



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, December 12, 2013 -- 7:00 pm

DRAFT Meeting Minutes

I. Opening Items

The meeting was **called to order at 7:00 pm** by Vice-Chair/Secretary, Renée Simas.

Members Present: Renée Simas, Joy Raboli, Kim Young, Jim Farner, Amy Anderson, and Jenelle Christensen (participating by phone). **Members Absent:** Keith Halasy . Public present: None

The Pledge of Allegiance was recited by all present.

MOTION by Renée Simas to approve the minutes of the 11.21.13 work session of the board of directors.

Seconded by: Jim Farner

Discussion: None

Board vote: All in favor; motion passed. Minutes approved.

MOTION by Renée Simas to approve the minutes of the 11.21.13 regular meeting of the board of directors.

Seconded by: Kim Young

Discussion: Correct spelling of teachers' names: Peterka and Micklewright.

Board vote: All in favor; motion passed. Minutes approved as amended.

MOTION by Renée Simas to approve the minutes of the 12.03.13 work session of the board of directors.

Seconded by: Amy Anderson

Discussion: None

Board vote: All in favor; motion passed. Minutes approved.

Public Comment: None

II. Finance/Fundraising

Treasurer Kim Young reviewed November Financials, which included review of P&L summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written.

III. Academic Excellence

Staff Presentation by Melinda Laus was postponed until a later meeting due to illness.

Principal Raboli presented her Administrator's Report. SCS Enrollment at all-time high of 217. **Staff professional development** includes curriculum integration, literacy work and different reading assessments; staff working on teacher web pages on January 6th with Ben Muller. Training in proficiency-based grading and literacy assessment and skills to occur in early 2014. Principal and staff working on several stages of **Performance Evaluations** with formal observations and evaluations in April and May. **Staffing Transition**

update provided for fourth grade and middle school math. Fourth grade interviews wrap up on December 19. A new Smart Board ordered for math room. **Leadership Academy:** Zero behavior issues for November; our focus on HEART skills is making a huge difference. We now have a logo for the Leadership Academy. **Drug, Alcohol and Tobacco Prevention and intervention program** planning in works for K-8 in health, taught by Nora Stuckey. Participation in D.A.R.E also being checked into.

Safety Committee Update was also provided by Principal Raboli. Software issue for safety equipment should be resolved on December 13. Committee member Melinda Laus walked team through the school building vulnerability assessment; findings to be reported and an action plan to be created. Staff reviewed and approved drill procedures, becoming part of our comprehensive safety document. Drills to occur in January 2014. **Next meeting is January 15 from 1:00-2:00 pm.**

ACTIONS:

- Jim Farner to consult with facility regarding signage for video surveillance.
- Jim Farner to provide training for use of phones as PA/loud speaker.

IV. Governance

Renée Simas provided board calendar electronically as well as a hard copy in the board packet as requested at the November meeting. It was suggested that the board contact Gary Bennett at SSD to check in to ensure we're meeting deliverables. SCS staff and board members are saving email responses from SSD to document receipt of deliverables, a practice that should continue.

Amy Anderson shared spreadsheet with board via Google docs, which outlines both administrator and board responsibilities in regards to SCS policies. Board asked to review spreadsheet prior to January regular meeting.

MOTION by Renee Simas to change the start time for regular meetings of the board of directors from 7:00 pm to 6:00 pm for all remaining regular meetings of the 2013-2014 school year.

Seconded by: Jim Farner

Discussion: One member unable to meet until 6:30 pm; motion amended to start time of 6:30 pm.

Board vote: All in favor; motion passed.

Board reviewed second draft of Enrollment and Lottery Procedures. Document finalized and ready for posting on website and distribution.

ACTIONS:

- Renée to follow up with Gary Bennett at SSD regarding deliverables.
- Renée to amend meeting calendar
- Joy to notify teachers regarding meeting new meeting start time for teacher presentations.
- Board to come prepared to discuss policy requirements document at January meeting.
- Renée to discuss Enrollment and Lottery Procedures with school secretary.
- Keith to post these items to new website: 1) new calendar with revised meeting times; 2) Enrollment and Lottery Procedures; 3) approved Minutes 11.21.13 work session, 11.21.13 regular meeting; 12.3.13 work session.

V. Facilities/Operations

No updates were provided regarding the facilities; Jim Farner to consult with facility on several issues.

Technology update: Still waiting to complete the DNS transfer between NWEA and the new host; we are working on getting the new site arranged with the new information. Unsure what the fall downs are between NWEA and new people; Ben Muller is actively driving it. While there is no definitive “go live” date, it is likely soon. We have to transfer the DNS so we can point the subdomain for the teacher pages; we have to have the domain transfer taken care of so we can point the MS services appropriately. Ben is going to work with the teachers on January 6. We are inching toward the finish line.

The Sterling install is happening 12.13.2013: Our firewall with content filtering gets in place tomorrow—at least that is the schedule Keith has seen. Bill has clarified what IP range he can use for security cameras, so we are set to get those live in our network.

School secretary will soon have a new computer; this is important because we need to get software on someone’s computer to do the monitoring for the security cameras.

Some testing still has to take place with regards to the monitoring software. Since we don’t have a network, this has to occur over the cloud. The synchronized system takes screen shots sent through stream to run on. The concern is it could crush our internet, so Ben and Bill Burner are going to do some load testing to see how the system works. We also need to do the same thing with the deep freeze system to see what impact it will have on the laptops and on our networks.

ACTION:

- Kim to put together a spreadsheet for media release for student photos on website.
- Keith to keep board updated on progress of DNS transfer and website “go live” date.

VI. Community Engagement/Board Development

No progress has been made in the area of board recruitment.

Next Board Strategy/Goal Planning session is scheduled for December 16, 2013, at 5pm in math room.

VII. Adjourn Meeting

Next Board Meeting: January 16, 2014 at 6:30 PM

MOTION to adjourn meeting made by Renee Simas at: 7:52 pm.

Seconded by: Jenelle Christensen

Board Vote: All in favor; motion passed. Meeting adjourned.