



Regular Meeting of the Board of Directors for Feb 16, 2017

Final

I. Opening Items

The Sherwood Charter School Board of Directors met in the Art Room for a regular meeting on Thursday, February 16, 2017.

Audio of the meeting was recorded by Brian Craker.

The **February 16, 2017 meeting** was called to order at **6:38 pm** by Chair, Brian Craker.

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

Members absent: Steve Schweitzer

SCS Staff present: Angela Havlinek (office manager), Cheryl McLeod (admin)

Public present: Kacie Armitage, Jason Campbell, Nicki Davis, Joshua Gerlach, Michelle Henson, Valerie Lapham, Chad Mansfield, Laura Mansfield, Dawn Miller, Renée Simas, Lori VanDerKamp, Amy Verkest, Liz Vohland, Susanne Werle

- A. The Pledge of Allegiance was recited by all present.
- B. Chris Gerlach read Sherwood Charter School's Mission & Vision Statements.
- C. Brian 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. He also discussed meeting expectations.
- D. Agenda Additions

Brian clarified the executive session (Agenda section V. Governance > D) will involve sections (b) and (e) of ORS § 192.660(2).

E. Class Presentation

Five students from Ms. Landels' 4th grade class presented a poster explaining H.E.A.R.T. skills and displayed a handmade H.E.A.R.T. skills book created and read by the class that includes a page from each student espousing one of the H.E.A.R.T. skills that were read in turn by the five students.

F. Approval of Special meeting Minutes from Jan. 19, 2017

Agenda Business Item: Approving 1/19/17 the minutes of the regular meeting of the board as amended.

Motion by – Carolyn McBee

Seconded by – Chris Gerlach

Discussion: none

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

G. Public Comment

Renee Simas (read a letter) – Her letter concerns HEART week and related character issues she's seen in this small community (her son is in attendance tonight). Open communications solve problems using HEART



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skills to emulate. Board service is challenging and appreciates the sacrifices make for board members to serve. Judge based on facts not emotions. Unsubstantiated rumors have caused problems. Dispel rumors and use multiple channels of communication – town hall meeting and curriculum surveys. She respects opposing viewpoints but has issues with how some are representing their ideas.

Valerie Lapham (reading) – past PAC treasurer and SCS parent. Thanks teachers for making SCS one of the best schools in area. Acknowledges Ms. Raboli and her leadership. Thanks school board for their service and decision making when others don't have the time. Riggs is creating challenges for her 2nd grader (markings difficult and cause difficulty learning to spell) and finding time to do it well is a difficult given her families' schedule. Respects school's decision to implement curriculum. Questions Riggs as a curriculum as other similar curriculums could be better. Saddened by division among parents – hurting children – and we need to put differences aside. Need a solution to address conflicts and act as role models for our children.

Liz Vohland – Has concerns after January special meeting concerning recording of meeting audio and the advice given by the board then. Board then didn't demonstrate HEART skills – reached out and attacked parent who was compelled to turn over things, something that she felt pressured to do. Board is complicit in bad feelings because none of them spoke up. Questions OSBA guidance (website says that they do not give legal advice). Wants board members to be sure that they get good representation. Asked DOJ (Department of Justice) and Washington County DA about audio recording of public meetings. They said recording of meetings is legal (audio, video, notes). Questions the boards' stance on recording of meeting audio. Budgetary issues related to talking with lawyer should not limit the legal advice you as a board should look for concerning

Board chair Brian Craker responded to Liz Vohland's public comments – Thank you for bringing these concerns to my attention. I will model HEART skills and can contact Brenda and apologize if needed. Asking for materials from OSBA but are still waiting for a response – work in progress. Twelve things on the fire now. Others parents being excluded of access to meeting audio and starting tonight with audio being recorded by the board that now is a non-issue. Replied to Valerie and Renee on their comments. Weighing heavily on our hearts (parents, educators) want best for our school. Do things to protect things and parents and staff. Board's job is to protect school now and future.

Brian opened the floor for board comments at this point (and will be open later during board comments) –

Carolyn replies to Liz Vohland - What you want of us we all want from you. Hope you assume the best of us and not assume that we don't know what to do – it doesn't feel good. Carolyn points again to using HEART skills.



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II. Academic Excellence

A. Principal/Administrator's Report

SCS is at 92% enrollment – enrolling four more students this month. Some counseled to leave are coming back to SCS!

Full report attached as addendum below.

B. 2017-18 Calendar Draft

Joy – We looked at the academic hours we have for this school year and kept similar for 2017-18.

Angela – The trimester spacing, specifically the middle trimester, are not all even in the number of days they contain. The middle one the longest as this helps teachers if snow days occur then.

Agenda Business Item: Accept 2017-18 SCS calendar as presented by the office staff

Motion by – Michelle Chidlaw

Seconded by – Carolyn McBee

Discussion: Amendment (by Michelle Chidlaw) to add snow days at next meeting.

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

Board reopens discussion on past agenda item...

Angela – do the approved lottery dates properly align with board meeting dates? That was not fully considered when setting those dates.

Brian – The board can add lottery dates to the board calendar (in August when the board calendar is fully set) as well as on school event calendar.

Agenda Business Item: Remove lottery dates from the approved calendar.

Motion by – Michelle Chidlaw

Seconded by – Carolyn McBee

Discussion: none

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

III. Facilities/Operations

A. Safety Committee Update

Safety committee information was Included in administrator report which is attached below.



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B. Facility Lease Renewal

Brian reported that we did not get an updated lease yet from Tim Brandt of the Sherwood Community Friends Church but he is working to get a lease to us, and will include a snow removal section given our experiences from this year. We will add a 3rd year and will take care of the renewal in the March 2017 meeting.

Joy mentioned that the school should talk about the resetting process of the 1st and Kindergarten classrooms in the church. The classrooms are being reset on Mondays by SCS which is difficult. She would like to see that section removed from the contract or have a set crew from the church perform the job. Joy, Brian and Michelle will discuss and talk to the church.

Renee Simas asked if we sent a thank you card to the church for all the work they did during the aftermath of the lead testing in the church. Angela and the office staff had sent a card to the church.

Renee also ask about whether the IPM (Integrated Pest Management) plan and other related things make it into lease? Brian responded that Tim has seen the related documents and knows they need to be included in the lease renewal.

IV. PAC/Finance/Fundraising

A. PAC Report	PAC Leadership	Informational
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- No fun run planned based on a PAC board decision to help the community move forward. Planning a bingo night (working with office but still need to talk with church) and should have answer by next week.
- Kids 1st – 11K raised and the amount is creeping up continually
- There were good discussions at the last PAC meeting (discussion was respectful of other points of view)
- Playground equipment – talked with the SCFC pastor. The church would like to work with us – they plan to set money aside and it is something their parents have shown interest in as well. They still need to talk with board (Michelle) and the church board. The church pastor mentioned some areas for the playground location. Sue has been helping with related things too.
- Flowers for the teachers were a hit! – some were sent to the church secretary in addition to SCS teachers. Encouraging!
- Michelle contends there is something else that she can't remember... Brian suggested leaving the PAC report section open until she remembers
- She remembered...! The edible bouquet for the Archer Glen crossing guards and school staff was a hit! One of the Archer Glen folks said "you've knocked our socks off!"

B. Treasurers/Finance Comm. Report

Chris Gerlach thanks the PAC board members - Michelle Henson, Amy Verkest, Nicki Davis, and Kim Rocha - for making staff appreciation week feel extra special for the staff and teachers of SCS. She handed out flowers and chocolates to both Amy and Michelle were at the meeting at that point.



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JANUARY 2017 FINANCIAL ANALYSIS:

Total revenues for January 2017= \$106,430; YTD are \$836,330

Total Instruction expense was \$58,452; YTD = \$402,462

Total Support Service expense was \$20,711; YTD = \$174,668

Total facility and Maintenance expense was \$12,238; YTD = 90,370

Net positive change in fund balance was \$15,106; YTD = \$206,256

Total revenues for the month increased by 6% compared to the same month in the prior year, primarily due to higher SSD funding.

Total expenditures decreased by 19% compared to the same month in the prior year, primarily due to more school closures (due to snow) this year.

a. Which directly resulted in lower instructional expenses by 16% compared to the same month in the prior year (i.e. less field trips, less substitute teachers were needed)

b. Support Services decreased by 18% compared to the same month in the prior year, primarily due to lower professional fees and phone service.

c. Facility expense decreased by 8% compared to the same month in the prior year, due to extra rent payment for the modular was made in Jan of prior year.

Ending Fund balance was \$357,288

73% of expected revenues were received to date and 53% of budgeted expenditures were incurred to date.

Cash balance was \$388,756, including one month prepayment from SSD of \$104K.

Capital assets, net is \$306,073 - no change from last month

Total Assets before pension related liabilities and deferrals are \$694,829

Pension related deferrals = \$207,267

Total Assets after pension related liabilities and deferrals are \$902,096

A/P is \$5322 - all current, no > 30 day outstanding invoices

No credit card liabilities at month-end

Payroll liability is \$26,146

Deferred revenue - no change

Total liabilities before pension related liabilities and deferrals are \$136,043

Net pension liability = \$456,010

Pension related deferrals as a liability = \$95,590

Total liabilities after pension related liabilities and deferrals \$687,643

Net position at Jan 31, 2017 is \$214,453

Net position at Jan 31, 2017 is \$214,453

Additional Financial performance indicator:



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CURRENT RATIO: 2.86

Current ratio is one of the most fundamental liquidity ratio. It measures the ability of an organization to repay current liabilities with current assets (for SCS - cash). Simply stated, do we have enough cash to be able to pay all of our current liabilities?

A current ratio of 1 or more means that current assets are greater than current liabilities and the company should not face any liquidity problem. No ongoing concern for the foreseeable future (current = less than one year).

Chris suggests providing a gift of \$100 to the SCF church to help pay for the expensive, bottle filling water fountain which the church decided to replace due to the elevated lead water levels found during lead testing earlier in the year. The fountain cost the church \$1100. The church did not have to purchase the higher-level fountain but thought that it was a great fit for the school.

Agenda Business Item: Provide a \$100 gift to the Sherwood Community Friends Church help defray the costs related to the replacement of the lower floor water fountain in the church.

Motion by – Shari Scholz

Seconded by – Carolyn McBee

Discussion:

Brian asks are we capable of giving more money? Chris replied that given a need to protect the budget and the costs incurred already for the radon & lead testing costs (not budgeted) she suggests the answer is no. That said \$100 does not see like that much given the cost of the fountain. Perry suggests a \$300 gift given the extra cost of the fountain incurred by the SCFC. The other board members agree.

Amendment to the motion provided by Perry Francis:

Agenda Business Item: Provide a \$300 gift to the Sherwood Community Friends Church help defray the costs related to the replacement of the lower floor water fountain in the church.

Motion by – Perry Francis

Seconded by - Carolyn McBee

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

V. **Governance**

A. Unfinished Business, Calendaring, Planning & SSD Deliverables

Steve absent but Brian pointed out two items that are on the calendar for March – the annual parent and teacher surveys and the lease renewal with Sherwood Community Friends Church.

B. Annual Survey



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Carolyn submitted suggested updates to the teacher survey that she sent to Brian. It allows them to make comments about curriculum choices (Chris thinks this is a good idea as it helps close the gap to improving the survey). Others on the board concur.

The parent survey looked okay to Carolyn. There were no comments by other board members concerning the parent survey.

Brian suggests pushing the teacher discussion to an upcoming special meeting. The parent survey out first and perhaps wait on teacher survey until later. Chris suggests it is better to get the teacher survey out earlier.

Agenda Business Item: Accept and implement parent survey as written.

Motion by – Carolyn McBee

Seconded by – Chris Gerlach

Discussion:

Brian queried the office staff if they can staff help with the deployment of the parent survey next week? The office staff agreed and will working releasing as soon as the office staff has open time.

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

Agenda Business Item: Accept and implement Carolyn's proposal for changes to the teacher survey.

Motion by – Michelle McBee

Seconded by – Shari Scholz

Discussion:

Brian asked again for help from the office staff deploying the teacher survey – the office staff agreed.

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

C. Board Comments & Communications

Shari asks if we could read the teacher letters the board received in the past. There was some confusion about which letter(s) she was intending to read. Brian mentioned that based on coaching from OSBA reading letters during board meetings are normal or typical but are only done when necessary or exceptional. Shari thinks reading is necessary. A discussion ensues:

Carolyn thought the idea was okay. Shari suggested she would read two or three at each upcoming meeting. Perry asked which letters is she considering reading. Brian wanted to know why they are being read in public, wanting to be sure reading them was appropriate. Carolyn asked if it was typical to receive this many letters from the teachers. Brian responded that based upon his and the prior chair's recollection it was not common. The board was still unclear about which letter(s) were going to be read. Shari with Brian's consent decided to read the letter from the middle school teachers sent to the board and the teacher turnover taskforce. Brian also



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mentioned that the public comment policy is invoked when reading such letters. Shari would have liked to read the letter but was overcome by emotion. She defers to Michelle who read the letter.

Board comments were allowed by Brian which follow:

Michelle mentioned the fact that this letter having come from the common ground of six colleagues made the letter powerful and read while voicing her concern with the situations mentioned in the letter.

Brian spoke to the fact that given half of the schools' teaching staff is represented in the letter and was a bold statement to the board. The board has to address the situation. He alluded to the fact that the board has been in Listening mode being a newly placed board dealing with difficult situations. He suggested it was time for the board to stop listening and stop discussing these various topics while suggesting that the board might need to listen a bit more before we have a full discussion. Other questions come to mind as well for him.

Joy mentions that the teachers are aware of what certain parents are doing (she listed some examples she has seen/heard - spreading false rumors, employing parking lot gossip, parents working to exclude other parents and children). The majority of the teachers have written letters to the. The board needs to take action as the morale of teachers and office staff is in question and that is not acceptable.

Chris mentions taking this letter to heart and she is committed to retaining our teachers. The letter shows a current dissatisfaction with this situation as the teachers are paid less amongst other. There is more to do. We heard from nine of our teachers. Joy suggests more teachers are planning to write letters too.

Brian says it is time for us to interact with the teachers (he mentions he is mentally going through the procedure in his mind). For paid staff interaction the board needs permission from the administrator as it is a personnel matters. Brian mentions he's been putting in a lot of time but this needs to rise to the top. He discusses the scope of the intended interaction, thinking a smaller board presence would be better. He suggests that a couple of other board members reach out beside himself. Carolyn and Perry offer to meet with the teachers too. We could potentially bring other board members to a future teacher/board meeting.

Brian asks for Joy's permission to meet with the teachers at a time of their convenience. Joy agrees to have these board members talk with the teachers and invites the members to a staff meeting.

Joy thanks the office staff who met at Angela's house to make HEART week cookies!

Brian announces a short break at 8:37 PM after which the board will reconvene in an Executive session as detailed below. He also mentions that the board might have another special meeting soon which would be noticed through the traditional Thursday office email mechanism.

D. Executive Session

The Sherwood Charter School Board of Directors will meet in Executive (Non-Public) Session pursuant to ORS § 192.660(2)(b) to review performance and/or complaint of a public employee and ORS § 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The executive meeting began at 8:48 PM and whose minutes are seen below.



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Executive meeting minutes

1. The meeting was called to Order at 8:48 PM by Chair, Brian Craker.

Members present: Michelle Chidlaw, Brian Craker, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, and Steve Schweitzer

Members absent: Joy Raboli

2. The Sherwood Charter School Board of Directors met in Executive (Non-Public) Session pursuant to ORS § 192.660(2)(b)&(i) to review performance and/or complaint of a public employee.
3. At 10:21 PM the board chair closed the executive meeting and the special meeting of the board of directors.

Recording and submission of minutes completed by Board Secretary, Perry Francis.

(Minutes approved April 20, 2017 by the SCS Board of Directors)



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Joy Raboli

Administrator's Report

February 2017

Enrollment:

We are at approximately 92% enrollment. We continue to do tours and advertise.

Grade	Students	Number on Wait List
K	20	
1	25	
2	24	
3	25	1
4	22	
5	19	
6	21	
7	26	
8	26	
Total	208	1

We have increased our enrollment by 4 this month! We are several calls from parents who had chosen other schools in September, who now have an interest in coming back. Our tours continue to be strong and steady.

H.E.A.R.T. Week

Our school kicked off the 4th annual H.E.A.R.T. Week on February 9th. Our focus was spreading love and kindness. The whole school participated in an assembly that discussed Love Rocks. Each class made their own love rocks to spread joy and kindness. To learn more about Love Rocks, go to this link: <http://www.love-rocks.org>

The school also had an assembly about The American Heart Association's Jump Rope for Heart. The students really enjoyed the entertaining assembly and learned about several ways to be heart healthy. It is also an optional fundraiser for the American Heart Association.



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http://www.heart.org/HEARTORG/Giving/ForIndividuals/JoinanEvent/Jump-Rope-for-Heart-Event_UCM_315609_SubHomePage.jsp

Each day the students had a spirit day and a chance to practice the H.E.A.R.T. Skills. Every teacher integrated multiple skills into H.E.A.R.T. week. For example, middle school science created an engineering activity that was related to Valentine's Day. There were great academics happening in every class and they were related to a certain skill we were focused on for the day.

I encouraged parents to email me with their own H.E.A.R.T. Week connections at home. Community service projects were in full force this week!

The Great Kindness Challenge

Last year, Shannon Peterka introduced our school to The Great Kindness Challenge. This year, the student council is taking over this project. It's a wonderful way for our students to take part in doing kind acts at school. Last year we raised money for a school in Kenya. It was called Kind Coins for Kenya. This year we are raising money for Pakistan. (<http://www.greatkindnesschallenge.org/>)

Student council voted on 20 challenges for kids to do over several weeks. Along with the challenges, we raised \$1,193.40 for a new school in Pakistan. We collected change for 3 weeks. At the end of the three weeks, the class with the most change earned a free dress day.

Safety

The Safety Committee met February 7th from 8:00-8:45am. We have a brand new water fountain installed by Tim Brandt from the Church. As agreed, the SCFC replaced the downstairs drinking fountain with a new drinking fountain with added features: a filter and the capacity to fill water bottles with ease.

We will follow up with testing regarding the 3rd grade classroom and the new drinking fountain. A tentative date of Friday, February 24 has been set to retest the water. Renée Simas will obtain sample collection bottles from Alexin Analytical prior to scheduled date; and I will return the samples to Alexin following collection. This fixture



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will be done in conjunction with the retesting of the 3rd grade classroom, whose lead analysis was incongruent with the other portable classrooms. Findings and recommendations will be provided to the board upon receipt of lab analysis. Committee noted that our press release concerning lead results was included in the January edition of the Sherwood Gazette.

The second of the two, required lock-down drills has been tentatively scheduled for Wednesday, February 22, 2017. I would like three safety committee members to participate in the execution of these drills; Renee volunteered to be one of those helpers. Committee will follow up with other safety committee members to determine their availability.

Other items of business include:

1. SWINGS: The chains on the swings were replaced. Members present believe this project is now finished.
2. ENTRY POINT CARD-SWIPE SYSTEM: Pastor Rich indicated to the office that the church is considering a card-swipe system for exterior doors and would like to partner with the school on this security/safety measure. This conversation is in its beginning stages and the safety committee will be kept apprised of this proposal.
3. UPCOMING DRILLS: Due to school closure because of snow, the December fire drill was missed and will need to be re-scheduled. The decision was made to “double up” drills in February to make up for the missed drill. Fire drills are scheduled for February 15 and February 27, 2017. Spring bus drill is scheduled for February 28.
4. STORM DAMAGE CLEAN UP: Recent inclement weather prompted clean-up. Fallen tree limbs have been removed and a tree deemed unhealthy has been removed by SCFC. A broken, glass jar used for a science experiment was discarded. Bark dust/chips on the play areas were cleared of debris and are being monitored. The driveway/parking lot area was cleared of debris by a parent volunteer.
5. SANITATION: Seven, 2nd grade children are out with the stomach flu. Angela spoke to our cleaning crew regarding the sanitizing of cleaning rags in classrooms.

NEXT STEPS:

- * Renée Simas to pick up collection bottles for water samples from Alexin Analytical.
- * Angela Havlinek to work with SCFC to schedule next collection date and post necessary signage reminding SCFC and SCS communities not to use the water prior to collection.
- * Committee to check availability of rest of committee for participation in 2/22/17 drill.



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SAFETY CALENDAR:

Wednesday, 02/15/2017: February Fire Drill

Wednesday, 02/22/2017: Tentative Lock-Down Drill; Safety Committee volunteers needed

Friday, 02/24/2017: Tentative date to re-test for lead

Monday, 02/27/2017: Make-up Fire Drill

Tuesday, 02/28/2017: Spring Bus Drill

Tuesday - 03/07/2017: Next Safety Committee meeting

NAEP Testing

Four officials from NAEP came to our school and administered the 4th grade achievement test to our students. It took about two hours and then it was completed. Students took the assessment on iPads.

Joy's Goal Updates

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

We held our first honor roll ceremony for the trimester on Monday, December 5th. Students were also recognized on our Facebook page.

Goal-Governance-Published Curriculum Maps-Completed

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

Goal-Culture and Community-Marketing-On Going

We have created a poster to put up in coffee shops and have made fliers for realtors in cities surrounding Sherwood. The administrative team will go and visit with realtors this month and next month.



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Barbara Sherman from the Sherwood Gazette, came out to do a story on our school and a focus on the middle school. The piece comes out in March.

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

My weekly 1:1 meetings are going well. Occasionally, I spend an entire day with a new teacher to help with curriculum for the upcoming 6 weeks and forecast curriculum for the year. I continue to be in classrooms and do keepers and polishers.

Goal-Business-New Teacher Academy-Fridays-Ongoing

Friday Work Plan

February 3rd	Staff meeting cancelled due to dangerous freezing rain and icy road conditions-Teachers worked on performance tasks in math. They were submitted and reviewed
February 10th	Work from Home
February 17th	Holiday
February 24th	Report Card writing day-Parent Lunch

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

Quarterly update of Curriculum