



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, March 13, 2019 – 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 Wednesday, March 13, 2019, 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 6:30pm by Chair, Karen Schrader.

**Members Present:** Karen Schrader (Chair), Kim Rocha (Treasurer), Frank Scholz (Secretary), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

**Members Absent:** None

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Katie Boedigheimer (Math), Amanda DuPriest (Music), Kelsey Connolly (Kindergarten), Lauren Epifano (Art), Kaylie Buchanan (Counselor), Marissa Bradley (1<sup>st</sup> Grade), Anna De Salvo Murphy (3<sup>rd</sup> Grade), Ashley Murray (4<sup>th</sup> Grade), Natalie Pepper (5<sup>th</sup> Grade), Nora Stuckey (Physical Education), Shannon Peterka (Science), Sarah Richard (Humanities)

**Public Present:** Jen Crosby (PAC Chair), Carol McKinney, Connie Jolinsal, Sarah Hagan, Shari Scholz, Josh Gerlach, Chris Gerlach, Katie Johnson, Roxie Anderson (PAC Co-Chair), Kelsey Connolly, Brian Craker

The Pledge of Allegiance was recited by all present.

Gail Wallace (HR & Policy) read Sherwood Charter School's Mission & Vision Statements.

Frank Scholz (Secretary) read the H.E.A.R.T. Skills and delivered the meeting expectations.

### **Agenda Additions & Changes:**

None.

**Class Presentation:**

Ms. Murray and a handful of 4<sup>th</sup> Grade students presented their Oregon-themed persuasive essays and related dioramas.

Ms. Peterka (Science), Ms. Richard (Humanities) and a Leadership Academy student from each house presented the new “Genius Hour” - a year-long project about something each student is passionate about. The middle school will be having a Genius Hour Fair in the cafeteria on May 16<sup>th</sup>.

**Spring Lottery (2019-2020 academic year):**

Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Assistant) conducted the spring lottery.

<b>Motion:</b>	Accept results of the Spring 2019 Lottery.
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Perry Francis (Facilities)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Unanimous.
<b>Result:</b>	Motion passed.

**Approval of Previous Minutes:**

<b>Motion:</b>	Accept February 22, 2019 minutes with corrections.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	The day of the week was recorded incorrectly and will be fixed before being published.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Frank Scholz (Secretary), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising) Abstain: Kim Rocha (Treasurer)
<b>Result:</b>	Motion passed.

**Motion:** Accept March 7, 2019 executive session minutes.

**Proposed:** Gail Wallace (HR & Policy)

**Seconded:** Kim Rocha (Treasurer)

**Discussion:** None.

**Board Vote:** Unanimous.

**Result:** Motion passed.

**Public Comment:**

Gail Wallace (HR & Policy) repeated the public comment policy.

Carol McKinney (parent) advised the board to think twice about allowing controversial student-led groups because she was afraid it would bother the younger elementary students.

Kelsey Connolly (Kindergarten) feels passionate about being a teacher at Sherwood Charter School (SCS) because Joy Raboli (Administrator) supports her and has authentic relationships with the students.

Brian Craker (parent, former Board Chair) wanted to inform the Board that the school does not have “institutional immunity”, meaning if SCS commits an unacceptable error the school could be closed.

A letter from a 7<sup>th</sup> Grade student (read by Sarah Richard (Humanities)) passionately emphasized that parents requesting an end to student-led groups discourage student growth and may have unknown long-term issues within the classrooms.

- Kim Rocha (Treasurer) wanted Ms. Richard to pass along to the student Ms. Rocha’s respect to the student for standing up for their beliefs.

## II. Academic Excellence

### **Administrator's Report**

*See Administrator's Report, attached as Addendum A.*

After gaining 13 students in February, the school lost one student in February and one in March to bring the total enrollment to 218 students. The school tours are regularly seeing about 25 people.

The teachers and office staff had a full day of training on Collaborative Problem-Solving with presenter, Alexis Hennessy. The teacher learned plans to help students solve their own problems, emphasizing that challenges are often the result of lagging skills.

The introduction of student-led clubs in middle school became an issue this week. Some students had come to Ms. Richard (Humanities) to start a LGBTQ / Straight Alliance club. Some parents objected to the club based on personal opinion and cited the 1984 Equal Access Act as grounds for prohibiting the formation of student-led at SCS. Ms. Raboli temporarily halted the clubs and is investigating the legal implications for SCS.

After multiple delays (illness, weather), the Safety Committee met on March 11<sup>th</sup>. They discussed the second / final lock down drill of the year scheduled for March 12<sup>th</sup>. They also discussed purchasing a barrier to keep cars out of the PE areas of the school. It was noted that some kids are showing up (and being dropped-off) at 7:30 which is 10 minutes too early because teachers aren't scheduled to show up until 7:40. One of the "broken" security cameras started working again. The dog excrement issue on the playground appears to be improving. The new security badges are working great!

Ms. Raboli continues to work with Cheryl McLeod (Administrative Specialist) on the school's new web site. The wait list looks strong with the next drawing in the summer. Ms. Raboli continues to work with new teachers. Occasionally she finds a substitute to give a newer teacher a day off to work on curriculum and she's been meeting with the new teachers once a week.

### **Administrator's Contract**

<b>Motion:</b>	Extend the Administrator's contract through the 2019-2020 fiscal year.
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Perry Francis (Facilities)
<b>Discussion:</b>	The pay increase, if any, would be determined after the budget is finalized.
<b>Board Vote:</b>	Unanimous.
<b>Result:</b>	Motion passed.

### **Academic Calendar 2019-2020**

Perry Francis (Facilities) noted that the calendar had changed around the Thanksgiving holiday.

Angela Havlinek (Office Manager) explained that change was made to make it more clear that the Friday following Thanksgiving was a holiday as well.

<b>Motion:</b>	Accept the calendar as presented by the office staff.
<b>Proposed:</b>	Kim Rocha (Treasurer)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Unanimous.
<b>Result:</b>	Motion passed.

## **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 Math Night sponsored by Mathnasium had a great turn-out with about 60 attendees. The Leadership Academy assisted in the volunteer work along with other parents. The plan is to continue holding these events.
- The next PAC meeting is Monday, March 18<sup>th</sup> at 6:00pm in the gym.
- The See's Candy Fundraiser just started. The due date will change to right before Spring Break.
- SCRIP has not been getting the monthly minimum so the PAC will do one more for the year on April 8<sup>th</sup>, delivered Thursday, April 11<sup>th</sup>.

- The next Dinner Night Out is at Menchie's, all day on Thursday, April 11<sup>th</sup>.
- The Read-a-thon fundraiser bumped SCS into the 50% Scholastic Dollars bracket which should really help the teachers with their wish lists.
- The PAC has a vacancy at treasurer for next year and maybe part of this year.

### **Treasurer's / Finance Committee Report**

Kim Rocha (Treasurer) checked the state number for February. There is a discrepancy between the state numbers and our numbers because the Sherwood School District (SSD) is reporting FTE instead of headcount. Our reported enrollment is 200.13 students, up from 200.75. The per student revenue has also increased to \$174. We peaked at 210 students in October, then dipped and came back up to 210 in February. A question for SSD is if the student numbers are counted monthly, quarterly or only during enrollment counts. This fiscal year the enrollment counts are October, January, March and April.

Ms. Rocha is concerned about OneFund and fundraising. We have raised 60% of OneFund projection. Currently at \$73,000 we are short about \$30,000. The shortage *is* going to hurt the bottom line and put the school in a deficit. On top of that, we projected 215 students for the year.

The next Finance Committee meeting is Tuesday, March 19<sup>th</sup> in the Art Room. The Finance Committee will complete a budget to present to the Board at the April meeting. Ms. Rocha is going to contact SSD to get an extension if possible.

### **Fundraising Report**

Lori McKinley (Fundraising) mentioned that a fundraising meeting is necessary to go over a letter drafted by Gail Wallace (HR & Policy) that reiterated to parents the importance of the OneFund, the business partnership letter drafted by Ms. McKinley and the business partnership brochure. Karen Schrader (Chair) noted that we could vote on Ms. Wallace's letter tonight so the school could send it out as soon as possible. Joy Raboli (Administrator) proposed that she write about OneFund in email to the school community and on the school's Facebook page.

<b>Motion:</b>	Accept the OneFund letter as written by Gail Wallace (HR & Policy) and send to SCS families.
<b>Proposed:</b>	Kim Rocha (Treasurer)
<b>Seconded:</b>	Lori McKinley (Fundraising)
<b>Discussion:</b>	Perry Francis (Facilities) questioned how the school is going to send out the letter – Thursday email, backpacks, postage, etc.? Ms. Raboli emphasized that when we see her OneFund posts on Facebook to mention what a great value the school is.
<b>Board Vote:</b>	Unanimous.
<b>Result:</b>	Motion passed.

Angela Havlinek (Office Manager) told the Board that in the past the school has sent statements to families twice a year about their Program Enrichment Fee contribution. The school has not sent statements about OneFund contributions. Ms. Havlinek asked if the school should be sending those statements out. The Board members all agreed the statements should be going out.

#### IV. Facilities / Operations

##### Facilities Update

Perry Francis (Facilities) is working with Tim from Sherwood Community Friends Church (“the Church”) on additions to the next lease. These additions include measuring the square footage of the leased rooms, provisions for snow clearing, and a cap on maintenance expenses.

Mr. Francis want to bring special attention to snow clearing. In negotiations, the Church did not see snow removal as their responsibility – they provide the grounds as-is. Discussions are on-going.

Mr. Francis noted that the Church is researching flooring options since the carpet in the sanctuary is approximately 20 years old. The Church is also investigating repainting the hallways.

Kim Rocha (Treasurer) mentioned that the school needs to fill out a property tax exemption by April 1<sup>st</sup> but in reality the due date is June 30<sup>th</sup> since that’s when our lease ends. We need to file for an exemption every time we renew the lease so a multi-year lease would reduce the number of times we need to file for the exemption.

## V. Governance

### **Updated Deliverables and Calendaring Planner**

On the calendar for March and April are:

- File for property tax exemption.
- Evaluate the wear and tear with the Church.
- Submit the proposed budget.
- Approve the budget. (April)

### **Future Board Leadership**

A notice of open Board positions went out in the last Thursday email. The Board received no responses. Kim Rocha (Treasurer) will investigate and document some of the questions that come up often about the Treasurer position (time commitment, etc.).

Elections are in May and the by-laws review is also in May.

Ms. Rocha is working on who to transition her duties to. Joy Raboli (Administrator) said that Chris Gerlach (previous Treasurer) had agreed to serve as *temporary* Treasurer. Ms. Raboli stated she would prefer to transition her duties to Karen Schrader (Chair) instead of someone who hasn't been voted to the Board. Ms. Rocha also needs to remove herself from the school's bank account but the bank is concerned there is no Treasurer to replace her. By law we need a Treasurer so Ms. Rocha will contact Sherwood School District for guidance. Perry Francis (Facilities) reiterated the Board needs to vote somebody into the Treasurer's position by March 31<sup>st</sup> when Ms. Rocha leaves. The last week of March is spring break so the idea is to have a Board meeting after the Finance Committee meeting on March 19<sup>th</sup>. The Finance Committee meeting would be 7:00 – 8:00 and the Board meeting would be 8:00 – 9:00.

## VI. Closing Items

### **Board Comments and Communications**

Joy Raboli (Administrator) wanted to thank the Board for a clean evaluation and contract renewal while adapting to a new process with a special thanks to Karen Schrader (Chair) who got up to speed quickly.

### **Thank You & Recognition Notes**

None.

### **Upcoming Meetings**

The next meetings are:

- Tuesday, March 19<sup>th</sup> at 8:00 (emergency meeting to vote in Treasurer)
- Wednesday, April 17<sup>th</sup> at 6:30 (regular meeting)
- Wednesday, May 15<sup>th</sup> at 6:30 (regular meeting)

**Motion:** Adjourn the meeting at 8:29pm.

**Proposed:** Perry Francis (Facilities)

**Seconded:** Lori McKinley (Fundraising)

**Discussion:** None.

**Board Vote:** 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 April 17, 2019.

**SHERWOOD CHARTER SCHOOL**

**THIS AGREEMENT** is entered into by and between the undersigned, who have been hired as a **School Director**.

**Sherwood Charter School**  
**The Sherwood Charter School**  
**School.**

**WHEREAS**, the parties agree to the mission, goals, and objectives of the School;

**WHEREAS**, the parties agree to the school atmosphere and the responsibility, to the School;

**NOW, THEREFORE**, the parties agree to the following terms:

1. **Employment**. The Employee hereby agrees to work for the School upon the terms and conditions set forth herein, personal to the Employee and not subject to the rights or duties of any other person. This agreement shall be binding on the Employee, successors and assigns.
2. **Direction of Service**. The Employee shall be directed by the Charter School Director and the School Board.
3. **Compensation and Benefits**. The Employee shall be compensated by the Charter School the following:
  - 3.1 **Monthly Salary**. The Employee shall be compensated by the Charter School rendered by the Charter School Director on a weekly basis. Payment shall be made on the first day of each month. This shall be in accordance with the Charter School Board.

Sherwood Charter School Employment Agreement  
School Director – 2018-2019 Joy Raboli

**3.2 Other Benefits**

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4. **Working Facilities**  
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10. **Position Credential**  
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11. **Professional Training**  
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12. **Previous Agreement**  
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13. **Subject to Statute**  
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14. **Agreement Provi**  
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**Sherwood Charter School**

By: \_\_\_\_\_  
Karen Schrader  
Chair, Sherwood Charter School  
Board of Directors

Date: \_\_\_\_\_