



Regular Meeting of the Board of Directors: October 20, 2016

APPROVED

I. Opening Items

The Sherwood Charter School Board of Directors met in the Humanities Room for their **regular** October 2016 meeting which occurred on Thursday, October 20, 2016.

A. The **October 20th** meeting was **called to order at 6:30 pm** by Vice-Chair, Steve Schweitzer.

Members present: Michelle Chidlaw, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, Steve Schweitzer, and Joy Raboli (Ex officio)

Members absent: Brian Craker

SCS Staff present: Angela Havlinek (office manager), Cheryl McLeod (admin), Nicole Mickanen (1st grade teacher), Jan Zobrist (2nd grade teacher)

Public present: Shannon Moorman Burns, Brenda Carlson, Maria Dowdle, Joshua Gerlach, Michelle Henson, Troy Lapham, Rich McKinney, Renée Simas, Kryste Sturm, Susanne Werle, Amy Verkest

A. The Pledge of Allegiance was recited by all present, and Perry Francis read Sherwood Charter School's Mission & Vision Statements.

B. Vice-chair Steve Schweitzer read the H.E.A.R.T. skills as a reminder of the board's mission as representatives of the Sherwood Charter School and to mimic those values in our service to the school.

C. Agenda Additions

- a) 2nd grade class presentation – Lead by Mrs. Zobrist, representatives of the 2nd grade class (Arron Gerlach and Audrey McKinney) told the board about what they were working on including ABCya and MobyMax. They also presented the board with hand-made cards they made using a wordcloud program on ABCya thanking the board for their new Chromebooks! They ended with a callout – “We can’t wait to learn!” – as they are looking forward to learning keyboarding and doing research with their new Chrombooks.

D. Approval of board meeting minutes from 9/22-29, 2016

Agenda Business Item: Approving 9/22-9/29/2016 minutes

MOTION BY Chris Gerlach

Seconded by: Steve Schweitzer

Discussion: To make suggested changes to language of Financial reports as suggested by Treasurer Chris Gerlach and to approve the posting of parent public comments.

Board Vote: all ayes; **motion passed unanimously**

E. **Public Comments** – None

II. Academic Excellence

A. **Principal/Administrator's Report** – As attached.

- No Child Left Behind replaced by ESSA (Every Child Succeeds Act)
- Teachers did quick work on their curriculum maps! (URL in Administrators report)



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- Great turn out at the Onion Festival – thanks to all who participated and for Chris for setting up!
- Updated website to better serve mobile phone users
- Polishers and Keepers focused on math for this month
- Safety committee
 - Radon testing with two meetings held in October
 - Have Step-by-step guides for radon testing and a list of rooms to be tested
- PACE (Property and Causality Coverage for Education) visits 10/21
- Code red drill & test flash alert set for week of October 24th
- Great American Shake Out on October 20th – the school has a 3 day supply for all in school
- Technology – copier not working but there is a replacement
- Oct 15th was the delivery date for annual report to SSD – The audit came to SCS with typos (wrong year listed) through District said it was okay to take received.

B. Teacher Turn-Over Taskforce – Update

Steve reached out to task force members and attempted to schedule a meeting but there was a technology problem with Steve's email and the email wasn't received by all the members. Will need to schedule first meeting.

III. Facilities/Operations

A. Safety Committee Update

Lead testing – Renée Simas

- The state deadline to qualify to apply for testing reimbursement is to act prior to 12/1/16. Testing need not be completed by then but invoices are needed to submit.
- For testing process relied on EPA's – 3Ts document
- Renée suggests Shari Scholz as the school's testing liaison since she is on board and safety committee – Michelle thought that made sense.
- Reached out to Sherwood's Public Works Director, Craig Sheldon, about testing resources (Craig reached out to water utility manager). He gave her name of lab they used for their testing. A copy of the Sherwood water quality report showed the water quality surpassed federal and state standards.
- Checked in to what information was available from the Oregon Health Authority – can use their resources but will need to create a plumbing profile for the school
- Contacted several qualified labs procured from ORELAP (Oregon Environmental Laboratory Accreditation Program) from a list that was 4-5 pages long – whittled down choices to drinking water, inorganic, close to SCS
 - Renée contacted **Alexin Analytical** ([link](#))– 99W in Tigard and asked questions related to testing:
 - Will do analysis but not collection (sample early in the day – 6-6:30 AM)
 - Sampling simple and straightforward
 - Sampling bottles are supplied



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- Should test for lead *and* copper? (Copper testing not expected and done based on perception of need – done to cover liability)
- Labs
 - **Alexin Analytical**
 - Pricing (1-10 samples -- \$25/each, 11-99 samples -- \$20/each)
 - 1st and second draw sampling
 - Testing a month behind – can invoice without starting testing to hit our reimbursement deadline
 - **Edge Analytical**
 - Pricing (\$28 and with school discount \$24)
 - 10 working days turnaround for results
- For SCS Safety Committee identified 14 lead samples needed (fountains, water cooler, kitchen sink, etc.). Kids filling water bottles out of bathroom sinks in portables.
- Total lead testing costs
 - \$280 for \$20/each (Alexin Analytical) [\$560 for every tap (\$20/sample)]
 - \$20 lead (Pb) alone - \$28 lead (Pb) + copper (Cu)
- Recommended we create a school/church plumbing profile
 - Get with Tim Brandt and Priscilla in church office (they've only done backflow testing). Church member "Jack" had talked about work done in the past to replace pipes from road to church being completed.
- Talk with Modern Building (portable supplier) to ask questions about plumbing used in portables
- Renée recommends make determination on testing options by next board meeting

The board unanimously thanked Renée for all her hard work!

IV. PAC/Finance/Fundraising

A. SCS PAC Report (Michelle Henson)

- Busy month for the PAC!
- Amy ordered sweatshirts! Will have order in two weeks or less – Screen Magic (will work with throughout the year for other silk-screening needs)
- Lunch and Scrip programs are either active (Lunches) or working on becoming active (Scrip)
- Meeting for fun run (two sponsors on board!) – asked the board for recommended sponsors to approach
- Wreath paperwork will show up next week in the kid's homebound paperwork – order due 11/11 and delivery 11/21
- Kids First program - \$4210 collected (includes all type of donations – reoccurring and new)

B. Treasurers/Finance Committee Report



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- Audit completed – though report has a typo - wrong year!
 - Clean opinion
 - no weaknesses identified
 - no disputes with school
- Chris acknowledged the combined works of Tanya (bookkeeper), Joy, and office staff for all their help
- Chris read the financials – no questions from the board

V. Governance

A. Unfinished Business/Calendaring, Planning & SSD Deliverables

- IRS form 990 – Chris filed an extension with the state. She also tried to contact person at the company who did the 990 last year to ask questions and didn't receive a response. She will finish the form in next two weeks and submit.

B. Policy Review – Carolyn McBee

- Spoke with Kristen Miles – Spencer Lewis (with whom Carolyn chatted with) said there's nothing on super critical update list at the moment.
- (June 2016) both dental screening, vision screening required (We should look into – Carolyn will examine
 - Office has been sending forms (Vision – partnered with Archer Glen and are sending interested kids to them)
- Veteran's policy – preference when hiring (discussed previously)
- OSBA suggests that policy updates are linked from OSBA to SCS
 - Policy updates will come in December
- Legislature reconvenes in January 2017 – OSBA relates that updates likely coming at that point
 - Drones an upcoming topic in playgrounds for bigger schools – legislature will come up with laws/guidelines

C. Annual Report Update

- Joy walked it over to SSD as mentioned in her Administrator report



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VI. Closing Items

A. Board Comments & Communications

- A nice thank you card was delivered to the board – (from the office and staff!)
- Joy – thanks Teacher Nicole Mickanen (Kindergarten) and office staff volunteering both their times to come to the board meeting
- Teacher letters – can wait Brian’s comments when he returns from his Africa trip.

B. Schedule Work Session for Goal Setting (Strategic Plan reflection)

- Steve asks, when can we meet?
- Chris – no strategic plan until recently – review goals and reflect on what we have done and what we need to do since the intervening time SP was adopted – this SP update is not considered a one-time action but is instead something to iterate on over the year.
- Joy asked – is board training scheduled? Not yet – we need Brian to do the reschedule with Kristen Miles when he returns.
- There was a suggestion of a 6:30 PM, November 3rd meeting for the Goal Setting discussion.

C. Next Regular Meeting – Thursday November 17th, 2016

D. Adjourn Meeting – The meeting was adjourned by Vice-chair Steve at **7:44 PM**

Recording and submission of minutes completed by Board Secretary, Perry Francis.
These minutes were **approved** by the Board of Directors on 11/17/16.



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Joy Raboli

Administrator's Report

October 2016

Enrollment:

We are at approximately 90% enrollment. We continue to do tours and advertise.

Grade	Students	Number on Wait List
K	19	
1	25	
2	22	
3	25	1
4	20	
5	19	
6	23	
7	24	
8	26	
Total	203	1

Our tours are strong and we continue to receive new calls for enrollment.

State Testing

Our school report card and individual test scores were released on October 13th. Parents were sent their child's scores as well as the school report card. We are at a Level 5 again both in Math and English Language Arts. School ratings are not being announced this year, but will be next year. Our academic growth is a 4 because when you are t a Level 5 School, it is more difficult to show as much growth. These two charts below and on Dropbox are confidential because the ratings are not released.



SHERWOOD CHARTER SCHOOL

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Overall Level: Not Rated

Performance Indicator	Level	% of Points Earned	Weight	Weighted Points
Academic Achievement (page 3)	Level 5	100%	NA	NA
Academic Growth (page 4)	Level 4	80.0%	NA	NA
Student Group Growth (page 5)	Not Rated	--	NA	NA
Consecutive Years with Missed Participation Targets* (page 6)	0	NA		
* Schools do not receive points for participation. However, a school's overall Level is lowered by one level for each consecutive year that it did not meet all participation targets.				
		Totals**	NA	NA
		Weighted Percent		NA
** Schools may not be eligible for all possible points. Schools are not rated in categories where they do not meet minimum student count requirements.				

Level Assignment	Weighted Percent
Level 5	Not Applicable
Level 4	Not Applicable
Level 3	Not Applicable
Level 2	Not Applicable
Level 1	Not Applicable

Levels are calculated using the percentage of points earned out of the total points eligible. For schools with data on all indicators the total points possible are:

- 25 for Academic Achievement
- 50 for Academic Growth
- 25 for Student Group Growth

The total score is matched to the scoring guide above to determine the school's rating.



DEPARTMENT OF
EDUCATION

2015-16 Report Card Rating Details Report

Secure Version - Preliminary - August 08, 2016

District: Sherwood SD 88J

School: Sherwood Charter School

The school accountability system determines the overall school rating by using the percent of points a school earns for each of the indicators below. Subsequent pages display the data that support each indicator rating.

Academic Achievement (page 3)	Level	Points Earned	Points Eligible
English Language Arts (All Students)	Level 5	5	5
Mathematics (All Students)	Level 5	5	5
Total	Level 5	10	10
Percent of Points Earned = Total Points Earned / Total Points Eligible			
100%			

Academic Growth (page 4)	Level	Points Earned	Points Eligible
English Language Arts (All Students)	Level 4	4	5
Mathematics (All Students)	Level 4	4	5
Total	Level 4	8	10
Percent of Points Earned = Total Points Earned / Total Points Eligible			
80.0%			

Student Group Growth (page 5)	Level	Points Earned	Points Eligible
English Language Arts			
Economically Disadvantaged	Not Rated	0	0
English Learners	Not Rated	0	0
Students with Disabilities	Not Rated	0	0
Underserved Races/Ethnicities ¹	Not Rated	0	0
Math			
Economically Disadvantaged	Not Rated	0	0
English Learners	Not Rated	0	0
Students with Disabilities	Not Rated	0	0
Underserved Races/Ethnicities ¹	Not Rated	0	0
Total	Not Rated	0	0
Percent of Points Earned = Total Points Earned / Total Points Eligible			
--			

1. Includes American Indian/Alaska Native, Pacific Islander, Black, and Hispanic students.

Category Level Cutoffs	
Level	% of Points Earned
Level 5	90.0%
Level 4	70.0%
Level 3	50.0%
Level 2	30.0%
Level 1	<30.0%



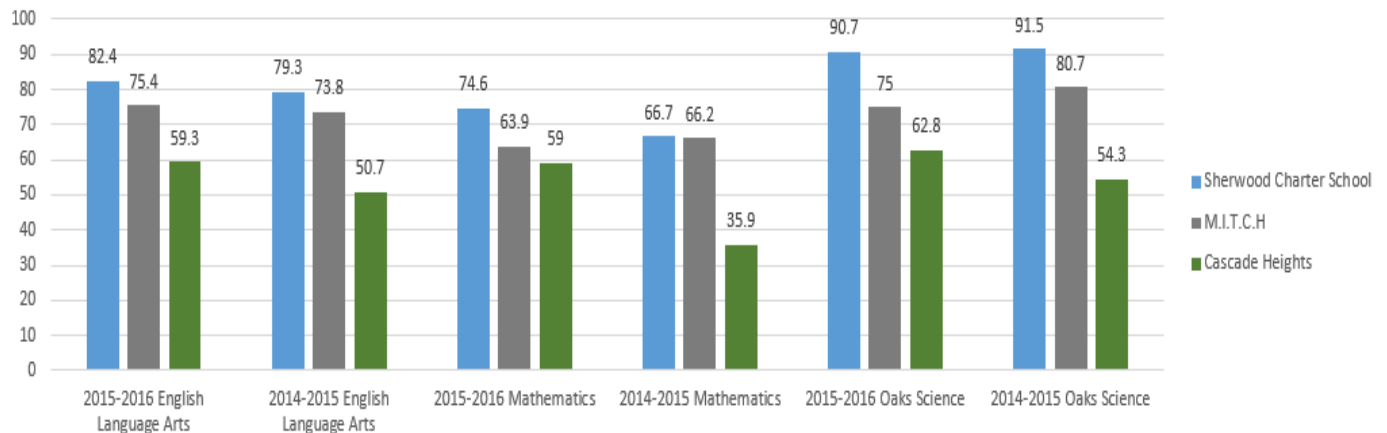
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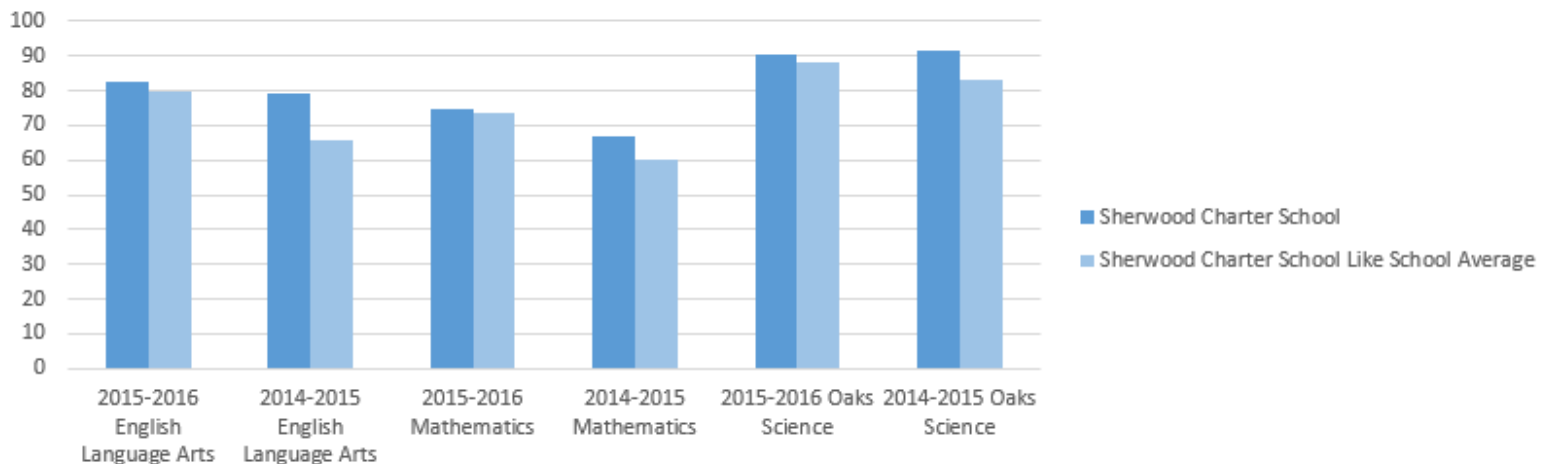
Comparison Data

To further understand these data, I have compared SCS to M.I.T.C.H. as well as Cascade Heights. Besides both being charter schools, they also both schools use Riggs and Core Knowledge.

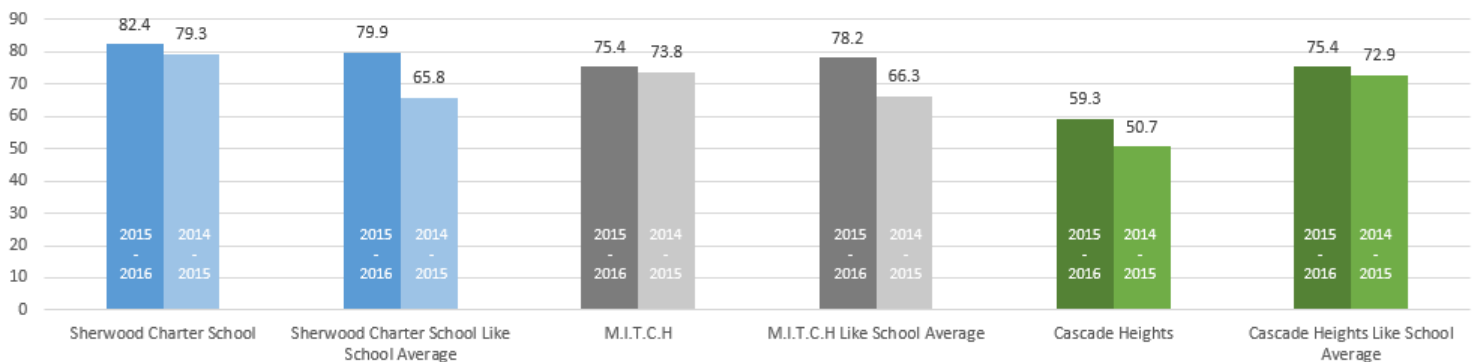
Test Results - School Comparison



Sherwood Charter School vs. Like School Average



English Language Arts 2015-2016 vs. 2014-2015

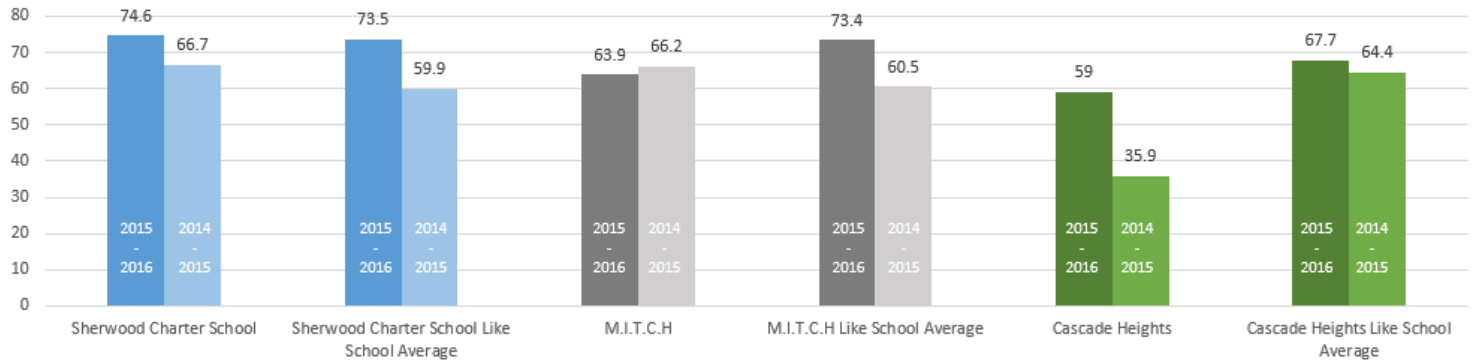




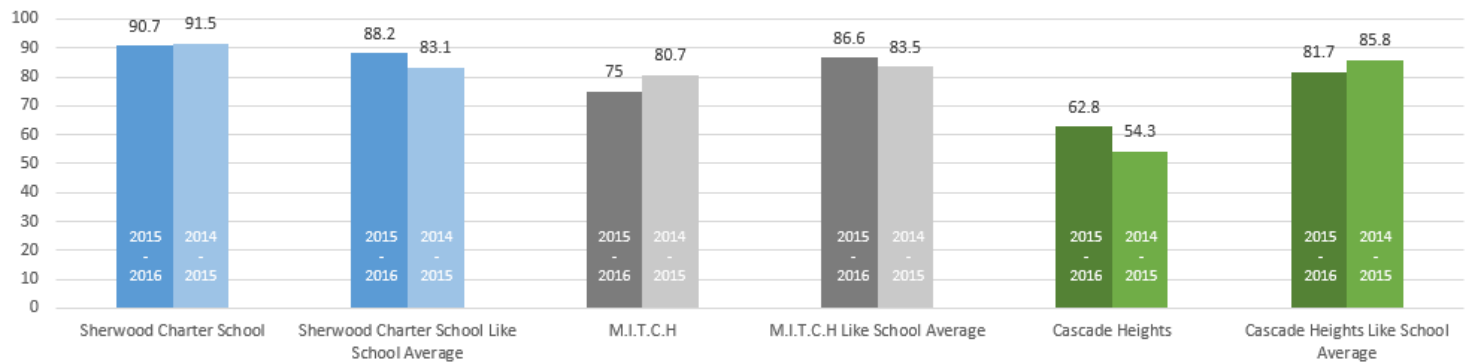
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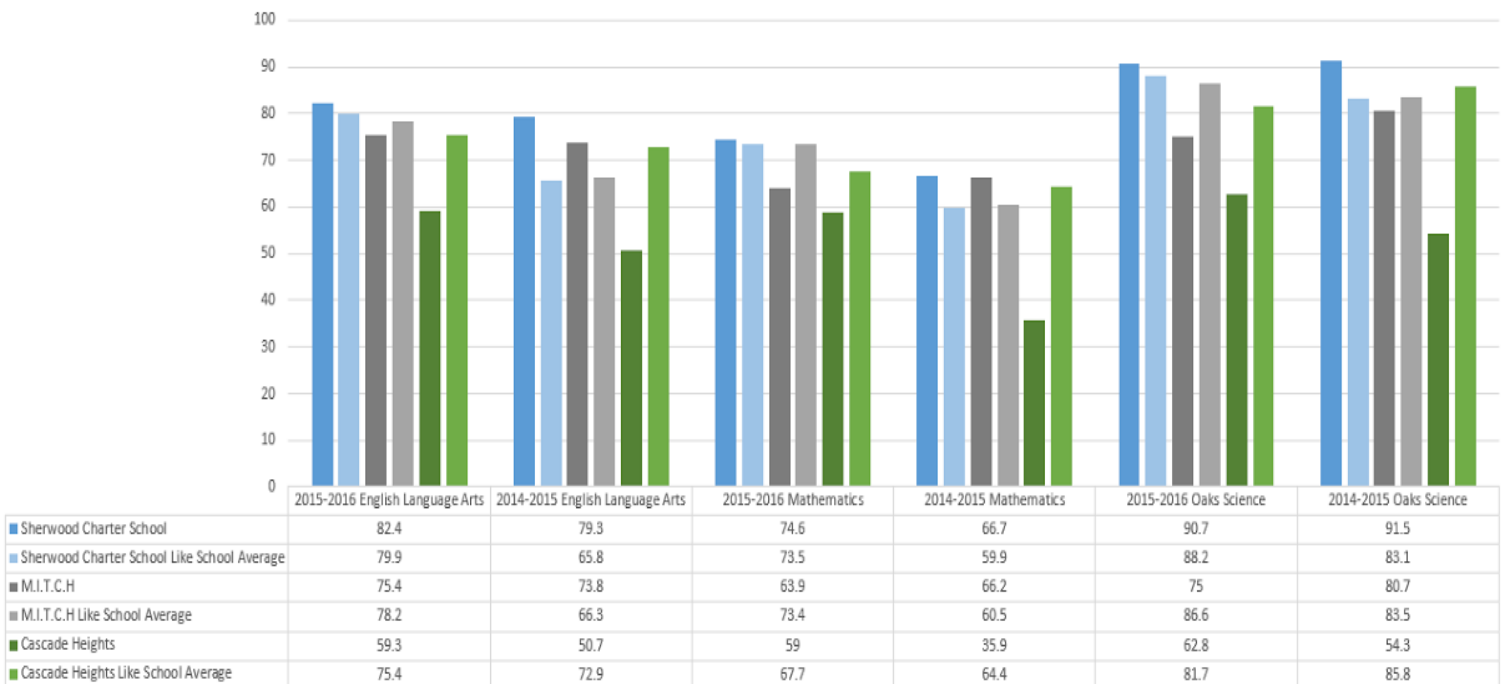
Mathematics 2015-2016 vs. 2014-2015



Oaks Science 2015-2016 vs. 2014-2015



Test Results By Subject

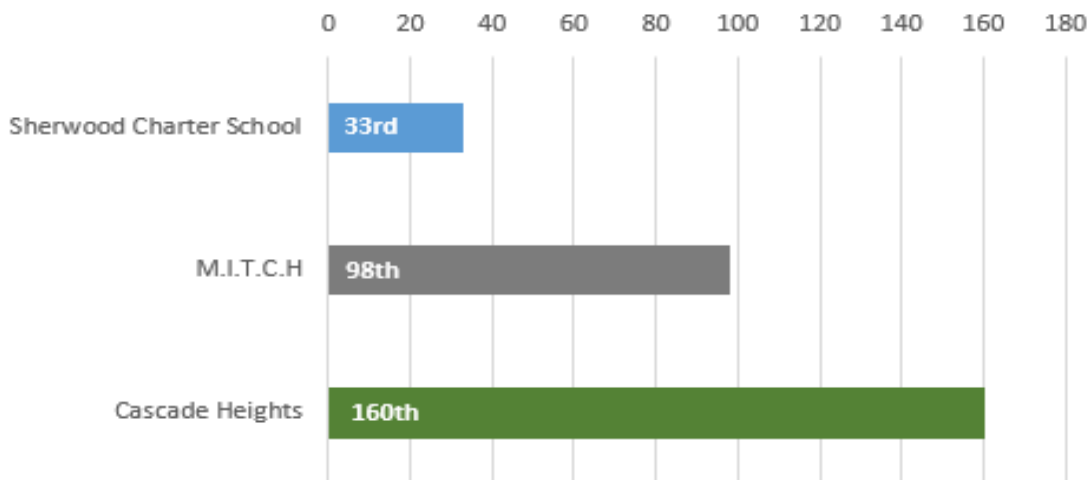




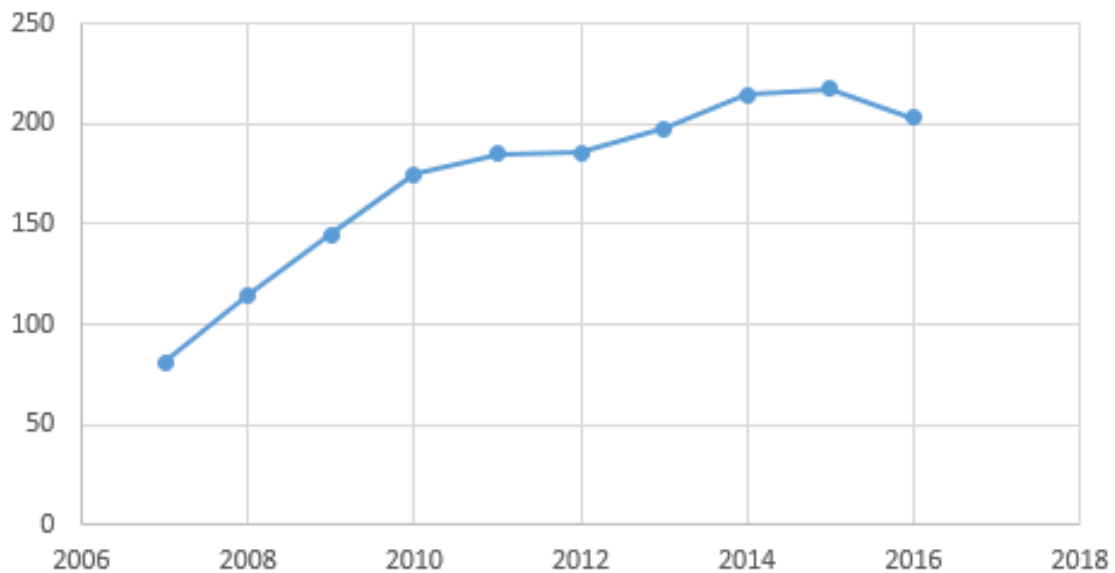
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2016 School Rank (of 698 schools)



Enrollment Numbers by Year





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ESSA Every Student Succeeds Act

Implementation in 2016-17. This act replaces No Child Left Behind.

CORE → WELL-ROUNDED

- Changes “core academic subjects” to “a well-rounded education”
- Includes courses, activities, and programming in:
 - English, reading or language arts, writing
 - STEM - science, technology, engineering, mathematic
 - computer science,
 - foreign languages, arts, music,
 - civics and government, economics, history, geography,
 - CTE - career and technical education,
 - health, physical education, and
 - others

<http://www.ode.state.or.us/superintendent/priorities/essa-update-sept-2016.pdf>

Joy's Goal Updates

Culture and Community-Recognizing Academic Excellence and Achievement –Houses and 8th Grade Graduation-Completed

House leaders discussed the details to earn a spot on the Honor Roll (3.5) or High Honor Roll (4.0)

Goal-Governance-Published Curriculum Maps-Completed

Maps finished on time and published on the school website. In addition, the maps were highlighted in my newsletter. You can go directly to the maps using this link:

<http://sherwoodcharterschool.org/curriculum/>

Goal-Culture and Community-Marketing-On Going

Keith Halasy and Cheryl McLeod finished the brochure and we are handing them out on the tours. Chris Gerlach, parents, students and teachers set up a booth for the Onion Festival and one family enrolled a set of twins. Our next project is to create posters for places like Starbucks and also get flyers to realtors. In addition, we need to update the website and make the mobile edition just as strong as the desktop version.



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Goal-Business-Teacher Performance and Areas for Development-In Process

The teachers and I worked on student learning and personal goals in accordance with the Oregon Department of Education law for charter school in our meeting earlier this month. By the end of the month, I will meet with each teacher for his or her goal setting conference. We are on track with our timeline for Teacher Performance.

Friday Work Plan for October 2016

October 7th

- Staff Meeting
 - Goal Setting
 - Institute for Excellence in Writing
 - View Bar Model Singapore Training
 - MTI at 11:20
- New Teacher Curriculum Check In Meeting
- Middle School House Prep
- Curriculum Work Time

October 14th-Work From Home

- Lesson Planning
- Excellence in Writing Work Time
- Curriculum Map Work

October 21st Meeting

- New Teacher Check In Meeting
- Curriculum Map and Lesson Planning
- Student Learning Goal work time
- Middle School House Prep
- Managing ADHD in the classroom-Ali Craker

October 28th-Staff Day Off

Goal-Business-New Teacher Academy-Fridays-Ongoing

I meet with new teachers on Fridays and also during 1:1 sessions. In addition, I make myself available on nights and weekends to help them with curriculum, student or parent behavior issues. The topics that continue to arise are that teachers are very overwhelmed with curriculum and trying to get it all done. If you look at the curriculum maps, you will see a level of intensity in trying to fit everything into the school year. We are carefully unpacking the entire curriculum and making sure that the teachers have adequate time and what they need to create meaningful lessons.



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Goal-Academics (Subject Matter Expert SME)-Completed and Ongoing

Quarterly update of Curriculum

Riggs

Two teachers have reported receiving emails from parents whose children are struggling to understand Riggs and are dislike the program.

Sue Werle has completed two parent trainings and has asked to do more this fall.

Singapore Math

Staff is watching webinars of Bar Models in Singapore Math and also working on the assessment technology called Math On. I continue to observe Singapore Math on my “walk abouts” and also doing Keeper and Polishers in this month.

Safety

Pace visits our school October 21st for their annual check up. Earlier this month, the whole school participated in a bus evacuation drill through from the district. On Monday, we will have a brief Safety Assembly before our morning Code Red Drill. The staff has been trained in the drill. Parents will be alerted about the drill in Thursday’s email. We will also test our Flash Alert system at the same time. After the drill, we send parents an email reporting how it went. On October 19th, we had a fire drill and the whole school was out of the building in less than two minutes, which is always the goal. That is good progress for October! On Thursday October 20th, SCS will participate in the Great Oregon Shake Out, which is an earthquake drill. We also have recently checked our earthquake kits to be sure we have a 3-day for the whole school in case of an emergency.

Technology

Everything seems to be up and running well. If you consider our copier downstairs technology, it has not worked well and seems to be constantly breaking. The office is on the case.

Annual Report

The Annual Report and other deliverables were delivered to the district on time. We are awaiting the audit to be delivered due to some editing errors on the document. The district is aware of this and said “no worries.”

Safety Committee -- See Minutes