



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, June 16, 2016 – 6:30 pm

MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, June 16, 2016, in the Humanities room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:35 pm** by Chair, Keith Halasy.

Members Present: Keith Halasy, Kim Young, Chris Gerlach, Brian Craker, Steve Schweitzer, Joy Raboli

Members-Elect Present: Perry Francis, Carolyn McBee, Michelle Chidlaw, Shari Scholz

SCS Staff Present: Angela Havlinek, Cheryl McLeod

Public Present: Bryan Cluff, Andy Jenson, Bryan Henson, Brenda Carlson, Barbara Thomas, Amy Verkest, Linda Henderson, Tee Ramos, Valerie Lapham, Liz Vohland, Elizabeth Pietzke, Susanne Werle, Jan Ellerton, Diane Lewin, Renee Simas, Michelle Henson

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

Agenda Additions & Changes:

Agenda Additions

MOTION BY Brian Craker to add items III.B., "School Calendar Revision" and V.C., "Administrator Goals"

Seconded by: Kim Young

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

Summer Lottery: The summer lottery was completed by SCS staff Angela Havlinek and Cheryl McLeod under the supervision of the Board. The results of the lottery are available in the school office. All parents will be notified of lottery results.

Agenda Business Item: Approval of Minutes

Due to a technology glitch, the minutes were not showing in Dropbox for Board review. Minutes approval was postponed.

Public Comment: Andy Jenson wanted to thank Keith and Kim for their dedication and service on the Board. Brenda Carlson also wanted to publically thank both Keith and Kim for their "faithful service as Board members." Also ask if our administrator could attend Riggs training in August, for new hires to receive Riggs training, and monthly parent training for those who need it.

Linda Henderson, Sherwood City Councilor, wanted to publically thank Keith and Kim for their many years of service for the school and our community, and quoted Winston Churchill and “The Lorax” in support of her statement.

Tee Ramos also thanked both Keith and Kim for their service, and especially noted Kim’s service since the foundation of the school.

Valerie Lapham thanked Keith and Kim, and especially Kim’s service and support for the PAC and parents.

Elizabeth Pietzke wanted to specifically thank Kim for her service, and quoted 1 Cor. 13 in support of her statement.

Jan Ellertson wanted to recognize Kim’s great service, “a hero for our school” and how Kim helped connect many families to the school and becoming involved in the school. Also a “big thank you” to the entire Board in their service of our school.

Diane Lewin commented how her son and daughter have learned so much and grown so much during their time at SCS. She also commented that she felt that the school was not at its best for the students for the last 3-4 years, tied to “concerns with our current principal.” Also commented that Kim has done “more for this school than anyone to help make this school what it is today.”

Renee Simas also thanked Keith and Kim for their service, and wanted to thank Ms. Raboli & Ms. Nice for their work to make her 3rd grade class for her son a terrific experience, and especially winning their family back to SCS. Would like to see the school united not on a memory of the way this school was 10+ years ago, but to look forward to a common vision for the future.

Liz Vohland thanked Keith and Kim for their service, as well as the entire Board for their continued work. Commented on the fact that with the school structure and curriculum, that parental involvement is critical for the school’s success. It is “a school of choice” and that parents should choose our school carefully, understanding what our school is about, and that our website should clearly articulate it. This should result in a school community that is excited about the school’s purpose, foundation, and future.

Board Chair Keith Halasy made his own statement, noting that Kim’s service on the Board was crucial in many times, and that she was able to keep us on “firm footing through difficult times,” “keeping us in-line” and for “bringing her best game week-in and week-out.” Also commented on the fact that the Board’s attention was forced on external issues, and the Board didn’t have the time to focus on the parental experience. That has changed over this last year, with the Board able to focus on some gray areas of the school, spending considerable time and attention to many areas. A lot was requested of Joy and the teachers this past year was significant, and the passion of the parents of SCS is remarkable. Commented that the Board listens to all input from the staff and parents, and puts it all in perspective. Student performance has remained strong and at the high levels we’ve expected. This Board has shown the desire to consider all input when making decisions, and the Board has no intention of making any changes to the core curriculum moving forward. “We need to move forward with enthusiasm and excellence.” Keith stated that he believes that after a tough but productive year, that our school is heading up, and wanted to make it clear that while the Board will always review performance, the curriculum is set, with goals and expectations in alignment of current expectations that will continue the positive direction of the school. The Board will also make a point of being more transparent in the future.

Board Treasurer Kim Young made a statement about her great experience at SCS, and sharing many of the struggles the school had and how they overcome. Parents stepped up, people gave sacrificially, and so many did so much for the purpose of what was best for the kids. Each school has their peaks and valleys, but the culture of the school is still its greatest asset.

II. Annual Meeting Requirements

Annual By-Laws Review: Discussion to modify section 4.10 PP3 to read: “Regular Board Meetings shall have written notice at least three (3) days in advance of the meeting.” This change was noticed for the June meeting for vote.

Agenda Business Item: Proposed By-Law Change to Section 4.10 PP3

MOTION BY Kim Young to change section 4.10 PP3 of the by-laws to read: “Regular Board Meetings shall have written notice at least three (3) days in advance of the meeting.”

Seconded by: Steve Schweitzer

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

Agenda Business Item: By-Laws Approval for 2016-17

MOTION BY Kim Young approve new version of by-laws for 2016-17

Seconded by: Steve Schweitzer

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

Board Elections and Other Board Roles: At the Annual Meeting, the Board neglected to renew Steve Schweitzer and Brian Craker for 2nd two-year terms. Also needed elect a new Board Secretary for 2016-17 from Board Elect Members. Perry Francis was nominated for the Secretary position. Other Board roles were filled as follows: Michelle Chidlaw as Facilities Liaison, Carolyn McBee for HR & Policy, and Shari Scholz for Fundraising. A big thank you to the incoming Board members for their willingness to serve in the above mentioned roles.

Agenda Business Item: Re-Election of Board Directors

MOTION BY Kim Young to re-elect the following nominees as Board Directors, with a two-year term beginning July 1, 2016:

- Steve Schweitzer for position #1.
- Brian Craker for position #4.

Seconded by: Chris Gerlach

Board Vote: all ayes; **motion passed. Two abstentions (Steve & Brian)**

Agenda Business Item: Election of Board Secretary

MOTION BY Brian Craker to elect Perry Francis as Board Secretary, for a one-year term beginning July 1, 2016.

Seconded by: Kim Young

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

2016-17 Regular Board Meeting Schedule

Agenda Business Item: Approval of 2016-17 Regular Board Meeting Schedule

MOTION BY Brian Craker to approve regular Board meetings for the 2016-17 term on 3rd Thursdays at 6:30pm, with the exception of the December meeting, which will be held on Dec. 8th.

Seconded by: Steve Schweitzer

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

Employee Agreement and Handbook Review: Kim Young presented a review of the Staff Handbook that included changes and as submitted in final form by Matthew Lowe's office.

MOTION BY Kim Young to approve the 2016-17 Staff Handbook as presented:

Seconded by: Steve Schweitzer

Board Vote: All ayes, Motion Passed

III. Academic Excellence

Principal/Administrator's Report:

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

- Projected Enrollment for 2016-17 is 224, with a waitlist of 47. Thanked the SCS Staff for their hard work.
- Safety Committee had no meeting in May and will resume in September.
- Ms. Raboli met with every teacher for end of the year wrap-up, and contracts were signed or will be signed.
- New Hires: Nicole Mickanen has been hired as the new Kindergarten teacher, and will be attending the weeklong Riggs training in August. Maddy Hainley has been hired as our new counselor and her time will be shared with the district. An offer was made to another teacher for the 5th grade position, but they ended up accepting a higher paying offer. The other teachers have signed contracts for the 2016-17 school year.
- Sue Werle has agreed to become our official Riggs parent liason, and will help with Riggs training for parents as needed throughtout the school year while also serving as a teacher resource.
- We had a wonderful 8th grade graduation ceremony and honor roll awards were given out for students with a 3.5 GPA or higher, as well as H.E.A.R.T. certificates and "Longevity Award" for those students who have been a part of the school since Kindergarten.

School Calendar Revision: Mistake noted on School Calendar that had been approved. Fix of Nov. dates and change final day of June 8th.

Agenda Business Item: Approval of 2016-17 School Calendar

MOTION BY Kim Young to approve the 2016-17 School Calendar as modified.

Seconded by: Steve Schweitzer

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

IV. Finance/Fundraising

PAC Report: Reviewing Kids First campaign for the upcoming year, and expressed appreciate to Keith, Kim and entire Board for their support this year.

Treasurer/Finance Committee Report: Treasurer Chris Gerlach 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. March total income was ~95% and total expenses were ~82%.

Bank Signers/Credit Card Holders for 2016-17 Budget Year: Update signers for the 2016-17 budget year.

MOTION BY Kim Young to authorize Brian Craker, Chris Gerlach, Perry Francis, and Joy Raboli as check signers for the 2016-17 budget year.

Seconded by: Steve Schweitzer

Board Vote: All ayes, Motion Passed

MOTION BY Kim Young to authorize Chris Gerlach as main credit card holder effective immediately.

Seconded by: Brian Craker

Board Vote: All ayes, Motion Passed

V. Governance

Updates on Unfinished Business/Planning/Calendar Items/SSD Deliverables: Janitorial Contracts Upcoming in August, PACE renewals will be coming. Received three bids on landscaping.

Charter Renewal Update: Meeting with District representatives early this afternoon to finalize details on the contract with the District. Our operational validity has been solidified and many reports have been moved from monthly to quarterly. Asked the district for a 10-year contract for solidity of the school to help with grant writing. Made a request for additional funding to help move teacher pay up closer to district averages. The district rejected this request. Made a request for permitting out-of-district students currently attending SCS to have permission to attend Sherwood High School. This request was also rejected due to SHS already being at capacity. District has agreed with allowing shared teacher training with the district as they have space available. Made a request for future increases in enrollment as facilities allow, district rejected for now, but would be open to future consideration. Made request for student special education services to be in better alignment with SCS needs and schedule. District indicated they are not willing to increase current level of services, but can discuss schedule within current service levels.

MOTION BY Chris Gerlach to authorize Brian Craker to sign charter renewal when completed by June 30th.

Seconded by: Steve Schweitzer

Board Vote: All ayes, Motion Passed, 1 abstention (Brian)

Administrator's Goals for 2016-17: Review of document "SCS Directors Principal Goal Setting for the 2016-17 School Year" as originally authored and discussed in June 2, 2016 meeting. Edits made to document in discussion. Will continue to be a working document through the summer.

VI. Facilities/Operations

Safety Committee Report: Noted above in Administrator's Report

Techonology Update: 5 desktop computers donated to the school that will be placed in the library for the students to use.

VII. Closing Items

Board Comments and Words of Appreciation: Brian thanked Keith for his steady leadership and dedication through difficult times for the school and moving us to a place of progress with great strides forward for our school, and thanked Kim for her exceptional knowledge of school history and procedure that "always kept us on the straight and narrow." Joy commented about Keith's great leadership, always being a phone call or text away, and helping bring perspective in many situations. She also thanked Kim for her many years of service to SCS, that Kim was very sharp with the budget, if she needed anything Kim worked hard to make it happen, and that Kim helped with many issues and always available to help solve a variety of issues. Chris voiced her appreciation of Kim's taking "under her wing," and Keith great leadership and humor to lighten many modes. Steve followed all the great comments with "Ditto!" and added his words of appreciation as well.

The next regular board meeting has been scheduled for Thurs., July 21st, 2016 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 9:22pm

Seconded by: Kim Young

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

VIII. Minutes Submission

*Recording and submission of minutes completed by Board Secretary, Brian Craker. Minutes are considered in DRAFT form until approval by Board of Directors. These minutes were APPROVED on June 23, 2016.

