



23264 SW Main Street, Sherwood, OR 97140

Minutes from the Meeting of the Board of Directors

Thursday, August 15, 2013 -- 7:00 pm

I. Opening Items

The meeting was **called to order at 7:02 pm** by Renee Simas, and roll was called.

Members Present: Renee Simas, Vice Chair; Joy Raboli, Principal; Kim Young, Treasurer; and Jenelle Christensen, Amy Anderson and Jim Farner, Members. **Members Absent:** Keith Halasy, Chair.

The Pledge of Allegiance was recited, and the Mission and Vision statements were read.

Approval of Minutes: 06.13.13, 06.27.13, 07.18.13, 07.29.13, 08.08.13

DRAFT Minutes of 06.13.13 were removed from consideration; a vote on their approval was postponed to the September meeting. The vote on 07.18.13 DRAFT Minutes was also postponed until the September meeting.

Jenelle Christensen made a **motion to approve the Minutes from 06.27.13, 07.18.13, 07.29.13, 08.08.13 as presented.**

Seconded by: Kim Young

Board vote: All in favor; Motion passes

Public Comment: No members of the public provided comment.

II. Academic Excellence

Principal Joy Raboli delivered the Administrator's Report.

Enrollment is at 219 students. Quake Care items arrived and were delivered to classrooms. 80 laptops will arrive soon. Principal creating two-week professional development program for staff; classrooms being set up. The school office was painted and organized with help from board members. Staffing is complete. The second grade teacher's substitute is in place; compensation issues were discussed. **Teacher B** did not pass HQT test; backup substitute will need to be found if she doesn't pass it at the end of August. Work continues on school website. Plan to begin work on Staff Room in first weeks of September. Staff will sign up to participate in each of our regular monthly board meetings during the school year beginning in October. Board provided with extensive list of summer accomplishments.

III. Finance/Fundraising

Treasurer Kim Young led **review of July 2013 financials**. Reviewed P&L Summary, Income Statement, Balance Sheet, Accounts Payable, Aging Statement, Credit Card Charges and checks written.

Treasurer provided **update on our Audit**, which is not out yet, and commented on Exit Summary Findings: Dispersements process, Check Request Process, Coding Process, and Dual Signature Process. No material weaknesses were found.

An **update on our 07.29.13 meeting to increase our credit limit** was provided. Our credit limit raised to \$12,000. Once school year begins, limit will be decreased to prior limit.

IV. Governance

Policy Adoption Update provided by Renee Simas. SSD to be provided a copy of newly adopted SCS policies per our Charter Agreement.

Deliverables to Sherwood School District: Received from Gary Bennett (title, SSD) a calendar of deliverables, which Renee and Kim cross-checked with our calendar of deliverables. Renee will contact Mr. Bennett shortly to provide him with the contact person for each of those items as well as to ensure that he has copies of all deliverables up to the start of the school year (include Rebecca Humphries and Cyndi Turner) with help of Kim Young and Cindy Liljegren. Renee or Joy will ask SSD for test scores for comparison.

*****Upcoming deadline: October 15 – Audit and Annual Report are due to SSD.**

Financial Policies: Per Kim Young's conversation with Peggy Holstedt at OSBA, **the goal is to code our financial policies by September 15**. A revised **Table of Contents** is also needed. Questions arose regarding bonding and were answered in email from Ms. Holstedt. Treasurer will report at September meeting if any board action is required to ensure we are in compliance with all financial policies.

Board Governance Policies: Board was provided with a hard copy of all policies relating to board governance for review.

Middle School numbers/ Lottery Policy: This item was continued from our July meeting; it read: "adjusting student counts per grade to account for larger student population." Board clarified that this information refers to SCS Lottery Policy, a copy of which was provided in the board packet. **Proposal was made to revise the Lottery Policy**. ODE has lottery instructions for charter schools. Kim Young will work with Jenelle Christensen on revision and bring to September meeting.

Organizational Planning/Calendar items. Board Organization chart was updated and reviewed for accuracy.

Annual Review of By-Laws: Board was provided with a hard copy of Sherwood Charter School's bylaws, per the annual review requirement. Board was asked to review and be prepared to provide input at September board meeting.

Budget Committee Planning Meetings: Treasurer will submit meeting dates in January for 2014-2015 budget.

March 20, 2014, meeting rescheduled for March 13, 2014:

Motion by Renee Simas to reschedule March 20, 2014 meeting, which falls during Spring Break, to the second Thursday of the month, March 13, 2014, to help ensure inclusion of more board members and more parents at that meeting.

Seconded by: Kim Young

Board Vote: All in favor; Motion passes.

V. Facilities/Operations

Facility Committee Report was provided by Jim Farner. Discussion included painting to be completed at school, the work to begin on the Staff Room, possible locations for a playground, and the Internet.

Technology Committee Report provided by Principal Raboli. Discussion included a list of technology needs: Laptop charging cart, Software-Smart Sync, Software – Drive Vaccine, Smart Board installation, router, “iBallz” iPad protectors. arrival of 80 laptops, and Netbooks.

Motion made by Kim Young to authorize and move an additional \$20,000 of the tech budget to be additional state funding or covered by savings to be resolved in October.

Seconded by: Jenelle Christensen

Board Vote: All in favor; Motion passes.

VI. Community Engagement/Board Development

Board Recruitment update provided by Renee Simas. One opening remains on board of directors. Will post on school website as well as with Bar Association at start of September.

VII. Adjourn Meeting

Our next regular board meeting is Thursday, September 19, 2013 at 7:00 pm.

Further Discussion: Kim Young suggested moving last year's remaining PEF to cover Quake Care kits.

Motion to Adjourn Meeting made by Renee Simas at 8:24 pm.

Seconded by: Jim Farner

Board Vote: All in favor; Motion passes.