



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, November 18, 2018 – 6:31 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, November 18, 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 6:31pm 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), Joy Raboli (Administrator, ex-officio)

**Members Absent:** Lori McKinley (Fundraising)

**SCS Staff Present:** Angela Havlinek (office manager), Cheryl McLeod (administrative specialist), Jan Zobrist (second grade)

**Public Present:** Korrin Fyall (PAC Treasurer)

The Pledge of Allegiance was recited by all present.

Perry Francis read Sherwood Charter School's Mission & Vision Statements.

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

Karen Schrader delivered the meeting expectations.

### **Agenda Additions & Changes:**

None.

### **Class Presentation**

Jan Zobrist (Second Grade) with a pair of second grade helpers presented what the class had learned about map skills and land forms. The students showed off the 3D maps they had made with clay and paint.

**Agenda Business Item: Approval of Previous Minutes:**

**Motion:** Approve the October 17, 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.*

The school enrollment is currently at 209 students with an additional first grade student on the waiting list. The first grade has space but the child on the waiting list hasn't completed the move to Oregon. We currently have 27 children lined up for the winter lottery (number courtesy of Cheryl McLeod).

Ms. Raboli (administrator) is continuing to work with the teachers on developing organized, comprehensive curriculums. She has also been working with the teachers to test a collaborative learning strategy in the classrooms.

As chair of the Safety Committee, Ms. Raboli held another Safety Committee meeting, welcoming a new member. They reviewed the Lock Down drill, updated the "go kits" and first aid kits. The next project is acquiring controlled access to the side kitchen door which should cost around \$1300 - \$1700.

On the website, Ms. Raboli is working with a marketing company she has worked with before. They are working on school branding and OneFund branding. She is also working with a professional photographer to take photographs for the website.

Ms. Raboli led the Fundraising Committee meeting. Based on current participation rates, they are working to exceed \$75,000 in fund raising through OneFund. The idea is to raffle a gift basket to stimulate further OneFund contributions. Lori McKinnley (Fundraising) is scouting businesses

to work with for the business partnerships. She's currently waiting on professional-looking handouts to give to prospective businesses.

In terms of discipline, a special education expert is coming in next month for evaluation and training.

### III. PAC / Finance / Fundraising

#### **PAC Report**

Korrin Fyall (PAC Treasurer) was on hand to report the status of the Sherwood Charter School Parent Advisory Committee (PAC). They held a PAC meeting before Thanksgiving break.

The sale of wreaths was an overwhelming success. The PAC ran out of wreaths for door-to-door sales within a couple of hours and totaled \$7300 in sales which compares very favorably to last year's total of \$4600.

Thursday, December 13<sup>th</sup> is movie night. Trivia starts at 17:00 with the movie, Diary of a Wimpy Kid, the Long Haul, starting at 18:00. Snacks are free and pizza will be sold at cost. Gail Wallace (HR & Policy) suggested that Ms. Boedigheimer (middle school math) could enlist the middle school Student Council to help.

The next Dinner Night Out is Thursday, December 6<sup>th</sup> (n.b., the correct date is December Tuesday, December 4<sup>th</sup>).

There has been lots of positive feedback about Spirit Wear and they've received enough orders to qualify for an additional discount plus embroidery instead of screen print.

The greenhouse has been fixed and the PAC is looking for additional service projects. The thinking was about two service projects per year. Brian Craker (Chair) asked if we can work with the church since they do campus service work as well. Angela Havlinek (Office Manager) pointed out the church finds volunteers from George Fox University to assist. We could pool all of our resources to make a difference. Along those lines, there was talk about moving the playground stumps closer together so they're easier to navigate for the smaller students.

The school library will be holding a read-a-thon fundraiser in February. All the funds would go to buying books and it will help diversify the material we get from Scholastic. Perry Francis (Facilities) asked how the library brings in new books, how are they vetted, how are they

purchased. Joy Raboli (Administrator) answered the library is based on the existing inventory, donations, and the Scholastic book fair. We take guidance from the Sherwood School District, teachers, and administrative staff. Ms. Raboli also mentioned that the school recently purchased new books with the funds coming from curriculum funds.

Additional items:

- Coming up: bingo, a night hosted by Mathnasium, and another round of bingo.
- SCRIP is still going.
- The school earned \$153 through the Wilson Orthodontics Halloween candy buyback program.

### **Treasurer's / Finance Committee Report**

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

OneFund is at 65% of budget and is doing surprisingly well considering it's the first year and we got started late. Gail Wallace (HR & Policy) asked if people are paying in bulk or in monthly/quarterly payments. Cheryl McLeod (Administrative Specialist) answered that the school is seeing both types of contributions. Joy Raboli (Administrator) pointed out that the upcoming raffle should provide a nice push as well.

The audit has been received and uploaded. Auditors will present the audit in January.

Ms. Rocha will be going to Homestreet Bank this week to open our account.

### **Fundraising Report**

Due to Lori McKinley's (Fundraising) absence, this topic was tabled until the next meeting.

### **Staff Appreciation**

Gail Wallace (HR & Policy) noted that last month we thought staff gift cards were in the budget but after some research she discovered they were not. Kim Rocha (Treasurer) argued that last year the teachers received \$150 in gift cards without raises, the year before that they received \$50 gift cards. Brian Craker (Chair) mentioned that in the past, each Board member brought in \$25. The proper way to handle that is to open a contribution fund and buy the gift cards from that fund. Ms. Rocha pointed out that gifts over \$75 in value requires reporting on a W2. Ms. Wallace emphasized that she really wanted the teachers to receive something from the Board to show that we're thinking of them. Ms. Rocha responded that she didn't want us to lose control of spending and slip into deficit and the raises we gave them last year show we do care.

The Board did the math and with 18 staff members, it would take \$450 to buy everybody a \$25 gift card. \$900 would buy \$50 gift cars.

<b>Motion:</b>	Authorize Gail Wallace (HR & Policy) to purchase \$450 in gift cards so each staff member will receive \$25 in gift cars.
<b>Proposed:</b>	Kim Rocha (Treasurer)
<b>Seconded:</b>	Perry Francis (Facilities)
<b>Discussion:</b>	Brian Craker (Chair) reiterated the contribution fund so that Board members could contribute additional money. Perry Francis (Facilities) asked if we should open the contribution fund to the school community.
<b>Board Vote:</b>	Unanimous, all ayes
<b>Result:</b>	Motion passes

#### IV. Facilities / Operations

##### **Facilities Update:**

We went back to Sherwood Community Friends Church (“the church”) and proposed paying \$5,000 per year for 6 years to pay back the \$30,460.69 we owe for repaving the parking lot. The church would prefer \$10,000 per year over 3 years so the payments are complete at the end of our lease.

Brian Craker (Chair) asked if we can claim depreciation even though we don’t own the parking lot. Kim Rocha (Treasurer) replied we could not but we may be able to categorize it as “self-improvement”.

Mr. Craker reminded us the procedure is that the church will report back to us (after their meeting tonight), Mr. Francis will report to the Finance Committee, the Finance Committee will review and provide directives to the Board. Ms. Rocha asked what supporting payment documentation they will provide. Mr. Craker said that is part of the church’s discussion tonight.

##### **Lease Renewal**

Perry Francis (Facilities) had posted the lease renewal to the Board Dropbox account previous to the meeting. Brian Craker (Chair) remarked that everything we asked for was added to the lease.

Mr. Francis noted that snow removal still hasn't been settled. The church is researching third parties and we're researching third parties. In Mr. Craker's experience, third parties will charge a substantial amount to clear sidewalks. Mr. Francis reasoned we could hire a third party to clear the parking lot and school and church volunteers could clear the sidewalks. Joy Raboli (Administrator) made it clear she wants a third part on retainer and speculated we could field a "snow club" of volunteers to clear the non-parking lot areas.

Kim Rocha (Treasurer) noted some missing items from the lease, specifically there is no ceiling on paying for "wear and tear" repair and the lease is missing square footage, using room names instead. Mr. Craker reminded everyone we're supposed to be in lease negotiation in March and approve in May but we're behind because of the office configuration changes over the summer. It will take some time to get square footage into the lease and Mr. Craker believes we should add square footage and the "wear and tear" ceiling into the next lease negotiation which begins in 3 – 4 months.

**Motion:** Accept the October 2018 lease as presented

**Proposed:** Perry Francis (Facilities)

**Seconded:** Gail Wallace (HR & Policy)

**Discussion:** none

**Board Vote:** Unanimous, all ayes

**Result:** Motion passes

## V. Governance

### Updated Deliverables and Calendar Planning

Karen Schrader (Vice-Chair) presented a draft reformat of the planning calendar. The Board is to review the document and submit questions and recommendations via email to Ms. Schrader.

Brian Craker (Chair) noted that the Board Dropbox account is hosted under his personal account. This arrangement allows the Board to have more storage space but it is obviously problematic when it comes to public record requests or questions of ownership. Brian has talked with Cheryl McLeod (administrative specialist) who will check if TechSoup has a hosting discount the Board could use.

### **Discussion of Open Board Positions**

Brian Craker (Chair) as mentioned in previous Board meetings needs to resign in December due to personal obligations. Since the Chair is a required position, we need to appoint a Chair at that time to cover through June. Mr. Craker and other Board members have been actively recruiting even people from outside the SCS community. Mr. Craker said he is willing to be a resource and appear at meetings but he can't afford the time required between meetings.

After talking with Joy Raboli (Administrator) earlier this week, Karen Schrader (Vice-Chair) volunteered to take the Chair position.

Mr. Craker said we might have better success recruiting for a position other than Chair due to the recent history of hostility towards the Board but it should be noted the current environment is completely different than the environment at that time. Kim Rocha (Treasurer) would prefer changing Board positions to be handled next month because there are some things we need to finish up and conclude that would be difficult if we're changing positions at the same time.

## **VI. Closing Items**

### **Board Comments and Communications**

Kim Rocha (Treasurer) attended Biz Town with the 5<sup>th</sup> grade class and Natalie Pepper (5<sup>th</sup> Grade). All the people running Biz Town were new and the situation was chaotic but Ms. Pepper was calm and handled the children in such a professional coaching role. She was a pure delight to have there with the students.

Perry Francis (Facilities) asked for clarification about the Assistant Treasurer position mentioned in the Thursday newsletter. Brian Craker (Chair) informed us the Board has an option for an eighth position which is used to assist an officer or allow somebody to grow into a position. Treasurer is the hardest position to fill because it requires a specialized skill set.

### **Thank You and Recognition Notes**

Gail Wallace (HR & Policy) sent thank you cards to Natalie Pepper (5<sup>th</sup> Grade) and the 5<sup>th</sup> grade for their outdoor school presentation at the previous Board meeting.

The Board received a thank you letter from Angela Havlinek (office manager).

### **Next Regular Meeting**

The next regular Board meeting will be Wednesday, December 19th, 2018 at 6:30pm in the Art Room.

### **Adjournment of Meeting**

**Motion:** Adjourn the meeting at 8:25pm.

**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 January 16, 2019.



## VIII. Addendum A – Administrator’s Report



### **Joy Raboli** **Administrator’s Report** **November 2018**

#### **Enrollment for October 2018-19**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	7
1	23	1 (student not yet moved to Oregon)
2	24	0
3	22	0
4	25	3
5	25	16
6	24	0
7	21	0
8	20	0
<b>Total</b>	<b>209</b>	<b>27</b>

We had a student move out of the area and another student choose online school.

#### **Teaching and Learning**

Our teachers are hard at work designing engaging curriculum. I meet with every teacher periodically to review year-long themes and curriculum units. I also meet weekly with our new teachers. We are working on creating curriculum organization structures so that each year, curriculum gets easier to access and more comprehensive. When teachers are well-planned and organized, achievement is higher, as well as teacher satisfaction.

The focus has also been on collaboration. Each month, we have been working together to learn new strategies to try. The goal is that we have 100% engagement and participation. The “old school” practice is to call on one raised hand while other students listen to the answer. Best practices include strategies where all students participate in answering the question at the same time. We create cooperative learning clubs where students learn to lead, work as a team and achieve higher academic success individually.

#### **Safety**

We welcomed a new member to our committee, SCS parent, Lindsay Churella. We reviewed the purpose of the committee, all of the areas we monitor and ways make safety at SCS even stronger. This month, we debriefed our twice yearly, Lock Down

drill. It was swift and effective. Students followed the procedures well and the drill was handled in a "matter of fact" manner so that we did not upset students.

All of our "go kits" have been updated with the supplies, current student contact and health information. We also made sure that all of our first aid supplies were in perfect condition and threw out any old items. We made upgrades to our system such as a clipboard with procedures during a lock down if staff is unavailable for whatever scenario arises.

We are monitoring carline and have had a call regarding parents speeding through the neighborhood when detouring due to no left turn. We sent a safety reminder in our Thursday email.

Our next project in the short term, is acquiring controlled access at the side kitchen door. Students come in and out to use the restroom during lunch/recess. The cost was \$4,389.00 for front door controlled access and it will cost approximately \$1,300-1700 for new kitchen door security.

The committee periodically walks the campus to check for any areas that need attention for safety reasons.

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

#### **Website Launch**

I have hired a professional photographer to take some images for the website for a more professional look. She will be here after the Thanksgiving break. In addition, I am meeting with a marketing firm, BAM Advertising in Salem on Thursday to help us with our fundraising brochure, brand work and website finishing touches. Cheryl is mostly finished with the bones of the website. We have selected a new look that isn't in the website at this point because we are waiting on the new images and graphics. You can check out the progress here:

[new.sherwoodcharterschool.org](http://new.sherwoodcharterschool.org)

#### **Partner with Board for Fundraising**

We had our first meeting this month and the agenda and meeting notes are in our subcommittee folder. We discussed promoting OneFund more effectively. I will be working on a new graphic to brand this program. Ultimately, we need to raise a total of about 75K between fundraising and donations from SCS families. To raise awareness and interest, we will be having a raffle for families who have made a contribution to the OneFund. Lori is gathering items for the raffle. We discussed smaller fundraisers such as an auction or a fun run. It is too late for an auction this year as it needed to be started in the summer. We may do a fun run in the spring.

**Business Partnerships**

We are currently identifying past business partnerships from fun runs etc. to launch our list of possible business partnerships. Lori has started going to a few businesses, but we are waiting until we have a proper letter and brochure to convey our mission to local business owners.

**Increase Waiting List**

We have 16 applicants for the Winter Lottery, which is high for this time of year. Our tours continue to be large with most visitors taking enrollment information.

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

I continue to meet with teachers to help with curriculum, classroom management and organization. Our new teachers meet with me weekly and are getting coaching on a regular basis.

**Explore Innovative Ways of Proactive Discipline of Students**

Our study of collaboration helps students work together with others and learn to problem-solve. This is a proactive approach that lessens discipline issues because we equip students with the tools to be advocates for themselves, be creative and individually accountable.

**IX. Addendum B - Balance Sheet (summary level)**

**Sherwood Charter School**

Balance Sheet (summary level)

As of the Month Ended October 31, 2018

Modified Accrual Accounting Method

	Oct-18
<b>ASSETS</b>	
CASH/INVESTMENTS	\$ 376,199
PREPAID EXPENSES	-
FIXED ASSETS	256,267
ACCUMULATED DEPRECIATION	-
<b>TOTAL ASSETS</b>	<b>\$ 632,466</b>
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	15,633
DEFERRED REVENUE	116,193
UNEARNED REVENUE	-
PAYROLL LIABILITY	34,182
<b>TOTAL LIABILITIES</b>	<b>166,008</b>
<b>EQUITY</b>	
RETAINED EARNINGS	444,208
NET INCOME	22,250
<b>TOTAL EQUITY</b>	<b>\$ 466,458</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 632,466</b>

**Sherwood Charter School**  
Income Statement (summary level)  
As of the Month Ended October 31, 2018  
Modified Accrual Accounting Method

	Jul-18	Aug-18	Sep-18	Oct-18	ACTUAL YTD	BUDGET	BUDGET to	% BUDGET RECEIVED/ EXPENDED
						Approved Oct 2018	ACTUAL VARIANCE	
<b>REVENUES</b>								
STATE SOURCE	\$ 104,786	\$ -	\$ 209,522	\$ 104,761	\$ 419,069	\$ 1,308,842	\$ 889,774	32.02%
ONE-FUND	-	-	26,580	4,605	31,185	48,000	16,815	64.97%
CONTRIBUTIONS		598	-	822	1,420	25,000	23,580	5.68%
INTEREST INCOME	1	1	1	1	5	1,000	995	108.86%
<b>TOTAL REVENUES</b>	<b>104,787</b>	<b>599</b>	<b>236,103</b>	<b>110,190</b>	<b>451,679</b>	<b>1,382,842</b>	<b>931,163</b>	<b>74.67%</b>
<b>EXPENSES</b>								
INSTRUCTION	10,534	82,379	75,870	70,555	239,338	896,432	657,094	26.70%
SUPPORT SERVICES	23,333	45,255	27,634	39,800	136,021	330,068	194,047	41.21%
FACILITY & MAINTENANCE	11,687	10,379	14,735	17,137	53,938	154,907	100,969	34.82%
STUDENT BODY	-	-	-	132	132	-	(132)	0.00%
<b>TOTAL EXPENSES</b>	<b>45,554</b>	<b>138,012</b>	<b>118,239</b>	<b>127,624</b>	<b>429,429</b>	<b>1,381,407</b>	<b>951,978</b>	<b>31.09%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 59,233</b>	<b>\$ (137,413)</b>	<b>\$ 117,864</b>	<b>\$ (17,434)</b>	<b>\$ 22,250</b>	<b>\$ 1,435</b>	<b>\$ 20,815</b>	