



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, November 18, 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, November 18, 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), KC Reaney (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Karen Schrader (Facilities), Joy Raboli (Administrator, ex-officio)

Members Absent: Lindsay Churella (Vice-Chair)

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

Public Present: Jason Anderson, 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:

Joe Whitehead (Chair) read the H.E.A.R.T. Skills.

Joe Whitehead (Chair) delivered the meeting expectations

D. Agenda Additions and Changes:

None.

E. Approval of Previous Minutes

Motion:	Accept October 21, 2020 regular board meeting minutes with corrections.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Chair)
Discussion:	II.A. paragraph 3, the parentheses are funny. - This is due to nested parentheses. II.A. paragraph 3, remove extraneous comma in “Ms. Raboli, instead covered...” II.A. paragraph 6, flesh out why Middle School staff have three times as many conferences. III.B. paragraph 2, “new” should be “knew”. V.A. paragraph 3, missing “an” from “...just a blurb about <i>an</i> observation”.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

F. Public Comments

Roxie Anderson (PAC Chair) wanted to let the Board know “...you’re all doing great. Good job.”

II. Academic Excellence

A. Administrator’s Report

See Administrator’s Report, attached as Addendum A.

We lost two students and gained another to bring the total enrollment to 212 students. We recently opened the kindergarten enrollment portal and have seen a steady flow of applications.

Joy Raboli (Administrator) has been observing the virtual classrooms and has seen the students making progress in distance learning. She believes by the time the students return to classrooms in person, they will be on par with a “normal” school year.

Ms. Raboli talked with Jim Rose (SSD Chief Operations Officer) and was finally able to get our ESSR and CDL grant money. The total is approximately \$12,000 for personal protective equipment (PPE) and distance learning. Speaking of PPE, Ms. Raboli asked about the PPE send to the school district. Mr. Rose agreed to send us 500 N95 masks.

Zebra Media who had started on some video work for the school backed out the deal due to their current work load. This means we'll need to find another service provider but we can reuse the story boards and some other preliminary work that had been completed.

The Washington County Grant was approved! The school will received \$100,000 to make up for lost income, help with distance learning curriculum and supplies. Specifically the grant money will go to lost income for our staff who lost out on their raises last year, handwashing stations for Kindergarten and First Grade, classroom air purifiers, video and marketing materials, Social Studies curriculum for Middle School, additional Chromebooks, computer displays to assist teachers for distance learning. The funds need to be spent by December 31, 2020.

OneFund has raised \$38,000 this year. Last year at this time the total was \$47,000. COVID-19 continues to put a dent in fundraising.

The school is looking to help families who are struggling during the holidays.

Goal: Improved Distance Learning

As mentioned above, Ms. Raboli has been observing virtual classrooms. Her notes and spreadsheets can be reviewed by Joe Whitehead (Chair) during her review. Teachers are doing weekly wrap-up newsletters, and Kaylie Buchanan (School Counselor) is holding "porch visits" when necessary. Ms. Raboli is meeting with teachers one-on-one who need help with curriculum.

Goal: Navigate SCS finances proactively

Ms. Raboli has pulled in \$322,000 in grant money. She is working with our bank and bookkeeper to make sure that our Paycheck Protection Program (PPP) Loan is 100% forgiven. Heritage Bank has a lot of experience in this area so switching banks during a pandemic was a good move.

Goal: Innovate marketing and advertising

See the aforementioned Zebra Media note.

B. Social Studies Curriculum Purchase

See Social Studies Curriculum Options, attached as Addendum B.

Ms. Raboli noted that it was time to update the Social Studies curriculum for the Middle School.

Ms. Raboli and Sarah Richard (Humanities) have narrowed the possibilities down to three viable candidates. Of the three, their favorite is 'Discovery Education Techbook'. It works really well for distance learning, and has an emphasis on primary sources instead of the authors' interpretation of the sources. The school is still negotiation the price but it should be cheaper than the other vendors because it doesn't include extraneous teaching materials.

Karen Schrader (Facilities) asked if there are additional costs to update the materials. Ms. Raboli replied if there are, the costs should be minimal. Plus the Full Option Science System (FOSS) curriculum has not had the update costs we had planned for so there is some wiggle room.

Frank Scholz (Secretary) asked if the students have homework when they return to the classroom does that mean they'll need to take Chromebooks home. Ms. Raboli confirmed that to be the case. Ms. Schrader pointed out the expenses the school saves in curriculum updates could be rerouted to technology expenses. Ms. Raboli added that when the students return to the classrooms they're going to be used to media-based content so it's important to continue that were possible.

Motion:	Approve the use of the Washington County Grant to pay out the 4% wage increase that was promised to the staff last school year.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Change the Middle School Social Studies curriculum to Discovery Education Techbook.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

For the additional Washington County Grant (WCG) allocation Mr. Scholz asked what the cap was on purchases before the administrator needed Board approval. Joe Whitehead (Chair) replied that the total was \$5,000. Mr. Scholz asked if there were additional items from the WCG list that exceeded \$5,000. Ms. Raboli noted that the video production and the Chromebooks would both be over that limit.

Motion:	Set aside a maximum of \$20,000 to be used by a vendor to produce multimedia advertising materials.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Ms. Raboli mentioned the school is accountable to Washington County on spending of the WCG so she didn't believe we needed to vote on every single bullet from the grant proposal.

Motion:	Approve spending on remaining items from the Washington County Grant proposal as listed in the proposal.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	The “remaining items” would include handwashing stations for Kindergarten and 1 st Grade, air purifiers for the classrooms, 30-50 new Chromebooks, second displays for the teachers.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

III. PAC / Finance / Fundraising

A. PAC Report

Roxie Anderson (PAC Chair) reported on behalf of the PAC.

- The bottle and can drive is ongoing. Families can drop off bottle and cans at BottleDrop in Tigard or hold on to those items and turn them in at the school on a yet to be announced later date.
- Chipotle dinner night out is Monday, November 23 from 4:00-8:00pm.
- Ms. Raboli recently picked the winner of the school pumpkin carving contest.
- The PAC is currently sponsoring an art contest. The three winning designs will be put on stickers and distributed at supply handouts.
- Usually each grade will do a potluck for teachers throughout the school year. This year the PAC is coordinating 3 restaurant gift card fundraisers instead.

B. CARES Grant

Joy Raboli (Administrator) had stepped out so this topic was deferred.

C. Treasurer’s / Finance Committee Report

The school received \$11,000 from donations in October which was a big uptick from September.

KC Reaney (Treasurer) noted that Joy Raboli (Administrator) has been doing a great job on finding and landing grants on behalf of the school.

Mr. Reaney wanted to reiterate at the last meeting Joe Whitehead (Chair) brought up on his behalf the idea of investing the school's money instead of leaving it sitting in low percentage accounts.

D. Finance Committee Discussion

Joe Whitehead (Chair) revealed he had never done a Finance Committee meeting before and inquired how it works. Joe Raboli (Administrator) said it's like a mini-Board meeting with most of the details ironed out by the Treasurer.

Karen Schrader (Facilities) noted in the past there was a delineation between a Budget Committee and a Finance Committee but that separation was confusing. In her opinion it would make sense to put them together but the problem is if we have over half the Board in attendance then it becomes a Board meeting with all the obligations that go along with it. Mr. Whitehead thought that would be okay because each committee only required the Treasurer, Chair, and Fundraising Representative, plus the Administrator. Ms. Schrader noted that the Treasurer would need to take notes in that alignment.

Then Ms. Raboli added that the committee needs to publish the notes to the Board before they meet again. Ms. Schrader asked if it would make sense to have a December meeting to figure out the Finance Committee schedule and goals. Those involved agreed December 9 would work. Ms. Raboli also wanted to note that we need to start a budget refresh and plan for next year's budget.

E. Fundraising Report

Mr. Whitehead brought to our attention that the Board still needs a Fundraising Liaison. Ms. Schrader remarked that the plan was to have the Vice-Chair help in that space in the interim. Mr. Whitehead mentioned he would add her as the third Board member while we're without a Fundraiser Representative. Ms. Raboli asked KC Reaney (Treasurer) to reach out to Tonya Mosher (Bookkeeper) beforehand because she's done this type of thing plenty of times before with other charter schools so she would be a great resource to tap ahead of time.

F. Staff Appreciation Gifts

Alison Craker (HR & Policy) noted that the Board usually does some sort of holiday gift cards. Last year we all signed Christmas cards and supplied \$40-\$50 in gift cards. The Board agreed it was important to continue this tradition. Ms. Raboli noted she has 19 personnel on staff. Mr. Reaney added the Board can move Board professional development funds if needed since the Board would not be having training this year.

Motion: Set aside \$950 for holiday gift cards for the school staff.

Proposed: Joe Whitehead (Chair)

Seconded: Karen Schrader (Facilities)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

Karen Schrader (Facilities) asked if we should move Board professional development funds to the discretionary fund. Mr. Reaney thought it would make sense to keep it where it is until we need to move it.

IV. Facilities / Operations

A. Facilities Update

Karen Schrader (Facilities) noted that she doesn't see what's going on at the school. She wondered if it was necessary to write a letter to Tim Brandt (Church) to make sure the church staff are following the new COVID-19 state policies. Joy Raboli (Administrator) said Angela Havlinek (Office Manager) has been working with Mr. Brandt to make sure the church is in 100% compliance 100% of the time.

V. Governance

A. Updated Deliverables and Calendaring Planner

Karen Schrader (Facilities) reported the IRS Form 990 had been provided to the district. At the end of December the Finance/Budget Committee figures out meeting schedule in preparation of the March 15 budget deadline.

V. Closing Items

A. Board Comments & Communications

None.

B. Thank You and Recognition Notes

None.

C. Upcoming Meetings

The next regular Board meeting is Wednesday, December 16.

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 7:49pm.

Proposed: Joe Whitehead (Chair)

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 December 16, 2020.

VII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
November 2020

Student Enrollment for November 2020

Grade	Students	Waiting List
K	25	15
1	25	3
2	25	0
3	25	0
4	19	0
5	20	0
6	25	0
7	24	0
8	24	0
Total	212	18

A family with a 5th and 7th grader decided to homeschool due to distance learning challenges. We gained a new 7th grade student.

In addition, Kindergarten applications have been steadily arriving as we opened up to receive new applicants for the 21-22 school year.

Conferences

Our elementary teachers start conferences on Friday, November 20th. Due to COVID-19, all conferences will be virtual.

Observations

My classroom observations are on track and I am seeing excellent progress in student mastery of distance learning protocols. Teachers are reporting that they are filling in gaps in learning from the spring distance learning. We expect to continue to challenge students to raise their level during this time and are confident that when we return to the typical classroom setting, our students will be caught up academically.

Sherwood School District Communications

I have been in contact with Jim Rose who has released our ESSR and CDL grant money. We received a check for approximately 12k for PPE and distance learning needs.

I inquired about the PPE that was sent to the district and Jim said he will be sending 500 N95 masks to the school.

Marketing Video

This week, I received word that Zebra Media has pulled out of our project, due to his current projects becoming too time consuming. He will be recommending other media groups that might be able to help up get the video completed.

Washington County Grant

If you recall from October's Board meeting, I wrote a grant for SCS through a Washington County Grant and we got it! We received 100,000.00. In the grant, I requested funds to make up for lost income, help with distance learning supplies and curriculum. I propose that the grant pay for the following:

- Give teachers and staff a one-time payout of the 4% salary increase that they did not receive because of the uncertainty of the budget. We are stable and we need to recognize teachers and staff for their herculean efforts to deliver top tier distance learning.
- Handwashing stations for K-1 that we will either rent or purchase
- In classroom air purifiers for 17 spaces
- Video and marketing materials
- Social Studies curriculum purchase for Humanities
- 30-50 Chromebooks to replace broken Chromebooks
- Staff second monitors for distance learning

These funds need to be spent by December 31st.

OneFund

We have sent out another reminder about OneFund. We have received 38K so far. Last year at this time, we had collected 47K in OneFund contributions. Donations are coming in slowly due to COVID-19 struggles.

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 October- 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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- Received Washington County grant in partnership with the Oregon Community Foundation for the maximum of \$100,000.00
- SSD has released our ESSR and CDL grants totaling approximately 12K
- We have received 210 from the PPP Loan
- **Grants received are \$322,000.000!**
- OneFund has raised 38K out of 85K.

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>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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	New and innovative social media marketing will be designed and deployed I will have virtual zoom tours with potential families for 1:1 visits.		
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- Need to find new media company to create tour and promotional video. We are working on a narrative for the video this week and hope to go into production in December.

VIII. Addendum B – Social Studies Curriculum Options

Social Studies Curriculum Options

1. Discovery Education Techbook
 - a. Discovery Education Social Studies Techbook is a standards-aligned, core digital resource that brings historical events and social studies concepts to life. Through an inquiry-based learning process, Techbook strengthens literacy, critical thinking, and citizenship skills. Teachers have access to exclusive videos, multimedia activities, digital text, more than 3,000 primary sources, model lessons, and assessments. With Social Studies Techbook, students learn the content and skills needed to question the past, understand the present, and shape the future.
 - b. Why I like this one: The emphasis on Primary Sources and Inquiry Based Learning with Project Based Learning make this my top choice. It will never be out of date like a traditional textbook and students will not have to carry around heavy and expensive textbooks. The differentiation that can be done easily from the teacher dashboard will make it easier to meet the needs of individual students. The wide variety of hands-on activities that provided combined with their lesson building resources are going to make social studies more engaging. The resources will also make blending language arts and social studies into one Humanities class seamless. Added bonus - every teacher at SCS will have access to the Discovery Education Experience as a supplemental resource!
 - c. [Click here to access the login information for the trial Techbook.](#)
 - d. Cost:
2. McGraw Hill Social Studies Textbooks with Online Student Learning Center
 - a. Aligned to NCSS standards and the C3 Framework. Engages students with interactive resources and compelling stories. Provides rigorous, differentiated instruction for every learning style. Facilitates targeted learning to drive toward assessment success
 - b. What I like about this one: Classic textbook resource that is familiar to families. Online resources are available but are not the emphasis. Primary sources are used but in a more limited capacity.
 - c. [Click here to view their US History Curriculum](#)
 - d. [Click here to view their World History Curriculum](#)
 - e. Cost: \$8847 for the first year and a recurring charge of \$2835 each year after the first year.
3. Prentice Hall US History and World History Textbooks

- a. Aligned with national standards for social studies and for common core. They did not have a catchy description of their program but they did list what it includes: Student Resources: Textbook Companion Sites, Interactive Textbooks, Historical Documents – Find links to historical documents including the Magna Carta and The Declaration of Independence. DK Online World Desk Reference – In association with Dorling Kindersley, the World Desk Reference provides instant access to up-to-date country data and maps. Government updates, Department of Homeland Security. Teacher Resources: Editable Worksheet Center, ExamView Download Center, Textbook Companion Sites, eTeach – Offering expert advice from master teachers on successful instructional approaches. Online Map Bank–Instant access to downloadable outline maps to support history and geography. United We Stand, Infoplease® Resources-The #1 online reference source includes an Almanac, Atlas, Dictionary, and Encyclopedia, as well as Current Events updated daily.
- b. What I like about this one: Blend of the traditional book and online resources but those online resources are spread across a wide variety of sites and platforms as opposed to being in one spot. This is also the same curriculum that I have the teacher trial reference books for, so I am familiar with the format of the textbook but not the online resources.
- c. [Click here for US History Curriculum](#)
- d. [Click here for World History Curriculum](#)
- e. Cost: \$8358.00 to start with a recurring charge of \$1347.75 for the Student Journal (Reflection, Writing Activities, and Graphic Organizers) each year after the first year.