



Business Meeting, SCS Board of Directors: November 17, 2016

Final

I. Opening Items

The Sherwood Charter School Board of Directors met in the Humanities Room for their **regular** November 2016 meeting which occurred on Thursday, November 17, 2016.

- A. The **November 17th** meeting was **called to order at 5:02 pm** by Chair, Brian Craker.

Members present: Michelle Chidlaw, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, Steve Schweitzer, and Joy Raboli (Ex officio)

Members absent: Steve Schweitzer

SCS Staff present: Angela Havlinek (office manager), Cheryl McLeod (admin)

Public present: Shannon Moorman Burns, Brenda Carlson, Eden Francis, Michelle Henson, Kristen Miles, Renée Simas, Amy Verkest, Liz Vohland

- A. The Pledge of Allegiance was recited by all present, and Shari Scholz read Sherwood Charter School's Mission & Vision Statements.
- B. Chair Brian Craker read the H.E.A.R.T. skills as a reminder of the board's mission as representatives of the Sherwood Charter School and to mimic those values in our service to the school.
- C. Agenda Additions – NONE
- D. Outdoor school – report delayed for future meeting
- E. Approval of board meeting minutes from October 20, 2016

Agenda Business Item: Approving 10/20/16 SCS Board of Directors meeting minutes

Motion by – Shari Scholz

Seconded by – Perry Francis

Discussion: none

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

- F. Public Comment - NONE

II. Academic Excellence

- A. Principal/Administrator's Report – included in minutes as addendum

Highlights

- Current enrollment – 203
- Highlight topics in Blue in report are completed items
- Waiting to meet with Keith Halasy on marketing plans
- Next Tuesday (11/22/16) lead testing will begin
- Safety committee meeting minutes made available later

- B. Teacher Turn-Over Taskforce Update – Steve Schweitzer



Business Meeting, SCS Board of Directors: November 17, 2016

Final

- Met and discussed Teacher Turnover Taskforce document (attached as an addendum)
- The taskforce decided to exclude one item
- Their action item was to review the notes Carolyn provided and use as benchmarks to contact other schools of similar enrollment size
- Identified a potential contact lawyer about written legal statement OSBA board/committee communications with staff (could cost money)
 - Requested that the school board reach out to legal counsel to determine costs related to work (Joy mentioned prior costs for lawyer counsel was \$300/hour)
- The board suggested the taskforce start first with OSBA
- Brian – taskforce would like to gather info from teachers (confidentiality is gray area – what is the board allowed to do or not do? We should not be involved at all typically) OSBA says it should be a third party with no affiliation to the school. (Brian did contact this person who offered their services free of charge though we still need to see where guidelines lie. Financial crunch but not time crunch now with 3rd party willing to server as liaison).

Discussion ensues

- It is okay to reach out to Matt (lawyer) to query (Brian)
- Joy mentioned OSBA first can offer legal information to schools
- Matt is not school-focused (and SCS has no budget for legal contact for this point)
- Spencer (OSBA) is who Brian contacted and offers to help part of our dues (will convene on Dec. 8th with contact)
- Steve - Taskforce report target was January 2017 – we might delay and move report to February (teacher turnover important point is important and if we can't talk with them it affects how the report is written)

C. Legal Opinion on Board Interactions with Staff – see section B above

III. Facilities/Operations

A. Safety Committee Update

The Safety Committee is comfortable with their report before handing to school – it is also included of Jan 1st in the Healthy and Safe School (HSS) plan report.

Agenda Business Item: SCS School Board of Directors accepting report on Radon test results from the SCS Safety Committee

MOTION BY – Michelle Childlaw

Seconded by – Carloyn McBee

Discussion: none

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



Business Meeting, SCS Board of Directors: November 17, 2016
Final

B. Selection of Water Lead Testing Facility – Renée Simas

We have three lead testing options:

1. Alexin Analytical Laboratories (<http://www.alexinlabs.com>) – Tigard
 - a. \$20/sample (11-99 samples)
 - b. Their current testing result timing shows a backlog of 3-6 weeks
 - c. Most convenient to Sherwood
 2. Edge Analytical (<https://www.edgeanalytical.com>) – Wilsonville
 - a. \$24/sample
 - b. 10 working days testing result timing
 3. Pixus Labs (<http://pixislabs.com>) – Portland
 - a. \$20/sample
 - b. They also suggest testing for Lead *and* Copper
- Renée suggests SCS only test for lead, not copper too
 - Alexin costs - \$280 first draw samples (14 samples) – required to test drinking – testing all taps in portables (could test in bathrooms but not required)
 - If elevated levels found – need to retest

The board needs to decide on:

- 1) Facility for testing
- 2) Whether to do lead (Pb) and copper (Cu) which will cost an additional \$8/sample or lead only

Agenda Business Item: Lead testing facility – Alexin Analytical Labs – and SCS will test for lead only

MOTION BY – Shari Scholz

Seconded by – Carolyn McBee

Discussion: none

Board vote: all ayes - Motion passes unanimously

IV. PAC/Finance/Fundraising

A. Treasurers/Finance Comm. Report – Chris Gerlach

- Taxes are complete – Chris will wait for 5 days for any board response and then file
 - Chris filed both state and federal extensions so taxes are not overdue at this time
 - She will also need a check from the school to submit the federal return
- Chair or Treasurer (Chris) can sign tax returns and Chris will submit

Analysis of October Financial Statements:



Business Meeting, SCS Board of Directors: November 17, 2016

Final

October Total Revenues: \$112,628

YTD Gross Income: \$550,063 (Prior YTD - \$428,098), 46% of estimated revenue received to date

Total Expenditures:

October 2016 - \$110,938, 29% estimated expenses incurred YTD

YTD - \$369, 924 (Prior YTD - 339,547)

Instructional expenditures:

YTD - \$212,600 (Prior YTD - \$181,078) Increase related to higher payroll taxes and benefits

Support Services:

YTD - \$410,635 (Prior YTD - \$112, 866) Decrease related to lower technology expenses

Facility expenditures:

YTD \$52,688 (Prior YTD - \$45,602) Increase primarily due to higher rent payments and storage shed purchase

Net fund balance \$10, 690

Total assets:	881,090
Accounts payable (all current):	(5,055)
Payroll liabilities:	(31,765)
Deferred revenue:	104,575
Total liabilities:	(692,995)
Net position	188,096

V. Governance

A. Unfinished Business, Calendaring, Planning & SSD Deliverables

- Taxes – nothing else pending for November
- Chris - Student handbook 2017-18 – needs review (attorney had suggestions for changes) – Suggesting adding as outstanding item for next meeting

B. Public Information Requests

No charge for these in the past for school families. Outside requests are billed at \$40/hour historically because of the use of outside firms. School staff are filling public requests mostly now, not just board, so that is a new cost center for the school. Board (Brian and Perry) can get backlogged to get materials to requestors therefore having administration-level help is beneficial to all concerned.

Question posed by Brian: Do we need to change the costs for internal (families) public information requests?

- We should consider passing on costs
- We should collect input from other schools in the area on any costs they pass along to requestors
- Brian will research costs and bring information back to board for the December meeting.

VI. Closing Items

A. Board Comments & Communications



Business Meeting, SCS Board of Directors: November 17, 2016

Final

Joy thanks Renée Simas for her hard work on radon and lead testing process along with the safety committee for all their time and commitment! The board concurs!

B. Responses to Teacher Letters (From October 2016)

- Seven letters were received by the board from SCS teachers (not named). All were reviewed. How should the board proceed? Should the board write letter for all inclusively or respond individually?

Question: Can we get the teacher's permission to share the contents of the letters? Can we read out loud at a meeting? Because of employee/employer legal strictures it makes it difficult to do so (Brian will ask during board training scheduled for this evening).

- Carolyn – they were wonderful, encouraging and a breath of fresh air!
- Perry - It would be beneficial for parents to hear about content in letters in some summarized fashion at a minimum.
- Steve – Compose a collective response highlighting the teacher statements and ask them if we can share those comments with general public in a letter.
- Brian will write and upload response for the board to review.

C. Next Regular Meeting: Thurs. Dec. 8th, 2016

Agenda Business Item: Adjourn meeting at 5:49 PM, November 17, 2016

MOTION BY – Steve Schweitzer

Seconded by: Carolyn McBee

Discussion: none

Board Vote: all ayes; motion passed unanimously

Recording and submission of minutes completed by Board Secretary, Perry Francis. Minutes are considered in DRAFT form until approval by Board of Directors.

(NOTE: These minutes were approved by the Board of Directors – 12/19/16)



Business Meeting, SCS Board of Directors: November 17, 2016

Final

THIS PAGE LEFT BLANK INTENTIONALLY



**Business Meeting, SCS Board of Directors: November 17, 2016
Final**

Joy Raboli, Administrator's Report

November 2016

Enrollment:

We are at approximately 90% enrollment. We continue to do tours and advertise.

Grade	Students	Number on Wait List
K	19	
1	25	
2	23	
3	25	1
4	20	
5	19	
6	22	
7	24	
8	26	
Total	203	1

Our tours are strong and we continue to receive new calls for enrollment.

Joy's Goal Updates

Culture and Community-Recognizing Academic Excellence and Achievement –Houses and 8th Grade Graduation-Completed

Goal-Governance-Published Curriculum Maps-Completed

<http://sherwoodcharterschool.org/curriculum/>



Business Meeting, SCS Board of Directors: November 17, 2016

Final

Goal-Culture and Community-Marketing-On Going

Goal-Business-Teacher Performance and Areas for Development-In Process

During my informal “walk about’s” and observations, I observed teachers working very hard to keep up with our curriculum map. Our curriculum load is very overwhelming at times and my 1:1 coaching helps teachers to feel more confident when we can get ahead of the curriculum so that they have a cushion of time.

Across the board, we are working on classroom management supports. Teachers have opportunity to observe other teachers with me to discuss how to build their most comprehensive teacher tool kit. Newer teachers are adding to their tools constantly and building a pattern of usage that can become a mental program. When I sit side by side with the observer as she is watching the teaching, we can discuss what strategies are working and how they can apply to every classroom. More experienced teachers work on small adjustments to be sure that we have 100% participation using skills like “pair share” instead of just calling on one student.

We have one classroom that struggles with respectful behavior towards each other and the teacher. The behavior of this class had been a concern from parents last year and was again this year. Parents were concerned that their child was unable to learn and focus because of the chronic disrespectful behavior. There were reports of students interrupting, ignoring, shouting, fighting in the bathroom and getting up out of their seats multiple times to disrupt the teacher. The teacher had also been working with me on a weekly basis regarding her own concern about the class continually talking and not listening. When I observed the class, I noticed the same issues and addressed it with the students. My message was firm, yet positive. I have been in the classroom since, and I see significant improvement in behavior. Unfortunately, we are losing one student today because the parents feel that the students have not made enough progress in respecting their teacher or each other. We will continue to work the support plan that we have in place.

Goal-Business-New Teacher Academy-Fridays-Ongoing

Friday Work Plan

November 4th-Report Card Writing

November 11th-(Holiday Off)

November –Friday Work Day or Conference Option

November 25th-Thanksgiving



Business Meeting, SCS Board of Directors: November 17, 2016

Final

Goal-Academics (Subject Matter Expert SME)-Completed and Ongoing

Quarterly update of Curriculum

After Thanksgiving Break, the teachers will be completing a survey that will give us our update on curriculum and also doing a mini report about what curriculum they have accomplished so far.

Safety

Radon-The safety committee successfully performed the radon tests and none of the rooms in our two buildings had radon. We sent the staff and parents a notice regarding the results of the testing,

Tuesday Testing-On Tuesday of conference week, the Safety Committee will be performing Lead Testing. I made contact with the district and they will wait to send in their report to include our school for reimbursement. Our office notified the church about the lead testing and they know not to turn on any facet until we are finished. The staff has also received notification.

Safety Committee

See Minutes



Business Meeting, SCS Board of Directors: November 17, 2016

Final

SCS Board “Teacher Turn-Over Taskforce”

As established by the SCS Board on Sept. 22, 2016

Purpose: This taskforce of the Board is appointed with the assignment of determining the principle reason(s) regarding recent teacher turn-over at SCS. The taskforce will function on behalf of the Board to research, analyze and report on this matter, along with making any recommendations to the Board. As a subcommittee of the Board, by law, all meetings are required to be scheduled, noticed, and minutes recorded.

Proposed Taskforce Members: Steve Schweitzer (Board Vice-Chair), Carolyn McBee (Board Member of HR/Policy), Keith Halasy (Parent), Renée Simas (Parent), Liz Vohland (Parent), Lori Vanderkamp (Parent), Lisa Lavier (Parent). Perry Francis will serve as secretary for recording minutes, posting meeting notices, and uploading emails sent to the Taskforce email address.

Term: Taskforce is to meet as often as they deem necessary to compile information, analyze, discuss, determine principle reason(s), create a report (including any recommendations), and present the report to the SCS Board at their January meeting. If the taskforce determines that additional time is needed, the Vice-chair can make that request directly to the Board. The report submission and presentation will then conclude the work of the Taskforce.

Scope of Analysis: The SCS Board is concerned about the recent teacher turn-over and has determined that research and analysis of this issue is a top priority for the Board. “Recent” is defined as the teacher turn-over that has occurred during this current calendar year of 2016. The Board has defined this scope of analysis so that the taskforce can complete their work within the timeframe requested.

Tasks: The Taskforce is asked to meet as needed to complete the following steps:

- Compile necessary information, including the following sources:
 - Connect with other charter schools and similar size/style private schools in our area to determine recent teacher turn-over rates and reasons.
 - Connect with Sherwood School District (and other districts if desired) to determine recent teacher turn-over rates and reasons.
 - Connect with OSBA to determine any information about recent teacher turn-over, especially among charter and similar size/styled private schools. (Suggest starting with Kristen Miles, who is our current Oregon Charter School resource.)
 - Review current and past teacher input (as determined allowable by law) regarding reasons for departure. (Board Chair and Board HR/Policy Liaison will work with OSBA to determine what information can be shared under employment & public meeting laws, and allowable information will then be given to taskforce for review.)
 - Connect with current school administrator regarding reasons reported by departing teachers. (Note: Administrator may be restricted in what can be shared to a public body due to employment confidentiality laws.)



Business Meeting, SCS Board of Directors: November 17, 2016

Final

- Additional credible sources as deemed appropriate by the taskforce. ○ NOTE: Please only consider credible and professional sources to insure the integrity of your research. [Due to strong disagreements within the SCS community regarding this matter, the Board recommends that the taskforce NOT consider research or evidence submitted to the taskforce by third parties as consideration of those submissions could compromise the integrity of the taskforce's findings and recommendations.]

- Solicit SCS community input:
 - The SCS Board has already received input from some members of the SCS community (including current teachers) regarding their theories behind the recent teacher turn-over, and the Board is asking the Taskforce to consider these theories in their analysis of the information collected. Those theories include:
 - Low average salary (in comparison to District averages)
 - Lack of resources to help with student loan debt
 - Disagreements with school curriculum
 - Working Relationship with current School Administrator
 - Teacher/Staff Chemistry
 - Parental Bullying
 - Lack of District Resources, Relationships, &/or Partnerships
 - Discomfort of School being housed in a religious facility
 - An email address specifically for the Taskforce will be set-up and the community notified that they can submit input. In respect to the limited time of the taskforce, the community will be asked to limit input to one-page, or approx. 500 words. The purpose of the community input is to ensure that all credible theories from the SCS Community are heard and considered in the taskforce research.
 - NOTE: Due to public meeting law records keeping, the taskforce is asked NOT to accept public submission messages sent to your personal communication sources, and to direct all submissions directly to the taskforce email.

- Analyze compiled information & discuss:
 - Review all compiled information and analyze in light of the theories that were presented to the taskforce.
 - Analyze in a non-bias manner, allowing the facts to speak for themselves, and setting aside any personally held beliefs on this matter.
 - Determine credibility (or lack thereof) of theories based on your research.
 - Compare SCS teacher turn-over rates and reasons against other schools (similar to SCS) and districts to determine similarities and differences.
 - Discuss and determine if principle reason(s) exist behind the recent teacher turn-over, and their uniqueness to SCS in comparison to other schools.
 - *NOTE: By law and policy, the taskforce MAY NOT discuss criticism of any school employee, other than the fact to note that a complaint may or may not exist. If this comes up during your*



Business Meeting, SCS Board of Directors: November 17, 2016

Final

discussions, please follow the guidance of the Vice-Chair and HR/Policy Board Members to maintain lawful public discussion.

- Create a report and present to the SCS Board: ○ Create a report with a summary of your findings, analysis including principle reason(s), and any recommendations the taskforce has to the January meeting of the SCS Board. The Board will then determine next steps based on the Taskforce report and any recommendations.
 - After acceptance from the Board, this report will also be made available to the SCS Community for their review, along with added Board input.

Thank you in advance for your work!