item: Inclusion of an executive (section III) moving the current section III to section IV and adding Section II-D: evaluation of outside communication protocol

Motion by – Steve Schweitzer

Seconded by – Shari Sholz

Discussion: none

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



Work Session of the Board of Directors - March 23, 2017

FINAL

II. Board Discussion

A. Teacher Turn-Over Taskforce Report

Steve discusses the TTT report giving background and discussion. Task force felt they had non-concrete data and that the data they had wasn't a telling the full story. Steve passes it along to the board for evaluation.

Carolyn summarizes external school data – higher pay, bunch of other reasons for leaving (having children, etc.) perhaps for better benefits. Kristen Miles (OSBA) suggested that charter schools generally have higher turnover which also mirrors the general trend in that teachers don't stay at one school permanently. They typically teach for five years and then reassess.

Steve said due to legal issues we had the 3rd party responses to consider – three provided responses on a 1-9 scale of allowed ratings where a couple reporting nines. Steve went through the different questions, listing the responses. The middle school teacher letter was mentioned and the issues contained therein. He also discussed that the TTT went through the three resignation letters available. Brian relayed that he and Perry had met with all the teachers to discuss the topic of teacher turnover and retention. Steve read part of the final task force report – General observations recommendation section. The Teacher letter was responded to by TTT which was just now put into board TTT Dropbox.

Brian asks a question, referring to a 137-student charter school which had teachers with tenure of 8-9 years. Why they staying that long? Pay and full medical and PERS along with 92% of district pay rate seems to be the answer. Larger schools had more part time slots without the need for full time salaries. Schools similar in size to SCS turnover every three years where money was a primary motivation.

Chris asked whether the charter school funding situation discussed? Carolyn said that wasn't part of her question list when talking to the schools. She only talked with the second in command most times.

The board assessed there were three top reasons seen in SCS teacher departures after the 2015-16 school year:

- Administrator
- Parental interactions with teachers
- Salary (added in addition to the two above given by task force)



Work Session of the Board of Directors - March 23, 2017

FINAL

TTT recommendations comments:

- Carolyn liked the idea of a retention committee which could pass along information when experienced to the board. (Carolyn and Michelle say HR did or would do this in larger school districts)
- Steve is concerned the potential to cross the administrator/board line and doesn't want to be caught in the middle should a conflict arise as there are legalities we need to be cautious of
- Brian said the board could begin to discuss teacher retention in a general sense (TTT, current teachers, plus external information) and how to tackle major pieces. Need express permission from the administrator to talk with the teachers (and was granted – one time) and would like to continue to have dialog but needs to be done with clear boundaries as the administrator is the only staff the board oversees.
- Increase non-parent SCS board members. Board is objective even if we are a collection of SCS parents and external board members. The meeting the board had with the teachers before the back to school night last fall helped clarify board/teacher relationship and supports the feeling of the open-door policy and that they are being heard. But this needs to be done with caution.

The board again all agreed with the top three recommendations and this discussion.

Other recommendations concerning the topic? What about collecting information on teacher departures/retention going forward?

- Exit interviews are out between the board and teachers as discussed in the past as the administrator can only do and only with permission (part of the teacher contract)
- Teacher survey data is available for prior years in case the board would like to examine, Brian reports, as looking back could be helpful
- Michelle suggested that using surveys is more proactive than collecting specific data in an exit interview
- Shari asks about surveys more than once a year? Michelle suggested that two might be too many as the teachers are busy with teaching Chris suggested that the timing is important as we do not have time at the end of the year to rectify problems as they go out the door.



Work Session of the Board of Directors - March 23, 2017

FINAL

- Michelle suggested that the fall, a vacation period or the end of January might be good times to send a survey (all are better than March). This earlier timing would keep the teachers more involved and proactive but allows space for reflection. She also suggests creating a better survey, more focused survey could help too
- Brian mentions that this years' current survey (and related review in executive session) will be opportunity to make suggestions (though any suggestions have to be raised in a public session)
- Chris suggests an idea of involving teachers as part of solution. Have a few teachers be representatives of all the teachers, inviting them to any retention committee is important.
- Michelle mentions the idea of a "problem solving committee" she has seen and participated in in other schools. They are staff meetings issues are discussed, allowing collective brainstorming and is teacher driven. Chris thinks the idea has merit but wonders about a parent representative. Michelle suggests that she is not sure that is a great idea. She has heard of parents having a parent problem-solving committee too. Brian suggests there could be two different groups – staff and faculty (with protocols set) and also have a parent committee.

Steve asks if this discussion is still about teacher retention? He thinks adding parental voices could muddle the situation as retention is the primary focus of the board.

Brian suggests that perhaps Michelle's idea is more ongoing (after this immediate issue is resolved and Steve's idea helps focus of issues being experienced right now.

Brian describes the teacher retention issue in a broader sense in that the board now has:

- 1) The background on the topic
- 2) Have talked to current teachers – have but have not fully been able to work on issues raised
- 3) External data as part of teacher turnover taskforce was received by the board

Can we work with what we have now or wait until we look at teacher survey data (as a part of the administrator review)?

Steve suggests that we discuss retention at every meeting going forward, looking at where are on the topic monthly. We should also look at the teacher survey and find common and true issues



Work Session of the Board of Directors - March 23, 2017

FINAL

raised there. Brian suggests we are working on these things through the spring so that makes sense. He suggests we dissolve the task force as we have received the report and reviewed the data to being the process of focusing on retention.

Agenda Business Item: Dissolve task force committee with thanks for time and energy spent.

Motion by – Chris Gerlach

Seconded by – Michelle Chidlaw

Discussion: none

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

Brian says the TTT did work the board did not have time to do, thanking task force for their time. We will wait for the teacher survey results to make the next set of suggestions.

Steve – standing agenda and have HR person (Carolyn) summarize data from teacher survey that is secondary to admin review which is the first and a primary reason for teacher survey.

Brian agrees to add teacher retention item to the business meeting going forward (doesn't need a vote)

The meeting pauses for a five-minute stretch break at 6:51 PM...

The meeting resumes at 7:00 PM

B. Treasurers/Finance Comm. Report

Chris' 1st item is the addition of Tanya Mosier to the schools' finance committee. Tanya has a great background to add to the school though she couldn't make it tonight and that she is volunteering for the position. The finance committee now consists of 1) the treasurer 2) the school administrator and Tanya would be the 3rd person on the committee.

Agenda Business Item: Add Tanya Mosier to the SCS finance committee.

Motion by – Chris Gerlach

Seconded by – Carolyn McBee

Discussion: none

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

February 2017 FINANCIAL ANALYSIS

Total revenues for FEB 2017: \$106,515; YTD \$980,271



Work Session of the Board of Directors - March 23, 2017

FINAL

Total Instruction expense: \$67,770; YTD = \$470,232

Total Support Service expense: \$21,899; YTD = \$196,567

Total facility and Maintenance expense: \$20,362; YTD = 110,732

Net negative change in fund balance of \$3,516; YTD positive change of \$202,740.

Total revenues for the month decreased by 5% compared to the same month in the prior year, primarily due to lower PEF contributions offset by higher SSF funding. Total overall expenditures increased by 13% compared to the same month in the prior year, broken down by categories are as follows:

- i. Instruction expense was up by 4% primarily due to higher field trip costs and payroll expense
- ii. Support Services increased by \$~500 or 3% compared to the same month in the prior year, primarily due to higher phone and tech service.
- iii. Facility expense increased by \$9K or 80% compared to the same month in the prior year, due to prepayment of next month's church lease payment (2 months of rent pays) and contribution toward the water fountain replacement. Next month, facility expense is expected to be lower than normal.

No payment in April 2017

Ending Fund balance was \$353,772

82% of expected revenues received to date and 61% of budgeted expenditures incurred to date. Eight months into the year or 67% of income /expenses should have been received/expended when they are annualized. Keep in mind that the timing of when revenues and expenditures occur are not equally spread out over course of the year. Cash balance was \$392,610; included in that amount is student council cash balance of \$2,281 which is held in a separate bank account.

Capital assets, net: \$306,073 - no change from last month

Total Assets before pension related liabilities and deferrals: \$698,683

Pension related deferrals: \$207,267

Total Assets after pension related liabilities and deferrals: \$905,950

A/P is \$3288 - all current, no > 30 day outstanding invoices

No credit card liabilities at month-end

Payroll liability: \$35,550

Deferred revenue - no change

Total liabilities before pension related liabilities and deferrals: \$143,414

Net pension liability: \$456,010

Pension related deferrals as a liability: \$95,590

Total liabilities after pension related liabilities and deferrals: \$695,014



Work Session of the Board of Directors - March 23, 2017

FINAL

Net position as of Feb 2017 is \$210.936

C. Budget Presentation

Revised budget around February usually (2016-17). Adjustment with SSF (state school fund) funding. This is the final adjustment for the 2016-17 school year.

Chris suggests that in 2017-18 that increasing the student enrollment in will help balance the budget.

Agenda Business Item: Approve the revised budget for the 2016-17 school year

Motion by – Chris Gerlach

Seconded by – Michelle Chidlaw

Discussion: none

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

D. Outside communication protocol

Steve relays the information that occurred before the last teacher turnover taskforce meeting where an email was sent to the SCS board mailbox (scsboard@sherwoodcharterschool.org) and parent members of the board that contained personnel information that was out of context of the TTT review. The concern here is that private, employment information was discussed in that information and was dispersed to people that should not have received that information. He doesn't know the protocol for such a breach of confidence.

Chris asks where the letters were obtained from? Steve replies that it came in an email from an SCS parent.

Brian relays that the master email was setup for SCS board to keep a record of things sent to board. There are two of us who see every email that comes in and we decide where to send these communications. In this case, the person sending email is putting the school and there selves at a legal risk. There is a concern that a harassment issue could arise, as knowing that we have non-board members reviewing the information is concerning as we could all could be potentially liable as a board.

We should respond immediately and clarify appropriate communication mechanism vis-à-vis the school in this situation (Brian will make phone call to be sure we can add II-D topic to an executive session). Until then, this issue is tabled for the remainder of the public meeting.



Work Session of the Board of Directors - March 23, 2017

FINAL

At **7:26** the public session is now complete for the moment and we will resume in executive session in 5 minutes. At that point, former board chair Keith Halasy is invited to assist in an administrator review orientation and he is permitted to remain in with the board in executive session.

III. Executive Session

The Sherwood Charter School Board of Directors will enter into an Executive (Non-Public) Session pursuant to ORS § 192.660(2)(i): to begin the annual review and evaluation of the employment-related performance of the School Administrator.

Executive meeting minutes

1. The meeting was called to Order at 7:33 PM by Chair, Brian Craker.

Members present: Michelle Chidlaw, Brian Craker, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, and Steve Schweitzer

Guest: Keith Halasy joins the board with permission.

Members absent: Joy Raboli

2. The Sherwood Charter School Board of Directors met in Executive (Non-Public) Session pursuant to ORS § 192.660(2)(i): to begin the annual review and evaluation of the employment-related performance of the School Administrator.
3. At **9:16** PM the board chair closed the executive meeting and the special meeting of the board of directors.

IV. Closing Items

At **9:17** the public meeting was adjourned after checking for any remaining public wanting acknowledgment the meeting had completed.

Recording and submission of minutes completed by Board Secretary, Perry Francis.
(Minutes approved May 31, 2017)