



Regular Meeting, Sept. 21, 2017

FINAL - revised

I. Opening Items

- A. Call the Meeting to Order, Roll Call

The Sherwood Charter School Board of Directors met in the Sherwood Community Friends Church art room for a regular meeting on Thursday, September 21, 2017.

The September 21, 2017, meeting was called to order at **6:33 PM** by Chair Brian Craker.

Members present: Brian Craker, Perry Francis, Chris Gerlach, Carolyn McBee, Frank Scholz, and Joy Raboli (ex officio)

Members absent: Steve Schweitzer

SCS Staff present: Katie Boedigheimer (middle school math), Angela Havlinek (office manager), Sarah Landels (4th grade), Cheryl McLeod (admin)

Public present: Ben Davis, Ian Fyall, Lindsey Kenison, Christy Reaney, Patrick Stark, Kryste Sturm, Gail Wallace

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

NONE

- F. Approval of Previous Minutes (June 29, 2017, July 25, 2017, August 10, 2017)

August 10th minutes tabled until next meeting.

Agenda Business Item: June 2017 and July 2017 minutes adopted with corrections.

Motion by – Chris Gerlach

Seconded by – Carolyn McBee

Discussion: none

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

- G. Public Comment

Ben Davis – His family has three kids at SCS. They love the charter school and have no complaints. He voiced concerns with the recently released testing results, calling them worrisome. He suggested that the curriculum hasn't changed though the test scores decreased. The school's goal is to come in above state averages and/or be best in district? That makes it difficult when trying to convince others to come to SCS.



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Brian's reply: The board discussed in the summer and made curriculum changes. The board's October meeting will feature a full discussion of the topic including goal setting. Our goal as board is to be at top of district and anything less starts the process of review. The board is concerned with the released results

No other comments from the board.

II. Academic Excellence

A. Principal/Administrator's Report

As attached in appendix. Ms. Raboli

B. Student Handbook

Carolyn had issues with her phone that precluded working on summarizing the suggested handbook changes. She had confusion about timing and inclusion of what changes needed to be added to the handbook.

As there are board elections scheduled in the next two weeks, we can revisit then. *Handbook review tabled until next meeting.*

Send comments on the over involvement letter to Perry. Send comments to Carolyn about handbook.

III. PAC/Finance/Fundraising

A. PAC Report

Melissa Campbell, Patrick Stark, Rebecca Septon and Kim Rocha are the PAC Officers for the 2017-18.

- There was a PAC meeting last night.
- All coordinator positions filled which is great for so early in the year.
- A person for lunch program identified. Will start with lunches two days a week as the coordinator is new.
- Dinner nights out (Menchies), Scrip and boxtops still being done
- Spritwear is available. Tshirts and shorts added too (for PE).
- New Facebook page helpful for getting word out about upcoming events.
- Patrick updated the PAC website and marketing materials (graphic designer).
- PAC meeting schedule 3rd Wednesday of each month, same week as the school board meeting



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Brian added: We will need to have a conversation about coordinating leadership between both boards.

Frank added: He attended the PAC meeting and added materials from meeting to Other/fundraising

B. 2017-18 Budget Revisions

Budget discussion held first followed by finance report.

Finance committee met on Tuesday to adjust the budget given the new year and to increase cost-effectiveness. Budget is tight but balanced and will monitor expenses. Discussions occurring between the school board and PAC board about fundraising. The board has a \$25K fundraising goal in the budget and we need to decide on that fundraising approach.

Agenda Business Item: Accept revised budget for 2017-18 with \$10 surplus.

Motion by – Chris Gerlach

Seconded by – Carolyn McBee

Discussion:

Brian suggested we should continue to communicate to school families that budget is tight given the 80% funding and that we are keeping a close eye on the budget. Would like to hear in the future that there are surpluses after his time on the board has completed.

Frank noted that the changes in school Admin line seem severe. Chris replied that the new councilor is budgeted in school admin which shows the difference due to new staff.

Chris suggested that an increase in school enrollment should be the board's goal and we should strive to have a surplus as we did last (2016-17) year.

Ms. Raboli thanked Chris for her hard work on the budget and working with her on line-item detail in efforts to stay on target.

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

A. Treasurers/Finance Committee Report



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Financial Minutes for Sept 21, 2017 meeting

Chris Gerlach presented July and August 2017 Financials. Since there was no board meeting last month, July's financials are being presented tonight, along with the August financials.

July 2017 Financial statements

Total income: \$116,057; State Source: \$113,317 and PEF income: \$2,610

Total Instruction Expense: \$15,142

Total Support Service Expense: \$30,654

Total Facility-related Expense: \$11,344

Total all expenses: \$57,141

Operating net income: \$58,916

Total ending fund balance at July 31, 2017: \$217,357

Total Assets: \$633,164, of which \$352,559 is cash and the remaining is capital assets

Total Accounts Payable: \$18,616, which all are current and less than 30 days outstanding

There was no credit card payable at July 31, 2017

Payroll Liabilities: \$3,270

Deferred Revenue: \$113,317

Total Liabilities: \$135,203; Total Equity: \$497,961

August 2017 Financial Statements

Total income: \$ 113,628; PEF income \$300 and State Source: \$113,289

Total Instruction Expense: \$ 71,197

Total Support Service Expense: \$ 27,495

Total Facility-related Expense: \$ 11,079

Total all expenses: \$ 109,771

Operating net income: \$ 3,857

Total ending fund balance at August 31, 2017: \$ 221,214

Total Assets: \$ 653,458 of which \$ 372,853 is cash, and the remaining is capital assets

Total Accounts Payable: \$ 6,260, which all are current and less than 30 days outstanding



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credit card payable at August 31, 2017: \$ 0

Payroll Liabilities: \$ 32,062

Deferred Revenue: \$ 113,317

Total Liabilities: \$151,638; Total Equity: \$ 501,820

Q&A:

Frank inquired about the reason that accounts payable balance declined significantly from July to August. Chris explained that Accounts payable represents outstanding invoices that have yet to be paid. The higher accounts payable balance in July is primarily related the yearly insurance invoice (around \$15K) and some curriculum materials that were paid off in August, thus the AP balance in August is lower compared to the previous month. Chris assured him that the school pays all the bills on time and all the outstanding invoices are current /less than 30 days old.

Brian - Receive payment (bubble payment) timing? Gets split between year-end and the beginning of next year and is put in a deferred income pool.

Are we net positive because of the deferred income over the year?

What is monthly average for school year (seems to remember \$158K)? Chris - \$100K monthly. \$158 is fund balance (reserves). We will be in net positive until June (income come in faster than expenses).

IV. Facilities/Operations

A. Safety Committee Update

Ms. Raboli - committee of one (lost members from last year). Looking for new members, mentioning openings at PAC meeting. Upcoming safety-related items: Lock down, bus training, fire drills

V. Governance

A. Unfinished Business, Calendaring, Planning & SSD Deliverables

Discussed and all under work cone where due.

B. Board Goals for 2017-18

The board did not get to work on these in the last fiscal year due to more pressing needs: Healthy and Safe Schools (HaSS) plan, teacher turnover taskforce and several other things. What would we like to focus on in upcoming year?



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- Improving teacher pay

Carried over from last year

- Fundraising strategy

One that is clearly defined and delineated so that we as a board can accomplish goals. We have balanced budget where other charter schools. Would like to plan for improving teacher pay.

- Marketing

Strengthen SCS presence in surrounding areas but want to go beyond that - write articles and publish regularly. Volunteer opportunities in the community. Not listed in the Sherwood chamber of commerce (fee) but have once a month meeting.

- Mentorships

Partnering with a local university (Marylhurst, George Fox, Lewis & Clark) mentorship for teachers. Look outside of the box for hiring as hiring and training new teachers has a deleterious effect on test scores.

- Mission and Vision statements revisit

Review Mission & Vision statements and discuss ways to make them current as is needed

- SWOT analysis

Define some of our strengths and weaknesses to help position our school in the surrounding community

- Strategic plan update

Worked on in past years but not adopted. Four suggested goals: maintain teacher retention and productivity, strengthen ties with the community, improve student's academic performance and growth, improve the SCS grant presence related to fundraising.

- Curriculum committee monitoring

And how to evaluate during school year as is this a yearlong curriculum review or something in between that and once a year. Brian stated that progress monitoring is built into administrator report though the school year. Oversight is with the board though monitored by the administrator.

A general discussion ensues...

Brian – Board members are all volunteers and have limited hours available. What can we tackle and what can we delegate?



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Chris – We need to be focused

Joy – Strategic plan is a living document, need laser focus on what we are and what we are not.

Chris – decide how we as school measure performance growth.

Carolyn - every year there is a different set of kids which makes comparison between years more than difficult.

Joy – recently, SCS increased the numbers of 504 and special ED students which is a different demographic than kids we have in the past. Need to look at holistically.

Chris – kids enjoying school is as valuable as test scores, love of learning, HEART skills which benefit affects longer lasting changes than the immediacy of test scores evaluation.

C. Filling Open Board Positions

We mentioned in August that the board has an open board position and treasurer announced needed to step away so there are now two open positions with one being the treasurer. Brian did receive two applications for the board. It is important will have a meet and greet but scheduling one was difficult.

D. Board Comments & Communications

Carolyn mentioned it was fun to participate in the teachers' in-service in August and watch the 'launch' of the new school year.

VI. Closing Items

There is the potential for a special meeting on Thursday, October 5th, for a board candidate meet-n-greet as well as to tackle the update of the school parent/student handbook and parent over involvement letter.

A. Next Regular Meeting: **Thurs. Oct. 19th, 2017**

B. Adjourn Meeting



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Agenda Business Item: Close the September meeting

Motion by – Frank Scholz

Seconded by – Carolyn McBee

Recording and submission of minutes completed by Board Secretary, Perry Francis.

Minutes originally approved 11/16/17.

Revised minutes (section Financial Minutes in PAC/Finance/Fundraising was inadvertently not included and was added for these revised minutes) approved **1/18/18**.



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Joy Raboli

Administrator's Report

September 2017

Current Enrollment for 2017-18

Grade	Students	Waiting List
K	20	0
1	16	0
2	25	2
3	23	0
4	25	2
5	24	0
6	22	0
7	25*	0
8	21	0
Total	201	4

*We have a student enrolling in 7th grade starting near the end of September when the family moves to the area. This family may be able to enroll their 2nd grader because we have a family moving to Arizona who has a child in that class.

We have a tour next week with two families who are very interested in enrolling. Our enrollment could be as high as 206 by October 1, which is the cutoff date for the Department of Education. At 206, we will be above our enrollment last year at this time.

Hiring

I completed the hiring process for the year in late August. I hired Kelsey Connolly as our Kindergarten teacher and Amanda DuPriest as our Music Teacher. Kaylie Buchanan was hired for our part time counseling position. All new hires are an excellent fit and we have started off the year on a very positive note.



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Staff Development

We had a very full two weeks of staff development in August. The first week was spent training our staff on the new literacy curriculum. The teachers were excited to dig into the details of the program. We had a veteran teacher from Salem Keizer come and train the staff for three half-days. The afternoons were spent applying the key concepts from the morning. We also implemented the phonics and spelling program, Words Their Way, on the 4th day. The eclipse eclipsed day one.

The second week was spent working on team building, updating curriculum maps, creating a behavior matrix, compliance trainings, meeting with the school district, and having time to plan for the first weeks of school. We also had mandatory training regarding the boundary invasion policy, other policies related to staff and reviewed the staff handbook. Another important part of the training was first aid, CPR and health training by the Sherwood School District nurse, Lisa Church. The entire staff is aware of any student with health concerns so we can immediately meet their needs if an issue arises. All staff has Epi-pen training, as well.

To make the second week engaging, I created a cruise theme (“Cruising Into Our Best Year”) and sent the team a brochure with tickets to the cruise in the mail. When the staff arrived, they came dressed in tourist attire and boarded our cruise. Board member Carolyn McBee helped me decorate the Sunday before to reflect the theme with nautical decorations and theme food! We had incredible staff development training where the teachers left energized and ready for the school year!

Curriculum

Even though our focus was on literacy training, we also made sure that all of our curriculum was aligned with State Standards and was developmentally appropriate. We made adjustments to Core Knowledge in our curriculum maps so that every topic covered was placed in the appropriate grade level. Each map was updated, completed and will be posted on our website shortly.

Yearlong themes take between 3-5 years to fully develop and much of the second week was spent helping our new teachers launch their themes. I was amazed by how quickly they grasped the complex nature of creating a theme. I continue to work with each teacher to help them integrate curriculum so that it is engaging and meaningful for our students. One of the topics from the training was group curriculum integration where teachers took a single topic and integrated it across the curriculum. We shared the Curriculum Integration Sheets with each team for reflection and process. The team also worked on Singapore Math and classroom management. Each teacher spent time with every specialist to see where she could play a part in curriculum



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integration.

Meet and Greet

We had a successful Meet and Greet on September 5th where students dropped off supplies and met their teacher. New students were quickly brought into the fold and felt a sense of relief because they had met new friends before the first day. This is such a great tradition!

Back to School Night

We packed so much into the first week. We typically do not have a Back to School night on week one, but the church was going to be using the sanctuary and the narthex to prepare for their annual garage sale. We were concerned about space and ended up moving the event to the first week. I surveyed teachers and they prefer having it the second week. Despite the quick turnaround, it was a well-attended and successful event!

Smart Panels

All of the Smart Panels were installed and teachers will receive training on them next Monday.

First Fire Drill

By law, we need to have a fire drill in the first 10 days of school and we fulfilled that requirement this week. My goal is to have our students out of the building and accounted for in two minutes. We were slightly over that but surpassed our time from September 2016 by 30 seconds.