



Regular Meeting Apr. 19, 2018

FINAL

I. Opening Items	RESPONSIBLE	PURPOSE
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A. Call the Meeting to Order, Roll Call, Flag Salute

The Thursday, March 15, 2018 meeting was called to order at **6:32 PM** by Chair Brian Craker. The Pledge of Allegiance was recited by all present

Members present: Brian Craker, Perry Francis, Carolyn McBee, Frank Scholz, Steve Schweitzer, Gail Wallace, Joy Raboli (ex officio)

Members absent: Kim Rocha

SCS Staff present: Angela Havlinek (office manager), Sophia Levenson (1st grade), Cheryl McLeod (admin specialist), Nora Stuckey (PE/Health)

Public present: Nick C. (not legible), Michelle Coplin, Alison Craker, Korrin Fyall, Ian Fyall, Connie J. Hess, Ed Hess, Connie Johnson

B. Carolyn McBee read the SCS Mission & Vision Statements

C. Steve Schweitzer relayed the H.E.A.R.T. Skills & meeting Expectations

D. Agenda Additions

NONE

E. Class Presentation

Ms. Raboli introduces Ms. Levinson’s ‘Fabulous First Graders’! Ms. Levinson relayed that the class had just finished the ocean unit where they talked about common ocean animals and what are in oceans. Three classmates told their choices of animals (Octopi – Casey & Inara: Seal – Ashlyn & Sea Krait) and they showed us the three-clue animal game.

F. Approval of Previous Minutes

Agenda Business Item: Move to accept the January, February and March 2018 meeting minutes as presented.

Motion by – Carolyn McBee

Seconded by – Gail Wallace

Discussion: none

Board Vote: passes unanimously, short one absent member (yeas - Brian Craker, Perry Francis, Carolyn McBee, Gail Wallace, Frank Scholz; nays – none; Kim Rocha absent)

G. Public Comment



Regular Meeting Apr. 19, 2018

FINAL

NONE

II. Academic Excellence

A. Principal/Administrator's Report

Steve wanted clarification – SCS students are allowed to do activities in other schools such as sports? Ms. Raboli said they can but it is logistically difficult at times.

A parent asked a question of Ms. Raboli – is there a parent liaison between SSD and SCS? No.

Gail suggested that Kindergarten teacher is great and thus is why the waiting list is so large for that class.

B. 2018-19 Academic Calendar

The office staff present the 2018-19 academic calendar. SCS waits for SSD to post theirs before SCS can post the upcoming year. Ms. Raboli suggests we do this to keep breaks on similar timeframe. Angela Havlinek is deemed the calendar guru by Ms. Raboli.

Some calendar changes:

- added an October middle school conference day (75 kids are a lot to fit into a tighter schedule) while elementary grades remain the week of Thanksgiving.
- Winter Holiday timing difficult because of where 12/31 is located during the week (on a Monday). SCS will start the week after (1/7 teachers, 1/8 students) because the teachers starting on 1/2 while students start on 1/3 gives them a one-day week.
- 3rd trimester ends on 5/31 because SSD needs time to process grades (for ParentVUE and printing)

Steve questions having Thursday, 12/20, be a day off. Since Christmas is the following Tuesday, this gives families extra travel time.

Perry questions sending electronic report cards because of expense of mailing (due to late end of trimester) and asked if they could be sent via email? The staff reports that time expense to email (with current distribution mechanism) is not inconsequential and therefore not worth the effort. They would like to see the report cards posted in parent view.

Agenda Business Item: Move to accept the 2018-19 academic calendar as presented.

Motion by – Steve Schweitzer

Seconded by – Carolyn McBee

Discussion:



Regular Meeting Apr. 19, 2018

FINAL

A board member asks if anyone has had a chance to check if the number of school days is correct? That had been a problem in the past. The board agreed that they could approve and the office can recheck the count, having 72 hours to find errors and then can release if none are found.

Board Vote: passes unanimously, short one absent member (yeas - Brian Craker, Perry Francis, Carolyn McBee, Gail Wallace, Frank Scholz; nays – none; Kim Rocha absent)

C. Parent-Student Handbook

Brian related that the handbook was administratively handled initially and then moved into board for reviewing and approving (out of necessity as opposed to control). OSBA has said that it is something that should be at the admin level and the board should mostly be hands off. This allows for timely updates and releases. Going forward the board can raise issues with the staff and ask for needed changes. The board needs to vote to release authority to admin.

Discussion ensues...

- Carolyn says it makes sense and is more lean and mean
- Brian suggested we need a write up of the PEF/Kids First to OneFund transition
- Ms. Raboli suggested the intent is to pare down the number of words and that that work is currently in progress
- Brian suggested that the admin brings edits to board when they appear. Kristen (of OSBA) suggested looking more closely when policy updates occur though the year.
- Gail suggested that the school newsletter can announce changes to the handbook
- Frank asked about what the procedure was to take back the manual?
 - o Brian replied that the board is the supervisor of the admin and the latter of which is allowed then to hire and oversee, make changes. Board = Governance, policy and finance; all else administration.
- Perry asked generally if the board was okay to keep the handbook or return it to admin?
- Steve asked if the manual should be added to staffs' job description?
 - o Brian replied that if falls into the administrators review space.
- Perry suggests we need to add the handbook to the board deliverables calendar to review handbook as part of our fiduciary duty
 - o Brian said we would add to that calendar
- Ms. Raboli suggested that these changes could be added to admin review
- Steve asked if we should change control of handbook at end of the year?
 - o Brian asked what date was he thinking?
 - o Ms. Raboli asked for a non-summer transition though



Regular Meeting Apr. 19, 2018

FINAL

Agenda Business Item: Move responsibility of Parent/Student handbook to administrator and add a review of the handbook to the board annual calendar of deliverables for February yearly.

Motion by – Steve Schweitzer

Seconded by – Carolyn McBee

Discussion: None

Board Vote: passes unanimously, short one absent member (yeas - Brian Craker, Perry Francis, Carolyn McBee, Gail Wallace, Frank Scholz; nays – none; Kim Rocha absent)

III. Facilities/Operations

A. Safety Committee Update

- Security upgrades

SCS office manager, Angela Havlinek, gives quick overview of the Sonitrol bid for SCS security work to the board.

Brian mentioned he has worked with Sonitrol (based in Portland) in other organizations and deems them easy to work with. He had experienced issues with ADT at a previous employer.

Ms. Raboli mentions that the bid information is for reference only as the budget to do the work is still not there

Angela Havlinek adds that the Sonitrol option will start with leasing the needed hardware and then would move owning over time.

Gail Wallace noted that she raised the topic of security in the February 21, 2018, board meeting and expressed frustration that nothing has changed since.

Brian replies that by end of April we can start putting pressure on church to make decisions related to SCS/church shared responsibilities.

Ms. Raboli mentions the need to be done with discussions by July as things need completion by August and she also shares Gail's frustration with the situation.

- Reconfiguration of offices (Gail Wallace)

The church is leaning to letting SCS use the current church office but such a move would cost more money for SCS. Discussion centered initially around using the youth room while turning over the current office.



Regular Meeting Apr. 19, 2018

FINAL

Brian replies the issue is moving the church office will cost the church money.

Gail replies that SCS perhaps doesn't have access to the youth room but SCS is paying for the space which apparently Ms. Raboli was forced to stop using.

Brian asks Gail if she is comfortable pushing for the additional church office in next two week? Gail is allowed to negotiate but cannot sign off as that is the board's responsibility. Both boards (church and school) have to accept the changes before the lease is final. The current lease in place for the next three years – we not going to lose our lease – and we are clearly working on an extension. Gail is asked to work toward a compromise as we will have two board meetings in May to approve changes if they occur.

Someone reminds us that the lease renewal is in the contract for April of the year which is this month.

Are there funds to fix up the new office space (current church office) in the budget? Strong likelihood of SCS at Hopkins. Work with them.

Perry suggests working with church by SCS paying for security system and then take the office in return for no additional monies.

Gail suggests adding youth room to as an excluded room to the contract (it is not listed as such in the current contract).

Perry asks what about adding more portables? The suggestion of adding two more for K and 1st grade while allowing the office into a part of the other portable. This action would allow the church to grow into the SCS-unused space.

Brian suggests there are two or three options in mind and that we need to be flexible concerning which is chosen. (He suggests too that there are school safety upgrade grants available as mentioned, he thinks, in a recent OSBA newsletter – someone should investigate).

Ms. Raboli suggested that we layout several scenarios (one, two and three) to talk with church about.

Brian asks the safety committee to look into the OSBA school safety upgrade grants and Gail suggested she will look into them.

- SSD school committee concerning relocation options – New High School

Gail relayed that she talked to Mr. Rose of the SSD when she applied to be on said committee (she cannot join committee since she is not currently a parent of an SSD student). Gail reads email she sent to Mr. Rose. Gail asks if OSBA can liaison with SCS and SSD to discuss this situation? Brian suggested she contact Kristen Miles to see if that is possible.



Regular Meeting Apr. 19, 2018

FINAL

B. Lease Renewal Discussion

See above

IV. PAC/Finance/Fundraising

A. PAC Report - Korrin Fyall

From the meeting last night:

- Finances – net zero [\$600 positive balance]. Scrip did well but not good enough. They will fundraise for focused things not generally. Will plan for more community events going forward. Starting an Ambassador program for new families to ask questions of. The idea arose of having a classroom parent (1 per class) to attend PAC meeting to pass along teacher needs. There is the potential to change the scrip program to focus on a per/class donation idea.
- Kids First - Got another match (\$600) raising the total to just over \$15K. SCS PAC will cut a check for \$12850 to give to the school.
- SCS PAC has reserves in cash account to donate to school (3K for science table and/or other tables), intercom system, help with cameras – the PAC wanted to donate something complete, not piecemeal or as a general donation. They will vote in May to decide on fund usages.
- Tabled classroom wish lists until next year
- Letter that Kim wanted for smartboard donation was read and delivered (needed for SCS charter agreement and for when state funds are used to purchase goods. If SCS is dissolved, the state would then take all materials. If materials are detailed as not purchased with state funds [here SCS PAC donated after purchasing for SCS])
- Ms. Raboli mentioned that with extra funds potentially available, that an intercom would be a benefit to the school
- The current chair and vice chairs are leaving –the positions are open

Frank Scholz mentioned that the notes he took from the meeting are in the board Dropbox.

B. Treasurers/Finance Comm. Report

Kim is absent but passed along her finance report as attached



SHERWOOD CHARTER SCHOOL

Regular Meeting Apr. 19, 2018 FINAL

Sherwood Charter School

Balance Sheet (summary level)

As of the Quarter Ended March 31, 2018

Modified Accrual Accounting Method

	Q1	Q2	Q3
ASSETS			
CASH/INVESTMENTS	\$ 398,553	\$ 408,030	\$ 381,633
PREPAID EXPENSES	-	-	27
FIXED ASSETS	280,605	280,605	280,605
ACCUMULATED DEPRECIATION	-	-	-
TOTAL ASSETS	\$ 679,157	\$ 688,635	\$ 662,265
LIABILITIES			
ACCOUNTS PAYABLE	5,547	8,365	1,448
DEFERRED REVENUE	113,317	113,317	106,153
UNEARNED REVENUE	-	76,820	-
PAYROLL LIABILITY	32,233	15,219	31,525
TOTAL LIABILITIES	151,097	213,722	139,125
EQUITY			
RETAINED EARNINGS	439,047	439,047	439,047
NET INCOME	89,014	35,867	84,093
TOTAL EQUITY	\$ 528,061	\$ 474,914	\$ 523,140
TOTAL LIABILITIES & EQUITY	\$ 679,157	\$ 688,635	\$ 662,265



Regular Meeting Apr. 19, 2018

FINAL

Sherwood Charter School

Income Statement (summary level)

As of the Month Ended March 31, 2018

Modified Accrual Accounting Method

	Q1	Q2	Q3	ACTUAL YTD	BUDGET Approved Sept 21 2017	BUDGET to ACTUAL VARIANCE	% BUDGET RECEIVED/ EXPENDED
REVENUES							
STATE SOURCE	\$ 339,895	\$ 263,046	\$ 349,927	\$ 952,868	\$ 1,258,536	\$ 305,668	75.71%
EXTRACURRICULAR ACTIVITIES	22,598	8,795	5,438	36,831	48,000	11,169	76.73%
CONTRIBUTIONS	188	2,982	1,053	4,223	25,000	20,777	16.89%
INTEREST INCOME	4	1,026	4	1,034	950	(81)	108.86%
MISC INCOME (RIGGS)	-	30	-	30	-	(30)	100.00%
TOTAL REVENUES	362,685	275,879	356,422	994,986	1,332,486	587,468	74.67%
EXPENSES							
INSTRUCTION	154,775	209,608	202,524	566,906	857,094	290,188	66.14%
SUPPORT SERVICES	84,217	83,012	69,843	237,072	322,959	85,888	73.41%
FACILITY & MAINTENANCE	34,552	36,437	35,543	106,532	152,423	45,891	69.89%
STUDENT BODY	127	-	256	383	-	(383)	100%
TOTAL EXPENSES	273,671	329,057	308,166	910,893	1,332,476	(627,743)	68.36%
NET INCOME (LOSS)	\$ 89,014	\$ (53,178)	\$ 48,257	\$ 84,093	\$ 10	\$ (40,275)	
BEGINNING FUND BALANCE	158,441	197,441	194,307	194,307	-		
ENDING FUND BALANCE	\$ 247,455	\$ 144,263	\$ 198,725	\$ 198,725	\$ 10	\$ (40,275)	

C. Update on Fundraising Changes

OneFund letter went out today for families to read (and in Thursday email). Funding map for school is fleshed out but not sent (will plan on sending in May) for brevity.

Ms. Raboli said that during the celebration of learning a OneFund talk would be great.

Frank added an extra bullet from the PAC meeting - a discussion on Kids First and PEF funds combined this year which were low – they didn't know how that result would affect OneFund's birth.

Brian - \$500 not enough from parents exposed to OneFund

Ms. Raboli suggests that the professional development line item in the budget is \$1500 which is too low and needs to be raised.



Regular Meeting Apr. 19, 2018

FINAL

Frank mentioned that SSD did some training without telling SCS and whether we asked about other training earlier this year? Ms. Raboli replied that she had mentioned interest in training for this year. SSD is sending teachers to NYC for a Lucy Calkins talk which there is no way SCS could afford.

V. Governance

A. Unfinished Business, Calendaring, Planning & SSD Deliverables

- District proof of insurance
- Lease agreement
- Proof of occupancy and safety permits (Ms. Raboli added that Fire Marshal permits have occupancy info on permits)
- Prepare for annual meeting, etc.
- Teacher and staff contracts, principal contract
- School calendar

October and May are months which containing many things to pass to the district.

B. By-Laws Discussion for Annual Meeting

For May's annual meeting (Oregon State Law) a bylaw review is needed. One quirk is that we can't vote on changes to bylaws without exact changes to bylaws posted in agenda. Typically, we have forgotten to discuss potential changes until too late.

Everyone view the bylaws?

Bylaw review will happen in May and we can hold change until June if there are changes in May.

Frank asked Brian if he was interested in coming back to board? Need a year off before continuing for more terms if there is interest (without bylaws holding people to four years total). Brian dissented with vote but thought that infusion of people would be helpful to the organization.

Gail asked Brian about staying in position until a person is found to replace him, pointing to Brian leaving was giving her pause...

Brian gives Chris Gerlach's example from last year concerning the treasurer position being an example where she stayed longer, unelected, to cover position until Kim could take office.

Brian replied that he had not heard motions for changes in language. At the annual meeting we will have bylaws review to officially do and we must agree that we have read it and can offer any motions to make changes.



Regular Meeting Apr. 19, 2018

FINAL

C. Future Board Leadership

We will have at least two open positions for the next year as people terming out will leave openings (Brian and Steve). He suggests that Carolyn needs to make announcement to renew or not renew at this point.

Carolyn will end now after serving a two-year term and hopes to come back in two years and consider rejoining. Her rationale was because of the Hopkins changes upcoming and does not want her name/presence to affect SSD/SCS negotiations as she is a vocal voice of reason for the Hopkins and SSD changes upcoming.

Brian relayed that he was disappointed at not having Carolyn continue but understands her reasoning, saying she has been a huge asset for me and with her educational background, a big support for teachers and the administrator, the latter of which really appreciates your leadership

Carolyn mentioned she would be interested in helping with SCS fundraising after going off the board and looked forward to writing a children's book.

Ms. Raboli mentioned that Carolyn stepped in at a challenging time and supported the teacher point of view and was amazing too. Her theme-related snacks were always a bit hit with the teachers.

Ms. Raboli asks if anyone has interest in the chair position – no one replies. Brian suggests that we should wait and see who we have applicant-wise before making any decisions, keeping in mind who's stepping off and who's staying.

Annual meeting announcement in May will happen for board positions and the vote to confirm new members in June.

D. Future Board Meeting Schedule

Administrator review needs to happen soon and will schedule what those dates are along with scheduling a special meeting to approve administrator contract (in public) via a special business meeting which can have extra items as is needed (church/SCS contract). May 17th is the annual meeting date. May 3rd is potentially a special meeting and one executive meeting beforehand.

E. Thank You & Recognition Notes (Gail Wallace)

Gail sent a thank you note to Ms. Landels and her class for visiting the with board last month.

F. Board Comments & Communications

None

VI. Closing Items



Regular Meeting Apr. 19, 2018

FINAL

- A. Next Regular Meeting: **Thurs. May 17th, 2018** and a special business meeting on tentatively May 3, 2018. Discussion will happen after the meeting on exact date and time – to be posted via school weekly email.

B. Adjourn Meeting

Agenda Business Item: Move adjourn the meeting at 8:43 PM.

Motion by – Carolyn McBee

Seconded by –Steve Schweitzer

Discussion: None

Board Vote: passes unanimously, short one absent member (yeas - Brian Craker, Perry Francis, Carolyn McBee, Gail Wallace, Frank Scholz; nays – none; Kim Rocha absent)

Recording of minutes were completed by Board Secretary, Perry Francis. **(These minutes are approved – 6/14/18)**



Regular Meeting Apr. 19, 2018

FINAL

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**Regular Meeting Apr. 19, 2018
FINAL**

**Joy Raboli
Administrator's Report
April 2018**

Current Enrollment for 2017-18

Grade	Students	Waiting List
K	22	0
1	18	0
2	24	0
3	23	0
4	25	1
5	23	0
6	22	0
7	23	0
8	20	0
Total	200	1

withdrew 5 (2 moved out of the state, went to SSD for sports opportunities and 2 moved out of the country) since the last Administrator's Report.



**Regular Meeting Apr. 19, 2018
FINAL**

Projected Enrollment for 2018-19

Grade	Students	Waiting List
K	25	16
1	25	3
2	25	0
3	25	3
4	25	1
5	25	8
6	25	2
7	25	0
8	25	0
Total	225	33

We have filled all of our spots but anticipate movement during the summer. Last year around this time, we were at 217 with 13 on the wait list (we had classes with zero on the waiting list which meant we could not move anyone into open spots).

OneFund and Registration

The office is sending Brian’s OneFund letter out to families in “backpack” mail on Thursday, April 19th. Registration will be sent out to families on Tuesday, April 24th. We will have a raffle on Thursday for those families who have returned their registration packets in early.

New to SCS Family Event

A “New to SCS” family event is being held on Wednesday, April 18th. Each family will be given a little gift bag with SCS items and a volunteer pamphlet. We will have an informal question and answer session and learn more about the Board and Pac from Brian and Melissa. It is a fun even for new families to ask questions, hear about volunteer opportunities and learn more about SCS. We will schedule our next event like this in September of the 2018-19 school year.

Kindergarten Round Up

On Friday, April 20th, Kinder parents “to be” (for the new school year) will get to meet the principal, meet the teacher, tour the classroom, interact with hands-on centers and meet specialists in those classrooms. Each student will leave with a new book and excitement about Kindergarten.



Regular Meeting Apr. 19, 2018

FINAL

Volunteer Celebration

We celebrated our wonderful volunteers for their gift of “thyme” on April 17th. Each volunteer was treated to refreshments and a potted thyme plant with an SCS logo planter stick.

Middle School 6th Grade Orientation

On April 12, our middle school held an orientation for our 2018-19 6th grader parents. Each teacher presented their curriculum, discussed “Houses,” our strict no late work policy, and other aspects of our Leadership Academy. The event was well- attended.

Website and Advertising Update

Our website is slowly coming together. We are in the process of scheduling time with Keith Halasy and Patrick Stark. I asked if Patrick would be available for working on the graphics, branding and the look of the website. In the meantime, Cheryl and I have set time aside to do what we can do to move the project forward in two weeks. See two advertisements I recently created for Tualatin flyer in Dropbox

SafeOregon

I met with SSD’s assistant superintendent, Jim Rose about a program called SafeOregon which is a statewide school safety tip line for students to use to report school safety threats. SafeOregon will give our students another path for communicating with SCS administration when school safety incidents occur. Here are more details from their website:

How does SafeOregon work? Students can access SafeOregon through the web form on the SafeOregon web site, or by text, email, live call and mobile app.

The number one reason why students do not report is the fear of retaliation from their peers. SafeOregon can be accessed from the privacy of a phone, home computer or other Internet equipped device, eliminating the possibility of being identified by another student and thus, decreasing the likelihood that a school safety threat would go unreported. Specially trained technicians field incoming tips 24 hours- a-day, 365 days-a-year for all public schools Pre-Kindergarten through 12th grade. The Oregon State Police provides this service through a contracted vendor.

Technicians address the immediate need, and, if necessary, forward the information to an appropriate responding agency. Some situations require that tips be forwarded to more than one entity. For example, a tip involving a weapon brought to school is forwarded to school officials and to local law enforcement. Tip content and circumstances vary, so appropriate follow-up action will also vary.



Regular Meeting Apr. 19, 2018

FINAL

In most instances, the School will have the responsibilities to complete an after-action note. This may require minimal reporting to detail action taken, how it was handled, whether it was resolved or whether it requires ongoing attention.

Does this replace calls to 9-1-1? No, all Oregonians are encouraged to dial 9-1-1 in any emergency situation. However, if the technician feels the situation is escalating to an emergency situation, and it comes in by phone, the technician will transfer the call to 9-1-1 and stay on the line until the tipster is connected to emergency responders. The technicians are trained and experienced in recognizing mental illness, emotional disturbances and managing crisis situations. If necessary, a tip may be transferred to a local community mental health services provider in the same manner.

Celebration of Learning

We have our annual Celebration of Learning scheduled for April 26th. Each classroom will showcase their themes and other topics such as Lucy Calkins Reading in each classroom. This year, we have invited anyone who has attended a tour and has enrolled in Kindergarten for next year.

Teacher Evaluations, Contracts and Returning Staff

I am in the middle of final teacher observations, writing performance evaluations and creating contracts. Each year, I meet 1:1 with each teacher about their formal lesson, and what their plans are for the next school year. I have had a few requests for letters of recommendations from staff seeking to find higher paying job opportunities. A couple of veteran teachers have let me know that the difference in pay for them is about \$20,000.00 a year, when they have looked at other district opportunities. We have one staff person who may be moving out of the area. I will post the job openings as soon as I have finalized the contract signing date.

2018-19 School Calendar-See Attached