



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, November 20, 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, November 20, 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), Perry Francis (Treasurer), Frank Scholz (Secretary), Lori McKinley (Fundraising), Alison Craker (HR & Policy), Joy Raboli (Administrator, ex-officio)

Members Absent: Joe Whitehead (Vice-Chair)

SCS Staff Present: Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Anna Murphy (2nd Grade)

Public Present: Jen Crosby (PAC Chair), Lelia Toader (Parent), Jaimi Anderson (Parent), Tiffany Lelley (Parent)

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

B. Reading of Mission and Vision Statements

Perry Francis (Treasurer) 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 and delivered the meeting expectations.

D. Agenda Additions & Changes

None.

E. Class Presentation

Anna Murphy (2nd Grade) and students from the 2nd Grade presented their most recent science lesson from the Full Option Science System (FOSS) curriculum. The students talked about the properties of solids and showed off the tower creations they had made using solid materials such as cups and sticks. The next lesson in the curriculum is liquids.

F. Approval of Previous Minutes

Motion:	Accept September 25, 2019 meeting minutes as presented.
Proposed:	Alison Craker (HR & Policy)
Seconded:	Perry Francis (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept October 16, 2019 meeting minutes with corrections.
Proposed:	Alison Craker (HR & Policy)
Seconded:	Karen Schrader (Chair)
Discussion:	Correction: II.A. the office assistant’s name is “Lydia Graeber”. Correction: II.A. Ms. Graeber is working with students in small groups. Correction: II.B. The answer to Mr. Francis’ question in the motion discussion was “no”.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

G. 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. We lost one student last month and gained one this month. We're waiting for Sherwood School District (SSD) to catch up. Perry Francis (Treasurer) contacted SSD and they're waiting for the State of Oregon to update the numbers to accurately reflect current enrollment.

The fall carnival was the most successful carnival to date, bringing in \$1692.62 for a net income of \$1092.62. Previously the carnival was in the spring so it was nice to see it was still well attended. The thought for next year is to hold the carnival before Halloween to take advantage of the light during Daylight Time hours (PDT).

OneFund has collected \$46,561.20 as compared to \$45,830.50 at this time last year.

At the last staff meeting, the K-5 and middle school teams identified students for IEP or 504 testing. The Board Chair, Karen Schrader and Board Vice-Chair, Joe Whitehead talked about how the Board reviews the parents and teacher surveys as well as the standardized testing results. The school staff emphasized to the Board members that the behavior of a small number of children are affecting the teaching environments. Alison Craker (HR & Policy) asked Joy Raboli (Administrator) if she could quantify the impact on the teaching environment. Ms. Raboli replied that it varies from class to class, some classes are wonderful while some are not. Ms. Craker asked if a tiny fraction of students adversely affecting the classroom was just an issue at our school or at other Sherwood School District (SSD) schools as well. Ms. Raboli replied that it was an issue for all of SSD. Lori McKinley (Fundraising), who works in another school district, added that it's not just an SSD issue – she has personally seen the same difficulties at two other school districts. Ms. Craker asked how the Board can help. Ms. Raboli noted that because we're a public school we can't turn anyone away. She asked for SSD for an aide but the district turned down her request, which is especially disappointing because the extra 20% that SSD keeps from the school is going to the district's special needs programs. Ms. Raboli mentioned she would contact PACE (an insurance pool for Oregon education organizations) to see if we can legally push a family to a school with the necessary resources to help special needs children. Ms. Raboli also pointed out that we have a counselor who is working 30 hours a week but that's across all nine grades. Ms. Raboli will look into support from the education service district to evaluate the school.

Likewise at the last staff meeting, the staff reviewed the staff survey. They also continued to learn about Full-Option Science System (FOSS) which the students are enjoying. This was also the

first month with the Great Body Shop curriculum. The students should be bringing home handouts soon. Finally, the staff also continued to learn and review restorative practices.

A. Administrator's Report (Safety Committee Report)

The Safety Committee reviewed the recently completed lock down drill. The drill was well done and the students were well behaved. The committee wants the Sherwood Police Department to come in again as they have done in the past to review the school's procedures.

The fire marshal is coming tomorrow, November 21, 2019.

The installation of a P.A. system and bell system has started.

The school has purchased carline signage to keep parents out of places students may be located. This is especially problematic for PE which utilizes part of the parking lot.

The Safety Committee added an automated external defibrillator (AED) to the wish list since the school only has 1 AED for the main building plus the 4 portables that are located across the parking lot.

Research has begun on the earthquake standards as they apply to the main building and whether retrofitting may be necessary.

The committee's goals for this year include finalizing a plan for snow clearing.

III. PAC/Finance/Fundraising

A. Parent Advisory Committee (PAC) Report

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

The PAC treasurer, Connie Johnson resigned and the PAC had an emergency meeting November 20, 2019 to elect Justin Seamans into her place. Korrin Fyall is still working as assistant treasurer.

The wreath pre-ordered sales ended and door-to-door sales are slated for this weekend. The school has always gotten wreaths from Nora Stuckey's parents who are retiring from the wreath-making business. The PAC is polling parents if pies are and adequate replacement as

some parents expressed dismay that the wreaths are going away. Pie sales will continue through December 12th.

Wednesday, December 18, will be the next dining out night at Chipotle.

December 18-24, the PAC will get a percentage of any sale at Mudpuddles if you mention the school during checkout.

The next PAC-sponsored school activity will be bingo on Thursday, February 20th.

B. Treasurer's / Finance Committee Report

Now that the new capitalization threshold is in place, Perry Francis (Treasurer) is looking into the password policy recommended by the financial auditors.

The taxes documents came back from the tax preparers. The federal 990 and state CT12 have been filed and Mr. Francis took copies to SSD.

We are still in the process of moving to Homestreet Bank. The deposit from SSD went through last month and we should be able to close our account with Columbia Bank soon. Mr. Francis hasn't seen any funds going in or out of the Columbia Bank account.

The weighted average daily membership (ADMw) from the state is currently paying on 210.13 students but it should be around 220 students. Once the difference is reconciled, the state will pay the retroactive difference.

As seen in the Administrator's report (see II.A.) OneFund is up over last year.

Tonya Mossier (bookkeeper) had a hard drive failure. She was able to successfully recover data from an up-to-date backup and it appears none of our data was lost.

C. Fundraising Report

The Fundraising Committee is trying to get in touch with a few people to help.

Alison Craker (HR & Policy) said that Brian Craker recruited another new person to the Fundraising Committee.

Mr. Craker has been re-entering fund raising space, getting people together, and following leads.

D. Staff Appreciation Holiday Cards

Alison Craker (HR & Policy) asked what funds she has to work with. Karen Schrader (Chair) and Perry Francis (Treasurer) both agreed that Ms. Craker had a \$1,000 budget for the year including the year-end breakfast. Ms. Craker was thinking of \$50 gift cards for each of the 18 staff members for a total of \$900. Ms. Craker was going to shy away from Visa gift cards because they may count as income. A vote wasn't necessary because Ms. Craker would only be using a portion of the funds already in her budget.

IV. Facilities/Operations

A. Facilities Update

Joe Whitehead (Vice-Chair) will be taking over from Perry Francis (Treasurer) to cover the Facilities Board position. Mr. Whitehead had a meeting with Tim Brandt (Church). Mr. Francis couldn't attend that meeting and Mr. Whitehead wasn't at the Board meeting so we will not know what was covered in their meeting until the next Board meeting.

B. Lease Renewal

Mr. Whitehead was unable to make the Board meeting so this topic was tabled until the next Board meeting.

V. Governance

A. Updated Deliverables & Calendar Planning

The Budget Committee needs to determine the budget by the March 15, 2020 deadline. The Budget Committee is comprised of Karen Schrader (Chair), Perry Francis (Treasurer), Joy Raboli (Administrator), and Tonya Mossier (bookkeeper).

B. Revised Policies Review

The lawyers gave Joe Whitehead (Vice-Chair) a completed version of the student-led group policy. Frank Scholz (Secretary) thought item 5f (was 4e) "No speaker who openly and knowingly advocates breaking the law or encourages immoral acts shall be invited to speak" was unfortunately vague and thus incomplete. After discussion the Board agreed to return the policy to the lawyers to get more clarity around the statement "encourages immoral acts".

The Board reviewed many of the new policies distributed by Oregon School Boards Association.

Motion:	Accept policy GBDA with updates.
Proposed:	Frank Scholz (Secretary)
Seconded:	Perry Francis (Treasurer)
Discussion:	Accept “or breast-feed” in title, 4 times in paragraph #1, once in paragraph #2, once in paragraph #5, once in footer. Replace “[see ² below]” with “Administrator” in paragraph #1. Remove “[³ and the central office of each school facility]” from paragraph #4. Remove footnotes.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept policy GCDA/GDDA G1 with updates.
Proposed:	Frank Scholz (Secretary)
Seconded:	Perry Francis (Treasurer)
Discussion:	Remove “[volunteer]” from paragraph #8. Choose “[may]” over “[will]” twice in paragraph #11.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

For policy GCDA/GDDA-AR there was some confusion around how fees are handled. Some parts of the policy stated the school paid all fees while other parts provided flexibility over who paid applicable fees.

Motion: Accept policy IGAI as written.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: None.

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

Result: Motion passed.

Motion: Accept policy IKF as written.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: None.

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

Result: Motion passed.

For policy JED there was confusion about footnote #2 which only talked about discipline for students in fifth grade or below for schools with grades K-8.

Motion: Accept policy JGAB with updates.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: Accept "or volunteer" in paragraph #21.

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

Result: Motion passed.

Motion: Accept policy JGAB-AR as written.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

Motion: Accept policy JHC with updates.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: Remove "scoliosis" from paragraph #8 and paragraph #18.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

Motion: Accept policy JHF as written.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

Policy JFCF was deferred because the bracketed text found in the title in the summary document (also provided by OSBA) didn't match the text within the policy itself.

Motion: Accept policy JFCJ as written.

Proposed: Frank Scholz (Secretary)

Seconded: Perry Francis (Treasurer)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

VI. Closing Items

A. Board Comments & Communications

None.

B. Thank You & Recognition Notes

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

On behalf of the Board, Ms. Craker will send thank you notes to Anna Murphy and students from the 2nd Grade for their presentation. (See I.E.)

Ms. Craker will send a thank you note to Lydia Graeber (office assistant) for her help with K-2 intervention assistance and Shannon Peterka (Middle School Science) for her help with 3-5 intervention assistance.

Ms. Craker will send a thank you note to Katie Boedigheimer (Middle School Math) and her team of middle school students for their efforts with the school carnival.

C. Upcoming Meetings

The next Board meeting is Wednesday, December 18 at 6:30pm in the Art Room.

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

Wed. Jan. 15, 2020 Wed. Mar. 11, 2020 * Wed. May 20, 2020

Wed. Feb. 19, 2020 Wed. Apr. 15, 2020 Wed. Jun. 17, 2020

* Denotes a meeting that is **not** the 3rd Wednesday of the month.

D. Adjourn Meeting

Motion: Adjourn the meeting at 9:06pm.

Proposed: Frank Scholz (Secretary)

Seconded: Alison Craker (HR & Policy)

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 December 18, 2019.

VIII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
November 2019

Student Enrollment for November 2019

Grade	Students	Waiting List
K	25	30
1	25	4
2	25	3
3	25	3
4	25	5
5	25	4
6	26	1
7	26	7
8	22	0
Total	224	57

We added another middle school student to our Leadership Academy to bring our enrollment back up to 224 from 223 last month.

Fall Carnival

The fall carnival was a great success raising \$1692.62 compared to last year, which was \$1663.75. The expenses to run the carnival are about \$600.00. Teacher Katie Boedigheimer did a fantastic job helping our leadership students run the carnival. It was very well attended and enjoyed by all.

OneFund Update

OneFund (including matching donations) this year is \$46,561.20 and last year we collected \$45,830.50. We have increased donations by \$730.70. We have started a push for the OneFund being a tax-deductible donation that needs to get in before January 1, 2019. We are hoping to continue this positive momentum.

Safety Committee Meeting

- Lock Down Drill
 - We processed the lock down drill and discussed having a Sherwood Police officer come observe the lock down drill in the spring. We want to make sure law enforcement is familiar with our property and evaluate our drill
- Fire Marshall Visit
 - We have a new Fire Marshall this year and we are making sure that we are following every regulation
 - The office will help new teachers make sure their classroom is complying with regulation
- PA Speakers and Bell
 - The office is installing the last of the PA speakers
 - We will proceed with the school bell for signaling the end of the day
- Signage
 - We have purchased signage clings that will direct parents for carline
 - Signage clings for windows to direct to areas in building
- Second AED
 - Would like to purchase a second AED for portables
 - Concern that double doors may be locked if someone is trying to get to the AED in the sanctuary
- Report-City about Church Building Retro Fit
 - A parent is looking into it with the county
- Goals for the 2019-20
 - Continue to maintain excellence in safety
 - Plan for Snow Bird Crew

Staffing/Staff Meeting

Our November meeting was quite full with a morning MTI session. We then invited Board members, Joe Whitehead and Karen Schrader to visit with the teachers about their concerns with student behavior. It was an excellent session where teachers elaborated on the results of the survey:

Survey takeaways:

- * Teachers generally like their job and enjoy working at SCS, but the job is getting more difficult with student behaviors and that is a significant worry
- * Increased student behavior has a substantial impact on being able to deliver all of the standards and the pressure to learn and learn different curriculum is a stressor
- * Support needs look like more help for student behavior, more staff to assist
- * Staff are somewhat/not satisfied with compensation levels
- * Work/Life balance seems okay

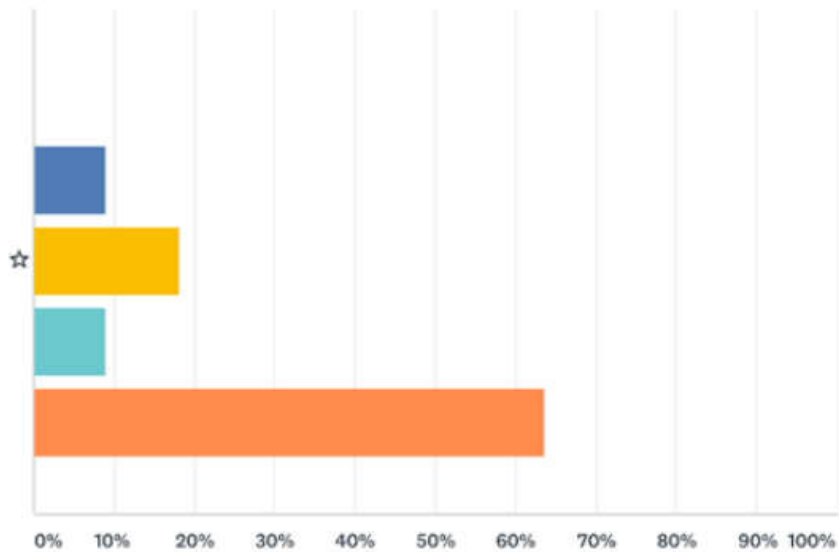
Questions to the Board from the teachers:

- * Does the Board understand the changing dynamic with student behavior?
- * What should the pressure level of testing be from a Board perspective?
- * How likely will our lower test scores impact our charter, assuming that with our current population of students, we may not see the high scores of years past.
- * Board representation at our meetings once per trimester

The second half of the meeting was our second FOSS training.

How concerned are you about student behaviors?

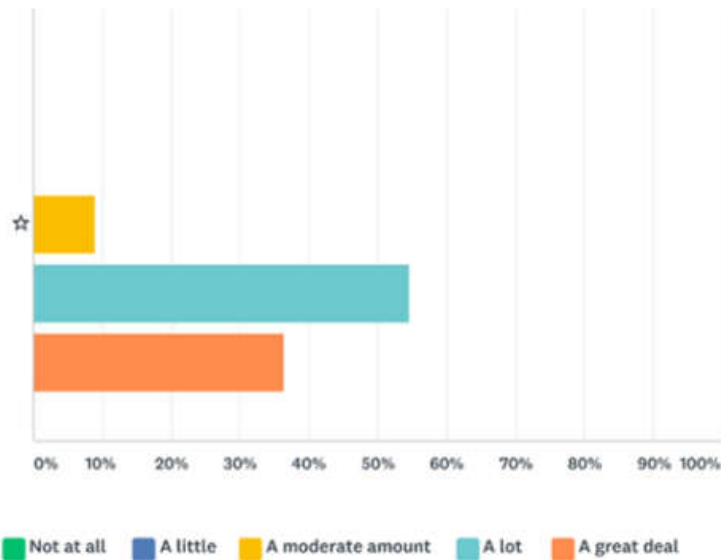
Answered: 11 Skipped: 0



- I am not concerned at this time
- I am not really concerned because my class is rarely disrupted by student behavior
- I am concerned because it disrupts my class on a weekly basis
- I am very concerned because it disrupts my teaching a few times a week
- I am incredibly concerned because my teaching is daily interrupted by student behavior

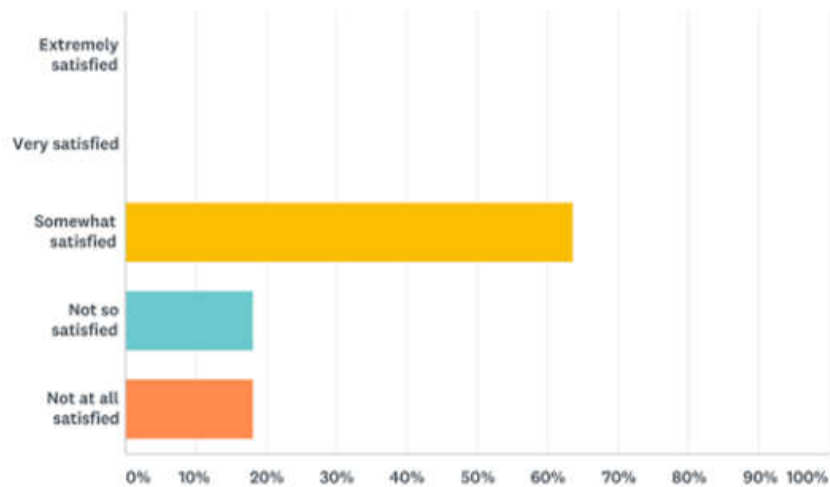
Overall, how much do you enjoy working at SCS?

Answered: 11 Skipped: 0



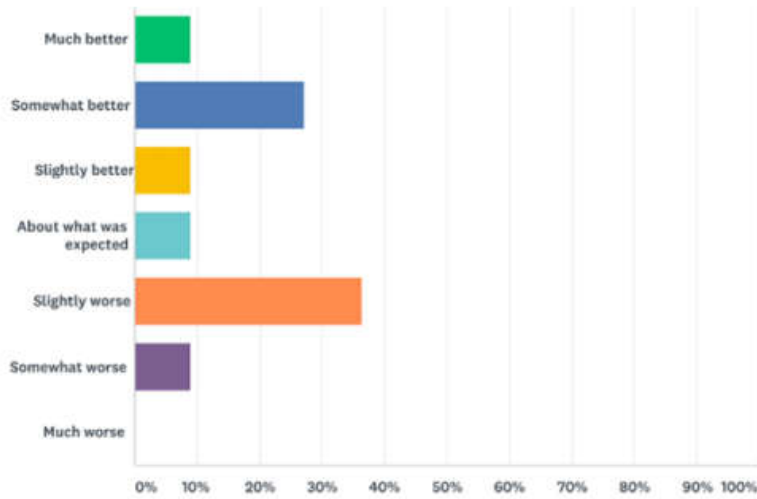
Q7 How satisfied are you with your overall compensation?

Answered: 11 Skipped: 0



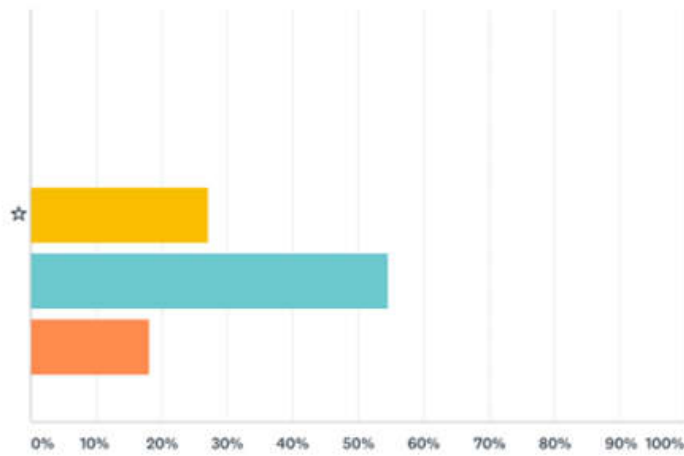
Is teaching better than what you expected, worse than what you expected, or about what you expected this year?

Answered: 11 Skipped: 0



Q1 How much do you enjoy teaching?

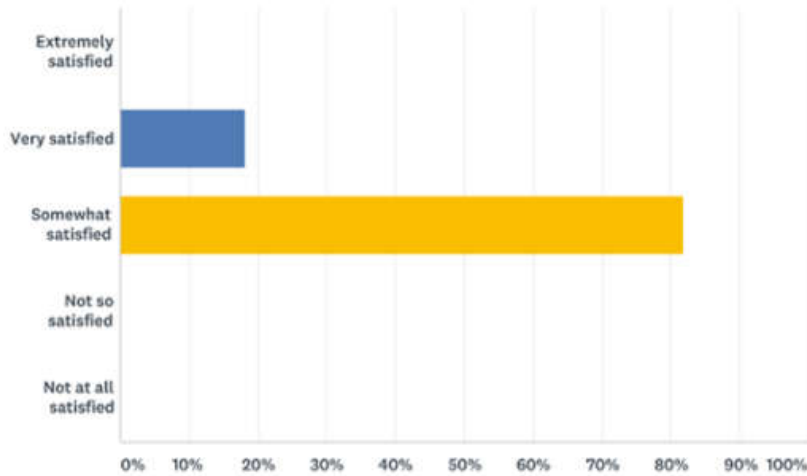
Answered: 11 Skipped: 0



- I am not enjoying teaching and I plan to leave the profession
- I am stressed out all of the time and thinking about a job change
- I like it some days and not others
- I really enjoy being a teacher most days
- My dream job! I could not love it more!

How satisfied are you with your current work-life balance?

Answered: 11 Skipped: 0



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 theological 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.

Goal	Status Update in Administrative Report	Check Point 1	Check Point 2	Proposed Completion Date
Launch FOSS Training	Monthly report of teacher observations using FOSS	Second FOSS Training	Spring staff Meeting	End of Year Staff Survey
Monthly Data Reporting	October 2019-May 2020	Fall staff meeting assessment of FOSS	Assessment of FOSS	Data Review
		11-1-19	3-6-20	5-1-20

August 21 and 22, 2019				
Launch Great Body Shop <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
Support Student Management Staff Training August 28, 2019 Book #1 August-October Book #2 November-April	Monthly report of teacher observations regarding Restorative Justice implementation and FYI data comparisons from past years to RP data	Book Study #1/Data Analysis 10-1-19	Book Study #2 and Data Analysis 1-10-20	End of Year Assessment 4-3-20 Compare both books-theory and practice Compare FYI's to restorative methods

Blue indicated completion