



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, May 15, 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, May 15, 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 6:33pm by Chair, Karen Schrader.

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

**Members Absent:** Treasurer (vacant position)

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Kelsey Connolly (Kindergarten)

**Public Present:** Roxie Anderson (PAC Co-Chair), Joseph Whitehead, Brooke Persoon, Andrew Persoon, Clay Studtman, Jason Anderson

The Pledge of Allegiance was recited by all present.

Gail Wallace (HR & Policy) read Sherwood Charter School's Mission & Vision Statements and the H.E.A.R.T. Skills.

Perry Francis (Facilities) delivered the meeting expectations.

**Agenda Additions & Changes:**

<b>Motion:</b>	Discuss proposed staff handbook changes.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Lori McKinley (Fundraising)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Unanimous.
<b>Result:</b>	Motion passed.

**Class Presentation:**

Kelsey Connolly and four students from Kindergarten reported what they had learned about weather systems.

**Approval of Previous Minutes:**

<b>Motion:</b>	Accept April 17, 2019 minutes with corrections.
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Unanimous.
<b>Result:</b>	Motion passed.

**Public Comment:**

None.

**II. Academic Excellence**

**Administrator's Report**

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

Enrollment is currently at 218 students but the state has us at 207 students. The discrepancy is due to when the state samples the enrollment. We are projected to have 222 students for the 2019-2020 school year.

The teachers and students are finishing state testing. This time of year is great for outdoor field trips. Some recent field trips include canoeing on the Willamette River, tree study at Washington Park and studying the shore ecosystem along the Oregon coast. Celebration of Learning was a success with each class showcasing some of their year-long themes.

Joy Raboli (Administrator) is almost done giving end-of-year evaluations and contacts to the teaching staff. A new third grade teacher has been hired but an announcement is waiting until closer to the end of the school year. A temporary office assistant will be hired in the fall.

The middle school tour for fifth grade families will be held May 16. Parents will get to see “houses”, the math three year timeline and ask questions. The fifth grade students will visit the middle school later in the school year.

The Middle School Student Council Carnival will be May 23. Proceeds from the carnival will go to Chromebooks or a public address system. The Fun Run was a huge success, earning around \$10,000.

The Safety Committee met and continues to focus on carline since it is *still* a source of concern with some parents driving around the barricade designed to keep cars out of the Physical Education areas. The committee is looking at seismic preparedness of the main building following last summer’s remodel. The committee is investigating ways to improve pedestrian crossing at the driveway entrance. Previous ideas to have children and families behind the portables was dismissed because it puts children out of sight while on campus. Half the public address system has been purchased and the hope is to get the rest funded and installed before the 2019-2020 school year. 2 more cameras have been added to the security system, raising the total to 6.

The school contacted the school’s attorney, Matt Lowe, to provide guidance on the student-led clubs. He should produce a memorandum in June.

Ms. Raboli met with the school’s bookkeeper, Tonya Mosher. The two of them revised the school’s 2019-2020 budget based on actual enrollment and fundraising numbers. This new budget includes curriculum purchases, a 2% signing bonus for new-hires and a longevity bonus for existing staff. The budget will be voted on in the June Board meeting.

The new web site has been launched! The OneFund logo is complete and will be included in future OneFund letters, announcements, etc. Accepting electronic payments through the web site is under development. Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative

Specialist) confirmed that the OneFund letter from the Board garnered an additional 4-5 families. Regular communication about OneFund is on track for next year.

Katie Boedigheimer (Middle School Math) who organizes and runs the Middle School Student Council Carnival asked the PAC for assistance next year as the carnival has grown and consumes a significant amount of her time. Roxie Anderson (PAC Co-Chair) confirmed Ms. Boedigheimer had asked for help but it would continue to be a middle school student council event with assistance from the PAC. The preliminary plan is for Ms. Boedigheimer and the PAC to meet next year and the end of the first trimester or the beginning of the second trimester to help with planning.

The summer lottery will be at the beginning of the June 19 Board meeting.

Changes to the staff handbook are necessary due to Jan Zobrist (2<sup>nd</sup> Grade) and Anna De Salvo Murphy (3<sup>rd</sup> Grade) switching to a 2<sup>nd</sup> Grade jobshare. Much of the handbook refers to “full-time teachers”. Karen Schrader (Chair) asked if one of the two teachers is absent, can the other fill in for them. Ms. Raboli answered they would be able to substitute for one another.

<b>Motion:</b>	Accept changes to the staff handbook as proposed.
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Karen Schrader (Chair)
<b>Discussion:</b>	Lori McKinley (Fundraising) asked if it would be better if we deferred the vote due to the short turn-around time. Ms. Raboli replied the changes are necessary before she can offer contacts which is currently happening.
<b>Board Vote:</b>	Aye – Karen Schader (Chair), Frank Scholz (Secretary), Gail Wallace (HR & Policy), Lori McKinley (Fundraising) Abstain – Perry Francis (Facilities)
<b>Result:</b>	Motion passed.

### III. PAC / Finance / Fundraising

#### PAC Report

Roxie Anderson (PAC Co-Chair) was on hand to report PAC news.

- At the April 22 meeting, the PAC agreed to amend the by-laws, adding and Assistant Treasurer position.

- The PAC needs to fill the Treasurer and Assistant Treasurer positions.
- Korrin Fyall (PAC Treasurer) provided the new budget, with the PAC finishing even for the year.
- The PAC discussed fundraising opportunities for next year.
- They began preliminary talks with Ms. Boedigheimer to assist with next year's carnival.
- Next month they will vote in new members to the PAC Board.

### **Finance Committee Report**

Joy Raboli (Administrator) met with the school's bookkeeper, Tonya Mosher, and the April financials look great. The school is working with a \$80,000 surplus and is "inches away" from the fundraising goal. Lori McKinley (Fundraising) asked if the Sherwood School District enrollment adjustments show up in these numbers. Ms. Raboli replied those adjustments had already been made so we shouldn't expect a "summer bonus" like we have seen in previous years. The state money doesn't get paid in June but we're aware of that and it had already been paid by the state "a couple of months ago".

We were very tight on spending this year. The places that over-spent was the library and technology (Chromebooks).

Next year's budget has more money for Chromebooks since 5<sup>th</sup> Grade and 8<sup>th</sup> Grade take the state science test and some of the existing Chromebooks don't support the new science test. Also added to the budget were the 2<sup>nd</sup> Grade jobshare and the parking lot re-pavement. The advertising budget was reduced.

Frank Scholz (Secretary) asked why the proposed budget was so tight, with 2% raises and removal of the "wants" list but the new budget has all the "wants". Ms. Raboli replied the proposed budget didn't account for weighted students, thus raising our budget-based enrollment from 212 to 215 students and increasing income by \$30,000. Additionally the staff pay was incorrectly entered too high and the fundraising prediction was low. The bookkeeper will come to the June Board meeting to explain in detail. Even if there was a budget issue, we could drop the longevity bonus in an emergency and we'd still have a \$7,000 surplus.

## IV. Facilities / Operations

### Facilities Update

Perry Francis (Facilities) has spent a lot of time discussing the lease with Sherwood Community Friends Church (“the Church”). Square footage will be added to the lease as an addendum. Putting a cap on wear and tear came from the parking lot re-paving last summer. We proposed a maximum of 10% of the yearly lease. The snow removal discussion was lengthy. The Church contemplated having a company on retainer but decided they could purchase a plow and the Church would be on retainer for \$600 per year plus \$300 per use. They believe they are not responsible for snow removal, providing the grounds as-is. Karen Schrader (Chair) thought a \$600 retainer, including 2 removals sounded more fair. Frank Scholz (Secretary) asked about the sidewalks and what recourse we have if the Church doesn’t provide plowing service when requested. According to Mr. Francis, the sidewalks are not covered in the Church’s service and recourse for not rendering services was not discussed. Angela Havlinek (Office Manager) conferred that the majority of the work is clearing the sidewalks and ramps. Additionally, and ice melt needs to be applied in well in advance to have the desired effect and we are uncomfortable applying ice melt to “their” parking lot.

The lease is a 3-year rolling lease. This means the lease is for three years and every year we add another year to the lease. This provides short-term stability for both parties. Mr. Scholz asked if it makes sense to extend the lease considering the Sherwood School District will be flush with unused space in two years. Ms. Schrader pointed out the lease ends June 30 so she wants the details ironed out before the June Board meeting. Ms. Raboli pointed out it’s a three year lease so we *don’t have to* be finished by the end of June.

## V. Governance

### Updated Deliverables and Calendaring Planner

The following items were delivered in May:

- Joy Raboli (Administrator) took care of insurance.

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

- Provide a copy of the lease to the Sherwood School District.
- Provide safety permits to the Sherwood School District.
- Provide proof of liability insurance to the Sherwood School District.
- Review the safety plan. (This is done by the Safety Committee.)

- Annual report provided by the Board Chair.  
Ms. Raboli pointed out that in her time at the school, the Chair has never done a formal review but we can count the presentation at the Celebration of Learning if we feel it's necessary.
- Board performance assessment.  
Ms. Raboli pointed out that this has also never been done during her tenure but it may make sense to add it to the parent survey. Karen Schrader (Chair) added that OSBA says the Board should do a self-evaluation.

**Annual By-Laws Review**

Perry Francis (Facilities) proposed adjustments to the two-term limit. As background, the term limit was added two years ago. Ms. Raboli added the term limits were added because some of the previous Boards had commandeered their positions to greatly influence the curriculum without input from the staff or families. Mr. Francis worked with Frank Scholz (Secretary) to add some leeway to the term limits due to the size of the community. Since our pool of viable candidates is small, term limits can be self-defeating to the longevity of the Board. The proposal is if a Board member serves 2 two-year terms, they could take one year off and return to serve one additional two-year term only if they run un-opposed. The Chair position would be capped at 2 two-terms.

Ms. Schrader reminded everyone that the Board was not voting on by-law changes at this meeting but voting on whether the by-law modifications warranted consideration at the June Board meeting.

Mr. Francis proposed a second change, wording the Vice-Chair role as intended to lead to a Chair position.

<b>Motion:</b>	Accept by-law proposals for consideration at the June Board meeting.
<b>Proposed:</b>	Frank Scholz (Secretary)
<b>Seconded:</b>	Lori McKinley (Fundraising)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye – Unanimous.
<b>Result:</b>	Motion passed.

### **Board Member Elections**

The position held by Mr. Scholz was up for election. Mr. Scholz signaled his interest to remain a member of the Board.

<b>Motion:</b>	Nominate Frank Scholz to fill open Board position.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye – Karen Schader (Chair), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising) Abstain – Frank Scholz (Secretary)
<b>Result:</b>	Motion passed.

Joseph Whitehead stated his desire to fill an open Board position.

### **By private ballot, Mr. Whitehead was elected to the Board.**

Mr. Whitehead will have voice through the remainder of the term and will formally join the Board as a voting member during the July Board meeting.

Alison Craker stated her desire to fill and open Board position.

### **By private ballot, Ms. Craker was elected to the Board.**

Ms. Craker will have voice through the remainder of the term and will formally join the Board as a voting member during the July Board meeting.

### **Discussion of Board Positions**

Ms. Schrader (Chair) started the discussion by asking if a Board member can serve multiple roles. Other Board members pointed out that practice had been done in the past. We have multiple open positions so it might be suitable for the Board to look at this practice again. This is especially crucial for the Treasurer position. Someone proposed that based on his experience, Perry Francis (Facilities) could also serve some of the Treasurer role. Ms. Raboli pointed out that the school's bookkeeper, Tonya Mosher, has stepped up to cover some of the Treasurer tasks this year. Gail Wallace (HR & Policy) mentioned that Joe Whitehead (Board) could do some of the Vice-Chair and HR & Policy roles, working with the Sherwood School District. Ms. Schrader wondered if that was a good idea since the HR work can be intensive. Ms. Wallace replied that

the work is seasonal and her work was difficult because she entered the roll with a large backlog which has since been whittled down.

Ms. Schrader said we need to nominate people for each roll (and Board members can not self-nominate). Mr. Francis disapproved, noting that Alison Craker (Board) had left and the Board shouldn't vote for roles unless all the candidates were present. Joy Raboli (Administrator) asked that we nominate some of the crucial, known positions.

<b>Motion:</b>	Nominate Karen Schrader for Chair.
<b>Proposed:</b>	Frank Scholz (Secretary)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	The nomination was accepted by Ms. Schrader.
<b>Board Vote:</b>	Aye – Frank Scholz (Secretary), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising) Abstain – Karen Schrader (Chair)
<b>Result:</b>	Motion passed.

<b>Motion:</b>	Nominate Frank Scholz for Secretary.
<b>Proposed:</b>	Karen Schrader (Chair)
<b>Seconded:</b>	Perry Francis (Facilities)
<b>Discussion:</b>	The nomination was accepted by Mr. Scholz.
<b>Board Vote:</b>	Aye – Karen Schader (Chair), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising) Abstain – Frank Scholz (Secretary)
<b>Result:</b>	Motion passed.

The remaining votes will be tabled until next month.

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

Gail Wallace (HR & Policy) will get thank you notes out to the Kindergarten class for their presentation at this meeting.

### **Board Comments & Communications**

Ms. Wallace pointed out that Katie Boedigheimer (Middle School Math) needed Board volunteers to collect tickets at the Middle School Student Counsel Carnival. Karen Schrader (Chair) and

Lori McKinley (Fundraising) volunteered. Joy Raboli (Administrator) mentioned that help cleaning up is always appreciated.

Perry Francis (Facilities) noted that we need to move from Dropbox to Microsoft Office 365 for document storage. The office staff has TechSoup discounts we can use.

## VI. Closing Items

### Upcoming Meetings

The next meeting is Wednesday, June 19 at 6:30 in the Art Room.

A request was made for an executive session before the June 19 meeting to go over Matt Lowe's (school lawyer) student-led club evaluation.

The strategic planning retreat scheduled for mid-June needs to move to accommodate Frank Scholz (Secretary) who will be out most of the week of June 16.

Board members are encouraged to look at their schedules to see which day of the week works best for next year's meetings.

**Motion:** Adjourn the meeting at 8:46pm.

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

**Seconded:** Frank Scholz (Secretary)

**Discussion:** None.

**Board Vote:** Aye – Unanimous.

**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 June 19, 2019.

VIII. Addendum A – Administrator’s Report



**Joy Raboli**  
**Administrator’s Report**  
**May 2019**

**Enrollment for May 2018-19**

Grade	Students	Waiting List
K	25	5
1	24	0
2	25	1
3	25	0
4	24	0
5	25	13
6	26	0
7	23	0
8	21	0
<b>Total</b>	<b>218</b>	<b>20</b>

We added one student from last month. One year ago, our enrollment was at 200.

**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	23	1	2
6	26	10	2
7	26	3	2
8	22	0	0
<b>Total</b>	<b>222</b>	<b>56</b>	<b>10</b>

Last year at this time, we had a projected enrollment of 220.

### **Teaching and Learning**

Our teachers are wrapping up the year and are finishing state testing. Our students are enjoying many field trips this spring with adventures down the Willamette River in a Native American warship canoe replica, tree study at Washington park, a trip to the coast for middle school and many more events to make learning hands-on.

We had a very successful Celebration of Learning that was well attended by our parent community. Every classroom showcased key learning components of their year-long themes. I launched the evening with a year in review slide show for families. We ended the night with completed student "passports" being stamped for prizes in the office and a large raffle for OneFund contributions. It was a wonderful evening to celebrate our very successful 2018-19 school year!

I have met with all teachers and given them their end of the year evaluation and contract. Our new third grade teacher is hired. Her name is Molly Smith, who is getting married and will have a different last name. I am hoping to introduce her to the second graders (who she has taught as a guest teacher) at the Stepping Stones Ceremony in June. We will hire Sandy Baxter's replacement in the fall.

### **Middle School Tour**

Our 5<sup>th</sup> grade parents are invited to a special Leadership Academy middle school tour on May 16<sup>th</sup>. Parents will get to see classrooms, ask questions and see Houses in action. The Houses will showcase our team building, monthly raffle and a fun relay game. We will be taking time to discuss the math scope and sequence and wrap up with questions. Students will also have a chance to visit the middle school at a later date and be initiated into their House.

### **Carnival**

We have our carnival on May 23<sup>rd</sup> and will be a fundraiser for the student council. The proceeds will go to either Chromebooks or the PA system.

### **Fun Run**

The fun run was a great success on a modest level. We earned about 10K which will put us very close to reaching our fundraising goals for this year

### **Safety**

The Safety Committee met on May 6<sup>th</sup> and focused mainly on carline safety this time. We have an afternoon carline barricade to protect students in P.E. during class time. Unfortunately, a car drove around the safety barricade and traffic in the areas is a concern. We are also looking into seismic preparedness for the campus and check on all of the school structures post remodel. Angela is in contact with Tim Brandt and will continue to work on this area. Another area of concern is how to have our

students walk safely off campus while navigating a heavily trafficked crosswalk. We are looking into a few scenarios with the possibility of having our new assistant walk students across the street in the fall.

Having a PA system continues to be of paramount importance. We have purchased half of the system and now are hoping the between the carnival fundraising and possibly PAC, we can get the system ordered and installed for the 2019-20 school year.

We have added new cameras on campus for a total of 6 working. The new clarity is excellent.

#### **Club Update**

We are in contact with our attorney, Matt Lowe, and he is in the process of reviewing our documents and will have a memorandum of guidance for us in June for our strategic planning session.

#### **Budget Update**

I met with our bookkeeper, Tonya Mosher, to revise our budget for the 2019-20 budget based on enrollment and actual fundraising numbers. I have included this revised budget with details in Dropbox to be voted on at our June Board meeting.

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

##### **Website Launch/ Partner with Board for Fundraising and Business Partnerships**

The website is launched!

We are within 3K of our fundraising goals! We have a logo for the OneFund that is being integrated into our brochures etc.  
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.