



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, August 6, 2014 – 6:30 pm MEETING MINUTES

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, August 6, 2014, in the math room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was called to order at 6:30 pm by Chair, Keith Halasy.

Members Present: Keith Halasy, Joy Raboli, Amy Anderson, Kim Young, Tee Ramos, Stephen Schweitzer, Brian Craker

Members Absent: None

Public Present: None

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

Agenda Business Item: Approval of Minutes from 06.19.14 meeting

MOTION BY Keith Halasy to approve the minutes as submitted.

Seconded by: Steve Schweitzer

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Additions:

MOTION BY Kim Young to add one agenda items:

- Discuss policy changes and reviews with possible vote on those changes (IV.F).
Annual By-Law Review becomes item IV.G.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; motion to add agenda items passed.

Public Comment:

None

II. Academic Excellence

Principal/Administrator's Report:

Principal Joy Raboli reported that enrollment is at capacity with waitlist of 98. Still in hiring process for office and art, but other positions have been filled. Staff room transformation is in process and Sue Werle has offered to head up this project. Kim Young has offered to continue communicating with the church regarding this process.

Professional development and orientation for teachers begins August 18th, and will include training and grade appropriate binders focused on “scope & sequence” as well as themes and goal setting. This was a huge undertaking and much of this work has been born out of Joy’s training through PSU. The results of the work were presented to the Board and the culmination of the work received commendation from Keith on behalf of the board.

Our teachers have to be “highly qualified” in the core subjects that they teach. The Sherwood district’s HQ percentage went from 100% to 98.7% because of SCS’s two teachers not having HQ status this last year. Joy is working with teachers needing to obtain HQ status to put our school back at 100%.

TELL Survey Results: 66.67% of our teachers participated and gave overall very high marks. The high point was to see that 100% of the staff reported that SCS, “overall...is a good place to work and learn”; the state and district had an average of 85% on this question. The low point is that only 10% of the staff reported that the “reliability and speed of internet connections (at SCS) are sufficient to support instructional practices.” Some areas of growth were identified but no major concerns were raised from the survey. These were very encouraging results to see and affirm the work done in helping SCS achieve it’s ongoing mission and vision.

Safety Committee Update: No update to report.

Parent Survey Results: Results submitted to the Board last month. No questions from the board and no points of concern were noted from the survey results. Results do show continued progress in goals set by the Board.

Staff Handbook Review: Joy worked with Renee to review all the staff handbook and submitted multiple items for review and possible changes. Discussion, questions and input was received from the board members and an updated version for vote will be presented at the next board meeting. Sections identified for review &/or change include:

- 103—At Will Employment
- 204—Mandatory Training: Teachers and Directors
- 303—Evaluations: Scope, Cooperation; Reports
- 402—Other Duties
- 405—Tutoring (Proposed New Section)
- 501—Holidays; Breaks
- 503—Paid Leave
- 604—Termination of Employment
- 700—Employee Grievances
- 702—Broad Discretion
- 1400—Social Media Policy
- 1401—Participation in Social Media Sites
- 1402—Prohibited Activities on Social Media Sites
- CERTIFICATE Section

III. Finance/Fundraising

Treasurer Kim Young led a **Review of June/Year End Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. (July financials will be reviewed in our regular August meeting.) Year-End audit is in process and final audit review will come at a future meeting.

ACTION: Next month will need to present and adopt a “Stale Check Procedure.” (Kim Young).

Agenda Business Item: Bookkeeper’s Contract

MOTION BY Kim Young to approve the updated bookkeeper contract as published, including update in school name from MITCH to Sherwood Charter School.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Business Item: Janitorial Contract

MOTION BY Kim Young for the board to authorize Joy to handle contract negotiations with our janitor within the existing janitorial budget for 2014-15.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; motion passed.

IV. Governance

Updates on Unfinished Business: None to discuss at this meeting

Calendar items/Deliverables to SSD: None at this time

Agenda Business Item: Schedule 2014 Board of Directors Meetings

MOTION BY Keith Halasy to set the 2014-15 Board of Director meetings for the 3rd Thursday at 6:30pm, with the following variant dates: Dec. 11, 2014, Jan 22nd, 2015, and March 12, 2015, Tuesday, May 19th, 2015 (Annual Board Meeting).

Seconded by: Brian Craker

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Business Item: Policy Plus Fee

MOTION BY Kim Young to approve additional payment of \$450 for Policy Plus out of the board training budget.

Seconded by: Steve Schweitzer

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Business Item: Update on policy GCQAB (private tutoring for pay)

MOTION BY Keith Halasy to adopt OSBA police GCQAB as provided with removal of specific wording on exception #2; "eligible for home-bound services".

Seconded by: Kim Young

Discussion: None

Board Vote: all ayes; motion (passed).

Added Agenda Business Item: Policy Review

All policies for review were provided to the Board Directors ahead of time, with the exception of GBNA-AR, which was made available at the start of the meeting. The policy reviews were organized into the following sections per the "Policy Reviews for Board of Directors Meeting on August 6, 2014: document:

- A1) The board was requested to review changes/updates in the current SCS policies:** BBFA, BBFB; GBC; GBN/JBA; GCAB; GCDA/GDDA; GCDA/GDDA-AR; IKF; IKF-AR; JBA/GBN; JF/JFA; JFC; JFCJ; JG; JGAB; JGAB-AR; JHCDA; JHCD/JHCDA-AR; KBA.
- A2) The board was requested to review the following policies that are now required but have not yet been included:** JFCEB; JFCEB-AR (if option 1 of JFCEB is selected); GCBDC/GDBDC
- A3) The board was requested to consider the following policies that are considered "highly recommended" but have not yet been included:** EBBB; EBCB; GBNA; GBNA-AR; IGAI.
- A4) The board was requested to consider the following OPTIONAL policies:** INDB; JHCA

MOTION BY Kim Young to approve all policy changes as submitted from section A1.

Seconded by: Tee Ramos

Discussion: Question of clarification posed of language for stored injectables. Joy was able to clarify this and that it is reviewed regularly with help of school nurse.

Board Vote: all ayes; motion passed.

ACTION: Discussion with District on reporting per updates to policy JGAB. (Joy Raboli)

MOTION BY Kim Young to adopt policy JFCEB version 2, including all bracketed language.

Seconded by: Steve Schweitzer

Discussion: None

Board Vote: all ayes; motion passed.

MOTION BY Kim Young to adopt policy GCBDC/GDBDC as presented.

Seconded by: Brian Craker

Discussion: None

Board Vote: all ayes; motion passed.

MOTION BY Brian Craker to adopt the following policies from section A3 as presented: EBBB, EBCB, GBNA

Seconded by: Kim Young

Discussion: None

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

MOTION BY Brian Craker to adopt policy GBNA-AR as presented with following updates:

- Page 2-3, definition #6: Include bracket language “convey a message in any form (text, image, audio, or video) that intimidates, harasses or otherwise harms, insults, or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity.” (strike bracket options for “harass, intimidate or menace”)
- Page 2-3, Complaint Procedures, Paragraph 2: Policy Name order modified to correlate with current SCS policy name. “JFCF—Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence” (strike option for “hazing”)
- Page 2-3, Complaint Procedures, Paragraph 3: Include bracket option “is encouraged to.”
- Page 3-3, Step 2, Final Sentence: Include bracket option “in writing.”
- Page 3-3, Step 3: Include the following bracket options:
 - Sentence 2: Such appeal must be filed within “10” working days...
 - Sentence 3: The Board shall, within “30” working days...
 - Sentence 4: The Board shall provide a written decision...within “10” working days...
- Page 3-3, Final Paragraph: Strike final bracket option in full.

Seconded by: Steve Schweitzer

Discussion: None

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

Agenda Business Item: Annual By-Law Review:

Remanded to regular August meeting.

V. Facilities/Operations

No new facility issues to report.

Keith Halasy provided a **technology update**. Dealing with a number of ongoing issues regarding our internet and networking. As discussed previously, SCS needs a new Tech Support provider that is able to handle our on-going issues as well as provide support for future technology growth at the school. Keith interviewed multiple providers and collected multiple proposals for the Board’s consideration. After considerations from interviews, references, level of experience and affordability, Keith recommended the board consider a contract with Jeff Robrecht.

Keith will also update the website, including updated information of new staff and board members.

Teachers will be transitioning back to Google Pages for their online presence in the upcoming school year after multiple issues were unable to be resolved with the use of the Microsoft Suite last school year.

Agenda Business Item: Technology Support Provider Contract

MOTION BY Keith Halasy to approve Jeff Robrecht as our new IT services provider for the 2014-15 school year.

Seconded by: Kim Young

Discussion: Questions concerning available budget and details on outstanding IT issues that still need to be remedied.

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

VI. Community Engagement/Board Development

Public Meetings Law Training: Online access has been made available for all board members.

VII. Closing Items

The next board meeting has been scheduled for Thurs., Aug. 21st, 2014, in alignment with our regular meeting schedule.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 9:25pm

Seconded by: Tee Ramos

Discussion: None

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

VIII. Minutes Submission

Recording and submission of minutes by Board secretary, Brian Craker. Minutes are considered in DRAFT form until approval by Board of Directors.

(NOTE: These minutes were approved by the Board of Directors on Aug. 21st, 2014.)