



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, August 9, 2018 – 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 Thursday, August 9, 2018, 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 6:32pm** by Chair, Brian Craker.

Members Present: Brian Craker (Chair), Karen Schrader (Vice-Chair), Kim Rocha (Treasurer), Frank Scholz (Secretary), Gail Wallace (HR & Policy), Joy Raboli (Administrator, ex-officio)

Members Absent: Perry Francis (Facilities)

SCS Staff Present: Angela Havlinek (office manager), Cheryl McLeod (admin)

Public Present: Lori McKinley

The Pledge of Allegiance was recited by all present.

Frank Scholz read Sherwood Charter School's Mission & Vision Statements.

Brian Craker read the H.E.A.R.T. Skills.

Agenda Additions & Changes:

Motion: Discussion of a Teacher Welcome Back Gift (Agenda item II f)

Proposed: Gail Wallace (HR & Policy)

Seconded: Karen Schrader (Vice-Chair)

Discussion: none

Board Vote: passes unanimously

yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace

nays – none

Agenda Business Item: Approval of Previous Minutes:

Due to miscommunication between the Chair and the Secretary, the July 19, 2018 minutes were not ready for approval. This agenda item was tabled until the next meeting.

Public Comment:

None

II. Business Items

Administrator's Report

See Administrator's Report, attached as Addendum A.

The enrollment is currently 6 students over budget but some families did not get all of their children into the school so it's likely some students will be leaving before school begins. Frank Scholz (Secretary) asked if it would be possible to change the lottery so entries are done by family instead of individual children. Joy Raboli (Administrator) replied that state law dictates that the lottery must be done per child.

The office move is complete.

Angela Havlinek (office manager) found security companies contract out door and lock work to locksmiths. Angela contacted some of those locksmiths and discovered it is more expensive to work with them directly.

Teachers arrive back at school on August 20th. Joy has planned two weeks of training, professional development, curriculum planning, and classroom preparation.

See Teacher Training Brochure, attached as Addendum B.

Treasurer's / Finance Committee Report:

See May 2018 Financial Report, attached as Addendum C.

The annual audit is Friday, August 17, 2018. It is important that all Board members respond to the email from auditor Brian Stone's before that time.

The Department of Revenue said we were missing our 990 from the annual report. We sent them an electronic copy and the Department of Revenue said that would be sufficient.

Bank Change Proposal:

See Banking Information, attached as Addendum D.

Kim Rocha (Treasurer) has become frustrated with our current bank, Columbia Bank. There is too much bureaucracy, poor customer service, and we receive very little interest from our accounts. The last straw was when they turned off our credit card because we filled out the forms they gave us but the bank later determined they were the incorrect forms to keep the credit card active. To re-activate the credit card the Treasurer had to personally guarantee the school’s account.

Kim did some research and narrowed the list of prospective banks to five. After communicating with those five banks (or attempting to) she narrowed the list further to three banks.

Bank	Account Type	Monthly Fee	Merchant Fee	Interest Rate	Personal Guarantee
Columbia	Checking	\$0.00	\$117.49	0.000%	Required
Columbia	Savings	\$0.00	\$0.00	0.001%	n/a
Homestreet	Checking	\$0.00	\$0.00	0.200%	Not required
Homestreet	Money Market	\$0.00	\$0.00	1.144%	n/a
Umpqua	Checking	\$22.00	\$0.00	0.000%	Not required
Umpqua	Money Market	\$0.00	\$0.00	0.050%	n/a

Kim would recommend Homestreet Bank with Umpqua Bank as a close second. Homestreet Bank offers accounts specifically for non-profit organizations and has higher interest rates.

Karen Schrader (Vice-Chair) asked who has access to the bank accounts. Kim and Brian Craker (Chair) responded that realistically access is limited to the Chair, the Treasurer, the office staff and the administrator. Technically all the Board officers have authorization to sign.

Karen asked Kim if she checked with some of the bigger banks. Kim said Chase and US Bank were in her list of five but Chase wouldn’t answer the phone and US Bank wouldn’t return calls.

Joy Raboli (Administrator) asked if approved, when would the school move to the new bank, specifically the credit card. Kim hopes to move as soon as possible but there will be overlap especially for the credit card so pending transactions will be paid.

Motion:	End banking relationship with Columbia Bank and move our banking business to Homestreet Bank.
Proposed:	Kim Rocha (Treasurer)
Seconded:	Gail Wallace (HR & Policy)
Discussion:	none
Board Vote:	passes unanimously yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace

nays – none

Motion: Authorize the officers of the SCS Board (Chair, Vice-Chair, Treasurer, Secretary, Administrator) as check signers.

Proposed: Kim Rocha (Treasurer)

Seconded: Karen Schrader (Vice-Chair)

Discussion: none

Board Vote: passes unanimously

yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace

nays – none

Facilities Update:

Perry Francis (HR & Policy) was out so this discussion was tabled until the next meeting.

Unfinished Business, Calendaring, Planning and Sherwood School District Deliverables:

Karen Schrader (Vice-Chair) noted that a handful of deliverables have already lapsed and another handful are obviously incorrect or out of date. The entire list of deliverables with their due dates can be found at:

Dropbox > Resources > SCS Calendar of SSD Deliverables and Contractual Obligations.xls

Karen, Brian Craker (Chair) and Joy Raboli (Administrator) will review and correct the deliverables schedule. Joy wanted to point out that the Sherwood School District (SSD) is usually very flexible with the timeline of our deliverables. Kim Rocha (Treasurer) also has had the same experience with SSD.

Teacher Welcome Back Gift

Gail Wallace (HR & Policy) wanted to give a card and gift card to each member of the school staff (office staff and teachers). Brian Craker (Chair) mentioned this would be in keeping with tradition of providing gifts to the staff.

Kim Rocha (Treasurer) emphasized the funding would need to come out of the current budget and not surplus. Along those lines, it was worth mentioning that the school will be receiving an additional \$64 per student above what we budgeted for 200.75 students.

Motion: Provide welcome back cards and \$50 gifts cards for the teachers and staff.

Proposed: Gail Wallace (HR & Policy)

Seconded: Karen Schrader (Vice-Chair)

Discussion: none

Board Vote: passes unanimously

yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace
nays – none

III. Goal Setting and Board Planning

Administrator’s Goals for 2018-2019:

See Administrator’s Goals, attached as Addendum E.

Brian Craker (Chair) started this discussion by reminding the Board that this discussion is important because the Board uses these goals to review the administrator at the end of the year.

Kim Rocha (Treasurer) asked if the goals were all within the current budget. Joy Raboli (Administrator) replied that the marketing goals would come from the marketing budget and the remainder are within the budget but it is unknown how much is remaining in the marketing budget.

Kim also asked for a further elaboration about the year-long curriculum. Joy informed the Board that the curriculum is a 3-5 year project that Joy condenses down. Once done this helps the teacher plan for the year and every year. Karen Schrader (Vice-Chair) asked if the curriculum builds across grades. Joy replied that is DOES build across grades which requires a lot of work between the teachers but at the same time the curriculum must be accessible to new students.

Kim liked to see the “Discipline” topic because she saw inconsistencies in discipline last year. Joy responded that it’s difficult because she must weigh the discipline and how it will affect the student, the staff, and the family. Not only that, but the discipline is viewed and judged by other students, staff, and families. And each person’s judgments are based on their experiences and backgrounds. Karen offered to meet with Joy and discuss this topic with her since Karen has some experience in this area. Gail added that she has heard from the staff that new students coming into middle school often struggle early in the school year because the expectations (both academically and behaviorally) are higher than other schools.

Brian thought the “Website launch” and “Create App” goals could be combined into a single goal called “Website Launch with Mobile Options”. Frank Scholz (Secretary) thought it would be better to have a mobile-friendly website than a mobile application so iOS/Android users aren’t left out if the application is developed for one platform.

Brian also thought the “Fundraising” and “Business Partnerships” goals could be combined.

Motion: Approve the Administrator’s goals as modified with the website and mobile app combined into a single goal and the fundraising and business partnerships combined into a single goal.

Proposed: Karen Schrader (Vice-Chair)

Seconded: Kim Rocha (Treasurer)

Discussion: none

Board Vote: passes unanimously

yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace

nays – none

Board Priorities and Goal Setting for 2018-2019

Due to illness, the goals are not ready. This discussion was tabled until the next meeting.

Discussion on Open Board Positions

Brian Craker (Chair) talked with Lori McKinley (public) at the last Board meeting about becoming the Fundraising Liaison. Since that time, the two of them have talked to discuss fundraising ideas for this year.

Lori stated that we need an introductory letter to personalize our school for business partnerships. We also need to display results, what makes us unique, what makes us positive, and why these businesses should support us. The point of the business partnerships is to help offset “1Fund” for families that can’t afford to help up to the expected level of giving. She and Brian were thinking of offering business tiers (ex: ~\$500, ~\$1000, etc.) and in return we would post to the school website and mention in the Thursday email what those businesses have done for us. We could also invite those businesses to “Biz Town”, sponsor a “science night” or even a science curriculum.

Joy Raboli (Administrator) asked about additional fundraising techniques, specifically the methods the school has used in the past, the fun run and the auction. Brian countered that the focus is on 1Fund and the business partnerships. Once those two are running, we can look at “add-on” pieces.

Joy emphasized that she wanted the fun run and auctions going this year so we’re not completely dependent on these new fundraising techniques. Plus, if we stop doing them, we lose the momentum of pulling them off. Kim Rocha (Treasurer) agreed with Joy, expressing that we need additional fundraising options in place and the auction has traditionally been a big fundraiser. Joy recalled that the mentality at our auctions has differed from other auctions she has attended or supervised. The SCS auction tends to be a bargain hunt while other auctions are more focused on fundraising. Joy also mentioned that the teachers want to do the auction to help stabilize the fundraising.

Lori asked where the line was between Board fundraising and PAC fundraising. Weren’t the fun run and the auction put on by the PAC? Brian affirmed we agreed with the PAC to eliminate the “Kid’s First” campaign and implement 1Fund and business partnerships with the funds going directly into the school budget. In the future we will add grant writing. PAC would be

responsible for all other forms of fundraising with the proceeds going into their budget. We would need to have a discussion with the PAC so we don't step on their toes.

Brian communicated the fundraising goals this year are to create the fundraising committee, the business partnerships, and work with PAC with all-school fundraising events (auction, fun run, other).

Brian asked Lori if she was still interested in the fundraising liaison position. Lori replied that she was interested and she brought her letter of interest, her resume, and statement of conflict of interests. We did not have access to a copier to make copies of Lori's documents. Rather than postpone the vote for another month, Kim asked if Lori could read her documents aloud. Lori agreed and read all three documents to the Board.

Motion:	Nominate Lori McKinley for Board Position #3, and Fundraising Liaison
Proposed:	Kim Rocha (Treasurer)
Seconded:	Gail Wallace (HR & Policy)
Discussion:	none
Board Vote:	passes unanimously yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace nays – none

Brian pointed out that the Board is now at full strength, except for the Chair position which is being *temporarily* filled by Brian who has lapsed his second (and final) term. Now that the Board is full, he can schedule Oregon School Board Association (OSBA) training.

Brian granted Lori voice and vote for the remainder of the meeting.

Set 2018-2019 Board Meeting Schedule

Brian Craker (Chair) reminded us that we needed to finalize the Board meeting schedule for the school year. Kim Rocha (Treasurer) asked how this differed from previous discussions on this topic. Brian pointed out that at the last meeting, where Kim was absent, it was brought to the Board's attention that the current Thursday even schedule conflicted with some Board member schedules.

Motion:	Schedule Board meetings on the third Wednesday of the month with a variance for the month of November when the meeting will be on the second Wednesday.
Proposed:	Karen Schrader (Vice-Chair)
Seconded:	Kim Rocha (Treasurer)
Discussion:	none

Board Vote: passes unanimously
yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace, Lori McKinley
nays – none

IV. Closing Items

Board Comments & Communications:

None

Thank You and Recognition Notes:

None

Next Regular Meeting:

The next regular Board meeting will be Wednesday, September 19th, 2018 at 6:30pm in the Art Room.

Adjournment of Meeting:

Motion: Adjourn the meeting at 8:47pm.

Proposed: Kim Rocha (Treasurer)

Seconded: Karen Schrader (Vice-Chair)

Discussion: none

Board Vote: passes unanimously

yeas – Brian Craker, Karen Schrader, Kim Rocha, Frank Scholz, Gail Wallace, Lori McKinley
nays – none

V. Minutes Submission

* Recording and submission of minutes completed by Board Secretary, Frank Scholz.
These minutes were approved by the Board of Directors on 9/19/2018.

VI. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
August 2018

Projected Enrollment for 2018-19

Grade	Students	Waiting List
K	25	24
1	25	1
2	23	0
3	25	7
4	25	2
5	25	15
6	25	0
7	25	0
8	23	0
Total	221	49

The enrollment is stable with 6 students over budget. A factor to consider is whether families will stay when only one of multiple students in the family get into the school.

Office

The office move is complete. It started by moving everything out in both spaces, making a door in the wall and painting the space. Angela, Cheryl and I moved back in and are getting operations and systems up and running.

Security

We are finishing getting bids for the entry doors to have controlled access installed. We got three bids from surveillance companies. Angela found that these companies contract through locksmiths and we thought it would be more beneficial to go directly to a locksmith. Currently we are awaiting their bids. Another factor is that the Church wants to be involved because they want controlled access on the upstairs doors. We want to partner with them so we can see each other’s doors on monitors for safety purposes.

Back to School

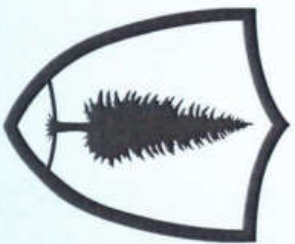
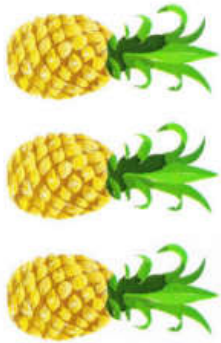
Teachers arrive back to school on August 20th for two weeks of training on curriculum, policies, teambuilding and classroom set up. See brochure for more details.

VII. Addendum B – Teacher Training Brochure

ALOHA

WELCOME BACK TO SCHOOL!
ENCLOSED YOU WILL FIND ONE
TICKET TO PARADISE. WE WILL
BE ARRIVING IN "HAWAII" BRIGHT
AND EARLY ON MONDAY, AUGUST
20TH AT 8:30 SHARP.

BE SURE TO COME DRESSED FOR
OUR HAWAIIAN ADVENTURE TO BE
ELIGIBLE FOR THE RAFFLE!



**"GOT A
SURPRISE
ESPECIALLY
FOR YOU..."**

ONE TICKET TO PARADISE

This year's theme for our training week is "paradise," which is defined as:

- a place of extreme beauty, delight, or happiness.
- a state of supreme happiness; bliss.

In these two weeks, you will find bliss in curriculum, make your classroom your paradise and start the year in a state of supreme happiness because you are well-planned and organized. My goal this year is "Next Level Teaching," which means that we will help our students see themselves as scholars, create intellectual curiosity in our selves as well as our scholars and raise our level creating meaningful curriculum.

In every paradise, there is adventure and this training is no exception. We will have a jet boat excursion to learn about the Willamette River and Bridges. This "being there" experience will propel our curriculum to the next level.

WEEK 1

Monday, August 20th to
Friday, August 24th
8:30-3:30

Monday:
Team Building & afternoon Team Meetings/Work Time

Tuesday:
Professional Development and afternoon work time

Wednesday:
New Teachers Session with Joy or CPR First Aid/work time
Afternoon-Lisa Church School Nurse/ Insurance

Thursday:
Professional Development
Afternoon work time/Professional Development

Friday:
Work in classroom or work from home

WEEK 2

Monday, August 27th to
Friday, August 31st
8:30-3:30

Monday:
New Staff Orientation with Angela or work time in your room
Working Lunch (lunch provided)
12:30-4:00 Jet Boat Excursion and Curriculum

Tuesday-Thursday:
Curriculum/Professional Development All Day

Friday:
Work from Home or Classroom

**Our itinerary is subject to change as needed*

CREATE YOUR PARADISE IN THE 2018-2019 SCHOOL YEAR

VIII. Addendum C – May 2018 Financial Report

Sherwood Charter School
 Balance Sheet (summary level)
 As of the Month Ended May 31, 2018
 Modified Accrual Accounting Method

	Q1	Q2	Q3	18-Apr	18-May
ASSETS					
CASH/INVESTMENTS	\$398,553	\$408,030	\$381,633	\$ 386,977	\$ 392,347
PREPAID EXPENSES	-	-	27	-	912
FIXED ASSETS	280,605	280,605	280,605	280,605	280,605
ACCUMULATED DEPRECIATION	-	-	-	-	-
TOTAL ASSETS	\$679,157	\$688,635	\$662,265	\$ 667,582	\$ 673,864
LIABILITIES					
ACCOUNTS PAYABLE	5,547	8,365	1,448	4,198	2,440
DEFERRED REVENUE	113,317	113,317	106,153	106,153	113,400
UNEARNED REVENUE	-	76,820	-	-	-
PAYROLL LIABILITY	32,233	15,219	31,525	29,930	30,378
TOTAL LIABILITIES	151,097	213,722	139,125	140,280	146,217
EQUITY					
RETAINED EARNINGS	439,047	439,047	439,047	439,047	439,047
NET INCOME	89,014	35,867	84,093	88,255	88,599
TOTAL EQUITY	\$ 528,061	\$ 474,914	\$ 523,140	\$ 527,301	\$ 527,646
TOTAL LIABILITIES & EQUITY	\$679,157	\$688,635	\$662,265	\$ 667,582	\$ 673,864

Sherwood Charter School

Income Statement (summary level)

As of the Month Ended May 31, 2018

Modified Accrual Accounting Method

	Q1	Q2	Q3	Apr-18	May-18	ACTUAL YTD	BUDGET Approved Sept 21 2017	BUDGET to ACTUAL VARIANCE	% BUDGET RECEIVED/ EXPENDED
REVENUES									
STATE SOURCE	\$339,895	\$263,046	\$349,927	\$105,897	\$105,897	\$ 1,164,662	\$ 1,258,536	\$ 93,874	92.54%
EXTRACURRICULAR ACTIVITIES	22,598	8,625	5,438	2,419	2,030	41,310	48,000	6,690	86.06%
CONTRIBUTIONS	188	2,982	1,053	983	2,468	7,674	25,000	17,326	30.70%
INTEREST INCOME	4	1,026	4	1	1	1,037	950	(87)	108.86%
MISC INCOME (RIGGS)	-	30	-	-	-	-	-	-	0.00%
TOTAL REVENUES	362,685	275,909	356,422	109,301	110,396	1,214,683	1,332,486	117,803	74.67%
EXPENSES									
INSTRUCTION	154,775	209,608	202,524	68,220	67,721	\$ 702,848	857,094	\$ 154,246	82.00%
SUPPORT SERVICES	84,217	83,012	69,843	23,445	29,973	290,489	322,959	32,470	89.95%
FACILITY & MAINTENANCE	34,552	36,437	35,543	13,186	11,934	131,652	152,423	20,771	86.37%
STUDENT BODY	127	-	256	288	424	1,094	-	(1,094)	100.00%
TOTAL EXPENSES	273,671	329,057	308,166	105,139	110,052	1,126,084	1,332,476	206,392	84.51%
NET INCOME (LOSS)	\$ 89,014	\$ (53,148)	\$ 48,257	\$ 4,161	\$ 345	\$ 88,599	\$ 10	\$ 88,589	
BEGINNING FUND BALANCE	158,441	197,441	194,307	198,725	202,886	194,307	-	-	
ENDING FUND BALANCE	\$ 247,455	\$ 194,307	\$ 198,725	\$ 202,886	\$ 203,231	\$ 282,906	\$ 10	\$ (40,275)	

IX. Addendum D – Banking Information

Sherwood Charter School
 Banking Information
 As of August 7, 2018

Bank	Account Type	Monthly Fee	Merchant Fee	Interest Rate	CC
Columbia Bank	Checking	-	117.49	0%	Personal guarantee required
Columbia Bank	Savings	-	-	0.001%	n/a
Homestreet Bank	Checking	-	-	0.200%	Personal guarantee not-required
Homestreet Bank	MoneyMarket	-	-	1.144%	
Umpqua Bank	Checking	22.00	n/a	0%	Personal guarantee not-required
Umpqua Bank	MoneyMarket	-	-	0.05%	

X. Addendum E – Administrator’s Goals



Joy Raboli **Goals for the 2018-19 School Year**

Website launch

Cheryl McLeod and I are working on the website. My goal is to have it up and running with a mobile option by late fall.

In the website, I want to include a "blog" area where I can share my thoughts on curriculum, books, thoughts about SCS etc.

Create App

I would like to partner with a tech person to create an app that makes accessing info easy. For example, we could have a carline app that checks cars in and lets us know when the child is picked up. There are several commercial apps that we could use or create our own.

Partner with Board for Fundraising

In partnership with the Board, I will attend fundraising meetings and engage the community in meeting our goals for fundraising.

Business Partnerships

I will help the Board identify business partnerships in the community who can sponsor students and help us reach our fundraising goals

Increase Waiting List

My goal is to increase our waiting list to include all grade levels. As we get the word out about SCS, my goal is to double the waiting list.

Support New Teachers Learning New Curriculum and Continue Support of Teachers/Staff

Meet weekly with new teachers and help them navigate the year, learn and master new curriculum, and finish the year feeling confident.

Explore Innovative Ways of Proactive Discipline of Students

Partner with teachers to learn about Restorative Justice and other methods that create learning opportunities instead of punitive discipline approaches.

Further Develop and Market Yearlong Themes

Each classroom will have a yearlong theme that is developed and communicated. These are a work in progress, but I would like to see them branded and published on the website. Down the road, I would like them to be more interactive for parents and the community.