



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, September 25, 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, September 25, 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 6:33pm by Chair, Karen Schrader.

**Members Present:** Karen Schrader (Chair), Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

**Members Absent:** None.

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

**Public Present:** Jen Crosby (PAC Chair)

The Pledge of Allegiance was lead by Karen Schrader (Chair) and recited by all present.

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

Lori McKinley (Fundraising) read Sherwood Charter School's Mission & Vision statements.

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

Joe Whitehead (Vice-Chair) read the H.E.A.R.T. Skills.

Joe Whitehead (Vice-Chair) delivered the meeting expectations.

**D. Agenda Additions & Changes:**

**Motion:** Change agenda item III.B. “Capital Limit Increase” to “Capitalization Policy Limit Increase”.

**Proposed:** Frank Scholz (Secretary)

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

**Discussion:** None.

**Board Vote:** Aye - Unanimous  
Nay - None  
Abstain - None

**Result:** Motion passed.

**E. Approval of Previous Minutes:**

**Motion:** Accept August 21, 2019 Meeting minutes as presented.

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

**Seconded:** Perry Francis (Treasurer)

**Discussion:** None.

**Board Vote:** Aye - Unanimous  
Nay - None  
Abstain - None

**Result:** Motion passed.

**Motion:** Accept September 10, 2019 Work Session Meeting minutes with corrections.

**Proposed:** Alison Craker (HR & Policy)

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

**Discussion:** Correction: The adjournment motion was proposed by Perry Francis (Treasurer) and seconded by Lori McKinley (Fundraising) but recorded incorrectly.

**Board Vote:** Aye - Unanimous  
Nay - None  
Abstain - None

**Result:** Motion passed.

**F. Public Comment**

None.

## II. Academic Excellence

### **A. Administrator's Report**

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

The school enrollment is at 224, just one student shy of full enrollment.

In Joy Raboli's (Administrator) Wednesday meeting with Karen Schrader (Chair), the two of them went over Ms. Raboli's goals for the 2019-2020 school year.

Last year's SBAC results are in and the 5<sup>th</sup> grade saw a drop in both math and English language arts. It's believed this is due to the 5<sup>th</sup> grade gaining 4 new students immediately before testing. Due to the small sample size, new students can drastically swing the SBAC results especially in math where the Singapore Match curriculum has a steep learning curve. Also worth considering is the dramatic increase in IEPs and 504s versus just a few years ago.

The staff has been learning Restorative Practices which will replace the "FYI" system the school has been using for some time. Restorative Practices is much more thorough and requires more work but the hope is it'll help reduce student discipline needs long-term.

The staff is working on The Creat Body Shop curriculum. Ms. Raboli has read through all of the curriculum and it's pretty tame and in compliance. In the past, all the body instruction was done by Nora Stuckey (PE) but this curriculum will be integrated into classroom science and supplemented in PE.

Ms. Raboli is to meet September 26 with Jim Rose who is in charge of construction for SSD. The goal is to see if we could get into the Hopkins building.

Back to School Night on Thursday, September 5 was well attended. Ms. Raboli discussed OneFund and the "state of the school" while teachers discussed their curriculum and how parents could be involved.

**III. PAC/Finance/Fundraising**

**A. Treasurer’s / Finance Committee Report**

Perry Francis (Treasurer) is continuing to work on moving the bank accounts from Columbia Bank to HomeStreet Bank. HomeStreet is currently a stub account and we’ll transition to it as the primary account later this month. Tonya Mossier (bookkeeper) will monitor the bank accounts while we live out of both and watch for funds going into or out of the Columbia account.

To clarify, enrollment for the year is based on the number of students enrolled for 10 or more days by October 1. With weighting, our enrollment should be greater than 225. Then throughout the year, the state will check a few more times.

The Finance Committee needs to figure out a meeting schedule. Meetings aren’t needed every month and it sounds like Tuesday and Wednesday evenings work best. It’s important to avoid PAC meetings on the second Thursday of the month and Board meetings on the third Wednesday of the month. The first will be October 1 at 6:30pm.

The priority of the Finance Committee is fundraising. Last year we go started late so we couldn’t do big fundraising events. Joy Raboli (Administrator) is looking at adding people to the fundraising committee who have experience in fundraising. Reviving the auction as well as other ideas are to be batted around, along with getting some traction on the business sponsorships.

**B. Capitalization Policy Limit Increase**

Per the financial audit, it was recommended the Board move the capitalization limit from \$2,000 to \$5,000. This means the staff wouldn’t have to get 3 bids and other administrative duties could be bypassed when the cost is less than the limit. Ms. Raboli pointed out that Angela Havlinek (Office Manager) spends a lot of time on this.

<b>Motion:</b>	Increase the capitaliaztion limit from \$2,000 to \$5,000.
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

### **C. PAC Report**

Jen Crosby (PAC Chair) reported on behalf of the Parent Advisory Committee (PAC).

- The Back to School Picnic was planned for 160 people and ran out of most items (paper, drinks, etc.) so it's assumed the attendance was close to that.
- The first PAC meeting will be October 10, with all meetings being the second Thursday of the month (except in November). Joy Raboli's (Administrator) New Family Meeting will precede the October 10 meeting.
- October 4 is the first teacher luncheon. The PAC is awaiting communication from the person who signed up to coordinate.
- The PAC is shifting to PayPal for spirit wear. Spirit wear orders shifted to the end of the month in order to hit a minimum order amount. The 8<sup>th</sup> Grade sweatshirts have already been ordered, the earliest order ever.
- Dinner Nights Out have been scheduled through the end of the school year.
- Hundreds of new books have been acquired for the library.
- Currently, the biggest problem for the PAC is communication. They are looking into a portable digital marquee sign for carline.
- The school carnival is November 14, from 5:00pm – 6:30pm.
- The next major event is movie night, some time in December.
- This is the last year of wreath sales. The hope is to replace that with pie sales from Williamette Valley Pie Company or Red Berry Barn.

## **IV. Facilities/Operations**

### **A. Safety Committee Report**

The Safety Committee met Tuesday, September 24. The road construction was a hot topic since it came without much warning and drastically affected school access from the street.

Over the summer a new public address (PA) system was installed that allows Joy Raboli (Administator) to address classes in the portables. Up next is acquiring and installing a bell system, as well as securing **all** the doors in the main building.

The Safety Committee is working with the city to verify the school meets current earthquake codes.

A lock down drill is planned for October.

Carline continues to evolve and improve.

## **B. Facilities Update**

None.

## **V. Governance**

### **A. Updated Deliberables & Calendar Planning**

- Enrollment funding – we don't do anything for this.
- Employees and salaries – reported to SSD.
- Annual report – Joy Raboli (Administator) is already working on this.

[The rest of this page intentionally left blank so Section V.B.  
Revised Policies Review could be kept together on one page.]

**B. Revised Policies Review**

We will be skipping ECACB – Unmanned Aircraft System (UAS) a.k.a. Drone, for now so Ms. Raboli and the staff don't need to craft a policy for the student/parent/teacher handbooks.

Karen Schrader (Chair) noted that IKF – Graduation Requirements (Version 1, 2, or 3) and IKF-AR – Graduation Requirements (Version 1 or 2) are high school policies but we need to keep them because the requirements start at 5<sup>th</sup> Grade.

**Motion:** Accept the following updated policies from the Oregon School Boards Association:

- BBA – Individual Board Member’s Authority and Responsibilities
- GBDA – Mother Friendly Workplace
- GBEBA – Staff - HIV, AIDS, and HBV
- GBH/JECAC – Staff/Student/Parent Relations
- GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff
- GBNA-AR – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures – Staff
- GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, or Stalking Leave
- IKF – Graduation Requirements (Version 1, 2, or 3)
- IKF-AR – Graduation Requirements (Version 1 or 2)
- JECAC/GBH – Staff/Student/Parent Relations
- JFCF – [Hazing], Harassment, Intimidation, Bullying, [Menacing], Cyberbullying, Teen Dating Violence, or Domestic Violence – Students
- JFCF-AR – [Hazing], Harassment, Intimidation, Bullying, [Menacing], Cyberbullying, or Teen Dating Violence Reporting Procedures – Students

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

**Seconded:** Alison Craker (HR & Policy)

**Discussion:** None.

**Board Vote:** Aye - Unanimous  
Nay - None  
Abstain - None

**Result:** Motion passed.

**C. New Policies Language Review**

For IGDA D1 – Student Organizations, School Sponsored Clubs, Nonsponsored Clubs it was agreed that clause 6 (Advertisement) as seen in the ‘School Sponsored Clubs’ section should be repeated in the ‘Nonsponsored Clubs’ section. The finished product will be passed to the school lawyer.

<b>Motion:</b>	Accept the following new policies from the Oregon School Boards Association with edits where noted: <ul style="list-style-type: none"><li>• IGDA D1 – Student Organizations, School Sponsored Clubs, Nonsponsored Clubs<ul style="list-style-type: none"><li>◦ Edit: repeat ‘School Sponsored Clubs clause 6 (Advertisement) in ‘Nonsponsored Clubs’ section.</li></ul></li><li>• IGDA-AR SCS – Student Organizations</li><li>• IIA G1 - Instructional Resources/Instructional Materials</li></ul>
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

**VI. Closing Items**

**A. Board Comments & Communications**

None.

**B. Thank You & Recognition Notes**

None.



**C. Upcoming Meetings**

The next Board meeting is Wednesday, September 25 at 6:30pm in the Art Room.

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

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

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

**D. Adjourn Meeting**

**Motion:** Adjourn the meeting at 8:12pm.

**Proposed:** Alison Craker (HR & Policy)

**Seconded:** Perry Francis (Treasurer)

**Discussion:** None.

**Board Vote:** Aye - Unanimous  
Nay - None  
Abstain - None

**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 November 20, 2019.

VIII. Addendum A – Administrator’s Report

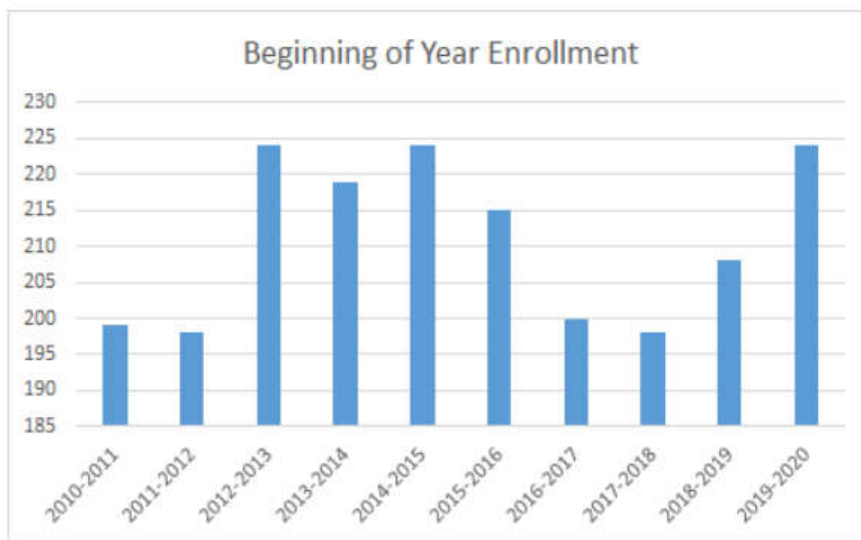


**Joy Raboli**  
**Administrator's Report**  
**September 2019**

**Enrollment for September 2019**

Grade	Students	Waiting List
K	25	30
1	25	0
2	25	0
3	25	2
4	25	1
5	25	4
6	26	9
7	26	6
8	22	0
<b>Total</b>	<b>224</b>	<b>52</b>

Our enrollment is strong at 224/225! We had our first tour of the year and it was full. Here is trend data over 10 school years.



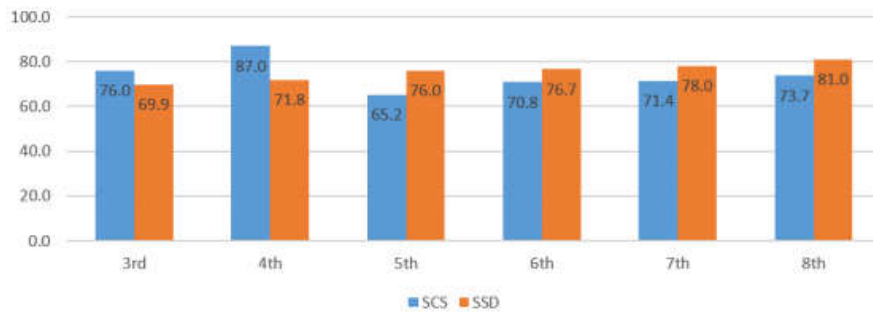
**Goals**

<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>  <u>Monthly Data Reporting</u>  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 Restorative 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

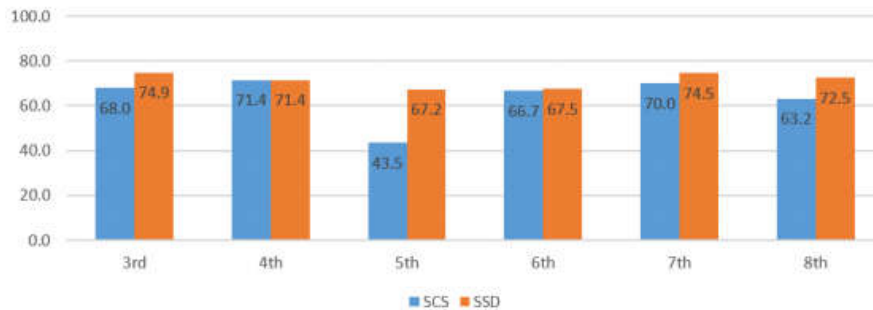
**SBAC Results**

Our individual student progress results are still in the high range, however, we dropped 18% in math and 6% in English Language Arts. The decrease in math is a result of 5<sup>th</sup> grade losing 4 students who passed SBAC and gained 4 students new to SCS who did not pass. With such a small sample, individual results have a big impact on overall results. Students who are new to our school struggle with the advanced nature of Singapore Math. Overall, many of our scores are comparable within -5/+5 of the Sherwood School District. In October, we will need to send the Sherwood School District a plan of assistance for our drop in 5<sup>th</sup> grade math and some other grades with slight drops. Overall, the SSD had a 75.6% passing percentage in ELA and SCS had 74% pass, which is within the -5/+5% rate of acceptable difference. In math, SSD had 71.3% pass math and SCS had 63.8, which is a difference of 7.5 %-point difference. Our staff will review data at our October staff meeting and look for patterns and areas for growth.

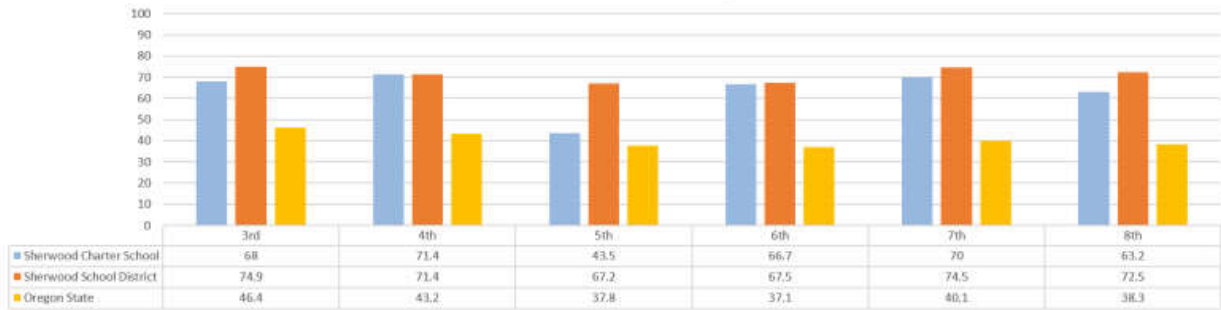
Sherwood Charter School ELA Scores vs. Sherwood School District 2019



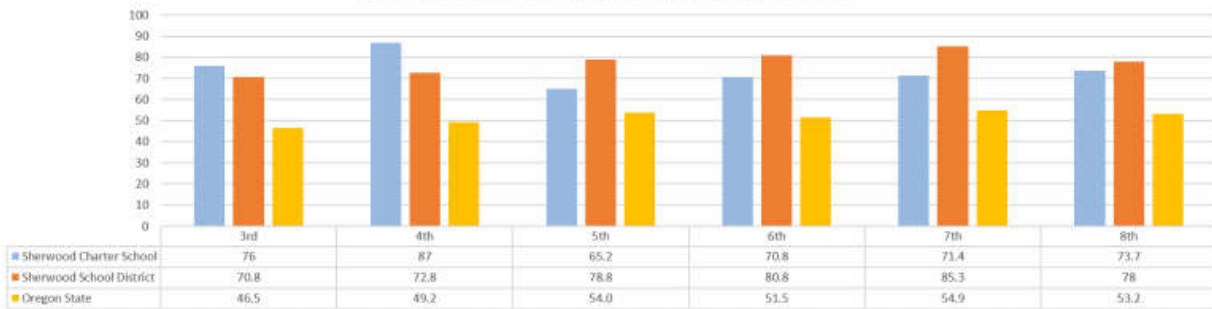
Sherwood Charter School Math Scores vs. Sherwood School District 2019



Sherwood Charter School Math Test Results by Grade 2018-2019



Sherwood Charter School ELA Results by Grade 2018-2019



**Population**

Our student population has changed over time to include substantially more students who have IEP's and 504's. In our middle school, 48% of our students either have an IEP or 504. This trend is consistent with the Sherwood School District and schools in the Portland metro area. This change has made an impact on our test scores.

### **Restorative Practices**

At our Friday staff meeting, we researched and selected three distinct "Think Sheets" that work for K-2,3-5 and middle school. See attached. These forms will replace FYI's and will help our students' problem-solve and build relationships. We will track student behaviors and this data will help inform our ability to reduce behavior issues.

### **Curriculum-FOSS and The Great Body Shop**

The staff is hard at work on curriculum since we kicked off our staff training in August. The Great Body Shop recently arrived and we will learn more about implementation at our staff meeting in October. I have reviewed every grade level curriculum and flyers that go home. The program is a good fit for SCS and will be implemented utilizing a team approach. Our classroom teachers will be rolling it out and PE will support aspects of the program during movement activities and health.

The teachers have launched FOSS and have created a schedule for observation. From the schedule, I will be taking data during my observations. The data will be used to support the implementation of FOSS and to personalize training.

### **Sherwood School District Meeting**

Ahead of the Relocation Team meeting, I reached out to Jim Rose at the district, to set up a meeting for our relocation team. He asked to meet with me individually first. I will meet with him on Thursday, September 26th at his office. My impression is that this will be a preliminary meeting and then we will have next steps for our team.

### **Back to School Night**

We had a very well attended Back to School Night the first week of school. Each teacher discussed their curriculum and ways for parents to get involved. I presented a "state of the school" section of my PowerPoint presentation discussing our excellent enrollment, test scores and positive climate. I also discussed the need for everyone to participate in the OneFund. Our new brochures went out to parents in their welcome packets.

### **OneFund Update**

OneFund: Collected just under \$39,000 (includes company matches)  
In 2018-2019, by Nov. we had collected \$42,692.

### **Safety Committee Meeting**

We met for our safety committee on Tuesday, September 24<sup>th</sup> and discussed the following topics:

- Road Construction Issue
  - Communication with families
  - Updated Protocol
  - Volunteers
- Summer Safety Updates
  - PA System
  - Bell System
  - Controlled Access-#2
- Walk Way Solution During Carline
- Earthquake Retro Fit
- Lock Down Drill-Fall Date
- Goals for the 2019-20
- Carline Feedback
- Walk Campus

Due to the tight turn around, minutes will be updated in Dropbox next week.