

SHERWOOD CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING  
Tuesday, June 19, 2012 at 7:00 PM  
Sherwood Friends Church  
23264 SW Main Street, Sherwood, OR 97140

M I N U T E S

**Attending**

Board:

Liz Vohland – chair

Jenelle Christensen

Kim Young

Corey Werle

Jim Farner

Frank Canepa

Keith Halasey

Rene Simas

Staff:

Jan Smith

Cindy Liljgren

1. **CALL TO ORDER** - meeting was called to order at 7:05 PM
2. **PLEDGE OF ALLEGIANCE** – all present were led in the pledge of allegiance
3. **PUBLIC COMMENT** - none
4. **APPROVAL OF MINUTES**
  - a. May 9, 2012 Work Session - postponed
  - b. May 15, 2012 Board Meeting – Approved (Motion – Corey Werle, 2<sup>nd</sup> – Jenelle Christensen, all Aye)
  - c. May 23, Executive Session Meeting – Approved (Motion – Kim Young, 2<sup>nd</sup> – Jim Farner, all Aye)
  - d. June 14, 2012 Work Session Meeting – Approved (Motion – Corey Werle, 2<sup>nd</sup> – Jim Farner, all Aye)
5. **REPORTS OF THE OFFICERS/DIRECTOR/OTHER**
  - a. Administrator’s report-Jan Smith – see report appended to the end of this document
  - b. Treasurer’s report-Corey Werle – current financials were reviewed
6. **ACTION ITEMS**
  - a. Budget 2012-2013
    - i. Two draft budgets were reviewed with different enrollment and payroll assumptions. Motion was made by Jenelle Christensen to approve the 2% 195 enrollment budget. 2<sup>nd</sup> – Frank Canepa, all Aye.
  - b. Lease Extension – Motion was made by Kim Young to approve an extension of our lease with the church for our building through June 30<sup>th</sup>, 2015, and to authorize Jan Smith and Liz Vohland to sign the lease. 2<sup>nd</sup> – Liz Vohland. All Aye
  - c. Curriculum Adoption – Motion was made by Liz Vohland to adopt the new MyMath curriculum. 2<sup>nd</sup> – Frank Canepa, All Aye.
  - d. Approval of Bank Signers for 2012-2013 – Motion was made by Corey Werle to authorize as signers: Jenelle Christensen (new board chair), Jim Farner (Asst.

Treasurer), Corey Werle (Treasurer), and Jan Smith (Principal). 2<sup>nd</sup> – Kim Young, All Aye

- e. Approval of 2012-2013 Calendar – Motion was made by Liz Vohland to approve the 2012-2013 school calendar (no school or field trips on Fridays). 2<sup>nd</sup> – Jenelle Christensen, All Aye
- f. Policy for June payout of non-returning teachers
  - i. Discussed how the board would handle requests to pay out salary when teachers leave, after their contract ends. Discussed whether there is a policy needed. Action item – craft a policy to be followed for future non-returning employees (pay out remaining salary after contract period ends, on the following regular pay day). Will revisit in August 2013.
- g. PACE Renewal
  - i. New general liability insurance premium increased by about \$1100. Motion by Kim Young to accept PACE renewal offer - \$5553 for 2012-2013 policy year and authorize Jan Smith to sign the liability coverage proposal. 2<sup>nd</sup> – Frank Canepa, All aye

## **7. UNFINISHED BUSINESS**

- a. Board Training – board members need to communicate what dates they are available, Liz will follow up.
- b. Director Evaluation – goal setting session held, but evaluation not completed. Liz, Frank, Kim, and Jan will conduct a goal review, July 2<sup>nd</sup>, 9am, Executive Session
- c. Calendar Update – PO records for assets due to district by July 15th

## **8. BOARD COMMENTS/ANNOUNCEMENTS**

- a. Passing the Torch – Liz Vohland expressed thanks to Jan for her work, and for the opportunity serve. Kim Young expressed thanks, enjoyed working with the staff, board, Cindy. Kim gave everyone a CD with historical board docs.

- 9. **ADJOURNMENT** - Motion to adjourn – Kim Young, 2<sup>nd</sup> – Jenelle Christensen, All Aye. Meeting was adjourned at 8:31pm

**Next Meeting: \*\* Tuesday, July 17, 2012\*\*** at Sherwood Charter School

**Address:** 23264 SW Main Street, Sherwood, OR 97140

School Board Report – from Principal Jan Smith

Month of: June, 2012

Enrollment: 2012-2013 School Year

Grade	Students	Number on Wait List/Other	Applications
K	22	21	6
1	22	2	5
2	22	14	3
3	22	7	2
4	22	10	3
5	22	8	2
6	26	4	5
7	25	0	3
8	23	0	1
Total	206		

District:

- Met with Rebecca Humphries. Rebecca gave us a large amount of manipulatives that are no longer used in SSD. Mrs. Stuckey, Mr. Baumer, and 3 eighth grade boys loaded them up in the back of her pickup truck during the last week of school. A student created an inventory and I will match the inventory of materials to the manipulative materials that are needed for each grade level for math instruction.
- Gary Bennett, current principal of Sherwood Middle School, has accepted the position vacated by Brian Putnam. I called to congratulate him and let him know that he is my liaison and that I look forward to working with him.

Building:

- Teachers met on June 8<sup>th</sup> to determine the insurance option that best fit the group. Jackie from Montgomery and Graham answered staff questions and helped us out with paperwork. We will now do this every year – so that staff can ask questions and we can handle insurance in a timely fashion.
- All teachers turned in their classroom inventories to Cindy.

- Mrs. Beecher and Mr. Skagerberg switched classrooms. Next year we will have a primary team, an intermediate team, and a middle school team. Each team will meet weekly and support each other in the same way that the middle school team has done for the past two years.
- Teachers in all grades administered math assessments in order to determine initial placements in the fall. This was most significant for middle school since that data will be used in textbook ordering.
- Jan Zobrist will be applying again next year to participate in the Architect in the Schools program as well as the Junior Achievement.
- Interviews for the MS Science/Technology position were held on June 18<sup>th</sup>. We had some great candidates and anticipate being able to hire by the end of the month.

#### Teacher Supervision/Evaluation

- All teacher assessments/evaluations completed and filed.

#### Community:

- Draft school brochure – to be finalized by end of June. I have an information packet that will include state report card, brochure, and other information about our school and be placed in a folder – ready to be sent out when parents request information on our school. Ready for review at July Board meeting.