



Board of directors regular meeting May 17, 2018

FINAL

I. Opening Items

The Sherwood Charter School Board of Directors met in the Sherwood Charter School Art room for a regular meeting on Thursday, May 17, 2018.

The Thursday, May 17, 2018 meeting was called to order at **6:30 PM** by Chair Brian Craker. The Pledge of Allegiance was recited by all present.

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

Members absent: none

SCS Staff present: Kelsey Connolly (1st grade), Angela Havlinek (office manager), Cheryl McLeod (admin specialist)

Public present: Roxanne Blackwood, Joe Connolly, Korrin Fyall, Kimi Hanser

- B. Gail Wallace read Sherwood Charter School's Mission & Vision Statements
- C. Brian Craker read and reflected on the H.E.A.R.T. Skills & passed along meeting expectations
- D. Agenda Additions - NONE
- E. Kindergarten presentation – Mrs. Connolly's class being represented by and Zane, polinators and plants and how they need each other. Plant song to Head Shoulders Knees and Toes. Keeping bee's happy and healthy. Abby – buy from local organic farms like Our Table. Emploring us to keep chemical free yards!

Ms. Raboli complemented the kids and Mrs. Connolly's excellent teaching.

F. Approval of Previous Minutes

None to approve but there were questions related to minutes existing in the 'minutes to approve' Dropbox folder. It was subsequently determined by Perry that the minutes contained therein were approved at the last meeting, the April 2018 meeting.

G. Public Comment

NONE



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II. Academic Excellence

Ms. Raboli's administrator report is attached as an addendum.

Steve Schweitzer asked a question of the visitation of the Hmong charter school and whether SCS could realize a revenue stream from such visits? These could be a benefit to the school as other schools have charged \$1K daily for such visits.

Kim Rocha wondered how to decide on a fair charge for these visits? She also wondered about paying you to go as an option. Ms. Raboli replied that yes that could be possible and such visits could be on a Friday and also floated the idea of Skyping with interested visitors.

Communication to board from Mrs. Boedigheimer about getting help with student carnival. Perry and Kim will help sell punch cards and communicated with Mrs. Boedigheimer the same. Perry also mentioned his family was going to help moving carnival supplies from Hopkins with their truck on Wednesday and potentially the return trip.

III. PAC/Finance/Fundraising

A. PAC Report - Korin Fyall

- Jen Crosby is the new chair for next academic year - she wants a co-chair to help too.
- A few more donations to Kids First occurred since last month, bringing the total check to hand to the board (Kim) at \$13,005.
- The PAC plans to spend \$4K (they keep a \$10K reserve, generally). This year the reserve is at ~\$13K. They would like to take care of wish list items, spending the \$4K to help out school from the following list (after talking with the office). The PAC will purchase the items and donate to SCS, sending a letter to the board treasurer relating the same.

The list of donations

- o HVAC fix for humanities
- o Camera replacement (up to 4)
- o Entry mats for portables
- o Entry rug with school logo

Perry will scan the letter (and the prior one received from the PAC for the smartboards) and post to Dropbox.

- Create a 'room parent' position for each grade by promoting at beginning of year. They would serve as a liaison between the PAC and the parents of each class, keeping a social presence.
- Evening meetings are the standard for the past year (Pat's job makes difficult otherwise) but the PAC will try to have some daytime meetings as in the past in an effort to increase involvement in the PAC.
- Create an Ambassador program – parents serve as go-to sources of information for new(er) families, having parents agree to help from each grade/class.
- Mrs. Stuckey will return as teacher liaison to the PAC.



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- Perry asked a question about the SCS PAC uniform closet. It needs a new volunteer to take over from the current volunteer. He wondered if there was some way to store the bins at SCS. Ms. Raboli replied that no, there is not space and that the current volunteer asked the same question.
- Ms. Raboli has some Facebook classroom page suggestions. The PAC has a list of guidelines for posting (positive comments) and if an administrator for the page leaves school or moves on they cannot host a grade level page.
- Perry mentions some hesitation with Facebook oversight about which Brian made some suggestions.
- Frank mentioned that the Chipotle fundraiser is next week and the Carnival is next Thursday.
- Someone mentioned all the hard work Alison Craker did for Teacher Week, including personalized gifts for all teachers and suggested "Ali for PAC!"

B. Treasurers/Finance Comm. Report

Financials attached below



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Sherwood Charter School

Balance Sheet (summary level)

As of the Quarter Ended April 30, 2018

Modified Accrual Accounting Method

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



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Sherwood Charter School
Income Statement (summary level)
As of the Month Ended April 30, 2018
Modified Accrual Accounting Method

	Q1	Q2	Q3	Apr-18	ACTUAL YTD	BUDGET Approved Sept 21 2017	BUDGET to ACTUAL VARIANCE	% BUDGET RECEIVED/ EXPENDE D
REVENUES								
STATE SOURCE	\$339,895	\$263,046	\$349,927	\$105,897	\$ 1,058,765	\$ 1,258,536	\$199,771	84.13%
EXTRACURRICULAR ACTIVITIES	22,598	8,825	5,438	2,419	\$ 39,280	48,000	\$ 8,720	81.83%
CONTRIBUTIONS	188	2,982	1,053	983	\$ 5,206	25,000	\$ 19,794	20.82%
INTEREST INCOME	4	1,026	4	1	\$ 1,036	950	\$ (86)	108.86%
MISC INCOME (RIGGS)	-	30	-	-	\$ 30	-	\$ (30)	100.00%
TOTAL REVENUES	362,685	275,909	356,422	109,301	1,104,317	1,332,486	228,169	74.67%
EXPENSES								
INSTRUCTION	154,775	209,608	202,524	68,220	\$ 635,127	857,094	\$221,967	74.10%
SUPPORT SERVICES	84,217	83,012	69,843	23,445	\$ 260,517	322,959	\$ 62,442	80.67%
FACILITY & MAINTENANCE	34,552	36,437	35,543	13,186	\$ 119,718	152,423	\$ 32,705	78.54%
STUDENT BODY	127	-	256	288	\$ 671	-	\$ (671)	100.00%
TOTAL EXPENSES	273,671	329,057	308,166	105,139	1,016,032	1,332,476	316,444	76.25%
NET INCOME (LOSS)	\$ 89,014	\$ (53,148)	\$ 48,257	\$ 4,161	\$ 88,284	\$ 10	\$ 88,274	
BEGINNING FUND BALANCE	158,441	197,441	194,307	198,725	194,307	-		
ENDING FUND BALANCE	\$ 247,455	\$ 194,307	\$ 198,725	\$ 202,886	\$ 282,592	\$ 10	\$ (40,275)	



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C. Annual Audit Update – Kim Rocha

- Increase capitalization fund – potentially to 5K. Kim explains capitalization and amortizing.
- Uncleared check process discussed. Having uncleared checks is a normal course of business but needs tracking
- August 17th is the one-day SCS audit.
 - o The auditors are happy to present to the board, something they have never done before. Kim proposes that they deliver the year end audit to the board which allows the board to ask questions. Audit report not scheduled for delivery until October 2018.

D. 2018-19 Budget Update

- Current projected enrollment is 205 and is moved to 215 (the latter being a more typical enrollment number)
- The increase in projected enrollment (and an increase of \$60 extra/student from state) results in \$34K additional money to added to the budget
 - o There is the potential to use this extra for security upgrades or
 - o Teacher and staff signing bonuses for this upcoming year (new & returning teacher and returning staff)

Ms. Raboli's suggests that signing bonuses acts as a thank you for returning staff. Veteran teachers are currently looking around for other jobs and this might help them remain with the school.

- Carolyn presented her handout analysis of teacher salaries and she also supports signing bonus for all the same reasons Ms. Raboli mentioned.
- Brian mentioned the board wanted to increase salaries 10% in next three years, resolving on 3% (from original 4%). OneFund and related fundraising will help funding going forward.
- Ms. Raboli mentions that costs to train new teachers is huge.
- Kim suggests that an 3-4% increase not a big amount of money
- Ms. Raboli mentions that there will be no signing bonus for new teachers (focused instead on returning teachers)
- Brian asks a point of clarification: If a % salary increase is added to a teacher's salary who then returns later - Are they rehired at old rate or start over again at the starting rate?
- Kim suggests that money approved by board can be used in how ever the administrator wants.
- Kim says she can run numbers by Friday but wants to ensure something is done for security issues too.

Current suggestion on the table: 5% raise, \$5K safety, \$4K in teacher signing bonuses (Ms. Raboli suggests rolling the \$4K into salaries as SCS cannot typically afford experienced teachers who tend require higher salaries)

- Kim restates the current suggestion again:
 - o \$34K (\$22K salary, \$5K safety – \$7K remaining (to use for potential renovation). Kim also suggests she wants to increase reserves in the coming year as is possible.



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Steve makes a motion for the following:

- Accept updated budget and increase by 5% raises across the board for all staff, \$4K in labor costs, \$5K for safety upgrades

No one seconds the motion

Discussion ensues:

- Kim wants to run numbers first before agreeing to the motion. Doing so would require looking at it over the weekend.

Steve rescinds his motion in an effort to ensure Kim's budget numbers are tight before approving.

Brian mentions that we were supposed to approve the administrators contract this evening. That is on-hold too until the budget is approved. We will need the administrator contract updated to match updated numbers. He asks Ms. Raboli if that okay with her. Ms. Raboli replies yes.

IV. Facilities/Operations

A. Facilities Update & Lease Renewal – Gail Wallace

This section completed before Budget talk as this leads into the budget.

- School safety upgrade grant – Kristine Miles nor Gail can find mention of this grant (ODE also cannot find mention of such a grant). Some grants may have closed and therefore are not visible which is perhaps why it is not visible.
- SCS relocation committee - Gail was not accepted because she is not a parent of a school-aged child. Discusses the email from Jim Rose about no space for SCS at Hopkins. She thinks it is too soon for SSD to decide. She suggests Brian's related ideas (see below) are good and might help the situation. She suggests bringing them up in a year with SSD. Gail was going to the SSD school board meeting to discuss the topic with their board.
- Brian's idea mentioned above: He relayed that he had walked Hopkins property last fall to judge space generally. There is a lot of room in the back part of property. SCS could potentially move before Hopkins realignment, using their existing portables space (use the Hopkins gym, playground, fields, etc. too). This lets SCS be at Hopkins while not using as much of the building space (allowing SSD to use as administrative offices)
 - Possible scenarios:
 - Prep and move existing portables and/or sell back and buy new ones for move to Hopkins
 - Hopkins use, great – no, portables used there currently though some exist.
 - Add more portables at our current location
 - Potentially adding a permanent building with the extra land in the back of the property that is currently treed.
- The suggestion arises to leave SSD alone for the time being and reassess at a later time due to the general busyness SSD is experiencing due to the new high school construction and related changes.



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- Sherwood Community Friends Church – SCS lease
 - Willing to let us use church office for and additional \$250/month
 - Awkward to have principal's office be in the middle between the new space and existing office; perhaps Angela can move into middle section.
 - Where is church office going to move? Into existing library upstairs and Pastor Rich remains downstairs.
 - Youth room: will continue to be used with the extra youth number continuing to grow (use of the room was a courtesy in past leases) Ms. Raboli feels SCS should be entitled to use youth room
 - Ms. Raboli suggests paying the extra \$250/month but wants the church to pay for resetting the 1st grade space (Zac sets up church kindergarten room use)
 - Kim asks if \$250 a permanent amount? She thinks it should be a single amount, only charged for the next year.
 - Kim wonders about the cost to redoing the new office space?
 - Gail says she hasn't asked for amounts yet but needs too.
- repaving
 - Gail is concerned with the cost, especially with seemingly ignored security concerns. She relays that because of these types of difficulties she will resign from being the facilities liaison
 - Brian talks about the current contract; SCS worked out a lower rent with clause to ask school to help with major repair. SCS rent paid the SCFC was saved by the church for larger facility improvements and the funds were not designed to support the church directly. Thus, this is where the request comes for \$30K to repave the parking lot. Vehicle weight causes flexing and movement of the pavement causes cracks. With water intruding through the cracks the pavement lifts. SCFE will ask for repair monies over the next 2-3 years.
 - Ms. Raboli relays that part of what we pay should go toward the paving especially when we don't have adequate security in the building. She posits that perhaps SCS monies have kept the church solvent over the years. Brian replies that they would exist without our rent.
 - Kim suggest that we need information on monies required to do the office space renovation before approving the addition of the space as it is part of our fiduciary duty. We also need to be flexible on time for renovation work to progress too. It is not likely to start by the beginning of June.
 - Gail relays she is not comfortable with the church negotiation. Brian will take the lead. Gail will work on budget setting for renovation along with Brian too.

V. Governance

A. Unfinished Business, Calendaring, Planning & SSD Deliverables

The following items were listed:

- Board review of process
- Liability insurance renewal
- Annual meeting notification



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- Bookkeepers contract
 - Kim has the contact and sees no expiration date. Either way, each party needs to do 30-day allowance to change service (Kim wants to review it first) and will plan on approving the contract at the next meeting

B. Annual Meeting By-Laws Review

Brian asks for suggestions for bylaws language and none arise.

Agenda Business Item: Affirm bylaws for another year and allow signing by the chair and secretary.

Motion by – Steve Schweitzer

Seconded by – Carolyn McBee

Discussion: none

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

Signed bylaws will be added to Dropbox when completed.

C. Administrator’s Contract for 2018-19

Will complete next month at the June board meeting.

D. Board Leadership Renewals & Openings

- Carolyn off the board at end of her first term
- Perry will renew for another 2-year term
- Brian and Steve after 2 2-year terms (the maximum allowed by the bylaws of four years total)

That leaves three openings on the board of directors. We have received no applications to serve on the board to date but could see some before the next meeting. The minimum number of officers is three (with no vice chair seated) but that means a lot of work will need to be done by the four board members next year.

Ms. Raboli suggests the board consider setting up a “farm system”, committee approach to board service allowing interested members to serve on committees first to get a feel for the board-level business. This might allow potential members to try out service through committees to then be ‘called up’ for primary board level service.

E. Thank You & Recognition Notes – Gail Wallace

Gail sent thank you notes to:

- Office administrative assistants
- Teachers personalized appreciation quote and Starbucks gift cards
- A thank you note to Ms. Zobrist



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F. Board Comments & Communications

NONE

VI. Closing Items

A. Next Regular Meeting: **Thurs. June 14th, 2018**

Agenda business item: Adjourn meeting at 8:55 PM

Motion by: Kim Rocha

Seconded by: Steve Schweitzer

All board members voted **aye**

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



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CHARTER SCHOOL**

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Joy Raboli
Administrator's Report
May 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

Projected Enrollment for 2018-19

Grade	Students	Waiting List	Summer Lottery
K	25	16	9
1	25	3	3
2	25	0	2
3	25	3	6
4	25	0	4
5	25	8	6
6	26	2	7
7	25	0	3
8	24	0	0
Total	225	32	40

We finished our last tour of the year on 5/15. It was another huge tour. We ended up having several families inquire about applying and did turn in pre-registration forms.



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OneFund and Registration

We have collected \$5,607.50 for the OneFund so far, or 5%. As a comparison, we collected \$2,320 in PEF before school was out last year, or about 4%. We have a 1% increase in early fund collection.

We collected 67% of the PEF this year, in the 16/17 school year we collected 69% total, so we are about on track to meet last year's percent collected.

Testing

We are wrapping up testing on the SBAC. Our science results are online and we scored a 91% pass/exceed in 5th grade and a 95% pass/exceed in 8th grade. English Language Arts is almost finished and the trend we are seeing so far, is that every class is making a 5-10-point improvement over last year. We attribute some of that gain in 3-5, because of our Lucy Calkins adoption. It was a smart decision, especially since the district has also adopted Lucy Calkins. Riggs would not have been able to compete with this curriculum from the district. SBAC mathematics has not been completed yet, but I anticipate getting those scores for our June meeting.

Teachers

We have two teachers moving on from SCS. We have not announced it publically, but Sarah Landels is pursuing a teaching job in Bend, and Sophia Levenson is going to a lower SES school so that she can have her student loans forgiven. I have posted both openings with the district and will interview in the coming weeks. My hope is that we can have the applicants teach a lesson in our classrooms before school ends in June.

Evaluations

All teacher evaluations are complete and will schedule the post observation in the coming days. I will then complete the office and counselor evaluations.

Visitors

Eight visitors from Yav Pem Suab Academy (YPSA) <https://www.ypsacharter.org> came to visit a few weeks ago. Their mission was to see our integrated curriculum, classroom management, our systems and achievement. They are a Hmong charter school in Sacramento, California who has struggled with SBAC scores and writing integrated curriculum. They were thrilled with our curriculum, themes and systems. They stayed three days and I was able to help them streamline their teacher work and help them get on the path to stronger curriculum. They want to return in the fall and bring more staff. They would also like me to come to Sacramento on three Fridays to



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help them with curriculum. In addition, another Sacramento charter school is visiting in September. They will be bringing 10 staff and Board members to see our school.

Events

We have our whole school carnival, put on by the Student Council, on May 24th. The Board may want to look at this event as a fundraiser for the school for the 2018-19 school year. It has grown to the point that it is beyond just student volunteers. It was brought up as a possible PAC fundraiser, also. We have our Kinder and First grade music program on May 22nd and that will wrap up May's events.