



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, September 23, 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, September 23, 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 6:32pm by Chair, Joe Whitehead.

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: Angela Havlinek

Public Present: Ryan Stuckey, Tamara Potruch, Jen Crosby, Roxie Anderson

B. Reading of Mission and Vision Statements:

Karen Schrader (Facilities) read Sherwood Charter School's mission statement.

Karen Schrader (Facilities) read Sherwood Charter School's vision statement

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:

Motion:	Add agenda item III. C. to review Joe Whitehead’s (Chair) proposed OneFund letter.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

E. Approval of Previous Minutes

Motion:	Accept August 19, 2020 regular board meeting minutes with corrections.
Proposed:	Frank Scholz (Secretary)
Seconded:	Karen Schrader (Facilities)
Discussion:	Karen Schrader (Facilities) pointed out that she did not directly witness Church staff without masks but rather was told by the office staff of the issue. Alison Craker (HR & Policy) noted that she was marked as in attendance even though she was absent for the meeting. Karen Schrader (Facilities) also noticed the word “charter” was misspelled as “Chart” in the ‘Mission and Vision’ section.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

F. Public Comments

None.

II. Academic Excellence

A. Administrator's Report

See Administrator's Report, attached as Addendum A.

Joy Raboli (Administrator) reminded the Board that we *projected* for 225 students plus a wait list. Due to the COVID-19 pandemic, 63 students withdrew, 39 of them in August and September. Late withdrawals are hard to back fill from the waitlist. Our current enrollment is 211 students with a waitlist of 18 all of which are waiting for openings in kindergarten or 1st grade.

Having said that, we *budgeted* for 220 students so the number of students enrolled versus what we budgeted is not drastically out of balance (just moderately out of balance). That difference in 9 students is approximately equivalent to \$63,000. Due to trimming the budget and freezing wages we have a surplus near \$82,000. But that surplus assumes 70% OneFund contributions for a total of \$85,000. So far we have raised \$23,000 in OneFund contributions and savings in printing, field trips, and professional development should help. But we will see higher costs for curriculum, technology, and possibly janitorial if we switch to hybrid education. Once the Oregon Department of Education (ODE) adjusts the weighted average daily membership (ADMw), the Board will need to update the budget. Ms. Raboli has applied to Washington County for a \$100,000 grant.

In lieu of a typical 'back to school' gathering, the teachers had virtual meet and greets with families, followed by a car parade later in the afternoon.

To improve distance learning, the teacher made video tutorials to help students navigate Google Classroom. The staff has been actively working to improve communication with afternoon 1:1s, and weekly newsletters.

Back to school night will be Thursday, October 1 with videos supplied by the teachers to cover curriculum for the year, plus videos from the Ms. Raboli, the Board, and the PAC.

Ms. Raboli has been making an increased effort to drop in the virtual classrooms. The observation sessions are informal for the moment but will be more formal starting in October.

B. Administrator’s Goals 2020-2021

Per feedback from the Board, Ms. Raboli added logging teacher observations. For confidentiality reasons, this information will only be shared with the Board Chair.

Karen Schrader (Facilities) asked how the parent survey will change over time. Ms. Raboli said the “transferable” questions will be moved forward without edits to make it easy to compare answers over time. “Non-transferable” questions won’t be moved forward. For example “do you have the equipment you need” won’t be asked throughout the year.

III. PAC / Finance / Fundraising

A. Treasurer’s / Finance Committee Report

See August 2020 Financials, attached as Addendum B.

KC Reaney (Treasurer) reported on the state of the school finances. Once Frank Scholz (Secretary) sends the August 19 minutes (see section I.E.) to Heritage Bank, Mr. Reaney will finish the credit card application.

Mr. Reaney is talking with Tonya Mosher (Bookkeeper) about insurance to cover our bank account beyond what is covered by FDIC. Ms. Mosher is looking into the costs.

B. PAC Report

Roxie Anderson (PAC Chair) spoke on behalf of the SCS PAC. The PAC had a meeting earlier in September where Ms. Anderson was voted in as Chair of the PAC. Currently they are asking parents what they need or want from the PAC. The PAC is working on some fundraisers but being careful not to overstep onto OneFund fundraising.

Staff Appreciation Week is typically in the spring but the PAC would like to split that into a fall and spring celebration since this year will be tough on the staff.

Upcoming schedule:

- | | |
|-----------------------------|---|
| Thu, Oct 1, 6:30pm | The next PAC meeting. This date overlaps Back to School Night so it may be moved. |
| Fri, Oct 2 – Sat Oct 3 | Plastic and aluminum recycling bottle drop. |
| Fri, Oct 2, 4:00pm – 7:00pm | Drive-through shave ice with Kona Ice |

C. OneFund Contribution Letter Review

See OneFund Proposed Letter, attached as Addendum C.

Joe Whitehead (Chair) shared a letter with the Board he had written to encourage OneFund donations. Karen Schrader (Facilities) felt that it was nice and passionate. Mr. Reaney (Treasurer) asked if we could add a web site URL to allow for credit card payments. Angela Havlinek (Office Manager) share the URL with the Board.

(<https://sherwoodcharterschool.org/giving/>) Frank Scholz (Secretary) pointed out that the school postal address was split across pages. Ms. Schrader recommended that the letter be reduced to 1 page. Mr. Whitehead agreed and asked if we needed to vote before he distributed the letter on behalf of the Board. Mr. Scholz replied that we did not.

IV. Facilities / Operations

A. Safety Committee Report

Joy Raboli (Administrator) noted that the Safety Committee will start meeting in October. Due to the pandemic, she is not sure how future safety committee meetings will work.

The staff has begun ESS safety training and staff members due for CPR and first aid training have completed their courses. It's unique for a school to have the entire staff trained in CPR and first aid. The new buzzer system is up and functional.

B. Facilities Update

Sherwood Community Friends Church (The Church) has allowed us to postpone our payment for resurfacing of the parking lot.

Motion:	Defer our July 25, 2020 payment to Sherwood Community Friends Church for repaving the parking lot to July 2021.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Ms. Raboli added that our rain garden has been cleaned out and readied by the landscapers. This maintenance prevents us from being fined by the City of Sherwood.

V. Governance

A. Updated Deliverables and Calendaring Planner

Karen Schrader (Facilities) is working on a new deliverables calendar, sorted by month and roll. She would also like to go over the calendar with Joy Raboli (Administrator) and the office staff so they could eliminate items that are already being taken care of by the school staff so the Board calendar is just a list of Board responsibilities.

The October deliverables include:

October	Administrator: adjust enrollment
October 15	Provide SSD all employees, descriptions, and background check dates.
End of October	Annual audit report and letters
End of October	Progress towards meeting goals

Ms. Raboli noted that the “progress towards meeting goals” will be interesting since it includes state testing which didn’t happen. Ms. Raboli plans on producing an abbreviated annual report. And we will need a plan of assistance for the science scores that did come through.

B. Revised Policies Review

This topic was addressed after V.C. Board Position Descriptions.

C. Board Position Descriptions

See Sherwood Charter School Board of Directors – Role Definitions, attached as Addendum D.

Joe Whitehead (Chair) completed the updates to the Board Position Descriptions. The discussion was had whether the roll of Oregon School Board Association (OSBA) liaison should be held by the HR & Policy board position.

Motion:	Accept Board Role Definitions with edits
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	HR & Policy position will serve as the OSBA liaison.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

B. Revised Policies Review (continued)

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

Policy GBEB-AR (Communicable Diseases) was reviewed by the Board. Since it was an “AR” policy a vote on acceptance was not taken.

Motion:	Accept policy GBEB (Communicable Diseases) as presented.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept policy JHCC (Communicable Diseases - Students) as presented.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Policy JHCC (Communicable Diseases – Students) was reviewed by the Board. Since it was an “AR” policy a vote on acceptance was not taken.

For policy GBN/JBA (Sexual Harassment), Karen Schrader (Facilities) noted that the Board had already approved similar policies. She proposed that the Board should determine the bracketed language based on what we’ve already determined. Joe Whitehead (Chair) opined that the Board should review the policy and if we find conflict we can bring it up again.

[This section intentionally left blank to keep ‘Motion: Accept policy GBN/JBA (Sexual Harassment) with updates.’ on one page.]

Motion:	Accept policy GBN/JBA (Sexual Harassment) with updates.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	<p>Page 1, footnote, keep</p> <p>Page 2, paragraph 2, keep examples</p> <p>Page 2, "Oregon Procedures", drop the second line of names</p> <p>Page 2, paragraph following "Oregon Procedures", keep "Title IX Coordinator" language</p> <p>Page 2, "Response" paragraph, keep "immediately".</p> <p>Page 3, paragraph 2, keep "immediately"</p> <p>Page 3, "Investigation" bullets, keep all</p> <p>Page 3, paragraph following "Investigation" bullets, keep "a reasonable person"</p> <p>Page 3, paragraph following "Investigation" bullets, keep "A hostile environment" text</p> <p>Page 3, second set of bullets, keep all</p> <p>Page 4, complete list of bullets (not continued from previous page), keep allegation</p> <p>Page 5, "written notification" list, 3rd bullet, keep list of people</p> <p>Page 5, "written notification" list, 3rd bullet, remove "person"</p> <p>Page 6, "ODE Support", keep header and paragraph</p> <p>Page 7, second "Reporting" paragraph, replace "Person or position" with "Administrator"</p> <p>Page 7, second "Reporting" paragraph, keep "can be contacted"</p> <p>Page 7, second "Reporting" paragraph, insert the school general phone number</p> <p>Page 8, paragraph following "Notice" list, keep bracketed text, removing "or the Assistant Secretary, or both"</p> <p>Page 9, first paragraph, keep "Title IX" text</p> <p>Page 9, first paragraph, remove "and in each building central office, if applicable"</p> <p>Page 9, first paragraph, keep list of people from bracketed text</p> <p>Page 9, first paragraph, remove "person" text</p>
Board Vote:	<p>Aye - Unanimous</p> <p>Nay - None</p> <p>Abstain - None</p>
Result:	Motion passed.

Policy GBN/JBA-AR(1) (Sexual Harassment Complaint Procedure) was reviewed by the Board. Since it was an "AR" policy a vote on acceptance was not taken.

Policy GBN/JBA-AR(2) (Federal Law (Title IX) Sexual Harassment Complaint Procedure) was reviewed by the Board. Since it was an “AR” policy a vote on acceptance was not taken.

Motion:	Accept policy JBA/GBN (Sexual Harassment) with updates.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	Karen Schrader (Facilities) asked if we can re-accept all the same changes from policy GBN/JBA (Sexual Harassment). Alison Craker (HR & Policy) confirmed that we could.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Joe Whitehead (Chair) talked to OSBA about political speech policies. They said policy GBG (Staff Participation in Political Activities) covers that topic but hasn’t been edited for charter schools. It will be edited soon.

V. Closing Items

A. Board Comments & Communications

Joe Whitehead (Chair) pointed out that the Board still needs a volunteer to fill the Fundraising Liaison position.

B. Upcoming Meetings

The next regular Board meeting is October 21.

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.

C. Adjourn Meeting

Motion: Adjourn the meeting at 7:46pm.

Proposed: Karen Schrader (Facilities)

Seconded: Alison Craker (HR & Policy)

Discussion: None.

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 October 21, 2020.

VII. Addendum A – Administrator’s Report

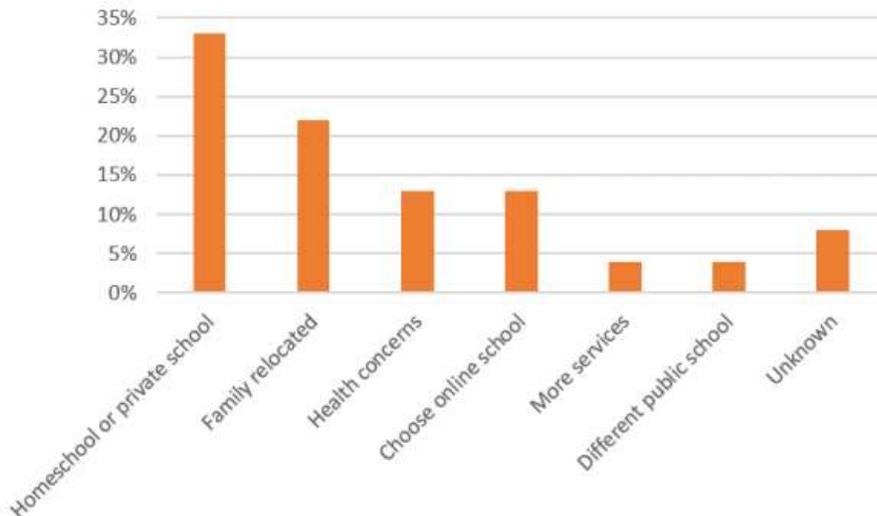


**Joy Raboli
Administrator’s Report
September 2020**

Student Enrollment for September 2020

Grade	Students	Waiting List
K	25	15
1	25	3
2	24	0
3	25	0
4	19	0
5	21	0
6	25	0
7	23	0
8	24	0
Total	211	18

Distance Learning in the time of the COVID-19 crisis has impacted our enrollment. We have had 63 withdrawals, with 39 of those happening in August and September. Of those 63, 44 are students who did not return from last year, and 19 were new students who accepted a spot but then chose not to attend. Below are the top reasons for withdrawal:



Budget Impact

We are currently budgeted for 220 students for the 2020-21 school year. This budget was completed prior to the COVID-19 pandemic. Each student is funded at \$7,002.40 per year and a loss of 9 students is a shortfall of \$63,0216.00. I have worked with our bookkeeper, Tonya Mosher, to get a snapshot of where SCS would be with 210 students budgeted. The good news is that because of our bare bones budgeting and frozen wages, we still have a surplus of \$81,869.29.

- The surplus assumes that 70% of our families will contribute to the OneFund which is budgeted for 85k.
- We currently have raised \$18,121.62 out of a budgeted 85k in OneFund donations.
- We should see savings in printing and binding, substitutes, field trips and professional development
- We will have cost increases in extra janitorial, digital curriculum and technology
- Once ODE has "trued up" the ADMw funding amount, we will do a budget update with our actual enrollment number and expenses. This should happen in January.

Back to School

SCS has an excellent launch to the 2020-21 school year! All of our improvement goals detailed in August's Administrative Report, have been executed and well received. Our staff had a supply pick up day and meet the teacher photo opportunity. The teachers and staff spent the day greeting our families and making sure all students had supplies and Chromebooks for the first day of school.

We also had a virtual meet and greet with teachers and families. Parents signed up for ten-minute time slots where teachers checked in personally for a 1:1 session. In the afternoon, we had a back to school parade! Families and staff decorated their cars to celebrate the new school year.

Improved Distance Learning

Our teachers made video tutorials to help families navigate how to log on to Google Classroom. The teachers were on screen talking while pointing out exactly where to go and click to find everything students need to access curriculum. We have made it easier for students to participate in electives for middle school and specialists for elementary school. Teachers are also meeting with families 1:1 in the afternoons for any student who needs extra help. Our communications are also better with weekly newsletters and other ways to connect with families. I have started my, "Learning Has a Look," video each Monday to talk about how to be prepared to learn each day, inspirational topics and skill building.

Back to School Night

SCS will have a virtual Back to School Night the last week in September. Each teacher will create a video describing specific grade level curriculum plans for the year, procedures, communications and how students can be successful during this time of COVID-19. In addition, the Board, PAC and I will have a video to send out as a bundle to parents, for parents to review prior to the live event. My session will be about the state of our school, the possible Hybrid Model, and about my background. Each teacher will have two time periods where they will have a live question and answer session, just like pre-pandemic Back to School presentations.

Classroom Observations

Each day, I observe online live lessons. My goal is to observe every classroom at least once a week. I am able to give feedback immediately following a live lesson and connect live with the teacher. In addition, I am meeting weekly with many teachers to work on curriculum, organization and parent communication. My observations are being documented and feedback given on a regular basis.

VIII. Addendum B – August 2020 Financials

2020-2021 WORKING Sherwood Charter School Budget		210 Students	
		Freezing Wages	
		July 2020-June 2021	
Total 2410200 · SchAdmin-PrincOffice-AssocPRCos			
2410300 · Sch Admin - PrincOffice-Purch			
2410353 · Sch Admin-PrincOffice-Postage		1,268.00	
2410355 · Sch Admin - Princ Off - Printin		1,500.00	
Total 2410300 · Sch Admin - PrincOffice-Purch		2,768.00	
2410400 · Sch Admin - Princ Office - Supp			
2410410 · Sch Admin-Princ Office-Consum			
2410411 · Consumables Food Gift		1,500.00	
2410410 · Sch Admin-Princ Office-Consum - Other		4,000.00	
Total 2410410 · Sch Admin-Princ Office-Consum		5,500.00	
2410460 · Non consum. supplies		500.00	
Total 2410400 · Sch Admin - Princ Office - Supp		6,000.00	
Total 2400000 · School Admin		329,802.73	
2500000 · Support Services			
2520000 · Business Fiscal Services			
2525300 · Bus-Fin Acctg-Purch Serv			
2525390 · Finan Acctg Bank Service Charge			
2525391 · CreditCard Charges		1,040.00	
Total 2525390 · Finan Acctg Bank Service Charge		1,040.00	
Total 2525300 · Bus-Fin Acctg-Purch Serv		1,040.00	
Total 2520000 · Business Fiscal Services		1,040.00	
Total 2500000 · Support Services		1,040.00	
2540000 · Bus-Operation/Maint Plant			
2542300 · Bus-Operate/MaintPlant-Purchase			
2542321 · Cleaning Services		25,267.00	
2542322 · Maint. & Repairs		10,000.00	no paving for 2020-2021
2542325 · Utilities		14,000.00	Flat fee to church
2542410 · Building Consumables		7,000.00	
Total 2542300 · Bus-Operate/MaintPlant-Purchase		56,267.00	
2542324 · Bus-Plant-Care/UpkeepBuildRents		104,292.00	Flat rent -
Total 2540000 · Bus-Operation/Maint Plant		160,559.00	
2660000 · Technology Services			
		12,000.00	CHANGED
Total Expense		1,480,634.71	
Net Ordinary Income		81,869.29	
Net Income		81,869.29	

IX. Addendum C – OneFund Proposed Letter



September XX, 2020

Dear Sherwood Charter School Families,

We hope everyone is doing as well as possible in these challenging times. A year ago none of us were even considering the thought of attending school full time online, but here we are. While this is not an ideal situation it is important to recognize and be thankful for how much we have benefited from being in the SCS family:

Last year SCS started full time distance learning on very short notice and weeks ahead of the rest of the district. That happened because Ms Raboli and her staff were forward looking and started preparation before the other schools, and with the whole summer to prepare we have an ever better program this year. When SCS had a new 2020-21 website up and running with videos for students and parents, the district was still getting organized and leaving families wondering what the school year would look like. These are just the latest examples of the many reasons we have all chosen to be part of SCS.

With these advantages also come challenges, particularly in funding our school during these lean times. Sherwood Charter School receives only 80% of traditional public school funding and relies on family donations to **OneFund** to make up the difference, with the hope of receiving \$500 per student from families.

We cannot maintain our current level of staffing, quality educational programs, and academic excellence without your help.

It is a bit awkward to be asking for donations when so many have suffered financially because of COVID-19, so this year we are asking a little differently. For families that are financially strained please only give what you can, if anything. But for the families who have not felt a financial impact, this is the year we need you to give a little extra if possible. Already this year, one family doubled their normal donation and another gave their entire federal government stimulus check to the school.

OneFund contributions are tax deductible and important for the continued success of Sherwood Charter School. Please contact the office for assistance in making your donation. You can make a one-time payment by credit card, cash, or check (payable to Sherwood Charter School), or request to be added to a monthly email reminder list. You may also mail payment to:

Sherwood Charter School

Mailing Address: PO Box 1342, Sherwood, Oregon 97140
Street Address: 23264 SW Main Street, Sherwood, Oregon 97140
Phone: (503) 925-8007 ~ Fax: (503) 925-8172 ~ office@sherwoodcharterschool.org
Sherwood Charter School is a 501 (c) (3) organization. Tax ID 26-1915236.



P.O. Box 1342
Sherwood, OR 97140

Thank you wonderful SCS families for your support!

Sincerely,

Sherwood Charter School Board of Directors

Mailing Address: PO Box 1342, Sherwood, Oregon 97140
Street Address: 23264 SW Main Street, Sherwood, Oregon 97140
Phone: (503) 925-8007 ~ Fax: (503) 925-8172 ~ office@sherwoodcharterschool.org
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X. Addendum D – Sherwood Charter School Board of Directors – Role Definitions

Sherwood Charter School Board of Directors - Role Definitions

Role	Duties and Responsibilities
Chairperson*	<ol style="list-style-type: none"> 1. Drive direction of board meeting agendas’ manage board meetings 2. Manage strategic planning process 3. Act as lead for public outreach and communications with SCS community 4. Manage creation of SCS Annual Report 5. Receive formal complaints 6. Manage charter renewal 7. Employment contract modification/review/renewal 8. Liaison with district and attend monthly district board meetings
Vice-Chairperson*	<ol style="list-style-type: none"> 1. Monitor deliverables to SSD and ensure compliance with dates 2. Monitor instructional hours delivered to SCS students per ORS 3. Attend monthly District Board meetings 4. Act as Chair if the Chairperson is unavailable 5. Act as backup for attending monthly district board and PAC meetings
Treasurer*	<ol style="list-style-type: none"> 1. Financial and accounting operations 2. Budgeting 3. Vendor contracts 4. Financial audit and internal controls 5. Regulations and tax compliance 6. Financial polices and procedures 7. Leads the Finance Committee of the Board
Secretary*	<ol style="list-style-type: none"> 1. Creation, review, approval and posting of minutes 2. Adherence to open meeting laws 3. Surveys to SCS staff and community; creation, administration, reporting 4. Following procedural requirements 5. Maintain Board organization file
Facilities Liaison	<ol style="list-style-type: none"> 1. Modular buildings - leases/purchases 2. PACE insurance renewal; Certificate of Insurance renewal/delivery to District 3. Review and renewal of contracts for janitorial, landscaping 4. Liaison with SCFC on facilities related matters
Human Resources and Policy	<ol style="list-style-type: none"> 1. Policy review and management 2. Staff and student handbooks review 3. Health Insurance renewal/review 4. Liaison with Oregon School Board Association 5. Consult on HR issues 6. Arrange Board training
Fundraising Liaison	<ol style="list-style-type: none"> 1. Plan and manage board driven fundraising activities 2. Research additional funding opportunities 3. Monitor and advise on legislative activity related to school funding 4. Manage grant writing; review and renewal of contract for grant writing 5. Liaison with PAC; attend monthly PAC meetings

* indicates board officer position