



Meeting of the Board of Directors: Thursday, May 20, 2014 – 6:30 pm

MEETING MINUTES

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, May 20, 2014, in the math room of Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:30 pm** by Keith Halasy, Chair.

Members Present: Keith Halasy, Kim Young, Renée Simas, Joy Raboli, Jim Farner, Amy Anderson, and Jenelle Christensen.

Members Absent: None

The Pledge of Allegiance was recited by all present, and Director Jenelle Christensen read Sherwood Charter School's Mission & Vision Statements.

MOTION BY Renée Simas to approve the regular meeting minutes of 04.17.2014.

Seconded by: Jenelle Christensen

Discussion: None

Board Vote: All in favor; **motion passed. Meeting minutes of 04.17.2014 approved.**

MOTION BY Kim Young to approve the meeting minutes of 05.07.2014.

Seconded by: Jenelle Christensen

Discussion: None

Board Vote: All in favor; **motion passed. Meeting minutes of 05.07.2014 approved.**

Agenda Additions: None; however, it was noted that a staff handbook review should be added to the June agenda.

Public Comment: Ms. Elizabeth Worlein, first grade teacher, provided comment regarding the 2014-2015 school calendar, speaking in favor of a longer, two-week Spring Break. She said that she witnessed little to no academic regression, that her students' skills were still intact; she said that teachers were also able to meet all their professional development needs. She indicated that the longer break provided a boost to morale among teachers and was a nice benefit/incentive for teachers to remain at Sherwood Charter School. She said the longer break helped teachers achieve a work/life balance.

II. Academic Excellence

Teacher Presentation: Kindergarten Teacher, Ms. Kayla Rivas, and four of her students presented to the board part of their unit on plants.

Principal/Administrator's Report: Principal Joy Raboli delivered her May Administrator's Report. Enrollment is holding steady at 221. **Projected enrollment for 2014-2015 is 225 students with 60 currently wait-listed. The Leadership Academy Class of 2014 will graduate on June 10.** A ceremony, which will include awards, will be held in the sanctuary with a potluck to follow. Fifth grade parents participated in a two-hour **Leadership Academy orientation on May 15 and May 19**, where principal discussed curriculum, answered questions, and gave a tour of the middle school. State testing wrapped up and results of Grades 3-8 testing were shared with the board. This is the last year for OAKS testing. Parent Survey results regarding spring break were shared, with a vast majority of parents preferring a shorter Spring Break and earlier end date. Both school surveys were very positive and included constructive comments for growth. June's administrative report will detail the results.

Safety Committee Update: Ms. Raboli also provided a Safety Committee Update. The Safety Committee met twice in May to work on the safety plan; Committee will have a document for board review in June. Additional safety systems will be installed upon approval of budget.

III. Finance/Fundraising

Treasurer Kim Young led a **Review of March and April Financials**, which included review of the P&L summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written.

MOTION BY Kim Young to adjust the 2013-2014 budget based on the additional state funding that we will be receiving, moving \$25, 658, spread out across safety, technology and curriculum.

Seconded by: Renée Simas

Discussion: None

Board Vote: all ayes; **motion to adjust 2013-2014 budget passed.**

Kim Young also provided a 2014-2015 Budget Committee update. While the committee has not met, board should have a final budget to approve in June. Board may need to meet between now and next regular meeting in June to review and adjust as necessary.

IV. Governance

Updates on Unfinished Business: Board members to review and get back with the secretary to update.

Calendar items/Deliverables to SSD: Review Teacher contracts (suggested that this be done in March of each year; currently on the calendar for both August and last day of school). Renew Director Contract. Elect new board members (June). Annual document reviews to be completed by board: Staff Handbook, By-Laws, Bookkeeper Contract. Add "Pre-Audit" in June and July.

Principal Contract Approval:

MOTION BY Kim Young to authorize the SCS board chair to present our principal with her contract with no changes to last year's contract with the exception of date, salary, and number of employee sick days.

Seconded by: Renée Simas

Discussion: Secretary to send contract to Kim Young to amend and submit to Chair Halasy.

Board Vote: all ayes; **motion to present director with her 2014-2015 contract passed.**

Teacher Contract Approval:

MOTION BY Kim Young to amend the SCS employment agreement with the proposed changes and the addition of the additional obligation of preparing for and participating in two celebrations of learning.

Seconded by: Jim Farner

Discussion: Current SCS Employment Agreement distributed by Kim Young with proposed amendments highlighted.

Board vote: ayes; **motion to approve the teacher contract as amended passed.**

Kim Young to continue to tailor the sample **Extra Duty Contract** for use during the 2014-2015 year.

MOTION BY Keith Halasy to approve a fee-based PM kindergarten for the 2014-2015 school year.

Seconded by: Jenelle Christensen

Discussion: Board considered results of PM Kindergarten survey sent to parents of incoming Kindergarten students. Seven families are interested in four days per week; five are interested in two days per week. Seven families were not interested in PM kindergarten; six hadn't yet responded. To change kindergarten teacher from .5 to full-time, we're looking at an additional \$25,000. Interested parents need to put down a deposit and sign a contract.

Board Vote: all ayes; **motion to approve a fee-based PM kindergarten for the 2014-2015 school year passed.**

2014-2015 School Calendar

MOTION BY Jenelle Christensen to approve the 2014-2015 school calendar as presented with the following changes: school will stay in session through March 18 with conferences on March 19 and 20, and the last school day will be a half day on June 4.

Seconded by: Kim Young

Discussion: According to Parent Survey, parents are heavily stacked against a two-week Spring Break, although teachers are in favor of it. This compromise should be agreeable to both parents and teachers.

Board Vote: all ayes; **motion to approve the 2014-2015 School Calendar passed.**

"Highly Recommended" Policies distributed to the Board for a June Vote. In addition, policy GCAB to be added to the June agenda as SCS counsel, Morgan Smith, indicated that teacher tutoring of students for pay is problematic.

Principal Evaluation Process: Keith Halasy

Chair Halasy reminded Board of its obligation to evaluate the school principal on an annual basis. For the 2013-2014 evaluation, he broke the principal's job description into categories, creating a coherent review document which gave the board the opportunity to evaluate principal's performance in executive session. The board noted strong performance overall and the progress our school has made in terms of school performance has been noteworthy.

MOTION BY Keith Halasy to approve the principal evaluation as amended.

Seconded by: Jenelle Christensen

Discussion: None

Board Vote: all ayes, motion to approve the principal evaluation passes.

Hourly Employee Sick Days: Board reviewed pages 6-7 of SCS Staff Handbook and discussed whether administrative staff should be hourly or salary; most administrative staff are non-classified. The process for

the hourly staff accrual of employee sick days needs to be buttoned up and the language tightened to avoid confusion.

V. Facilities/Operations

Facility Liaison Report and Lease Proposal presented by Jim Farner. Jim to check on asking church to switch dates of the church garage sale to have less impact on SCS classes. Wear and tear dates on lease were changed; secretary to change dates on board calendar/schedule.

MOTION BY Jim farner to approve the charter school lease with Sherwood Friends Church as provided, reviewed, and amended.

Seconded by: Renée Simas

Discussion: Jim will try to solidify estimate for the staff room; goal is completion by first day of school. Another related issue is the room upstairs is not available for us to have as a full-time room. However, we can continue to use as special ed room. Plugs, wifi, and carpet are other considerations.

Board Vote: all ayes. **Motion to approve lease passed.**

Keith Halasy provided a Technology update, stating that we are in a decent space with our technology and that we made it through testing. We are looking at upleveling what we are doing with tech services, however. He has a candidate for technology services provider that seems promising. Hopes to have a vote in June.

VI. Community Engagement/Board Development

Board Recruitment Update: There are currently no official applicants for positions left vacant by exiting board members Christensen, Farner and Simas; three people have indicated interest though. Secretary will forward chair excerpt from by-laws regarding requirements to be forwarded to candidates.

Parent Surveys Update: Principal provided parent survey results; however, discussion was postponed until June. Principal will provide board with parent feedback in easy- to-read format for closer evaluation in June Administrator's Report as comment sections were truncated.

VII. Closing Items

Next Board Meeting: July 17 , 2014 at 6:30 pm.

MOTION BY Keith Halasy to adjourn meeting at 8:40 pm.

Seconded by: Jim Farner

Discussion: None

Board Vote: All ayes. **Motion passed; meeting adjourned at 8:40 pm.**