



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, February 19, 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, February 19, 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), Joy Raboli (Administrator, ex-officio)

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

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist), Sara Knee (Art), Nora Stuckey (PE), Amanda DuPriest (Music), Sharron Peterka (Science), Sarah Richard (Humanities)

**Public Present:** Jenifer Crosby (Pac Chair), Tonya Mosher (Bookkeeper)

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**

Perry Francis (Treasurer) read the H.E.A.R.T. Skills and delivered the meeting expectations.

**E. Class Presentation**

The teachers of the middle school, Shannon Peterka (Science), Sarah Richard (Humanities), Amanda DuPriest (Music), Nora Stuckey (PE), and Sara Knee (Art) explained some of the social skills they were working with the middle school students. This time of year they had gotten around to ‘Power of Relationships’. In lieu of bringing in a select number of students, the middle school staff presented a video log of a dozen students talking about the H.E.A.R.T. Skills in their daily lives.

**D. Agenda Additions & Changes**

None.

**F. None**

Topic I.F. was missing from the agenda.

**G. Approval of Previous Minutes**

<b>Motion:</b>	Accept January 22, 2019 meeting minutes as presented.
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Alison Craker (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

**H. Public Comment**

None.

**II. Academic Excellence**

**A. Administrator’s Report**

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

The school enrollment is 222 not counting 2 students who recently left. Their places will be filled Monday, bringing the enrollment back up to 222.

Ms. Raboli is working with a new middle school math teacher who replaced Ms. Boedigheimer's replacement.

Ms. Raboli abhors "teaching to the test" but the students do need training in taking standardized tests so the teachers have been working with the students on test taking skills.

Last week was another successful H.E.A.R.T. week.

In staff training, the staff covered creating fun, relevant, and educational activities.

The Safety Committee met to discuss a number of topics. Angela Havlinek (Office Manager) met with the Sherwood Police Department to coordinate lock down responses. The police department will have representatives on hand for next week's lock down drill. Ms. Raboli contacted the school district because police activity necessitated a lock down at Archer Glenn Elementary and the district office but Sherwood Charter School was never notified. The district admitted their mistake and promised that it would not happen again. There was also much discussion about moving the parking lot barricades to prevent parents from arriving too early yet allowing access to the school office.

Work with Full Option Science System (FOSS) and the Great Body Shop continues. 80% of the teachers are doing great. The other 20% are doing "ok-ish" but their growing pains can be attributed to be new teachers with new curricula.

## **B. Preparation for Administrator Review**

Karen Schrader (Chair) told the Board that they should be able to access the necessary files now. The rubric is available in the evaluation workbook on pages 10-19. It is due February 23. The goals are also in the evaluation workbook on pages 20-22. The goal assessment is also due February 23. Ms. Schrader will summarize the Board's feedback in due time and the Board is expected to review that summary before the March 4 executive session. In executive session the Board will collaborate on a finished document to present to the Administrator during the March 11 executive session.

### III. PAC/Finance/Fundraising

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

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

- The book fair is next week, February 24-27.
- Dinner night out for the month of February is tomorrow, 2/20 at Five Guys in Tualatin.
- Bingo night is February 27 at 6:00pm.
- Mathnasium will hold another event at the school on March 12.
- The PAC meeting scheduled for March 12 will move to March 11 at 6:30pm to accommodate Mathnasium.
- The Read-a-thon is accepting donations from now through March 2. Funds from the Read-a-thon will help pay for library operating costs, new books, reading groups, and playground equipment.
- The See's Candy fundraiser will kick off the second week of March and finish immediately before Spring Break (possibly March 18 or March 19) or maybe before Easter (April 12).

#### **B. Student Investment Account**

*See Student Success Act, attached as Addendum B.*

Joy Raboli (Administrator) talked with Kate Patenson about the Student Success Act. Ms. Patenson is the state liaison for charter schools. The Student Success Act is a big chunk of money that all public schools in the state can apply for to fund programs that aid underrepresented populations. At Sherwood Chart School these funds would be used to buy books and training material as well as compensate Shannon Peterka (Science) for special needs education that she performs for the school. Our school does not qualify but we can apply as a school within the Sherwood School District (SSD). SSD doesn't have to allow us to file but they would be missing out on their cut of any funds we might receive (up to 5%). The Student Success Act has a payout of \$139,000 for 3 years. The application is due March 1<sup>st</sup>.

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

Perry Francis (Treasurer) reported that because we've moved to Homestreet Bank, we actually have interest income now. Mr. Francis closed the Columbia Bank account and transferred all the funds to our Homestreet account.

Tonya Mosher (Bookkeeper) told the Board that we have new auditors this year from the same company. The pre-audit is scheduled for March 19-20 and we will schedule the final audit at that time for July. The auditors want to schedule the final audit for September but Ms. Mosher

objected because a September audit does not give her enough time to complete it in time to send to SSD. Angela Havlinek (Office Manager) asked if the audit could be completed in June while the office staff was still here. Ms. Mosher replied that was not possible because the school is still spending money in June.

#### **D. Fundraising Report**

Via text messaging, Lori McKinley (Fundraising) reported that she has 5 ideas to run past the Fundraising Committee in a couple of weeks. She also needs to get fundraising numbers to the Finance Committee along with a proposal for the Board to consider for next year.

#### **E. 2020-2021 Budget Draft and Discussion**

*See 2020-2021 Budget, attached as Addendum C.*

Tonya Mosher (Bookkeeper) was on hand to join the discussion.

The 2019-2020 budget was based on:

- 215 students
- fundraising contributions from 70% of the SCS families
- Fun Run income of \$8,000

The draft 2020-2021 budget is based on:

- 220 students
  - 216-217 actual students with free- and reduced-lunch adjustments bringing us to the equivalent of 220 students.
- fundraising of 70%
- Fun Run income of \$8,000
- 4% staff and teacher pay increase
- 10% benefits increase
  - This was intentionally high to allow for surprises in the actual coverage.
- \$22,000 for curriculum
  - This is lower than the 2019-2020 budget because we don't need new curriculum in the areas covered by Full Option Science System (FOSS) and The Great Body Shop which were introduced in 2019-2020.
- Moving one middle-school teacher to special instruction and back-filling that position. (See below.)
- 3% increase for rent
- \$12,000 for technology spend

- State School Funds (SSF), the adjustments the state makes to student rates each year, were not factored in.

Ms. Mosher pointed out that there is no contingency in this budget. Other schools aim for 3% of gross revenue in contingency. The problem is that our school is so small that our income is capped. Ms. Raboli also pointed out that she will need to hire a middle-school math teacher and a middle-school science teacher.

Frank Scholz (Secretary) asked how fundraising was doing this year as compared to the budget. Ms. Mosher replied that fundraising has brought in \$54,000 of the budgeted \$85,000 (64%).

Ms. Mosher also noted that other schools will add a “contingency” line item to the budget. When we get SSF, we would add the difference into the “contingency”, plus the over-prediction of benefits could be used to fund “contingency”. 3% of gross for SCS would be approximately \$40,000. Perry Francis (Treasurer) noted that the SSF is predicted to be about \$22,000.

The proposed budget shows a net loss of \$88 which Ms. Raboli pointed out will not make SSD happy. It was proposed to add \$25 per student as SSF, knowing that it will be much greater than that. Last year’s SSF was \$117 per student after the district removed their 20%. This moved the budget \$4,311 positive.

<b>Motion:</b>	Accept 2020-2021 budget as drafted.
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Alison Craker (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

Ms. Raboli also presented a job proposal for a new teaching position. This position would work with teachers before school, assist with elementary school math, work in middle-school houses, help kids that don’t qualify for an IEP but still need help. Ms. Peterka has applied for this position and as mentioned above, it is within the budget.

## **IV. Facilities/Operations**

### **A. Facilities Update**

Joe Whitehead (Vice-Chair) reported that the lease has been signed and uploaded.

## **V. Governance**

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

Karen Schrader (Chair) noted that we need new Board members to be appointed at the annual meeting in May. We need to fill Treasurer, Facilities, Chair, and maybe Vice-Chair. Ms. Schrader said she would write up something for the Thursday email. Ms. Raboli mentioned she would like to increase the diversity of the Board.

The teacher contracts are on track because we approved the budget. The budget will be sent to SSD.

We need to apply for real estate property tax exemption.

We need to review the administrator's performance. The Board agreed to an executive session on March 4 and 6:30pm in the Art classroom, followed by another executive session on March 11 at 6:00pm, before the regular meeting at 6:30pm.

## **VI. Closing Items**

### **A. Board Comments & Communications**

None.

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

The Board sent thank you letters to the 3<sup>rd</sup> grade students and Molly Fleskes (3rd Grade) for their presentation to the Board at the January 22 meeting.

We also sent a thank you letter to the PAC for providing dinner at the January 22 meeting.

The Board sent thank you letters to the office staff for providing sticky buns at the January 22 meeting.

**C. Upcoming Meetings**

The Board has an executive session Wednesday, March 4 at 6:30pm in the Art Room.  
The Board has another executive session Wednesday, March 11 at 6:00pm in the Art Room.  
The next regular Board meeting is Wednesday, March 11 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 3<sup>rd</sup> Wednesday of the month.

**D. Adjourn Meeting**

<b>Motion:</b>	Adjourn the meeting at 8:37pm.
<b>Proposed:</b>	Frank Scholz (Secretary)
<b>Seconded:</b>	Perry Francis (Treasurer)
<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 March 11, 2020.

**VIII. Addendum A – Administrator’s Report**



**Joy Raboli**  
**Administrator’s Report**  
**February 2020**

**Student Enrollment for February 2020**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	30
1	25	4
2	24	2
3	25	3
4	25	5
5	25	3
6	26	3
7	26	6
8	21	0
<b>Total</b>	<b>222</b>	<b>56</b>

We had two students leave. One was a second graders and one was an 8<sup>th</sup> grader. We expect to receive our ADMw reimbursement with our correct enrollment during the next payment period.

**Student Success Act**

The Student Success Act (HB 3427) is a measure that makes significant equity investments to support historically underserved students. It is approximately a 2-billion-dollar investment in education with a fund for Student Success that adds an additional 200 million in State School Fund support. Alone, SCS does not qualify for a portion of these funds, but if we are included in the Sherwood School District application, we qualify for approximately 139K. The district loses nothing by including us and has the option to take 5% in fees. If they don't include us, the do not receive the 139K. I have reached out to district representative, Jim Rose. He is asking his Board about our inclusion in this measure and will get back to us. If we are included, we need to do the various steps included in the process. We will need to differentiate between the SSD responsibility and what the SCS responsibilities are in the application.

<https://drive.google.com/drive/folders/17idgStWF4pPAqTfDz9dDiG549k0RIHUz>

### **Curriculum**

Teachers continue to do an excellent job teaching FOSS and the Great Body Shop. I am impressed by the progress each teacher has made on their curriculum maps. We have a monthly check on progress and everyone is on track to complete the year's curriculum on time. I continue to work with new teachers to help them with specifics to learn all there is about first year teaching at SCS. Our new book club book is very helpful in helping behaviorally challenging students and has spurred on lively conversations about how we can implement the author's good ideas into our daily teaching.

Teachers are working hard to help our students become savvy test takers to prepare for the state assessment in the next months. They are doing sample multiple choice tests and performance task practice. The assessment is no longer called Smarter Balanced. The new assessment name is Oregon Statewide Assessment System, or OSAS.

### **H.E.A.R.T. Week**

Each classroom participated in H.E.A.R.T. Week in their own age appropriate way. We started each day in the sanctuary with a mini lesson about a skill a day. My goal was to make the lesson connect to the classroom. The teachers spent half a day working on H.E.A.R.T. curriculum from the resource book I created and other creative activities. In addition, each elementary classroom sets a behavior goal to earn a H.E.A.R.T. letter each day. Once they have earned all 5 letters, the students decide what they would like to earn for great behavior such as an extra recess, a read in or game time etc. This has been a great motivator for students to continue positive behavior for the classroom.

### **Staffing**

We have a new long-term guest teacher for middle school math. His name is Adam Bowers and is a good fit for our school. He met with the middle school staff at our Friday meeting and he learned about our school culture, procedures and schedule. Mrs. Boedigheimer has offered to come in on a Friday and help him with any curriculum questions he may have for her.

### **Safety**

The Safety Committee met on February 18, to discuss three primary issues:

- The March Lock Down Drill
- Carline Concerns
- Campus Safety Walk Through

Angela met with members of the Sherwood Police Department ahead of our early March Lock Down Drill. We felt that it was important that we connect with the newest resource officer assigned to our school and check in about school access. Angela gave them a campus map and keys to building. She ordered more keycards

for them as well. They are very interested in participating in meeting with office staff and me to organize a phone tree, preferably prior to our lockdown drill on March 4.

We are asking for safety committee volunteers (Joe Whitehead) for PM carline. We are redirecting drivers from arriving and sitting early at the barriers for pickup. People are arriving earlier and earlier, and this creates a big problem for those who either have to pick up their child early from the office or deliveries to the office, because the driveway to the lower parking lot is blocked by people waiting where it is not permitted.

We discussed moving the barricade down to the sidewalk corner just a few feet down from the crosswalk. This does not necessarily remove the problem of people showing up too early and sitting there, but at least if they do continue to do so, there would still be enough room for someone who needs to get to the lower parking lot to go around to get there. We will communicate this to parents in our Thursday mail.

The SSD failed to include us in a Lock Down when an event happened near Archer Glen. Both the district and Archer Glen were put on Lock Down, and we were not alerted. I emailed the district about the omission and they assured me that we would be included next time.

We are working on signage for entry and directions to our main building. We are hoping to complete this project by the end of March.

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

#### **Update:**

We are ahead of schedule in our spring survey. Staff are overall happy with FOSS and The Great Body Shop and feel like it was a good investment for the school.

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
<b>Support Student Management</b>  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

# Student Success Act



**Equity** is the driving vision behind the Student Success Act (HB 3427). The measure makes significant investments in programs to support historically underserved students. When fully implemented, the measure is expected to generate an approximately \$2 billion investment in education, with the Fund for Student Success providing \$200 million in additional State School Fund support.

## Fund for Student Success

Early Learning Account (At least 20%)	Student Investment Account* (50%)	Statewide Education Initiatives Account (Up to 30%)
<ul style="list-style-type: none"> <li>• Fully Fund Early Intervention/Early Childhood Special Education (EI/ECSE)</li> <li>• Expand Relief Nurseries</li> <li>• Establish the Early Learning Equity Fund*</li> <li>• More Preschool Slots:                             <ul style="list-style-type: none"> <li>• Preschool Promise</li> <li>• Oregon Prekindergarten Programs (half and full day)</li> </ul> </li> <li>• Professional Development for Early Childhood Educators</li> <li>• Early Head Start</li> <li>• Healthy Families Oregon</li> <li>• Parenting Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Meet students’ mental or behavioral health needs, and</li> <li>• Increase academic achievement for students, including reducing academic disparities for:                             <ul style="list-style-type: none"> <li>• Economically disadvantaged students;</li> <li>• Students from racial or ethnic groups that have historically experienced academic disparities;</li> <li>• Students with disabilities;</li> <li>• Students who are English language learners;</li> <li>• Students who are foster children;</li> <li>• Students who are homeless; and</li> <li>• Any other student groups that have historically experienced academic disparities, as determined by the State Board of Education.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• High School Success (M98)</li> <li>• Expansion of Nutrition Programs</li> <li>• Youth reengagement Program*</li> <li>• School Safety*</li> <li>• African American/Black Student Success Statewide Plan</li> <li>• American Indian/Alaska Native Student Success Plan</li> <li>• Latinx Student Success Statewide Plan*</li> <li>• Professional Learning for Educators*</li> <li>• ESD support for school districts*</li> <li>• Summer School for Title I schools*</li> <li>• Early Indicator and Intervention Systems*</li> <li>• High Cost Disability Fund</li> <li>• District Support*</li> <li>• Accountability and Transparency*</li> </ul>

*\*Denotes a new program*

## 2019-2020 Final Budget

- Based on 215 students
- Fundraising: (currently at \$54,797)
  - 70% of students paying One Fund donations
  - \$8,000 Fun Run
- 2% all staff raise
- Made an investment in Chromebooks and Smart Board
- Should have a catch up of funds for the higher enrollment - waiting for state to recalculate based on current enrollment

## 2020-2021 Highlight Changes

- Based on 220 Enrollment
- Calculated with a -0- increase in SSF funds (this information doesn't come out until May/June to finalize)
- Fundraising Overview:
  - 70% of students paying One Fund
  - \$8,000 Fun Run goal
- 4% across the board staff increase in pay
- Employee Benefits - budgeted a 10% increase
- \$22,000 total curriculum budgeted based on information from Joy
- Increase in staff positions (Joy to cover)
- Budgeted a 3% rent increase for church
- Technology cap at \$12,000
- Currently a break even budget
- Discussion:
  - Fundraising
  - Contingency Funds (3 months of operating) - factor into budget? % of income?