



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, June 19, 2019 – 6:56 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, June 19, 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 6:56pm by Chair, Karen Schrader.

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

**Members Absent:** Frank Scholz (Secretary)

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (administrative specialist)

**Public Present:** Roxanne Anderson (PAC Co-chair), Alison Craker, Joe Whitehead

The Pledge of Allegiance was recited by all present.

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

Gail Wallace read the H.E.A.R.T. Skills.

Perry Francis delivered the meeting expectations.

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

None.

**2019-2010 Summer Lottery:**

<b>Motion:</b>	Accept summer 2019 lottery results for the 2019-20 academic year.
<b>Proposed:</b>	Gail Wallace (HR/Policy)
<b>Seconded:</b>	Lori McKinley (Fundraising)
<b>Discussion:</b>	NONE
<b>Board Vote:</b>	Aye: Karen Schrader (Vice-Chair), Perry Francis (Facilities; acting Secretary), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: none Absent: Frank Scholz (Secretary)
<b>Result:</b>	Motion passed.

**Approval of Previous Minutes:**

<b>Motion:</b>	Accept May 15, 2019 board meeting minutes as presented.
<b>Proposed:</b>	Gail Wallace
<b>Seconded:</b>	Karen Schrader
<b>Discussion:</b>	NONE
<b>Board Vote:</b>	Aye: Karen Schrader (Vice-Chair), Perry Francis (Facilities; acting Secretary), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: none Absent: Frank Scholz (Secretary)
<b>Result:</b>	Motion passed.

**Public Comment:**

None.

**II. PAC / Finance / Fundraising**

**PAC Report**

Roxanne Anderson (PAC Co-Chair) visited the meeting to pass along details of the Sherwood Charter School Parent Advisory Committee (PAC) recent meetings.

The PAC voted in new officers to fill open board roles at the last two PAC meetings of the year, on May 20<sup>th</sup> and on June 4<sup>th</sup> 2019.

Connie Johnson (Treasurer)  
Korrin Fyall (Assistant treasurer)  
Kristen Bargouti (PAC secretary)

Korrin was the PAC treasurer this past year and will continue to support Connie in the position in the coming academic year.

Roxanne related that the PAC continues to plan for fall activities over the summer.

### **Treasurers/Bookkeeper's report**

Ms. Raboli in lieu of the treasurer presented the monthly financials as provided by the bookkeeper, Tonya Mosher.

### **Budget Amendment**

Ms. Raboli presented an amended SCS 2019-20 budget based upon recent increases in state-mandated school funding and end-of-year budget savings. Budgeted for an enrollment of 215 students for 2019-20. State School Fund estimate is \$8307/student (SCS receives 80% of that number - \$6645.60)

See the Appendix *Sherwood Charter School Budget Overview 2019-2020* for details.

### **Areas of adjustments**

- Increased the amount of signing bonus
- Staff salary increases set to 2%
- Curriculum:  
Identified areas in the budget to secure an additional \$32K for curriculum  
Found monies to purchase *FOSS* (Full Option Science System) with the 5% budgetary savings from this year's budget along and the *Great Body Shop*
- Facilities-related:  
Current lease payment amounts are accurate  
Maintenance line items includes the repaving payment schedule

- Technology:  
Many of the current Chromebooks are dying – SCS has nearly 150 units. Ms. Raboli suggests purchasing 27 new units and put \$11K toward technology services
- OneFund – budgeted a 70% payment rate
- Budget includes a 3-5% contingency fund
- Added a new line item for budget for board-related expenses and set at \$1000
- \$6000 to add to \$32 curriculum (1111420, 1121420)
- A new line item was added for the Fun Run (fundraising) as it was quite successful this past year.

<b>Motion:</b>	Amend budget to include new line items: Fun Run \$8K, board-related expenses \$1K, increase current budget by \$6K.
<b>Proposed:</b>	Lori McKinley (Fundraising)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	NONE
<b>Board Vote:</b>	Aye: Karen Schrader (Vice-Chair), Perry Francis (Facilities; acting Secretary), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: none Absent: Frank Scholz (Secretary)
<b>Result:</b>	Motion passed.

### III. Academic Excellence

#### Principal/Administrator's Report

*See the attached Administrators report in Appendix A.*

New health standards were adopted in 2016. SCS has not adopted the standards and is currently out of compliance. Parents can opt out of new health standards being taught to their children (e.g. not come to school when taught). The material is passed off to students in individual classes by teachers.

SCS is out of compliance for teaching Erin's Law ([www.erinslaw.org](http://www.erinslaw.org)) which concerns teaching children how to recognize appropriate touch and how to get help if sexual abuse is

experienced. The state of Oregon has adopted the law and SCS should also adopt teaching the material to students.

Ms. Raboli and staff would like to purchase FOSS (Full Option Science System) for grades K-5 for next year. They will plan on adding the middle school curriculum in the 2020-21 academic year as the materials are expensive.

SCS is adding a new person to fill the position opened by Sandy Baxter's departure, a part time office assistant. This will bring the staff total to 18 for next year.

**Curriculum Purchases to Approve** – FOSS and Great Body Shop

FOSS materials will be purchased in two orders, one of approximately \$5,000, against the 2018-19 FY budget, and the remainder (total order amount is approximately \$25,000) against the next fiscal year, 2019-20 FY. The \$5K will be removed from the total ~\$25K amount.

Great Body Shop will cost \$2,000 to purchase. The purchase covers K-8 costs. The material covers a lot of information, most of which is disseminated via a newsletter.

<b>Motion:</b>	Approve curriculum FOSS science kits for grades K-5.
<b>Proposed:</b>	Lori McKinley (Fundraising)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	Lori McKinley asked how long the curriculum materials last – lasts for three years. Ms. Peterka's order will come next year.
<b>Board Vote:</b>	Aye: Karen Schrader (Vice-Chair), Perry Francis (Facilities/acting Secretary), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: none Absent: Frank Scholz
<b>Result:</b>	Motion passed.

<b>Motion:</b>	Approve curriculum Great Body Shop Health Curriculum for grades K-8.
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Perry (Facilities/acting Secretary)
<b>Discussion:</b>	None

**Board Vote:** Aye: Karen Schrader (Vice-Chair), Perry Francis (Facilities), Lori McKinley (Fundraising), Gail Wallace (HR & Policy)

Nay: none

Absent: Frank Scholz

**Result:** Motion passed.

#### IV. Facilities / Operations

##### **Facilities Update:**

Perry Francis discussed the continued work on getting the SCFC/SCS lease renewal completed (snow plowing, SCS-used square footage, yearly cap on SCS-facilities costs, rolling lease renewal alteration). There are outstanding unanswered topics related to the SCFC suggested snow plowing option yet to be decided. There is also the topic of the current three-year rolling lease renewal cycles and whether SCS would like to alter that schedule. This is topically more important given the system-wide reconfiguration of SSD school properties in 2020 when the new high school comes online. Then there is a potential opportunity for SCS to use a portion of the underutilized SSD properties remaining after that school-wide facility reconfiguration. A new topic was broached by SCFC to Mr. Francis related to the IPM (Integrated Pest Management) summer time frame. He passed along that suggestion to Karen Schrader and Ms. Raboli via email.

Concerning snow removal, Ms. Raboli suggested that if SCFC could apply ice melt (in the way they want it applied) and clean it up afterward, having a snow plow option in the lease would not be needed.

Gail Wallace asked about SCFC liability in the case of ice/snow. The church is not required to provide access to the grounds from a safety perspective. Ms. Raboli mentioned that she can close the school as needed in snow situation but generally tends to follow SSDs lead when it comes to snow/ice delays/closures.

#### V. Governance

##### **Updated Deliverables and Calendar Planning – Karen Schrader**

- 2019-20 FY board training with Kristen Myles of OSBA (should take 3-4 hours) is tentatively upcoming. Karen is trying to find dates in July that might work for all board members. The cost (training is not free) is covered by a budget line item. Karen will send an email to the members with date/time suggestions.
- Board meeting schedule for 2019-20 discussion. Week remains 3<sup>rd</sup> week of the month; Day is either Tuesday or Wednesday, with a preference for Wednesday. There are two variance months due to scheduling conflicts:

March meeting is scheduled for, Wednesday, March 11<sup>th</sup> (2<sup>nd</sup> Wednesday) due to conflict with spring break timing.

September meeting is scheduled for, Wednesday, September 25<sup>th</sup> (4<sup>th</sup> Wednesday) as the first two weeks of school are already action-packed for staff.

- Current thinking for timing of board Strategic Planning retreat is September 13<sup>th</sup>, 3-7 or 4-8 PM. Karen will confirm that will still work via email.

### **Annual Meeting By-Laws Review**

Perry Francis passes along the reasons for he and Frank's suggested change to the bylaws for board member term limits – current limit too restrictive especially for such a small school and therefore pool of board candidates is small. Ms. Raboli replies that she is still recovering from what happened two years ago and would not like the term limits changed to allow any return after serving four year.

Gail Wallace supports Ms. Raboli's point of view. Karen Schafer suggests board recruiting is something we should work on generally and that she would prefer the term limits stay as they are currently.

Ms. Raboli suggests a 'farm system' of board service where people interested in serving should start with committee service first and then become candidates for the school board as committee work is focused on a topic where working together toward a shared goal.

Perry Francis suggested that putting together a board handbook is a valuable idea based upon his offline discussion with Brian Craker. The handbook would cover details of board service like board role details and topics not covered specifically by the bylaws but which are important points all board members should be aware of and understand. Karen suggested a board handbook is good idea to pursue.

Frank Scholz's note supporting increasing term limits was read by Karen Schrader. Frank did not attend the meeting but board guidelines allow his written opinion letter to be read by the board chair in his absence.

<b>Motion:</b>	4.2.2(b) Tenure - amend bylaws to change term limits as proposed.
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Lori McKinley (Fundraising)
<b>Discussion:</b>	None
<b>Board Vote:</b>	Aye: Perry Francis (Facilities/acting Secretary) Nay: Karen Schrader (Chair), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Absent: Frank Scholz
<b>Result:</b>	Motion fails.

<b>Motion:</b>	Add notification of board member roles and definitions to bylaws
<b>Proposed:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Karen Schrader (Chair)
<b>Discussion:</b>	None
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Perry Francis (Facilities), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: None Absent: Frank Scholz
<b>Result:</b>	Motion passed.



**Board Member Roles 2019-20:**

Treasurer (currently vacant):

<b>Nomination:</b>	Perry Francis
<b>Nominated by:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Lori McKinley (Fundraising)
<b>Discussion:</b>	Perry accepts the nomination.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: None Absent: Frank Scholz Abstain: Perry Francis
<b>Result:</b>	Nomination passed.

Vice-chair (currently vacant):

<b>Nomination:</b>	Joe Whitehead
<b>Nominated by:</b>	Karen Schrader (Chair)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	Joe accepts the nomination.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Perry Francis (Facilities/acting Secretary), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: None Absent: Frank Scholz
<b>Result:</b>	Nomination passed.

HR & Policy:

<b>Nomination:</b>	Alison Craker
<b>Nominated by:</b>	Gail Wallace (HR & Policy)
<b>Seconded:</b>	Perry Francis (Facilities/acting secretary)
<b>Discussion:</b>	Alison accepts the nomination. She however suggests, given Joe’s policy work background that he assume the policy part of the role. Joe accepts the policy role as part of his duties.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Perry Francis (Facilities/acting Secretary), Lori McKinley (Fundraising), Gail Wallace (HR & Policy) Nay: None Absent: Frank Scholz
<b>Result:</b>	Nomination passed.

Fundraising:

<b>Nomination:</b>	Lori McKinley
<b>Nominated by:</b>	Karen Schrader (Chair)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	Lori accepts the nomination. She suggests however that someone (Perry Francis is suggested) else should lead the committee and any scheduled meetings. Perry accepts the Fundraising committee chair role as it is tangentially related to his newly accepted treasurer role.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Perry Francis (Facilities/acting Secretary), Gail Wallace (HR & Policy) Nay: None Absent: Frank Scholz Abstain: Lori McKinley (Fundraising)
<b>Result:</b>	Nomination passed.

Facilities:

This role remains unfilled and will be assumed by next elected board member. Perry Francis will continue work toward completing the outstanding lease renewal process with SCFC. Joe

Whitehead will continue discussions Gail Wallace last had with SSD on using SSD facilities after their school facilities realignment happens in 2020.

**Thank You & Recognition Notes:**

Gail Wallace sent a note to the Kindergarten class for their recent presentation to the board.

**Board Comments & Communications:**

Karen Schrader recognized Gail Wallace for her two years of board service and presented her flowers. Ms. Raboli also thanked Gail too for the support she showed to the SCS teachers and staff and also for the work she completed last year helping arrange for the SCS main office move to its new location.

**Next Regular Meeting**

The next regular board meeting will be Wednesday, July 17th, 2019 at 6:30pm in the Art Room

**VI. Closing Items**

**Adjournment of Meeting**

**Motion:** Adjourn the meeting at 9:08pm.

**Proposed:** Lori McKinley (Fundraising)

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

**Discussion:** none

**Board Vote:** Unanimous, all ayes

**Result:** Motion passed.

**VII. Minutes Submission**

\* Recording and submission of minutes completed by Perry Francis. These minutes were approved by the SCS Board of Directors on July 17, 2019.

Appendix A: Administrators report



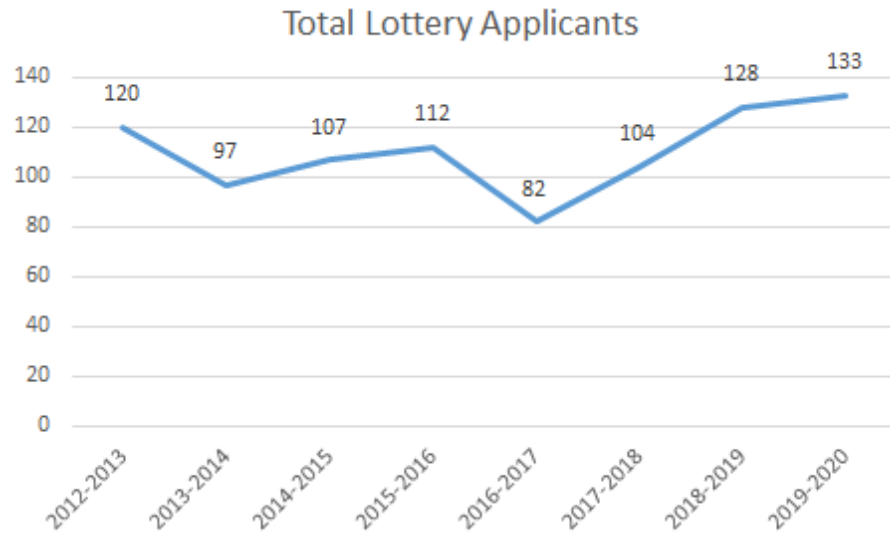
**Joy Raboli**  
**Administrator's Report**  
**June 2019**

**Enrollment for June 2018-19**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	5
1	24	0
2	25	1
3	25	0
4	24	0
5	25	13
6	25	0
7	23	0
8	21	0
<b>Total</b>	<b>217</b>	<b>19</b>

**Projected Enrollment Post Lottery for 2019-20**

<b>Grade</b>	<b>Students</b>	<b>Wait List</b>
K	25	28
1	25	10
2	25	8
3	25	5
4	25	4
5	25	5
6	26	14
7	25	7
8	24	0
<b>Total</b>	<b>225</b>	<b>81</b>



#### **Curriculum**

Karen and I met with a representative from FOSS Science. We discussed all aspects of the comprehensive science program and were able to review a set of materials. Here is a link to review the FOSS Next Generation Science:

<https://www.deltaeducation.com/foss/next-generation>

We would like you to consider adopting the Great Body Shop Health Curriculum

<https://www.thegreatbodyshop.net>

The Sherwood School District uses this curriculum to teach the new health standards. We feel that that this curriculum is able to teach these new standards in a way that includes families. I recommend that everyone become familiar with the new standards:

<https://www.oregon.gov/ode/educator-resources/standards/health/Documents/2016ORHEStandards.pdf>

### **Wrap Up**

Our few days in June were a great success with a tremendous middle school graduation, field day and Stepping Stones ceremony. Even though school is out, we are very busy with several key tasks:

- Ordering curriculum
- Hiring assistant
- Refining and updating staff resources
- Sherwood District office training
- IPM training
- Organizing and cleaning out work spaces
- Carpet bids and installation
- Control Access door for cafeteria door
- PA System
- August two week training for staff
- Third Grade curriculum and orientation for new teacher
- Foss Science
- Great Body Shop for Health
- Middle School Student records sent to high schools
- Registration for Next Year
- Administrative tasks on website
- Marketing and branding work
- Summer maintenance

### **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 and continues to be updated. We met our fundraising goal.

#### **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**

We had 100% staff retention.

#### **Explore Innovative Ways of Proactive Discipline of Students**

I am researching best practices this summer about new approaches for restorative justice and trauma-sensitive classroom practices. This will be a focus of our summer training.

## Appendix B: *Sherwood Charter School Budget Overview 2019-2020*

### *Sherwood Charter School Budget Overview 2019-2020*

#### **Income Highlights:**

- Budgeted for enrollment of 215
- State School Fund current estimate is \$8,307 per student. Charter schools receive 80% of that - in the amount of \$6645.60 per student. (account number 3101)
- Budgeted 70% of students paying One Fund Donations (account number 1921)

#### **Expense Highlights:**

- PERS went up almost 5%. This is on a 2 year cycle. Increases 7/1/19. (account number 1111210, 1121210, 2410210)
- Staff Increases were 2% (account number 1111111, 1121111, 2410111)
- Staff Benefits budgeted a 15% increase - we do not have renewal prices yet. This is an industry standard budget increase. (account number 1111240, 1121240, 2410240)
- Curriculum Budget is \$32,000 total based on Joy's recommendation (account number 1111420, 1121420)
- The rent is true to 2019-2020 rates from the lease agreement from the church (account number 2542324) this line item also includes the modular lease
- The Maintenance & Repairs include the \$6,000 to pay for the paving project plus funds to take care of the property (account number 2542322)
- Technology budget is \$23,150 for the year based on Joy's recommendation for 27 new chromebooks and \$11,000 towards technology services (account number 2660000)

The rest are fixed costs. And are budgeted to actual spending in 2018-2019. Knowing they do not change much year to year.

It is healthy to see a budget where 3-5% contingency funds are budgeted for future expansion/building or to have in reserve for if we didn't receive state funds for a period of time (yes, this happened to one charter school). This has not been a practice at Sherwood Charter. Because we do budget conservatively, we have had remaining funds to roll over, however it is not a budgeted item.

Enrollment for fall is 225 at this moment. That is great news for the school and for the budget.