



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, December 16, 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, December 16, 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 6:31pm 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: Cheryl McLeod (Administrative Specialist)

Public Present: None.

B. Reading of Mission and Vision Statements:

Joe Whitehead (Chair) read Sherwood Charter School's mission statement.

Joe Whitehead (Chair) 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:	Approve October 21, 2020 regular board meeting minutes as presented.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Chair)
Discussion:	None.
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.

After losing a 5th grader and potentially adding a 6th grader, the enrollment will be 212 students. Karen Schrader (Facilities) noted that considering the enrollment had been at 205 in recent years, to be at 212 during a pandemic is quite phenomenal. Joy Raboli (Administrator) mentioned that she believes most of the families that left will return once schools return to in-class learning.

Ms. Raboli continues to observe the virtual classrooms and thinks teaching is going well. She has been giving feedback to the teachers as needed.

3 teachers are going on maternity leave sometime this year. Ms. Raboli is investing in transitions now by introducing substitutes early. We already have one teacher on maternity leave and a substitute from last year is filling in now.

Once Zebra Media backed out of the marketing video, Ms. Raboli was in a pinch to find a replacement. Fortunately, Cheryl McLeod (Administrative Specialist) has experience in editing

videos and is well versed in what questions people ask when investigating schools. Ms. McLeod has been hired under an “extra duty contract” to produce a video that we would give to prospective families. She is working with Rick Yurk (BAM Agency, Inc.) who developed the OneFund pamphlet on this endeavor. Virtual tours via Zoom will start in January.

The Washington Country grant is spent. The money was spent on the following:

- The 4% salary increase that was promised last year then revoked by the Board when Covid-19 hit.
- Air purifiers for the classrooms.
- Marketing video and other marketing resources.
- Social Studies curriculum for the Middle School.
- 100 Chromebooks plus Chromebook carts.
- Monitors for teachers to aid their home setups while working remotely.
- Laptops primarily intended for substitutes.
- Portable canopy for rain cover while Covid-19 testing.
- New lunchroom tables.

The portable sinks that were planned for Kindergarten and 1st Grade were determined to be unfeasible due to plumbing and electrical (yes electrical) limitations.

Goal: Improved Distance Learning

[See aforementioned observation of virtual classrooms.]

Goal: Navigate SCS finances proactively

Ms. Raboli is still pursuing a Student Investment Account (SIA) grant on her own. She had attempted to work with the Sherwood School District (SSD) but Jim Rose (SSD Chief Operations Officer) but was turned down. It’s worth \$47,000 so Ms. Raboli thinks it’s worth the effort.

Ms. Raboli is wrapping up the Paycheck Protection Program (PPP) loan with Tonya Mosher (Bookkeeper).

Goal: Innovate marketing and advertising

[See previous notes with Ms. McLeod taking over video editing duties.]

III. PAC / Finance / Fundraising

A. PAC Report

The PAC did not meet in December.

B. Treasurer's / Finance Committee Report

KC Reaney (Treasurer) conducted a Finance Committee meeting. The meeting discussed three main areas of focus:

Big-picture goals for the Board and the school

The first part of this is aggressively funding competitive salaries for the school staff. Switching to 401k long-term would save the school money but would not be good for staff who are already enrolled in Public Employees Retirement System (PERS). Next year, the school will have a 3% reduction in contributions into PERS. We could roll that extra money into payroll. The Finance Committee also talked about outsourcing the HR responsibilities that are currently handled by Angela Havlinek (Office Manager) and Tonya Mosher (Bookkeeper).

Joe Whitehead (Chair) had begun researching an improved facility before the pandemic. Mr. Whitehead and Joy Raboli (Administrator) will brief Mr. Reaney on their preliminary findings.

Immediate needs

Getting a Student Investment Account (SIA) grant is the immediate focus. (See II.A. Administrator's Report.)

Mr. Reaney and Ms. Mosher are researching with other school and Heritage Bank about moving savings to a higher interest rate account.

Fundraising

The PAC has been helping with fundraising but the Board Fundraising Liaison position is still empty. Ms. Raboli informed us that OneFund has raised \$45,000 of the \$85,000 target. Last year this time, OneFund had brought in \$52,000. We are not doing fieldtrips this year so the deficit is not as dire as it sounds.

Joe Whitehead (Chair) asked if the minutes needed to be approved by the Board. Frank Scholz (Secretary) said they should be approved by the Finance Committee and presented to the Board.

C. Fundraising Report

Mr. Whitehead pointed out that the Board does not have a Fundraising Liaison officer.

Mr. Reaney announced that the Board had recently received a \$103.03 check from Amazon for the Amazon Smile program. Over the lifetime of the program the school has received over \$1,200.

Ms. Raboli noted that considering the PPP loan and the Washington County grant, the school is not as bad off as other schools.

Karen Schrader (Facilities) remarked that last year the Board had thought of a 2020-2021 auction. Maybe we could change that to a post-pandemic celebration auction.

D. Staff Appreciation Gifts

Alison Craker (HR & Policy) reminded the Board that we gave \$50 Amazon gift cards to each staff member.

IV. Facilities / Operations

A. Facilities Update

Karen Schrader (Facilities) noted that since the facilities are not in use, she has nothing to report. Joe Whitehead (Chair) mentioned that he saw landscapers applying weed treatment to the grounds.

V. Governance

A. Policies Review

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

Motion:	Accept policy ACB-G1 (All Students Belong) with edits.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	Page 1, paragraph 1 – remove the bracketed paragraph Page 1, paragraph 3 – remove bracketed text (“based on perceived race...”) Page 1, paragraph 4 – remove bracketed text (“based on perceived race...”)
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

[This section intentionally left blank to keep ‘Motion: Accept policy ACB-AR-G1 (Bias Incident Complaint Procedure) with edits’ on one page.]

Motion:	Accept policy ACB-AR-G1 (Bias Incident Complaint Procedure) with edits
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	<p>Page 1, step 1 – use value “promptly”</p> <p>Page 1, step 1 – use value “program administrator”</p> <p>Page 1, step 2, paragraph 1 – use value “administrator”</p> <p>Page 1, step 2, paragraph 1 – remove bracketed text (“reduce the complaint to...”)</p> <p>Page 1, step 2, paragraph 1 – use value “administrator”</p> <p>Page 1, step 2, paragraph 2 – use value “administrator”</p> <p>Page 1, step 2, paragraph 3 – use value “administrator”</p> <p>Page 1, step 2, paragraph 3 – use value “make a decision”</p> <p>Page 1, step 2, paragraph 3 – remove bracketed text (“determine responsibility”)</p> <p>Page 1, step 2, paragraph 3 – use value “10”</p> <p>Page 2, step 3 – remove the bracketed step</p> <p>Page 2, step 4 – replace all instances of “Step [3][4]” with “Step 3”</p> <p>Page 2, step 4 – replace all instances of “Step [2][3]” with “Step 2”</p> <p>Page 2, step 4, paragraph 1 – use value “administrator”</p> <p>Page 2, step 4, paragraph 1 – use value “4”</p> <p>Page 2, step 4, paragraph 1 – use value “administrator”</p> <p>Page 2, step 4, paragraph 1 – use value “at the next regular or special Board meeting”</p> <p>Page 2, step 4, paragraph 1 – use value “10”</p> <p>Page 2, step 4, paragraph 2 – use value “Board”</p> <p>Page 3, paragraph 1 – use value “administrator”</p> <p>Page 3, paragraph 1 – use combination of values “Complaints against the administrator can be directed to the Board and begin at Step 3.”</p> <p>Page 3, paragraph 1 – remove bracketed text (“Complaints... will begin at Step 4.”)</p> <p>Page 3, paragraph 2 – use value “,”</p> <p>Page 3, paragraph 2 – remove bracketed text (“or”)</p> <p>Page 3, paragraph 2 – use value “or a student”</p> <p>Page 3, paragraph 5 – use bracketed paragraph as written</p>
Board Vote:	<p>Aye - Unanimous</p> <p>Nay - None</p> <p>Abstain - None</p>
Result:	Motion passed.

Motion: Accept policy GCBDAAG/GBDAA-AR (COVID-19 Related Leave) as written.

Proposed: Joe Whitehead (Chair)

Seconded: Karen Schrader (Facilities)

Discussion: None.

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

Result: Motion passed.

There was confusion about policy GCPC/GDPC (Retirement of Staff) helps. The policy is optional and the school does not have any staff retiring soon so review of this policy was tabled until a later date.

Motion: Accept policy JB (Equal Educational Opportunity) with edits.

Proposed: Joe Whitehead (Chair)

Seconded: Karen Schrader (Facilities)

Discussion: Page 1, paragraph 3 – use value “A student or parent may also access and use the...”
Page 1, paragraph 5 – keep bracketed paragraph
Page 1, paragraph 5 – use value “,”
Page 1, paragraph 5 – remove bracketed text (“and”)
Page 1, paragraph 5 – use value “handbooks”
Page 1, paragraph 5 – use value “and will be published to the school website and...”

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

Result: Motion passed.

Motion:	Accept policy JFCM (Threats of Violence) with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	Page 1, paragraph 4 – use bracketed paragraph as written Page 1 – remove footnote #1 Page 1, paragraph 5 – use value “public charter school” Page 2, paragraph 4 – use bracketed paragraph as written
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

B. Updated Deliverables and Calendar Planner

Karen Schrader (Facilities) reported the upcoming deliverables.

December

Ms. Schrader noted that the Finance Committee needs to establish a meeting schedule. Joe Whitehead (Chair) said Finance Committee meetings would be one week before Board meetings. Ms. Schrader asked Frank Scholz (Secretary) to record those dates in the minutes.

January

Ms. Schrader asked if there were any proposed changes to the contract with Sherwood Community Friends Church. Joy Raboli (Administrator) replied that there were no changes needed.

The school needs to let Jim Rose (SSD Chief Operations Officer) of our intent to operate for the upcoming school year by the end of January.

February

Checkpoint for the Administrator’s goals. Surveys go out to teachers, staff, and parents so the Board has data for the Administrator’s review in March. Mr. Whitehead asked what else he needed to do in preparation for the review. Ms. Schrader replied that she would contact him individually. Mr. Scholz noted that the Board has talked for a few years now about coalescing the teach and staff surveys into one survey. Ms. Raboli also mentioned that the Board should review the parent survey and adjust it for Comprehensive Distance Learning.

VI. Closing Items

A. Board Comments & Communications

Karen Schrader (Facilities) heard from staff and teachers that the employees were elated for the pay boost that they had been promised last year. It was a big help and an affirmation from Joy Raboli (Administrator) and the Board for all the work they do. Ms. Raboli said announcing that to the teachers was one of her most favorite days ever.

Alison Craker (HR & Policy) asked how the teach and staff morale was considering the pandemic. Ms. Raboli replied that they're tired and exhausted but doing good. It's tougher in Middle School because there are "a lot of icons" instead of actual faces. Ms. Schrader also mentioned the teachers miss each other. Ms. Raboli reiterated that the do miss each other and since they are discouraged from coming to the campus some haven't seen each other this school year.

B. Thank You and Recognition Notes

Joy Raboli (Administrator) told us the story of one staff meeting where she asked "What are the gifts of the pandemic?". Many of the teachers mentioned that parents had been sending thank you notes and the families in general seemed more appreciative of the staff.

C. Upcoming Meetings

The next regular Board meeting is Wednesday, January 20.

The next regular Finance Committee meeting is Wednesday, January 13.

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.

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

Wed, Dec 9, 2020	Wed, Feb 10, 2021	Wed, Apr 14, 2021	Wed, Jun 9, 2021
Wed, Jan 13, 2021	Wed, Mar 3, 2021*	Wed, May 12, 2021	

* Denotes a meeting that is **not** the 2nd Wednesday of the month.

D. Adjourn Meeting

Motion: Adjourn the meeting at 8:08pm.

Proposed: Joe Whitehead (Chair)

Seconded: Karen Schrader (Facilities)

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 January 20, 2021.

VII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
December 2020

Student Enrollment for December 2020

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

A 5th grader left to receive additional support services in a school district.

Observations

All staff continue to do an excellent job with Comprehensive Distance Learning. I have been very pleased with the quality of teaching in every classroom. I continue to observe and give feedback on lessons.

Maternity Leave

We have three teachers who will be leaving for maternity leave. I make it a point to invest in a smooth transition to our guest teachers for their 3 months leave by paying for subs to shadow the teacher for a week. In addition, the teachers leave a video of the classroom so they can find all of the supplies and materials.

Marketing Video

Cheryl will be taking over the video creation. She will be doing two videos for our marketing plan. One video is with pictures only and the second one has interviews. We will be doing a third video that is more polished when we can have in person interviews. She will be getting a stipend to do this extra assignment.

Virtual tours with a 1:1 zoom **with** me start in January.

Washington County Grant Completed

- 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.
- In classroom air purifiers for 16 spaces
- Video and marketing materials
- Social Studies curriculum purchase for Humanities
- 100 Chromebooks to replace broken Chromebooks
- Staff second monitors for distance learning
- Four teacher laptops
- Portable Quickshade for COVID-19 screening at portable entrance
- Chromebook Cart
- Lunch room tables

We decided that the portable sinks were not feasible. They are low flow and run out of water after 4 minutes. They require an electrician to install an outlet for the 20-amp plug. Lastly, the 6-gallon water tanks need to be dumped in the sink in the janitorial closet.

These funds will have been spent by the deadline.

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

Upgrade Distance Learning	We surveyed parents regarding the spring distance learning experience. We have analyzed the feedback and	We will survey parents again regarding this year's distance learning in mid fall. Teachers and	Teachers and staff will survey parents at the end of distance learning and compare this survey with the other two surveys. The
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have made changes to our plan for the 2020-21 school year.	staff will analyze data and adjust accordingly.	Board will be presented with the final results at the February Board meeting.
Teachers will have a comprehensive, two-week training to learn new methods and use innovative resources.	These results will be presented in <i>October</i> or November Board meeting	Final summary document will be provided to Board detailing observations from December-February
Improvements have been made in navigation, curriculum, communication, connection, and resources.	Summary document will be provided to Board detailing observations from <i>October- November</i>	
Weekly tracking of classroom observations will ensure teacher feedback and accountability		

- 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

Navigate SCS finances proactively so that SCS will thrive during the COVID-19 crisis	Pursue and manage emergency funding such as PPP Loan, grants and other sources utilizing our connection with Oregon Coalition of Community Charter Schools	Make budget adjustment in January for SSF "True Up," update budget categories to reflect alternative spending due to COVID-19 and manage emergency funding	February Board meeting financials showing SCS on budget and on track to finish the year without going into reserves or over budget.
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	<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>	
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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 210K from the PPP Loan
- **Grants received are \$322,000.000!**
- OneFund has raised 45K out of 85K. Last year at this time, we were at 52K which leaves us 7K short.
- **Pursuing SIA grant without the SSD. Have communicated with ODE to see if there is a work around to secure the 47K that is allocated for SCS. The SIA is said to be tripled in the next round.**

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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