

SHERWOOD CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MEETING MINUTES

Date: Thursday, August 16, 2012 at 7:00 PM

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

Attending:

Jenelle Christensen—Chair

Jim Farner—Assistant Treasurer

Reneé Simas—Vice-chair

Corey Werle—Treasurer

Keith Halasy—Secretary

Joy Raboli—SCS Principal

Cindi Liljegren—SCS Secretary

Kim Young—Parent

1. Call to order: 7:00PM

2. Public Comment

- Cindy Liljegren brought up status of Janitor
 - Contract is up for renewal Monday of next week and needs to be reviewed/approved
 - Item added to August 16 Board meeting to review/approve contract

3. Board Discussion

- Jenelle announced that Jan Ellertson has formally resigned from the SCS Board of Directors as of August 2012 for personal reasons; no plans to immediately re-fill the slot
- Approval of Minutes
 - May 8th work session minutes read and approved
 - Motion from Jenelle: approve Minutes
 - Second: Keith Halasy
 - Board vote: All ayes; Minutes approved
 - July 17th Board Meeting minutes approved
 - Motion from Jenelle: approve Minutes
 - Second: Keith Halasy
 - Board vote: All ayes; Minutes approved
 - July 17th work session Minutes approved
 - Motion from Jenelle: approve Minutes
 - Second: Renee Simas
 - Board vote: All ayes; Minutes approved
 - July 5th work session Minutes approved

- Motion from Jenelle: approve Minutes
 - Second: Renee Simas
 - Board vote: All ayes; Minutes approved
- July 20th executive session Minutes approved
 - Motion from Jenelle: approve Minutes
 - Second: Renee Simas
 - Board vote: All ayes; Minutes approved
- Reports to the Officers/Director/Others
 - Joy Raboli reviewed Administrator's Update
 - Staffing:
 - Elaine Larsen, counselor, resigned to pursue school psychology role
 - Stacey Serrao, 4th grade teacher, has resigned to teach in Beaverton
 - Joy is working on replacements with Sherwood School District
 - Joy and Jan Smith have been in touch on documentation on staff development
 - Joy reviewed discussions with Pastor Rich Miller regarding Sherwood Charter School usage and sharing of church facilities; further meetings between church elders, Joy and SCS Board to be scheduled to review
 - Joy reviewed plans to organize a Historical Committee to prepare and organize school archives; requested Kim Young and Liz Vohlend to co-chair
 - Joy reviewed steps taken to increase anti-bullying message to SCS students, teachers, staff and parents in line with increasing focus as a civil rights issue
 - Reviewed Treasurer's Report
 - Financials for July 2012
 - Reviewed budget line items and spending to date
 - Reviewed Balance sheet
 - Reviewed checks written and credit card expense items
 - Identified funding source outside of budget for printing/posting SCS mission and vision in all classrooms

4. Action Items

- Adding Joy Raboli as a designated signer on all SCS bank accounts
 - Motion from Corey Werle: add Joy Raboli as designated signer on SCS bank accounts
 - Second: Janelle Christensen
 - Board vote: All ayes; addition of Joy to designated signer list approved
- Change wording to Student Handbook regarding "Problems with Teachers"
 - Motion from Janelle Christensen: change language to remove language regarding "seeking assistance from a parent or counselor" to better reflect chain of command
 - Second: Corey Werle
 - Board vote: All ayes; change to handbook approved
- Reviewed policy regarding student 10-day absence policy

- Motion from Keith Halasy: adopt as board policy regarding 10-day absence policy: “After absence for more than 10 consecutive school days for any reason, students will be de-enrolled from Sherwood Charter School per Oregon state policy; parents must complete SCS re-enrollment forms within the three school days after the 10th school day absence, after which time, if forms are not complete, the student’s spot will be allocated to another child.”
- Second: Corey Werle
- Board vote: All ayes; new policy on 10-day consecutive absence approved
- o Approval of janitorial contract
 - Motion from Jenelle Christensen: renew contract with D&H Janitorial LLC pending confirmation of dismissal of charges against janitor
 - Second: Renee Simas
 - Board vote: All ayes; janitorial contract renewal approved pending proof of dismissal of charges; additional charges for church use of pod stricken from contract
- o Handling Pod setup associated with Sherwood Friends Church use
 - Motion from Jenelle Christensen: add not more than 5 hours per month to Ann Scissons contract to facilitate pod set up associated with church use on Sunday
 - Second: Corey Werle
 - Board vote: All ayes; not more than 5 hours to be added to Ann Scissons contract
 - Discussion: Cindy to contact Ann to discuss and finalize contract

5. Unfinished Business

- o June Payout Policy—not a current priority
- o Copier Update—need to switch out power outlet; Jim Farner to contact copier leasing company to request their handle/pay for the change
- o Board Training—Keith to research OSBA policies on running public meetings and review with Board during September Board meeting
- o Balloon payment contingency—to wait until after October
- o Purchase of Storage Container
 - Discussion: Kim Young to provide more complete detail on storage container; PEF funds not sufficient to acquire
 - Jenelle Christensen: concern about retaining PEF funds from prior year; Corey Werle to contact bookkeeper to get amount of PEF funds from 2011-2012 school year

6. Board Comments/Announcements

- o Jenelle Christensen advised Board to review teacher contract documents
- o Jenelle Christensen advised Board to review board development documents from recent OSBA Charter School Board Training Sessions
- o Jim Farner extended a welcome to Joy Raboli

7. Adjournment

- o Motion from Janelle Christensen: adjourn board meeting at 8:27p
- o Second: Jim Farner
- o Board vote: all ayes, meeting adjourned at 8:27pm