



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, July 22, 2020 – 6:30 pm

Online via the Zoom service

FINAL MEETING MINUTES *

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, July 22, 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 6:34pm by Facilities Liaison, Karen Schrader.

Members Present: Joe Whitehead (Chair), Lindsay Churella (Vice-Chair), KC Reaney (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Karen Schrader (Facilities), Joy Raboli (Administrator, ex-officio)

Members Absent: None

SCS Staff Present: None

Public Present: Jen Crosby, Korrin Fyall, Lisa Lavier

B. Reading of Mission and Vision Statements:

Karen Schrader (Facilities) read Sherwood Chart School's Mission and Vision statements.

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

Alison Craker (HR & Policy) read the H.E.A.R.T. Skills.

Alison Craker (HR & Policy) delivered the meeting expectations

D. Agenda Additions and Changes:

None.

E. Approval of Previous Minutes

Motion:	Accept June 17, 2020 regular board meeting minutes with corrections.
Proposed:	Karen Schrader (Facilities)
Seconded:	Frank Scholz (Secretary)
Discussion:	Joe Whitehead (Chair) pointed out the ORC3S fees are actually \$1200 and \$2400.
Board Vote:	Aye - Joe Whitehead (Chair), Frank Scholz (Secretary), Alison Craker (HR & Policy), Karen Schrader (Facilities) Nay - None Abstain - Lindsay Churella (Vice-Chair), KC Reaney (Treasurer)
Result:	Motion passed.

Motion:	Accept June 24, 2020 special session board meeting minutes as presented.
Proposed:	Karen Schrader (Facilities)
Seconded:	Frank Scholz (Secretary)
Discussion:	None.
Board Vote:	Aye - Joe Whitehead (Chair), Frank Scholz (Secretary), Alison Craker (HR & Policy), Karen Schrader (Facilities) Nay - None Abstain - Lindsay Churella (Vice-Chair), KC Reaney (Treasurer)
Result:	Motion passed.

F. Public Comments

None.

II. Business Items

A. Administrator's Report

It is atypical for the Administrator to attend the July meeting, but the Administrator attended to convey important information, therefore there is no Administrator's Report for this month.

Joy Raboli (Administrator) wanted to clarify that the school was not connected to the political statements the Sherwood School District (SSD) Board accidentally sent out.

The Oregon Department of Education (ODEdu) sent guidance six weeks ago for 3 possible teaching options – full in-person teaching (room permitting), full distance learning, and a hybrid model with half the students at home for distance learning while half the students are at school for in-person teaching, with each group switching during the week to have an equivalent experience. The school sent a survey to school families and an overwhelming (>75%) majority were in favor of the hybrid model. The school will send another survey in August since the situation changes so rapidly. Ms. Raboli will also survey the teachers and staff.

The Operational Blueprint for School Reentry, required by the ODEdu is still in a rough draft because it came the week of June 22-26 and the office staff starts summer break on July 1. We received new guidance today that all students age 5-12 need to wear a face mask. Ms. Raboli has talked with other schools and learned that Lake Oswego will be doing full distance learning for the first two weeks. Joe Whitehead (Chair) talked with the Edy Ridge principal and their plan is do do full in-person classes. KC Reaney (Treasurer) asked when the final plan was due, Ms. Raboli replied it is due August 17. The school will conduct another survey at the beginning of August, coalesce that information, create a new blue print, and present the plan to the Board in a special session. Karen Schrader (Facilities) noted that the ODEdu has promised additional direction July 24.

Ms. Raboli noted that we learned a lot from the pivot in March 2020 and we're better positioned now than we were at the end of the 2020 school year. We will need new Chromebooks to replace the ones that didn't survive the 2019-2020 distance learning, plus a complete set for Kindergarten. Ms. Raboli ordered the majority of the needed personal protection equipment (PPE), plus plexiglass shields, and touchless hand sanitizer dispensers. There should be more money coming from FEMA via SSD but SSD has promised to withhold 10% of that money because SCS does not have a sufficient number of free and reduced lunch eligible families. The CARES Act allocated \$100 per student and considering our enrollment of 250 students, SSD's withholding is equal to \$2,500. We really need the money to add hand washing stations to the

Kindergarten and 1st Grade classrooms which are about \$1,600 each. Ms. Raboli will look into asking the Oregon Coalition of Community Charter Schools (ORC3S) for assistance.

B. Treasurer's / Finance Committee Report

See June 2020 Financials, attached as Addendum A.

Donations are \$21,000 under budget for the year. Alison Craker (HR & Policy) asked how the numbers compared to last year. Joy Raboli (Administrator) replied that last year we had brought in \$70,000 but this time but this year we've brought in \$40,000.

The Heritage Bank accounts are created and KC Reaney (Treasurer) is working with Tonya Mosher (bookkeeper) to get credit cards set up for the staff.

Motion:	Remove Perry Francis (ex-Treasurer), Karen Schrader (Facilities, ex-Chair) from our bank accounts and add KC Reaney (Treasurer)
Proposed:	Karen Schrader (Facilities)
Seconded:	Alison Craker (HR & Policy)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Ms. Raboli stated that the federal Paycheck Protection Program (PPP) loan, along with cost cutting (eliminated raises, eliminated new teaching position) are helping.

Members of the school Parent Advisory Committee (PAC) were on hand to communicate the status of the PAC. The PAC elected a new board, with Tiffany Kelly as chair, Jen Crosby as co-chair, Korrin Fyall as secretary, Justin Seamans as treasurer, and Tamara Potruch as both co-treasurer and co-secretary. The PAC is debating some sort of walk-through welcome back to school fair. There are a ton of donations for the uniform closet. Ms. Raboli pointed out that we need to iron out how distribution would work to reduce liability, maybe pre-bag the clothes and then don't touch the bags for 3 days. Ms. Fyall also recommended taking pictures of the clothes, posting the pictures, and parents could pre-order a uniform pickup.

C. Facilities Update

Karen Schrader (Facilities) emailed Tim Bryant (Church Facilities) about the challenges this year will provide. Ms. Schrader asked if the Sherwood Friends Church (the Church) staff was better at wearing face masks while in the facility. Ms. Raboli replied she was in the building earlier this week and nobody was wearing a face mask. Ms. Schrader said she would send another letter to the Church reminding them of the face mask state mandate before the staff returns August 5. Mr. Reaney noted that the state changed the permitted size of indoor gathers to 10 people.

Ms. Raboli mentioned that a company is coming this week to eliminate weeds in the yard and thus we will need to post a warning.

D. Calendaring, Planning, and SSD Deliverables

Karen Schrader (Facilities) has the calendar now and will transition it to Lindsay Churella (Vice-Chair). Many of the “SSD Deliverables” used to be documents that had to be hand-delivered to the SSD, now much of the document transfer is done online. Ms. Schrader plans to break the big planning calendar into smaller calendars based on roll.

Ms. Schrader reported that in July and August we need to send purchase orders for assets to SSD CFO. Ms. Raboli pointed out we no longer use purchase orders. We also need to pay the Church for improvements (primarily the parking lot) in August. These payments are automated so Mr. Reaney needs to verify the funds are in place beforehand.

III. Orientation and Goal Setting

A. Orientation and New Positions

Lindsay Churella (Vice-Chair) and KC Reaney (Treasurer) are new to the Board, and Joe Whitehead (Chair) and Karen Schrader (Facilities) are in new rolls. Plus, Mr. Whitehead pointed out, we still need somebody in the Fundraising roll. Therefore we will need to set a date for Board training.

B. Priorities and Goal Setting for 2020-2021

Mr. Whitehead noted the Board will need to adapt to the changing landscape of education and health. Additionally, we still need to search for funding, including the CARES Act, funds held by SSD, and be on the lookout for any additional funds available from the state and federal government. Joy Raboli (Administrator) pointed out that every public school will be open but charter schools and private schools will need to fight to survive, thus fundraising is of utmost importance.

C. Discussion of Open Board Positions

The Fundraising position is still open and extremely important, especially given the current environment.

IV. Closing Items

A. Board Comments & Communications

Frank Scholz (Secretary) pointed out that the Board needed to remove Karen Schrader (Facilities) from the 'scsboard' mail alias and add Joe Whitehead (Chair).

Joy Raboli (Administrator) asked the Board what we were hearing from parents about opening. Alison Craker (HR & Policy) said she had heard both extremes – some families want their kids in school full time while some families don't want their kids in school at all. Lindsay Churella (Vice-Chair) had heard some preferring in-person education. KC Reaney (Treasurer) and Mr. Scholz had heard the gamut.

Ms. Craker asked if the hybrid approach supported the online students to live stream the in-person class. Ms. Raboli said the Estacada School District is doing that at the cost of \$20,000 per classroom. Ms. Raboli added that the school bought more cameras, will live stream the morning opening session, and will separate the students by last name to keep families together. In-class students will receive different assignment sheets from the students that are in-home. Basically one group is at most two days ahead, and then the other group catches up. Additionally, Singapore Math is providing video for all math lessons.

B. Thank You & Recognition Notes

Joe Whitehead (Chair) wanted to thank the Board volunteers and public for showing up during the middle of a pandemic.

C. Upcoming Meetings

Karen Schrader (Facilities) verified with Lindsay Churella (Vice-Chair) and KC Reaney (Treasurer) that the third Wednesday of the month worked for them. Joy Raboli (Administrator) also pointed out that we'll need an additional meeting the second week of August to approve the Operational Blueprint for School Reentry.

The next regular Board meeting is August 19.

Following are the scheduled regular Board meetings for the 2020-2021 school year:

Wed, Jul 22, 2020*	Wed, Oct 21, 2020	Wed, Jan 20, 2021	Wed, Apr 21, 2021
Wed, Aug 19, 2020	Wed, Nov 18, 2020	Wed, Feb 17, 2021	Wed, May 19, 2021
Wed, Sep 23, 2020*	Wed, Dec 16, 2020	Wed, Mar 10, 2021*	Wed, Jun 16, 2021

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

D. Adjourn Meeting

Motion: Adjourn the meeting at 7:39pm.

Proposed: Karen Schrader (Facilities)

Seconded: Lindsay Churella (Vice-Chair)

Discussion: None.

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

Result: Motion passed.

V. Minutes Submission

- * Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on August 19, 2020.

VI. Addendum A – June 2020 Financials

5:38 PM
07/06/20
Accrual Basis

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
1510 · Interest and Dividends income	2,218.75	1,000.00
1920 · Contributions Income		
1921 · Unrestricted Revenue - Contribu		
1921e · Donations	61,683.79	83,250.00
1921 · Unrestricted Revenue - Contribu - Other	<u>64.00</u>	
Total 1921 · Unrestricted Revenue - Contribu	<u>61,747.79</u>	<u>83,250.00</u>
4050 · Restricted	<u>1,500.63</u>	
Total 1920 · Contributions Income	<u>63,248.42</u>	<u>83,250.00</u>
3101 · SSF - General Support	1,559,101.00	1,434,480.00
4110 · Grants	0.00	
4190 · Reimbursed Expenses	<u>6,322.36</u>	
Total Income	<u>1,630,890.53</u>	<u>1,518,730.00</u>
Expense		
3200 · Student Government		
410 · Consumables	<u>733.85</u>	
Total 3200 · Student Government	<u>733.85</u>	
1111000 · Primary (K-5)		
1111100 · Prim K-5 Salaries		
1111111 · Prim K-5 Reg Sal - Licensed		
1111112 · Prim K-5 Reg Sal - Classified		
Total 1111100 · Prim K-5 Salaries		
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		
Total 1111200 · Prim K-5 Assoc Payroll Cost		
1111300 · Prim K-5 Purchased Services		
1111311 · K-5 Contractor Instr Services		
1111355 · K-5 Printing & Binding	1,059.05	2,400.00
Total 1111300 · Prim K-5 Purchased Services	<u>1,059.05</u>	<u>2,400.00</u>
1111400 · Prim K-5 Supplies & Materials		
1111410 · K-5 Consumable Supplies	2,042.32	2,700.00
1111420 · K-5 Textbooks	36,433.24	36,000.00
1111430 · K-5 Library Books & Periodicals	1,316.69	1,000.00
1111460 · K-5 Non-Consumable Items	<u>903.17</u>	<u>500.00</u>
Total 1111400 · Prim K-5 Supplies & Materials	<u>40,695.42</u>	<u>40,200.00</u>
Total 1111000 · Primary (K-5)	<u>574,451.67</u>	<u>591,006.63</u>
1113000 · Elementary Extracurricular		

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>
1113319 · Other Instruct, Prof & Tech Svc	16,160.02	
1113410 · Consumable Supplies & Materials	3,973.12	
1113460 · Non-Consumable	313.15	
1113000 · Elementary Extracurricular - Other	0.00	30,200.00
Total 1113000 · Elementary Extracurricular	20,446.29	30,200.00
1121000 · Middle/Jr High		
1121355 · MS Printing Expense	0.00	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
1121420 · MS - Textbooks	818.45	2,000.00
1121430 · MS - Library Books & Perio	534.00	800.00
1121460 · MS - Non-consumable expense	0.00	500.00
Total 1121000 · Middle/Jr High		
1122000 · Extracurricular Middle School		
1122460 · MS - Non-Consumable Items	682.48	
1122319 · MS - Services	6,731.53	
1122410 · MS - ExtrCurrMid- Consumables	3,176.55	
1122000 · Extracurricular Middle School - Other	0.00	12,000.00
Total 1122000 · Extracurricular Middle School	10,590.56	12,000.00
1200000 · Special Programs		
1210000 · TAG Program		
1210420 · Textbooks	177.00	
Total 1210000 · TAG Program	177.00	
Total 1200000 · Special Programs	177.00	
2115000 · Student Safety		
2115410 · Student Safety Supplies	810.45	
2115540 · Student Safety - Depreciable	0.00	
2115319 · Services	700.00	
2115460 · Non-Consumable Items	2,658.53	
2115000 · Student Safety - Other	0.00	5,900.00
Total 2115000 · Student Safety	4,168.98	5,900.00
2240300 · InstructStaff-Develop-Purchased		
2240312 · InstructStaff-Development-Impro	2,220.53	1,500.00
2240342 · Travel-Out of District	5.98	
2240410 · Consumables		
2240411 · Staff Development - Princ Disc	378.59	

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

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>
2240410 · Consumables - Other	0.00	820.00
Total 2240410 · Consumables	<u>378.59</u>	<u>820.00</u>
Total 2240300 · InstructStaff-Develop-Purchased	2,605.10	2,320.00
2300000 · General Admin		
2300662 · Depreciation Exp - Buildings	19,218.05	
2300664 · Equip-Depreciation Exp	10,663.71	
2310300 · Gen Admin - Board Exp - Purch		
2310312 · Board - Prof Development	1,248.93	1,800.00
2320354 · Admin -- Advertising	0.00	200.00
2320324 · Admin - Rentals	5,149.60	4,800.00
2320351 · Admin Telephone Expense	9,415.03	9,000.00
2310381 · GenAdmin-Board-Audit	11,100.00	8,500.00
2310382 · Gen Admin - Legal	4,476.00	5,000.00
2310383 · Gen Admin - Accounting Fees	38,830.00	28,000.00
2310389 · Other Non instr prof & tech ser	<u>2,229.65</u>	<u>1,205.00</u>
Total 2310300 · Gen Admin - Board Exp - Purch	72,449.21	58,505.00
2310600 · Board - Other		
2310640 · Gen Admin - Board - Dues/Subs	843.12	1,500.00
2310650 · Insurance	0.00	14,469.00
2310651 · Liability Insurance	14,370.00	
2310670 · Gen Admin - Board - Taxes/Licen	<u>846.92</u>	<u>800.00</u>
Total 2310600 · Board - Other	<u>16,060.04</u>	<u>16,769.00</u>
Total 2300000 · General Admin	118,391.01	75,274.00
2400000 · School Admin		
2410100 · Principal Office-Salaries		
2410112 · SchAdmin-PrincOffice-ClassSalar		
2410113 · SchAdmin-PrincOffice-AdminSalar		
Total 2410100 · Principal Office-Salaries		
2410200 · SchAdmin-PrincOffice-AssocPRCos		
2410210 · SchAdmin-PrincOffice-PERS		
2410220 · SchAdmin-PrincOffice-SocSecurit		
2410231 · SchAdmin-PrincOffice-WorkComp		
2410232 · SchAdmin-PrincOffice-Unemployme		
2410240 · SchAdmin-PrincOffice-ContrBenef		
Total 2410200 · SchAdmin-PrincOffice-AssocPRCos		
2410300 · Sch Admin - PrincOffice-Purch		
2410319 · Principal Consultants	1,584.00	
2410353 · Sch Admin-PrincOffice-Postage	1,233.01	1,268.00
2410355 · Sch Admin - Princ Off - Printin	<u>118.09</u>	<u>1,500.00</u>
Total 2410300 · Sch Admin - PrincOffice-Purch	2,935.10	2,768.00
2410400 · Sch Admin - Princ Office - Supp		
2410410 · Sch Admin-Princ Office-Consum		

5:38 PM
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Accrual Basis

Sherwood Charter School
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July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>
2410411 · Consumables Food Gift	3,146.04	1,500.00
2410410 · Sch Admin-Princ Office-Consum - Other	5,341.24	4,000.00
Total 2410410 · Sch Admin-Princ Office-Consum	8,487.28	5,500.00
2410460 · Non consum. supplies	463.97	500.00
Total 2410400 · Sch Admin - Princ Office - Supp	8,951.25	6,000.00
Total 2400000 · School Admin	330,508.83	303,767.22
2500000 · Support Services		
2520000 · Business Fiscal Services		
2525300 · Bus-Fin Acctg-Purch Serv		
2525390 · Finan Acctg Bank Service Charge		
2525391 · CreditCard Charges	1,235.93	1,040.00
Total 2525390 · Finan Acctg Bank Service Charge	1,235.93	1,040.00
Total 2525300 · Bus-Fin Acctg-Purch Serv	1,235.93	1,040.00
Total 2520000 · Business Fiscal Services	1,235.93	1,040.00
Total 2500000 · Support Services	1,235.93	1,040.00
2540000 · Bus-Operation/Maint Plant		
2542300 · Bus-Operate/MaintPlant-Purchase		
2542321 · Cleaning Services	29,567.20	25,267.00
2542322 · Maint. & Repairs	13,105.16	16,000.00
2542325 · Utilities	15,390.54	15,400.00
2542410 · Building Consumables	3,273.42	7,000.00
Total 2542300 · Bus-Operate/MaintPlant-Purchase	61,336.32	63,667.00
2542324 · Bus-Plant-Care/UpkeepBuildRents	104,292.00	104,292.00
Total 2540000 · Bus-Operation/Maint Plant	165,628.32	167,959.00
2660000 · Technology Services		
2660470 · Computer Software	2,218.30	
2660540 · Depreciable Property	0.00	
2660460 · NonConsumable Items	8,853.83	
2660389 · Technology Services	6,601.75	
2660410 · Tech Services-Consumable	3,950.70	
2660000 · Technology Services - Other	0.00	23,150.00
Total 2660000 · Technology Services	21,624.58	23,150.00
Total Expense	1,515,655.80	1,504,412.99
Net Ordinary Income	115,234.73	14,317.01
Net Income	115,234.73	14,317.01