



**Annual Business Meeting, SCS Board of Directors, June 14<sup>th</sup>, 2018**  
**Final Meeting Minutes\***

**I. Opening Items**

- A. Call the Meeting to Order, Roll Call, Flag Salute

The Sherwood Charter School Board of Directors met in the Sherwood Charter School meeting room (behind kindergarten classroom) for a special business meeting on Thursday, June 14, 2018.

Brian Craker called the special business meeting to order at 6:10 PM, June 14, 2018.

**Members present:** Brian Craker, Perry Francis, Carolyn McBee, Kim Rocha, Frank Scholz, Gail Wallace, Joy Raboli (ex officio)

**Members absent:** Steve Schweitzer

**SCS Staff present:** Angela Havlinek, Cheryl McLeod

**Public present:** None

- B. Reading of Mission & Vision Statements

Gail Wallace read the Mission and Vision Statements.

- C. H.E.A.R.T. Skills & Meeting Expectations

Brian Craker read the HEART Skills and passed along meeting expectations.

- D. Agenda Additions

Ms. Raboli requested some changes in verbiage to the "Timing of lottery enrollment time"

**MOTION:** Add section 2B to the agenda - Lottery

**Motion by:** Carolyn McBee

**Seconded by:** Kim Rocha

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

- E. Summer Lottery

Angela Havlinek and Cheryl McLeod performed the Summer Lottery.

**MOTION:** The board accepts the results of the Summer 2018 Lottery

**Motion by:** Carolyn McBee

**Seconded by:** Kim Rocha

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



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F. Approval of Previous Minutes

**MOTION:** Approve the May 2018 meeting minutes

**Motion by:** Kim Rocha

**Seconded by:** Carolyn McBee

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

G. Public Comment

Thank you notes were read from Ms. Boedigheimer, Ms. Havlinek and the staff for the year-end breakfast hosted by the board.

**II. Academic Excellence**

A. Principal/Administrator's Report

Attached as an addendum.

B. Lottery schedule for 2018-19 (agenda addition)

There was discussion about the timing of the lottery schedule and how that interacts when students apply for open positions. This year there were some instances of people trying to work around existing and meaningful limitations in the existing procedure. Ms. Raboli suggested changes to keep the issue from repeating in subsequent years.

**MOTION:** Motion to accept the suggested changes in enrollment and lottery

**Motion by:** Carolyn McBee

**Seconded by:** Gail Wallace

Discussion: Many agree with the suggested changes. Perry asked general questions about the lottery, suggesting he would investigate the process on his own.

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

**III. PAC/Finance/Fundraising**

A. PAC Report

No PAC report



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Ms. Havlinek mentioned that the PAC has bought items (chairs for learning assistant, tables for humanities, floor mats) and that they were delivered recently. There were comments of thanks from the board.

B. Treasurers/Finance Comm. Report

No financials available due to the timing of the meeting. Some topics of action the treasurer is looking into updates into some insurance changes. Insurance through 7/1/18.

**IV. Facilities/Operations**

A. Facilities Update & Lease Renewal – Gail Wallace

- Holding off lease renewal because of office reconfiguration
- Could cost SCS an extra \$250 monthly for the new office space (indefinite, monthly increase)
- Talked with Tim Brandt and Pastor Rich of SCFC –additional space in past given without rent increase, but additional rent will help defray their moving costs. Brian working on cost breakdown.

Kim suggested we don't need to approve lease as the current one is good for 3 years (yes, but new year is typically added on annually) and that we also need to know sq. footage. The moving expense is a one-time expense and doesn't see how continuing to pay extra over time makes as much sense.

Ms. Raboli suggested that SCS is actually paying pennies for space even with rent increase.

Brian explained that the rate we pay is complex (based upon real rents) and was done with attorneys on both side. We should do cost accounting but at a future time. There is no jeopardy in signing the lease renewal.

Ms. Raboli suggested we should sign the lease when presented but should consider renegotiating at next lease and get the reconfigure done now.

The parking lot to be done during summer and the church will ask for monies from SCS when complete. There are no more planned rate increases.

**Motion: accept a lease addendum for additional office space at \$250 a month**

**Motion by:** Kim Rocha

**Seconded by:** Carolyn McBee

**Discussion:**

Frank mentioned the possibility of no lease beyond 2019 so perhaps not extending lease is a risk, given costs could rise in the interim.

Brian mentioned that SCFC may submit a lease renewal after the approval of the lease addendum motioned.

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



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**B. Office Reconfiguration**

Staff suggests that \$5K cushion in the budget (2017-18) and have also some savings too in maintenance (\$10K in maintenance line items – spent \$1600)

- The office requested bids for door, painting, etc... and bids are in the range of \$5-8K.

Kim suggested looking at revenue too as it's currently lower. Ms. Raboli suggested we can do the work for \$5K but have additional unspent monies in the budget if the cost is a little over.

Brian relayed the process for such work:

- Receive 3 bids
- Check current bounds of our budget
- Administrator & treasurer make final decision on expense (reallocating and/or spending reserves need board vote otherwise the board can only comment on expense)

Kim suggested that up to \$5K okay in her opinion but above that she would need to look to the budget first.

Brian asked if the board should let the Treasurer and the Administrator make decision or does the board want to be more involved? There was general acclaim that the two could work together and bring any issues back to the board as needed.

Kim suggested she could look at budget numbers by next week.

The Board advises Ms. Raboli and Kim, the treasurer, to work together on this funding point with the following suggestion:

- Make a request to the PAC to see if they have funds to help defray the security system and therefore perhaps fund something more than the camera the PAC paid for.

Ms. Raboli requested help from the board for the office move and suggested that it would be nice to ask others in the SCS community to help too, and also help move the SCFC library.

*A parent arrived asking about whether the lottery had happened. The office staff present helped them.*

**V. Governance**

**A. Unfinished Business, Calendaring, Planning & SSD Deliverables**

We will notify SSD with lease extension.

**B. Discussion of Open Board Positions**

Brian spoke of the open positions that the board had available.

**C. Summer Policy Review**

Nothing now on this point but might have something soon.



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**VI. Closing Items**

A. Board Comments & Communications

Ms. Raboli hands out gifts to Brian and Carolyn to thank them for their service. Thanks Carolyn for her vision from the teacher perspective. Brian's webinar helped save the school and was fair, patient, and that he did best he could, leading us through those difficult times.

Brian thanks Ms. Raboli for the team effort that helped through the school's difficult year. Lauds Steve for his calm ways in the busyness of last year and supporting him in tough times.

Ms. Raboli spoke to Steve having a tremendous sense of confidence and would relay that calm and positive demeanor through the year. She has huge respect for him and his steadying influence.

B. Thank You & Recognition Notes

NONE

C. Set Special Election Meeting

Brian was working with interested parties (three) for the open board positions suggesting that the board might need a special meeting. We would need to look for a date before June 29<sup>th</sup> – June 21<sup>st</sup> or 28<sup>th</sup> – for an abbreviated business meeting.

The date of June 25<sup>th</sup>, at 6:30 PM was decided upon though some (Perry) could not attend.

D. Next Regular Meeting

June 25<sup>th</sup>, 6:30 PM

E. Adjourn Meeting

Meeting adjourned at 7:34 PM which Carolyn seconds.

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\* Recording and submission of minutes completed 2017-18 Board Secretary, Perry Francis.  
These minutes were approved by the Board of Directors on 10/17/2018

**Joy Raboli**

**Administrator's Report**

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**End of the Year Enrollment for 2017-18**

Grade	Students	Waiting List
K	22	0
1	18	0
2	24	0
3	23	0
4	25	1
5	23	0
6	22	0
7	23	0
8	20	0
<b>Total</b>	<b>200</b>	<b>1</b>

**Projected Enrollment for 2018-19**

Grade	Students	Waiting List	Summer Lottery
K	25	13	9
1	25	1	3
2	21	0	2
3	25	1	8
4	23	0	4
5	25	8	7
6	21	0	8
7	22	0	5
8	24	0	0
<b>Total</b>	<b>211 (222 with summer lottery additions) It would be 223 if we</b>	<b>23</b>	<b>46</b>



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	<p><b>filled the 8<sup>th</sup> grade spot. Application was received after deadline.</b></p>		
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Grades with blue will be filled with summer lottery applicants and grades with red will increase, but will not fill as of this moment.

**Testing**

Unofficially, our students did very well regarding SBAC. We should maintain our Level 5 score from the State of Oregon. Our scores indicate strong growth using Lucy Calkins this year. We outperformed SSD in all areas except 7<sup>th</sup> grade ELA. We will have official results this September.

**Teachers and Staff**

I have hired two new teachers for the positions vacated by Sophia Levenson and Sarah Landels. Our new 4<sup>th</sup> grade teacher is Ashley Murray. She was able to meet her incoming class at Stepping Stones. Our new 1<sup>st</sup> grade teacher is Marissa Bradley, who met the kinders in their classroom and also at Stepping Stones. We had over 150 applicants in the pool and interviewed top candidates to select our two teachers. Both are an excellent fit for SCS and I was grateful that they were hired in time to meet their classes for next year. A notice went out to parents informing them about the new hires. We will be interviewing candidates this summer to fill the spot vacated by Annie Scissons.

**End of the Year Wrap Up**

We ended the 2017-18 school year strongly with a great field day, middle school promotion ceremony and Stepping Stones ceremony. The staff had a fantastic end of the year meeting on Friday. Thank you to the board for making the breakfast so special for our teachers and staff. The 2017-18 school year was big success!