



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, October 17, 2018 – 6:30 pm

Art Room at Sherwood Charter School

FINAL MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, October 17, 2018, in the Art Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

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

Members Present: Brian Craker (Chair), Karen Schrader (Vice-Chair), Kim Rocha (Treasurer), Frank Scholz (Secretary), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

Members Absent: None

SCS Staff Present: Angela Havlinek (office manager), Cheryl McLeod (admin), Natalie Pepper (Fifth Grade), Nora Stuckey (Physical Education)

Public Present: Jen Crosby (PAC Chair), Korrin Fyall (PAC Treasurer)

The Pledge of Allegiance was recited by all present.

Kim Rocha read Sherwood Charter School's Mission & Vision Statements.

Karen Schrader read the H.E.A.R.T. Skills.

Brian Craker delivered the meeting expectations.

Agenda Additions & Changes:

Motion: Addition of fundraising to the agenda as topic III. D.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Facilities)

Discussion: none

Board Vote: Unanimous, all ayes

Result: Motion passes

Class Presentation

Natalie Pepper (Fifth Grade) led a presentation with some fifth grade helpers about their outdoor school experience. Ms. Pepper, the fifth grade class and Nora Stuckey (Physical Education) spent four days and three nights at Camp Magruder along the Oregon coast. The six students in attendance at the meeting detailed their favorite field studies during their time at camp. The field studies included earth, water, animal, and forest. The students also showed off their name badges and the beads they earned. They concluded by singing a couple of the songs they had learned. It was obvious everyone had a good time.

Agenda Business Item: Approval of Previous Minutes:

Motion: Approve the June 14, 2018 minutes and the September 19, 2018 minutes as written.

Proposed: Karen Schrader (Vice-Chair)

Seconded: Perry Francis (Facilities)

Discussion: none

Board Vote: Unanimous, all ayes

Result: Motion passes

Public Comment:

None

II. Academic Excellence

Administrator's Report

See Administrator's Report, attached as Addendum A.

According to the Oregon Department of Education (ODE), the enrollment is currently weighted at 209 students based on 207 actual students. Joy Raboli (Administrator) explained the ODE uses a formula that takes into consideration students with special needs, free lunch, and other factors to come up with the "weighted" enrollment.

Ms. Raboli recently led a school tour of prospective families that included over twenty people.

The school teachers meet once a month to discuss ways to help students who aren't meeting their potential. In the October 5th meeting, the teachers met with a team from the Sherwood School District (SSD), focusing on helping students in three distinct learning groups, Kindergarten – Second Grade, Third Grade – Fifth Grade, and Middle School. The teachers also continued professional development. This time covering "brain-compatible learning".

The teachers reviewed the 2017-2018 Smart Balance Assessment scores and were happy with the results, especially topics covered by Lucy Cawkins reading as well as the math score thanks to Singapore Math and Core Focus Mathematics. The Seventh Grade (Class of 2020) continues to score below SSD in English Language Arts and Ms. Raboli has submitted a Plan of Assistance for Subgroups to SSD.

Ms. Raboli talked briefly about the change in morning routine for the school. Middle school students sit with the younger students to provide role models. Ms. Raboli provides a morning assembly to help the students adjust to the school day. The teachers have said these changes are having a positive effect on transitions and behavior in general.

Ms. Raboli also covered the “student learning goals” (SLG) that each teacher creates in October. Each teacher selects two Oregon benchmarks and the results are measured throughout the year and presented in the end of year performance review.

Ms. Raboli held a Safety Committee meeting, covering three primary topics – the status of current upgrades, the lock out on September 24, 2018, and goals for this year. Currently the access doors have been installed near the new offices with cameras covering the doors so office staff can see anybody outside. As for the lock out, the administrator initiated the lock out after hearing sirens and receiving a flash alert from the SSD. Our response time lagged due to an inadequate intercom system which forced the office staff to run room to room to announce the lock out. This ties in closely with the Safety Committee’s goals for the year – improve the cameras and intercom system.

The month of October is “drill mania” with the following drills required to be completed this month: bus evacuation, fire, lock down, and earthquake.

Ms. Raboli hand delivered our Annual Report (Addendum B) and Plan of Assistance (Addendum C) documents to the SSD.

III. PAC / Finance / Fundraising

PAC Report

Jen Crosby (PAC Chair), and Korrin Fyall (PAC Treasurer) were on hand to report the status of the Sherwood Charter School Parent Advisory Committee (PAC). They held a PAC meeting Monday,

October 8th. Unfortunately it was not well attended but they were able to cover a number of topics.

Order forms for the wreath sale will go out with students on Wednesday, October 24th. The wreaths sale is the PAC's biggest fundraiser. Door to door sales will occur on Saturday, November 17th and volunteers are always appreciated/needed. Pre-ordered wreaths will be delivered to the school on Monday, November 19th.

The PAC is trying to plan some community events. One idea was a movie night in early December or maybe late November. The full idea is a movie themed with a presentation. For example, an animal themed movie with a presentation from the wildlife refuge. The problem is public exhibition of a movie incurs a \$75 licensing fee unless we can figure out a source for a "blanket license". Joy Raboli (Administrator) recommended a "parents' night out" or possibly Christmas shopping babysitting.

The library needs money for more books. They're thinking about a "read-a-thon" fundraiser via a third party. One company that they looked at charges a 7% fee with no upfront costs.

Some parents are pushing back on fundraising by the PAC because "OneFund is supposed to cover all fundraising." The parents don't understand that the PAC works independently from the school so it needs to do its own fundraising to hold activities.

The PAC has approximately \$10,000 saved up for PAC operating costs and emergencies.

The PAC is planning some casual Friday meet-ups where students can get together with classmates to do education of just fun activities together.

Treasurer's / Finance Committee Report

See Balance Sheet (summary level), attached as Addendum D.

The Sherwood School District (SSD) missed payment in August but apologized and double-paid in September to make up for it. We had adequate savings to cover the shortcoming for the month.

Kim Rocha (Treasurer) asked if the outdoor school reimbursement already baked into the budget? Joy Raboli (Administrator) thinks it is NOT in the budget because the state was very difficult and

unpredictable to deal with for reimbursement last year. The state stands to reimburse us \$6,000.

2018-2019 Revise Budget

See FY 19 Budget Revision #3, attached as Addendum E.

We budgeted for 215 students at \$6198 each (\$7,748 * 80%). Our revised budget is for 209 students at \$6262 each (\$7,828 * 80%), an increase of 1.7% per student. So our budget is tighter than we would like for FY19 because the goal is to increase the surplus over time so we can spend that surplus on improving the school. Some teachers did not take benefits which freed up some money and we over-budgeted for new hires.

The budget does NOT include non-planned expenses, such as paving the parking lot.

Joy Raboli (Administrator) pointed out that we do a huge majority of our spending in August and September so our spending should level out.

Perry Francis (Facilities) wanted to verify that the 5% pay increase we gave the teachers was not impacted. Ms. Rocha confirmed that the pay increase was not affected because that money has already been spent.

Motion: Approve budget as revised (fiscal budget #3).

Proposed: Kim Rocha (Treasurer)

Seconded: Perry Francis (Facilities)

Discussion: none

Board Vote: Unanimous, all ayes

Result: Motion passes

Fundraising Report

Per a discussion in last month's Board meeting, Lori McKinley (Fundraising) started looking into Chromebook grants from Google. So far she has been hindered by the paperwork/administration involved.

Ms. McKinley needs to meet with Angela Havlinek (office manager) about the "Grant Station" subscription via "Tech Soup." Ms. McKinley has the information but doesn't know who should be handling it.

As always, Ms. McKinley is looking into more fundraising opportunities.

Finally, Ms. McKinley is starting an administrative committee with Joy Raboli (Administrator) to communicate fundraising ideas to the school community and discuss if others could help with the fundraising committee.

IV. Facilities / Operations

Safety Committee Report

All of the pertinent information to come from the Safety Committee meeting was noted in the Administrator's Report.

Facilities Update:

We received the cost details of repaving the parking lot – our half comes to \$30,460.69. Sherwood Community Friends Church (“the church”) agreed to spread the costs over one year. Joy Raboli (Administrator) mentioned she would prefer to spread the payments out over a much longer span, say \$5,000 per year. Brian Craker (Chair) said this topic is something for the Finance Committee, not the Board and the church needs to consider we are paying more for the lease based on recent changes.

Lease Renewal

Last night we received the new lease renewal from the church. Modifications to the lease include increase in rent, gaining office space, and losing the youth room.

The new lease has removed the “zeroing” of kindergarten and first grade but the topic's removal was not mentioned when the new lease was delivered to us. “Zeroing” a classroom is returning the room to its configuration after it has been used by the church.

The new lease does not mention snow removal but Mr. Craker believes this can be handled outside of the lease. Ms. Raboli would like snow removal in the lease since the grounds are property of the church and in the past snow removal has always been left to the office staff. Mr. Craker mentioned an option is to hire a third party to remove snow. We might be able to contact the Sherwood School District and negotiate a deal with whoever they are using. Perry Francis (Facilities) will circle back with the church and see how they want to handle this.

Voting on the lease renewal was tabled until snow removal could be figured out.

V. Governance

Updated Deliverables and Calendar Planning

See Calendar of SSD Deliverables and Contractual Obligations v4.4.13, attached as Addendum F.

Karen Schrader (Vice-Chair) met with Joy Raboli (Administrator) and went over the calendar line by line. They replaced people's names with roles. Brian Craker (Chair) reminded the Board that it was important that all items in the charter are executed because our charter *could be* revoked if we miss something. Ms. Schrader noted that a Board strategy annual organizational plan is in the document.

OSBA Policy Update

Gail Wallace (HR & Policy) sent our policy updates to the Oregon School Board Association (OSBA) on October 9th and she received a reply from OSBA acknowledging receipt of the policies.

Ms. Raboli told us that a parent asked if we had a policy for the types of materials that are in the library and how those materials are selected. Currently, our volunteers look to the Sherwood School District policies for guidance.

Ms. Raboli also raised the issue of families that get a spot for the following school year (via lottery or open space) but the family can't join the school until after school starts. This is a policy the Board will need to create.

New School Director's State Evaluation

The Oregon School Board Association (OSBA) has come up with a new standardized rubric to evaluate directors / administrators across the entire state. They basically took the school superintendents evaluation and modified it for charter school administrators. As a formality the Board is required to vote whether we accept the new evaluation but the state requires us to do so. The new evaluation is far simpler and not nearly as extensive as the evaluations the Board has used in the past.

The timeline for the administrator's evaluation has also changed drastically. In the past the Board did the review in April to align with budgeting and the goals in August before the start of the year. Now the evaluation must be completed by March 15, with the review process starting in February. Instead of covering the school year, the evaluation should cover the year from the last review. If we want to continue using the parent, teach and staff surveys they must go out in December or January.

One of the benefits of this timeline is it solidifies the role of the administrator before she begins contract negotiations with the teachers and staff. Ms. Raboli said she would send our her letter of intent to her staff upon completion of the evaluation. Secondly, this aligns with the state who publishes open positions on March 16th for teachers and administrators.

We need to move the March 20, 2018 business meeting to March 13, 2018. In the past the Board did negotiation and debate in executive session and produced the results and vote in a public business meeting which we can continue moving forward. The spring enrollment lottery is held during the March Board meeting so it will need to move along with the business meeting if we don't want two public meetings in March.

Part 1 ("Performance Standards and Summary Ratings") and Part 2 ("Goals and Summary Ratings") are required but Part 3 ("360-Degree Evaluation") is optional. The OSBA recommendation is to complete Part 3 every three years but skip it this year since enough of the process is changing already.

Motion: Accept the OSBA Director Evaluation workbook as the standard for evaluating the administrator.

Proposed: Karen Schrader (Vice-Chair)

Seconded: Gail Wallace (HR & Policy)

Discussion: none

Board Vote: Unanimous, all ayes

Result: Motion passes

Discussion of Open Board Positions

The Board Chair position is still available and we will continue to advertise via the school's Thursday email, word of mouth, and active searches by the Board members.

Brian Craker (Chair) informed the Board that due to personal conflicts, as of January 2019 he will no longer be able to serve as Chair so there is some urgency to fill his position by the December meeting *at the latest*.

VI. Closing Items

Board Comments and Communications

Brian Craker (Chair) reminded the Board that previous boards had a 48-hour “no upload” policy into Dropbox before a Board meeting. This policy hasn’t been enforced recently but Mr. Craker would like to re-emphasize the point of the policy is to allow Board members ample time to review the material before the meeting.

Thank You and Recognition Notes

Gail Wallace (HR & Policy) sent thank you cards to Ms. Kelsey Connolly (Kindergarten) and Ms. Marissa Bradley (First Grade) for their “Brain-compatible learning” presentation at the September Board meeting.

Ms. Wallace also sent thank you cards to the church board and Tim Brandt for their help re-configuring the office space and for the work Mr. Brandt does around the grounds.

Ms. Wallace sent cards to the new Sherwood Charter School Student Council members who were voted in this month.

Ms. Wallace asked if she could have budget to send holiday cards to the teachers and staff as she had found great cards for celebrating the holidays at the end of the (calendar) year. Brian Craker (Chair) believed Ms. Wallace already had budget for holiday cards.

Next Regular Meeting

The next regular Board meeting will be Wednesday, November 14th, 2018 at 6:30pm in the Art Room.

Adjournment of Meeting

Motion: Adjourn the meeting at 8:42pm.

Proposed: Karen Schrader (Vice-Chair)

Seconded: Lori McKinley (Fundraising)

Discussion: none

Board Vote: Unanimous, all ayes

Result: Motion Passed

VII. Minutes Submission

- * Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on November 28, 2018.

VIII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
October 2018

Enrollment for October 2018-19

| Grade | Students | Waiting List |
|--------------|-----------------|---------------------|
| K | 25 | 8 |
| 1 | 25 | 1 |
| 2 | 22 | 0 |
| 3 | 22 | 0 |
| 4 | 25 | 3 |
| 5 | 25 | 15 |
| 6 | 24 | 0 |
| 7 | 22 | 0 |
| 8 | 19 | 0 |
| Total | 209 | 27 |

Our first tour of the 2018-19 was very large at 20+. Our enrollment for the Department of Education in October was 207 (209 weighted). Enrollment changes on a regular basis, but our funding at 209 will be consistent this year.

Teaching and Learning

We had a very full staff meeting on October 5th. We started the day working with the team from the district and our teachers. Monthly, this team meets for an hour and a half to discuss strategies and resources to help students who are not working up to their highest level. We reviewed protocol, parent communication, interventions, ways to keep data and next steps. Grade level teams work together to problem-solve and help each other with new ideas.

The professional development component to our meeting included the study of brain-compatible learning:

- Immediate Feedback
- Adequate Time
- Absence of Threat
- Choices
- Collaboration

Each teacher worked on 5 cooperative learning strategies and discussed 3 they had practiced extensively. We made a spread sheet so we could share cooperative learning ideas. Each teacher received the resource, Kagan Cooperative Learning book and we will be working out of it this year.

The teachers and I analyzed our 2017-18 test scores and celebrated our success. Everyone was pleased to see that our Lucy Calkins reading was making a difference, as well as Singapore Math/Core Focus Mathematics. We had one subgroup, 7th grade, that did not do as well as the district. I detail the reasons for that in my deliverable to the district, Plan of Assurances for Subgroups. See Dropbox.

We debriefed about the launch of school and carline. The staff was pleased with the sanctuary during carline. We have our middle school students serving as role models as they sit with younger students. In addition, I present a mini assembly each morning in the sanctuary. We discuss:

- * How our students can work hard as scholars
- * That learning has a "look" and how to be engaged as a scholar
- * How to track the speaker during a lesson
- * Excellence in classroom transitions
- * H.E.A.R.T. Skills examples and refreshers
- * Joke of the Day
- * Pledge of Allegiance

Teachers are reporting that these reminders and coming together as a school each morning are making a positive difference in overall behavior and cohesiveness.

Each October, our teachers create student learning goals or SLG's. Each teacher selects two Oregon State Benchmarks in Mathematics and English Language Arts. Middle school teachers and specialists select benchmarks in their subject areas. The goal template is created in October and data is taken during the school year. It is analyzed and presented in final SLG during end of the year performance evaluations.

Safety

Our controlled access door is a huge success and we have fine-tuned it to serve our needs. We see everyone on camera (but not recorded) who requests entry. In addition, the new office configuration with large windows for security, are making it easy to see who is coming and going. We feel confident about the security of our school since we have one entry point. Ideally, we would like controlled access on the far kitchen door so that students can get buzzed in for bathroom trips during recess.

Lock Out

We had a lock out situation in Sherwood recently when police were trying to apprehend a suspect who had stolen a car. We heard sirens, the district sent a flash alert, I made the decision to go into lock down ourselves, we began securing the campus (by calling each teacher and locking the doors) the district called to tell us,

and then we sent our own flash alert. The lag time between us securing the campus by calling each teacher and the time we sent our own flash alert was several minutes. Our campus was secured very quickly, but the communication could have been faster if we had our own intercom system. We could have made one announcement, had fewer people securing doors and another person doing the flash alert.

Safety Goals

Purchasing an intercom and having camera surveillance is a top priority of the Safety Committee. In addition, we need to complete signage for carline and directing people to the office entrance. We also need arrange the playground stumps to have less distance between them when the ground is softer. Safety committee minutes will be placed in Dropbox.

Drills

All drills are being completed this month:

- Bus evacuation
- Fire
- Lock Down
- Earthquake

Deliverables

Our Annual Report and Plan of Assistant document were hand delivered on time to the district. See items in Dropbox.

Update on Joy's Goals for the 2018-19 School Year

Website Launch

I am working with Cheryl on the website. We are able to dedicate more time to it now that school is launched, enrollment is finalized and the Annual Report is completed.

Partner with Board for Fundraising

We have not met yet for our fundraising as a Board

Business Partnerships

In process

Increase Waiting List

Ongoing

Support New Teachers Learning New Curriculum and Continue Support of Teachers/Staff

I have started my first round of Keepers and Polishers and will complete round 1 at the end of October.

Explore Innovative Ways of Proactive Discipline of Students

We continue to read articles and discuss proactive discipline strategies in our professional development.



2017-2018 ANNUAL REPORT



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Sherwood Charter School Ranked
#6 of 78 Oregon Elementary Charter Schools, &
#4 of 66 Oregon Charter Middle Schools.



Sherwood Charter School Ranked #23
of 709 Oregon Elementary Schools.



Sherwood Charter School Ranked #13
of 384 Oregon Middle Schools.

SUMMARY

Born from a desire to provide a different approach to a quality education, Sherwood Charter School opened its doors in 2005 to 32 students. Now in its 13th year of operation, the school serves up to 225 students in Kindergarten through 8th grade.

In the 2017-2018 school year, Sherwood Charter School continued to drive improvements in operations, safety and academics under the leadership of Joy Raboli in her 7th year as school principal.

As in previous years, our school year began with extensive teacher training on all curricula and work across all classes to create alignment in year-long learning sequences. After a review of our previous primary Reading and Writing curriculum, a change was made for the 2017-2018 school year to the Lucy Calkins Model. SCS continued use of other curricula selected the prior year, including Singapore and Core Focus Math.

Enrollment was reported to the state in October at 201 students, representing under 23 students per class on average. Sherwood Charter School students continued to perform well on the Smarter Balanced assessments in comparison to other Sherwood School District students and against students statewide.

We are committed to staying true to what makes Sherwood Charter School special: hands-on, integrated curriculum that is meaningful to our students. We will provide a rigorous academic environment for all learners and continue to partner with parents to help all students reach their full potential.

ENROLLMENT AND STAFFING

Sherwood Charter School maintains a maximum class size of 25, with a cap in our student population at 225. The reported enrollment in October for the 2017-2018 school year was 201—an average classroom size of just under 23 students.

Elementary Teachers

| | |
|---------------|----------------------|
| Kindergarten: | Kelsey Connolly |
| First Grade: | Sophia Levenson |
| Second Grade: | Jan Zobrist |
| Third Grade: | Anna De Salvo Murphy |
| Fourth Grade: | Sarah Landels |
| Fifth Grade: | Natalie Pepper |

Middle School Leadership Academy Teachers

| | |
|--------------|--------------------|
| Humanities: | Sarah Richard |
| Science: | Shannon Peterka |
| Mathematics: | Katie Boedigheimer |

Physical and Arts Education Teachers

| | |
|---------------------|-----------------|
| Physical Education: | Nora Stuckey |
| Art: | Lauren Epifano |
| Music: | Amanda DuPriest |

Administration

| | |
|----------------------------|-----------------|
| Principal: | Joy Raboli |
| Office Manager: | Angela Havlinek |
| Administrative Specialist: | Cheryl McLeod |
| Counselor: | Kaylie Buchanan |
| Educational Assistant: | Annie Scissons |



ENVIRONMENT AND CULTURE

Creating a culture where every student feels safe, valued and included is a key component to a bully-free environment. School safety is Sherwood Charter School's number one priority, and we actively strive to enhance our level of safety. We also continue our focus on improving our learning environment, with a number of initiatives focused on social-emotional safety and well-being.

School Safety

- Comprehensive school-wide safety plan with frequent Safety Committee meetings and meetings with our Sherwood Police Department Safety Officer.
- "Flash Alert" system so we have school-wide communications in the event of an emergency.
- Emergency alarm systems in place for fire and lockdown emergencies.
- Periodic safety drills, including fire, lockdown, lockout, earthquake, and bus evacuations.
- Survival supply kits throughout the buildings, enough for each student.

Emotional Safety

- The H.E.A.R.T. skills character development program is a key part of all students' classes, with an emphasis on middle school students.
- SCS conducted a weeklong H.E.A.R.T. Celebration to firmly establish standards and school-wide expectations about behavior, bullying, incident reporting and discipline.
- Taught anti-bullying lessons in all classes.
- Throughout the 2017-2018 school year, SCS continued to see a very small number of behavior issues in all classes.



ACADEMICS AND CURRICULUM

One of the unique characteristics of Sherwood Charter School is the integrated thematic curriculum that focuses on hands-on experiences. Ms. Raboli and the teachers for all classes published yearlong lesson plans that met the requirements of Common Core State Standards, Next Generation Standards, and Oregon State Standards. Themes span multiple areas of study and include field trips, projects and presentations. Art is fully integrated across the curriculum. Organizational standards are in place so themes can grow and become more comprehensive.

Several times throughout the year, SCS students conducted curriculum spotlight sessions—open house presentations to other classes and parents on specific areas of study, such as state profiles, cultural studies and science. These highlighted students' work in teams to conduct research, create posters and presentations, and deliver presentations to people in attendance.

Staff Development

Teachers went through extensive training in preparation for the year during staff development, and took advantage of training opportunities throughout the year, including:

- The Lucy Calkins Method
- Singapore Math and Core Focus Math
- Classroom Management
- H.E.A.R.T. Skills
- Integrated Thematic
- Emergency Response
- Sexual Harassment
- CPR/First Aid

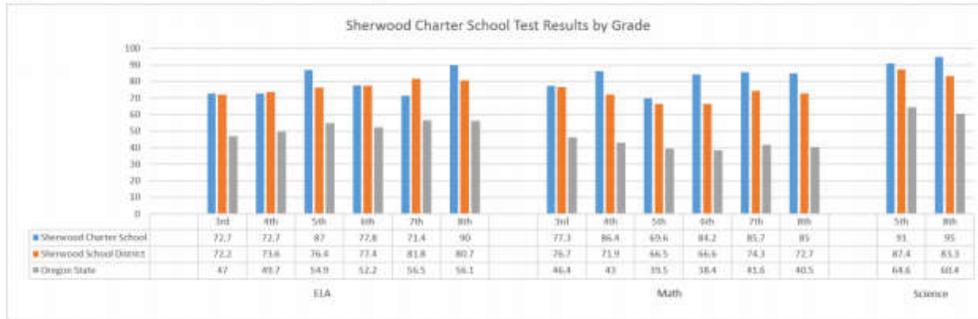
SCS Curriculum

- Singapore Math (Elementary)
- Core Focus Math (Middle School)
- Lucy Calkins Method (primary grades; spelling, writing and literacy)
- Customized science curriculum based on Next Generation Science standards
- Custom curricula for art, music, and physical education, which mapped into themes for each grade

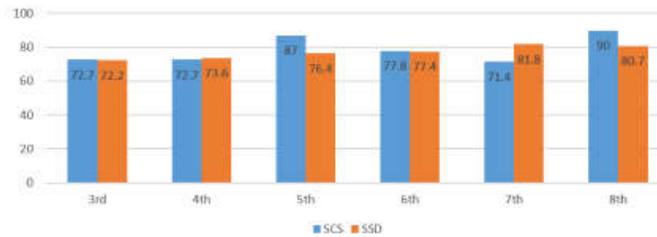


2017-2018 ACADEMIC ACHIEVEMENT

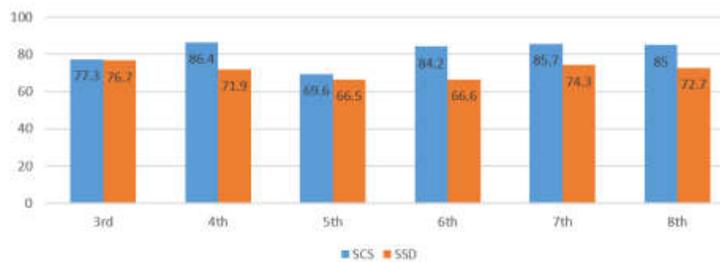
Smarter Balanced Assessment results for Sherwood Charter School showed strong performance against schools statewide, as seen by the charts below.



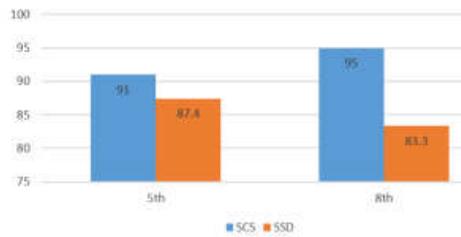
Sherwood Charter School ELA Scores vs. Sherwood School District



Sherwood Charter School Math Scores vs. Sherwood School District



Sherwood Charter School Science Scores vs. Sherwood School District



MIDDLE SCHOOL LEADERSHIP ACADEMY

Now in its sixth year, the SCS Middle School Leadership Academy provides a unique experience for middle school students focused on integrated curriculum and character development.

- Student "Houses" provide theme related small group service and team building work, along with team-building games across all middle school grade levels.
- Leadership Academy students attend team-building retreat.
- Daily house meetings combine students from grades 6, 7 and 8, and encourages communications, sharing, and inclusion. This has helped maintain a very low level of behavior incidents.



TECHNOLOGY

SCS continues to be a leader in the use of technology in the classroom, which is critical for delivery of curriculum, building students' skills for information literacy and software skills, and testing and assessment.

Equipment

- 1:1 Chromebook program for Leadership Academy students
- Chromebooks in 2nd, 3rd, 4th and 5th grade classes for Internet-based research
- Two sets of iPads with research and learning apps
- Smart Boards in all elementary classrooms, as well as middle school core classrooms
- Campus-wide Wi-Fi network

Services

- Dedicated T1 and Fios internet connectivity
- Sterling hosted content filter



FINANCIALS

As management of Sherwood Charter School, we offer the following narrative overview and analysis of the School's financial statements for the year ended June 30, 2018. It is management's goal in preparing this discussion to assist users of these financial statements in interpreting key data found in the pages that follow, and to analyze the results of this fiscal year. Because the information contained in this discussion is necessarily select in nature, it should be read and interpreted in conjunction with those financial statements.

These financial statements are presented in conformance with Governmental Accounting Standards Board (GASB) Statement No. 34. GASB 34 requires the School's financial statements to be presented on the same basis as those of our sponsoring district, the Sherwood School District.

The School's basic financial statements consist of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

The government-wide financial statements are designed to provide an overview of the School's financial operations, in a manner similar to a private-sector business. The Statement of Net Position presents information regarding all assets and liabilities, with the difference between the two being reported as net position. Changes in net position may serve as a useful indicator of whether or not the overall financial position of the School is improving or deteriorating. The Statement of Activities presents information showing how the School's net position increased or decreased during the year under audit. All activities in the government-wide financial statements are presented on the full accrual basis of accounting, in which they are reported as soon as the event occurs, regardless of the timing of associated cash flows.

The fund financial statements are presented focusing on near-term inflows and outflows of expendable resources, as well as balances of expendable resources available at the end of the year. This information might be useful in assessing the School's near-term financial situation, and is useful in the preparation and analysis of annual budgets. The governmental fund financial statements provide reconciliation to the government-wide financial statements.

The analysis of the school's government-wide financial statements is described as follows:

| | <u>2018</u> | <u>2017</u> | <u>% Change</u> |
|--|---------------------|---------------------|---------------------|
| Assets: | | | |
| Current & Other Assets | \$ 278,862 | \$ 230,779 | 17% |
| Capital Assets (net) | \$ 256,267 | \$ 280,605 | -9% |
| Net pension asset | \$ - | \$ - | |
| Total Assets | \$ 535,129 | \$ 511,384 | 4% |
| Deferred Outflows of Resources | | | |
| Pension related deferrals | \$ 684,877 | \$ 715,949 | -5% |
| Total Assets & Pension Related Deferrals | \$ 1,755,135 | \$ 1,738,717 | 1% |
| Liabilities: | | | |
| Current & Other Liabilities | \$ 90,922 | \$ 72,337 | 20% |
| Net Pension Liability | \$ 1,265,552 | \$ 1,110,544 | 12% |
| Total Liabilities | \$ 1,356,474 | \$ 1,182,881 | 13% |
| Deferred Inflows of Resources | | | |
| Pension Related deferrals | \$ 22,510 | \$ 29,332 | -30% |
| Total Liabilities & Pension Related Deferrals | \$ 1,378,984 | \$ 1,212,213 | 12% |
| Net Position: | | | |
| Net Investment in capital assets | \$ 256,267 | \$ 280,605 | -9% |
| Unrestricted | \$ (415,245) | \$ (265,485) | -36% |
| Total Net Position | \$ (158,978) | \$ 15,120 | -110% |

- Total assets at the end of FY 2018 were \$1,755,135, of which 15.75% comprised of current assets, 14.6% of net capital assets, and the remaining 69.65% of pension assets.
- Total liabilities at the end of FY 2017 were 1,356,474, of which 91% composed of pension liability and its deferrals and 9% of current liabilities. The current liabilities consisted of payroll liabilities of \$63,261 and accounts payable of \$16,253.
- The school's total net position decreased by \$174,098 compared to prior year. It was primarily due to the changes in the fair value of the school's PERS pension plan as reported in accordance to GASB68.

The fluctuations of the school's revenues, expenditures, and changes in fund balance are described as follows:

- Total revenues increased by 6% compared to prior year, which was primarily due to a small increase in State school fund that and a bit higher enrollment than previous year. The school also received lower collections of local contribution funds, yet had an increase in activity fees collected.
- Overall, the school's ending fund balance grew by \$23,219.

Actual vs. Budgetary Variances on the School's revenues and expenditures for the year are explained in greater detail below and should be read in conjunction with the Budget Schedule found in the Other Information section of this financial report.

- The School received revenues \$10,645 higher than budgeted. The increase in revenues derived from the following:
 - The school received \$12,279 more in State funds than were budgeted.
 - The school received \$1,774.41 more in activity fee funds than were budgeted.
 - These two favorable variances were offset by \$3,496 less in fundraising contributions than were budgeted.

- The School spent \$5,493.85 more than budgeted. The increase in expenditures derived from the following:
 - The majority of this overage was in curriculum and professional services.

This financial report is designed to provide a general overview of the School's finances for all those with an interest in the School's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director, Joy Raboli.

GOVERNANCE

The SCS Board of Directors maintains an ongoing relationship with the Oregon School Board Association for policy maintenance, development and review. Through this process, policies are continually reviewed and updated to reflect changes in laws and statutes that impact the school.

2017-2018 School Year Board Members

Brian Craker, Chairman

Steve Schweitzer, Vice-chairman

Kim Rocha, Treasurer

Perry Francis, Secretary

Carolyn McBee

Frank Scholz

Gail Wallace

Joy Raboli, Ex-officio

SCS Policies

Sherwood Charter School's policies can be found online at: <http://policy.osba.org/shwdcht/index.asp>





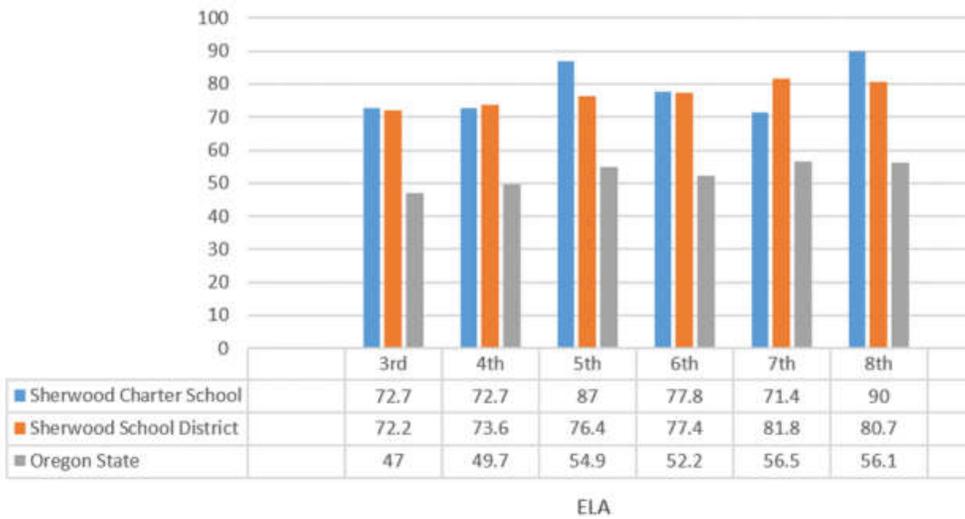
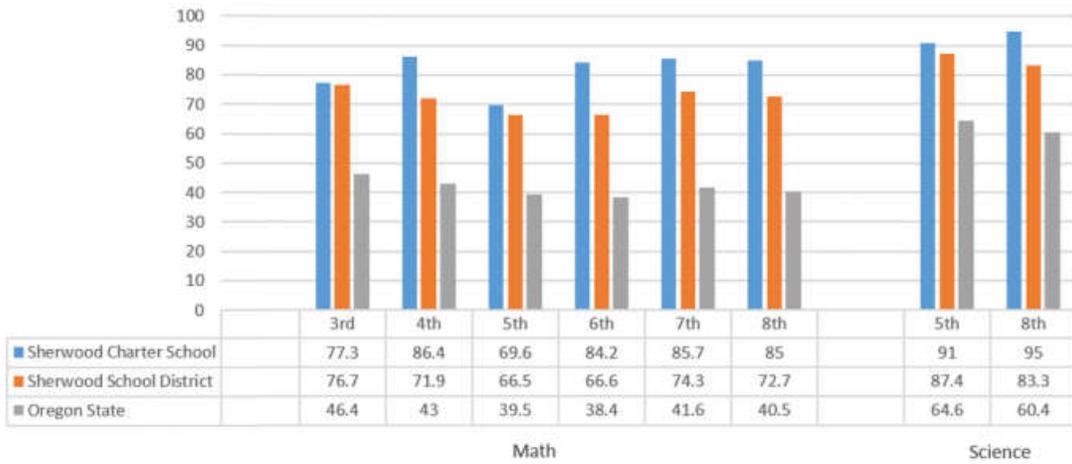
SHERWOOD CHARTER SCHOOL

2017-18 Plan of Assistance for Student Subgroup

Joy Raboli
Administrator
Sherwood Charter School

2017-2018 Plan of Assistance

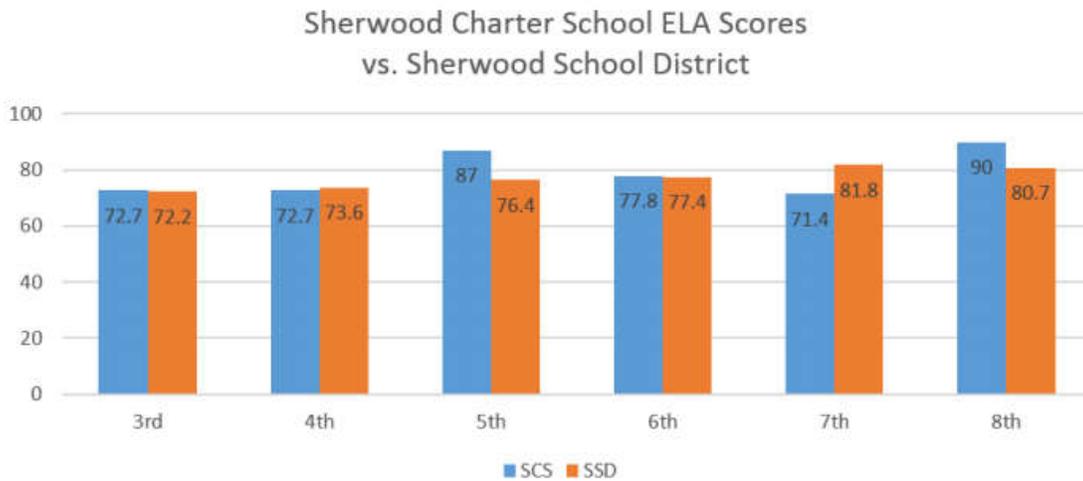
As we analyzed the Smarter Balanced Assessment results for Sherwood Charter School, we were very pleased. SCS continued to build on our success with Lucy Calkins Reading and Writing, as well as Singapore Math and Core Focus for Mathematics. In addition, SCS assessment results showed strong performance against schools statewide.



7th Grade Subgroup in ELA

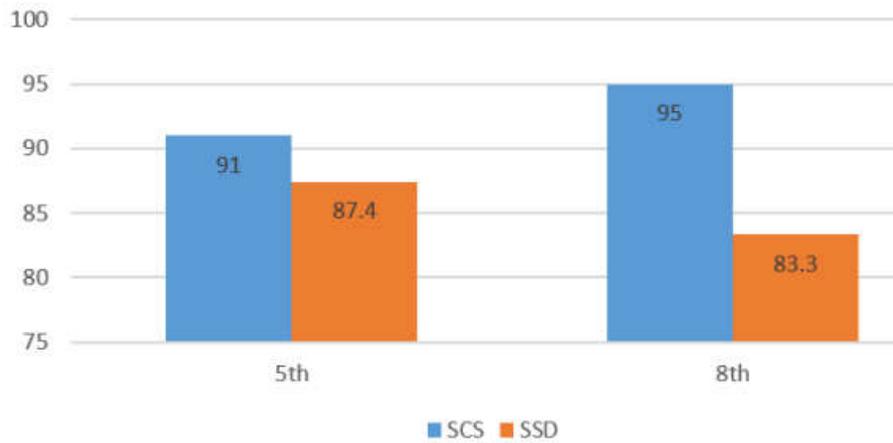
We had one subgroup that did not perform the same or better than the Sherwood School District. This subgroup has a higher than average IEP and 504 population for our school. We are, however, seeing improvement over time. For example, in 2016-17, there was a 17.6% achievement gap between this group and SSD 6th graders. In the 2017-18 school year, the gap narrowed to a 10.4% gap. We continue to differentiate, provide interventions and create hands-on learning opportunities to continue to decrease the gap. We are confident that the 2018-19 assessment results will show our progress. In addition, scale is important to note while analyzing this data. Our cohort subgroup had just 21 students take the SBAC compared with 393 students in the Sherwood School District.

ELA Assessment Results



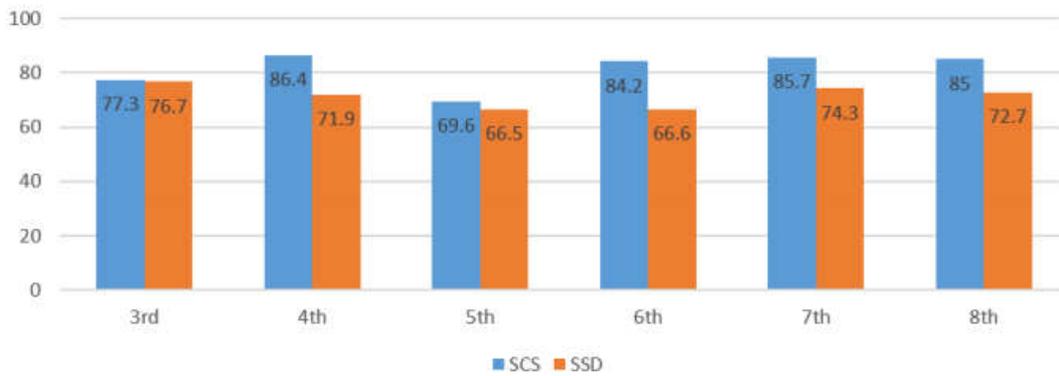
Science Assessment Results

Sherwood Charter School Science Scores vs. Sherwood School District



Mathematics Assessment Results

Sherwood Charter School Math Scores vs. Sherwood School District



In conclusion, SCS is satisfied with our assessment results. SCS achieved another Level 5 rating and will continue to close the gap with our subgroup.

XI. Addendum D – Q1 FY19 Financials Balance Sheet (Summary Level)

Sherwood Charter School

Balance Sheet (summary level)

As of the Month Ended September 30, 2018

Modified Accrual Accounting Method

| | Sep-18 |
|---------------------------------------|-------------------|
| ASSETS | |
| CASH/INVESTMENTS | \$ 382,235 |
| PREPAID EXPENSES | - |
| FIXED ASSETS | 256,267 |
| ACCUMULATED DEPRECIATION | <u>-</u> |
| TOTAL ASSETS | \$ 638,503 |
| LIABILITIES | |
| ACCOUNTS PAYABLE | 3,392 |
| DEFERRED REVENUE | 116,193 |
| UNEARNED REVENUE | - |
| PAYROLL LIABILITY | <u>35,026</u> |
| TOTAL LIABILITIES | 154,611 |
| EQUITY | |
| RETAINED EARNINGS | 444,208 |
| NET INCOME | <u>39,684</u> |
| TOTAL EQUITY | \$ 483,892 |
| TOTAL LIABILITIES & EQUITY | \$ 638,503 |

Sherwood Charter School
Income Statement (summary level)
As of the Month Ended September 30, 2018
Modified Accrual Accounting Method

| | 7/1/2018 | 8/1/2018 | 9/1/2018 | ACTUAL YTD | BUDGET Approved May 2018 | BUDGET to ACTUAL VARIANCE | % BUDGET RECEIVED/ EXPENDED |
|----------------------------|------------------|---------------------|-------------------|------------------|--------------------------|---------------------------|-----------------------------|
| REVENUES | | | | | | | |
| STATE SOURCE | \$ 104,786 | \$ - | \$ 209,522 | \$ 314,308 | \$ 1,332,656 | \$ 1,018,349 | 23.59% |
| EXTRACURRICULAR ACTIVITIES | - | - | - | - | 48,000 | 48,000.00 | 0.00% |
| CONTRIBUTIONS | - | 598 | 26,580 | 27,178 | 25,000 | (2,177.95) | 108.71% |
| INTEREST INCOME | 1 | 1 | 1 | 4 | 1,000 | 995.90 | 108.86% |
| MISC INCOME (RIGGS) | - | - | - | - | - | - | 0.00% |
| TOTAL REVENUES | 104,787 | 599 | 236,103 | 341,490 | 1,406,656 | 1,065,166 | 74.67% |
| EXPENSES | | | | | | | |
| INSTRUCTION | 10,534 | 82,379 | 75,870 | 168,783 | 909,474 | 740,691 | 18.56% |
| SUPPORT SERVICES | 23,333 | 45,255 | 27,634 | 96,221 | 332,907 | 236,686 | 28.90% |
| FACILITY & MAINTENANCE | 11,687 | 10,379 | 14,735 | 36,801 | 154,907 | 118,106 | 23.76% |
| STUDENT BODY | - | - | - | - | - | - | 0.00% |
| TOTAL EXPENSES | 45,554 | 138,012 | 118,239 | 301,805 | 1,397,288 | 1,095,483 | 21.60% |
| NET INCOME (LOSS) | \$ 59,233 | \$ (137,413) | \$ 117,864 | \$ 39,684 | \$ 9,368 | \$ 30,316 | |

The page features several decorative green geometric shapes. At the top, there is a horizontal bar with a thin black border containing the page header. Below this, a large green triangle points downwards. At the bottom, a complex, multi-layered green graphic consists of overlapping polygons in various shades of green, creating a layered, mountain-like effect. The text is centered within this graphic area.

Sherwood Charter
School
FY 19 Budget Revision #3
October 18, 2018

Updated Budget Items:

- ▶ Approved Budget:
 - ▶ Revenue - \$6,198 per Student (7,748 * 80%)
 - ▶ Enrollment count - 215
- ▶ Revised Figures:
 - ▶ Revenue per ODE site (estimates) - \$6,262 (\$7,828 * 80%)
 - ▶ Enrollment count - 209 (based on enrollment for next year per Joy)



Approved Budget vs. Updated Budget Figures

Approved Rev 2.0

| | 5% Increase BUDGET |
|-------------------------------------|-----------------------|
| REVENUES: | |
| EXTRACURRICULAR ACTIVITIES | 48,000 |
| CONTRIBUTIONS & OTHER INC | 25,000 |
| INTEREST INCOME | 1,000 |
| SSF - GENERAL SUPPORT | 1,332,656 |
| TOTAL REVENUES | 1,406,656 |
| EXPENDITURES: | |
| PRIMARY | 595,078 |
| MIDDLE /JR HIGH | 306,996 |
| SAFETY | 5,900 |
| INSTRUCT STAFF | 1,500 |
| GENERAL ADMIN | 73,644 |
| SCHOOL ADMIN | 247,253 |
| SUPPORT CHARGE | 1,040 |
| BUILDING AND MAINTENANCE | 154,907 |
| TECHNOLOGY | 11,000 |
| TOTAL EXPENDITURES | 1,397,317 |
| NET BUDGET SURPLUS (DEFICIT) | 9,339 |

Revision #3

| | BUDGET |
|-------------------------------------|------------------|
| REVENUES: | |
| EXTRACURRICULAR ACTIVITIES | 48,000 |
| CONTRIBUTIONS & OTHER INC | 25,000 |
| INTEREST INCOME | 1,000 |
| SSF - GENERAL SUPPORT | 1,308,842 |
| TOTAL REVENUES | 1,382,842 |
| EXPENDITURES: | |
| PRIMARY | 584,031 |
| MIDDLE /JR HIGH | 305,001 |
| SAFETY | 5,900 |
| INSTRUCT STAFF | 1,500 |
| GENERAL ADMIN | 70,805 |
| SCHOOL ADMIN | 247,223 |
| SUPPORT CHARGE | 1,040 |
| BUILDING AND MAINTENANCE | 154,907 |
| TECHNOLOGY | 11,000 |
| TOTAL EXPENDITURES | 1,381,407 |
| NET BUDGET SURPLUS (DEFICIT) | 1,434 |



End



XIII. Addendum F – Calendar of SSD Deliverables and Contractual Obligations v4.4.13

| SHERWOOD CHARTER SCHOOL - IMPORTANT CALENDAR ITEMS | | | | | | |
|--|-------------------------|--|--|--|--|--|
| DELIVERABLES TO SHERWOOD SCHOOL DISTRICT PER CHARTER AGREEMENT | | | | | | |
| Contract page | Date due | Done | Item | Responsible: Board/ Staff/ Administrator | Notes | SSD Contact |
| 18 / 24 | January 31 annually | Notify SSD of intent to operate for the following school year | Notify SSD of any requests for changes in current contract | B/Staff/ Administrator | | Is this needed? |
| 13 | March 15 annually | Submit proposed Budget for the upcoming school year | | B/Treasurer | | |
| 5 | May 1 annually | Provide Proof of Insurance | | B/Treasurer | | |
| 5 | May 1 annually | Provide copy of lease agreement for facility | | B | | |
| 5 | May 1 annually | Provide proof of occupancy and safety permits for the facilities | | B | | |
| 13 | June 30 annually | Fiscal year ends | | B | | |
| 13 | July 1 annually | Fiscal year begins | | B | | |
| 19 | July 15 annually | Provide copy of Purchase Order records for assets | | B/Treasurer | | SSD may not need |
| 12 | October 1 annually | SSD adjusts funding to reflect actual funded pupil count as of 10/1 | | A | | |
| 20 | October 15 annually | Provide SSD a list of all employee names and job descriptions; indicate date of initiation of Criminal Background Investigations | | A | | Does August timing make sense? |
| 13 | October 15 annually | Submit Annual Audit Report and letters | | B/A | | |
| 17 | October 15 annually | Submit annual report (progress toward meeting academic goals, Audit, policy development, issues, student discipline info., etc.) | | B/A | Administrator writes State of School Report | |
| 13 | November 15 annually | Annual provision of IRS Form 990 provided to SSD | | B | Treasurer emails to SSD CFO: Kim Young | |
| 13 | 5th of each month | Submit monthly accurate enrollment data and daily records of attendance | | S | School secretary maintains this information in Synergy | |
| 13 | 15th of each month | Submit monthly income and expense reports, balance sheet, aged A/P.. | | B | Treasurer emails to SSD CFO: | |
| 13/15 | annually | Annual report of all gifts, donations, and grants | | B | (To date, this has not included PAC gifts/donations) | Treasurer (Is this needed?) |
| 5 | annually | Provide proof of financial stability | | B/A | This is our audit and monthly financial reports, duplicate | Is this needed? |
| 12 | annually | SSD Reports to SCS average statewide assessment scores | | A | | Is this needed? |
| 9 | immediately | Notify SSD when a SCS student is expelled | | A | To date, no student has been expelled from SCS. | Is this needed? |
| 10 | immediately | Notify SSD of any child abuse/neglect incident | | A | | Is this accurate? |
| 22 | Upon adoption | Notify SSD of new or changes to SCS policies and procedures | | B | | |
| 16 | within 30 days | Notify SSD of changes to Bylaws or Articles of Incorporation | | B | | |
| 22 | 30 days prior | Notify SSD prior to requesting a waiver from the State Board of Education | | B | | Is this needed? |
| 18 | 180 days advance notice | Notify SSD of intent to terminate charter agreement | | B | | |
| 7 | Anytime | Get approval before making fundamental change to educational program | | B | | |
| 11 | within 60 days | Plan of assistance for any subgroup scoring below average for SSD schools | | A | | |
| SHERWOOD CHARTER SCHOOL - IMPORTANT CALENDAR ITEMS | | | | | | |
| Sherwood Charter School Internal Due Dates | | | | | | |
| | Date due | Done | Item | Responsible | | |
| | end of December | | Budget Committtee determines committee mtg schedule for March 15 deadline; provides to Chair | Budget Committee; Treasurer | | |
| | January 31 annually | | Notify SFC of desire to continue lease beyond current term | B | | |
| | Lease, p. 1 | | Evaluate Wear and Tear on Premises with Landlord | B | Facility Liaison | |
| | Lease, p. 4 | | Apply for Real Property Tax Exemption with State (if necessary--if changes made to lease) | B | Treasurer | |
| | March annually | | Current Lease with Sherwood Friends Church Expires | | | |
| | June 30 annually | | Engage CPA to prepare financial statements | B | CPA usually contacts Principal (who forwards to Bookkeeper and Treasurer); process starts in April | |
| | Bylaws, p. 12 | | Supply Inventory completed / EOY Close-out Items | A | | |
| | June 30 annually | | Tenant shall make payment or improvements prior to 8/30 each year | B | | |
| | August 30 annually | | Renew teacher contracts | A | Treasurer | Should be first week of March annually |
| | April annually | | Approve Budget | B | | |
| | June annually | | Board renews Director contract | B | Change timing to coincide with teacher letters of intent to renew contract | |

| | | | |
|---|---|-----|---|
| July annually | Board reviews By-Laws | B | Any changes to bylaws MUST be submitted to state |
| June annually | Review and Signing of Teacher Contracts | A/B | Should be June; Board works with Principal; School Secretary types; |
| Mid Year | Administrator and Teacher Reviews (As indicated per contracts) | A/B | Board reviews; Principal Executes |
| End of Year | Administrator and Teacher Reviews (As indicated per contracts) | A/B | Look into Contract language re: Informal and Formal evaluations |
| May annually | Review of Liability Insurance for July 1 renewal | A/B | |
| Annually/Fall | Board meets with Principal regarding goal setting | A/B | |
| Annually/Late Winter | Check point for Principal goals | A/B | PACE Liability |
| Annually/Spring | Review Principal performance; oversee contract negotiation; renewal | A/B | |
| Annually | Staff Handbook Review | A/B | |
| Annually | Student Handbook Review | A/B | |
| Annually | Teacher Contract verbage review | A/B | |
| Annually | Review/approve school calendar | A/B | |
| Annually | Recruit and provide orientation to new Board Directors | B | |
| May / Annual Meeting | Chair gives annual report | B | |
| May / Annual Meeting | Review Safety Plan | A/B | |
| June Meeting | Review mission, vision and values statements; revise as necessary | B | |
| May / Annual Meeting | Review By-Laws | B | |
| May / Annual Meeting | Elect/appoint new Board Directors | B | Update Board of Directors spreadsheet |
| May / Annual Meeting | Assess Board Performance | B | Create survey for parents to complete |
| Quarterly | Rain Garden Upkeep per City Requirements | B | Facility Liaison |
| Start of each school year | Maintain landscaping around modular buildings | B | Facility Liaison |
| Annually | Notify students of students rights and responsibilities | A | Administrator and Vice Chair |
| Annually | Meet with superintendent and district leaders to align deliverables | A/B | |
| Annually | Review policy manual to ensure it's current | B | |
| Annually | Website review | A/B | |
| Annually | Review Bookkeeper Contract | B | |
| Annually | Provide for annual audit of school's assets (pursuant to Policy BBA) | A/B | Administrator and Treasurer |
| Annually | Board training | B | |
| SHERWOOD CHARTER SCHOOL - IMPORTANT CALENDAR ITEMS | | | |
| Internal Due Dates (continued) | | | |
| Every 2 years | Update property inventory | | Need to do, who is responsible? |
| Regularly | Communication between Board Chair and Administrator | B/A | Schedule to be determined between Board Chair and Administrator |
| Monday after board mgs | Board Chair and Administrator debrief & draft agenda for next mtg. | B/A | |
| May/Annually | Board Retreat: Strategize annual organizational plan that includes concrete, measurable goals | B/A | A day away to strategize and collaborate on SCS vision |
| Ongoing | Establish community relationships and build partnerships | A/B | |
| Ongoing | Participate in school fundraising events | A/B | Fundraising committee? |