



## Regular Meeting, January 18, 2018

### FINAL

#### I. Opening Items

The Sherwood Charter School Board of Directors met in the Sherwood Charter School Art room for a regular meeting on, Thursday, January 18, 2018.

The Thursday, January 18, 2018 meeting was called to order at **6:35 PM** by Chair Brian Craker.

**Members present:** Brian Craker, Carolyn McBee, Kim Rocha, Frank Scholz, Gail Wallace

**Members absent:** Perry Francis, Steve Schweitzer, Joy Raboli

**SCS Staff present:** Angela Havlinek (office manager), Cheryl McLeod (admin), Anna De Salvo (third grade)

- A. The Pledge of Allegiance was recited by all present
- B. Frank Scholz read Sherwood Charter School's Mission & Vision Statements
- C. Brian Craker read and reflected on the H.E.A.R.T. Skills & passed along meeting Expectations
- D. Agenda Additions

NONE

- E. Class presentation

Ms. De Salvo, 3rd grade teacher, presented a discussion on extreme weather with Emily, Brody, and two other 3<sup>rd</sup> graders. The children's parents were there to record video and enjoy the presentations.

- F. Winter, kindergarten lottery (academic year 2018-19)

The office staff (Angela Havlinek and Cheryl McLeod) conducted the lottery which include 25 applicants, 18 of which were siblings. All were admitted to the fall 2018-19 kindergarten class.

**Agenda Business Item:** Move to accept results of the winter 2018 kindergarten lottery.

**Motion by – Kim Rocha**

**Seconded by – Carolyn McBee**

**Discussion:** none

**Board Vote:** passes unanimously (yeas - Gail Wallace, Kim Rocha, Carolyn McBee, Frank Scholz, Brian Craker; nays - none)

- G. Approval of Previous Minutes - tabled until next meeting

- H. Public Comment



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Angela, Cheryl acknowledge it was board appreciation month and presented food and cards from staff and PAC. Brian proposed a break to allow everyone to eat the food

- Chair Craker mentioned that due to board member absences at the meeting tonight, the board might not be able to get through all the posted agenda items.

## II. PAC/Finance/Fundraising

### A. PAC Report

PAC board members were not present but Frank Scholz presented his PAC meeting notes, recorded while he attended the meeting. The primary discussion at the last PAC meeting was a discussion on how to improve Kids First:

Teacher Liaison (Mrs. Stuckey):

- A teacher wish list was given to the PAC board. Some of the items consisted of assistance (mount in art room, help with iPads) while others were material. There was discussion of how to disseminate the list to school families.

PAC Treasurer:

- Wreath sales saw a 30% decline in a year to year (YOY) comparison but it was still the best fundraiser yet.
- Kids First direct donations reported at \$4980 which was \$6700 less when compared to prior years (donations include direct to school with employer matching)
- The PAC bank account balance is \$20,776
- Fundraising beside Kid First is running ahead of forecast.

Kids First:

- Fundraising revenue is approximately 25% of budgeted amount.
- A discussion ensued around how to improve the Kids First revenues.

Fun Run:

- There were questions relate to how the Fun Run turned from a fundraiser into an entertainment cost.

Bingo Night:

- Is scheduled for Feb 2, and is free with some food available for purchase

Math Night:

- Is scheduled for Feb (the 22nd?) too. Mathnasium will provide the 'entertainment' including volunteers to man the 16 planned stations available for kids/families to explore. The targeted age range is grades K-5.



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#### Dinners Out:

- A PAC fundraising meal at Red Robin is scheduled for Jan 24<sup>th</sup>.

#### Lunch program:

- Is averaging 8-18 orders a week. Teacher donations have touched every teacher at least one.

#### SCRIP:

- The order frequency dropped to once per month in order to maximize profit vs the fees the PAC needs to pay to the SCRIP vendor(s)

#### Clothes closet:

- There are currently eight, filled bins being stored by the current coordinator.
- The current coordinator is ready to hand off her duties to an interested parent!

#### B. Treasurers/Finance Committee Report

- Kim Rocha detailed changes she has made to the financial report, breaking deferred revenue vs. unearned revenue going forward.
- Kim also suggested we will need to reconcile Kids First payments made directly to the school (as reported by the PAC). Currently they don't show in the board's financial report.
- There was a finance committee meeting week last on Thursday:
  - all the board, Finance Committee members were in attendance
  - all the PAC officers were in attendance
  - there was a poor public attendance, with one person attending
  - concern was discussed about Kids First income with the following points arising:
    - At the current pace we are going to realize a net loss, requiring the school to dip into our surplus to cover expenses
    - The school should contact the SSD to ask how far we can draw down our surplus
    - The school needs a better long-term plan to be sustainable over time
- "Ms. Raboli mentioned a teacher alluded" to looking for another job based on the current level of pay. She doesn't encourage us going into a loss for the year but we NEED to increase merit pay for our teachers going forward.
- Gail Wallace asked for clarification of Kim's use of the term "merit increase".
  - Kim had actually meant "pay increase" not a merit-based increase and so misspoke.



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- The school doesn't have a contract with our current bookkeeper. Given that Kim asked the current bookkeeper and another bookkeeper for a quote for services going forward.
- Kim noted that it appears the board does not have 'directors and board insurance' but insisted we should. She contacted our insurance agent for a quote. The insurance should cost a few thousand dollars, annually, but well less than \$10k but should still affect our expenses.
- We have received 61% of PEF that was budgeted. We are ahead of pace vs last year.
  - Brian asked where PEF showed up in our financial statement.
  - Kim speculated it is listed as "Extracurricular Activities"
  - Angela (staff) said the discrepancy month to month is due to push from the staff
- Brian said he appreciated having a past-PAC treasurer on the board because she has the foresight to see where we are headed.
- Kim wants to talk at a future point about investing our cash. We have a lot of money that isn't earning interest.

#### C. Financials to Send to District

Brian noted that in the past we have not voted to send the financials SSD because it is required by our charter and wondered why now?

- Kim said voting is an industry best practice and we should be voting on the financials before sending to SSD
- We have OSBA training next week and we'll bring that up with the trainer.

#### D. Long-Term Finance & Fundraising

*Brian tabled long term financing until the end of the meeting.*

Long term financing (returning to topic)

Brian - What was apparent at the end of the Finance Committee meeting is we need to look at long term planning to improve the financials of the school and collaborate with the PAC.

- The system set up at our school was mirrored from other SSD schools.



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- Lots of crossover between Board and PAC was part of the initial design and one that has grown further apart over time.

What we have now is not as effective as in the past. Cultural changes at the school has changed the way we fundraise.

OSBA gave us a list of ~15 schools from the Portland area

- Similar in size, mission, or environment
- Some weren't good matches but had some good ideas
- We asked them what have they learned, what worked for them and what hasn't?

Brian presented a table he has made summarizing his conversations with other schools

- Some schools are working with more than 80% district funding
  - ESD credits or bond measures
- Compared parent contributions, both tax and non-tax deductible, who administers it
- Summary:
  - Majority conduct fundraising through board directly to school
  - Majority have fees and fundraising as part of school registration before school starts. Schools that moved to pre-start fees saw an increase in giving.
    1. Fees were sent at the end of the school year to save space for the following year
    2. Fundraising was done at the beginning of the year, emphasis on equitable pay for the staff
    3. Schools saw 80%-90% committed before school started.
      - Kim asked how long it takes for schools to realize that kind of commitment after changing? Brian couldn't give a definitive answer but the results were in generally 1-3 years.
    4. Parent organizations saw double-yield year to year after changing because the school year could focus on specific teacher needs instead of competing against the yearly fees.
- Kim mentioned that in the finance meeting, Brian mentioned that schools went away from "PEF" and went to more general fees "activity fee" etc. which provides more flexibility.
  1. Brian said that in a meeting with the administrator she emphasized (comment lost)?



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2. Activity fees can't be used for teacher payroll but everything else is open to employee pay
- All successful schools accept online payments to expedite the process
  - Some schools still fundraising because it brings in money AND it brings the community together.
    1. In those cases, they use a 3rd party to plan/run the event(s).
  - Most admitted need for additional staff for grant writing, foundation founding, corporate donations
    1. Some wanted to know our grant process or join us in hiring grant writers.
    2. Kim wanted to emphasize that grants affect our financial reporting
    3. Gail said in a previous teaching job the district provided grant writers and the program was quite successful
    4. Brian mentioned that 2 years ago, we looked for a grant writer and we had found one who had expertise in charter school grants. They looked for grants with high level of success and high yield.
  - Kim said since we don't know how successful we will be changing how we ask our parents for money, we need to look at a multi-faceted approach to raising money short-term. Grants could be part of that.
  - Brian said that when talking with some of the schools he asked what they learned:
    - When schools transitioned they quickly learned the ceiling for parental giving.
    - Previously they received income only from the state and from parents. But we need a four or maybe five-leg approach:
      1. 80% state funding
      2. Family-based fund raising
      3. Grants
      4. Corporate or local business partnerships
        - Gail asked what would motivate businesses to help SCS funding. Brian said that many businesses give away some portion of their earnings and some of money they donate is education-based.
  - 5. Own your building



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- We have asked SSD for access to Hopkins. The SSD told us to return with the ask in 2019.
- Brian mentioned we will have another finance meeting with the PAC board and hope to have serious conversations together about improving our fundraising for a school as a whole.
  - Hopes by the February Board meeting we will have 2-3 fleshed-out fundraising proposals
- Kim said that the PAC mentioned a desire to create community inside the classrooms, in the school and out in the community. To do that we need to be more active and visible in the community. Ex: Earth Day activities
  - Brian agreed but suggested it needs to be done through the parent organization (PAC)
- Kim suggested the board needs a solid plan before the March meeting, ideally having something prior to the February meeting. She suggested that perhaps we need additional working sessions.
- Carolyn asked how did they get ESD credits? Brian: they negotiated it with their charter renewal.
- Gail asked if the schools mentioned their relationships with the district? Brian: some of them had poor relationships, some of them had great relationships
- Gail asked how do we know how much to charge? Brian: we'll have to figure that out in the work sessions and meetings.
- Brian suggested that giving fatigue has poured over into school community fatigue. That appears to be healing slowly, naturally. We need to tailor the message - what makes our school great? what are our needs? what is the big picture? how the parents fit in the big picture?
- Brian: we need to act now and present a solid vision and plan to the parents
- Kim: we can't be stuck on meeting the same goal we have every year. We can't **raise** payroll if we're bringing in the **same** amount. We have to have a goal of *growing*.

### III. Academic Excellence

#### A. Principal/Administrator's Report

A family medical issue prevented the administrator from finishing the report prior to the meeting.

- It will be uploaded as soon as possible



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SCS enrollment is currently at 200 students.

#### B. Student Handbook Final Approval

The office staff identified some problems with the updates. Necessary changes were sent to the Perry, the secretary (who was not in attendance tonight). A summary of changes included:

- strikethroughs still present
- some posted times were incorrect
- carline process incorrect
- proposed changes to parent over-involvement

#### IV. Facilities/Operations

##### A. Safety Committee Update

The safety committee report was also dependent on the administrator who was unable to attend due to personal reasons.

#### V. Governance

##### A. Policy Review

Carolyn suggested she did not get to meet with the administrator to discuss this topic. The prior adoptions were sent to OSBA which they uploaded automatically.

- Kim wanted to clarify final paycheck stated in policy because it does not meet Oregon labor laws. She proposed a change but wanted to verify the change was made before sending to OSBA.
  - Brian suggested he would check into the situation.

##### B. Unfinished Business, Calendaring, Planning & SSD Deliverables

Steve Schweitzer communicated that everything was currently in good shape.

##### C. Thank you & recognition notes

A thank you note was sent via email to board from one of the teachers.





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D. Future Board Leadership

Brian mentioned that we are six months away from board elections. Brian, Steve and Carolyn (and Perry) are finishing their terms at the end of this year. He has candidates in mind.

E. Board Comments & Communications

- Carolyn mentioned that we need to review our homework policy. Brian suggested that this is an administrative purview and must be brought to the board by the administrator but we are free to talk to her about it.

**VI. Closing Items**

A. Next Regular Meeting: **Thurs. Feb. 15<sup>th</sup>, 2018**

B. Next Special Meeting (board member training): **Mon. Jan. 29<sup>th</sup>, 2018 @ 6pm**

**Agenda Business Item:** Adjourn meeting at 8:24 PM.

**Motion by – Carolyn McBee**

**Seconded by – Kim Rocha**

**Discussion:** none

**Board Vote:** passes unanimously

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Recording of minutes by Frank Scholz; submission of minutes by Board Secretary, Perry Francis (many thanks to Frank for filling in and taking excellent!)

**(These minutes are NOT approved)**



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**Joy Raboli**

**Administrator's Report**

**January 2018**

**Current Enrollment for 2017-18**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	21	0
1	17	0
2	25	0
3	23	1
4	25	0
5	23	0
6	23	1
7	23	0
8	21	1
<b>Total</b>	<b>201</b>	<b>3</b>

The New Year always brings enrollment changes. The first day back from the winter break, we had 7 brand new students. We had a family of three siblings decide to home school their students, and others moved. The end result was that we increased our enrollment by two to bring it up to 201.

**Junior Honor Society**

We are happy to announce that SCS has started our own National Junior Honor Society chapter and we held our first inductee ceremony on January 9<sup>th</sup>. Ours is the only middle school chapter in Sherwood! It was exciting to induct 21 of our middle school scholars on this special evening. The National Junior Honor Society is America's premier organization created to recognize outstanding middle school students. NJHS serves to honor students who have shown excellence in the areas of service, scholarship, leadership, citizenship and character. Our H.E.A.R.T. Skills are a wonderful launching pad for our NJHS students who have been using these skills for many years at SCS. Our students join more than one million NJHS students across America, as well as the District of Columbia, Puerto Rico, many U.S. territories, and Canada. Being a member recognizes students for their academic accomplishments and also challenges them to go further by active involvement in community service



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and school activities. We are so proud of our students and thank Mrs. Boedigheimer for taking on the role as advisor.

#### **Performance Task**

Our teachers met together on our curriculum Friday to review student performance tasks in English and Mathematics. Part of testing preparation is helping students practice the following:

*“Measure capacities such as depth of understanding, math, research and writing skills, and/or complex analysis with relevant evidence. These assessments are designed to provide students with an opportunity to demonstrate their ability to apply their knowledge and higher-order thinking skills to explore and analyze a complex, real-world scenario.”*

Teachers reviewed their practice performance tasks in math and ELA with each other and adapted their instruction according to the data received.

#### **Smart Board Training**

Scott Taylor came to do another SMART Board training on our curriculum Friday. The teachers came away with many new skills and innovations to bring to the classroom. The teachers are enjoying the training in smaller chunks so they can take what they learned and apply it without being overwhelmed.

#### **SBAC Training**

SSD technology trainer, Patrick Shuckerow, came to our Friday training to help teachers prepare for the Smarter Balanced Assessment. Each year we learn about what teachers need to do to launch the assessment, understand guidelines and regulations, accommodations and time frames. The teachers left the training feeling prepared to help our students navigate the SBAC well.

#### **High School Forecasting**

This is the time of year when Sherwood High School begins their forecasting for schedules and placements for incoming freshman. Our counselor, Kaylie Buchanan is helping our students prepare. We asked that the high school counselors come to SCS to do a presentation on classes and electives like they do for all middle school students in the district. They suggested that we ask our families attend the parent evening regarding forecasting later in February. Having students wait until the parent information night makes our students last in class forecasting. I would like to see our students brought into the process when other SSD are selecting their classes.



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I wrote to the high school counselor and Assistant Superintendent Gary Bennett, requesting that our students receive the same information as the students in the district middle schools. We were turned down multiple times. We have let our families know that there is a forecasting meeting that they need to attend.

### Great Kindness Campaign

Every year, we participate in the Great Kindness Campaign, which is January 22-25. The Leadership class has come up with 16 different "challenges" for students to participate in during the week.

Each day of the week we had four different acts of kindness. If the student completes an act, an adult is to initial it on their kindness board (piece of paper that looks like a BINGO board.) If a student completes ALL of the challenges for the week, he/she will get a Kindness Certificate. We will also have a raffle for one elementary student and one middle school student to earn a Kindness Bag full of goodies.

Along with the Kindness Challenge, we will be doing Kind Coins again this year. Last year we helped raise money for a school in Pakistan. This year, the coins are going to Hurricane Relief. Leadership students are in charge of coin collection. We are collecting coins from Jan. 22 - Feb. 1. The winning class of coins will earn a free dress day.

### Safety Committee

The Safety Committee met January 23<sup>rd</sup> and discussed many issues. Our committee is prioritizing needs and we have areas of concern:

1. We have been having problems with our surveillance cameras getting fried because of the wiring in the portables. We are looking into electricians, but we think the best place to start is to work with a company called Protection One (we are also looking at a total of three other bids) who will come and install a surveillance system. They know how to install the best system for us, monitor it and repair if needed. Before, were trying to manage it ourselves and in the end, we would have saved money had we gone with a company that just does surveillance. One area they may want to put cameras is the church building. We need permission for that before our next Board meeting.

2. We need to be proactive about snow days and we cannot assume that the office can prepare the driveway. We need a church point person whose job is it to handle the parking lot on snow days for us. It is not possible for the office or me to get there and shovel the snow in enough time. Angela and I have young kids and can't leave them super early. All three of us live 15 minutes away in good traffic. We see this as something that a



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landlord (the church) is responsible for managing. We would like to see a clearly written document that shows who from the church is doing what, in the event of a snow day.

3. Security is of paramount importance and we cannot afford to lose students because we do not have a secure front office area. We need the church to switch the youth room with our two offices. We need a buzz in system and a proper office area so that we can control who comes and goes. We are paying for the youth room space and need to use it.

4. Not enough potholes were filled and the one that we were worried about near the crosswalk was not filled. Cars drive through it and splash the teachers doing carline. Students also trip in the hole.