



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, March 9, 2015 – 6:30 pm**  
**MEETING MINUTES\***

**I. Opening Items**

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, March 9, 2015, 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 6:34 pm** by Chair, Keith Halasy.

**Members Present:** Keith Halasy, Joy Raboli, Kim Young, Stephen Schweitzer, Brian Craker, Tee Ramos **Members Absent:** None

**SCS Staff Present:** Angela Havlinek, Cindy Liljegren, Ms. Campbell (1<sup>st</sup> Grade Teacher)

**Public Present:** Brenda Carlson, Susanne Werle, Catherine Christensen, Becky Peterson, Matthew Gross, Shannon & Elise Reiter, Andy Jensen

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

**Teacher Presentation: 1<sup>st</sup> Grade—Ms. Campbell**

Overall theme this year is "Home is where the heart is" and paying particular attention about environments. Recently they have been studying the polar regions, which included building an igloo out of recycled milk cartons. They also shared the "Penguin Song" and the Polar Bear experiment that highlights why polar bears don't feel the icy water. Now they are studying forests and just made a field trip to the Tillamook Forestry Center.

**Agenda Additions:**

**MOTION BY** Brian Craker to add to agenda item I.D, approval of minutes from Work Session on 03.02.15.

**Seconded by:** Kim Young

Discussion: None **Board Vote:** all ayes; **motion to add agenda items passed.**

**MOTION BY** Kim Young to add to agenda item IV.D., Discussion & Vote of Lottery Procedures

**Seconded by:** Brian Craker

Discussion: None **Board Vote:** all ayes; **motion to add agenda items passed.**

**MOTION BY** Tee Ramos to add to agenda item III.D., Discussion of State House Bills

**Seconded by:** Kim Young

Discussion: None **Board Vote:** all ayes; **motion to add agenda items passed.**

**Agenda Business Item: Approval of Minutes from 02.19.15 meetings**

**MOTION BY** Brian Craker to approve the minutes as modified.

**Seconded by:** Tee Ramos

Discussion: None **Board Vote:** all ayes; motion passed.

**Agenda Business Item: Approval of Minutes from 03.02.15 meetings**

**MOTION BY** Kim Young to approve the minutes.

**Seconded by:** Stephen Schweitzer

Discussion: None **Board Vote:** all ayes; motion passed.

**Spring Lottery:**

The Spring Lottery was completed by Cindy Liljegren under the supervision of the Board. All parents will be notified of their child's position on the lottery in the coming days.

**Public Comment:** None

**II. Academic Excellence**

**Principal/Administrator's Report:**

**Principal Joy Raboli** submitted her monthly report. Highlights from the report include:

- Enrollment is at 221, with no waiting list in current grades with openings.
- Discussion on 7<sup>th</sup> grade attrition. *Tee Ramos will work on some survey questions that can be sent out to families who have left SCS mid-year and present questions for discussion at next board meeting.*
- Discussion on Leadership Academy SurveyMonkey Survey results. Joy reported that the survey was a "fabulous experience" for both the students and for her, and has led to some terrific discussions with the student council and collective brainstorming for the future.
- Whole School Survey: Desire to review results after survey is completed to assess and determine solutions from ongoing feedback that will then lead to a clear action plan.
- Curriculum Focus: Sample staff meeting agendas were shared, and the staff is focusing on preparations for Smarter Balance testing.
- Safety Committee & Math Committee will be meeting later this month, so nothing to report at this meeting.
- New Chromebooks arrived and were set-up today! A big thank-you to all who helped out!
- "Celebration of Learning" for our 10<sup>th</sup> anniversary will include a celebration, an art exhibit, and an alumni gathering.
- Still in process of interviewing candidates for assistants for math & literacy.

**Required Hours for Kindergarten:** Discussion of rigors for incoming K students to a full-day system, but still determined that current schedule will not be over-bearing for incoming K-students. Class time adjustments are made during the course of the year to help k-students adjust to the new reality of all-day classes. Joy will work with current K-Teacher Ms Clinebell on a report that can be released on our website and via email to incoming families.

### III. Finance/Fundraising

Treasurer Kim Young led a **Review of February Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. February total income was ~67% and total expenses were ~54%.

**Preliminary Budget:** Finance Committee met on Mar. 2<sup>nd</sup> to finalize the preliminary budget for Board Approval. Preliminary budget includes an anticipated total income of \$1,255,430, and anticipated total expenses of \$1,254,300. Anticipated net income of +\$1,130.

#### **Agenda Business Item: Preliminary Budget**

**MOTION BY** Kim Young to approve the 2015-16 preliminary budget as presented to be presented to the District.

**Seconded by:** Keith Halasy

Discussion: None **Board Vote:** all ayes; **motion passed.**

**State House Bills:** Tee Ramos highlighted the importance of two state house bills that are seeking to increase the funding for charter schools to 100% (current funding is only 80%). Discussed options for communication options for getting in touch with State House Representatives concerning these house bills. Can add to school Facebook page as well as website.

### IV. Governance

**Updates on Unfinished Business:** List reviewed and updated. Nothing to report at this time.

**Calendar items/Deliverables to SSD:** March 15<sup>th</sup>--Preliminary budget to district.

**Survey Discussion:** *Scheduled work session for Wed. March 18<sup>th</sup>, at 6:30pm* to review current parent surveys and create a teacher survey.

**Lottery Procedures:** Currently language in lottery procedure policy “12 noon of the day preceeding the meeting of the board of directors.” This is not enough time for the office to collect all of the applications that come in late and prepare for the upcoming board meeting. Kim & Brian will work on revision of wording.

### V. Facilities/Operations

**Facility Liaison Report:** Will meet with Tim Brandt and Pastor Rich in April, after Pastor’s Rich’s return from mission trip in China. Will discuss 5% rate increase in janitorial services with church.

**Techonology Liaison Report:** Chromebooks delivered and unpacked them today with the help of many. 12 more still to be delivered. Some middle school laptops already need replacing.

Suggested ordering 75 more for middle school now out of this year's savings instead of waiting for next year's budget.

**Agenda Business Item: Additional Chromebooks Purchase**

**MOTION BY** Brian Craker to approve the purchase of 77 additional Chromebooks at a cost of up to \$16,000 from the savings account.

**Seconded by:** Keith Halasy

Discussion: Adjustments of top cap amount, and additional supplies needed. Amount amended to "up to \$16,000" in motion. **Board Vote:** all ayes; **motion passed as amended.**

**Middle School Locker Presentation:** Students have raised enough for lockers, but don't have enough for shipping costs. They have asked if PAC or Board could help with the shipping costs.

## VI. Board Development/PAC/Community Connections

**PAC Report:** **Update on Playground Proposal**—Sue Werle presented a slideshow with details regarding the playground proposals, settling on a "natural playscape" option. Now needing church and insurance sign-offs before beginning projects in stages.

**Board Member Recruitment:** Discussed different methods of recruitment for future board members, including an "open house", as well as specific areas of expertise we would like to focus on. The board currently has two openings to fill. A "Board Open House" will be offered at 6pm on April 16<sup>th</sup>, 2015.

## VII. Closing Items

**Board Comments:** Discussion of "chain of command" regarding communications and meeting facilitation. Will review by-laws in May meeting regarding this. Also discussed possibilities for Board Training in alignment with recruitment of new board members.

The next board meeting has been scheduled for Thurs., April. 16<sup>th</sup>, 2015 at 6:30pm. This meeting is in alignment with our regular meeting schedule.

**Agenda Business Item: Adjournment of Meeting**

**MOTION BY** Keith Halasy to adjourn the meeting at 8:57pm

**Seconded by:** Kim Young

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 April 16, 2015.)