



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, May 20, 2020 – 6:30 pm**

**Online via the Zoom application**

**FINAL MEETING MINUTES \***

## I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, May 20, 2020. The meeting was held online via the Zoom application due to a State of Oregon mandate that closed school buildings and prohibited gatherings of 10 or more people.

### A. Call the Meeting to Order

The meeting was called to order at 6:35pm by Chair, Karen Schrader.

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

**Members Absent:** None

**SCS Staff Present:** Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist)

**Public Present:** Tonya Mosher (bookkeeper), Jenifer Crosby (PAC Chair), Brian Craker

### **Special Motion**

<b>Motion:</b>	Move agenda item III.D. (2020-2021 Budget Update) ahead of I.B. (Reading of Mission & Vision Statements).
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<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.

### **III. PAC / Finance / Fundraising**

#### **D. 2020-2021 Budget Update**

Joy Raboli (Administrator) reported that the Oregon Department of Education was warning schools to expect an 8-17% reduction in budget. Tonya Mosher (bookkeeper) said it would be prudent to plan for a 17% reduction. To that end, Ms. Raboli has eliminated the education specialist position which was going to be filled by Shannon Peterka (Science). Ms. Peterka will remain the middle school science teacher for 2020-2021. Ms. Raboli also cut the second aide position.

Ms. Mosher said the state was supposed to announce budgeting for 2020-2021 on May 20 (the day of the meeting) but that did not happen. It's also possible the numbers could be changing up until June 30. The Paycheck Protection Program (PPP) Loan has been entered as "grant income" but will be moved to "liability" on June 30 because the loan may not be forgiven for up to 6 months.

Ms. Raboli confirmed the 2020-2021 budget is for 220 students. We currently have 221 students enrolled for next school year but the state has been warning schools to expect a 10% drop in enrollment. Our weighted average daily membership (ADMw) is 223 students.

Ms. Mosher noted that other charter schools she works with are also seeing a 10% increase in health benefits. Given the predicted budget shortfall, we would be short \$178,900 for next year. The deficit will have to be covered by reserved funds. We have \$589,238.73 cash on hand, with approximately \$210,000 coming from PPP. We will have to use 30-50% of our reserve to survive next year. If the downturn is multiple years, that could put the longevity of the school in danger.

Ms. Raboli listed some of the reductions she is looking into. We have full-time art, music, PE, school aide, and office aide. Reducing those rolls to part-time would save \$70,000. Ms. Raboli is also looking into half-time unemployment for teachers. If the pandemic is ongoing into the next school year, we would not be spending money on field trips. If students return to the facilities next year we would have to invest in thermal scanners and safety shields. Unknown is technology costs. Jeff who was providing technical services was charging us a below market rate of \$100 per hour. He has decided to discontinue service. A replacement would more likely be around \$150 per hour. If students are home next year, Chromebook purchases won't be necessary. But if students return, the Chromebook loaners we have out may not come back in usable shape.

Ms. Mosher recalled a school she is working with that is hiring teachers through a contract agency so they pay into a 401(k) instead of the Public Employees Retirement System (PERS). PERS is an additional 27% of wages while a 401(k) would be around 6%. July 2021, PERS will increase again. It is not recommended to switch high-seniority teachers from PERS to a 401(k) because they will already be well invested in PERS. Ms. Mosher also pointed out that we have not adjusted fundraising. According to Ms. Mosher, our budget is already very lean – the *only* place to cut costs is in staffing.

Ms. Raboli asked how we offer contracts to teachers without knowing the budget from the state. Ms. Mosher replied we just have to guess based on our best knowledge. Perry Francis (Treasurer) asked if it was possible to back out of a contract if we make offers to teachers and we can't follow through. Ms. Mosher said an option is to provide a letter of intent without an actual contract.

Joe Whitehead (Vice-Chair) asked Ms. Mosher to circle back to the PERS versus 401(k) discussion for some more clarification. Ms. Mosher included that she did not recommend switching on July 1, but maybe January 1, 2021. We would have to document like crazy and educate the staff as well. But in her experience, younger teachers prefer a 401(k) because it is more portable. We would also have to create titles (master teacher, lead teacher) to justify keeping some teachers as employees with PERS as compared to other teachers who would be contractors with a 401(k).

## **I. Opening Items (continued)**

### **B. Reading of Mission and Vision Statements**

Karen Schrader (Chair) read Sherwood Charter School's Mission & Vision statements.

**C. H.E.A.R.T. Skills and Meeting Expectations**

Karen Schrader (Chair) read the H.E.A.R.T. Skills and delivered the meeting expectations.

**D. [None]**

Note that agenda item I.D. was left off of the agenda.

**E. Agenda Additions & Changes**

No additional changes to the agenda beyond what was specified in ‘Special Motion’ section above.

**F. [None]**

Note that agenda item I.F. was left off of the agenda.

**G. Approval of Previous Minutes**

This topic was tabled until the next regular Board meeting.

**H. Public Comment**

None.

**II. Academic Excellence**

**A. Administrator’s Report (with Safety Committee Report)**

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

We lost 4 students who opted for home schooling over distance learning, bringing the enrollment down to 216. The 2020-2021 enrollment is currently at 221 students with a ADMw of 223 students.

The early work the school did to prepare the staff for distance learning paid dividends as we were able to get up to speed quickly. The school had a COVID-19 car parade in the school parking lot and Ms. Raboli sent a card to each student.

Ms. Raboli met with the middle school staff today about a virtual graduation for the 8<sup>th</sup> grade class. Planning for Stepping Stone ceremonies is also ongoing.

Jan Zobrist (2<sup>nd</sup> Grade) is retiring. Due to her efforts starting the school library, the library will be renamed in her honor to the “Zobrist Library”. Anna Murphy (2<sup>nd</sup> Grade) is leaving the

education to join the private sector. There were 60 applicants for the 2<sup>nd</sup> Grade position. The committee narrowed the list to 6 interviewees, and unanimously decided on Stacy Tonnier. Katie Boedigheimer (Math) has decided to stay home after the birth of her son. Adam Bowers who has been the math substitute in her stead accepted a full-time offer.

### III. PAC / Finance / Fundraising (continued)

#### **A. PAC Report**

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

- The PAC had a Zoom meeting last week.
- The PAC is working with Tim Brandt (Church) to plan the annual school/church clean-up for May 30. The plan is to have families sign up for a clean-up window so that families can maintain social distance from each other.
- They are missing a Chair and Co-Chair for next year, despite the other positions being filled. There will be another meeting June 4 to fill those positions.
- The PAC did not allocate funds, and will wait to hear from the school what they need.
- The PAC started 2019-2020 with a negative budget. They made up some of the difference but the final for the year will be in the negative. They had a debate if the \$10,000 reserve was necessary considering the PAC doesn't push funds directly to the school. The decision was made to reduce the reserve to \$8,000.
- The Read-a-thon brought in over \$2,000 for the library. The See's fundraiser (during distance learning) brought in over \$200.
- The PAC is hoping to give \$2,000 to the school.
- Roxanne Anderson has taken the lead for planning the 8<sup>th</sup> Grade graduation.

Joy Raboli (Administrator) took the opportunity to thank the PAC for Teach Appreciation Week.

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

*See April 2020 Financials, attached as Addendum B.*

As required by the Paycheck Protection Program (PPP) Loan, Perry Francis (Treasurer) has started moving the school's banking to Heritage Bank. He will be seeking Tonya Mosher's (bookkeeper) help for the move.

Due to term limits, Mr. Francis will be leaving at the end of June. He is working on documentation and gathering resources.

**C. Fundraising Report**

Lori McKinley (Fundraising) notified the Board that there was nothing to report.

**D. 2020-2021 Budget Update**

This topic was moved to earlier in the meeting between agenda topics I.A. and II.B.

**IV. Facilities / Operations**

**A. Facilities Update**

Joe Whitehead (Vice-Chair) reported that the Church is willing to take a delay in payments for rent and the parking lot repairs.

Karen Schrader (Chair) asked if the carpet replacement was on hold. Mr. Whitehead replied that “everything is on hold”.

**V. Governance**

**A. Updated Deliverables & Calendaring Planning**

Karen Schrader (Chair) asked if we had submitted proof of insurance. Perry Francis (Treasurer) replied that it was not clear how we do that. Joy Raboli (Administrator) replied that the insurance is Property and Casualty Coverage for Education (PACE). Once PACE sends it to us then we send it to the Sherwood School District (SSD)

Ms. Schrader brought up proof of occupancy and safety permits. She said that Joe Whitehead (Vice-Chair) would get the necessary documentation and send to SSD.

Ms. Schrader mentioned that liabilities are also through PACE.

**B. Policies Review**

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

<b>Motion:</b>	Accept policy AC (Nondiscrimination) as written.
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<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.

<b>Motion:</b>	Accept policy AC-AR (Discrimination Complaint Procedure) with updates.
<b>Proposed:</b>	Perry Francis (Treasurer)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	Accept the paragraph denoted by footnote #1 and the footnote itself. Accept the paragraph denoted by footnote #2 and the footnote itself, selecting the second option, and using “Sherwood School District” as the sponsor. Remove footnote #3 as it is purely informational. Footnote #4 will be kept, substituting in “Sherwood School District” as the sponsor, and selecting either “charter agreement” or “Board policy” depending on feedback from SSD.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

**Motion:** Accept policy JGAB (Use of Restraint or Seclusion) as written.

**Proposed:** Alison Craker (HR & Policy)

**Seconded:** Perry Francis (Treasurer)

**Discussion:** None.

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

**Result:** Motion passed.

**Motion:** Accept policy JHCD/JHCDA (Medications) with updates.

**Proposed:** Joe Whitehead (Vice-Chair)

**Seconded:** Perry Francis (Treasurer)

**Discussion:** Remove the paragraph denoted by footnote #4 and the footnote itself.  
On page 2, paragraph 3, remove the bracketed text.

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

**Result:** Motion passed.

**Motion:** Accept policy JHCD/JHCDA-AR (Medications) with updates.

**Proposed:** Alison Craker (HR & Policy)

**Seconded:** Perry Francis (Treasurer)

**Discussion:** 1.a. Remove bracketed language and corresponding footnote.  
4. Remove bracketed language.

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

**Result:** Motion passed.

**Motion:** Accept policy BBF (Public Charter School Board Member Standards of Conduct) as written.

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Lori McKinley (Fundraising)

**Discussion:** None.

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

**Result:** Motion passed.

#### JEA (Compulsory Attendance)

Although this comes to us as “highly recommended”, Joy Raboli (Administrator) made it clear she would prefer that we did not accept this policy as it does not account for students with high anxiety. A vote on this policy was tabled.

**Motion:** Accept policy BDDG (Minutes of Board Meetings) as written.

**Proposed:** Perry Francis (Treasurer)

**Seconded:** Frank Scholz (Secretary)

**Discussion:** None.

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

**Result:** Motion passed.

**Motion:** Accept policy GBA (Equal Employment Opportunity) as written.

**Proposed:** Alison Craker (HR & Policy)

**Seconded:** Frank Scholz (Secretary)

**Discussion:** None.

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

**Result:** Motion passed.

**Motion:** Accept policy JGE (Expulsion) as written.

**Proposed:** Alison Craker (HR & Policy)

**Seconded:** Lori McKinley (Fundraising)

**Discussion:** None.

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

**Result:** Motion passed.

**Motion:** Accept policy BDC (Executive Sessions) as written.

**Proposed:** Perry Francis (Treasurer)

**Seconded:** Frank Scholz (Secretary)

**Discussion:** Note, this is a new policy not an update to a policy we already have in place.

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

**Result:** Motion passed.

**Motion:** Accept policy GBEA (Workplace Harassment) with updates.

**Proposed:** Perry Francis (Treasurer)

**Seconded:** Alison Craker (HR & Policy)

**Discussion:** Page 1, paragraph 1, accept the “Board members’ bracketed text.  
Page 2, paragraph 4, accept the “Board members’ bracketed text.

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

**Result:** Motion passed.

**Motion:** Accept policy GBEA-AR (Workplace Harassment Reporting and Procedure) with updates.

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Perry Francis (Treasurer)

**Discussion:** Page 1, paragraph 2, eliminate first brackets (“principal”)  
Page 1, paragraph 5, substitute in “administrator” for “position title”.  
Page 1, paragraph 5, substitute in “board chair” for “alternative position title”.  
Page 1, ‘Step 1’, accept “five” working days  
Page 2, paragraph 1, accept bracketed language.  
Page 2, ‘Step 2’, accept “Step 2”, and default numbers.  
Page 2, first full paragraph, accept default numbers.  
Page 2, “Follow-up Procedures”, substitute in “administrator” for “position title”.  
Page 3, paragraph 1, remove both bracketed sections.  
Pages 4-5, fill in the bracketed fields on the forms

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

**Result:** Motion passed.

<b>Motion:</b>	Accept policy BBFC (Reporting of Suspected Abuse of a Child) as written.
<b>Proposed:</b>	Perry Francis (Treasurer)
<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.

**C. Annual By-Laws Reviewed**

This topic was tabled until the June meeting.

**D. Discussion of Board Positions**

Changes and reelections for 2020-2021 are as follows:

- Karen Schrader (Chair) at Position 1 is up for re-election.
- Perry Francis (Treasurer) at Position 2, has hit the maximum number of terms (2) and is ineligible to return.
- Lori McKinley (Fundraising) at Position 3, is not returning.
- Joe Whitehead (Vice-Chair) at Position 4 is up for re-election.

**E. Election of Board Officers**

<b>Motion:</b>	Re-elect Karen Schrader to Position 1
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Alison Craker (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Lori McKinley (Fundraising) Nay - None Abstain - Karen Schrader (Chair)
<b>Result:</b>	Motion passed.

<b>Motion:</b>	Re-elect Joe Whitehead to Position 4
<b>Proposed:</b>	Alison Craker (HR & Policy)
<b>Seconded:</b>	Perry Francis (Treasurer)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Karen Schrader (Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Lori McKinley (Fundraising) Nay - None Abstain - Joe Whitehead (Vice-Chair)
<b>Result:</b>	Motion passed.

Alison Craker will continue to occupy Position 5 and serve in the HR & Policy role. Ms. Craker has 3 years of remaining eligibility. Frank Scholz will continue to occupy Position 6 and serve in the Secretary role. Mr. Scholz has 1 year of remaining eligibility.

<b>Motion:</b>	Elect Joe Whitehead to the Chair role.
<b>Proposed:</b>	Alison Craker (HR & Policy)
<b>Seconded:</b>	Perry Francis (Treasurer)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Karen Schrader (Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Lori McKinley (Fundraising) Nay - None Abstain - Joe Whitehead (Vice-Chair)
<b>Result:</b>	Motion passed.

<b>Motion:</b>	Elect Karen Schrader to the Facilities role
<b>Proposed:</b>	Joe Whitehead (Vice-Chair, Chair-elect)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	Since Joe Whitehead (Vice-Chair, Chair-elect) was serving as both Facilities representative and Vice-Chair, Ms. Schrader will also serve as interim Vice-Chair until that position is filled.
<b>Board Vote:</b>	<p>Aye - Joe Whitehead (Vice-Chair, Chair-elect), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR &amp; Policy), Lori McKinley (Fundraising)</p> <p>Nay - None</p> <p>Abstain - Karen Schrader (Chair)</p>
<b>Result:</b>	Motion passed.

## VI. Closing Items

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

Karen Schrader (Chair, Facilities-elect) stated that one person has officially applied for a Board position. Joe Whitehead (Vice-Chair, Chair-elect) has talked with an additional person who has also expressed interest in joining the Board.

Alison Craker (HR & Policy) asked if the Church was offering any reduction or freeze of rent. Joe Whitehead (Vice-Chair, Chair-elect) reported that the annual increase won't happen this year. Joy Raboli (Administrator) added that payment for the parking lot resurfacing has also been postponed.

Perry Francis (Treasurer) announced that as part of our move to Heritage Bank (see item III.B.), the bank recommended that all Board officers sign up now.

Mr. Francis also started setting up a Microsoft Office 365 account for the Board.

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

Alison Craker (HR & Policy) sent a thank you card on behalf of the Board to Ashley Murray (4th Grade) and the 4th Grade in appreciation of their presentation at the March 11, 2020 Board meeting. Ms. Craker noted that due to the COVID-19 pandemic we missed teacher appreciation week but the plan is to use the allocated funds to supplement end of year gifts.

Karen Schrader (Chair, Facilities-elect) bought Handel's Ice Cream gift cards for the staff for the COVID-19 care packages.

### **C. Upcoming Meetings**

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

Wed. Jun. 17, 2020

### **D. Adjourn Meeting**

**Motion:** Adjourn the meeting at 8:44pm.

**Proposed:** Joe Whitehead (Vice-Chair, Chair-elect)

**Seconded:** Lori McKinley (Fundraising)

**Discussion:** Joe Whitehead (Vice-Chair) left early due to illness and did not vote.

**Board Vote:** Aye - Unanimous

Nay - None

Abstain - None

**Result:** Motion passed.

### **VI. Minutes Submission**

- \* Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on June 17, 2020.

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



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

**Student Enrollment for May 2020**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	14
1	25	4
2	24	0
3	23	0
4	25	2
5	25	2
6	26	3
7	24	4
8	19	0
<b>Total</b>	<b>216</b>	<b>29</b>

We lost 4 students who opted to home school instead of participate in distance learning.

**Current 2020-2021 Enrollment Data**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	20
1	25	12
2	24	10
3	24	9
4	22	3
5	24	7
6	25	13
7	26	8
8	23	6
<b>Total</b>	<b>219</b>	<b>88</b>

Enrollment:

We currently have an enrollment projection of 219, which is lower than the 225 we projected in March. Our budget for next year currently has enrollment at 220. Tours stopped in February and that has impacted our enrollment projections.

### **COVID-19**

Our early preparation and proactive plans helped SCS launch distance learning with very few challenges. Our teachers and staff put just as much work into distance learning as if we were teaching on campus. This hard work was reflected in the quality of lessons and connections teachers were having with their classes. We will be nimble and meet any challenge presented by the State of Oregon for learning in the fall.

### **SCS Culture and End of the Year Details**

We had a wonderful parade where the teachers lined up their decorated cars and families came through carline for a celebration of distance learning. Everyone left feeling very grateful for the culture that is SCS. That day, I gave the teachers a little care package of creative and fun quarantine goodies to lift their spirits. I have also sent personalized H.E.A.R.T. cards to every student.

We are also working on a timeline for all things end of the year at SCS, including virtual 8<sup>th</sup> grade promotion and Stepping Stone ceremonies. On May 26<sup>th</sup>, we will be distributing student items from the classrooms, a H.E.A.R.T. ice pack gift, Trimester 2 honor awards for 6<sup>th</sup> and 7<sup>th</sup> grades. We will also set a date for parents to return school items such as library books. The whole team is working very hard to make the end of the year as special as can be under these circumstances.

### **Safety**

Building continues to be cleaned and sanitized each day. We await a decision from the Oregon Department of Education regarding what fall will look like for Oregon Public Schools. This decision should take place in early June.

### **Budget**

Schools will be notified of the budget cuts we will be facing on May 20<sup>th</sup>. Bookkeeper Tonya Mosher and I have been working on several scenarios to present in June. To be prepared for any scenario, we have proposed budgets with a 5%, 10%, 15% and 20% cut to our already tight budget. As we work on these budget scenarios, a key area of focus is the question of how long we need our reserves to last. We do not know the timeline for the economy to recover and it is unclear whether the SSD will be passing along any aid they may get. These funds do not have to be passed along to charter schools. Gratefully, we secured the Payroll Protection Program (PPP) forgivable loan allowing us to use the funds for payroll for the end of this school year. We will come up with a 1, 2, and 3-year plan for using and preserving reserves. Other options include freezing salaries, postponing Shannon Peterka's new role, and cutting other areas of the budget. Another challenge that needs to be factored into these budget projections are enrollment changes due to distance learning /returning to the school site. We have a mix of parents who are

opposed to starting in the fall and some who favor coming back to the school building. They may make other decisions regarding schooling depending on the guidance the state gives for reopening. It is possible that we need to do a hybrid of on site and distance learning until we have a vaccine for the COVID-19 virus.

### **Staff**

We have some staffing news for the 2020-21 school year:

Longtime SCS second grade teacher Jan Zobrist will be retiring at the end of this year. To celebrate SCS's first retired teacher, we will be having a special ceremony, (when safety permits), to name our library, the Zobrist Library. Jan is the person responsible for starting a library at SCS in her classroom before we moved it to part of the music room. Her stewardship and leadership have made the library possible at SCS.

Second grade teacher Anna Murphy worked part time this year with Jan, and has decided to leave education to become an entrepreneur in the online world. She has been working on her business part time this past year and she feels ready to launch it full time. We wish her all the best in her new endeavor.

Both teachers will still be around SCS as our building substitutes. We will miss them both and appreciate their contributions to SCS.

As soon as I got the news about Anna and Jan's departure, I assembled an interview team and got to work screening about 60 applicants. We interviewed 6 excellent candidates and unanimously chose Stacy Tronnier. She has five years of teaching experience and is finishing up her teaching in a small charter school in Alaska. The team immediately connected with Stacy. We enjoyed her wonderful personality and passion for teaching. She is an excellent fit and has been trained in many of the curriculum we have at SCS. Stacy has been doing distance learning this spring with her current class and so it will be an easy transition if we have to start the year virtually in the fall. First grade teacher Marissa Bradley and Stacy have connected this spring have come up with a time for Stacey to meet the first graders online before the year ends.

Math teacher Katie Boedigheimer is leaving education to be a stay at home with her newborn son. We will miss her greatly. Katie has gone above and beyond in so many ways at SCS. She started the National Junior Honor Society, ran Student Council, took the carnival to a new level and saved the fun run.

We got very lucky to have a fantastic guest teacher Adam Bowers step in during Katie's maternity leave. He then had to transition to distance learning as a substitute teacher. The entire team has been very impressed with Adam Bowers. He has been hired as our new math teacher for the middle school. He comes from Kansas and will be starting his second year of teaching next fall.

Parents will be informed of the staffing changes in this week's Thursday mail from

the office.

**VIII. Addendum B – April 2020 Financials**

10:26 AM  
05/05/20  
Accrual Basis

**Sherwood Charter School  
Profit & Loss Budget vs. Actual  
July 2019 through June 2020**

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1510 · Interest and Dividends income	2,075.54	1,000.00	1,075.54
1920 · Contributions Income			
1921 · Unrestricted Revenue - Contribu			
1921e · Donations	58,264.81	83,250.00	(24,985.19)
<b>Total 1921 · Unrestricted Revenue - Contribu</b>	<b>58,264.81</b>	<b>83,250.00</b>	<b>(24,985.19)</b>
4050 · Restricted	1,500.63		
<b>Total 1920 · Contributions Income</b>	<b>59,765.44</b>	<b>83,250.00</b>	<b>(23,484.56)</b>
3101 · SSF - General Support	1,290,422.00	1,434,480.00	(144,058.00)
4190 · Reimbursed Expenses	6,322.36		
<b>Total Income</b>	<b>1,358,585.34</b>	<b>1,518,730.00</b>	<b>(160,144.66)</b>
<b>Expense</b>			
3200 · Student Government			
410 · Consumables	733.85		
<b>Total 3200 · Student Government</b>	<b>733.85</b>		
1111000 · Primary (K-5)			
1111100 · Prim K-5 Salaries			
1111111 · Prim K-5 Reg Sal - Licensed			
1111112 · Prim K-5 Reg Sal - Classified	0.00		
<b>Total 1111100 · Prim K-5 Salaries</b>			
1111200 · Prim K-5 Assoc Payroll Cost			
1111210 · Prim K-5 PERS employer contrib			
1111220 · Prim K-5 Social Security			
1111231 · Prim K-5 Worker's Comp			
1111232 · Prim K-5 Unemployment			
1111240 · Prim K-5 Contr Employee Benefi			
<b>Total 1111200 · Prim K-5 Assoc Payroll Cost</b>			
1111300 · Prim K-5 Purchased Services			
1111311 · K-5 Contractor Instr Services			
1111355 · K-5 Printing & Binding	1,059.05	2,400.00	(1,340.95)
<b>Total 1111300 · Prim K-5 Purchased Services</b>	<b>15,949.17</b>	<b>17,821.00</b>	<b>(1,871.83)</b>
1111400 · Prim K-5 Supplies & Materials			
1111410 · K-5 Consumable Supplies	1,863.03	2,700.00	(836.97)
1111420 · K-5 Textbooks	35,953.18	36,000.00	(46.82)
1111430 · K-5 Library Books & Periodicals	1,316.69	1,000.00	316.69
1111460 · K-5 Non-Consumable Items	903.17	500.00	403.17
<b>Total 1111400 · Prim K-5 Supplies &amp; Materials</b>	<b>40,036.07</b>	<b>40,200.00</b>	<b>(163.93)</b>
<b>Total 1111000 · Primary (K-5)</b>	<b>451,001.95</b>	<b>591,006.63</b>	<b>(140,004.68)</b>
1113000 · Elementary Extracurricular			
1113319 · Other Instruct, Prof & Tech Svc	13,325.37		
1113410 · Consumable Supplies & Materials	1,921.67		

**Sherwood Charter School**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
1113460 · Non-Consumable	313.15		
1113000 · Elementary Extracurricular - Other	0.00	30,200.00	(30,200.00)
<b>Total 1113000 · Elementary Extracurricular</b>	<b>15,560.19</b>	<b>30,200.00</b>	<b>(14,639.81)</b>
<b>1121000 · Middle/Jr High</b>			
1121355 · MS Printing Expense	0.00	500.00	(500.00)
1121111 · MS - Salaries-Licenses			
1121210 · MS - PERS Match			
1121220 · MS - FICA & Medicare			
1121231 · MS - Workers Comp			
1121232 · MS - Unemployment Expense			
1121240 · MS - Employee Benefits			
1121311 · MS - Contractor Services			
1121410 · MS - Consumables	1,015.80	2,700.00	(1,684.20)
1121420 · MS - Textbooks	800.68	2,000.00	(1,199.32)
1121430 · MS - Library Books & Perio	534.00	800.00	(266.00)
1121460 · MS - Non-consumable expense	0.00	500.00	(500.00)
<b>Total 1121000 · Middle/Jr High</b>			
<b>1122000 · Extracurricular Middle School</b>			
1122460 · MS - Non-Consumable Items	682.48		
1122319 · MS - Services	7,030.53		
1122410 · MS - ExtrCurrMid- Consumables	3,142.98		
1122000 · Extracurricular Middle School - Other	0.00	12,000.00	(12,000.00)
<b>Total 1122000 · Extracurricular Middle School</b>	<b>10,855.99</b>	<b>12,000.00</b>	<b>(1,144.01)</b>
<b>1200000 · Special Programs</b>			
1210000 · TAG Program			
1210420 · Textbooks	177.00		
<b>Total 1210000 · TAG Program</b>	<b>177.00</b>		
<b>Total 1200000 · Special Programs</b>	<b>177.00</b>		
<b>2115000 · Student Safety</b>			
2115319 · Services	645.00		
2115460 · Non-Consumable Items	1,019.98		
2115000 · Student Safety - Other	0.00	5,900.00	(5,900.00)
<b>Total 2115000 · Student Safety</b>	<b>1,664.98</b>	<b>5,900.00</b>	<b>(4,235.02)</b>
<b>2240300 · InstructStaff-Develop-Purchased</b>			
2240312 · InstructStaff-Development-Impro	1,808.76	1,500.00	308.76
2240342 · Travel-Out of District	5.98		
2240410 · Consumables			
2240411 · Staff Development - Princ Disc	378.59		
2240410 · Consumables - Other	0.00	820.00	(820.00)
<b>Total 2240410 · Consumables</b>	<b>378.59</b>	<b>820.00</b>	<b>(441.41)</b>
<b>Total 2240300 · InstructStaff-Develop-Purchased</b>	<b>2,193.33</b>	<b>2,320.00</b>	<b>(126.67)</b>
<b>2300000 · General Admin</b>			

**Sherwood Charter School**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
2310300 · Gen Admin - Board Exp - Purch			
2310312 · Board - Prof Development	1,248.93	1,800.00	(551.07)
2320354 · Admin -- Advertising	0.00	200.00	(200.00)
2320324 · Admin - Rentals	4,703.64	4,800.00	(96.36)
2320351 · Admin Telephone Expense	8,248.83	9,000.00	(751.17)
2310381 · GenAdmin-Board-Audit	11,100.00	8,500.00	2,600.00
2310382 · Gen Admin - Legal	4,259.00	5,000.00	(741.00)
2310383 · Gen Admin - Accounting Fees	31,537.50	28,000.00	3,537.50
2310389 · Other Non Instr prof & tech ser	1,946.70	1,205.00	741.70
<b>Total 2310300 · Gen Admin - Board Exp - Purch</b>	<b>63,044.60</b>	<b>58,505.00</b>	<b>4,539.60</b>
2310600 · Board - Other			
2310640 · Gen Admin - Board - Dues/Subs	865.12	1,500.00	(634.88)
2310650 · Insurance	0.00	14,469.00	(14,469.00)
2310651 · Liability Insurance	14,370.00		
2310670 · Gen Admin - Board - Taxes/Licen	840.65	800.00	40.65
<b>Total 2310600 · Board - Other</b>	<b>16,075.77</b>	<b>16,769.00</b>	<b>(693.23)</b>
<b>Total 2300000 · General Admin</b>	<b>79,120.37</b>	<b>75,274.00</b>	<b>3,846.37</b>
2400000 · School Admin			
2410100 · Principal Office-Salaries			
2410112 · SchAdmin-PrincOffice-ClassSalar			
2410113 · SchAdmin-PrincOffice-AdminSalar			
<b>Total 2410100 · Principal Office-Salaries</b>			
2410200 · SchAdmin-PrincOffice-AssocPRCos			
2410210 · SchAdmin-PrincOffice-PERS			
2410220 · SchAdmin-PrincOffice-SocSecurit			
2410231 · SchAdmin-PrincOffice-WorkComp			
2410232 · SchAdmin-PrincOffice-Unemployme			
2410240 · SchAdmin-PrincOffice-ContrBenef			
<b>Total 2410200 · SchAdmin-PrincOffice-AssocPRCos</b>			
2410300 · Sch Admin - PrincOffice-Purch			
2410319 · Principal Consultants	1,584.00		
2410353 · Sch Admin-PrincOffice-Postage	1,023.71	1,268.00	(244.29)
2410355 · Sch Admin - Princ Off - Printin	118.09	1,500.00	(1,381.91)
<b>Total 2410300 · Sch Admin - PrincOffice-Purch</b>	<b>2,725.80</b>	<b>2,768.00</b>	<b>(42.20)</b>
2410400 · Sch Admin - Princ Office - Supp			
2410410 · Sch Admin-Princ Office-Consum			
2410411 · Consumables Food Gift	1,387.95	1,500.00	(112.05)
2410410 · Sch Admin-Princ Office-Consum - Other	5,182.26	4,000.00	1,182.26
<b>Total 2410410 · Sch Admin-Princ Office-Consum</b>	<b>6,570.21</b>	<b>5,500.00</b>	<b>1,070.21</b>
2410460 · Non consum. supplies	0.00	500.00	(500.00)
<b>Total 2410400 · Sch Admin - Princ Office - Supp</b>	<b>6,570.21</b>	<b>6,000.00</b>	<b>570.21</b>
<b>Total 2400000 · School Admin</b>	<b>270,927.82</b>	<b>303,767.22</b>	<b>(32,839.40)</b>

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Accrual Basis

**Sherwood Charter School**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
2500000 · Support Services			
2520000 · Business Fiscal Services			
2525300 · Bus-Fin Acctg-Purch Serv			
2525390 · Finan Acctg Bank Service Charge			
2525391 · CreditCard Charges	1,126.48	1,040.00	86.48
Total 2525390 · Finan Acctg Bank Service Charge	<u>1,126.48</u>	<u>1,040.00</u>	<u>86.48</u>
Total 2525300 · Bus-Fin Acctg-Purch Serv	<u>1,126.48</u>	<u>1,040.00</u>	<u>86.48</u>
Total 2520000 · Business Fiscal Services	<u>1,126.48</u>	<u>1,040.00</u>	<u>86.48</u>
Total 2500000 · Support Services	<u>1,126.48</u>	<u>1,040.00</u>	<u>86.48</u>
2540000 · Bus-Operation/Maint Plant			
2542300 · Bus-Operate/MaintPlant-Purchase			
2542321 · Cleaning Services	27,155.35	25,267.00	1,888.35
2542322 · Maint. & Repairs	10,330.52	16,000.00	(5,669.48)
2542325 · Utilities	14,038.91	15,400.00	(1,361.09)
2542410 · Building Consumables	<u>3,204.68</u>	<u>7,000.00</u>	<u>(3,795.32)</u>
Total 2542300 · Bus-Operate/MaintPlant-Purchase	<u>54,729.46</u>	<u>63,667.00</u>	<u>(8,937.54)</u>
2542324 · Bus-Plant-Care/UpkeepBuildRents	<u>95,601.00</u>	<u>104,292.00</u>	<u>(8,691.00)</u>
Total 2540000 · Bus-Operation/Maint Plant	<u>150,330.46</u>	<u>167,959.00</u>	<u>(17,628.54)</u>
2660000 · Technology Services			
2660470 · Computer Software	1,141.47		
2660540 · Depreciable Property	11,375.87		
2660460 · - NonConsumable Items	3,985.62		
2660389 · Technology Services	4,657.75		
2660410 · Tech Services-Consumable	3,696.73		
2660000 · Technology Services - Other	<u>0.00</u>	<u>23,150.00</u>	<u>(23,150.00)</u>
Total 2660000 · Technology Services	<u>24,857.44</u>	<u>23,150.00</u>	<u>1,707.44</u>
Total Expense	<u>1,218,160.53</u>	<u>1,504,412.99</u>	<u>(286,252.46)</u>
Net Ordinary Income	<u>140,424.81</u>	<u>14,317.01</u>	<u>126,107.80</u>
Net Income	<u>140,424.81</u>	<u>14,317.01</u>	<u>126,107.80</u>