



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, July 17, 2019 – 6:30 pm

Art Room at Sherwood Charter School

FINAL MEETING MINUTES *

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, July 17, 2019, in the Art Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was called to order at 6:36pm by Chair, Karen Schrader.

Members Present: Karen Schrader (Chair), Frank Scholz (Secretary), Perry Francis (Treasurer), Joe Whitehead (Vice-Chair), Alison Craker (HR & Policy)

Members Absent: Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

SCS Staff Present: None

Public Present: Roxie Anderson (PAC Co-Chair)

The Pledge of Allegiance was recited by all present.

Joe Whitehead (Vice-Chair) read Sherwood Charter School's Mission & Vision statements.

Alison Craker (HR & Policy) read the H.E.A.R.T. Skills.

Karen Schrader (Chair) delivered the meeting expectations.

D. Agenda Additions & Changes:

None.

E. Approval of Previous Minutes:

Motion:	Accept June 19, 2019 Executive Session minutes with corrections.
Proposed:	Karen Schrader (Chair)
Seconded:	Perry Francis (Treasurer)
Discussion:	Correction: carriage return in the wrong spot in Section II.
Board Vote:	Aye - Karen Schrader (Chair), Perry Francis (Treasurer) Nay - None Abstain - Joe Whitehead (Vice-Chair), Frank Scholz (Secretary), Alison Craker (HR & Policy)
Result:	Motion passed.

Motion:	Accept June 19, 2019 Meeting minutes as presented.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Perry Francis (Treasurer)
Discussion:	None.
Board Vote:	Aye - Karen Schrader (Chair), Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Alison Craker (HR & Policy) Nay - None Abstain - Frank Scholz (Secretary)
Result:	Motion passed.

F. Public Comment

None.

II. Business Items

A. Treasurer's / Finance Committee Report

The school's bookkeeper, Tonya Mossier, provided a financial statement but it hasn't been thoroughly reviewed.

Chris Gerlach (2015-2017 Treasurer) has a manual of sorts to explain many of the treasurer roles and responsibilities.

After the Board had agreed to move from Columbia Bank to Homestreet Bank, Tonya Mossier (bookkeeper) recommended Heritage Bank

Karen Schrader (Chair) noted that the Finance Committee needs more meetings this year and more coordination with the Fundraising Committee.

B. Facilities Update

There is nothing actionable with respect to the lease. Everything we want to add has been solidified. We still need to clean up the snow/ice removal agreement.

One outstanding issue is the rolling lease. Joe Whitehead (Vice-Chair) meets with Joy Raboli (Administrator) on August 7th to get background on the discussions with the Sherwood School District (SSD) about moving buildings when SSD opens the new high school (Fall 2020) and the domino effect that will have on the other buildings within the district. The Board agreed to defer this until Mr. Whitehead can have more discussions with SSD.

Perry Francis (Treasurer) pointed out that the Church is having problems with the integrated pest management (IPM) policy. Any pest control company with an IPM license feels the property is too small. Any pest control company willing to work on the property doesn't have an IPM license. The Church would like to suspend the IPM during the summer so they can spray or easily hire someone to spray.

C. Unfinished Business, Calendaring, Planning & SSD Deliverables

Board Training is tentatively scheduled for August 27th but it may get moved into September. Ms. Schrader will check with Kristin Miles from OSBA.

The Strategic Meeting is scheduled for September 20, 15:00 – 19:00.

Ms. Schrader published the Board meeting schedule for 2019-2020.

Ms. Raboli returned a formal response to her review. Ms. Schrader wondered how the Board adds her response to the official record. Then Frank Scholz (Secretary) asked if the Board is allowed to respond to the response. Perry Francis (Treasurer) noted that parts of the review are not part of the public record so we may not be able to publish responses (or responses to responses). The Board agreed to table this issue until they could talk to Kristin Miles from OSBA.

Roxie Anderson (PAC Co-Chair) was on hand to report PAC news. Since it's mid-summer, the PAC had nothing to report.

III. Orientation & Goal Setting

A. Orientation & New Positions

The Board Training (see II. C.) will include new positions. Karen Schrader (Chair) noted that we will want to look at our Board role definitions especially Facilities since it is open.

Ms. Schrader produced a "Board Organization" document. It should be updated yearly to reflect the actual make up of the Board. Ms. Schrader suggested that it have cell numbers so Board members can reach each other more easily should the need arise. Perry Francis (Treasurer) reminded everyone that text messages are subject to public documentation laws. In other words, don't delete Board-related texts.

B. Priorities and Goal Setting for 2018-19

The Board has yet to produce Joy Raboli's (Administrator) goals. Ms. Schrader pointed out that this time the Board needs to make the goals time-sensitive and measurable and attributed to the administrator.

The school's lawyer recommended taking a "neutral policy" towards student organizations and advised the Board to look towards Sherwood School District (SSD) policy. The lawyer also said there is risk to not allowing clubs at SCS. Many on the Board questioned how the SSD policy will match with our school. It was agreed the Board will need to take the SSD K-12 policy and adjust it to match our K-8 environment.

Motion:	Allow student-led clubs at Sherwood Charter School as advised by the schools' lawyer
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Frank Scholz (Secretary)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

C. Discussion of Open Board Positions

The 'Facilities' position is still open. Mr. Francis has agreed to continue to fill the roll to the best of his abilities until a replacement can be found.

IV. Closing Items

A. Board Comments & Communications

Perry Francis (Treasurer) noted that the Board needs to look into moving from Dropbox to Office 365. Mr. Francis agreed to get numbers by the August meeting.

B. Thank You & Recognition Notes

None.

C. Upcoming Meetings

The next meeting is Wednesday, August 21 at 6:30 in the Art Room.

Following are the scheduled regular meetings for the 2019-2020 school year:

Wed. Aug. 21, 2019	Wed. Nov. 20, 2019	Wed. Feb. 19, 2020	Wed. May 20, 2020
Wed. Sep. 25, 2019 *	Wed. Dec. 18, 2019	Wed. Mar. 11, 2020 *	Wed. Jun. 17, 2020
Wed. Oct. 16, 2019	Wed. Jan. 15, 2020	Wed. Apr. 15, 2020	

* Denotes a meeting that is **not** the 3rd Wednesday of the month.

D. Adjourn Meeting

Motion:	Adjourn the meeting at 8:30pm.
Proposed:	Alison Craker (HR & Policy)
Seconded:	Joe Whitehead (Vice-Chair)
Discussion:	None.
Board Vote:	Aye - Unanimous
	Nay - None
	Abstain - None
Result:	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 August 21, 2019.