



23264 SW Main Street, Sherwood, OR 97140

MEETING MINUTES

Meeting of the Board of Directors: Thursday, September 19, 2013 -- 7:00 pm

I. Opening Items

A. The meeting of the SCS Board of Directors was called to order by Keith Halasy at 7:00 pm.

Members Present: Keith Halasy; Renee Simas; Kim Young; Jim Farner; Amy Anderson

Members Absent: Jenelle Christensen; Joy Raboli

Community Members Present: Liz Vohland, Corey Maciueicz

B/C. The Pledge of Allegiance was recited and SCS's Mission and Vision statements were read.

D. Approval of Minutes:

- With drafts of meeting minutes of 5/30/13, 6/13/13 and 7/18 having been reviewed and amended, Renee Simas moved to approve the minutes as corrected.

Seconded by Keith Halasy

Board vote: All ayes, motion carried

- With a draft of meeting minutes from 8/15/13 having been circulated in advance for review, Renee Simas moved that we approve the meeting minutes.

Seconded by Jim Farner

Discussion: No corrections.

Board vote: All ayes, motion carried

E. Agenda Additions:

- Renee Simas moved that we amend agenda to include items to the governance section of agenda that arose after publishing meeting agenda:

- Staff expense reimbursement policy
- Early Entrance policy
- Use of Restraint and Seclusion Policies policy

- Seconded by Kim Young

- Board vote: All ayes, motion carried

- Renee Simas moved that we amend agenda to include Discussion of Integrated Pest Management policy to Facilities/Operations section of agenda:

- Seconded by Jim Farner

- Board vote: All ayes, motion carried

F. **Public Comment:** Liz Vohland, SCS parent, provided public comment.

- Parent expressed ongoing concerns over past three years regarding varying levels of use of Riggs curriculum and teacher training in Riggs curriculum. She provided historical perspective as former board chair and as parent concerning status of Riggs, our adopted curriculum, and training her son had

received in Riggs in Kindergarten, first and second grades. Parent has shared her concerns with both previous and current administrators, but wanted to ensure board was aware of concerns.

- **Board action:** Schedule special meeting of the board for curriculum review with Riggs focus because administrator was not present to address the concerns or answer questions/provide clarification to board; **Special Meeting tentatively set for October 3, 2013 at 7pm**
- Additional discussion of humanities reading list.

II. Academic Excellence

- A. The informational presentation by the Middle School Leadership Academy was postponed until November.
- B. Principal/Administrator's Report was presented by Renee Simas in Principal's absence.
- Enrollment at 216 with 13 on wait list; gaps in 3rd 4th and 5th; 2 shy in Kindergarten.
 - Preparation for start of school year was intense.
 - Working with district to try to resolve Synergy setup problems and training needs.
 - Technical challenges with internet still be worked on.
 - Successful curriculum night on September 17.
 - New enrichment opportunities available this year: School of Rock and school musical production of Wizard of Oz
 - **Board action:** ask Principal to remind parents that slots are open in K, 3, 4, 5.

III. Finance/Fundraising

- A. Treasurer Kim Young reviewed August financials including review of P&L Summary, Income Statement, Balance Sheet, Accounts Payable, Aging Statement, credit card charges and checks written.
- B. Custodial services contract:

- MOTION from Kim Young to accept contract to Z&H Janitorial (for custodial services) with 5% increase in rate over current rate for 2013-14 school year beginning September ending June for \$2187.37; contingent upon all workers passing background checks.
- Seconded by Keith Halasy
- Discussion: Z&H has been very good supplier for school; all employees of Z&H need to have background checks. Treasurer will send confirmation of that.
- Board vote: All ayes, motion carried

IV. Governance

- A. Treasurer Kim Young provided an update regarding our financial policies.

- **Motion by Kim Young** to adopt revised financial policies with edit to Table of Contents (amended to remove personnel leave) and the change to the fee schedule (to reflect the accurate name of Program Enrichment Fee).
- Seconded by Keith Halasy
- Discussion: none
- Board Vote: all ayes, motion carries

B. **AGENDA ADDITION:** Three policies still on hold with OSBA as they required board input on specific language:

- Staff expense reimbursement policy
- Early Entrance policy
- Use of Restraint and Seclusion Policies policy

- **Motion by Kim Young to** adopt early entrance policy.
- Seconded by Renee Simas
- Discussion: none
- Board Vote: all ayes, motion carries

Board reviewed Staff Expense Reimbursement Policy.

- **Motion by Kim Young to** adopt staff reimbursement policy as amended.
- Seconded by Renee Simas
- Discussion: review and selection of language approval for training out of state must be approved by board other than travel to WA; verification of vehicle liability insurance when vehicle is used for official charter school business can be annual.
- Board Vote: all ayes, motion carries

Board reviewed Restraint and Seclusion policy.

- **Discussion:** extreme operational challenges; research with OSBA on questions related to execution of policy
- **ACTION:** remanding further action of adoption of the policy until next month

C. OSBA Policy Hosting

- Motion by Kim Young to approve contract with OSBA for hosting and update of new policies, starting September 2013 through June 2014 for \$1,700 this year and \$1095 annually thereafter.
- Discussion: none
- Seconded by Jim Farner
- Board Vote: all ayes, motion carries

D/E. Review of Organizational Planning/Calendar items and Deliverables to SSD by Renee Simas.

- Annual report to district by Oct 15: Keith Halasy and Joy Raboli.
- Criminal background checks due to district by October 15.
- Auditor report to district by October 15.

F. Annual by-law review completed by Board.

- Motion by Kim Young to accept bylaws dated September 19, 2013 as presented, to be signed by chair and secretary, and to be submitted to the IRS.
- Seconded by Keith Halasy
- Discussion: none
- Board vote: all ayes, motion carries

- MOTION by Keith Halasy to extend discussion of new business to 9:20.
- Second: Jim Farner
- Discussion: none
- Board vote: all ayes, motion carries

G. Lottery Policy revision was considered by board.

- Motion by Kim Young to remove Lottery policy and the post-lottery priority policy from the SCS Policy Manual and to recapture the information as operational procedures.
- Seconded by Renee Simas
- Discussion: none
- Board vote: all ayes, motion carries

V. Facilities/Operations

- A. Facilities update was provided by Jim Farner: getting Frontier internet service is the key priority.
- B. Discussion of Integrated Pest Management policy. Jim Farner agreed to look into it further to see who SSD contracts with (or if they do theirs in-house) and to consider if we can contract with them or alternative.
- C. Technology update provided by Keith Halasy.

VI. Community Engagement/Board Development

- A. Board Recruitment update provided by Renee Simas; vacant board position to be posted in Washington County Bar Association newsletter.

VII. Adjourn Meeting

- A. Next Board Meeting scheduled for October 17, 2013.
- B. Motion to Adjourn meeting at 9:40 pm by Keith Halasy.
 - Seconded by Renee Simas
 - Board Vote: all ayes, motion carries