

SHERWOOD CHARTER SCHOOL

BOARD OF DIRECTORS MEETING – DRAFT MEETING MINUTES

Date: Thursday, December 20, 2012 at 7:00 PM

Location: Sherwood Friends Church, 23264 SW Main Street, Sherwood, OR 97140

Attending:

Janelle Christensen—Chair

Reneé Simas—Vice-Chair

Jim Farner—Asst. Treasurer

Andy Jensen

Corey Werle—Treasurer

Keith Halasy—Secretary

Joy Raboli

1. Call to order: 7:02PM

- Pledge of Allegiance
- Reading of Sherwood Charter School Mission

2. Presentation by Nora Stuckey and representatives of the 6th grade class regarding outdoor camp attended in fall

3. Public Comment

- Suzanne Werle thanked the Board for its dedication and commitment to SCS
- Wendy Swift declined to comment
- Kim Young: read statement to the Board regarding email received concerning a monetary bonus distributed by the SCS PAC

4. Approval of Minutes

- Oct 18, 2012 Board Meeting minutes

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| <ul style="list-style-type: none">▪ Motion from Jenelle: approve minutes as provided▪ Second: Andy Jensen▪ Board vote: All ayes; minutes approved |
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5. Reports to the Officers/Administrator

- Reviewed Treasurer's Report—October 2012
 - Reviewed October Income Statement
 - Reviewed Balance Sheet
 - Reviewed Aging Statement
 - Review checks written
- Reviewed Treasurer's Report—November 2012
 - Reviewed Income Statement
 - Reviewed Balance Sheet
 - Reviewed Aging Statement

- Review checks written
- Review of 2011 Auditor Report
 - Recommendation to add detail in Board meeting minutes regarding specific financial reports reviewed during monthly meeting; practice was adopted earlier in the year
 - Auditor noted that SCS asset balance exceeds amount of insurance; this should be reviewed to determine if additional coverage is needed.
- Joy reviewed the October 2012 Administrator's Report
 - Review of student count; currently at 202
 - Reviewed OAKS training taken by staff
 - Reviewed new Synergy grading system being adopted by Sherwood School District
 - Reviewed "SET Team" process for assessing and referring students for special education programs
 - Reviewed recent school activities including the first holiday sing-a-long and the selection of the school mascot, the "Cougars"
 - Reviewed new procedures for teacher evaluations

6. Committee Reports

- Budget Committee
 - Budget surplus due to higher student count and healthcare tax credits
 - Committee reviewed possible ways to allocate surplus
 - Technology spending to be reviewed
- Facility Committee
 - Approval from church with permission to replace storage facility; permission granted
 - Awaiting response from church on lease continuation beyond 2015; including working with shared areas, including use of the youth room for SCS staff development meetings
- Technology Committee
 - Reviewed steps to get committee set up and gain participation from SCS community
 - Reviewed steps to establish list of priorities for investment

7. Action Items

- Kindergarten 2013-2014
 - State will be paying for the addition of full-day kindergarten starting
 - Motion by Jenelle to establish cost structure for full day kindergarten based on enrollment; reducing cost as en August when actual enrollment is know

- Motion seconded by Corey Werle
- Board Vote: all ayes, motion passes

- Budget Proposal
 - Motion by Corey to change budget to reflect actual student count of 201 students (versus budgeted number of 196 students)

- Motion seconded by Jenelle
- Board Vote: all ayes, motion passes

- Motion by Corey to payoff loan for two portables (C&D)
 - Loan Payoff amount of 68,460.84
 - Removing monthly loan payment reduces monthly budget by \$3,000
 - Motion seconded by Jim Farner
 - Board Vote: all ayes, motion passes

- Motion by Corey to reduce PAC fundraising amount from \$25000 to \$18,250
 - Motion seconded by Jim Farner
 - Board Vote: all ayes, motion passes

- Addition to the agenda of the 12/20/2012 SCS Board meeting to review and adopt Resolution 2012-1

- Motion by Jenelle to add Resolution 2012-1 to the agenda of the 12/20/2012 SCS Board meeting Resolution 2012-1

- Seconded by Corey
- Board vote: all ayes, motion passes

- Resolution to delegate board members Andy Jensen, Jenelle Christensen and Renee Simas to conduct investigation into a complaint received by the Board

- Motion by Jenelle to adopt Resolution 2012-1

- Seconded by Corey
- Board vote: all ayes, motion passes

- Addition to the agenda of the 12/20/2012 SCS Board meeting to review status of SCS counselor, Melinda Laus from a contract position to a salaried position with benefits

- Motion by Joy to add a review of Melinda Laus contractor status to the agenda of the 12/20/2012 SCS Board meeting

- Seconded by Corey
- Board vote: all ayes, motion passes

- Change of status of SCS counselor, Melinda Laus from a contract position to a salaried position with benefits

- Motion by Joy to change status of Melinda Laus from contractor to salaried position with benefits

- Review of motion delayed until information regarding financial impact of status change can be fully understood.

8. Unfinished Business

- School Mascot Outcome
 - To be announced to students in January
- Salary Study
 - Kim Young review comparison of SCS teacher salaries to Sherwood School District average salaries
- Staff social media policy
 - Discussion to be delayed until the next meeting

9. Board Comments

- None

10. ADJOURNMENT

- Motion from Janelle Christensen: adjourn board meeting at 8:36p
- Second: Renee Simas
- Board vote: all ayes, meeting adjourned at 8:36pm