



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, July 19, 2018 – 6:30 pm**

**Back Conference Room at Sherwood Charter School**

**FINAL MEETING MINUTES\***

## I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, July 19, 2018, in the Back Conference Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:49pm** by Chair, Brian Craker.

**Members Present:** Brian Craker (Chair), Karen Schrader (Vice-Chair), Frank Scholz (Secretary), Gail Wallace (HR & Policy), Perry Francis (Facilities)

**Members Absent:** Kim Rocha (Treasurer), Joy Raboli (Administrator, ex-officio)

**SCS Staff Present:** None

**Public Present:** Lori McKinley

The Pledge of Allegiance was recited by all present, and Karen Schrader read Sherwood Charter School's Mission & Vision Statements. The H.E.A.R.T. Skills were read by Brian Craker.

### **Agenda Additions & Changes:**

None

### **Class Presentation:**

None

### **Agenda Business Item: Approval of Previous Minutes:**

Due to miscommunication between the Chair and the previous Secretary, the previous minutes were not ready for approval. This agenda item was tabled until the next meeting.

### **Public Comment:**

None

## II. Business Items

### **Treasurer's / Finance Committee Report:**

Brian Craker (Chair) had talked with the Kim Rocha (Treasurer) in the days before the meeting and was able to report that preliminary, the finances for 2017-2018 will show the school finished approximately \$4000 in the black. Most of this is due to receiving \$6000 from the state for outdoor school. We will also receive the same funding for outdoor school for the 2018-2019 school year.

Considering that the meeting location was moved due to repaving of the parking lot and touching on a topic that will be addressed during the Facilities Update, Gail Wallace (HR & Policy) asked who is working with the church on payments for paving the parking lot. Brian Craker (Chair) responded that the church has already paid \$100,000 to have the parking lot repaved and we are still waiting on a bill from the church for about \$30,000. Perry Francis (Facilities) asked if the school got to provide input on the contractor the church hired to pave the lot. Brian answered that we did not have input on the contractor.

Due to the absence of the Treasurer, this remainder of this topic was deferred until the next meeting.

### **Facilities Update:**

Gail Wallace (HR & Policy), who was the previous Facilities Liaison, reported that she passed on the Facilities working documents to Perry Francis (Facilities). Highlights of the working documents include:

- New signage for school offices. The state requires distinct and separate entrances for the school and the church.
- Playground, stumps: The plan is to move some closer together and remove others and/or clean up the stumps. Karen Schrader (Vice-Chair) pointed out that unsafe playground equipment can be an insurance issue.
- Playground, play structure: The elementary staff has mentioned that there is little for the smaller children to play with during recesses. Part of the concern is we are in talks with the Sherwood School District (SSD) to utilize existing district facilities for Sherwood Charter School after the opening of the new high school (planned for fall 2020). Karen asked if the church wanted to install a play structure. The answer was unknown.
- Greenhouse: The structure needs to be leveled and secured and the plastic needs to be replaced.

- Bumpers on A/C units: The air conditioning units outside the portables stick out from the buildings and create a hazard for people on the walkway. The A/C units had bumpers on them but they have fallen off.
- Campus intercom: The intercom system is unintelligible in the portables and the administrator has found the most reliable way to communicate with the teachers in the portables is to call them directly on their personal cell phones.

Brian Craker (Chair) mentioned for the record that the parking lot had been repaved.

Brian said the project to move the staff and administrative offices into the church office space was on schedule and was planned to be completed July 31<sup>st</sup>, just in time for the office staff to return August 1<sup>st</sup>. Karen asked how we can assist in the office move. Brian said the office staff will let us know if they need any help.

**Unfinished Business, Calendaring, Planning and Sherwood School District Deliverables:**

Brian Craker (Chair) covered with Karen Schrader (Vice-Chair) how all of these items are handled.

Enrollment is currently 219 due to families moving out of the area, budget is based on enrollment of 215, but we can't fill the available spots until the office staff returns in August.

**III. Orientation and Goal Settings**

**Orientation and New Positions:**

The roles and duties of the SCS Board can be found in the SCS Dropbox folder at:

Dropbox > SCS Board Materials > Resources > "SCS Board Roles and Duties.pdf"

Brian Craker (Chair) reviewed the roles and duties as documented, spending additional time on the Fundraising position since that spot is still open. Fundraising has additional responsibilities this year due to change in funding from Program Enrichment Fee (run by the SCS Board) and Kid's First (run by the SCS PAC) to "1Fund" run entirely by the Board which plans to bring in the same funds via one fundraiser. New this year, the Sherwood Education Foundation will consider requests from SCS. Big this year is getting the business partnerships going. If we get 100% participation in 1Fund, we'll meet our \$25,000 fundraising goal. However we never receive 100% participation so we need the business partnerships to meet our goals.

Frank Scholz (Secretary) notes some deficiencies in the document. Brian agreed to find the source file and edit appropriately.

**Priorities and Goal Setting for 2018-2019:**

With the Treasurer absent, it's difficult to cover the goals. Brian Craker (Chair) told the Board that Joy Raboli (Administrator, ex-officio) would like to meet in early August to cover some items she has for the Board.

**Discussion of Open Board Positions:**

Brian Craker (Chair) talked with Lori McKinley (public) about becoming the Fundraising Liaison and the duties involved. Most of this was covered in the earlier discussion "Orientation and New Positions".

Brian reminded us that he is serving as Chair until the role can be filled by a permanent replacement.

**IV. Closing Items**

**Board Comments & Communications:**

None

**Thank You and Recognition Notes:**

None

**Next Regular Meeting:**

Thursday evenings may not be viable for all the Board members this year. We will know more by the August meeting.

Since Joy Raboli (Administrator, ex-officio) would like to meet with us early enough so action can be taken before the school year starts, then next meeting was moved up to Thursday, August 9<sup>th</sup>, at 6:30pm.

**Adjournment of Meeting:**

**MOTION BY** Brian Craker (Chair) to adjourn the meeting at 8:31pm

**Seconded by:** All

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

**V. Minutes Submission**

\* Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on 9/19/2018.