



23264 SW Main Street, Sherwood, OR 97140

**Special Meeting of the Board of Directors: Monday, August 22, 2016 – 6:30 pm**  
**FINAL MEETING MINUTES\***

**I. Opening Items**

The Sherwood Charter School Board of Directors cancelled the regular meeting scheduled for August 18, 2016 due to a lack of quorum. The Board of Directors met for a Special meeting on Monday, August 22, 2016, in Building D of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:32 pm** by Chair, Brian Craker.

**Members Present:** Brian Craker, Stephen Schweitzer, Chris Gerlach, Michelle Chidlaw

**Members Absent:** Perry Francis, Carolyn McBee, Shari Scholz

**SCS Staff Present:** Angela Havlinek, Cheryl McCleod

**Public Present:** See sign in sheet

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

**Agenda Additions:** None

**Public Comment:**

Nicole Carlson: Concerned about teacher turn over and volunteered to help in any way possible.

Liz Vohland: - Presented letters to the board – Brian received letters and will provide copies to the board members for review and comment at a future meeting.

- Presented formal complaint form against the board. – Brian received the complaint and will provide copies to the board members for review and comment at a future meeting.
- Expressed concerns about 2<sup>nd</sup> Grade staffing, Math debriefing, Geometry preparation (concerned we are not prepared), Job positing (are they posted immediately and adequately describing the school and job requirements?).

**II. Board Discussions**

**Principal/Administrator's Report:**

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

- Enrollment is 223 with a waitlist of 34.
- Teachers are working on completing Curriculum Maps and they will be posted by the end of September.
- Teachers returned 10 days before school started for meetings and trainings.
- Reminder: Board to have dinner with the teachers before back to school night on September 15th.

- Extensive maintenance work was completed over the summer by Mr. Randy London. Michelle will write a thank you letter expressing our gratitude for a great job completed.

### **Facilities Update:**

Brian discussed the Healthy and Safe Schools Plan

- Lead Testing
- Radon
- Create a plan and timeline
- Possible to test selective sites
- Results must be reported within 5 days
- Attempt to work with District, they might have a plan we can follow.
- Safety Committee to investigate
  - Brian to send copy of lease and charter to Safety Committee
  - Church built in 1972
- Potential need for money to be budgeted to perform tests and submit report

**Treasurer Report:** Chris Gerlach, led a **Review of July Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. July total income was ~4% and total expenses were ~4% of budgeted.

### **Teacher Turnover Discussion:**

Joy discussed the multiple issues surrounding teacher turnover and difficulty acquiring new staff

- Teacher Attrition
  - Training is difficult with new teachers
    - New teachers need to learn about the charter school, duties, responsibilities, processes, etc., in addition to the curriculum.
  - Approximately 50% of new teachers leave the profession within 5 years
    - Money is cited as the biggest reason
  - SCS needs to find a way to pay for Master Level
  - Recommend higher wages for teachers
  - Need to provide additional support and coaching
- Chris Gerlach reviewed budget challenges at a high level
  - SCS only receives 80% of total allotment from the district for each child
    - SCS has small class sizes which also hinders the amount we are able to get from the district. Increasing class size is not desirable.
  - Approximately 15% goes to facilities – rent and utilities
  - Over 70% goes to salary
  - PAC money goes into general budget to support the school
  - PEF funds goes directly to students for field trips and class projects
  - For comparison other schools require from families:
    - A school in Beaverton asks for \$2,700 per child from families
    - A school in Oregon City is able secure \$80K in grant money and parent pay \$0. Teachers do most of the work to get the grants.

- Need to figure out where to get additional funds:
  - What other options? Grants?
  - Shari Sholz is the Fundraising Liaison and will research options to present at a future board meeting.
  - Agenda item to be added to each monthly meeting to ensure resolutions are discussed.
  - Shari Sholz will also attend PAC meetings to help coordinate fundraising efforts with the board and PAC.

**Landscape Bid Review:**

Bids are in Dropbox for review by the board

- Sunrise - \$580/quarter
- Lindley \$900/quarter
- Aspen - \$1,025/quarter
- Randy London - \$780/quarter

**MOTION BY** Michelle Chidlaw to approve quote from Randy London.

**Seconded by:** Chris Gerlach

Discussion: None **Board Vote:** All ayes, Motion Passed

**MOTION BY** Stephen Schweitzer to approve Michelle Chidlaw to sign contract with Randy London.

**Seconded by:** Chris Gerlach

Discussion: None **Board Vote:** All ayes, Motion Passed

**Board Communications:** Brian reviewed new Dropbox folder “Letter to Board”.

- Contacted OSBA and they recommended a generic board email for all communications – this allows multiple parties to access and not be tied to one board member.
- Email is being established and will be communicated to the families
- Reviewed a letter submitted by the Hagen family
  - Brian to respond with generic response that the board reviewed their concerns and are working on items to resolve issues.
- Reviewed a letter submitted by Brenda Carlson
  - She was present at the meeting and spoke about the letter
  - Would like to see a curriculum map created
    - Discussed the maps currently be created and they will be available by the end of the month.
- Discussed need to archive all communications.

The next regular board meeting has been scheduled for Thursday, September 22, 2016 at 6:30pm.

**Agenda Business Item: Adjournment of Meeting**

**MOTION BY** Stephen Schweitzer to adjourn the meeting at 8:07 pm.

**Seconded by:** Chris Gerlach

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

### III. Minutes Submission

\*Recording and submission of minutes completed by Board Member, Stephen Schweitzer. Minutes are considered in DRAFT form until approval by Board of Directors. These minutes were APPROVED on Sept. 22, 2016.