



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, November 16, 2017 – 6:30 pm

FINAL MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, November 16, 2017, 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 6:34 pm** by Vice-Chair, Steve Schweitzer.

Members Present: Brian Craker (Chair), Steve Schweitzer (Vice-Chair), Kim Rocha (Treasurer), Perry Francis (Secretary, arrived late), Carolyn McBee (HR & Policy), Frank Scholz (Fundraising), Gail Wallace (Facilities), Joy Raboli (Administrator, ex-officio) **Members Absent:** None

SCS Staff Present: Angela Havlinek, Cheryl McLeod, Natalie Pepper

Public Present: Carl & Patty VanAusten, Korrin Fyall, Troy & Valerie Lapham, Molly VanAusten, Wendy & Ron Malcomson, David Newport, Heather Hornibrook

The Pledge of Allegiance was recited by all present, and Kim Rocha read Sherwood Charter School's Mission & Vision Statements.

Agenda Additions & Changes: None

Class Presentation: Ms. Pepper's 5th grade class gave a presentation on their recent Outdoor School experience, including experients and observations, as well as answered questions from the Board. The class presenters did a fabulous job in their presentations and models. The Board was very impressed and expressed their appreciation.

Agenda Business Item: Approval of Previous Minutes

Due to internet connectivity issues, not all Board members were able to pull up the previous minutes folder for minutes review. This item was tabled to later in the meeting after Perry's arrival.

Public Comment: None received.

II. Adminsitator's Report

Administrator's Report: Ms. Raboli walked the Board through the highlights of her report (full report located at the end of these minutes.) Highlights included an update on enrollment, on-going training with the new Lucy Calkins curriculum and mid-year adjustments. District apparently had a 3-day training last summer that we weren't notified about, and will work with district to see if we can join in the future. First round of DIBELS testing is done with much higher scores overall, especially this time of year. Ms. Raboli

has also begun teacher performance evaluations, utilizing her “Keepers and Polishers” approach. Discussed Smarter Balance Assessment results in comparison with other district schools.

Safety Committee Report: Safety committee did their annual walk-about. Two major areas of concern include front-entrance security, as well as school wide intercom for emergencies. Would like to discuss with church about possibly moving school office to the youth room, and giving back the current office and administrator office to the church. Concern is lack of funding to adequately address these safety issues. Another issue is the continued work on the security cameras not working on building A (wiring issue is causing problem.) Concern about pavement repair as well. Brian will reach out to Pastor Rich to begin that discussion and schedule a time for a joint Board meeting between both groups.

Agenda Business Item: Administrator Goals for 2017-18

The Board chair presented and discussed a list of Administrator’s Goals based on a meeting with Ms. Raboli. After Board discussion, the final set of goals were put forth for approval.

MOTION BY Brian Craker to approve the Administrator’s Goals for 2017-18 as follows:

- Successfully launch and support new Lucy Calkins Reading & Writing curriculum.
- Enable teacher success through 1:1 support, mentorship and training.
- Raise Math & ELA achievement levels in prior grade levels (3,5,6).
- Continue to build relationships with parent community by:
 - Meeting with new families (New Parent Dessert?)
 - Attend PAC meeting with monthly topic
 - Call families to check-in
- Oversee new website & mobile compatibility

Seconded by: Carolyn McBee

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

(Perry Francis (Board Secretary) joined the meeting in progress at 7:20pm)

Student Handbook: The student handbook final draft was presented and discussed, including particulars of communicating to the SCS families of the updates.

Agenda Business Item: Approval of Updated Student Handbook

MOTION BY Carolyn McBee to accept the handbook as modified.

Seconded by: Frank Scholz

Discussion: None **Board Vote:** all ayes; **motion passed.**

III. Finance/Fundraising

PAC Report: Melissa Campbell gave a PAC report. New treasurer: Korrin Fyall. Very busy. First fundraiser (book fair) was able to meet most of wish list for K-5. Hoping to let parents know how they can help teachers wish lists. \$150 came in for candy buy-back through Wilson Orthodontics. Encouraging parents to purchase buying Script gift cards for dinner-night-outs. Currently MudPuddles is giving 20% back to

SCS through the 19th. Kids first campaign letters (more visual approach this year). Helped answer questions for clarity for the SCS families. Facebook and videos posted online to help with the campaign. Looking at ways to create urgency in the campaign so it's not forgotten or put off. Lunch program is off and running, and offering multiple options including Baja Fresh. Teacher Liaison (Nora Stuckey) has done a great job bringing a list of teacher needs for the year. Ms. Raboli mentioned how impressed she is with the PAC leadership this year. Also working on community events for the year, including maybe BINGO and Board Game night.

Treasurer/Finance Committee Report: Welcome to our new treasurer, Kim Rocha. She led a **Review of September Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. September total income was ~27% and total expenses were ~21%. Because of the shortened time of her arrival, she would be up to speed by our next meeting and able to share a review of the most recent information at that time. (September financials are included at the end of the document.)

Kim reported that she had met with Chris & Tanya as part of getting up to speed, and had some items of note:

- School district is “over-paying” us based on a higher student number that gets adjusted in October. The district adjusts their payments to “make true” toward year-end, which then means we see a late budget income dip. We are recognizing it in our financials, but ideally it needs to be set-aside as “unearned revenue”.
- Insurance concerns, specifically regarding insurance for directors and officers. Research so far has not turned up if we have it, otherwise will need to be obtained.
- Future discussion of strategic plan for fundraising for current year, including expectations for Kids First funding for 2017-18. Need for FC and PAC leadership to set meeting to begin work on this front.

Finance Committee Members Issue with the fact that bookkeeper After rules review, it turns out that Nov 8th, meeting with Chris, Tanya and Kim to help get Kim up to speed as the new treasurer. In hindsight, it should have been a called meeting that was noticed to the public and meeting minutes met. Error brought to the attention of the Board for disclosure. Additional issue that if Bookkeeper is a Finance Committee member... Suggesting the Board remove bookkeeper as FC member, and instead bring other members (including Board members) to help bolster the work and input. Differing opinions and viewpoints are encouraged. Board expressed agreement, and Frank offered to join in serve as Board Members on Finance Committee.

MOTION BY Kim Rocha to modify Finance Committee Membership as follows:

- Treasurer, Board Chair, and Fundraising Director as regular voting members
- Retain Administrator in ex-officio advisory role.
- Reclass Bookkeeper in advisory role.

Seconded by: Perry Francis

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

Final highlights from the Treasurer’s Report: Kim read through the contract with the church. PAC purchased (4) smart boards and will submit a letter to the Board to note that they were a gift to the school and property of the school.

Fundraising: Shari Scholz (former Board member) sent an email to bring to the Board’s attention a potential funding resource for Charter Schools. Frank Scholz will make contact with this organization and include their response in a future report on his research for grants and outside funding for our school.

IV. Facilities/Operations

Safety Committee Report: Noted above in Administrator’s Report

V. Governance

Policy Review: Fall 2018 policy review updates were completed with the following results:

JEBA—Early Entrance was reviewed and the determined the current language is too broad. Carolyn will bring to OSBA’s attention and revisit with later update.

The Board adopted as presented the following policy updates; GCL, GCL-AR, ING, ING-AR, JOC, GBI-AR, & JG.

The Board declined the following optional policies: EFAA, EFAA-AR, IKI, GBI, & IKF

The Board adopted the following policy updates at amended:

- EBBB: Include bracketed PP6 and include “Administrator” over “Board.” (Brian/Carolyn, all ayes)
- JHCD/JHCDA: (Brian/Carolyn, all ayes)
 - Include bracketed language for 2e
 - Approve as modified (remove “in a before-school or after-school care program on school-owned property” from 5b),
 - Include bracketed language in 5f
 - Change 6h to 6f(1).
 - Strike bracketed language for 7d(1)
- Include bracketed language for 7d(2) “locked box in the refrigerator”

MOTION BY Brian Craker to approve policy updates as discussed and amended.

Seconded by: Carolyn McBee

Discussion: None **Board Vote:** All ayes, Motion Passed

GCPD (G1, G2 & AR): During discussion, Gail Wallace noted a conflict of interest and recused from discussion and vote. This policy was thus moved to a separate vote. Board chose to adopt Version 2 as presented. GCPD—AR, adopt as presented with language of CBA removed. **Note to update contract language to reflect.**

MOTION BY Brian Craker to approve policy GCPD V2 & AR as discussed and amended.

Seconded by: Carolyn McBee

Discussion: None **Board Vote:** All ayes, (with one abstention), Motion Passed

Updates on Unfinished Business/Planning/Calendar Items/SSD Deliverables: Steve noted all items up to date and nothing upcoming.

VI. Closing Items

Board Comments & Communications: Per a recommendation from Gail Wallace, the Board authorized Gail to send thank you notes and student recognition notes as they come up during the school year.

MOTION BY Carolyn McBee to approve Gail Wallace to send correspondences of thanks and recognition on behalf of the Board.

Seconded by: Frank Scholz

Discussion: None **Board Vote:** All ayes, Motion Passed

Approval of Minutes:

Approval of the minutes from 09/21, 10/05, 10/09

MOTION BY: Perry Francis to approve minutes as modified.

Seconded by: Brian Craker

Discussion: None **Board Vote:** all ayes; **motion passed.**

The next regular board meeting has been scheduled for Thurs., December 14th, 2017 at 6:30pm. This meeting IS in alignment with our regular meeting schedule. (This meeting was canceled due to lack of quorum.)

Agenda Business Item: Adjournment of Meeting

MOTION BY Steve to adjourn the meeting at 9:42pm

Seconded by: All

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

VII. Minutes Submission

*Recording and submission of minutes completed by Board Chair, Brian Craker.

These minutes where approved by the Board of Directors on 2/15/18



Joy Raboli

Administrator's Report

November 2017

Current Enrollment for 2017-18

Grade	Students	Waiting List
K	20	0
1	16	0
2	25	2
3	23	0
4	25	1
5	23	0
6	23	0
7	23	0
8	21	0
Total	199	3

We lost one student to home schooling earlier in November. We have a new 7th grader enrolling on November 27th, but we are losing two students who are moving out of state on Nov. 16th.

Curriculum

The teachers are hard at work planning and executing Lucy Calkins Reading and Writing. I have met with a few teachers 1:1 for an entire day to work on the station rotation model and comprehensive reading that is tailored to the individual student. We are finding that we need many more resources such as:

- Theme Leveled Readers/Chapter Books in grade appropriate levels
- Book Series
- Guided Reading Books

Overall, I am pleased with the progress our teachers have made with our new literacy model. We are finding that it is very comprehensive and takes a much longer amount of time to implement than Riggs. The teachers are seeing students improve greatly in their literacy skills and seem to enjoy the process of reading and writing much more than in previous years.

DIBELS

We completed our first round of DIBELS. We had a retired special education teacher (Kelsey Connolly's mom) test every student (K-5). DIBELS testing is something that our reading assistant completed for us over the past two years. Our scores overall are excellent, especially at this time of the year. An average of only two to three students scored in the intensive support range per class. One or two scored in the strategic support range and most scored in the core support range. We will test again mid year and at the end of the year.

Conferences

During conferences, teachers will share K-5 DIBELS scores for each student and will show what proficiency range their child needs to meet by November, March and June. The staff worked together to help our brand new teachers be prepared well for their first conferences.

Performance Evaluations for Teachers and Staff

I am hoping to complete two rounds of Keepers and Polishers for teachers in the month of November. My focus has been on literacy in K-5. The teachers are currently finishing up their Student Learning Goals for the performance evaluation cycle. Elementary teachers have a math, literacy and other goal (tech, smart board etc.). They must choose a content standard that is meaty enough to warrant spending adequate time analyzing data for this area. The goal requires the teacher to identify context, demographics, baseline data, growth targets, rationale, strategies, professional learning and support to access growth. My expectation is that 100% of our students will show growth by making measurable progress from pre- to post assessment.

PAC Topics

At our September PAC meeting, I asked parents to help me generate topics that they would like to know more about at SCS. My topics for this month's PAC meeting are Smarter Balanced Assessment results, Literacy and Culminating Events.

Safety Committee Minutes Review

After the winter snow season last year, we noticed that the parking lot needed repairs. Gail Wallace contacted Tim Brandt with Sherwood Friends Church regarding the parking lot repavement. There are several potholes posing hazards to students and staff and visitors, causing tripping at times. His response was that they are currently collecting bids to repave the upper parking lot. Their plan is to do it this coming summer, when school

is out. They are expecting the school to help with the cost since the majority of vehicle traffic is from the school these days. He has asked one of the paving companies if we could have some extra asphalt material to fill-in the bit pothole in the crosswalk leading to the portables, but he has not gotten any yet. He will look at see what other options there are. In the meantime, it could be marked with white paint to make it more visible.

The committee discussed the school helping with costs of this project, and it has been determined in the contract with the church that the parking lot is the church's responsibility. The committee would like to see about pursuing a meeting with church about this issue.

Our front entrance is not as secure as it needs to be for a school environment. Ideally, we need someone who could sit at the school entrance to monitor incoming traffic and direct where needed, to avoid people from having to ask the school office for directions, etc. Here are some ideas to make the front entrance more secure:

- Locked doors/key fob entrance – church has been interested in this in the recent past.
- Would also need a camera at church entrance
- Ask for volunteers to sit at the entrance door to greet people as they come in. We have a steady stream of traffic in the AM with tardy slips, and volunteers could help with this. We also have a steady stream of traffic at recess and lunch for Band-Aids and ice. A volunteer could help with this. We would have to have a 'Confidentiality Agreement' signed by volunteers if we do this to help protect sensitive information about students. We could start with two-hour shifts. The challenge is that volunteers are not 100% reliable.
- We discussed for next school year the possibility of giving up the office and my office rooms for the Youth room. We would have to discuss and negotiate with church for this option. It would mean a more secure church and school. The office and my office would be in Youth room, and then the church would get the current office and my office rooms for their use. The idea would be to have a volunteer man the 'door' of the youth room as people come into the building, and direct from there, triage for office staff, etc.

Portable A Cameras are not working. We are looking at three quotes to see how much it would be to fix the wiring.

Our playground needs to replace bark dust on a yearly basis (around \$2000 cost). Also need to paint stumps and remove some stumps, and create a 'path' of stumps for students to play on. Shari checked with Michelle H about painting stumps, she said she sent the paint in to the office and told office she can't do it, so we need to find someone to do it as soon as it is dry enough. We plan to close off the stumps until spring. We also discussed having an "Earth Day Spring Beautification Day" in April, on Earth Day, and we could have volunteers take out stumps then, and level greenhouse and add plastic. Bark dust cost could be lowered if done by volunteers and shovels instead of being blown-in.

SHERWOOD CHARTER SCHOOL
 INCOME STATEMENT (summary level)
 For the month of September 2017
 Modified Accrual Accounting Method

	JULY	AUGUST	SEPTEMBER	QUARTER 1 2017	ACTUAL YTD	BUDGET	BUDGET to ACTUAL	% BUDGET RECEIVED/ EXPENDED
						Approved Sept 21 2017	VARIANCE (remaining amt to receive/expense)	
REVENUES								
STATE SOURCE	\$ 113,317	\$ 113,289	\$ 113,289	\$ 339,895	\$ 339,895	\$ 1,258,536	\$ 918,641	27.01%
EXTRACURRICULAR ACTIVITIES	\$ 2,610	\$ 300	\$ 19,688	\$ 22,598	\$ 22,598	\$ 48,000	\$ 25,402	47.08%
CONTRIBUTIONS	\$ 129	\$ 38	\$ 21	\$ 189	\$ 189	\$ 25,000	\$ 24,811	0.76%
INTEREST INCOME	\$ 1	\$ 1	\$ 1	\$ 3	\$ 3	\$ 950	\$ 947	n/a
MISC INCOME (RIGGS)								n/a
TOTAL REVENUES	\$ 116,057	\$ 113,628	\$ 133,000	\$ 362,684	\$ 362,684	\$ 1,332,486	\$ 969,801	27.22%
EXPENSES								
INSTRUCTION	\$ 15,142	\$ 71,197	\$ 68,435	\$ 154,775	\$ 154,775	\$ 857,094	\$ (702,319)	18.06%
SUPPORT SERVICES	\$ 30,654	\$ 27,495	\$ 26,067	\$ 84,217	\$ 84,217	\$ 322,959	\$ (238,742)	26.08%
FACILITY & MAINTENANCE	\$ 11,344	\$ 11,079	\$ 12,129	\$ 34,552	\$ 34,552	\$ 152,423	\$ (117,871)	22.67%
STUDENT BODY			\$ 127	\$ 127	\$ 127			
TOTAL EXPENSES	\$ 57,141	\$ 109,771	\$ 106,759	\$ 273,671	\$ 273,671	\$ 1,332,476	\$ (1,058,932)	20.54%
NET INCOME (LOSS)	\$ 58,916	\$ 3,857	\$ 26,241	\$ 89,014	\$ 89,014	\$ 10	\$ (89,131)	
BEGINNING FUND BALANCE	\$ 158,441	\$ 217,357	\$ 221,214	\$ 158,441	\$ 158,441			
ENDING FUND BALANCE	\$ 217,357	\$ 221,214	\$ 247,455	\$ 247,455	\$ 247,455	\$ 10		

**SHERWOOD CHARTER SCHOOL
COMPARATIVE BALANCE SHEET
AS OF SEPTEMBER 30, 2017**

	<u>Sept 30, 17</u>	<u>Sept 30, 16</u>
ASSETS:		
CASH	398,552.59	361,571.74
PREPAID		
CAPITAL ASSETS, NET	<u>280,604.82</u>	<u>306,072.69</u>
TOTAL ASSETS	679,157.41	667,644.43
LIABILITIES:		
ACCOUNTS PAYABLE	5,546.89	8,245.95
CREDIT CARD PAYABLE		
PAYROLL LIABILITIES	32,233.24	33,084.81
DEFERRED REVENUE	113,316.50	104,575.00
TOTAL LIABILITIES	151,096.63	145,905.76
EQUITY:		
RETAINED EARNINGS	439,046.70	457,104.64
CURRENT NET INCOME	<u>89,014.08</u>	<u>64,634.03</u>
TOTAL EQUITY	528,060.78	521,738.67
TOTAL LIABILITIES & EQUITY	679,157.41	667,644.43

FOOTNOTE: pension related assets/liabilities (GASB68) are excluded from this Balance Sheet
They are adjusted and reported in Statement of Net Position
at year-end.

Sherwood Charter School
Income Statement (detail level)
For the months of September 2017
Modified Accrual Accounting Method

Fiscal YTD % 25%

	JULY	AUGUST	SEPTEMBER	YEAR-TO-DATE	REVISED BUDGET approved 9/21/17	BUDGET TO ACTUAL VARIANCE (remaining amt to receive/ expend)	% BUDGET RECEIVED/ EXPENDED to date
Income							
1510 · Interest and Dividends income	1.38	1.38	1.34	4.10	950.00	945.90	0.43%
1700 · Extracurricular Activities Rev. PEF	2,610.00	300.00	19,688.00	22,598.00	48,000.00	25,402.00	47.08%
1790c · Riggs Materials & CD Workbooks						-	0.00%
1920 · Contributions Income	129.08	37.79	21.32	188.19	25,000.00	24,811.81	0.75%
4190 · Reimbursed expenses							
3101 · SSF - General Support	113,316.50	113,289.00	113,289.00	339,894.50	1,258,536.00	918,641.50	27.01%
Total Income	116,056.96	113,628.17	132,999.66	362,684.79	1,332,486.00	969,801.21	27.22%
Expense							
1111000 · Primary (K-5)	10,772.72	45,486.74	41,233.03	97,492.49	525,182.00	(427,689.51)	18.56%
1113000 · Elementary Extracurricular	-	285.00	2,099.18	2,384.18	36,000.00	(33,615.82)	6.62%
1121000 · Middle/Jr High	4,369.68	22,903.86	21,958.13	49,231.67	281,512.00	(232,280.33)	17.49%
1122000 · Extracurricular Middle School		997.86	2,260.79	3,258.65	12,000.00	(8,741.35)	27.16%
2115000 · Student Safety			105.99	105.99	900.00	(794.01)	11.78%
2240300 · InstructStaff-Develop-Purchased		1,523.97	777.82	2,301.79	1,500.00	801.79	153.45%
Total Instruction Expense	15,142.40	71,197.43	68,434.94	154,774.77	857,094.00	(702,319.23)	18.06%
2300000 · General Admin	20,770.79	4,151.02	5,344.31	30,266.12	72,025.00	(41,758.88)	42.02%
2300000 · General Admin - Depreciation						-	
2400000 · School Admin	8,866.69	19,847.50	19,655.60	48,369.79	238,894.00	(190,524.21)	20.25%
2500000 · Support Services	67.89	77.89	71.14	216.92	1,040.00	(823.08)	20.86%
2660000 · Technology Services	948.95	3,418.58	996.26	5,363.79	11,000.00	(5,636.21)	48.76%
Total Support Service Expense	30,654.32	27,494.99	26,067.31	84,216.62	322,959.00	(238,742.38)	26.08%
2540000 · Bus-Operation/Maint Plant	11,344.30	11,078.61	12,129.48	34,552.39	152,423.00	(117,870.61)	22.67%
Total Facility Expense	11,344.30	11,078.61	12,129.48	34,552.39	152,423.00	(117,870.61)	22.67%
6110 · Operating Contingency						-	0.00%
3200 · Student Gov			126.93	126.93	0.00	(126.93)	0.00%
Total Expense	57,141.02	109,771.03	106,758.66	273,670.71	1,332,476.00	(1,058,932.22)	20.54%
Operating Income (loss)	58,915.94	3,857.14	26,241.00	89,014.08	10.00	(89,131.01)	
Net Income (loss)	58,915.94	3,857.14	26,241.00	89,014.08	10.00	(89,131.01)	