



Meeting of the Board of Directors: Thursday, April 17, 2014 – 6:30 pm

MEETING MINUTES

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, April 17, 2014, in the math room of Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:30 pm** by Renée Simas, Vice-Chair/Secretary.

Members Present: Renée Simas, Joy Raboli, Jim Farner, Amy Anderson, and Jenelle Christensen.

Members Absent: Keith Halasy, Chair; Kim Young, Treasurer

The Pledge of Allegiance was recited by all present, and Director Jenelle Christensen read Sherwood Charter School's Mission & Vision Statements.

MOTION BY Jenelle Christensen to approve the meeting minutes of 03.04.2014 work session, 03.13.2014 regular session, and 04.15.14 executive session.

Seconded by: Jim Farner

Discussion: None

Board Vote: All in favor; **motion passed. Meeting minutes of 03.04.2014, 03.13.2014, and 04.15.2014 approved.**

Agenda Additions: None; however, it was noted that the agenda was mis-lettered in the opening items section. Secretary to correct for file copy. Agenda also noted incorrect date of annual meeting; secretary to amend this as well to reflect accurate date for file copy.

Public Comment: None

II. Academic Excellence

Teacher Presentation: Third Grade Teacher, Ms. Angela Willner, and five of her students presented part of their Core Knowledge civil rights unit to the board.

Principal/Administrator's Report: Principal Joy Raboli delivered her April Administrator's Report. Enrollment is holding steady at 221. Projected enrollment is 225 for the 2014-2015 school year with 60 students on the waiting list. 8th Graders are working with school counselor Melinda Laus to talk about navigating high school. An alumni panel of former SCS students will be held on April 23 to offer our students tips/advice and answer questions. 5th Graders are also transitioning into the Leadership Academy this fall. Principal Raboli is holding an informational meeting for parents on May 15 from 8-30 – 10:00 am to explain houses, discuss curriculum, and give a tour of the LA. 5th Graders will spend half a day in the LA on May 22, finding out which house they are placed in and selecting their electives.

State testing will be completed in mid-May. Karsen O'Bryan was selected as test coordinator, received training at SSD, and trained our teachers in an after-school test workshop.

Ms. Raboli will also be wrapping up teacher performance evaluations in May. She outlined and explained the comprehensive teacher evaluation process: informal walk-throughs, immediate electronic feedback, individual goal setting meetings, "think sheets," Teaching Behavior Evaluations, pre-conference goal setting, formal observation, observation mind map, keepers and polishers, final evaluation sheet, meetings to discuss teacher and administrator evaluation sheets, and growth plans for the following year.

Included with her report was a proposed calendar for the 2014-2015 school year for discussion at our May meeting. The extended Spring Break with conferences seemed to be a positive for staff and students.

Safety Committee Update: Ms. Raboli also provided a Safety Committee Update. Progress continues to be made under her leadership. She will attend PACE Day on Friday, April 25th in Eugene, Oregon. The topic is "Safe and Secure Schools."

III. Finance/Fundraising

A **Review of March Financials** and the **Budget Committee Update** were postponed until the May meeting.

IV. Governance

Updates on Unfinished Business: Secretary will email updated list to board; all board members will respond to secretary with updates. Updated list will be shared at May meeting. Board members were asked to begin to wrap up loose ends by end of school year.

Planning/Calendar Items/Deliverables to SSD: Treasurer delivered our preliminary budget to SSD by March 15. Board secretary to check with school secretary regarding April 1 deliverable. An extension to our lease was signed in January; we'll vote on lease agreement at May meeting. There continues to be the question of what the item on page 5 of our charter contract means: "Provide proof of occupancy and safety permits for the facilities."

ACTION: Principal Raboli will ask SSD what "Provide proof of occupancy and safety permits for the facilities" means and report back at May meeting.

Policy Updates: Board reviewed and discussed all updates to "required" policies from October 2013 and January 2014 OSBA "Policy Updates."

MOTION BY Jenelle Christensen to approve amendments to required policies and re-adopt: GCDA/GDDA; GCDA/GDDA –AR; IKF; IKF-AR; JHCDA; JHCDA-AR; JF/JFA; JFC; JFCJ; JG; JGAB, and JGAB-AR.

Seconded by: Jim Farner

Discussion: **Postpone adoption of X...** Upon adoption, SSD must be provided with policy updates. A quarterly email noting which updates were re-adopted and a link to all of our policies would probably suffice. It was suggested that we hold a work session to review the "highly recommended" policies. However, board thought it better to do as part of June meetings since we can't vote on them in work session anyway.

Board Vote: All in favor; **motion passed. Policy updates re-adopted.**

ACTION: Renée to distribute "highly recommended" policies at May meeting for June discussion.

ACTION: Secretary to add "highly recommended" policies vote to June agenda.

ACTION: Principal to send email to SSD noting that policies have been (re)adopted.

Principal Evaluation Process: Principal performance evaluation is due on May 1. Input and recommendations from April 15 executive session has been compiled and sent to Chair. Our employment agreement with our school director needs to be amended prior to extending. Secretary to ask Chair whether or not to plan a work session to finalize the process; Board preferred to discuss/vote at May's annual meeting. Chair to present final process to board for vote.

Proposal to amend the # of Employee Sick Days: Board discussed this issue at March meeting for April vote.

MOTION BY Renée Simas to increase the number of employee sick days from five (5) to eight (8) beginning in the 2014-2015 school year and allow unused sick leave to accrue to the following year.

Seconded by: Jim Farner

Discussion: Hourly employees don't have the same benefit. School secretary does not have sick days; this needs to be changed as well.

Board Vote: All in favor; **motion to increase the number of employee sick days from 5-8 passed.**

ACTION: Secretary to add to May agenda discussion to include sick days for hourly workers.

V. Facilities/Operations

Director Jim Farner reported that we are pretty close to having an addendum to our current lease with the church. While we extended our rolling, 3-year lease in January, we still need to button up our lease in May so we can get the final numbers in the budget. Church wanted to increase rent by 9%, 3%, and 3% over next three years; Jim proposed 6%, 6%, 3% for more even distribution and smaller hit to next year's budget. Either way, we're looking at a 15% increase over next three years. Water bill has increased drastically and church wants those costs passed on to SCS.

Technology Liaison Update: Jim Farner reported that he ordered the additional bandwidth but hadn't received a response. Principal reported that teachers are still struggling with laptops and netbooks.

ACTION: Jim to get outline of lease proposal out to board prior to May meeting.

ACTION: Secretary to add the vote on lease to May's agenda.

ACTION: Jim to follow up regarding bandwidth.

VI. Community Engagement/Board Development

Parent Surveys Update: Amy Anderson and Renée Simas to take a second look at Parent Surveys and send final list to Principal Raboli to distribute by May 1; Amy and Renée will also look at Teacher Surveys to ensure they contain questions that addressed areas where board was unable to make a determination on principal evaluation. Board to post to Survey Monkey at earliest opportunity to get teacher input.

ACTION: Renée and Amy to meet for final review of Parent and Teacher Surveys.

ACTION: Secretary to post Teacher Surveys to Survey Monkey.

Board Recruitment Update: There have been no applicants for our vacant board positions; all board members will continue to actively recruit for the vacant positions. Renée Simas announced that she will not

pursue a second term as board member after her term expires at the end of June. Four vacancies will need to be filled.

VII. Closing Items

The date of the Annual Meeting of the Board of Directors was incorrectly indicated as May 19, 2014, on the April agenda; **the Annual Meeting is Tuesday, May 20, 2014 at 6:30 pm.** Principal Raboli will not be able to attend the May meeting.

MOTION BY Renée Simas to adjourn meeting at 8:15 pm.

Seconded by: Jenelle Christensen

Discussion: None

Board Vote: All ayes. **Motion passed; meeting adjourned at 8:15 pm.**