



## Regular Meeting of the Board of Directors for Jan 19, 2017; 6:30pm FINAL MINUTES

### I. Opening Items

The Sherwood Charter School Board of Directors met in the Humanities Room for a regular meeting on Thursday, January 19, 2017.

The **January 19, 2017 meeting** was **called to order at 6:37 pm** by Chair, Brian Craker.

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

**Members absent:** NONE

**SCS Staff present:** Angela Havlinek (office manager), Cheryl McLeod (admin), Nicole Mickanen (1<sup>st</sup> grade)

**Public present:** Roxanne Blackwood, Abigail Blackwood, Madeline Blackwood, Shannon Moorman Burns, Brenda Carlson, Michelle Henson, Renée Simas, Amy Verkest, Susanne Werle

- A. The Pledge of Allegiance was recited by all present.
- B. Steve Schweitzer read Sherwood Charter School's Mission & Vision Statements.
- C. Steve reiterated that the board and school embraces the H.E.A.R.T. skills as a reminder of the board's mission as representatives of the Sherwood Charter School and to mimic those values in our service to the school. He also discussed meeting expectations.
- D. Agenda Additions  
  
NONE
- E. Class Presentation

Postponed until the next board meeting when perhaps multiple classes will present.

- F. Winter Lottery

20 applications received and 20 spaces available so all were admitted (12 out of 20 were from existing families, meaning eight new families joining SCS for the 2017-18 academic year).

- G. Approval of Special meeting Minutes from Jan. 5, 2017

Chris suggested adding the name of the future facilities document (Future facility use for SCS) to the draft minutes.

**Agenda Business Item: Approving 1/5/17 Special meeting of the board minutes, as amended.**

**Motion by – Carolyn McBee**

**Seconded by – Shari Sholz**

**Discussion:** none

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



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H. Public Comment

NONE

**II. Academic Excellence**

A. Administrative Report

As attached as addendum.

Chris asked about the idea of counting an additional 6 hours for conference days since only 24 were listed in Joy's report (4 work days \* 6 hours for each day = 24 hours) when work days are actually 8 hours (4 days \* 8 hours = 32). Joy suggested that was a good idea to look into.

B. 2016-17 School Calendar & Weather Closures

Brian reported that other schools are calling special meetings about weather closures to discuss the situation. Do we want to be preemptive to suggest an additional school date in case we have another day of weather closures? Allows families to plan for that extra day should we have another weather-related closure. Joy suggested (1<sup>st</sup> Monday, April 3<sup>rd</sup> after spring break would be a makeup day) and perhaps we can pass that along?

Joy thought providing a set date for a potential weather-related makeup day is a good idea. Should we plan for another day beyond that in case there is an additional or an extended closure? President's Day would be tough to schedule as a makeup day and then suggested to add an extra day after school is out.

Shari asks about using a Friday as a makeup day. Joy thinks that would be hard since the teachers need that for training and planning. Other options were suggested (full day on last day of school, 23<sup>rd</sup> March). We are safe with our current plan.

**Agenda Business Item: If there is another SCS weather-related closure the makeup day would be Monday, April 3, 2017, the Monday after Spring Break.**

**Motion by – Michelle Chidlaw**

**Seconded by – Carolyn McBee**

**Discussion:**

Steve suggested waiting until the February meeting and deciding then. Joy is also in favor of waiting to make the decision.

**Motion rescinded - Michelle Chidlaw – motion did not pass**

C. Teacher Turn-Over Taskforce Update



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(Steve recapped where the taskforce stood as of the last meeting) The taskforce's idea was to ask the board if we could use legal counsel to ascertain information from the teachers in question. Instead we stuck with OSBA recommendation not to interact with teachers as the board or a committee of the board could not directly contact the teachers. Instead the board contacted a 3<sup>rd</sup> party, out of state person to interact with teachers instead. As it stands some discussion with interviewees did occur over the winter break. Another TTT meeting is to be scheduled within a week or two to discuss the results that the 3<sup>rd</sup> party received. That meeting will evaluate materials and information received to see if that is sufficient for the taskforce to make a report. Steve will return to board with the TTT recommendations.

### III. Facilities/Operations

#### A. Safety Committee Update

Joy: The committee met the morning of last board meeting and no other meetings have occurred since. The lead contaminated water fountain was decommissioned and a replacement was ordered and should be installed within 30 days.

#### B. Facilities Future Use

Chris: Relayed the information to Steve and Michelle that the board discussed the proposal as written at last board meeting. She contacted school attorney Matt Lowe to discuss the proposal and also contacted OSBA on Wednesday (1/18/17) and is waiting to hear back from both parties.

### IV. PAC/Finance/Fundraising

#### A. PAC Report

- Spirit wear: Amy came up with a t-shirt with idea to help spread the SCS name in the community. Parents are interested in supporting as well. Two example t-shirts were displayed (gray t-shirts with green lettering) which can also be used for PE, with agreement from Mrs. Stuckey the PE teacher. They will discuss the topic at the upcoming PAC meeting.
- 8<sup>th</sup> grade sweat shirts: The sweat shirts are available and helps highlight the rite of passage signified by becoming an 8<sup>th</sup> grader. The middle schoolers really like them!
- PAC Policy suggestion – To amend uniform policy to be sure that spirit wear is approved officially. (Uniform policy part of student handbook). The kids wanted to use them four days a week but the teachers preferred the use of the standard uniforms for most days.
- Winter fundraiser: All of February dedicated to the mission of accentuating the Kid's First fund drive. Monies collected so far this year is lower than usual so this dedicated focus for fundraiser is important.
- Suggested using additional, smaller, passive fundraisers which they want a list on one page so that they are all visible simultaneously:
  - Red Robin (good for any location/state).
  - Box tops: \$221 so far this year



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- Other dinners out: Spaghetti Factory (10% return?), Panera is a possibility... (Chris says Panera doesn't actually have a program for general use – there is one for employees)
- Menchies: scheduled for spring 2017
- Bingo Night: Up and ready to go – January 27<sup>th</sup>, 6:30 PM. Scrip used as prizes (% from the purchase of the scrip will be returned to PAC)
- Fun Run: Scheduled for April 20<sup>th</sup> at Snyder park (were trying to work with Archer Glen to use their field but Archer Glen was still checking with SSD about approving that use)
- PAC meeting moved: January 27<sup>th</sup>, 7 PM in sanctuary (same night as science fair meeting)
- Michelle would like the board's help in **defining proper communication avenues** for the school when conflicts arise between parents and the board, parents and the administrator, parents and teachers or other similar disagreements. She suggests there is not a good source to help parents navigate these types of problems. Currently, parents and their concerns are inundating the PAC meetings with school-based complaints and the PAC feels caught in the middle.
  - Where should a parent turn to help in order alleviate a problem?
  - What is a parent's role?
  - What is a teacher's role?
  - Michelle suggested she would send an email to the board and also talk with members in the meantime in order to help find

#### B. Treasurers/Finance Comm. Report

### DECEMBER FINANCIAL ANALYSIS

Total Instruction expense for December is \$63,610 ; YTD = \$344,010

Total Support Service expense for December is \$23,906; YTD = \$153,957

Total facility and Maintenance expense for December is \$12,662 ; YTD = 78,132

Net change in fund for December is \$8,136; YTD = \$191,150

Total revenues for the month increased by 4% compared to the same month in the prior year, primarily due to higher SSD funding and PEF contributions

Total expenditures for Dec increased by 1% compared to the same month in the prior year:

- a. Instruction expense decreased by 8% compared to the same month in the prior year, primarily due to reduced curriculum cost offset by higher payroll expense.
- b. Support Services increased by 6% compared to the same month in the prior year, primarily due to the timing of board development fee and background checks.
- c. Facility expense increased by 20% compared to the same month in the prior year, primarily due to timing of rent payment for the modular. No payment was made in Dec of last year. Further, the school incurred higher maintenance cost to fix the hvac system

Ending Fund balance at Dec 31 is \$342,182

64% of expected revenues have been received to date and 45.5% of budgeted expenditures have incurred to date.



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Cash at Dec 31, 2016 is \$360,072, including one month prepayment from SSD of \$104K.

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

Total Assets before pension related liabilities and deferrals are \$666,145

Total Assets after pension related liabilities and deferrals are \$873,412

Skip - pension information as it only is adjusted at year end

A/P is \$1725 - all current , no > 30 day outstanding invoices

No credit card liabilities at month-end

Payroll liability is \$16,165

Deferred revenue is \$104,575

Total liabilities before pension related liabilities and deferrals are \$122,465

Total liabilities after pension related liabilities and deferrals are \$674,065

Net position at Dec. 31, 2016 is \$199,346

### V. Governance

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

Steve listed calendar items due:

1. Was the Sherwood School District's (SSD) continuation notification due at end of January? We gave them notification in charter renewal last year.
2. It is time to notify the church (Sherwood Community Friends Church) that SCS wants to enter negotiations to continue with lease (essentially add an additional year) March 1<sup>st</sup> or March 15<sup>th</sup>.
  - o Brian suggested a call to Tim Brandt would begin the process. We need to review the lease to add snow and ice removal as there is confusion as to who is responsible. Look at lease first to review that information.
3. March administrator review upcoming. Brian suggested he would setup a doodle poll to help schedule the two, related, executive sessions.
  - o The administrator review was synced with parent/teacher survey in recent years.
  - o Set a date for the release of the separate parent and teacher surveys. Brian suggests trying to calendar release date at this meeting.
  - o We will have agenda item to discuss parent/teacher survey in February meeting agenda

Question: When does the parent and teachers surveys come out in 2016-17? They are supposed to be released a month before the administrator review which means they should be posted sometime in February.

Question: How long are the surveys open? Two to three weeks though Brian didn't know immediately without double checking with past years timing.

Question: Does the board review the questions posed and or have a chance to add new questions? Brian reports that the board can review the past years questions which were synced with the administrator review in recent years. We could consider changing questions though that could make the questions not as applicable to the



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administrator review. That and it would also likely take additional meeting time or an additional meeting to complete.

### B. Policy Review

Generally, policy reviews are quarterly. In the meantime, the board can review policies between major updates but need to notify OSBA of concerns as they arise. OSBA gives us templates to make needed changes should any be necessary.

Carolyn reported that Spencer Lewis (from OSBA) mentioned that they do not expect anything new until early February as the legislature just started meeting recently.

\*\* Need to clarify timeline policy for entrance into kindergarten. \*\* Brian suggested we can wait until April to review.

## VI. Closing Items

### A. Board Comments & Communications

Joy – thanks the ice shoveling folk! – Brian Craker, Cheryl & Angela, The Werle's, Tim Brant (who brought ice melt from Fred Meyer)

### B. Next Regular Meeting: **Thurs. Feb. 16<sup>th</sup>, 2017**

### C. Adjourn Meeting

#### **Agenda Business Item: Adjourn meeting at 8:05 PM**

**Motion by – Carolyn McBee**

**Seconded by – Michelle Chidlaw**

**Discussion:** none

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

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Recording and submission of minutes completed by Board Secretary, Perry Francis. Minutes are considered in DRAFT form until approval by Board of Directors.

**(NOTE: These minutes were approved by the Board of Directors on 2/16/17)**



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Joy Raboli

Administrator's Report

January 2017

**Enrollment:**

We are at approximately 90% enrollment. We continue to do tours and advertise.

<b>Grade</b>	<b>Students</b>	<b>Number on Wait List</b>
K	20	
1	25	
2	24	
3	23	1
4	20	
5	18	
6	22	
7	25	
8	26	
<b>Total</b>	<b>204</b>	<b>1</b>

Overall, we are up two students since last month. Since December, we lost 5 students, 4 of whom moved out of state, 1 switched to home school.

**We added 7 students** (1 in KG, 1 in 1st, 1 in 2nd, 1 in 3rd, 1 in 5th, 2 in 7th).

We are in contact with the people on the wait list for the spot in 3rd and the spot in 7th, so those could be filled soon.

**Safety**

Our school received lead testing results from Alexin Analytical on January 4<sup>th</sup>. Samples from all water outlets used for drinking and food preparation (i.e. drinking fountains and faucets) were collected on November 22,





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2016, and sent for analysis to Alexin Analytical Laboratories, an Oregon accredited lab. The results of the testing, which were received on January 4, 2017, took several weeks to process due to the recent high demand for similar tests among area school districts.

The report stated that 18 water outlets sampled, 16 outlets indicated that no lead was detected (ND) at the minimum reporting level (MRL). One outlet (3<sup>rd</sup> grade restroom) reported a result of 2.6 ppb (parts per billion), well below the EPA's maximum contamination limit (MCL) of 20 ppb. However, because this finding was inconsistent with the results of the 12 other outlets tested in the portable buildings, this fixture will be retested in January.

The downstairs drinking fountain in the main building yielded results of 10.4 ppb, again, below the level that the EPA has deemed remediation necessary. The Safety Committee met and discussed the results. The committee came up with recommendations to the Board for the January 5<sup>th</sup> meeting. The committee decided, out of an abundance of caution and in cooperation with school efforts to reduce exposure to lead in drinking water, the Sherwood Community Friends Church decided to replace the unit.

The drinking fountain will remain out of commission until a second water sample is analyzed to serve as a 2017 baseline and confirmation that lead levels were reduced. This unit was decommissioned prior to students returning to school. The anticipated replacement timeframe is within thirty (30) days. We asked that parents of kindergarten and first grade students be sure to send their children to school with water bottles; the school will also provide additional water bottles. So far, the teachers are having no issues using the drinking fountain upstairs to fill the water bottles.

We communicated our results within the required five-day period. We submitted a press release, let our SCS community know through email, posted on our website, communicated our results to staff in person and through email, emailed Tim Brandt the result documents and communication, and provided the Sherwood Charter School District our results and how we communicated them to our community. We asked for our results to be added to their website, but were told they were unable to grant our request. The PAC also was going to discuss the results, however, the meeting was cancelled due to weather conditions. We also sent our 2016 Lead in Drinking Water Testing Plan and Results to ODE school facilities and Healthy School Facilities on January 9<sup>th</sup>.

### **Winter Weather and School Closings**

\* We had calendar edits at the end of the 2015-2016 school year, which changed the number of school



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days to 134.5

\* At the beginning of the 2016-2017 we formalized the recess times which changed for the grades as follows:

KG-2nd: 40 minutes (35 minutes recess' plus 5 min. passing time)

3rd-5th: 20 minutes (15 minutes recess' plus 5 min. passing time)

We have had the following closures to date this year:

School closed 12/8, 12/15, 1/11, 1/12, 1/17 (5 DAYS = 37.5 hours)

2-hour late start: 1/9, 1/18 (4 hours)

Early release at 1:30pm 12/14 (2 hours)

The office staff and I have reviewed the total hours and it does not look like we need to make up any days. In the event that we did have another closure, we suggest adding a school day on to the end of the spring break-April 3rd would normally be a staff development day.

Understanding the Chart:

Some grade levels have different requirements and credits aligned to ODE standards. For example, kindergarten receives a 60-minute credit for recess and 5<sup>th</sup> grade receives no recess credit. This is why there are differences in how instructional hours are figured. Other variables that factor in the calculations are passing periods and recess/lunch times. Our school day is 7.5 hours, which is 450 minutes. We subtract recess, passing times and lunch to give total instructional minutes per day multiplied by the total school days. Remember that we have longer school days than the Sherwood School District, but they have more actual school days. The district has more days to make up because they have school on Fridays and we do not. Even with our closures and late start, our hours are still above the required 900. Included in the second section of the chart is an example of the Sherwood School District's numbers from *last year* so you have a point of reference for comparison. *In this data, we do not have their closure days or late start/early release numbers, so their total hours are much higher because they are not up to date.*

SCS	K	1st	2nd	3rd	4th	5th	MS
School Hours	8-3:30	8-3:30	8-3:30	8-3:30	8-3:30	8-3:30	8-3:30
# of minutes	450.00	450.00	450.00	450.00	450.00	450.00	450.00



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Recess/Passing Time (avg per day)	(40.00 )	(40.00 )	(40.00 )	(20.00 )	(20.00 )	(20.00 )	(11.00 )
Lunch	(30.00 )	(30.00 )	(30.00 )	(30.00 )	(30.00 )	(30.00 )	(30.00 )
Total mins per day	380.00	380.00	380.00	400.00	400.00	400.00	409.00
# of school days	134.50	134.50	134.50	134.50	134.50	134.50	134.50
Total Minutes	51,110 .00	51,110 .00	51,110 .00	53,800 .00	53,800 .00	53,800 .00	55,010 .50
<b>Total Instructional Hours</b>	<b>851.8 3</b>	<b>851.8 3</b>	<b>851.8 3</b>	<b>896.6 7</b>	<b>896.6 7</b>	<b>896.6 7</b>	<b>916.8 4</b>
Credit for Conf Days (max 30 hours)	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Credit for Staff Dev (max 30 hours)	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Credit for Recess	60.00	60.00	60.00	60.00	0.00	<b>0.00</b>	<b>0.00</b>
<b>TOTAL HOURS for 2016-2017</b>	<b>965.8 3</b>	<b>965.8 3</b>	<b>965.8 3</b>	<b>1,010.6 67</b>	<b>950.6 7</b>	<b>950.6 7</b>	<b>970.8 4</b>
Closure hours	37.50	37.50	37.50	37.50	37.50	<b>37.50</b>	<b>37.50</b>
Early/Late Start hours	6	6.00	6.00	6.00	6.00	6.00	6.00
<b>Total Hours with closures 2016-2017</b>	<b>922.33</b>	<b>922.33</b>	<b>922.33</b>	<b>967.17</b>	<b>907.17</b>	<b>907.17</b>	<b>927.34</b>
Required Hours	900	900	900	900	900	900	900
<b>SSD (Old Template for Reference-No days deducted)</b>							
School Hours	7:55- 2:15	7:55- 2:15	7:55- 2:15	7:55- 2:15	7:55- 2:15	7:55- 2:15	8:00- 2:50
# of minutes	380.00	380.00	380.00	380.00	380.00	380.00	410.00
Recess/Snack Time/MS Passing Time	(25.00 )	(25.00 )	(25.00 )	(25.00 )	(25.00 )	(25.00 )	(23.00 )



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Lunch	(35.00 )	(35.00 )	(35.00 )	(35.00 )	(35.00 )	(35.00 )	(30.00 )
Total mins per day	320.00	320.00	320.00	320.00	320.00	320.00	357.00
# of school days (156 ES, 158 MS & 15 ER)	171.00	171.00	171.00	171.00	171.00	171.00	173.00
Total Minutes	54,720 .00	54,720 .00	54,720 .00	54,720 .00	54,720 .00	54,720 .00	61,761 .00
Credit for ER Days (15 @ 2 hours ea)	(1,800 .00)	(1,800 .00)	(1,800 .00)	(1,800 .00)	(1,800 .00)	(1,800 .00)	(1,800 .00)
	52,920 .00	52,920 .00	52,920 .00	52,920 .00	52,920 .00	52,920 .00	59,961 .00
<b>Total Instructional Hours</b>	<b>882.0 0</b>	<b>882.0 0</b>	<b>882.0 0</b>	<b>882.0 0</b>	<b>882.0 0</b>	<b>882.0 0</b>	<b>999.3 5</b>
Credit for Conf Days (max 30 hours)	25.33	25.33	25.33	25.33	25.33	25.33	13.67
Credit for Staff Dev (max 30 hours)	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Credit for Recess	60.00	60.00	60.00	60.00	0.00	0.00	0.00
<b>TOTAL HOURS without subtracting their snow days and early release/late start data</b>	<b>997.3 3</b>	<b>997.3 3</b>	<b>997.3 3</b>	<b>997.3 3</b>	<b>937.3 3</b>	<b>937.3 3</b>	<b>1,043. 02</b>

**NAEP Testing**

Our school has been selected to represent schools across Oregon and the United States by participating in the National Assessment of Educational Progress (NAEP). In our school, the NAEP test will be given on January 31, 2017 to 4<sup>th</sup> grade students only. Our students have been selected to take a mathematics, reading, or writing assessment. NAEP is different from our state assessments because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

The students will take a mathematics, reading, or writing test. At the end of the test, students will also be asked some survey questions. NAEP includes these additional questions to help educators better understand how to meet the needs of all students. These questions will ask students to share information about themselves, their educational experiences here at school, and their home life. Student survey questions include areas such as approaches to learning, access to technology, parental jobs and educational history, and information on living



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situation. All the student survey questions can be viewed online in the NAEP 2017 Sample Questions Booklet at: <http://www.ode.state.or.us/search/page/?id=2598>. Students are free to skip any of these survey questions if they do not wish to provide the information.

It will take about 2 hours for most students to take the test. All of the results from this test are completely confidential (Public Law 107-347, Title V, Subtitle A: Confidential Information Protection) and will be used for statistical purposes only.

Information regarding student participation in NAEP:

- \* Student grades will not be affected by this test.
- \* Students will not receive a score for the NAEP test.
- \* Students answers to the questions on the NAEP test are completely confidential and will not be shared with the school, the district, or the Oregon Department of Education.
- \* Students may be excused from taking the test for any reason, does not have to finish the whole test, and may skip any question. NAEP is voluntary and student participation provides a measure of student achievement that can help lead to improvements in education. However, if parents do not want their child to participate, they will notify me in writing by January 26, 2017. Students do not have to study to get ready to take NAEP. <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. If you have questions, please contact the school office.

### [Joy's Goal Updates](#)

### [Culture and Community-Recognizing Academic Excellence and Achievement –Houses and 8<sup>th</sup> Grade Graduation-Completed](#)

We held our first honor roll ceremony for the trimester on Monday, December 5<sup>th</sup>. Students were also recognized on our Facebook page.

### [Goal-Governance-Published Curriculum Maps-Completed](#)

<http://sherwoodcharterschool.org/curriculum/>



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### Goal-Culture and Community-Marketing-On Going

I met with Keith Halasy for a marketing meeting this month. We discussed creating a brand new website that would be much more user friendly, appealing and easier to view on smart phones or tablets. In addition, we are creating posters for places like Starbucks.

In addition, I have contacted Barbara Sherman from the Sherwood Gazette, and she is coming out to do a story on our school and our achievement levels. A focus will be that our middle school is ranked 10<sup>th</sup> in Oregon.

### Goal-Business-Teacher Performance and Areas for Development-In Process

I continue to meet with teachers weekly and review lesson plans for new teachers. I work 1:1 with teachers each Friday and am available to staff when they need assistance with curriculum, classroom management and other teaching concerns.

The snow and lead testing has slowed down my keepers and polishers, but will pick up the pace now that the weather has cleared.

### Goal-Business-New Teacher Academy-Fridays-Ongoing

#### Friday Work Plan

January 6 <sup>th</sup>	Staff meeting, MTI meeting with the Sherwood School District, Grade level work teams, Curriculum Work Time with Joy
January 13 <sup>th</sup>	MLK holiday weekend off
January 20 <sup>th</sup>	Meeting, Performance Task work time, H.E.A.R.T. Week and 1:1 curriculum time with Joy to review lesson plans and classroom management strategies, curriculum planning with team and a discussion regarding missed days and assessment readiness.
January 27 <sup>th</sup>	Work from home-Scoring Performance Tasks for our math performance task analysis

### Goal-Academics (Subject Matter Expert SME)-Completed and Ongoing

#### Quarterly update of Curriculum