



Regular meeting SCS Board of Directors

Apr. 20, 2017

FINAL

I. Opening Items

The Sherwood Charter School Board of Directors met in the Sherwood Community Friends Church fellowship hall for their regular meeting on Thursday, April 20, 2017.

Audio of the meeting was recorded by chair Craker.

The **April 20, 2017 meeting** was called to order at **6:32 pm** by Chair, Brian Craker.

Members present: Brian Craker, Perry Francis, Chris Gerlach, Shari Scholz, Steve Schweitzer and Joy Raboli
(Ex officio)

Members absent: Michelle Chidlaw, Carolyn McBee

SCS Staff present: Katie Boedigheimer (MS Math), Nicole Mickanen (K), Sarah Landels (4th), Cheryl McLeod (admin), Jan Zobrist (2nd)

SCS families present: Kacie Armitage, Kathie Bowdoin, Shannon Moorman Burns, Adam Carlson, Brenda Carlson, Jeremiah Carlson, Ben Davis, Nicki Davis, Maria Dowdle, Christina Hatch, Michelle Hensen, Valerie Lapham, Mike Lewis, Jamie Malcolm, Carol McKinney, Elizabeth Pietzke, Tee Ramos, Christy Reaney, Kim Rocha, Kryste Sturm, Kerry Toomey, Lori VanDerKamp, Amy Veatch, Amy Verkest, Liz Vohland, Suzanne Werle, Ashley Weston

Public present: Kim Young

- A. The Pledge of Allegiance was recited by all
- B. Steve Schweitzer read Sherwood Charter School's Mission & Vision Statements.
- C. Steve Schweitzer 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. **Class presentation – Kindergarten** Seven songs shared with six children from Ms. Mickanen's Kindergarten class 1) The Month song 2) The Season Song 3) The Vowel Song 4) The Math Song 5) The Science Song – Motion 6) The Insect Song 7) The Continents Song
- E. **Agenda Additions**

Agenda Business Item: Change dates in 1F (March 16th and 23rd) to Feb 9th, 2017 and Feb 16th, 2017

Motion by – Steve Schweitzer

Seconded by – Shari Sholz

Discussion: none

Board Vote: all ayes; motion passed unanimously

Agenda Business Item: section 4A from informational to possible vote

Motion by – Steve Schweitzer

Seconded by – Perry Francis

Discussion: none

Board Vote: all ayes; motion passed unanimously



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F. Approval of minutes from Feb. 9th, Feb. 16th

Agenda Business Item: Approval of minutes as presented for Feb 9th, 2017, and Feb 16th, 2017

Motion by – Shari Sholz

Seconded by – Steve Schweitzer

Discussion: none

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

G. Public Comment

(following guidelines as set by policy BDDH - <http://policy.osba.org/shwdcht/AB/BDDH%20G1.PDF>)

Valarie Lapham

Her family has a 2nd grader and 4th grader and are happy at SCS. The teachers are great! She wonders that in the past the teachers haven't participated in choosing curriculum while they should. Would like the board to consider including them in the future with such discussions. It would help them feel a part of school. We want them to be a part of that. Speaking to retaining students, last year in (2015-16) some in the 2nd class thought there was too much extra work. Have we ever thought that homework levels are appropriate? She, not having basic information on that topic thinks that is something to check into with the board.

Maria Dowdle

Passed along a story about Corbett Charter which was in the top 100 HS in nation. The second year after they opened the school closed its doors because of internal problems. The charter school model is setup on a private business concept. SCS is not following that dictum and is instead borrowing from savings and doesn't look to change any time soon. This will mean we may shut our doors eventually. Parents are trying to figure out when to 'jump ship' before it sinks. Businesses have to change to thrive, based upon customer needs. Corbett doesn't exist because of their lack of needed change. Do something now or SCS will suffer the same fate.

Susanne Werle

(Brings visual aids) She attended a finance committee meeting this past week which is still showing concerns of the future. An enrollment of 212 students is unrealistic. She presents charts showing enrollment with the trend over past two showing a downward turn. Over past 5 years 1.5% decrease on trend. The more concerning number is the red line (shows another drop-in enrollment) suggesting the number is 100% confirmed and where enrollment will land next year. That is concerning. Now, SCS has over a \$61K dollar deficit – 160K roughly being



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conservative. Families can go somewhere else but that result will hurt the SCS teachers. They deserve to have their job and she shows sadness related to that seeming fact that the teachers may not have their jobs over time.

Liz Vohland

Her family has a current 8th grader (a 10th grader at SHS). She shared with board her feelings about new email system to contact members and that it is not working in her opinion. The change was for capturing, keeping and managing data received there. She encourages the board to find another management system. There should be no gatekeepers and have the materials go straight to the board members in question. She suggests she needs the ability to discuss issues with individual board members (using facilities as an example). She has previously served on board and has concerns on where information is coming from. She segued into how the board enters into executive session. She called the Oregon Ethics commission about how to go into executive session. In their opinion they were clearly surprised that the recent training was allowed in an executive session. That should rather be in public a session.

Ben Davis

His family has students aged 13, 10, 8 attending SCS. Last board meeting there was discussion of teacher evaluations and exit interviews. No past historical data made it difficult. Consider exit interview for students.

Brian Craker (speaking to public commenters)

- Spoke to Ben's idea on student exit interviews. The board is not allowed to become involved in student record but rather that has to come from the administrator. Administrator as kept in contact with prior students.
- Liz's point on the executive session. Brian queried OSBA on the topic. The board had significant turnover in the past year. Rubric used was designed by a prior board member and its use needed authoritative explanation from that past board member - Sorry if that wasn't clear. The previous board chair discussed the rubric and some items from previous reviews. This board had a need for the full knowledge so as to do a full and comprehensive assessment this time around, something that he thought was imperative for them to do. Sorry if that was not clear on audio recording – hope that clarifies.

Chris Gerlach



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- Asked Sue Werle for clarification concerning the 100% confirmed, asking for clarification on number. Sue replied that 22 students will be enrolled in other schools. Over the past year, the average was an enrollment of 204, the average waiting list is 1.
- Chris asks Sue, the 22 children will notify the office? Sue replied that some families will remain anonymous because of the potential for retribution against students.
- One area needs improvement - marketing is not as good as in past years. That is an important factor along with increasing enrollment

Brian mentions it is not necessary for board to respond to every public comment (or to every letter sent to the board). He speaks to Maria's point of a charter school doing well but then collapsing – that potential has weighed on the board's heart. We recognize there are issues with retention (student and teacher). Concerning and soul searching and it's personal because we are parents too. We are a school that is going through a culture change where the core families that helped start school are matriculating. As they graduate new families are coming into the school. Listening to multiple groups that tend to compete. How can a board take action without hearing all points of view? We hear also from teacher turnover, teacher surveys, family surveys – board is not listening, discussing and taking action. Agenda for tonight has quite a bit in it and we are tackling a lot tonight related to concerns being raised. We don't want to act too rashly. We have seen the high rankings and we want to stay there and continue being highly ranked. We are beginning to take action; sorry it's taken this long. We are not alone – PAC, staff, parents and board are working together. The board can't make decisions that will make everyone happy. Moving in that direction and thanks for input and sharing and hope you can trust and have faith in us to make best decisions we can make for betterment of school. Hope we can show you know we are moving forward.

II. Academic Excellence

- A. Principal/Administrators report (see report in addendum)

Tabled until next board meeting as Ms. Raboli was absent due to family matters. Safety committee report is typically given during Ms. Raboli's report. With Ms. Raboli absent, Renée Simas, from the safety committee was brought forward to discuss updates to the recently filed HASS plan.

Renée Simas – Safety Committee member

On March 14th she was Bryan French working for the state of Oregon. He was tasked with helping districts make best choices based upon rule 22. He said everything is fine but for one section concerning lead in drinking water – we need to supply a future testing schedule



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She gives background on what other schools do in this area. The majority of the schools test in 5 or 10 year intervals. She has no clear recommendations to pass along and the recommendations are Renée's own. She also spoke with Harold Rodgers, a drinking water specialist for EPA. He suggested that no one has jurisdiction over what school do but the schools, something Renée suggests is an interesting situation. She looked at Sherwood's water quality report and found no concerns with Sherwood.

Renée suggests:

- Keep all future tests (lead in water and radon) on same testing schedule
- Continue to using the same company (Alexin Analytical) as is possible
- Retest all fixtures used for drinking and food preparation every five years (in main building) – 10 years too long
- Perhaps test main building more often than portables because it is older (built in the 70's)
- Portables: test all fixtures since we own the portables
- Caveats: if Sherwood changes water supply we would need to retest. If we move location of school or add portable we would also need to retest.
- Might want to consider testing for copper in addition to lead (\$20 for lead – 20% more for Cu testing)
- Radon – 10 year testing interval set in HASS

Chris asks Renée about the pending reimbursement with the state. Renée suggests the reimbursement is through the district and that we should double check with them to see where the process stands.

The board decides to adopt Renee's suggestions on testing interval for lead – every 5 years adding copper testing.

Agenda Business Item: Revise the current HASS to schedule the retesting of lead (Pb) and copper (Cu) in water every 5 years (in main building used for drinking and food prep fixtures) and in the portables (owned by the school - all fixtures tested) as suggested by Safety Committee member Renee Simas.

Motion by – Steve Schweitzer

Seconded by – Chris Gerlach

Discussion: none

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



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B. Teacher Turn-over – next steps

Brian recapped the last meeting – the board received the report, identified top issues and the focus turns to current teacher retention.

- Conflict with administrator

We can only discuss in an executive session and will issue a summary statement in regular session to see the boards' response.

- Parent over involvement

OSBA suggests the way forward after discussions is to review current parent/teacher handbook

- Teacher salaries

We will have discussion ahead of 2017-18 school budget

Chris suggests:

- Training – annual preventative education that informs everybody
- Professional code of conduct - with input from teachers and parents to develop professional code of conduct
- Parent commitment signed too – to follow policies and procedures as volunteers at SCS

This was made clear by current teachers that this is a serious problem now. We have not seen before and the board needs to address the situation directly through a professional code of conduct.

Shari asks what about a parent/student school contract (page 18 - why can't we use that? Perhaps get the parents to sign.



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From Page 18 of the 2016-17 Student – Parent Handbook (<http://sherwoodcharterschool.org/wp-content/uploads/SCS-Handbook-2016-2017.pdf>)

PARENT/GUARDIAN AGREEMENT

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- Make sure my child attends school daily and arrives on time.
- Set aside an appropriate time and place for homework.
- Encourage positive attitudes about school.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.
- I will treat teachers and administration with courtesy, dignity and respect.

STUDENT AGREEMENT

I want to succeed in school; therefore, I will strive to do the following:

- Do my PERSONAL BEST at all times.
- Be on time for school and ready to learn.
- I will work, communicate and behave in accordance with the school's Behavioral Expectations
- I will complete all my homework every night.
- I will speak to my teachers if I have a question or problem.
- I will be respectful and cooperative toward my parents and teachers.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.

TEACHER AGREEMENT

I believe that it is important for students to achieve. Therefore, I will strive to do the following:

- Respect the varied talents and learning styles of all students so they can reach their full potential.
- Supply students and parents with clear evaluations of progress, achievement and expectations.
- Respond in a timely manner to parent requests for information about their child's progress, behavior and problems.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.



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The board should issue a letter immediately, stipulating recurring annual education for all (teachers, parents, children, administration).

Steve suggests:

- The immediate message is to use heart skills
- Review and update student parent teacher handbook
- Bring in OSBA in an effort to achieve conflict resolution

Chris mentions that parents sign page 18 of student/parent handbook as part of new school packet.

Brian suggests the following points:

- Pull together letter (Perry and Steve) concerning parent over involvement
- Add this section (Parent Teacher communication) to Matt's review of student handbook for June (draft by next month – May – to be approved by June for next year). *Chris will start or Carolyn*
- Potential to have annual training at back to school night (will discuss and decide at next meeting in May)

Chris suggests waiting until budget discussion to talk about the last point, improving teacher salaries.

Short break at 8:15 PM

Meeting resumes at 8:23 PM

III. PAC/Finance/Fundraising

A. PAC Report

Michelle Hensen (PAC co-chair)

- The PAC had a lot of people at the last PAC meeting. They all voted to give **three smart boards to the SCS**. The next step is to work with office to determine those next steps.
- The PAC has been talking about future of the Kids First (KF) fundraising mechanism. The PAC feels like at this time it should be handled by SCS school board, perhaps being managed by the SCS board fundraising position. Out of our respect for the PAC voting members, the PAC will allow the membership to vote on the handover first with the plan being to handover KF by June 2017, the end of fiscal year. The PAC has other ways to fundraise and we can also take care of our community. Removing KF piece off the PAC boards' shoulders will help the future PAC board being elected in May.

Kim Rocha (PAC treasurer)

- \$15,885 was raised by the Kids First (KF) campaign and Michelle will hand over a nearly \$14,000 check to the school soon. Wants to thank parents that have given. Our Kids first fundraising is down by over 55% which is important to know if the KF transfer to SCS does happen. There was a drastic decrease in donations and that is even when donations are tax deductible. One other thing concerning Brian's letter and speech. I would be doing a disservice not mentioning something that affects the PAC.



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Communications have arisen that have questioned the integrity of current and past PAC leadership. The PAC has done due diligence to be sure we have done everything appropriate. Kim does not tolerate her integrity being questioned. Kim suggests using self-reflection when communicating and finding a respectful way to express disagreement.

Kim and Michelle hand over the ~\$14,000 check to Chris

- Chris thanks PAC and mentions how helpful the money will be to the school and she is looking forward to the smart boards being installed and used by the staff and students.
- Michelle mentions that it is difficult to leave even with questioning of the PAC that has occurred over the past year. The PAC is trying to be supportive of the school and board. It was a hard/difficult year and has taken a human toll.
- Michelle brings up a meeting that took place this week to discuss a potentially helpful third party payment systems – www.payforit.net It offers a way that parents can direct funds via individual kids (for lunches, etc.) SSD uses this program which can move along with SCS students when they move to high school. Payforit offers a debit mode (which is less expensive for the school). The service could be used for PEF and fundraising, like the current Kids First campaign. The PACS currently does have a PayPal account being used for Kids First.
- Steve asks about the potential dissolution of PAC, given no candidates have stepped up? Will Kids First be handed over next month after the potentially affirming vote? Will the PAC change their bylaws if the organization exists beyond this year? Michelle replies, no, because writing a check to the school is not in bylaws.
- *Brian asks the PAC about 'Kids First' and being tied to school budget.* A serious concern is that parents are voting with their checkbook because of their dissatisfaction with how the school is being run. This destructive behavior puts a great burden on the PAC in their efforts to help and shows that parents have the strongest voice in this transition.
- *Brian replies to Kim's comments.* I am sorry that the integrity of the PAC leadership was called into question this year. I do not understand why that would happen given how much you all do for the school. There is a respectful way to voice disagreements and continue to call for respect for all until it is achieved.
- *Kim comment to Brian:* To clarify the communication I referenced questioning integrity was received directly from the SCS board.



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B. Treasurers/Finance Comm. Report

MARCH 2017 FINANCIAL ANALYSIS

SCHEDULE OF REVENUES, EXPENDITURES, AND FUND BALANCE

Total March revenues: \$ 43,752; YTD = \$1,024,023

Total Instruction expense: \$ 68,537; YTD = \$538,769

Total Support Service expense: \$23,418; YTD = \$219,985

Total facility and Maintenance expense: \$4,866; YTD = 115,598

Net negative change in fund balance of \$53,098; YTD positive change of \$149,671

Total revenues for the month decreased by 57,704 or 57% compared to the same month in the prior year due to a one-time state funding true up by the district.

The district was paying based on last year's enrollment and never really adjusted it until this month.

Since the school budgeted based on actual enrollment therefore, the one time true up does not affect our overall budget. Going forward, payments from the district will resume to a normal level. YTD income declined by 2.7% compared to prior YTD.

Total overall expenditures decreased by 5% compared to the same month in the prior year, broken down by categories are as follows:

- a. Instruction expense increased slightly by \$1,314 or 2%
- b. Support Services decreased by \$620 or 3% compared to the same month in the prior year
- c. Facility expense decreased by ~\$6K or 55% compared to the same month in the prior year due to march rent payment was made in prior month, thus, no rent payment made in March.

Net change in fund for the month: \$ (53,000)

Ending Fund balance: \$300,703

STATEMENT OF NET POSITION

Cash balance was \$324,645; included in that amount is student council cash balance of \$2,281 which is held in a separate bank account.

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

Total Assets before pension-related liabilities and deferrals: \$630,718

Pension related deferrals: \$207,267

Total Assets after pension related liabilities and deferrals: \$ 837,985

A/P is \$4,147- all current, no > 30 day outstanding invoices

No credit card liabilities at month-end

Payroll liability: \$19,794

Deferred revenue: \$104,575 - no change



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Total liabilities before pension related liabilities and deferrals: 128,517
Net pension liability: \$456,010
Pension related deferrals as a liability: \$95,590
Total liabilities after pension related liabilities and deferrals \$680,117
Net position as of Feb 2017: \$157,868

Audit

Tanya and Chris were present for the audit. The committee did not meet or have discussions but rather the meeting was purely for the audit.

The results had no significant findings, and no deficiencies were noted. Incurring fees and might have to hire an actuary that would value the PERS retirement plan. The audit costs will continue to rise – specifically on the retirement plan – there is no cash impact reported as part of liability consolidated with district.

C. 2017-18 Budget Presentation

Goal: to improve teacher compensation, a long-standing issue at SCS and other charter schools as many other things are covered. Tonight's discussion is for information and discussion and is not a budget decision rather that is for next week's meeting. *Chris went over budget details as mentioned in her budget overview.*

- Pay freeze or at best 1% pay increase with some potential, depending on revenues, bonus payouts depending on enrollment.
- Restructuring special classes (Art, Music, PE) could result in a 2% or a 4% salary increase.
- Parents want teachers paid better but it is difficult to resolve the large gap in pay in one year (SCS hasn't done this in the last 10 years) but the board is trying to work toward that goal.
- Since the finance meeting, teachers have chosen to opt out of a raise because they like the flexibility this school offers and is one that works with their families' schedule
- **The board needs to come to agreement that the board will fundraise \$25K to apply to this coming budget**
- **The board needs to consider forming a subcommittee to explore fundraising** (Chris says this is not a finance committee responsibility). Fundraising and marketing/business sponsorship piece need separate controls from the budgetary space of the finance committee.
- Chris hopes that the PAC can share fundraising information going forward so as to aid the board and school.
- Chris suggests she will setup a work session with gathered results on fundraising/marketing/business sponsorships

IV. Facilities/Operations

- A. Safety Committee Update – Renee Simas gave presentation on changes needed for the HASS plans' lead in water retesting. See



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B. Facility Lease Renewal – Sherwood Community Friends Church

We are still waiting for the church to finalize the lease and pass along. The renewal is a continuation of prior years and we in the middle of a three-year lease currently.

This issue tabled until the next meeting, potentially on April 27th.

C. Facility Plan Update

We read though the Facility Plan Letter of Intent drawn by the schools' attorney.

Perry asks about maintenance discussed in clauses 1a) and 2a) and whether that was standard language and conditions. He was informed that we pay a certain amount of our lease payment to SCFC for maintenance and that the situation is standard

Some additions:

- First blank on page one (...community for the past ___ years...) set to 12 years
- Place today's date (April 20, 2017) on letterhead
- Add a Cc: for the SSD board chair

Agenda Business Item: Accept letter of intent as modified and authorize the board chair to sign the letter

Motion by – Shari Sholz

Seconded by – Steve Schweitzer

Discussion: none

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

V. **Governance**

A. Unfinished Business, Calendaring, Planning & SSD Deliverables

- On May 1st SCS must provide proof of insurance/lease to SSD (lease for next two years)
- Annual meeting upcoming – reviewing bylaws, school calendar, safety plan review, (school calendar)

B. Policy Review

Carolyn says there is nothing to recommend from OSBA.

C. Board Comments & Communications



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- Perry brings up an email request from Mrs. Boedigheimer for two board members to volunteer to sell the punch cards used in the carnival – 5:30-7 PM. Perry and Shari volunteer.
- No comment on letters received since the last meeting.

A reminder of the next Regular Meeting of the board was announced: **Thursday, May 18th, 2017**

The public part of the meeting came to a close and all public were asked to step out of the Art/meeting room so that the board could commence with the aforementioned executive session.

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.

I. Executive Session

The Sherwood Charter School Board of Directors will enter into an Executive (Non-Public) Session pursuant to ORS § 192.660(2)(b) to review performance and/or complaint of a public employee.

Executive meeting minutes

1. The meeting was called to Order at 9:44 PM by Chair, Brian Craker.

Members present: Brian Craker, Perry Francis, Chris Gerlach, Shari Scholz, and Steve Schweitzer

Members absent: Michelle Chidlaw, Carolyn McBee, Joy Raboli (ex officio)
2. The Sherwood Charter School Board of Directors met in Executive (Non-Public) Session pursuant to ORS § 192.660(2)(b) to review performance and/or complaint of a public employee.
3. At 10:26 PM the board chair closed the executive meeting of the board of directors.

VI. Closing Items

- A. Next Regular Meeting: **Thursday, May 18th, 2017**
- B. The public meeting was adjourned at 10:26 PM



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Recording and submission of minutes completed by Board Secretary, Perry Francis.
(Minutes approved May 31, 2017)