



## Special Meeting of the Board of Directors: Dec 19, 2016; 8:30 AM

### FINAL

#### I. Opening Items

The Sherwood Charter School Board of Directors met in the Humanities Room for their **rescheduled (due to the school being closed for winter weather) regular** December 2016 meeting which occurred on Monday, December 19, 2016.

The **December 19th** meeting was **called to order at 8:35 AM** by Chair, Brian Craker.

**Members present:** Brian Craker, Perry Francis, Chris Gerlach, Carolyn McBee and Joy Raboli (Ex officio)

**Members absent:** Michelle Chidlaw, Shari Scholz, Steve Schweitzer

**SCS Staff present:** Angela Havlinek (office manager), Nicole Mickanen (1<sup>st</sup> grade)

**Public present:** Brenda Carlson, Renée Simas, Suzanne Werle

- A. The Pledge of Allegiance was recited by all present, and Perry Francis 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. Class presentation 3<sup>rd</sup> grade – POSTPONED
- E. Approval of board meeting minutes from November 17, 2016

**Agenda Business Item: Approving 11/17/16 SCS Board of Directors meeting minutes**

**Motion by – Carolyn McBee**

**Seconded by – Chris Gerlach**

**Discussion:** none

**Board Vote:** : all present voted aye; **motion passed unanimously**

- F. Public Comment – NONE

#### II. Academic Excellence

- A. Principal/Administrator's Report

See as attached to minutes.

- B. Teacher Turn-Over Taskforce Update

Teacher questions: With no exit interview, what can we do to ascertain the required information? We shared the scope and sequence of the questions in the original Teacher Turnover Taskforce document with OSBA originally. If the questions we want to ask align with that scope and sequence seen in the original TTT document, the questions can be asked of the teachers the OSBA says.



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**Agenda Business Item: Approve the list of questions to ask teachers based upon the Teacher Turnover Taskforce document.**

**Motion by – Carolyn McBee**

**Seconded by – Chris Gerlach**

**Discussion:** none

**Board Vote:** : all present voted aye; **motion passed unanimously**

C. Student Handbook

Tabled until next meeting.

### III. **Facilities/Operations**

A. Safety Committee Update

Joy passed off report presentation to Renée Simas.

Notes from Renée:

- We should change only the date of draft to match today's date.
- Formal document, more detail given since it is a guide for current and future boards.
- Brian suggests that links be made to follow one source of material (hard copy and general web links for school helpful – also consider adding state-level source of information too)
- 1/5/17 – suggested joint meeting of board (results released on 1/4/17) - SCS runs the meeting and will need to notice the meeting with the appropriate lead time.
- SCS website - Add a new link/dropdown for Health/Safety
- Renée has a draft of the next report, including the lead testing results.

B. Lead Testing Update

**Agenda Business Item: Approving healthy and safety schools plan as written.**

**Motion by – Chris Gerlach**

**Seconded by – Carolyn McBee**

**Discussion:** none

**Board Vote:** : all present voted aye; **motion passed unanimously**

C. Facilities Future Use

Tabled for next meeting

### IV. **PAC/Finance/Fundraising**



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#### A. PAC Report

Tabled until next meeting when the PAC co-chairs can attend the meeting.

#### B. Treasurers/Finance Comm. Report

Tabled until next meeting.

### V. Governance

#### A. Unfinished Business, Calendaring, Planning & SSD Deliverables

None

#### B. Public Information Request Fee Schedule

Brian called OSBA (board trainer, Kristen Miles)

Policy KBA – add AR (administrative report) – no schools found to have AR or fee schedule (AR written by admin and board approves) – don't have example fee schedule yet. But we no longer have any outside records requests that require costs (current external moved internal) March or April will have external request from organization.

Want to have guidelines but can't find – want because we to be sure we're in line with other districts. Admin is supposed to do PRR

Should consider having a budget line item about public record requests (internal or external). Must have continuity and clarity.

### VI. Closing Items

#### A. Board Comments & Communications

NONE

#### B. Responses to Letters to the Board

Brian will respond to Kim Young's letter – and will pass his response letter along to the board.

We will meeting on 1/5/17 meeting (and will have quorum for that meeting) to discuss the lead testing results and any needed next steps.

#### C. Next Regular Meeting: **Thurs. Jan. 19<sup>th</sup>, 2017**

#### D. Adjourn Meeting



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**Agenda Business Item: Adjourn Meeting 9:30 AM**

**Motion by – Carolyn McBee**

**Seconded by – Chris Gerlach**

**Discussion:** none

**Board Vote:** all present voted aye; **motion passed unanimously**

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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 on 1/5/17)**



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**Joy Raboli**

**Administrator's Report**

**December 2016**

**Enrollment:**

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

| <b>Grade</b> | <b>Students</b> | <b>Number on Wait List</b> |
|--------------|-----------------|----------------------------|
| K            | 19              |                            |
| 1            | 25              |                            |
| 2            | 23              |                            |
| 3            | 25              | 1                          |
| 4            | 20              |                            |
| 5            | 18              |                            |
| 6            | 22              |                            |
| 7            | 24              |                            |
| 8            | 26              |                            |
| <b>Total</b> | <b>202</b>      | <b>1</b>                   |

One student left in 5<sup>th</sup> grade due to student behavior in the classroom.

**Staff Development on Friday, December 2<sup>nd</sup>**

Our 2-8<sup>th</sup> grade teachers had a very informative math training about navigating the Smarter Balanced Assessment. All teachers, except for Mrs. Boedigheimer will be new to this assessment format and it is important that the teachers have training to prepare students to do their best. One of the modules of the trainings was how to interpret the test scores. We learned about Depth of Knowledge Levels (DOK) that has four levels:

Recall and Reproduction-



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Basic Skills and Concepts

Strategic Thinking and Reasoning

Extending Thinking

Also, we learned about SBAC Claims. Each “claim” is like a statement of academic achievement in a certain area. An example of a “claim” is, Students can explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency. The claims areas are:

Concepts and Procedures

Problem Solving

Modeling and Data Analysis

Communicating Reasoning

The third component to understanding the SBAC in math is the Achievement Level Descriptors. The ALD’s are the 1-4 rating use to categorize student performance on the test and the questions difficulty level.

We looked at all aspects of the math assessment and analyzed where our students performed well and areas for growth.

The final part of the training was to learn about the performance task and the trainer gave us strategies to unpack the daunting task into manageable sections.

The afternoon was spent working with the district at our MTI meeting. We discussed the need for two pieces of empirical data before students can be referred to special education. There needs to be documentation over time, intervention strategies attempted and assessments to show progress.

Lastly, our teachers had a great discussion about English Language Arts and how to prepare our students to cite sources, show evidence and apply strategies for the performance task. Teacher Sarah Richard facilitated this discussion.



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#### Joy's Goal Updates

#### Culture and Community-Recognizing Academic Excellence and Achievement –Houses and 8<sup>th</sup> Grade Graduation-Completed

We held our first honor roll ceremony for the trimester on Monday, December 5<sup>th</sup>. Students were also recognized on our Facebook page.

#### Goal-Governance-Published Curriculum Maps-Completed

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

#### Goal-Culture and Community-Marketing-On Going

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

#### Goal-Business-New Teacher Academy-Fridays-Ongoing

#### Friday Work Plan

**December 2<sup>nd</sup>**-Staff Development Training and MTI Meeting

**December 9<sup>th</sup>**–Work from Home

Teachers are unpacking the math training and have a list of tasks to complete for both math and language arts.

**December 16<sup>th</sup>** –Day off

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

#### Quarterly update of Curriculum

Sue Werle has given me reflection questions regarding Riggs that she would like to have answered by the



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teachers. I will be putting some of those questions in the Administrative Curriculum Survey for teachers.

#### **Safety**

The Safety Committee has taken water samples and I personally delivered them to Alexin Analytical on November 22<sup>nd</sup>. We are required by law to share those results widely within five days. We will be given the results around January 4<sup>th</sup>.

The next coming days are about being proactive regarding the results of the lead testing. This link [https://www.epa.gov/sites/production/files/2015-09/documents/toolkit\\_leadschools\\_guide\\_3ts\\_leadschools.pdf](https://www.epa.gov/sites/production/files/2015-09/documents/toolkit_leadschools_guide_3ts_leadschools.pdf) is the technical guidance tool kit to help schools reduce lead in drinking water. It outlines the 3 "T's":

The 3Ts are:

**Training** school officials to raise awareness of the potential occurrences, causes, and health effects of lead in drinking water; assist school officials in identifying potential areas where elevated lead may occur; and establishing a testing plan to identify and prioritize testing sites.

**Testing** drinking water in schools to identify potential problems and take corrective actions as necessary.

**Telling** students, parents, staff, and the larger community about monitoring programs, potential risks, the results of testing, and remediation actions.

We have informed the SCS community about lead testing and will keep them updated as soon as we receive the results. In addition, we need to be in contact with the church and Tim Brandt, especially if we need remediation plans that requiring Board approval.

Another deadline that we are nearing is January 1, 2017 for the final draft of the Healthy and Safe Schools Plan. This plan does need Board approval and so we need to discuss the logistics of that meeting.

Renee Simas and I have been communicating with the district regarding radon and lead. Renee sent the Sherwood School District the following:

Proof of Oregon lab accreditation



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Chain of custody record

Our paid invoice

Our ODE reimbursement explanation document

SCS ODE reimbursement template

**Safety Committee**

This meeting is set after the Board Meeting and so the meeting minutes will be placed in Drop box next week.