



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, October 16, 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, October 16, 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 6:36pm by Chair, Karen Schrader.

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

**Members Absent:** Lori McKinley (Fundraising)

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Natalie Pepper (5<sup>th</sup> Grade), Nora Stuckey (PE)

**Public Present:** Jen Crosby (PAC Chair), Richard McKinney (Parent), Ashley Weston (Parent), Mandee Stewart (Parent), Kym Lindberg (Parent), Eric Lindberg (Parent)

The Pledge of Allegiance was lead by Karen Schrader (Chair) and 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

Alison Craker (HR & Policy) read the H.E.A.R.T. Skills.

Alison Craker (HR & Policy) delivered the meeting expectations.

**D. Agenda Additions & Changes**

None.

**E. Class Presentation**

Natalie Pepper (5<sup>th</sup> Grade), Nora Stuckey (PE), and students from the 5<sup>th</sup> Grade presented about some of the things they learned at outdoor school at Camp Trickle Creek in Salem. The students shared songs they had learned and some of their favorite fields of study, including “water”, “animals”, “earth”, and “plant”. The group talked about the fun games they played, the experience sleeping away from home, and living in cabins for four days.

**F. Approval of Previous Minutes**

None.

**G. Public Comment**

None.

**II. Academic Excellence**

**A. Administrator’s Report**

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

The school enrollment is at 223, just two students shy of full enrollment. The volume of students represents an increase of \$50,000 in revenue over last year. There are 52 children on the wait list.

Joy Raboli’s (Administrator) hosted a ‘New Family’ gathering October 10 to talk with new families about expectations, homework, uniforms, etc.

OneFund has collected \$41,508 and Ms. Raboli announced a raffle earlier this week to drum up more support.

Safety Committee met late last month. They discussed lock-down drills, earthquake drills, and fire drills. The committee will meet again in the next few weeks.

Katie Boedigheimer (Middle School Math) has announced she is pregnant and will miss the second half of the school year. Ms. Raboli has begun to look for coverage.

At the staff meeting, the team covered Restorative Justice (over the previous FYI system). The team discussed Full Option Science System (FOSS) curriculum and prepared for training in November. It was determined The Great Body Shop curriculum would be merged into middle school science and covered in elementary school physical education. They also reviewed the Talented and Gifted (TAG) protocol which will be integrated with conferences.

The staff talked about ways to improve the assessment results. The decision was made to allocate some of Lydia Graeber (office assistant) time's to work in small groups with elementary students and Shannon Peterka (Middle School Science) will spend free time working with middle school students.

### **B. Administrator's Goals**

The school is launching Full Option Science System (FOSS) curriculum and investigating ways to measure and quantify the results.

The move from punitive punishment (FYI system) to Restorative Justice has already started.

Planning for The Great Body Shop curriculum is complete.

Perry Francis (Treasurer) asked why the goals had changed from last month with three of the goals missing. Ms. Raboli replied that the H.E.A.R.T. Skills branding was pretty much done and it wouldn't be fair to make it a year-long goal. Moving the school to the Hopkins Elementary building was killed outright by SSD. Fundraising is handled by a separate committee.

Ms. Raboli sent the Plan of Assistance to SSD. The plan showed scores over time, the increased numbers of 504s and IEPs, and the plan for more targeted intervention.

<b>Motion:</b>	Accept the three administrative goals as presented by Joy Raboli (Administator).
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Alison Craker (HR & Policy)
<b>Discussion:</b>	Mr. Francis asked if the “check point” format as presented by Ms. Raboli was part of the motion. No it’s not. Ms. Raboli mentioned she is also reviewing the staff individually but the Board is not privy to those notes.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

### III. PAC/Finance/Fundraising

#### A. Parent Advisory Committee (PAC) Report

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

- The last meeting had great turnout, probably because it immediately followed the ‘New Family’ gathering.
- The PAC now has enough volunteers to have its own fund raising committee.
- The PAC also gained an assistant secretary.
- Tomorrow (10/17) is the last day of the book fair. In Ms. Crosby’s impression, it’s going quite smoothly, only because she hasn’t heard any panic for volunteers.
- October’s “Dinner Night Out” is tomorrow (10/17) at Panda Express.
- November’s “Dinner Night Out” is Thursday, November 14 at The Old Spaghetti Factory. It’s the same night as the school carnival but conflicting school events haven’t affected Dinner Night Out in the past. Plus, the carnival will not be selling dinner this year.
- As the PAC transitions away from the holiday wreath fundraiser, this year will also include a pie fundraiser. Red Berry Barn pie vouchers for \$16 will be available. The PAC is investigating if they need a food handler’s permit to hand-out actual pies from Willamette Valley Pie Company.

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

*See 2019 September Financials Balance Sheet, attached as Addendum B.*

The audit is done, files and on time. There's nothing different from the July analysis findings. In other words, there are no new findings. Some Board members questioned what that meant exactly. Perry Francis (Treasurer) explained the auditors physically show up in July, pull files, and do their work. Between then and now they comb over the data and ultimately produce a final report. The Board changed the capitalization threshold last meeting so the auditors won't be able to remove it from their findings until next year. Mr. Francis will send the final audit to the SSD shortly.

Mr. Francis continues to work with Tonya Mossier (bookkeeper) on moving the Board banking account from Columbia Bank to HomeStreet Bank. Electronic banking has been setup, Ms. Mossier has view permissions. ACH transactions are going through testing and migration. Direct deposit for SSD is being setup. Mr. Francis transferred a large percentage of funds from Columbia Bank to HomeStreet Bank. He and Ms. Mossier and waiting to make sure nothing else is pulling from the Columbia account before closing it.

The Finance Committee held a short meeting on Tuesday, October 1. A parent who has plenty of experience in fundraising from a previous school attended. The main focus was increasing fundraising. Ideas included reviving the auction (in 2020-2021) and ramping up the business sponsorships. Karen Schrader (Chair) asked how we are differentiating between the Finance Committee, the Fundraising Committee, and the Budget Committee. Joy Raboli (Administator) replied that the Budget Committee is usually a sub-group of the Finance Committee. The Budget Committee reports up the Finance Committee who reports up to the Board. Instead we can have the Finance Committee with a "budget" task. The next meeting is Tuesday, October 29. The focus will be what we need to do to get moving on the business sponsorships.

## **IV. Facilities/Operations**

### **A. Facilities Update**

Since Perry Francis (Treasurer) is pulling double-duty, covering the Treasurer position and the Facilities representative position, Joe Whitehead (Vice-Chair) might be helping out Mr. Francis with the Facilities responsibilities.

We received the square footage of the facilities from Sherwood Community Friends Church (“the Church”) so we can look at other potential comparable properties.

Tim Brandt (Church) contacted Mr. Francis with a new version of the lease. As mentioned, the square footage is included in the lease. Snow abatement is also covered but the Church and the school still seem to be at odds. The Church feels we should be doing the work on school days but when we’ve done the work in the past, they were not happy with the impact on the grounds (snow melt can corrode concrete).

We still need to discuss renewing the rolling lease. This discussion was on hold until we got clarity from SSD about using the Hopkins Elementary building. Joy Raboli (Administator) pointed out it would be reassuring to restore the three year rolling lease we’ve had previously. Joe Whitehead (Vice-Chair) countered that reducing the length of lease leaves us more nimble if we want to look for another location.

## V. Governance

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

- IRS 990 – we need to deliver this to SSD.

The school is looking for volunteers for the school carnival November 14.

### **B. Revised Policies Review**

Joe Whitehead (Vice-Chair) mentioned that more new policies will be coming before the next Board meeting.

Student-led groups is still being worked on. Mr. Whitehead continues to nag the school lawyers to get it done.

Due to Erin’s Law requirements, we must have a sexual abuse prevention policy in place. Oregon School Boards Assocaition (OSBA) has offered up ‘IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education’ as a resolution. Frank Scholz (Secretary) pointed out that IGAI doesn’t actually have a plan to prevent sexual abuse. Joy Raboli (Administator) noted that IGAI comes from OSBA as “highly recommended” and sexual abuse prevention IS covered by The Great Body Shop curriculum. (See II.A.)

<b>Motion:</b>	Adopt policy IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Karen Schrader (Chair)
<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**

Karen Schrader (Chair) and Joe Whitehead (Vice-Chair) will attend the November 1 staff meeting on behalf of the Board. This will give the staff an opportunity to privately talk with the Board.

Topics may include:

- What can the Board do to make teaching easier?
- What do you love or dislike about teaching at SCS?
- The Board respects the staff and understands the difficulty of the evolving student population.

Ms. Schrader (Chair) will write up a blurb for the weekly newsletter explaining what the Board is working on. Perry Francis (Treasurer) recommended a “Board member spotlight”.

Mr. Francis (Treasurer) reminded the Board that we need to move from a personal Dropbox account to possibly a OneDrive / Office 365 account.

Mr. Francis (Treasurer) speculated we should send out announcements for the Fundraising Committee.

Mr. Whitehead (Vice-Chair) is doing exploratory work on a new school facility.

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

Alison Craker (HR & Policy) will send thank you notes to Natalie Pepper (5<sup>th</sup> Grade), Nora Stuckey (PE), and students from the 5<sup>th</sup> Grade for their presentation. (See I.E.)

**C. Upcoming Meetings**

The next Board meeting is Wednesday, November 20 at 6:30pm in the Art Room.

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

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

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

**D. Adjourn Meeting**

<b>Motion:</b>	Adjourn the meeting at 8:14pm.
<b>Proposed:</b>	Alison Craker (HR & Policy)
<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.

**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**  
**October 2019**

**Enrollment for October 2019**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	30
1	25	0
2	25	1
3	25	2
4	25	3
5	25	4
6	25	5
7	26	8
8	22	0
<b>Total</b>	<b>223</b>	<b>53</b>

**New Family Gathering**

On October 10<sup>th</sup>, I hosted a New Family Gathering right before the PAC meeting. It was a well-attended gathering focused on answering questions new families might have about SCS. Topics included homework, uniforms, and ways to volunteer. This is an annual event that helps connect new families to our school.

**OneFund Update**

We have a fall raffle for families who have paid full or partial balances for the suggested 500.00 OneFund amount. For families who have paid the full balance, they receive two tickets and partial payments receive one ticket. We will pull the winner later in the month. Our current amount is \$41,508.00 which is on par for this time last year. We have posted on Facebook, sent home a flyer in backpack mail and added a flyer to the Thursday email.

### **Safety Committee Meeting**

The safety committee will be meeting after our Board Meeting date, but our focus is on our drills. We have three this month:

- Lock Down
- Earthquake
- Fire

### **Staffing/Staff Meeting**

Our middle school math teacher, Katie Boedigheimer, is having a baby. Her last day will be January 6<sup>th</sup>. We are interviewing long term guest teachers currently and plan to have the guest teacher start early so she can shadow Mrs. Boedigheimer for a seamless transition.

Our October meeting was very busy. A focus was on assessment results and ways to improve them. We have finished with  $\frac{3}{4}$  of our Restorative Practices book and worked together to apply the information to our current practices. We continue to learn and refine during this transition from FYI's to more restorative solutions. The teachers will read a second, more comprehensive book on behavior strategies in November through the spring.

FOSS curriculum was also an agenda item at our staff meeting. We reviewed lessons, questions about implementation and talked about our upcoming training in November. The teachers are enjoying the curriculum and reporting that students are excited about the hands-on experiments.

We also launched the Great Body Shop and fine-tuned details about how middle school will implement the program. This curriculum will be delivered in science, primarily, for the middle school. Health/PE will continue with their three-year cycle of health topics and integrate appropriate topics from the Great Body Shop during this time. Elementary teachers will deliver this curriculum with occasional assistance from Mrs. Stuckey during PE/Health.

### **TAG**

Our teachers reviewed our TAG protocol and we are on track to create TAG goals with parents for the fall conferences. We visit with the parents in advance of the conferences about rate and level of academic work. After that discussion, teacher and parent creates a TAG plan with goals that are monitored between fall and spring conferences. The spring conference is a time to assess and create new goals for the next year.

### **Annual Report and Plan of Assistance**

The Annual Report and Plan of Assistance was hand delivered to the Sherwood School District a day early, on Monday, October 14<sup>th</sup>. See the documents in Dropbox.

Our team met on October 4<sup>th</sup> to review assessment results and look for ways to create powerful interventions to improve achievement. The team decided to reallocate assistant time to work with primary students who are not making adequate progress and create an intervention group. The assistant will work with small groups in K-2 on Monday-Thursday for about an hour. We have also decided to change an elective location for one very small middle school elective class. Ms. Peterka will then be available to work in a small intervention group with grades 3-5 for about 45 minutes on Monday-Thursday. We are confident that these steps will assist struggling students so that we will see improvement from 2018-19 assessment results.

**Goals for Joy Raboli**  
**2019-20**

1. Under my direction and facilitation, our elementary team will successfully execute FOSS curriculum through training, classroom observations and assessments.
2. Under my leadership, our staff and teachers will transform our method of reacting to student behaviors by moving away from punitive methods to restorative practices. This will be accomplished through replacing FYI forms with restorative practice methods. In addition, we will have monthly book studies on practical and theoretical methods and team analysis of behavior incidents to use data to inform strategies.
3. Under my direction and facilitation, our school will successfully execute the curriculum through training, classroom observations and assessments.

<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  October 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>Launch Great Body Shop</b>  <u>Monthly Data Reporting</u>  Training October 2019	Monthly report of teacher observations using monthly issues and curriculum resources  October 2019-May 2020	Second training and discussion regarding compliance of Oregon State Standards and Erin's Law  1-10-19	Spring staff meeting with assessment of Great Body Shop  3-6-20	End of Year Staff Survey  Data Review  5-1-20

<p><b>Support Student Management</b></p> <p>Staff Training August 28, 2019</p> <p>Book #1 August-October</p> <p>Book #2 November-April</p>	<p>Monthly report of teacher observations regarding Restorative Justice implementation and FYI data comparisons from past years to RP data</p>	<p>Book Study #1/Data Analysis 10-1-19</p>	<p>Book Study #2 and Data Analysis 1-10-20</p>	<p>End of Year Assessment 4-3-20</p> <p>Compare both books-theory and practice</p> <p>Compare FYI's to restorative methods</p>
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**IX. Addendum B – 2019 September Financials Balance Sheet**

7:44 AM  
10/04/19  
Accrual Basis

**Sherwood Charter School  
Balance Sheet  
As of September 30, 2019**

	<u>Sep 30, 19</u>	<u>Sep 30, 18</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>Cash and Investments</b>		
106 · Home Street Student Acct	100.00	0.00
103 · Home Street Savings	1,000.00	0.00
104 · Home Street Checking	100.00	0.00
107 · West Coast - Student 6072	125.01	4,170.01
105 · West Coast Savings	162,820.85	162,804.58
101 · West Coast Ckg 3373	<u>249,647.08</u>	<u>215,916.27</u>
<b>Total Cash and Investments</b>	<u>413,792.94</u>	<u>382,890.86</u>
<b>Total Checking/Savings</b>	<u>413,792.94</u>	<u>382,890.86</u>
<b>Total Current Assets</b>	<u>413,792.94</u>	<u>382,890.86</u>
<b>Fixed Assets</b>		
<b>Fixed Assets</b>		
<b>231 · Buildings and Improvements</b>		
231a · Modular 2	239,210.08	239,210.08
231e · Modular 3/4	<u>170,160.80</u>	<u>170,160.80</u>
<b>Total 231 · Buildings and Improvements</b>	<u>409,370.88</u>	<u>409,370.88</u>
<b>241 · Machinery and Equipment</b>		
241a · Office Equipment	42,404.60	31,713.00
241e · Computer Hardware	27,322.13	19,808.39
<b>241f · Classroom Equipment</b>		
241fb · Marker & Chalk Boards	1,069.70	1,069.70
241fp · PE Equipment	3,374.21	3,374.21
241ft · Televisions	299.99	299.99
241f · Classroom Equipment - Other	<u>(299.99)</u>	<u>(299.99)</u>
<b>Total 241f · Classroom Equipment</b>	<u>4,443.91</u>	<u>4,443.91</u>
<b>Total 241 · Machinery and Equipment</b>	<u>74,170.64</u>	<u>55,965.30</u>
<b>242 · Accum Dep-Fixed Asset</b>	(297,252.82)	(272,531.60)
<b>261 · Furniture &amp; Fixtures</b>	45,255.80	45,255.80
<b>271 · Leasehold Improvements</b>	10,300.00	10,300.00
<b>272 · Musical Instruments &amp; Sound Eq</b>	<u>7,906.95</u>	<u>7,906.95</u>
<b>Total Fixed Assets</b>	<u>249,751.45</u>	<u>256,267.33</u>
<b>Total Fixed Assets</b>	<u>249,751.45</u>	<u>256,267.33</u>
<b>TOTAL ASSETS</b>	<u><b>663,544.39</b></u>	<u><b>639,158.19</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2001 · Accounts Payable and Accrued Ex	<u>2,574.45</u>	<u>4,027.45</u>
<b>Total Accounts Payable</b>	<u>2,574.45</u>	<u>4,027.45</u>

7:44 AM  
 10/04/19  
 Accrual Basis

**Sherwood Charter School**  
**Balance Sheet**  
 As of September 30, 2019

	<u>Sep 30, 19</u>	<u>Sep 30, 18</u>
<b>Other Current Liabilities</b>		
<b>Deferred Revenue</b>		
481 · Deferred Revenue	117,276.00	116,193.00
<b>Total Deferred Revenue</b>	<u>117,276.00</u>	<u>116,193.00</u>
<b>Payroll Liabilities</b>		
461 · Accrued Salaries and Benefits		
461a · PERS Liability	19,069.12	16,421.63
<b>Total 461 · Accrued Salaries and Benefits</b>	<u>19,069.12</u>	<u>16,421.63</u>
471 · Payroll Deductions and W/H's	17,792.61	18,389.59
472 · AFLAC Payable	187.85	214.50
<b>Total Payroll Liabilities</b>	<u>37,049.58</u>	<u>35,025.72</u>
<b>Total Other Current Liabilities</b>	<u>154,325.58</u>	<u>151,218.72</u>
<b>Total Current Liabilities</b>	<u>156,900.03</u>	<u>155,246.17</u>
<b>Total Liabilities</b>	156,900.03	155,246.17
<b>Equity</b>		
770 · Unrestricted net assets	455,869.26	444,207.66
<b>Net Income</b>	<u>50,775.10</u>	<u>39,704.36</u>
<b>Total Equity</b>	<u>506,644.36</u>	<u>483,912.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>663,544.39</b></u>	<u><b>639,158.19</b></u>