



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, June 19, 2014 – 6:30 pm

DRAFT MEETING MINUTES

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, June 19, 2014, in the math room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:33 pm** by Chair, Keith Halasy.

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

Members Absent: Jenelle Christensen

Public Present: Cindy Liljegren, Liz Vohland, Stephen Schweitzer, Tee Ramos, and Brian Craker

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

Kindergarten – 8th Grade Lottery: Director Kim Young assisted Cindy Liljegren with the drawing of names for the third of three Kindergarten through 8th Grade Lotteries.

MOTION BY Renée Simas to approve the regular meeting minutes of 05.20.14 with minor revisions (i.e. capitalization, bold print).

Seconded by: Kim Young

Discussion: None

Board Vote: all ayes; **motion to approve the meeting minutes of 05.20.14 passed.**

MOTION BY Renée Simas to approve the special meeting minutes of 05.28.14 and 05.30.14.

Seconded by: Kim Young

Discussion: None

Board Vote: all ayes; **motion to approve the meeting minutes of 05.28.14 and 05.30.14 passed.**

Agenda Additions:

MOTION BY Renee Simas to add two agenda items: add Uniform policy to section IV, Governance, and Review Bookkeeper Contract to section III, Finance and Fundraising.

Seconded by: Jim Farner

Discussion: None

Board Vote: all ayes; **motion to add agenda items passed.**

Public Comment: Liz Vohland thanked the outgoing board members for their service.

II. Academic Excellence

Principal Joy Raboli delivered her **June 2014 Administrator's Report. May/June Enrollment** for the 2013-2014 school year was 221 students with 20 on the wait list. **2014-2015 Projected Enrollment** is 225 students with 63 on the wait list, with an additional 28 students added during the lottery portion of the board meeting, for a total of 91 children on the wait list. **End of Year Wrap Up:** The school year wrapped up with a field day and classroom celebrations, with K-5 students participating in "Stepping Stones" ceremonies. **Staffing:** Contracts for the 2014-2015 school year were announced. First grade and Art/Leadership Electives teachers have resigned to pursue other opportunities. Kindergarten and First Grade positions have been filled, and Joy is currently interviewing for the Art teacher vacancy. **Proficiency Based Learning Update:** Essentially, schools can revert to whatever grading system used prior to the shift to an academics only grading system. SCS is working with the Sherwood School District to see what they are doing so our grading and Synergy will be aligned.

Principal Raboli provided recommendations on three policies: 1) strengthening SCS Policy GBC, Staff Ethics, which is also on the June 2014 Policy Updates from OSBA; revising our Drug, Alcohol and Tobacco Prevention, Health Education Policy; and 3) adding a Private Tutoring for Pay Policy (discussed later under the Governance portion of the meeting).

ACTION: Joy to contact Kate Pattison at Oregon Department of Education to seek clarification regarding requirements for Highly Qualified Teachers to teach electives; for example, our understanding is that the Art teacher can't teach Iron Chef elective.

Safety Committee Update was also provided by Principal Raboli. Committee met June 5 to fine-tune the safety plan. The committee will simplify the plan and continue to work on the resource binder before presenting the final version.

III. Finance/Fundraising

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

Approve new bank signers: This agenda item was postponed until after board election of new directors.

Approval of temporary credit card increase:

MOTION BY Kim Young to approve a temporary credit card limit increase from \$5,000 to \$12,000 for Principal Joy Raboli's credit card to cover summer purchases, to be reduced to \$5000 in September 2014.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; **motion to temporarily increase credit limit on Principal Raboli's credit card from \$5,000 to \$12,000 passed.**

03.11.2014 Budget Committee Minutes distributed by Kim Young.

Review Bookkeeper Contract:

Our bookkeeper, Tonya, did not ask for a rate increase. The only concern that Tonya raised was to document any changes in teacher salaries. Her contract is still under Mitch Sherwood Charter School. Kim will work on this and revise the contract, adding payroll responsibilities and changing the name from Mitch Sherwood to Sherwood Charter School. On a side note: pre-audit was started on Tuesday of this week.

ACTION: Kim will bring revised bookkeeper contract to July meeting for vote.

IV. Governance

Updates on Unfinished Business: Informational

Calendar items/Deliverables to SSD:

ACTION: Renée Simas to contact Steve Lamb regarding purchasing online public meetings law online course in June. **QUESTIONS:** How many users? Can we access individually? Use one or multiple times? If we buy now, how long does the link last? Can we buy now and use in July?

ACTION: Secretary to add "By-Laws Review" to July agenda.

ACTION: Principal Raboli (with input from Keith, Kim, Amy, and Renée) to review SCS Staff Handbook and take recommendations to board for distribution at July meeting.

"Highly Recommended" Policies

MOTION BY Renée Simas to subscribe to Policy Plus through OSBA, committing SCS to a four-year contract and an annual fee of \$600.

Seconded by: Keith Halasy

Discussion: Renée Simas to contact OSBA to initiate Policy Plus service and ask additional questions.

Board Vote: all ayes, **motion to subscribe to Policy Plus through OSBA passed.**

Uniform Policy:

Motion by Renée Simas to add the color light blue as a uniform option.

Seconded by: Jim Farner

Discussion: Update the current uniform policy to reflect that we are not phasing out red for field trips.

Board vote: all ayes, **motion to add light blue as a polo shirt uniform option passed.**

Code GCQAB: Private Tutoring for Pay: First reading

MOTION BY Amy Anderson to approve the first reading of the Private Tutoring for Pay policy, GCQAB with the additional language of "Require teacher to provide prior notification to the school director."

Seconded by: Keith Halasy

Discussion: Renée Simas to send GCQAB (Private Tutoring for Pay policy) to OSBA; upon return receipt, SCS, board will need to do second reading and adopt.

Board Vote: all ayes, **motion passed.**

V. Facilities/Operations

Facility Liaison, Jim Farner, provided a **facility update**. The Church Lease has been signed by all parties, so our lease is active. We also have twice the bandwidth and a backup through Comcast now. The church elders did not yet have approval to contribute funds for the staff room; however, Principal Raboli

announced that construction of a staff room is no longer necessary as teachers reported they would not likely use it.

ACTION: Jim will ask permission from church to use the other two rooms for storage instead.

Keith Halasy provided a **technology update**. He has received a reply on the RFI from one candidate; he is waiting for the other two submittals. The goal is to wrap that process up by July for presentation to the board.

VI. Community Engagement/Board Development

Board Selection & Election of Officers: Chair Keith Halasy asked each of the three candidates to introduce themselves to the board and provide their reasons they desire to serve on the SCS board. Candidates' resumes and letters of introduction were distributed via email in advance of meeting as well as in the board packet. There were no conflicts of interest disclosed.

Tee Ramos nominated by Kim Young to fill Seat 2 being vacated by Jenelle Christensen.

Seconded by: Jim Farner

Discussion: None

Board Vote: all ayes; Tee Ramos elected to Seat 2 on the Sherwood Charter School Board of Directors.

Stephen Schweitzer nominated by Kim Young to fill the board position being vacated by Jim Farner.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; Stephen Schweitzer elected to Seat 1 on the Sherwood Charter School Board of Directors.

Brian Craker nominated by Kim Young to fill the board position being vacated by Renée Simas.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; Brian Craker elected to Seat 4 on the Sherwood Charter School Board of Directors.

ELECTION OF OFFICERS:

MOTION BY Amy Anderson to nominate Keith Halasy as Board Chair.

Seconded by: Jim Farner

Discussion: None

Board Vote: all ayes; Keith Halasy elected to serve as Board Chair during the 2014-2015 school year.

MOTION BY Renée Simas to nominate Kim Young as Treasurer.

Seconded by: Amy Anderson

Discussion: None

Board Vote: all ayes; Kim Young elected to serve as Treasurer during the 2014-2015 school year.

MOTION BY Kim Young to nominate Brian Craker as Secretary.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; Brian Craker elected to serve as Secretary during the 2014-2015 school year.

MOTION BY Renée Simas to nominate Amy Anderson as Vice-Chair.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; Amy Anderson elected to serve as Vice-Chair during the 2014-2015 school year.

MOTION BY Kim Young to convert the bank signers for the upcoming year to be Kim Young, Keith Halasy, Brian Craker, and Joy Raboli.

Discussion: Treasurer to handle the logistics.

Board Vote: all ayes; bank signers for the 2014-2015 school year approved.

Parent Survey Results were postponed to the July meeting.

VII. Closing Items

The July 17, 2014, board meeting was rescheduled for **July 29, 2014, at 6:30 pm** due to the fact that a quorum would not be present.

MOTION BY Keith Halasy to adjourn meeting at 8:35 pm.

Seconded by: Renée Simas

Discussion: None

Board Vote: All ayes. **Motion passed; meeting adjourned at 8:35 pm.**