



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, December 19, 2018 – 6:32 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, December 19, 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), Frank Scholz (Secretary), Perry Francis (Facilities), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

Members Absent: Kim Rocha (Treasurer), Gail Wallace (HR & Policy)

SCS Staff Present: Cheryl McLeod (administrative specialist)

Public Present: Jen Crosby (PAC Chair)

The Pledge of Allegiance was recited by all present.

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

Karen Schrader read the H.E.A.R.T. Skills.

Karen Schrader delivered the meeting expectations.

Agenda Additions & Changes:

None.

Class Presentation

None.

Approval of Previous Minutes:

None.

Public Comment:

None.

II. Academic Excellence

Administrator's Report

See Administrator's Report, attached as Addendum A.

The school enrollment is currently at 211 students, compared to 209 last month and 193 last year. In December of 2016 the school had 1 student on the waiting list. In December of 2017 the school had 3 students on the waiting list. This year we have 30 students on the waiting list.

Joy Raboli (administrator) is continuing to work with the teachers on developing organized, comprehensive curriculums. Many of the teachers have completed curriculum spotlights recently, including 2nd grade and 7th grade who had curriculum spotlights earlier this week.

Due to illnesses, the Safety Committee meeting was rescheduled to January.

On the website, Ms. Raboli received job estimates for logos and pamphlets. Both are under budget. A photographer is scheduled to visit the school to take photographs for the promotional material.

See Branding Project Estimate, attached as Addendum B.

Ms. Raboli continues to work with the Fundraising Committee meeting on the business partnerships aspect of fundraising. The OneFund raffle encouraged and additional \$1208 in donations, bringing the total to \$46,400.50.

In terms of discipline, Ms. Raboli has been holding an all-school gathering every morning to start the day with a positive message. Teachers have said this is helping the students get ready for school as evidenced by the students entering the classrooms with better behavior. Karen Schrader (Vice-Chair) added that an additional advantage of these gatherings is it provides a common vocabulary for learning.

III. PAC / Finance / Fundraising

PAC Report

Jen Crosby (PAC Chair) was on hand to report the status of the Sherwood Charter School Parent Advisory Committee (PAC). The PAC just held movie night the previous week with 15-20 families in attendance. They were able to find a movie with a cheaper license to reduce the cost from \$250 to \$125. The PAC also setup games and trivia that tied in with the movie.

The next Dinner Night Out is Thursday, January 10th at Panda Express.

The school library will be holding a read-a-thon fundraiser in February. All the funds would go to buying books and it will help diversity the material we get from Scholastic.

Treasurer's / Finance Committee Report

Due to Kim Rocha's (Treasurer) absence, this topic was tabled until the next meeting.

Fundraising Report

Lori McKinley (Fundraising) brought business partnership draft letters for the Board to review.

Brian Craker (Chair) asked the Board to review the letters and provide feedback to Ms.

McKinley. Joy Raboli (Administrator) will send the draft business partnership letters to the branding / marketing company to get school branding applied to make a cohesive presentation.

See Fundraising Business Letters, attached as Addendum C.

Ms. McKinley pointed out that the plan is to somehow promote businesses that give to the school. Ideas include event sponsorship (concerts, etc.) or mentions on the web site or a profile in the Thursday email.

IV. Facilities / Operations

Facilities Update:

The Sherwood Community Friends Church ("the Church") had proposed repaving our portion of the repaving costs over 3 years at \$10,000 per year. The Board had proposed repaving over 6 years at \$5,000 per year. The Church countered with 5 years and \$6,092 per year. If we don't renew the lease we would pay the balance of the costs as a lump sum. Brian Craker (Chair) pointed out that everything over \$2,500 has to go to the Finance Committee so this proposal would fall

under their jurisdiction. The Finance Committee would then recommend or reject the proposal back to the Board. The Finance Committee will probably meet in January.

Up next is working on the March lease renewal plus recently added additions – the changes in square footage and snow clean-up costs.

Speaking of snow clean-up, the Church is investigating if it would make sense to buy a truck-mount snow plow at approximately \$1,500. The research shows that 1-2 uses of the snow plow would pay for itself. The Church did not discuss who would pay for the plow.

V. Governance

Updated Deliverables and Calendar Planning

Karen Schrader (Vice-Chair) updated the draft reformat of the planning calendar so it runs July through June to match the fiscal year. There is still time to provide additional feedback.

We need to schedule executive meetings in February so we can offer the administrator a contract March 15th. (That's why the March meetings was moved up to March 13th. Ms. Schrader noted the February meeting date will need to move to fit her schedule.

Resignation of Board Chair

Brian Craker (Chair) formerly tendered his resignation as Chair and Director.

Mr. Craker plans to stick around as a resource to the Board – attending meetings and hopefully allowed voice by the new Chair. Mr. Craker informed the Board that his wife, Allison Craker has thought about filling the open Vice-Chair position but due to logistical reasons, the Crakers can't have both spouses at the Board meetings.

Joy Raboli (Administrator) wanted it to be acknowledged what an amazing job Mr. Craker did holding our school together through some rough years. Ms. Raboli also expressed a preference to keep Mr. Craker in the Chair role until the end of the calendar year.

Motion: Accept resignation of Board Chair, Brian Craker at the end of the calendar year.

Proposed: Karen Schrader (Vice-Chair)

Seconded: Lori McKinley (Fundraising)

Discussion: Ms. Schrader noted that keeping Mr. Craker in the Chair position until the end of the calendar year gives us some “wiggle room” in case something worth signing comes to our attention.

Board Vote: Aye: Karen Schrader (Vice-Chair), Frank Scholz (Secretary), Perry Francis (Facilities), Lori McKinley (Fundraising)
Abstain: Brian Craker (Chair)

Result: Motion passed.

Motion: Nominate Karen Schrader to be Board Chair for remainder of 2018-2019 fiscal year.

Proposed: Perry Francis (Facilities)

Seconded: Lori McKinley (Fundraising)

Discussion: Ms. Schrader thanked Mr. Craker for his leadership and his guidance. Mr. Craker told the Board that Ms. Schrader’s background and leadership skills will be well served.

Board Vote: Aye: Brian Craker (Chair), Frank Scholz (Secretary), Perry Francis (Facilities), Lori McKinley (Fundraising)
Abstain: Karen Schrader (Vice-Chair)

Result: Motion passed.

VI. Closing Items

Board Comments and Communications

None.

Thank You and Recognition Notes

We received thanks you notes from the 2nd grade class for hosting them at last month’s meeting.

Holiday cards for the staff went out today.

Cheryl McLeod (administrative specialist) made delicious cookies for the Board.

Next Regular Meeting

The next regular Board meeting will be Wednesday, January 16th, 2019 at 6:30pm in the Art Room.

This will be a lottery meeting.

Adjournment of Meeting

Motion: Adjourn the meeting at 7:32pm.

Proposed: Karen Schrader (Vice-Chair)

Seconded: Lori McKinley (Fundraising)

Discussion: none

Board Vote: Unanimous, 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 January 16, 2019.

VIII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
December 2018

Enrollment for December 2018-19

Grade	Students	Waiting List
K	25	7
1	24	0
2	24	1
3	22	0
4	25	4
5	25	17
6	25	0
7	21	1
8	20	0
Total	211	30

We are up two students from last month and have two possible arrivals from Canada! Last year at this time, we were at 193.

Teaching and Learning

Our teachers continue to work through their year-long theme and have gotten much done during this short month. In January, we ease into some prep for State assessments. Several teachers have had their curriculum spotlight where parents are invited in to see a month-long unit integrating several subject areas and projects.

Safety

We have rescheduled our meeting for January.

Update on Joy’s Goals for the 2018-19 School Year

Website Launch

We received the project estimate for the branding work from the Bam Agency. It is within our budget and we will proceed after the holiday break. We may see a slight adjustment because I want to add a logo design for the OneFund. See estimate in Dropbox.

Partner with Board for Fundraising

I assembled a basket and had a raffle to generate some excitement for the OneFund. We were able to collect \$1028.00 for a total of \$46,400.50.

Business Partnerships

We are currently identifying past business partnerships from fun runs etc. to launch our list of possible business partnerships. Lori has started going to a few businesses, but we are waiting until we have a proper letter and brochure to convey our mission to local business owners.

Increase Waiting List

2016-2017: 1

2017-2019: 3

2018-2019: 30

The data shows that I have met this goal. Not only is our waiting list higher, our overall enrollment is higher as well.

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

We have been focused on transitions and being proactive as scholars. Each morning, we talk about the fact that "learning has a look", which is engagement and focus. We discuss how to transition quickly and quietly, maximizing learning time. Tracking the speaker is also a skill we have been practicing. Teachers are reporting that behavior and focus is better as a result of our morning gatherings. We also do a weekly Pledge of Allegiance on Mondays. Today, we had an all school snowball fight that was fun!

IX. Addendum B – Branding Project Estimate



PROJECT ESTIMATE

Client: Sherwood Public Charter School
Project: Awareness Campaign
Date: December 7, 2018

Project 1: Brochure

BAM will provide professional services to design and produce a brochure targeting community businesses and organizations. Client will provide background information along with photo images of students in school. BAM will develop an overall theme to brochure resulting in draft layout options for review and discussion with client. Once brochure layout and content are approved, BAM will create final print-ready digital files and coordinate delivery of final product.

Design, Writing, Digital Production, & Print Management	\$900
Project Expenses: Proofs, Digital Media, Shipping, Etc.	\$100
Printing.....	TBD
TOTAL (Fees & Expenses + Print Option)	TBD

Project 2: Leadership Academy

BAM will design a series of five "house" visual identity logos for each of the student groups that make up the Leadership Academy. BAM will create a variety of design options for review and discussion with client, selecting one design direction to apply to all houses. Once approved, BAM will create final digital files of each logo formatted for use in a variety of print and digital media applications.

Design & Digital Production.....	\$600
Project Expenses: Proofs, Digital Media, Shipping, Etc.	\$75
TOTAL (Fees & Expenses).....	\$675

Project 3: Heart Skills Brand Identity

BAM will design a unique visual "brand" identity to represent the HEART program. To start, BAM will review existing documents and materials to establish project objectives and parameters.

BAM will then execute exploratory design directions for the brand. These will be presented to the client as design ideas, combining names with symbols, shapes, and colors in a variety of graphic treatments. From these initial options, a design direction will be selected for refinement and improvement. The refined option will then be presented as a "brand system" which will include conceptual applications showing how the brand works when applied to marketing materials (business card, website, brochure cover, etc.). Upon final client selection and approval, BAM will produce a master digital file which will be formatted into a variety of electronic file formats for client use and ownership (pending payment of fees and expenses).

Design & Digital Production.....	\$2,800
Project Expenses: Proofs, Digital Media, Shipping, Etc.	\$200
TOTAL (Fees & Expenses).....	\$3,000

Budget Note: Agency Expenses

Agency expenses are outside costs that typically include digital media (photography and illustration, fonts, usage rights), proofs, mock-ups, travel, couriers, and other miscellaneous services needed to execute the work contracted by the client. These fees do not cover costs for contract photography and illustration, advertising media, or other media production services by third-party vendors that fall outside the scope-of-work used to develop project costs.

Terms & Conditions

If Sherwood Public Charter School (the client) agrees to this proposal, BAM (the agency) requests that a signed copy of this document be given to the agency. Each project will be billed on a "work-to-date" basis at the end of each month until completion. Terms are net 30 days.

All work produced by the agency under this agreement will be for the exclusive use of the client. In this regard, the agency will present a well organized, clear and fully formed work product for the client to review and approve at key points in the process. The agency will perform all billable work detailed in this proposal unless the client requests otherwise. Should the client direct the agency to perform additional services, BAM will provide the client with a cost proposal before performing additional work.



All preliminary ideas and visual concepts presented by the agency but not selected by the client for final development will remain the exclusive property of the agency and may not be used by the client without permission from the agency.

The client will be responsible for delivery of background research and information necessary to assist with the timely development of the items detailed in this proposal. BAM also asks that the client provide timely feedback during the course of this project to maintain a reasonable schedule.

Submitted by:

Approved by (signature):

A handwritten signature in black ink, appearing to read "Rick Yurk".

Rick Yurk, President

Name:

Date: December 7, 2018

Date:

X. Addendum C – Fundraising Business Letters

SHERWOOD CHARTER SCHOOL

Date:

Donation:

Company:

The Sherwood Charter School is seeking donations for this year's upcoming school year. 100% of all proceeds will be used to provide uniforms, equipment, gym space and referees. We are looking forward to another great year, and want to thank you for your generosity. It is because of you that Sherwood Charter School will enjoy another fun and exciting year.

Best regards,

Lori McKinley

Sherwood Charter School Sponsorships

Nonprofit Tax ID#12-1213456

Email Questions to:

office@sherwoodcharterschool.org

Mail to:

Sherwood Charter School

PO Box 1342

Sherwood, OR 97140

Sherwood Charter School is a school of choice serving students in grades K-8 from communities in Washington, Yamhill and Multnomah Counties. Since 2009, SCS has been rated "outstanding" by the Oregon Department of Education.

Our vision is to forge highly competent, principled leaders who are life-long learners, empowered to live up to their potential and make a positive impact on their community and the world. SCS practices a rigorous, integrated curriculum that focuses on hands-on experiences. Sherwood Charter School is a K-8 school of choice, providing a rigorous academic experience through integrated curriculum and instruction. SCS maintains a nurturing environment with small class sizes and an emphasis on practical application of what is learned.

We are a small, close-knit school, with a student population capped at 225 students. We get to know each other and celebrate each other's successes. We believe in cultivating students' hearts as well as their minds to foster academic excellence and improve school climate. Our character development program, HEART—an acronym for honor, empathy, accountability, respect and teamwork—is woven into everything we do. Instead of focusing on students doing something wrong, we recognize students acting with HEART on a daily basis.

Sherwood charter school has developed the H.E.A.R.T program.

- Honor-is standing up for your actions even when no one is looking to see what you did
- Empathy-is putting other in front of you or putting yourself in other people's shoes and following the golden rule.
- Accountability-is owning up to your actions even if you don't know it
- Respect-is if any body is asking you to do something respect them and be helpful to one another
- Teamwork -is helping along side of somebody

We have special programs for kindergarten through eighth grade. The programs are P.E., Music and Art.

The Leadership Academy is sixth through eighth grade. They have math, humanities and science. They also have electives too choir, band.

SCS teachers take time to help build are classmates creativity and help us kid out of our comforts zones. They are very understanding. They are nice, amazing, helpful and encouraging. These are words from a current student at scs.

Words from a current student,

"The teachers are nice and encourage our students another with heart"

Sponsorship Programs

Gold Sponsor:

\$500.00 plus

Company logo and name on over 900 SBO player shirts.

Company name listed as a GOLD sponsor on the SBO website.

Company name and logo on banner as Gold sponsor at SBO tournament.

Silver Sponsor:

\$200.00 to \$499.00

Company name listed as a sponsor on the SBO website.

Company name listed as a sponsor at the SBO tournament.

Questions email: grantjr@ghmcculloch.net

*Donation form is attached