



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, June 18, 2015 – 6:30 pm**  
**MEETING MINUTES\***

**I. Opening Items**

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, June 18, 2015, in “Building D” 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 Treasurer, Kim Young.

**Members Present:** Kim Young, Stephen Schweitzer, Brian Craker, Tee Ramos, Joy Raboli

**Members Absent:** Keith Halasy

**SCS Staff Present:** Angela Havlinek, Cindy Liljegren

**Public Present:** Jill Rosenberg (Director-Elect), Brenda Carlson, Randy Nelson, Catherine Christensen, Chrismiatty Gerlach, Liz Vohland

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

**Final Lottery was completed for 2015-16 school year.** All families will be notified of their position for the upcoming school year.

**Agenda Business Item: Approval of Minutes from 05.14.15 meetings**

**MOTION BY** Steve Schweitzer to approve the minutes as modified.

**Seconded by:** Kim Young

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

**Agenda Additions: None**

**Public Comment:**

From Liz Vohland: Concern about handling teacher contracts in the future so to help minimize mid-year departures. Mid-year departures can cause significant set-backs short-term and long-term for the school. Board should consider reporting to licensing board those teachers who break their contract in under 60 days, since a quick departure is a significant detriment to the students. These teachers are under contract and need to be held to that contract and understand the consequences if they break it.

From Catherine Christensen: What if the Middle School Houses were “companies” where they have CEO’s, CFO’s, etc., and find a business that creates profit as competition. Would build well into the Leadership Academy vision.

## II. Academic Excellence

### Principal/Administrator's Report:

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

- Projected Enrollment for 2015-16 is 221, with 81 students currently on the waitlist. Enrollment numbers tend to change during the summer with people moving and arriving, so we'll see where things are come August.
- Math Committee is continuing to work on selecting a curriculum to present to the Board for approval. Intention is to present a pilot program for one year trial. Have been working on a matrix to be able to "compare apples to apples" between the 9 different curriculums they have narrowed down to at this point.
- Currently interviewing for Humanities, Middle School Math, Music, and possibly Spanish. Goal is to have all new staff hired by the end of the month.
- First listening session was before the Board meeting this evening, and the topic was Middle School. Goal is to listen to the SCS community's thoughts/perceptions and desires regarding school success. Second listening session will be in July and that topic will be rigor.
- Smarter Balanced Assessment has been happening state wide after testing results came in from over 280,000 students in Math and English. Is providing a clear picture of what our students know and can do, as well as where they need the most help. Objective is to continue finding ways to not just raise test scores, but to raise the bar for all Oregon students. Overall state test results are released to the public on Sept. 17, and individual district and school report cards come out Oct. 15<sup>th</sup>. No rating of schools this year since this was the first year of this test.
- Staff have been working on a number of tasks during the summer months, and have been doing a terrific job!

## III. Finance/Fundraising

Treasurer Kim Young led a **Review of May Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. May total income was ~86% of budgeted and total expenses were ~72% (as of May 31, 2015). Final audit will begin in the coming weeks.

**Kindergarten PEF:** Error in paperwork sent out to incoming K families regarding the amount of the PEF payment for 2015. Last year, PEF payments were \$150 for P/T (K students), and \$300 for all F/T students (Grades 1-8). For 2015, K students are now F/T, and thus the PEF paperwork should have been changed to \$300 for all grades. Updated paperwork with an explanation of the error will be sent out to the incoming K families.

## IV. Governance

**By-Laws Revision:** Revision to language occurring in Section 4.6.1, Annual Meetings needed to reflect flexibility of Board schedule to accommodate Director's schedules. Each term the Board

sets their schedule and meeting dates based on availability, and published that calendar. The current by-laws require an annual meeting on 3<sup>rd</sup> Tuesday of May, which may not fit the schedule of the Board that term.

**Agenda Business Item: By-Laws Revision to Section 4.6.1, "Annual Meetings"**

**MOTION BY** Brian Craker to modify the first sentence in section 4.6.1 to say:

The regular annual meeting of the Board shall be held in the month of May each year, at a time and place in alignment with the Board's published regular meeting schedule for that term. If the date or time for the annual meeting must be changed, the change must be voted on no later than the April meeting and the new date/time must be reflected in an updated published meeting schedule.

**Seconded by:** Steve Schweitzer

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

**Pace Renewal for 2015-16:** Postponed to next meeting due to lack of information submitted by Pace.

**2015-16 Board Calendar:** Need to wait till July meeting to set future calendar.

**V. Facilities/Operations**

**Janitorial Contract Amendment:** Requesting 5% increase for increase of work, and this request was already included in the 2015-16 budget. Ammended contract need to be voted on.

**Agenda Business Item: Ammendment to Janitorial Contract**

**MOTION BY** Steve Schweitzer to approve ammendment to janitorial contract and permission to Joy Raboli to sign contract.

**Seconded by:** Kim Young

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

**Facility Liaison Report:** Zero-point policy to be completed by first of August with Sherwood Friends Church.

**Techonology Liaison Report:** All quotes for smart boards received and purchase will occur out of 2015-16 budget. Working through some iPad issues, but the Chromebooks worked wonders!

**VI. Board Development/PAC/Community Connections**

**PAC Report:** No update this month.

**Board Member Recruitment:** Voting to fill remaining vacant position #7. Need to train new treasurer to take over after Kim is finished. Chris Gerlach was interviewed for position with the plan to start as Board Assistant Treasurer and to train to eventually take over Treasurer position.

**Agenda Business Item: Election of New Board Director Position #7**

**MOTION BY** Kim Young to elect Chris Gerlach as Board Director Position #7, with a two-year term beginning July 1, 2015:

**Seconded by:** Steve Schweitzer  
Discussion: None  
**Board Vote:** all ayes; motion passed.

**Agenda Business Item: Election of Board Asst. Treasurer**

**MOTION BY** Kim Young to appoint Chris Gerlach as Board Asst. Treasurer, for a one-year term beginning July 1, 2015.

**Seconded by:** Tee Ramos  
Discussion: None  
**Board Vote:** all ayes; motion passed.

**OSBA Board Training Dates:** Brian will send out a Doodle poll of available dates sent by Tonya Hammer from OSBA.

**VII. Closing Items**

**Board Comments:** Joy thanked Kim for all her hard work and support over Joy's last four years. Kim has made a lot of things happen in this school, and can always count on her to make sure things are accounted for, attention to detail, and can-do attitude.

Brian notified the Board that he has begun researching survey/interview questions for the purpose of reaching out to SCS alum and determining the long-term results of our school post-high school and into college.

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

**Agenda Business Item: Adjournment of Meeting**

**MOTION BY** Kim Young to adjourn the meeting at 7:39pm  
**Seconded by:** Brian Craker  
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. 20, 2015.)