



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, December 18, 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, December 18, 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 6:30pm by Chair, Karen Schrader.

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

Members Absent: None

SCS Staff Present: Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Amanda DuPriest (Music)

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

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 and delivered the meeting expectations.

D. Agenda Additions & Changes

None.

E. Class Presentation

Amanda DuPriest (Music) led the middle school band through a holiday arrangement written by composer Randall Standridge. Mr. Standridge is an expert at composing pieces that cater to a wide selection of skill levels. This is the third year of middle school band and choir, both founded by Ms. DuPriest.

F. Approval of Previous Minutes

Motion:	Accept November 20, 2019 meeting minutes as presented.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Alison Craker (HR & Policy)
Discussion:	None.
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 a 7th grade student and gained a 7th grade student. The kindergarten wait list has a lot fewer siblings than normal but should be okay. The school's wait list is currently at 58 prospective students.

The Honors Assembly to recognize middle school students who had a fall GPA of 3.50 or higher was held the morning of December 16th. Then the evening of December 17th, the school inducted new members to the National Junior Honor Society.

Tomorrow (12/19) is Katie Boedigheimer's (MS Math) last day in the classroom before departing for maternity leave. (Her last day at the school is January 6th.) She has been working with the long-term substitute, Angie Baxter who we hope will finish the year if Ms. Boedigheimer

doesn't return. Along those lines, Joy Raboli (Administrator) will start searching for a permanent replacement in case Ms. Boedigheimer doesn't return.

With Ms. Boedigheimer on leave, the difference in salary between her and her replacement has opened up some money for additional office staff help and small group student interventions.

At Friday's (12/06) staff meeting, the staff received their longevity bonuses. This was Karen Schrader's idea and was well received by the staff. Last Thursday (12/12) was the staff holiday party hosted by Angela Havlinek (Office Manager).

Due to the "short" month there was no Safety Committee meeting. The Safety Committee is working on new signs for office doors and kindergarten, as well as an A-frame sign for car line. There was an odd smell today and the staff decided to evacuate the main building. Northwest Natural came out and inspected and suspect the smell was from the exhaust of a field trip bus.

Lately some days have seen 60 tardy students. Tardiness is disruptive to individual's learning and the classroom environment. The staff implemented a plan at the beginning of December where all the doors are closed and tardy students are required to check-in with the office. This plan seems to be reducing tardiness as the number of tardy students was 48 on 12/04 and had come down to 19 by 12/18.

In the goal-space, Ms. Raboli has been spending more work on administrative duties due to work with high-effort children. This has relegated her to more office work and less time with the teachers in class. Her plan is to spend extra time with the teachers in January. The staff is reviewing a book by renowned child psychologist Ross Greene on student behavior. The Great Body Shop and Full Option Science System (FOSS) studies are continuing on track.

III. PAC/Finance/Fundraising

A. Parent Advisory Committee (PAC) Report

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

Dinner night out for December is Chipotle on 12/18, January is 1/16 at Mod Pizza, and February is 2/20 at Five Guys in Tualatin.

The PAC is investigating an electronic message board to communicate upcoming events during car line. They talked with the church who agreed to a temporary solution and would look into a permanent board if there are no problems.

The school sold \$6,714.00 worth of wreaths, bringing in \$3,894.30. With the retirement of our current vendor, the PAC looked at other providers and the income versus revenue ratios are much, much smaller. As an alternative, the PAC is adding pies to this year's selection. This year they sold \$411.84 of pies, bringing in \$370. Obviously that total is way under the amount the wreaths brought in but it was also competing against wreaths this year.

A parent contacted the PAC to ask about financial assistance for lunch. The problem is the school doesn't do free and reduced lunches. Joy Raboli (Administrator) explained that free and reduced lunch is a federal program and since we don't have a school-based lunch program, we don't qualify. She also notes on tours that the school does not provide lunch. Ms. Crosby mentioned that the parent was confused because the optional menu and order forms were on the school web site so the parent thought we had a lunch program. The PAC will work with the school office staff to rectify and confusion on the web page.

B. Treasurer's / Finance Committee Report

We're still missing the weighted average daily membership (ADMw) from the state. It should be about \$50,000. Despite that, the school is still working with a surplus. Perry Francis (Treasurer) talked with Tonya Mossier, the school bookkeeper, and she is having the same problem with other charter schools. Mr. Francis contact Sherwood School District (SSD) and they confirmed they sent revised numbers to the state. Mr. Francis contacted the state and they hadn't received the revised numbers.

Mr. Francis received the OneFund statement from Ms. Mossier and we are currently ahead of previous years.

See OneFund 2019-2020, attached as Addendum B.

Considering the current balance, Mr. Francis recommended we revise this year's budget to add spending for this year. Mr. Francis thought it would be a good idea to invest in physical maintenance of the portables (caulking, carpet, etc.) and maybe technology improvements.

Next year's budget accounts for 220 students, possibly a 4% staff raise, and longevity bonuses.

Our transition to HomeStreet Bank is complete. Mr. Francis will close our account at Columbia Bank when he gets around to it, probably in January.

Mr. Francis was thinking of a Budget Committee meeting mid-January, maybe before the January Board meeting.

Our CT12 was completed by our tax preparers and auditors and Mr. Francis filed it with the state then confirmed with the state that it had been received. Mr. Francis also had to provide numbers for the previous year since they were missing.

C. Fundraising Report

Lori McKinley and Brian Craker will have a Fundraising Committee meeting during the holiday break. The Fundraising Committee has recruited other volunteers to join the committee. The goals of the meeting are to form an actual committee, expand the business partnership letter, and identify targeted businesses.

D. Long-Term Planning

Karen Schrader (Chair) reminded the Board that one of the long-term goals is to fund the staff better. She reiterated it's important to pay comparable to SSD with respect to seniority, specialties, and education level. Mr. Francis stated this should be our number one priority – we can have nice facilities and amenities but if we return to turnover issues we had previously, then we aren't helping the students.

Joe Whitehead (Vice-Chair) has done some research on the second long-term goal of finding our own site to locate the school. He visited a charter middle and high school in Redmond OR. The school has a population of 900 students with a wait list of 300 students. The school is building privately with funding via the private bond market. (It's basically a 35 year mortgage.) We would have to increase the size of the school to increase the income to meet the requirements. Mr. Whitehead mentioned he also needs to investigate property values and building costs in town. We're currently getting our books analyzed by Piper Jaffray to see if buying our own property and building is financially viable. Joy Raboli (Administrator) will send 3 years of audits to Piper Jaffray. Ms. Raboli also wanted to point out we have a pretty good deal with Sherwood Community Friends Church (the Church). We're currently paying \$8,000 per month but a new build would cost about \$24,000 per month. The Board debated whether it made sense to expand the middle school or fill from the bottom up or both. We agreed the middle school was something special and an expanded middle school would be a benefit to the community.

Mr. Whitehead also discussed joining a charter school advocacy organization. A non-voting membership to Oregon Coalition of Community Charter Schools is \$1,200 per year (a voting membership is \$2,400 per year). Ms. Raboli said she had seen a lot of these and they're almost always a waste of time and money *but* this group is different. They seem very active, they're involved in legislature, they can get bonds, plans, etc.

IV. Facilities/Operations

A. Facilities Update

The Church asked if they could use organic treatments on the weeds if they're not on the approved list. Angela Havlinek (Office Manager) emphasized and weed treatments must be on the list. Joe Whitehead (Vice-Chair) said the Church has a service provider with chemicals that are cleared after 12 hours of application. However, they can't apply on Fridays. The thought is they could apply on Thursday evenings. Cost is \$200-\$250 per application and they recommend applying monthly.

B. Lease Renewal

The lease renewal is practically complete. The only thing missing is a legend to the floor plan.

Motion:	Accept lease renewal once the legend has been added to the floor plan.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Perry Francis (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

V. Governance

A. Updated Deliverables & Calendar Planning

Issue notice to SSD to operate the following year was on the calendar. Joy Raboli (Administrator) mentioned we have never done this.

Notify the Church if we want changes to the current contract was also on the calendar. Considering we just finished updates to the lease, the Board agreed this action had been met.

Karen Schrader (Chair) wished to remind the Board that a lot of things happen in the first quarter of the calendar year and by March 15, we have to have the administrator review complete. Also consider budgeting, and fundraising. At the February meeting we should discuss establishing a work session to get everything done. Perry Francis (Treasurer) asked if this would be the planning meeting we never got to have. Ms. Schrader said it was indeed the same.

Ms. Raboli said the Board should send out the parent survey once the school is back in session after the holiday break. Mr. Francis mentioned the Board should review the questions because last year they didn't align with the administrator's goals.

Ms. Raboli noted that in the next Administrator-Board Chair meeting, they will prioritize tasks for January through March.

B. Policies Review

The Board completed review of the new policies distributed by Oregon School Boards Association.

Motion:	Accept policy GCDA/GDDA-AR with updates.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Vice-Chair)
Discussion:	Remove "or volunteering" from Processing and Reporting Procedures, #4. From Fees, remove the entirety of #2.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept policy JED with updates.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Frank Scholz (Secretary)
Discussion:	In Footnote #2, keep the bracketed language, removing the text in parentheses.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept policy JFCF as written.
Proposed:	Frank Scholz (Secretary)
Seconded:	Alison Craker (HR & Policy)
Discussion:	Last month there was confusion 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. Mr. Whitehead said it was the language in the policy itself that mattered.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

For the student-led clubs policy, discussion about the term “immoral acts” in 5.F. continued. Mr. Whitehead conferred with the lawyers and they stated that “immoral acts” is a well-defined legal statute based on legal precedent and thus isn't nebulous to the law. Ms. Craker replied that we got into this mess in the first place because one of the clubs didn't align with somebody's morality.

Motion:	Accept club policy IGDA as written.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Perry Francis (Treasurer)
Discussion:	None.
Board Vote:	Aye - Karen Schrader (Chair), Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Lori McKinley (Fundraising) Nay - Frank Scholz (Secretary), Alison Craker (HR & Policy) Abstain - None
Result:	Motion passed.

VI. Closing Items

A. Board Comments & Communications

The Board received a thank you card from the staff for the Christmas cards and gift cards.

B. Thank You & Recognition Notes

The Board sent a thank you card to Anna Murphy (2nd Grade), Jan Zobrist (2nd Grade), and the 2nd Grade for their presentation at the November Board meeting.

The Board sent a thank you card to Katie Boedigheimer (Middle School Math) for her work on the school carnival.

C. Upcoming Meetings

The next Board meeting is Wednesday, January 15 at 6:30pm in the Art Room.

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

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

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

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

D. Adjourn Meeting

Motion: Adjourn the meeting at 8:25pm.

Proposed: Joe Whitehead (Vice-Chair)

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 January 22, 2020.

VIII. Addendum A – Administrator’s Report



Ioy Raboli
Administrator’s Report
December 2019

Student Enrollment for December 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	2
7	26	7
8	22	0
Total	224	58

Our enrollment and tours continue to be consistent this year. We have fewer siblings for our kindergarten class for 2020-21, so that will open more spots for the surrounding community.

Honors Assembly

Our Leadership Academy held our trimester honors assembly on Monday, December 15th. We honored middle school students who had a GPA of 3.5 and higher for all grades and we also had a High Honors of 4.0 GPA recognition.

National Junior Honor Society

On December 17th, we had an evening event to induct our newest members of our chapter of the National Junior Honor Society. To be considered for the honor of membership, applicants must have a minimum GPA of 3.5 or higher and:

*“reach the five standards which include leadership, citizenship, character, service, and scholarship. The **National Junior Honor Society** teaches students how to become a leader, also NJHS helps students learn good citizenship to use later on in their lives.”*

Staffing

Middle school teacher, Katie Boedigheimer, will have her last day on January 6th. We have secured a long-term substitute, Angie Baxter to finish out the year. During this time, we will start the process of hiring a permanent math teacher for middle school, but most likely will hire in late spring. It is not expected that Katie will return from maternity leave but we are leaving that option open. We will let the parents know about Katie's sub on Thursday, December 19th.

We have been adding some aide time in the office to help with our office and small groups of student interventions. Financially, we are able to do so because the long-term sub cost vs. Mrs. Boedigheimer's salary difference is significant.

Longevity Bonus

The staff received their (budgeted) longevity bonus during our staff meeting on Friday, December 6th. The teachers and staff were absolutely thrilled that they were given this surprise, especially at this time of year. It was very well received and was a huge boost to moral.

Staff Holiday Party

The staff gathered last Thursday, December 12th to attend an Ugly Sweater Party at Angela's house. Everyone had a wonderful time. Our staff is a very happy, cohesive group that enjoys being together.

Safety

Due to the short month and lack of pressing safety concerns, we moved our safety meeting to January. We have been working on signage around the building and in carline. We have made signs that look much more official on the front door and many safety signs for carline for merging, pulling closer to the cone, etc.

There was an odd smell in the building and as a precaution, we decided to evacuate the lower building briefly to have it checked out. NW Natural came out and tested the whole school site and it checked out safely. We think the original odor came from exhaust from a field trip bus. We were pleased with the quick response and felt our protocol held well in this brief evacuation of the lower building.

Chronic Tardy Concern

Students arriving late by 5 minutes or more has been slowly increasing this year. We have been bombarded with about 60 students arriving late on a daily basis. We decided to close the sanctuary doors right at our start time of 7:55 am starting on December 4th. Cars pulling up after that time have to go to the office for a late slip and sign in. During our first day of closing the doors on time, we had 48 late arrivals. On December 18th, we reduced the tardies to 19.

Update For Goals for Joy Raboli
2019-20

Update:

My goals are on track and FOSS/Great Body Shop is progressing as expected. I am in the middle of my Fall/Winter Keepers and Polishers observations. They are going well, but due to student behaviors that need my attention, I am not as far as I would like to be in my classroom observations. My plan is to double up in January to get back on track now that some behaviors have settled down.

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 <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
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-	Second training and discussion regarding compliance of Oregon State Standards and Erin's	Spring staff meeting with assessment of Great Body Shop 3-6-20	End of Year Staff Survey Data Review 5-1-20

	May 2020	Law 1-10-19		
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 2 Chapters will be discussed at this meeting	End of Year Assessment 4-3-20 Compare both books-theory and practice Compare FYI's to restorative methods

Blue indicated completion

