



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, August 21, 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, August 21, 2019, in the Art Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

### **A. Call the Meeting to Order:**

The meeting was called to order at 6:34pm by Chair, Karen Schrader.

**Members Present:** Karen Schrader (Chair), Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Joy Raboli (Administrator, ex-officio)

**Members Absent:** Lori McKinley (Fundraising), Alison Craker (HR & Policy)

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

**Public Present:** None.

The Pledge of Allegiance was recited by all present.

### **B. Reading of Mission and Vision Statements:**

Joe Whitehead (Vice-Chair) read Sherwood Charter School's Mission & Vision statements.

### **C. H.E.A.R.T. Skills and Meeting Expectations:**

Perry Francis (Treasurer) read the H.E.A.R.T. Skills.

Perry Francis (Treasurer) delivered the meeting expectations.

### **D. Agenda Additions & Changes:**

None.

**E. Approval of Previous Minutes:**

<b>Motion:</b>	Accept July 17, 2019 Meeting minutes as presented.
<b>Proposed:</b>	Perry Francis (Treasurer)
<b>Seconded:</b>	Joe Whitehead (Vice-Chair)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

**F. Public Comment**

None.

**II. Business Items**

**A. Administrator's Report**

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

The school enrollment is at 222 students with one additional 1<sup>st</sup> grade student expected before school starts. All classes should be full (25 or more students) on the first day of school except the 4<sup>th</sup> grade which is projected to have 24 students and the 8<sup>th</sup> grade which is projected to have 22 students. The wait list is currently at 68 students, compared to 19 students this time last year. Over the summer the school had 20 students who did not re-enroll for this year, compared to 60 students last year.

Staff training this year was themed "It's a Small World" with a focus on diversity and inclusivity. The staff has already received Full Option Science System (FOSS) training, and CPR and Epi-Pen training. Next week the focus will be on team building, curriculum, and improving the FYI system via studying restorative justice.

Karen Schrader (Chair) read the resignation letter of Lauren Epifano (Art) who has left the school to take the same position in Portland Public Schools (PPS). In her resignation letter, Ms. Epifano cited pay and training as the main components that factored into her decision. PPS can provide career development for all of their art teachers but we can't do the same for one art teacher. Ms. Epifano's letter started a long discussion about the pay disparity of our teachers. The

Board's goal is to get SCS pay comparable to Sherwood School District (SSD) pay. Ideas discussed at the time included moving to a new location (see III.A. Administrator's Goals) so we could introduce an additional class per grade thus increasing enrollment, getting OneFund contributions up to 100%, increasing class size closer to SSD's other schools (~30 students per class). Losing a teacher is a bigger blow to our school because we expect a higher level of instruction so new hires require a lot of training, plus each teacher makes a larger percentage of the total staff compared to other schools within SSD. Ms. Schrader asked what about SCS is important to the teachers. Ms. Raboli (Administrator) cited class size, hours, better students and more involved families.

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

*See July 2019 Financial Report, attached as Addendum B.*

Perry Francis (Treasurer) publish the July 2019 Financial Report.

The financial audit concluded July 23<sup>rd</sup>. Overall the audit went well with no significant deficiencies. The auditors did provide eleven points of potential improvement.

The first Finance Committee meeting of the year is tentatively scheduled for September 25 and 6:30pm, pushing the Board meeting start time back to 7:00pm.

### **C. PAC Update**

None.

### **D. Bank Change Update**

The Board has begun the process of moving from Columbia Bank to HomeStreet Bank. All necessary Board members have signed the applicable forms. The school has a debit card while we wait on the credit card to be delivered. The school needs to move all auto-pay and deductions to the new account. (There are a lot of them!) We will be getting a check scanner from the bank to make it easier to process checks and the new checks are on the way. Mr. Francis (Treasurer) will give the office staff permission to view the account balance and history. HomeStreet Bank recommended to leave some amount of money in the Columbia Bank account so we're not burned if money is withdrawn while it's being transferred.

### **E. Facilities Update**

Mr. Francis (Treasurer and acting Facilities) communicated with Tim Brandt from Sherwood Community Friends Church ("the Church"). Both parties have agreed to changes the Board

suggested – square footage of each room, yearly cap on maintenance costs and a resolution to the snow removal issue. The agreement is the Church will apply “ice melt” to necessary areas of the grounds. We disagreed with removing the integrated pest management (IPM) policy for the summer but now that school is about to start, it is no longer an issue.

The Board still needs to figure out the rolling lease renewal. The decision is dependent on the outcome of our pursuit of moving into SSD facilities.

#### **F. Unfinished Business, Calendaring, Planning & SSD Deliverables**

The school needs to provide copies of purchase orders for assets.

Reviewing the bylaws is complete.

We paid the June and July dues for the parking lot repaving.

The annual report to SSD is due October 15. This year requires a plan of assistance to account for student(s) that weren't within 5% of district scoring on standardized testing.

### **III. Goal Setting and Board Planning**

#### **A. Administrator's Goals for 2019-2020**

Joy Raboli (Administrator) proposed goals for the 2019-2020 school year. Karen Schrader (Chair) reminded the Board that it's important to select goals that are easy to quantify and attribute to the administrator. The proposed goals included launching FOSS training (see II.A.), branding the H.E.A.R.T. Skills, studying and analyzing student management (discipline) via methods like restorative justice (see II.A.), and examining a new school location. The Board agreed that these topics were a good basis for goals. Ms. Raboli agreed to flesh out the goals more in time for the next Board meeting.

#### **B. Board Priorities and Goal Setting for 2019-2020**

Ms. Schrader pointed out that the priorities and goals will come out of the OSBA board training and the strategic planning session. The Board agreed to table this issue until after the training and planning session.

#### **C. Discussion of Open Board Positions**

The 'Facilities' position is still open. Perry Francis (Treasurer) has agreed to continue to fill the roll to the best of his abilities until a replacement can be found. Ms. Raboli said someone approached her about the Fundraising position (which is currently filled). Ms. Raboli was going

to check back with the possible candidate to see if they would be interested in the Facilities position instead.

#### IV. Governance

##### **A. Summer Policy Review**

In advance of the meeting, Joe Whitehead (Vice-Chair) had emailed the Board new policies required or recommended by OSBA. The Board reviewed the policies but found delinquencies in some of the policies including the 'required' policies. The Board agreed to table this topic until Karen Schrader (Chair) could find out how to register our issues with the new and updated policies with OSBA.

#### V. Closing Items

##### **A. Board Comments & Communications**

Karen Schrader (Chair) read aloud a resignation letter from Lauren Epifano (Art) (see II.A.).

##### **B. Thank You & Recognition Notes**

Ms. Schrader agreed to compose and a send a letter to Ms. Epifano on behalf of the Board, thanking her for her service to the school.

##### **C. Upcoming Meetings**

The next Board meeting is Wednesday, September 25 in the Art Room. The start time has not been finalized due to scheduling of a Finance Committee meeting (see II.B.) but will start at either 6:30pm or 7:00pm.

Following are the scheduled regular Board meetings for the 2019-2020 school year:

Wed. Sep. 25, 2019 *	Wed. Dec. 18, 2019	Wed. Mar. 11, 2020 *	Wed. Jun. 17, 2020
Wed. Oct. 16, 2019	Wed. Jan. 15, 2020	Wed. Apr. 15, 2020	
Wed. Nov. 20, 2019	Wed. Feb. 19, 2020	Wed. May 20, 2020	

\* Denotes a meeting that is **not** the 3<sup>rd</sup> Wednesday of the month.

#### **D. Adjourn Meeting**

**Motion:** Adjourn the meeting at 8:38pm.

**Proposed:** Joe Whitehead (Vice-Chair)

**Seconded:** Frank Scholz (Secretary)

**Discussion:** None.

**Board Vote:** Aye - Unanimous

Nay - None

Abstain - None

**Result:** Motion passed.

#### **VI. Minutes Submission**

- \* Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on September 25, 2019.

## VII. Addendum A – Administrator’s Report



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

### **Enrollment for August 2019**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	29
1	24 (filling spot from waitlist)	5
2	25	4
3	25	3
4	24	0
5	25	5
6	26	15
7	26	7
8	22	0
<b>Total</b>	<b>222</b>	<b>68</b>

In June, we had 217 students enrolled and currently, we have added 5 students for a total of 222 students enrolled. We had 19 students on the waiting list at this time last year and now we have a total of 68 students. Enrollment is a roller coaster this time of year with students enrolling and leaving. Last year at this time, we had approximately 60 students either enroll and not arrive the first day, or move during the summer. This year, we have had only 20 students decide not to enroll so far. Keep in mind that each year is very different. Any students over the 215-budget number is positive. We will lock in the official number on October 1.

### **Teachers Back to School**

Our teachers received an invitation to our training in the mail with this year’s theme which is based on “It’s a Small World” ride at Disneyland. We kick off the official start to the theme professional development on Monday, August 26<sup>th</sup>.

The week of August 19<sup>th</sup>-23<sup>rd</sup> is classroom work time, two professional development days of FOSS Science and one day of CPR, Sherwood School District nurse and Epi-Pen training. The second week is team building, curriculum map updates, theme refinement and curriculum integration. We are also looking to find a more effective way to handle student reminders with our FYI system. We will be launching our

book study about restorative justice and parent communication. Our last day is class website design, back to school night preparations and getting set for the first two weeks.

**New Art Teacher**

Lauren Epifano has taken a position in the Portland Public Schools and so we have posted her vacated position. We are close to wrapping up our interview process and hope to have a teacher in place soon.

**DRAFT Goal Proposal for 2019-20 School Year**

<b>Goal</b>	<b>Status Update in Administrative Report</b>	<b>Check Point 1</b>	<b>Check Point 2</b>	<b>Proposed Completion Date</b>
<b>Launch FOSS Training</b>  August 21 and 22, 2019	Monthly report of teacher observations using FOSS  September 2019-May 2020	Second FOSS Training Fall staff meeting assessment of FOSS  11-1-19	Spring staff Meeting Assessment of FOSS  3-6-20	End of Year Staff Survey  Data Review  5-1-20
<b>Brand H.E.A.R.T. Skills</b>	Monthly	Choose Logo  9-12-19	Design Merchandise 10-4-19	Launch H.E.A.R.T. Gear on Website 11-7-19
<b>Support Student Management</b>  Staff Training August 28, 2019 Receive Book	Monthly report of teacher observations regarding Resorative Justice implementation and FYI data comparisons from past years to RJ data	Book Study/Data Analysis 10-1-19	Book Study and Data Analysis 1-10-20	End of Year Assessment 4-3-20
<b>New School Location Exploratory Committee TBD</b>	Monthly	Create Proposal for District and a Plan "B"  TBD	Have Meeting with the District and Follow Up with Next Steps TBD	Create Timeline with Move (if approved)  TBD



### Curriculum

All of our new curriculum has been purchased and will arrive in time for teachers to prep for before the start of school.

### Wrap Up

Status of summer 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-Here and being installed
- ~~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-Ongoing
- ~~Marketing and branding work~~
- Summer maintenance -scheduled

VIII. Addendum B – July 2019 Financial Report

Perry Francis  
SCS Treasurer

Sherwood Charter School  
Balance Sheet (summary level)  
As the month ended, 31jul19

	Jul-19
<b>ASSETS</b>	
CASH INVESTMENTS	\$ 436,358.54
PREPAID EXPENSES	-
FIXED ASSETS	\$ 249,751.45
ACCUMULATED DEPRECIATION	-
<b>TOTAL ASSETS</b>	<b>\$ 686,109.99</b>
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	\$ 3,653.78
DEFERRED REVENUE	\$ 135,436.00
UNEARNED REVENUE	-
PAYROLL LIABILITY	\$ 39,329.27
<b>TOTAL LIABILITIES</b>	<b>\$ 178,419.05</b>
<b>EQUITY</b>	
RETAINED EARNINGS	\$ 455,869.26
NET INCOME	\$ 51,821.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 686,109.99</b>

Sherwood Charter School  
Income Statement (summary level)  
As of the Month Ended July 31, 2019

	Jul-19	ACTUAL YTD	BUDGET	BUDGET TO ACTUAL VARIANCE	%BUDGETED
<b>REVENUES</b>					
STATE SOURCE	\$ 117,276.00	\$ 117,276.00	\$ 1,434,480.00	\$ 1,317,204.00	8.18%
ONE-FUND	\$ 1,200.00	\$ 1,200.00	\$ 83,250.00	\$ 82,050.00	1.44%
CONTRIBUTIONS	-	-	-	-	-
INTEREST INCOME	\$ 1.00	\$ 2.00	\$ 1,000.00	\$ 998.00	0.20%
<b>TOTAL REVENUES</b>	\$ 118,477.00	\$ 118,478.00	\$ 1,518,730.00	\$ 1,400,252.00	7.80%
<b>EXPENSES</b>					
INSTRUCTION	\$ 89,057.07	\$ 89,057.07	\$ 882,802.77	\$ 793,745.70	10.09%
SUPPORT SERVICES	\$ 84.29	\$ 84.29	\$ 1,040.00	\$ 955.71	8.10%
FACILITY & MAINTENANCE	\$ 18,437.33	\$ 18,437.33	\$ 167,959.00	\$ 149,521.67	10.98%
STUDENT BODY	-	-	-	-	-
<b>TOTAL EXPENSES</b>	\$ 107,578.69	\$ 107,578.69	\$ 1,051,801.77	\$ 944,223.08	10.23%
<b>NET INCOME (LOSS)</b>	\$ 10,898.31	\$ 10,899.31	\$ 466,928.23	\$ 456,028.92	