



23264 SW Main Street, Sherwood, OR 97140

## Meeting of the Board of Directors: Thursday, October 16th, 2014 – 6:30 pm MEETING MINUTES\*

### I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, September 18<sup>th</sup>, 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 Vice-Chair, Amelia (Amy) Anderson.

**Members Present:** Joy Raboli, Amy Anderson, Kim Young, Tee Ramos

**Members Absent:** Keith Halasy, Stephen Schweitzer, Brian Craker

**Public Present:** Brenda Carlson

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 09.18.2014 meeting**

Approval of Minutes TABLED to next meeting due to no quorum of directors present.

#### **Agenda Additions:**

No agenda additions due to no quorum of directors present

#### **Teacher Presentation:**

Middle school teachers and some middle school students gave a presentation on their House Service Projects. Stuckey – Help in K-5 classrooms, Micklewright – Book drive for Library, Peterka – Care Packages for the Troops, Epifano – Partner with 1<sup>st</sup> Grade, Mr. Gundlach – Repair Picnic Benches and have a Pay to Wear Orange Day (Cancer awareness)

#### **Public Comment:**

None

### II. Academic Excellence

#### **Principal/Administrator's Report:**

Principal Joy Raboli reported that our official enrollment number for the 2014-15 school year is 224. Our Budgeted enrollment number is 221. Our waiting list number has increased by three and is at 75.

#### **Staffing Update**

We have not had any luck hiring a music teacher at this point. We had six applicants and only a few were considered highly qualified. Only one appeared to be a fit, but did not return our initial contact.

We will rerun the job posting. Tina Hersh is our new school counselor. She also works for the Sherwood School District part time. Tina has fit in beautifully with our staff and we have had a seamless transition from Melinda Laus to Tina Hersh.

### **Professional Development**

New staff worked with Kristi Isaksen to learn about Fountas and Pinnell/CAFÉ for reading assessment. It was a great day filled with time to discover more ways to help students master reading skills.

Our new Kinder teacher went to a Kindergarten class by master teacher Nellie Edge. The class was about Kinder writing and the Common Core. The focus is on authentic, meaning-centered literacy.

Curriculum work is our focus on Fridays. We are currently working on future units of study, utilizing my curriculum planning sheet and integration studies. Fridays are also a time to organize and plan for field trips.

We are getting ready for goal setting and beginning the evaluation process. New staff will be trained in the steps. I am starting more formal “walk throughs” this month.

### **Spanish Elective**

This month, we got word from the Sherwood School District that we were out of compliance with our online Spanish class for middle school electives. We had been doing online Spanish since before I arrived and it was always okay. The issue is that there is not a highly qualified Spanish teacher overseeing and in charge of the curriculum. We were given the choice to either purchase an online Spanish program with a highly qualified person at around \$8,250 (which was about 590.00 per student because we had 14 students taking the class), or find a public school Spanish teacher who would Skype with us (again, not feasible because of the timing of the school year and logistics of our schedule) or do a science elective because Shannon Peterka can teach that. We opted for the science elective. I emailed all of the parents and had very nice responses. Half of the students opted for the new “Physics with Toys” class and the other half decided to take drawing.

### **Websites**

The teacher websites are going very well. Here is the art website:

<https://sites.google.com/a/sherwoodcharterschool.org/epifano/home>

Check out the art our students are doing!

### **Safety Committee Update:**

We had a great turnout for our September Safety Committee. Most of the new committee members were new to our school or Kinder parents. We reviewed progress so far and discussed this year’s goals:

### **COMMITTEE GOALS:**

- Complete SAFETY CARD (front to back page of emergency procedures) for each classroom.

- Begin creating SAFETY BINDER. This to include lengthy details of information on each Safety topic.
- Safety Committee members encouraged to LOOK AROUND campus with a “fresh set of eyes,” looking for safety hazards and/or things that we are doing well. (Don’t forget! Check in at front office to get visitor badge and sign in as a visitor first).
- GO KIT (emergency response kit) to include items such as: staff lists’, direct lines to fire and police departments, chain of command, blue prints for buildings and portables, megaphone, information on how to work with/handle media.
- BUILDING SIGNS: Get signs up on backside of main building and front.

### **SCHOOL GOALS:**

- Notify parents of “code red” drill the week it will be happening (not day of). Allowing parents to have dialogue with students and maybe practice.
- Notify parents about “code red/yellow” procedures and encourage them to sign up for “flash alert” This can be done by signing up/registering online.
- Member of office staff to sign up for SCHOOL DISTRICT flash alert notices.
- Cindy to email parents/guardians about flash alerts. When they will be getting them (i.e. Snow day, code red/yellow, fire, etc.)

### **Fire Marshall**

In addition, we had the Fire Marshall visit. Our school passed with flying colors and had only a few areas for follow up. We needed to post more evacuation signs, service or replace exit sign in art room and have a fire alarm inspection. Evacuation signs are completed and fire alarm inspection is scheduled. We are working with Jack Johnson on the exit sign.

### **School-Wide Alarm Buzzer System**

The teachers had training for our new buzzer alert system on October 3<sup>rd</sup>. All buzzers are linked to cell phones, so if someone pushes the buzzer, an alert goes to all phones in the event of an active shooter/intruder event.

### **Bus Evacuation Drill**

The whole school participated in a bus evacuation drill earlier this month. The Sherwood School District arrived with two busses and classes learned how to do a bus evacuation.

### **The Great Oregon Shake Out**

Millions of people worldwide will practice how to drop, cover and hold at 10:16 on 10/16 during the Great ShakeOut Earthquake Drills. The Sherwood School District is also participating in this event.

## **III. Finance/Fundraising**

Treasurer Kim Young led a **Review of September Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. September total income was ~26% and total expenses were ~14%.

**Finance Committee Report and Recruitment:** Kim Young to send out an email to SCS community to recruit a finance committee member. We also need one more board member. Current members are Kim Young, Keith Halasy and Joy Raboli.

#### IV. Governance

**Development of Curriculum Committee:** Discussed that Math was to most critical area in need of review. It would be too much to review Math and Language Arts (RIGGS) in the same year. It was discussed that Joy would seek out committee members consisting of Board members, teachers and educators in the math field. She would reach outside our school community to find some committee members to assist. Amy volunteered to be the board representative of the curriculum committee. Joy mentioned that she would like to ask Liz Vohland to sit on the committee as well.

**Updates on Unfinished Business:** List reviewed and updated. Kim asked about the Annual Policy Notification of required policies to the parents. This will be done soon. Kim volunteered to assist and would ask Renee Simas for help as well. We will include Angela Havlinek in the process so that in the future this can be handled at the admin level.

**Calendar items/Deliverables to SSD:** Joy informed us that the Annual Report had been delivered to SSD and ODE. She presented the Board with a bound copy for our records.

**Annual Objectives for Board, SCS, Principal:** This work session was temporarily postponed until a majority of the board members could be in attendance.

#### V. Facilities/Operations

**Facility Liaison Report:** None

**Techonology Liaison Report:** No report received due to Keith's absence. Joy mentioned that she was told by the PAC that they would like to give \$3,000 to the school. If PAC approves this donation and the funds are received, Joy suggested that the funds be used for a Smart Board for Kindergarten.

#### VI. Community Engagement/Board Development

No Agenda Items Presented at this Meeting.

#### VII. Closing Items

The next regular board meeting has been scheduled for Thurs., Nov. 20<sup>th</sup>, 2014 at 6:30pm, in alignment with our regular meeting schedule. The meeting was **adjourned at 7:05 pm** by Vice-Chair, Amelia (Amy) Anderson.

#### VIII. Minutes Submission

\*Recording and submission of minutes by Kim Young. Minutes are considered in DRAFT form until approval by Board of Directors.

(NOTE: These minutes were approved by the Board of Directors on Nov. 20th, 2014.)