



23264 SW Main Street, Sherwood, OR 97140

## Special Meeting of the Board of Directors: Tues., November 18, 2014 – 6:30 pm MEETING MINUTES\*

### I. Opening Items

The Sherwood Charter School Board of Directors met for a special meeting on Tuesday, November 18, 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 6:37 pm by Chair, Keith Halasy.

**Members Present:** Keith Halasy, Amy Anderson, Kim Young, Stephen Schweitzer, Joy Raboli

**Members Absent:** Tee Ramos, Brian Craker

**Public Present:** Liz Vohland

#### Agenda Additions:

No agenda additions

### II. Board Discussion

- A. Discussion took place regarding the formation of a committee to conduct exit interviews for departing staff. Committee to determine list of questions for the interviews. Questions to remain the same for all staff interviews in order to create trackable information. It was suggested that we add this to the board calendar for July of each year to select a new committee. Keith Halasy and Steve Schweitzer volunteered to be the exit interview committee.
- MOTION: Motion made by Keith Halasy to create a committee of the board to conduct staff exit interviews. Committee to consist of Keith Halasy and Steve Schweitzer.**
- Motion was seconded by Steve Schweitzer.
- There was no discussion
- All Ayes, No Nays – motion passed.
- B. Discussion took place regarding the handling of parent complaints to the administration. Board advised that the board can only get involved if a formal complaint is filed with the board. The complaint process is outlined in the school's policies. Parents are encouraged to go to the teacher first, administrator second, and if not satisfied with the response the can file a complaint with the board.

Joy Raboli provided some information to the board regarding parent issues that the teachers deal with on a daily basis. Joy feels there is a high percentage of rude and inappropriate emails to

teachers from parents. Discussion took place on ways this to communicate that this is not okay. Other suggestions were to have better marketing of what our school is about, expectations etc... It was also suggested that each class have a class liason that could help inform the parents in that class of information. Also have an increase in family activities by grade, like a 4<sup>th</sup> grade potluck etc.. Another suggested was to have a Parent Code of Conduct. Have the board and staff work on creating this together.

Discussion took place regarding a recent survey of the teachers. There were some concerns regarding the outcome of the survey. The board discussed options to help communicate with the staff to help them gain a better understanding of the board and its duties. Possible suggestions were a board/staff potluck, have a few board members attend a staff meeting and discuss some of the workings of the board, have a board/staff training each August.

### **III. 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 called to adjournment at 8:33 pm by Chair, Keith Halasy.**

### **IV. 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 Jan. 22nd, 2015.)