



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, April 17, 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, April 17, 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 6:34pm by Chair, Karen Schrader.

Members Present: Karen Schrader (Chair), Frank Scholz (Secretary), Perry Francis (Facilities), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

Members Absent: Gail Wallace (HR & Policy), Treasurer (vacant position)

SCS Staff Present: Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Marissa Bradley (1st Grade), Nora Stuckey (Physical Education)

Public Present: Ezra Jimenez, Michele Tran, Joe Whitehead, Brittani Chaulklin, Rachel Jimenez, Sheryl Russell, Jennifer Crosby (PAC Chair)

The Pledge of Allegiance was recited by all present.

Perry Francis (Facilities) read Sherwood Charter School's Mission & Vision Statements.

Lori McKinley (Fundraising) read the H.E.A.R.T. Skills.

Karen Schrader (Chair) delivered the meeting expectations.

Agenda Additions & Changes:

None.

Class Presentation:

Marissa Bradley and three students from 1st Grade presented what they learned about trees. The presentation included songs and poetry they had learned from Ms. Bradly.

Approval of Previous Minutes:

Motion: Accept March 13, 2019 executive session minutes.

Proposed: Perry Francis (Facilities)

Seconded: Frank Scholz (Secretary)

Discussion: None.

Board Vote: Unanimous.

Result: Motion passed.

Motion: Accept March 13, 2019 minutes with corrections.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Facilities)

Discussion: The draft minutes included some of the secretary's notes and will be removed before being published.

Board Vote: Unanimous.

Result: Motion passed.

Public Comment:

None.

II. Academic Excellence

Administrator's Report

See Administrator's Report, attached as Addendum A.

Enrollment is currently at 219 students even though the Administrator's Report erroneously reports 217 students. The 2019-2020 is projected to have 223 students enrolled with a waitlist of 58 students, double from last year.

The teachers and students are preparing for state testing which makes it difficult for Joy Raboli (Administrator) to drop in on classes and observe the teachers. The teachers have been trained by Shannon Peterka (Science), the testing coordinator, about this year's testing protocol. Perry Francis (Facilities) asked if it was possible to compress the testing calendar to reduce the effort on the teachers and students. Ms. Raboli replied that the students get burned out if they are

required to test for long periods of time. Also, by spreading the tests the students can partake in learning the rest of the day so the kids continue to learn and stay in that mindset.

Ms. Raboli has finished her teacher observations needed for evaluations, meeting with each teacher individually to analyze this past year and help set goals for next year. Ms. Raboli will complete the evaluations and review with the teachers.

Zero turnover is predicted with the teachers between this year and next. Jan Zobrist (2nd Grade) and Anna De Salvo Murphy (3rd Grade) have agreed to timeshare 2nd Grade next year. Therefore Ms. Raboli will need to find a 3rd Grade for next year. Ms. Raboli also needs to fill a part-time (4 day, 9 month) office assistant position before the new school year.

Thursday, April 18th the student council will be operating the fun run. This is a fundraiser with the proceeds going to the general fund.

Celebration of Learning is Thursday, April 25th. This is a time for each classroom to display what they've been working on throughout the entire school year. The school will be encouraging OneFund contributions for the 2019-2020 year with families with completed paperwork entered in a raffle.

The Safety Committee continues to focus on car line as it is still a source of concern.

After a lot of hard work from Cheryl McLeod (Administrative Specialist) the new web site is ready! There is one mobile-access bug to address and the marketing guy needs to add the new branding.

Continue to work with staff and children to help students who have problems regulating.

III. Facilities / Operation

Facilities Update

Perry Francis (Facilities) continues talks with Tim Brandt from Sherwood Community Friends Church ("the Church") about the next lease. (Recall the Board approved the previous lease at the January 16, 2019 meeting.) Still up for negotiations are measuring the square footage of each room, snow removal responsibilities and a yearly cap on maintenance costs. Mr. Francis hopes to have a final revision of the next lease by the May 15, 2019 meeting.

The Church has a good turnout for their clean up day, where church parishioners and school families help prepare the Church for Easter celebrations.

IV. 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's next meeting is Monday, April 22nd at 6:00pm in the school cafeteria.
- The PAC has proposed changing the bylaws to include a co-treasurer position. The wording is on their website.
- The secretary, treasurer, co-treasurer positions are open for the 2019-2020 school year.
- May 6-10 is Teacher Appreciation Week. It will be organized by Alison Craker.
- Sunday, May 19th is Church Appreciation Day.
- May 20-23 is a buy-one get-one book fair. Only half of the classes have wish lists so it's important that the teachers publish their lists!
- School clean up is tentatively scheduled for Saturday, April 27 maybe early May. The plan is to move the playground stumps and perform some basic clean up. Further direction on safety concerns for the playground are needed so the date may be delayed further. Joy Raboli (Administrator) suggested the clean up be moved to August and positioned as a back-to-school activity.
- The PAC has heard some concerns about families crossing at the parking lot entrance. One idea is to create a walking path that connects to the crosswalk across the parking lot, travels behind the trailers and down to the sidewalk. The PAC is unsure if this should be a PAC activity or a Safety Committee action.
- Angela Havlinek (Office Manager) mentioned the PAC should have a 'welcome' letter for the August back-to-school packet.
- The PAC is attempting to make up for the deficit from last year so this year's account will be smaller than normal.

Finance Committee Report

Sherwood Charter School FY 20 Proposed Budget, attached as Addendum B

[Karen Schrader (Chair) abstained from discussion due to conflicts of interest.]

The Finance Committee presented four plans for the coming year. Joy Raboli (Administrator) argued that three of the plans were too severe, planning for 210 students when the school has 223 signed up for next year. Adding that the proposed curriculum and staff budgets were inadequate. The Finance Committee recommended 2% raises for the staff, forecasting for 210 students, with school “wants” removed and funding for technology and textbooks cut below desired levels.

Motion:	Accept budget as proposed by the Finance Committee with 2% raises for staff, forecasting for 210 students, with school “wants” removed and reduced funding for technology and textbooks.
Proposed:	Frank Scholz (Secretary)
Seconded:	Perry Francis (Facilities)
Discussion:	None.
Board Vote:	Ayes - Frank Scholz (Secretary), Perry Francis (Facilities), Lori McKinley (Fundraising) Abstain - Karen Schrader (Chair)
Result:	Motion passed.

Fundraising Report

Lori McKinley (Fundraising) reported that the business partnership letter is complete. She needs to run it past Joy Raboli (Administrator) for accuracy.

Ms. Raboli thought that another Fundraising Committee meeting was warranted.

As a result of the latest OneFund letter, Cheryl McLeod (Administrative Specialist) said an additional 4-5 families brought additional funds. In the past the school has sent out 2 letters per year. The goal is to continue that frequency into the next school year.

V. Governance

Updated Deliverables and Calendaring Planner

The following items were delivered in April:

- Tax exempt status was submitted to the state.
- The budget was approved.
- The school calendar for the following year is complete.

The following items are on the calendar for April and May:

- Submit proof of insurance by May 1st.
- The least agreement needs to be finalized with the Church.
- Proof of occupancy and safety permits must be submitted.
 - The fire marshal visits in the fall.
- Review the safety plan.
- Review the teach contract verbiage.
 - This needs to be adjusted for the new review schedule.

Perry Francis (Facilities) announced that he has some by-law changes to propose at the next meeting. The changes center around adjustment of term limits and framing the Vice-Chair role as a lead-in to the Chair position.

Future Board Leadership

In May we need to find people to fill the roles of Vice-Chair, Treasurer, HR & Policy. The Board did receive one application for Vice-Chair. Treasurer is a problem for both the Board and the PAC because it requires a unique skill set. Korrin Fyall (PAC Treasurer) has sent in a list of possible Treasurer candidates. Mr. Francis will follow up.

Angela Havlinek (Office Manager) will double-check that Board openings are listed in the Thursday email.

Karen Schrader (Chair) reminded the Board that the Board needs OSBA training. Additionally, the Board should plan a strategic planning retreat to create a plan for the year, possibly the third Thursday in June (6/20) at 12:00.

Thank You & Recognition Notes

The Board received a thank you note from Joy Raboli (Administrator) for a clean evaluation and contract renewal.

VI. Closing Items

Upcoming Meetings

The next meetings are:

- Wednesday, May 15th at 6:30 (annual meeting)

Motion: Adjourn the meeting at 7:57pm.

Proposed: Lori McKinley (Fundraising)

Seconded: Frank Scholz (Secretary)

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 May 15, 2019.

VIII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
April 2019

Enrollment for April 2018-19

Grade	Students	Waiting List
K	25	5
1	24	0
2	25	1
3	24	0
4	24	0
5	25	13
6	26	0
7	23	0
8	21	0
Total	217	20

We had two students decide to home school. We filled one spot but the other spot did not get filled at this late time of the school year.

Projected Enrollment for 2019-20

Grade	Students	Wait List	Summer Lottery Applicants
K	25	22	1
1	25	10	1
2	25	5	2
3	25	4	0
4	25	1	0
5	24 (currently filling)	3	2
6	26	10	2
7	26	3	2
8	22	0	0
Total	223	58	10

Teaching and Learning

Our teachers are busy preparing for the state testing season. April and May are part of the testing window. Each teacher has been trained by our testing coordinator, Shannon Peterka, about the current year testing protocol.

This is a busy time for teacher performance evaluations. I met with each teacher one on one and discussed several aspects of professional practice such as, year-long reading data logs and analysis of assessments. In addition, we reviewed TAG plans and parent communication logs. Each teacher also has created Student Learning Goals (SLG) in English Language Arts and/or Math. Most teachers are still finishing up a final assessment and will complete their SLG's in May.

I have completed my formal observations of all teachers and now will complete the performance evaluations which will be reviewed with teachers individually at our May staff meeting. At that time, I will be presenting each teacher with a contract for the 2019-20 school year. At this time, we have zero staff turnover expected for the 2019-20 school year. Mrs. Murphy and Mrs. Zobrist have asked to job share the second grade position. We have worked through details and I am allowing the job share. Interviews start on Tuesday for the new 3rd grade teacher to replace Mrs. Murphy in this position. Sandy Baxter, our office assistant has taken a job closer to home that offers more hours/higher pay. Her last day will be on Thursday, April 18th. We are in the process of hiring a replacement.

Fun Run

The student council is having a fun run Thursday, April 18th in the afternoon. The pledges will go to the general fund. The middle school class and the elementary class with the highest donations will review free dress and a class party. The highest individual earner in middle school and elementary school will get a fun gift basket and free dress for a week.

Celebration of Learning

On Thursday, April 25th, our school will have the 5th Annual Celebration of Learning from 6:30-8:00. Each classroom will showcase a year's worth of curriculum, field trips and projects. Families get to see every classroom, stamp their passport and come down to the office to redeem passport for a prize. We encourage parents to get their 2019-20 paperwork and OneFund Contribution turned in on this night to be eligible for a summer fun raffle basket.

Safety

The Safety Committee's focus this month was on carline and creating a barrier so that cars do not come early for pick up and drive through our P.E. classes. We have had volunteer and the student council helping put up and take down the barrier. Carline continues to be an area of concern due to drivers not following expectations and rules.

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

Website Launch/ Partner with Board for Fundraising and Business Partnerships

We have had a second meeting about products and are waiting for final piece. The website is finished. We have a glitch in the mobile application and we are researching who to contact to fix it. We will also be adding branding items like OneFund, H.E.A.R.T. Skills, logos for Houses and Leadership Academy when Rick Yurk has finished his work.

See the final product here:

new.sherwoodcharterschool.org

Increase Waiting List

Accomplished!

We have doubled the waitlist from a year ago at this time.

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

I continue to meet weekly with new teachers helping them with curriculum, doing Keepers and Polishers and managing first year teacher stress.

Explore Innovative Ways of Proactive Discipline of Students

Continued support and training in positive regulation approaches.



Sherwood Charter School FY 20 Proposed Budget

March 19, 2019

Budget Requests

► Wants:

- Intercom
- 27 Chromebooks for Science + Monthly Support Fee
- \$24k for textbooks & \$6k Service Fee
- Counselor moved from 20 hrs/week to 30 hrs/week

Budget Items Included:

- ▶ Revenue:
 - ▶ Enrollment count - 210
 - ▶ One-Fund budgeted at \$45k based on current year's contribution pattern
- ▶ Expenses:
 - ▶ Liability Insurance - Increased 2%
 - ▶ Rent - Increased based on facility lease
 - ▶ Rent - Pavement fee
 - ▶ Other Operational Expenses kept flat

Budget - 4% Salary increase & 210 Enrollment

	4% Increase
REVENUES:	BUDGET
EXTRACURRICULAR ACTIVITIES	-
CONTRIBUTIONS & OTHER INC	45,000
INTEREST INCOME	1,000
SSF - GENERAL SUPPORT	1,389,548
TOTAL REVENUES	1,435,548
EXPENDITURES:	
PRIMARY	631,404
MIDDLE /JR HIGH	324,338
SAFETY	5,900
INSTRUCT STAFF	1,500
GENERAL ADMIN	74,925
SCHOOL ADMIN	266,170
SUPPORT CHARGE	1,040
BUILDING AND MAINTENANCE	168,051
TECHNOLOGY	23,150
TOTAL EXPENDITURES	1,496,478
NET BUDGET SURPLUS (DEFICIT)	(60,931)

Budget - 4% Salary increase & 215 Enrollment

	4% Inc w/215 Enrollment
REVENUES:	
EXTRACURRICULAR ACTIVITIES	-
CONTRIBUTIONS & OTHER INC	45,000
INTEREST INCOME	1,000
SSF - GENERAL SUPPORT	1,421,752
TOTAL REVENUES	1,467,752
EXPENDITURES:	
PRIMARY	631,404
MIDDLE /JR HIGH	324,338
SAFETY	5,900
INSTRUCT STAFF	1,500
GENERAL ADMIN	74,925
SCHOOL ADMIN	266,170
SUPPORT CHARGE	1,040
BUILDING AND MAINTENANCE	168,051
TECHNOLOGY	23,150
TOTAL EXPENDITURES	1,496,478
NET BUDGET SURPLUS (DEFICIT)	(28,726)

Budget - 2% Salary increase & 210 Enrollment

	2% Inc w/210 Enrollment
REVENUES:	
EXTRACURRICULAR ACTIVITIES	-
CONTRIBUTIONS & OTHER INC	45,000
INTEREST INCOME	1,000
SSF - GENERAL SUPPORT	1,389,548
TOTAL REVENUES	1,435,548
EXPENDITURES:	
PRIMARY	617,084
MIDDLE /JR HIGH	316,617
SAFETY	5,900
INSTRUCT STAFF	1,500
GENERAL ADMIN	74,925
SCHOOL ADMIN	259,518
SUPPORT CHARGE	1,040
BUILDING AND MAINTENANCE	168,051
TECHNOLOGY	23,150
TOTAL EXPENDITURES	1,467,785
NET BUDGET SURPLUS (DEFICIT)	(32,237)

Budget Summary

	4% Increase	4% Inc w/215	2% Inc w/210
	BUDGET	Enrollment	Enrollment
REVENUES:			
EXTRACURRICULAR ACTIVITIES	-	-	-
CONTRIBUTIONS & OTHER INC	45,000	45,000	45,000
INTEREST INCOME	1,000	1,000	1,000
SSF - GENERAL SUPPORT	1,389,548	1,421,752	1,389,548
TOTAL REVENUES	1,435,548	1,467,752	1,435,548
EXPENDITURES:			
PRIMARY	631,404	631,404	617,084
MIDDLE /JR HIGH	324,338	324,338	316,617
SAFETY	5,900	5,900	5,900
INSTRUCT STAFF	1,500	1,500	1,500
GENERAL ADMIN	74,925	74,925	74,925
SCHOOL ADMIN	266,170	266,170	259,518
SUPPORT CHARGE	1,040	1,040	1,040
BUILDING AND MAINTENANCE	168,051	168,051	168,051
TECHNOLOGY	23,150	23,150	23,150
TOTAL EXPENDITURES	1,496,478	1,496,478	1,467,785
NET BUDGET SURPLUS (DEFICIT)	(60,931)	(28,726)	(32,237)

Budget - 2% + Some Wants Removed

- ▶ Revenue
 - ▶ 210 Enrollment
 - ▶ \$50k One Fund Contribution - Will require push for business sponsors
- ▶ Expenses
 - ▶ Technology decreased by \$10k
 - ▶ Textbooks - decreased \$23k
 - ▶ Other Operational Expense - same as other proformas

Budget - 2% Salary increase & 210 Enrollment & Some Wants Removed

	2% Increase w/210 Enroll & Some Wants Rem
REVENUES:	
EXTRACURRICULAR ACTIVITIES	-
CONTRIBUTIONS & OTHER INC	50,000
INTEREST INCOME	1,000
SSF - GENERAL SUPPORT	1,389,548
TOTAL REVENUES	1,440,548
EXPENDITURES:	
PRIMARY	599,590
MIDDLE /JR HIGH	319,547
SAFETY	5,900
INSTRUCT STAFF	1,500
GENERAL ADMIN	74,925
SCHOOL ADMIN	261,570
SUPPORT CHARGE	1,040
BUILDING AND MAINTENANCE	161,959
TECHNOLOGY	13,150
TOTAL EXPENDITURES	1,439,181
NET BUDGET SURPLUS (DEFICIT)	1,367

End

