



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, January 16, 2019 – 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, January 16, 2019, 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 6:30pm by Chair, Karen Schrader.

**Members Present:** Karen Schrader (Chair), Kim Rocha (Treasurer), Frank Scholz (Secretary), Perry Francis (Facilities), Joy Raboli (Administrator, ex-officio)

**Members Absent:** Gail Wallace (HR & Policy), Lori McKinley (Fundraising)

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Anna De Salvo Murphy (3rd Grade Teacher)

**Public Present:** Jen Crosby (PAC Chair), Roxie Anderson (PAC Co-Chair)

The Pledge of Allegiance was recited by all present.

Karen Schrader (Chair) read Sherwood Charter School's Mission & Vision Statements.

Perry Francis (Facilities) read the H.E.A.R.T. Skills.

Karen Schrader delivered the meeting expectations.

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

None.

### **Class Presentation**

Mrs. Murphy and three students of the 3<sup>rd</sup> grade class demonstrated "Murphyville" main street. Showing what they had learned about mapping and business. Each student had developed a business plan and designed a mobile application.

**2018 Winter Kindergarten Lottery (for the 2019-2020 academic year):**

Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Specialist) conducted the kindergarten lottery. There were 45 applicants, the largest in the school's recorded history going back to 2009. 15 siblings were admitted, 9 in-district students were admitted, 1 out-of-district was granted the remaining spot. 20 out-of-district students will be added to the kindergarten wait list.

<b>Motion:</b>	Accept the results of the winter 2018 kindergarten lottery.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Kim Rocha (Treasurer)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	All ayes.
<b>Result:</b>	Motion passed.

**Approval of Previous Minutes:**

<b>Motion:</b>	Accept November 18, 2018 minutes.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Kim Rocha (Treasurer)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	All ayes.
<b>Result:</b>	Motion passed.

<b>Motion:</b>	Accept December 19, 2018 minutes.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Karen Schrader (Chair)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Kim Rocha (Treasurer), Frank Scholz (Secretary), Perry Francis (Facilities) Abstain: Kim Rocha (Treasurer)
<b>Result:</b>	Motion passed.

**Public Comment:**

None.

## II. Academic Excellence

### **Administrator's Report**

*See Administrator's Report, attached as Addendum A.*

We received the school profile from the Oregon Department of Education. The teacher turnover is inaccurate and should be 28%. Based on the new report, the elementary school is ranked 23<sup>rd</sup> out of 709 elementary schools in Oregon (top 3%). The middle school is ranked 13<sup>th</sup> out of 384 middle schools in Oregon (top 3%) which is remarkable when compared to 2009 when the middle school was ranked 204<sup>th</sup> in the state.

The school enrollment is currently at 210 students, plus 2 more students who are joining in February. This is up 22 from this time last year.

Joy Raboli (Administrator) and the staff worked with the district on multi-tiered instruction (MTI) with a focus on underachieving students. Ms. Raboli has been working with the middle staff to assist middle schooler with this "Genius Hour" projects. Ms. Raboli also worked with the elementary staff on test preparation and literacy. Ms. Raboli spent time with the kindergarten and 1<sup>st</sup> grade teachers to go over Lucy Caulkins Phonics. The staff and a specialist met together for curriculum integration – integrating PE, Art and Music with year-long themes. Ms. Raboli continues to meet and assist the teachers, in some cases hiring a substitute so the intended teacher can spend a full day with Ms. Raboli. She has also worked with the staff to discuss and learn about "proactive discipline."

HEART Week is February 7 – 14.

The Safety Committee met and discussed improving signage, standardizing first-aid locations. Talks have begun with the church to develop pictures for the utility shut-offs. The Safety Committee has started to research barriers to keep carline out of afternoon PE. On-going topics include improving the PA system, researching power over Ethernet (POE) cameras, increasing the alarm volume in the gym, looking for bids on snow removal. In the spring the Safety Committee wants to move the playground stumps, maybe collaborating with the PAC in the effort. Also of topic, was working with the church to eliminate dog waste on the playground. Lastly, the committee walked the grounds, inspecting for new hazards.

On the website, the bones of the new site are done. Ms. Raboli is working with BAM agency currently and is getting a third bid since the total proposal is over \$2,000. BAM is also working on OneFund branding. A photographer will be taking pictures of the school at the end of the month then the website should be done within the next month or two.

### **Preparation for Administrator's Review**

The Oregon Department of Education moved the review due date forward to March 15<sup>th</sup>. The review must be delivered by that date. This review cycle also includes a new review rubric Karen Schrader (Chair) will look into getting a "fillable" charter school administrator's review from Christine Miles, the OSBA charter school liaison. Ms. Schrader would like to review the results by the February 22<sup>nd</sup> meeting. Ms. Schrader will ask Ms. Miles what happens if we don't meet the March 15<sup>th</sup> deadline. According to Brian Cracker, the previous Board Chair, previous executive sessions were 3-4 hours but the new rubric is approximately a third of the material so a 2 hour session should be adequate. The Board agreed to meet Thursday, March 7<sup>th</sup>.

## **III. PAC / Finance / Fundraising**

### **PAC Report**

The PAC brought treats for the Board for School Board Appreciation Month. (Thank you PAC!) Jen Crosby (PAC Chair) and Roxie Anderson (PAC Co-Chair) were on hand to report the status of the Sherwood Charter School Parent Advisory Committee (PAC).

The next fundraiser is a read-a-thon on January 31<sup>st</sup>. The read-a-thon will be hosted by the school library with fliers going into backpacks on January 24<sup>th</sup>. The PAC is using a web-based company to collect funds with the money going to books and library supplies. The read-a-thon will be capped with a book fair on February 1<sup>st</sup>.

Bingo night is February 1<sup>st</sup>.

The PAC is working with Mathnasium on another elementary-focused event in March or April.

The PAC is taking ideas for another service project. In the fall, the PAC cleaned the greenhouse and school grounds. Current ideas include moving the playground stumps and more work on the greenhouse. The thinking is the spring service project may be more focused on grounds work.

**Treasurer’s / Finance Committee Report**

OneFund is up to \$36,000 which is \$5,000-\$6,000 over the last report.

The state paid for an enrollment of 200.75 students but it should be 209 based on the October 1<sup>st</sup> census. Joy Raboli (Administrator) asked if the school district is supposed to update those numbers. Ms. Rocha replied that the school district says we’re supposed to update the enrollment statistics. After Ms. Raboli left, the Board found an email from the school district stating that they will update the numbers and they had our enrollment at 205 students.

Due to personal reasons, Ms. Rocha will be resigning as of March 31<sup>st</sup> or as early as feasible.

**Audit Review**

Ms. Rocha is still trying to schedule an audit review via Skype with the auditors. They proposed February 14<sup>th</sup> (aka Valentine’s Day) and other conflicts with the Board pushed the audit review to February 22<sup>nd</sup>.

**Fundraising Report**

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

**IV. Facilities / Operations**

**Facilities Update**

Perry Francis (Facilities) and Joy Raboli (Administrator) finished reviewing the modified lease with the school and both feel it is fine for 2018-2019 but there are some things to work on for the next release of the lease in March.

<b>Motion:</b>	Approve the modified lease which includes the pavement payment schedule
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Kim Rocha (Treasurer)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	All ayes.
<b>Result:</b>	Motion passed.

Subject to investigate changing for the next lease (March 2019) are using square footage of the rooms the school uses in the Church building, a ceiling on maintenance costs incurred by the school and snow removal. Snow removal has several facets that need to be discussed. The Church has contemplated buying a snow plow blade and the school would have a retainer with the Church to clean the lot. They want to charge for the service but we believe cleaning the grounds is covered in the lease under general maintenance and repairs. Kim Rocha (Treasurer) reminded the Board that representatives from the school should walk the grounds with the Church in March as explicitly stated in the lease.

#### **Paving Payment Schedule and Lease**

Mr. Francis acknowledged Sherwood Community Friends Church (“the Church”) wanted our portion of the parking lot paving paid off in 3 years, we proposed 6 years, both parties compromised to 5 years. Kim Rocha (Treasurer) pointed out this means we need to make 2 extra payments in 2019 because we didn’t pay in 2018 while we were negotiating the terms of the payments.

### **V. Governance**

#### **Updated Deliverables and Calendaring Planner**

In terms of deliverables, the 9-90 went to the school district. The request for contract changes was sent to the church. We don’t need to review the teacher contracts as those are done by Joy Raboli (Administrator).

#### **Future Board Leadership**

We need to recruit a treasurer and a vice-chair.

### **VI. Closing Items**

#### **Board Comments and Communications**

Karen Schrader noted that the National Junior Honor Society ceremony is Tuesday, January 22<sup>nd</sup> at 5:30pm.

### **Next Regular Meetings**

The next meetings are:

- Friday, February 22<sup>nd</sup>
- Thursday, March 7<sup>th</sup> (executive session)
- Wednesday, March 13<sup>th</sup>

**Motion:** Adjourn the meeting at 8:09pm.

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Perry Francis (Facilities)

**Discussion:** None.

**Board Vote:** 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 February 22, 2019.

## VIII. Addendum A – Administrator’s Report



**Joy Raboli**  
**Administrator’s Report**  
**January 2019**

### **Enrollment for December 2018-19**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	7
1	23	0
2	24	1
3	22	0
4	25	4
5	25	17
6	25	0
7	21	1
8	20	0
<b>Total</b>	<b>210</b>	<b>30</b>

Our new family in Canada will arrive in February bringing our enrollment to 212.

### **Sherwood Charter School Report Card**

The State of Oregon has a new look for the State Report Cards. Once again, our school had high achievement. See comparison between other local charter schools in documents provided. Our school scored 20 points higher in English Language Arts than M.I.T.C.H. Charter School, who continues to use the Riggs program. We scored 25 points higher than Cascade Heights who also use the Riggs program. It is clear that our Lucy Calkins reading has increased English Language Arts achievement at SCS.

Our school ranks highest in the Sherwood Charter School. We rank highest in SchoolDigger ranks Sherwood Charter School 23<sup>rd</sup> of 709 Oregon public **elementary** schools. ([See Sherwood Charter School in the ranking list.](#)) SchoolDigger ranks Sherwood Charter School 13<sup>th</sup> of 384 Oregon public **middle** schools. ([See Sherwood Charter School in the ranking list.](#))

### **Teaching and Learning**

Our teachers met on January 11<sup>th</sup> and met with the district for our monthly MTI meeting. We discuss strategies to help students who are struggling with behavior or academics.

We also started planning H.E.A.R.T Week that kicks off on February 7<sup>th</sup>. We discussed our Celebration of Learning and planned it for April 25<sup>th</sup>. Our middle school met to review Genius Hour work in Houses. Our elementary staff discussed testing prep and literacy.

Our teachers and specialists met to review curriculum and find opportunities for curriculum integration.

### **Safety**

Our Safety Committee met on January 15<sup>th</sup> and discussed proactive items such as signage, consistent areas for first aid stations and photos to show valve shut offs with procedures. Our drills are up to date as well as our medical information in our grab and go kits. We would like to make a sign or barrier so that parents do not arrive too early in the afternoon. This impacts the last P.E. class of the day. We would like parents to arrive no earlier than 3:21. Ongoing projects include the PA system (if the budget allows), Russell Construction Ethernet quote for camera installation, Omnicard alarm in gym too quiet and snow removal. We would like to partner with the PAC to help us move the stumps closer together this spring. We are working with the church to eliminate dog waste on the playground. Committee members did a safety walk through on campus and found no concerns.

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

#### **Website Launch/Develop and Market Year Long Themes**

Progress on-going

#### **Partner with Board for Fundraising and Business Partnerships**

Waiting for our OneFund branding and brochure from Bam Advertising Agency

#### **Increase Waiting List**

Accomplished

#### **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**

On our professional development day on January 7<sup>th</sup>, we learned about a program called Zones of Regulation that is helpful for students who have challenges regulating their behavior, are autistic or have other special needs. I will be presenting a training for staff in February based on Ross Greene's work on understanding behaviorally challenged students who are easily frustrated and chronically inflexible.