



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, October 21, 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, October 21, 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), Frank Scholz (Secretary), Alison Craker (HR & Policy), Karen Schrader (Facilities), Joy Raboli (Administrator, ex-officio)

Members Absent: KC Reaney (Treasurer)

SCS Staff Present: Cheryl McLeod (Administrative Specialist)

Public Present: None

B. Reading of Mission and Vision Statements:

Lindsay Churella (Vice-Chair) read Sherwood Charter School's mission statement.

Lindsay Churella (Vice-Chair) 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:

None.

E. Approval of Previous Minutes

Motion:	Accept September 23, 2020 regular board meeting minutes with corrections.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Chair)
Discussion:	In the Administrator’s Report, the staff completed “ESS” safety training.
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.

See October Family Survey Summary, attached as Addendum B.

While the enrollment is still lower than projected at 213 students, we gained two students last month and may be gaining a 7th graders this month as well.

The Niche 2021 K-12 school ratings are out and the Sherwood Charter School fared extremely well. The Middle School teachers were award best public middle school teachers in Oregon, the Elementary School was ranked as the #2 charter elementary school in Oregon, and the Middle School finished as the #3 charter middle school in Oregon.

Joy Raboli (Administrator) hand delivered the annual report and plan of assistance to the school district office on October 13, 2020, 2 days before the due date. (Thanks to a lot of work from Cheryl McLeod (Administrative Specialist).) Filing an annual report is odd this year because the

report is supposed to cover test scores from the previous school year. But due to the Covid-19 pandemic, there were no state assessments tests last year. Ms. Raboli instead covered how the school is addressing distance learning. The plan of assistance was also odd because we have to address when our scores are not more than 5 percentage points higher than the district average. In lieu of test scores from 2019-2020, Ms. Raboli used the science test scores from 2018-2019.

Ms. Raboli and her team coalesced the October family survey into a summary. Over half the school felt the students were making good progress this year, while there is some concern about student social-emotional health and the energy required from families to support their students.

Middle School conferences have started already! Due to the way the Middle School is apportioned, with each of the core teachers teaching three grades, the Middle School teachers have three times as many conferences as the Elementary School so they try to get a head start.

Goal: Improved Distance Learning

Ms. Raboli has started using a spreadsheet to track observations and feedback she has had with the teachers. Teachers are now sending out weekly video wrap ups. Ms. Raboli is meeting with new teachers to lend extra support.

Goal: Navigate SCS finances proactively

Ms. Raboli is working with Tonya Mosher (Bookkeeper) to receive funds from our Paycheck Protection Program (PPP) loan. Ms. Raboli applied for a grant from Washington County in the amount of \$100,000. OneFund has raised \$34,000 out of the targeted \$85,000 goal.

Goal: Innovate marketing and advertising

Ms. Raboli has decided on Zebra Media to produce tour and promotional videos. They were recommended by Ms. Mosher. The issue is we have three distinct needs: brief video for social media, a school tour, and a longer story of the school. Some production companies were projecting costs in excess of \$10,000 but Zebra Media was able to come in under \$5,000, meaning Board approval is not needed.

The Safety Committee has not had a meeting because nobody is using the facilities.

B. Administrator's Goals 2020-2021

The Board agreed this topic was sufficiently covered in II.A. Administrator's Report.

III. PAC / Finance / Fundraising

A. PAC Report

No PAC representative was on hand but Lindsay Churella (Vice-Chair) attended the PAC meeting earlier this month and reported that the PAC talked about fundraising, specifically wreath sales, and school-branded protective face masks.

Joe Whitehead (Chair) commented that he “appeared” at the Sherwood School District (SSD) Board meeting. Unfortunately all of their meetings are streamed via YouTube so there is no way for them to notice that the Sherwood Charter School was making an appearance.

B. Treasurer’s / Finance Committee Report

Since KC Reaney (Treasurer) knew in advance that he would be unable to attend the meeting, he sent his input via an email to Mr. Whitehead who read it to the Board. The school received \$8,560 in donations in September but we’re still \$58,000 short of our annual budget goal. Hopefully we’ll see another increase in October since the OneFund letter was sent out.

Mr. Reaney also asked if we are able to invest the school funds in a money market account. Our account at HomeStreet Bank was making 0.15% interest and our current account at Heritage Bank is making 0.10% interest. Other investments could easily outperform either of these accounts. For example, over 5 years our current balance of \$224,000 at 0.15% would make \$1,685 but at 2.00% would make \$23,314. Nobody on the Board knew if we could leverage our funds in that way. Karen Schrader (Facilities) noted that we switched to Heritage Bank so we could file for the PPP loan. Mr. Whitehead recommended we ask Heritage Bank what other options they have that we could utilize.

Finally, Mr. Reaney asked if the Board has a 5 year or multi-year plan that we are working towards? Joy Raboli (Administrator) agreed that we needed to develop a long-term plan that included location planning and increasing teacher and staff pay.

IV. Facilities / Operations

A. Facilities Update

Karen Schrader (Facilities) had nothing to report since we’re not using the facilities.

V. Governance

A. Updated Deliverables and Calendaring Planner

Karen Schrader (Facilities) noted that nothing was pending right now. The audit report and letters due to SSD in October have already been sent. We do need to adjust funding to reflect the pupil count as of October 1. The SSD already has a complete and accurate list of employees and job descriptions. Joy Raboli (Administrator) already sent the annual report and the plan of assistance.

In November, the Treasurer needs to send the IRS Form 990 to the SSD.

By the end of December, the Budget Committee must determine the meeting schedule necessary to deal with the budget deadline of March 15, 2021. Ms. Raboli mentioned that we don't play with the budget numbers until January. Ms. Schrader agreed but reiterated we have to have the *meeting schedule* in place by the end of December.

Ms. Schrader commented that she still needs to hand off the deliverables calendar to Ms. Raboli and Lindsay Churella (Vice-Chair). Then Ms. Raboli and the office staff need to take out items that are taken care of automatically or by the office staff.

B. Revised Policies Review

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

Motion:	Accept policy GBG-G1 (Staff Participation in Political Activities) with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	All references to "district" should be changed to "charter".
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Alison Craker (HR & Policy) announced that in our review of policy GBN/JBA (Sexual Harassment), the Board missed two pieces of bracketed language.

Motion:	Accept policy GBN/JBA (Sexual Harassment) with edits.
Proposed:	Karen Schrader (Facilities)
Seconded:	Alison Craker (HR & Policy)
Discussion:	Page 3, paragraph following 'Investigation' list, keep "a reasonable person" Page 3, paragraph following 'Investigation' list, keep "A hostile environment..."
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept policy JBA/GBN (Sexual Harassment) with edits.
Proposed:	Karen Schrader (Facilities)
Seconded:	Alison Craker (HR & Policy)
Discussion:	Page 3, paragraph following 'Investigation' list, keep "a reasonable person" Page 3, paragraph following 'Investigation' list, keep "A hostile environment..."
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Ms. Craker reported that she had talked with OSBA and the Board needs to review *required* policy ARs.

[This section intentionally left blank to keep 'Motion: Accept policy GBN/JBA-AR(1) (Sexual Harassment Complaint Procedure) with edits.' on one page.]

Motion:	Accept policy GBN/JBA-AR(1) (Sexual Harassment Complaint Procedure) with edits.
Proposed:	Karen Schrader (Facilities)
Seconded:	Joe Whitehead (Chair)
Discussion:	Page 1, first table, add Joy Raboli's (Administrator) contact information. Page 1, Step 1, use default value "five working days". Page 1, Step 1, use default value "30 days of receipt". Page 1, Step 2, use default value "files within 10 working days". Page 1, Step 2, use default value "complainant within 30 working days". Page 2 paragraph 2, use default value "20 days". Page 2 paragraph 3, use default value "20 days".
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept policy JBA/GBN-AR(1) (Sexual Harassment Complaint Procedure) with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	The decision was to use the exact same edits from policy GBN/JBA-AR(1) (Sexual Harassment Complaint Procedure).
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

There was some discussion about the brackets (aka. "curly braces") in policy GBN/JBA-AR(2) (Federal Law (Title IX) Sexual Harassment Complaint Procedure), specifically the brackets on footnote 7 on list item 6 found on page 2. Ms. Craker informed the Board, OSBA said brackets are in the document for guidance and would not make it into the final policy.

Karen Schrader (Facilities) also asked if the "days" listed in the documents were referring to school days or calendar days. Joe Whitehead (Chair) responded he interpreted that as calendar days. Ms. Craker and Frank Scholz (Secretary) agreed with Mr. Whitehead.

Motion:	Accept policy GBN/JBA-AR(2) (Federal Law (Title IX) Sexual Harassment Complaint Procedure) with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	<p>Page 4, paragraph 4, use “clear and convincing evidence”.</p> <p>Page 5, ‘Remedies’ section, keep the first list (1-4).</p> <p>Page 5, following ‘Other remedies’, keep “Educational programming”.</p> <p>Page 5, following ‘Other remedies’, keep “.” (period) and drop “;” (semi-colon).</p> <p>Page 6, the ‘Appeals’ paragraph, set complaint period to “15” days.</p> <p>Page 7, ‘Appeals’ list continued from page 6, keep bullet item #4 (Additional bases...).</p> <p>Page 7, ‘Timelines’ list, #1, set grievance process value to default, “90” days.</p> <p>Page 7, ‘Timelines’ list, #2, set appeals process value to default, “60” days.</p> <p>Page 7, ‘Timelines’ list, #3, set resolution value to default, “60” days.</p>
Board Vote:	<p>Aye - Unanimous</p> <p>Nay - None</p> <p>Abstain - None</p>
Result:	Motion passed.

Motion:	Accept policy JBA/GBN-AR(2) (Federal Law (Title IX) Sexual Harassment Complaint Procedure) with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	The decision was to use the exact same edits from policy GBN/JBA-AR(2) (Federal Law (Title IX) Sexual Harassment Complaint Procedure).
Board Vote:	<p>Aye - Unanimous</p> <p>Nay - None</p> <p>Abstain - None</p>
Result:	Motion passed.

Joy Raboli (Administrator) added that she would like for the Board to think about removing policies. Considering that we only add policies, managing the growing number is becoming difficult. Ms. Craker replied that she will consult with OSBA to see what options are available.

V. Closing Items

A. Board Comments & Communications

Joy Raboli (Administrator) reported that she received two nice letters from school families. Those letters were forwarded to Joe Whitehead (Chair) and Karen Schrader (Facilities).

Ms. Raboli also reported that a school parent posted in the Sherwood Community Facebook group (not in one of the SCS Facebook groups) about how well the school had been handling distance learning. Ms. Schrader confirmed that she had also heard positive reviews about the school's implementation of distance learning. Ms. Raboli retorted that most of that success is due to the office staff and the teachers.

Ms. Schrader asked if it would be possible for Ms. Raboli to share a highlight from the classrooms in lieu of the class presentations that were previously held when the Board meetings were done in person. Ms. Raboli replied that she would hate to put any additional burden on the teachers, and she would have to think about it. Ms. Schrader clarified she really didn't want anything complicated, just a blurb about an observation Ms. Raboli may have taken from a classroom.

B. Thank You and Recognition Notes

This topic was addressed in V.A. (Board Comments & Communications).

C. Upcoming Meetings

The next regular Board meeting is November 18.

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 7:48pm.

Proposed: Karen Schrader (Facilities)

Seconded: Frank Scholz (Secretary)

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 November 18, 2020.

VII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
October 2020

Student Enrollment for October 2020

Grade	Students	Waiting List
K	25	15
1	25	3
2	25	0
3	25	0
4	19	0
5	21	0
6	25	0
7	24	0
8	24	0
Total	213	18

We have gained two students since last month and have a possible new 7th grader enrolling this week for a total of 214. We are budgeted for 220.

Niche Ranking



Sherwood Charter School Rankings

Niche ranks nearly 100,000 schools and districts based on statistics and millions of opinions from students and parents.

Best Public Middle School Teachers in Oregon

#1 of 357

Best Charter Elementary Schools in Oregon

#2 of 91

Best Charter Middle Schools in Oregon

#3 of 85

Annual Report

Each October 15th, we are required to submit an annual report to the Sherwood School District. I hand delivered the report on October 13th with the Annual Report, audit and our Plan of Assistance for Science. See all three items in Dropbox.

Survey Results

We are very pleased with the responses to the second survey. I have submitted a detailed report to Dropbox that I will review with the Board.

Middle School

Our Middle School has started fall conferences. They have 75 conferences with parents so they get an earlier start than K-5. All are going well.

Progress on 20-21 Goals

Goal will be highlighted in blue when completed:

Goal 1 How Goal Will Be Check Point 1 Check Point 2 Accomplished

<p>Upgrade Distance Learning</p>	<p>We surveyed parents regarding the spring distance learning experience. We have analyzed the feedback and have made changes to our plan for the 2020-21 school year.</p> <p>Teachers will have a comprehensive, two- week training to learn new methods and use innovative resources.</p> <p>Improvements have been made in navigation, curriculum, communication, connection, and resources.</p> <p>Weekly tracking of classroom observations will ensure teacher feedback and accountability</p>	<p>We will survey parents again regarding this year's distance learning in mid fall. Teachers and staff will analyze data and adjust accordingly.</p> <p>These results will be presented in <i>October</i> or November Board meeting</p> <p>Summary document will be provided to Board detailing observations from <i>October</i>- November</p>	<p>Teachers and staff will survey parents at the end of distance learning and compare this survey with the other two surveys. The Board will be presented with the final results at the February Board meeting.</p> <p>Final summary document will be provided to Board detailing observations from December-February</p>
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- Created an Excel spreadsheet that tracks observations and feedback communications
- Teachers send out weekly newsletters or weekly video wrap ups to parents to communicate progress
- Meeting with new teachers or any teach who needs curriculum or any other kind of support during distance learning

Goal 2 How Goal Will Be Check Point 1 Check Point 2 Accomplished

<p>Navigate SCS finances proactively so that SCS will thrive during the COVID-19 crisis</p>	<p>Pursue and manage emergency funding such as PPP Loan, grants and other sources utilizing our connection with Oregon Coalition of Community Charter Schools</p> <p>Work with the Board to ensure OneFund is on track</p> <p>The Finance Committee and I will review current budget and make adjustments for unexpected expenses that occur with distance learning.</p>	<p>Make budget adjustment in January for SSF "True Up," update budget categories to reflect alternative spending due to COVID-19 and manage emergency funding</p>	<p>February Board meeting financials showing SCS on budget and on track to finish the year without going into reserves or over budget.</p>
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- Applied for a Washington County grant in partnership with the Oregon Community Foundation in late September. I applied for the maximum, which is \$100,000.00
- OneFund has raised 34K out of 85K. We still need to raise 51K to make our 85K goal.

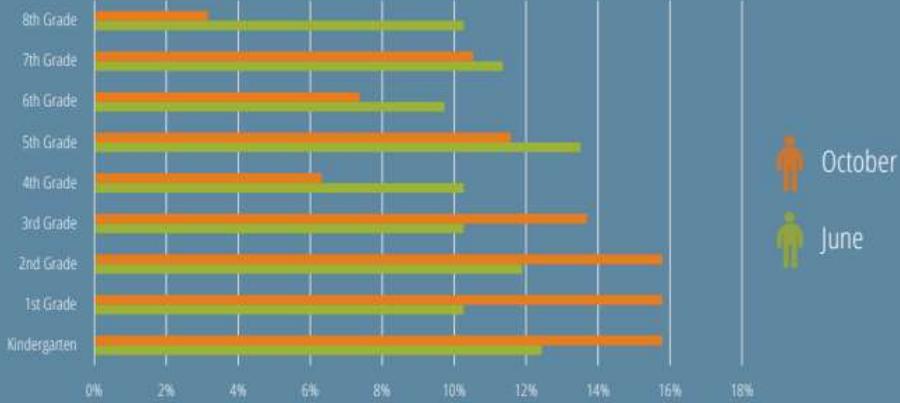
Goal 3 How Goal Will Be Check Point 1 Check Point 2 Accomplished

<p>Innovate marketing and advertising for SCS during this special circumstance where traditional tours are not permitted</p>	<p>Create alternative tour by working with advertising company to produce a virtual tour video. This video will be sent to potential SCS families and will also be posted on our website.</p> <p>New and innovative social media marketing will be designed and deployed</p> <p>I will have virtual zoom tours with potential families for 1:1 visits.</p>	<p>November Board meeting report regarding tour numbers and enrollment increases</p>	<p>February Board meeting report regarding tour numbers and enrollment increases</p> <p>Budget due in March</p>
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- Decided on Zebra Media to create tour and promotional video. We are working on a narrative for the video this week and hope to go into production the first of November.

VIII. Addendum B – October Family Survey Summary

WHO RESPONDED?

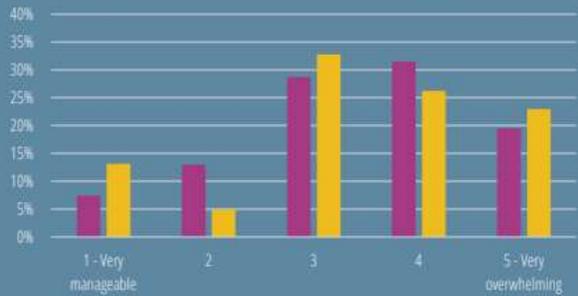


JUNE 2020
COMPARED
TO OCTOBER
2020

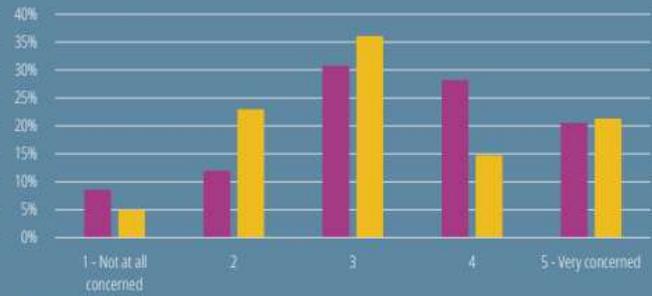
How would you characterize your student's progress up until this point in the school year?



How do you feel time and energy it is taking to support your student(s) with the current learning model?



How concerned are you about your student's social-emotional health during this time?



● June ● October



● October
● June

WHAT IS MOST HELPFUL?