



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, January 22, 2020 – 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, January 22, 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), 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), Molly Fleskes (3rd Grade)

Public Present: Brooke Persoon, Martin Peters, Crystal Lebeder, Paweena Mungsiri, Andrew Persoon, Elisa Graybill, Jackie Root

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

Molly Fleskes (3rd Grade) and three of her students showed some of the work they had done in their lessons covering economics, and producers versus consumers. The students showed off poster boards of smartphone applications they had designed. The applications included a clothes matcher, a dog training application, and a translation utility.

F. 2019-2020 Winter Kindergarten Lottery (for the 2020-2021 academic year)

Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Specialist) conducted the kindergarten lottery. There were 40 applications, 12 siblings of current students were admitted, 8 in district children were admitted, 5 out of district children were admitted. 15 out of district children will be added to the kindergarten wait list.

Motion:	Accept the results of the 2019-2020 Winter Kindergarten Lottery
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Alison Craker (HR & Policy)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

G. Approval of Previous Minutes

Motion:	Accept December 18, 2019 meeting minutes as presented.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Karen Schrader (Chair)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

H. Public Comment

Angela Havlinek (Office Manager) noted that January is Board Appreciation Month and she recognized the Board for their time and work.

II. Academic Excellence

A. Administrator's Report

See Administrator's Report, attached as Addendum A.

The school enrollment is 223 students with a waiting list of 56.

At the teachers' January 10th meeting the teachers worked on their curriculum maps and planned how the curricula would transition from the students' current grade to their next grade. Progression through Full Option Science System (FOSS) continues, as does the Great Body Shop curriculum. The staff has started reading a challenging, research-based book by Ross Greene, a well-respected child psychologist. Joy Raboli (Administrator) worked with new teachers, covering how to analyze test data.

Ms. Raboli is continuing her "Keepers and Polishers" reviews where she observes the teachers at work in their classrooms. After which she provides feedback and guidance on the classroom environment, the classroom dynamic, and other observations that can help the teachers progress.

Kaylie Buchanan (Counselor) expressed concerns that her office, under the gym, was loud and made it difficult to create a calming, welcoming location for students and Tucker Buchanan (Therapy Dog). Ms. Raboli moved Ms. Buchanan (and Tucker) to the room behind Kindergarten.

Ms. Raboli and the staff have noticed a good shift in student behaviors. In November the staff was pretty upset about this, but restorative practices and zones of regulation seem to be helping

In the safety space, one of the fire alarms in the portables was pulled. Although we don't know why it was pulled (accidental, intentional, other), TVF&R fire department showed up quickly. A locksmith keyed the doors between the classrooms in the portables to provide another layer of security in case of a lock down. The Safety Committee will meet the last week of January.

To curb tardiness, the staff is locking the sanctuary doors at 7:55. This has lowered tardiness to approximately 10 students per day. This does not include the 15-18 students that show up between 7:55 and 8:00 when school officially starts.

B. Preparation for Administrator Review

The discussion about the Administrator's review became with trying to reconcile the schedule.

Perry Francis (Treasurer) asked how it was fair that the goals are based on a September through June schedule but the review must be completed by mid-March. Karen Schrader (Chair) agreed the process is not perfect but it's what we have from OSBA. Mr. Francis also pointed out some goals are based on the end of year curriculum teacher survey but we need the teacher input to do the review. Frank Scholz (Secretary) asked if we could poll the teachers twice, once for the review and once to meet the end of year criteria.

Ms. Schrader laid out the schedule for the review as follows:

- 1/30 – Send out the parent survey.
- 2/15 – Close the parent survey.
- 2/18 – Ms. Schrader passes the parent survey summary data to the Board.
- 2/23 – Board members return completed review rubrics to Ms. Schrader.
- 2/26 – In executive session, the Board reviews Ms. Schrader's summary of the review rubrics to complete the review. (This may move to 3/04).
- 3/11 – In executive session, the Board will meet with Ms. Raboli to present the review and whether the Board intends to renew her contact for the next year.

Mr. Francis asked if there were plans to rewrite the surveys so they better align with the review.

Ms. Schrader replied that while there is room for improvement, we have to go with what we have, given the time constraints. Mr. Francis retorted that that should be a focus for next year because the Board had the same discussion last year and the year before that. Ms. Schrader acknowledged that was a valid point and emphasized that before doing that we need to discuss with OSBA if the current review format was going to be the standard for the foreseeable future. Mr. Francis noted that the Board should work on moving the survey setup knowledge to the Board instead of relying on ex-Board members.

III. PAC/Finance/Fundraising

A. Parent Advisory Committee (PAC) Report

Roxie Anderson (PAC Co-Chair) stopped by before the meeting to bring dinner and thank you cards to the Board to celebrate Board Appreciation Month. The PAC had no further updates.

B. Treasurer's / Finance Committee Report

Perry Francis (Treasurer) expressed that now we are mid-year, it may be time to do a more formal review of the financials. Joy Raboli (Administrator) noted that it would be difficult to review accurate financials at this time since we're still waiting for ADMw from the state. However it would be nice to see some rough numbers to see if we can move some site maintenance costs up to this year to free up budget for next year.

Regarding the missing ADMw, Mr. Francis told the Board that received confirmation from the Sherwood School District (SSD) in late January that they submitted updated enrollment numbers to the state, thus missing the October deadline.

Ms. Raboli agreed with Mr. Francis that a thorough examination of the budget is in order. She is hoping a Finance Committee meeting in February would be able to go over the budget with Tonya Mossier (Bookkeeper) to weigh the viability of a 4% increase for staff pay. Mr. Francis reminded the Board that Ms. Mossier can't come to the next scheduled Finance Committee meeting but she can come February 6 at 6:30.

C. Fundraising Report

Lori McKinley (Fundraising) and Brian Craker had a Fundraising Committee meeting during the holiday break.

The OneFund thank you and tax letter goes out later this month. Some on the Board thought it would be good to mention in the letter that many businesses will match contributions to non-profit organizations. Joe Whitehead (Vice-Chair) said it would also be a good idea to state explicitly how OneFund funds help the school. Alison Craker (HR & Policy) noted that when her husband, Brian Craker former Board Chair, researched business partnerships other charter schools mentioned they worked with parents from the school who own their own businesses.

The Fundraising Committee has started talking with third parties who may be able to help fundraising from outside of the school community, more specifically – businesses.

OneFund is doing better this year compared to the same time last year.

Ms. McKinley expressed some concerns about scheduling fundraising events that may overlap or conflict with PAC. Ms. Raboli said an auction in February 2021 is a possibility as she may have somebody lined up to run the auction. Other possibilities are a fun run, or a themed dinner. One question is if the school population will support an extravagant dinner. A preliminary plan

could be to alternate between an auction and a themed dinner every-other year. The fun run used to be a social event run by the PAC. Recently the school took over the fun run and made it a profitable event. Mr. Francis also pointed out the student council puts on a carnival with the profits going to the general fund.

IV. Facilities/Operations

A. Facilities Update

Joe Whitehead (Vice-Chair) asked if the lease had been signed since Sherwood Community Friends Church (the Church) added the floor plan key as we had requested. Karen Schrader (Chair) replied that the lease had not been signed.

Mr. Whitehead also noted that Angela Havlinek (Office Manager) had met with groundskeeping contractors to discuss weed spraying and general landscaping needs.

Joy Raboli (Administrator) sent financial information to Piper Jaffray so they could evaluate the viability of purchasing our own property.

Mr. Whitehead reminded Ms. Havlinek that the contractor bidding threshold was now \$5,000. This was a change recommended during the last audit.

Ms. Raboli talked with Ms. Schrader about the student-led groups and they agreed the Board needs to send a letter to parents. A quick paragraph and policy citation should be enough. Ms. Raboli will send the final policy to Ms. Schrader, and tell the students of the decision at houses next week.

V. Governance

A. Updated Deliverables & Calendar Planning

Karen Schrader (Chair) will notify SSD of our intent to operate.

B. 2020-2021 Calendar Review

Angela Havlinek (Office Manager) presented the 2020-2021 Sherwood Charter School (SCS) Academic Calendar to the Board.

Ms. Schrader asked why recess is weighted differently per grade. Ms. Havlinek replied it is determined by the state and we have no control over it.

Joy Raboli (Administrator) pointed out that there are always extra days on the end of the school year for snow days. SCS usually gets out the week before the rest of the district but with this calendar we do not because of the 7+ snow days. Ms. Havlinek proposed a second calendar that had 4.7 extra days plus 2 holidays. Perry Francis (Treasurer) asked if we could use a holiday as a snow day. Frank Scholz (Secretary) replied President's Day is a federal holiday and thus we can not have our staff working that day. Ms. Raboli suggested the calendar move the snow day from President's Day to the spring break staff development day.

Motion: Approve the second calendar with edits to move the snow day overflow from President's Day to the staff development day of spring break.

Proposed: Joe Whitehead (Vice-Chair)

Seconded: Alison Craker (HR & Policy)

Discussion: None.

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

Result: Motion passed.

VI. Closing Items

A. Board Comments & Communications

The Board received thank you cards from the PAC for Board Appreciation Month.

The Board received a thank you card from the school staff for Board Appreciation Month.

B. Thank You & Recognition Notes

The Board sent congratulation cards to the members of the National Junior Honor Society.

The Board sent a thank you card to Amanda DuPriest (Music) and the Middle School band for their presentation and performance at the December Board meeting.

The Board sent the staff holiday cards and gift cards.

C. Upcoming Meetings

The next Board meeting is Wednesday, February 19 at 6:30pm in the Art Room.

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

Wed. Mar. 11, 2020 * Wed. Apr. 15, 2020 Wed. May 20, 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 8:29pm.
Proposed:	Joe Whitehead (Vice-Chair)
Seconded:	Frank Scholz (Secretary)
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 February 19, 2020.

VIII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
January 2020

Student Enrollment for January 2020

Grade	Students	Waiting List
K	25	29
1	25	4
2	24	4
3	25	3
4	25	5
5	25	3
6	26	2
7	26	6
8	22	0
Total	223	56

We lost one 2nd grade student to their home neighborhood school for an enrollment total of 223.

Happy New Year!

We have been back for just a few weeks and are off to a great start. Teachers had a very productive team meeting on January 10th. Our focus was on:

- Curriculum Map Progress
- FOSS Progression and implementation
- Book Study-Ross Greene Restorative Justice, Zones etc.
- Great Body Shop Progression and implementation

Each teacher discussed their progress on their curriculum map. It is key that every teacher is pacing correctly so that each grade is prepared for testing and also on track in our text books. For new teachers, pacing is one of the most challenging aspects of first year teaching because of the challenge to know when to move on. I am working with new teachers and one of the topics we work on is how to analyze assessments, track data and find teachable moments to reinforce skills.

All of our teachers are on track with FOSS and the Great Body Shop. They all seem to enjoy both programs and see the benefit in both. Students are very engaged with FOSS, especially.

Keepers and Polishers

In my travels around campus, I have done several "Keepers and Polishers" to give teachers informal feedback. I am always looking for:

- Uncluttered classroom that is not overstimulating
- Student workspaces that are neat and cleared so that learning tools can be used
- Teacher workspace that is neat and uncluttered
- Anticipatory Sets-engaging ways teachers present lesson
- Learning Target-teacher puts up a learning target (usually an Oregon State Standard) for the lesson to let students know what is being taught and assess understanding in the end
- Creative lessons that do not rely on worksheets
- Not calling on hands but instead, using sticks or other ways to share information
- Teacher command of the classroom-dynamic presence
- Curriculum Integration
- Teacher voice-clarity, easy to listen to and engaging energy
- Classroom management-using the many tools taught during our summer sessions such as:
 - Cooperative learning strategies
 - Organization
 - Class team building and learning club team building
 - Redirecting students in private
 - Restorative Practices
 - Zones of Regulation

These are a few things I look for when I walk into a classroom. As a teacher coach for over 30 years, I can quickly spot easy fixes and help teachers progress as educators. I have very high expectations for all staff and continued development is paramount to success at SCS.

Our counselor, Kaylie Buchanan, moved offices to be away from the gym noise. She is now located behind kindergarten and the staff room is located in her old office.

Student Behaviors

I am happy to report that student behaviors have greatly improved over the last few months. Our concerns with chronic behavior regulation issues have decreased to the point that our teachers are feeling much better than in November. It is a combination of our restorative practices being put into place, using the Zones of Regulation, class team building, class circle ups, getting used to the SCS culture, and morning gatherings in the sanctuary where we focus on behavior and consistency. I

am not having to run to classrooms to help with students who struggle with emotional regulation. This is great news so I can catch up with more classroom observations.

Safety

We had a random fire alarm go off in the portables on January 22nd. Classes evacuated as expected during an alarm and the fire department came on campus. The office contacted the alarm company and they sent a tech to check into the matter. It was confirmed that an alarm inadvertently was activated in the 4th grade classroom.

We keyed the doors in the math/art portable so that students were secure in the hallway during a possible lock down.

Safety Committee in last week of January.

Chronic Tardy Concern

We are re-evaluating our tardy plan of closing the sanctuary doors and sending tardy students down to the office to get a late slip. Our official start time is 8:00am but we expect students to be seated in the sanctuary at 7:55 and close the door then. We have lowered the truly tardy students to about 10 a day. About 18 are within the window between 7:55 and 8:00. The office and I will be discussing the challenge of our open campus this further and will bring up at the safety meeting.

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

Update:

My goals continue to be on track with the exception of FOSS observations due to student behaviors and time slots for observations. I plan to catch up in Jan and February.

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-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	Monthly report of teacher observations regarding Restorative Justice implementation and FYI data comparisons from past years	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

Book #2 November- April	to RP data			methods
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Blue indicated completion

