



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, November 21, 2013 -- 7:00 pm

MEETING MINUTES

I. Opening Items

Keith Halasy, Chair, called the meeting to order at: 7:02 pm.

Members present: Keith Halasy, Renee Simas, Jim Farner, Jenelle Christensen, Kim Young, Amy Anderson, Joy Raboli

Members absent: None

Members of the public present: Laura Smith, Ken Smith, Perry Francis

The Pledge of Allegiance was recited by all present, and the Mission & Vision Statements were read by Jim Farner.

MOTION was made by Renee Simas to approve the draft minutes of the 10.17.13 meeting of the board of directors, which had been distributed electronically in advance of meeting.

Seconded by: Kim Young

Discussion: none

Board vote: all in favor; motion passed.

No additions were made to the agenda, and no public comment was made.

II. Academic Excellence

Middle School teachers Shannon Peterka, Kristin Carlson, and Kristin Micklewright, along with middle school students, presented an informative PowerPoint presentation/movie regarding the Leadership Academy. Highlights included: house cheers and mascot introductions, a typical week in the life of houses including HEART skill of the week, the bead ceremony, and house competitions.

Principal Raboli provided an informational Administrator's Report. Enrollment increased by one student this month. Staff has been participating in numerous development activities, including Synergy and Parent Vue training, which will be up and running for second trimester; Daily 5 training, which is one piece of the literacy model; a Smart Board training; and new report card training, the new model is proficiency based and teacher friendly. Principal provided parents with links to additional resources regarding the new report cards via newsletter. Provided updates regarding classroom iPads and two smart boards that require servicing. Update regarding recruitment for math teacher and sub; Principal will

announce plan for filling the spot early next month. Clarification and update regarding “Highly Qualified teachers” was also provided.

Safety Committee Update was provided by Principal Raboli, which included information regarding the surveillance camera and need for more training with cameras and phone system. She clarified terminology regarding lock-ins/outs to avoid confusion. Counselor Laus attended comprehensive safety training meeting. Need to recruit additional members for safety committee.

III. Finance/Fundraising

Treasurer Kim Young reviewed October Financials, which included review of P&L summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written.

Treasurer brought before the board three (3) financial policies for review. Board had asked OSBA to convert our existing financial procedures into properly coded financial policies for inclusion in our policy manual. These policies were adopted on 08/08/13 and 9/19/13. These policies are: DB - Public Charter School Budget; DGA – Bank Account Management – Authorized Signatures; DLC-AR – Staff Expense Reimbursement. Policies we previously voted on did not include all language from our financial procedures and were, therefore, readopted.

MOTION was made by Kim Young to adopt policies DB, DGA, and DLCAR as of November 21, 2013.

Seconded by: Keith Halasy

Discussion: none

Board vote: all in favor; motion passed.

MOTION by Kim Young to approve revisions to the 2013-2014 budget.

Seconded by: Jenelle Christensen

Discussion: Kim Young detailed proposed changes to the 2013-2014 budget.

Board vote: all in favor; motion passed; budget revisions adopted.

IV. Governance

Renee Simas Organizational Planning/Calendar items

Deliverables to Sherwood School District: None at this time.

ACTION: Renee to share calendar with board electronically and hard copy.

Renee Simas presented revisions to SCS's pre-application form. Changes included the deletion of three questions that needn't be asked until students are enrolled. New form is ready to be posted to new website.

Board discussion regarding rough draft of Enrollment and Lottery Procedures; Peggy Holstead at OSBA had recommended a procedure rather than a policy. Lotteries will be held at regular meetings of the board of directors in January, March and June annually; lotteries will not be held at PAC meetings to adhere to regulations of Oregon Public Meetings Laws. Open enrollment will begin November 1 each year and end 24 hours prior to regular meetings to allow time for school secretary to make necessary preparations. General consensus not to specifically note Sherwood Gazette posting as there is no guarantee that our notice would be printed; however, there is agreement that our enrollment period and lottery dates should be easily noted on our website.

ACTION ITEMS:

- Ask OSBA to remove policies from site that were previously removed by board vote.
- Secretary to add lotteries to January, March and June master calendar.
- Renee Simas to continue work on second draft of Enrollment and Lottery Procedures to be voted on at December meeting.

V. Facilities/Operations

Facility Liaison, Jim Farner, provided a facilities update. The Church has granted the following permissions: to add a door between principal office and school office, to begin work on staff room (budget permitting), and to add an electrical outlet to downstairs entry. Noted that we can page through the phones, but it won't be loud like a loudspeaker.

Keith Halasy provided a technology update: new SCS website to go LIVE shortly.

VI. Community Engagement/Board Development

Renee Simas provided a board recruitment update: Washington County Bar Association newsletter was sent out to WCBA members on November 1 and included our announcement; it is also posted on their website. Carol Hawkins will ask WCBA president and other contacts for advice; she indicated that there is not a plethora of attorneys who specialize in education law (only 36 listed in their database), and the Oregon State Bar doesn't have a section dedicated to Education Law. She suggested I contact the bar.

ACTION: Renee Simas to contact the bar at info@osbar.org or 503-620-0222.

Board strategy/goal planning session scheduled for December 3, 2013 at 5pm in math room.

vii. Adjourn Meeting

Next regular Board Meeting: December 12, 2013

MOTION to adjourn meeting at 8:37 pm.

Seconded by: Jenelle Christensen

Discussion: none

Board vote: all in favor; motion passed.