



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, January 20, 2021 – 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, January 20, 2021. 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 6:30pm 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:** <sup>1</sup> Alexa, Andrew Persoon, Anna Desalvo, Anna Philepsen, Byers family, Carrie Plett, Christy Reaney, egodwin, Ekaterina Lomperis, Jessica Doyle, Jewel Berginc, JP, Justin Seamans, Kelley, Kryste Sturm, Lindsey Kenison, Matt Berginc, Melissa Horton, Roxie Anderson, Ryan, Sara Shearer, Stortcake2883, Stacy Tronnier, Tara Garcia, Tawni, Tracy Adams, [phone number #1 redacted]

### **B. Reading of Mission and Vision Statements:**

KC Reaney (Treasurer) read Sherwood Charter School's mission statement.

KC Reaney (Treasurer) read Sherwood Charter School's vision statement

---

<sup>1</sup> The names recorded as 'Public Present' are the Zoom login details provided by the attendees.

### **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. 2021-2022 Winter Lottery**

Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Specialist) conducted the kindergarten lottery. There were 30 applicants. 9 siblings of current students were admitted. 7 in-district children were admitted. 9 out-of-district children were admitted. 5 out-of-district children will be added to the kindergarten wait list.

**Motion:** Accept the results of the 2020-2021 Winter Kindergarten Lottery.

**Proposed:** Karen Schrader (Facilities)

**Seconded:** Frank Scholz (Secretary)

**Discussion:** None.

**Board Vote:** Aye - Unanimous

Nay - None

Abstain - None

**Result:** Motion passed.

### **F. Approval of Previous Minutes**

**Motion:** Accept December 16, 2020 regular board meeting minutes with corrections.

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Joe Whitehead (Chair)

**Discussion:** II.A. the bulleted list incorrectly specifies “Chromebook carts” instead of “carts”.

**Board Vote:** Aye - Unanimous

Nay - None

Abstain - None

**Result:** Motion passed.

## **G. Public Comments**

Joe Whitehead (Chair) wanted those in attendance to know that the Board would not be voting on returning to school tonight because the Sherwood School District (SSD) moved their meeting to tonight so the Board won't know their decision until tomorrow or later.

Mr. Whitehead read an email from Jacqueline Root (4<sup>th</sup> Grade). Ms. Root asked that the Board return the students to hybrid or full-time. After a successful 3<sup>rd</sup> Grade, her daughter is struggling in both academics and motivation.

Mr. Whitehead read an email from Kimberly Felton (grade unknown). Ms. Felton thought the "vaccination" question on the parent survey was confusing. She wanted to let the Board know her family didn't need the teachers to be vaccinated before returning to school but supported the teachers' decision to return with or without being vaccinated.

Jerrad Paul (1<sup>st</sup> Grade) noted that the second sentence from the school's Mission Statement was missing from the agenda and if intentional, that was a striking lack of integrity from the Board. His child now "hates" school and he feels the children's psychological needs are not being met by distance learning.

Tracy Adams (1<sup>st</sup> Grade) announced that the school is doing a great job but her child is struggling. But it is also important that we continue to protect the teachers.

Sara Shearer (6<sup>th</sup> Grade, high school) thanked the teachers and the Board but her children "feel like they're in a prison" without the Sherwood Charter School community.

## **II. Academic Excellence**

### **A. Administrator's Report**

*See Administrator's Report, attached as Addendum A.*

Joy Raboli (Administrator) wanted those present to know that she has two daughters in school so her family is also struggling and she feels many of the same feelings as those in attendance.

The school enrollment is at 211 students and we may be gaining two 5<sup>th</sup> graders. Those 5<sup>th</sup> graders will be trying out the school via distance learning.

All four of our pregnant teachers delivered their babies since the last time we met. The transition to guest teachers has been smooth and Ms. Raboli continues to observe their virtual classrooms.

Ms. Raboli and Cheryl McLeod (Administrative Specialist) finished the tour video and Ms. Raboli is currently working on a virtual tour slide presentation. She is still fielding calls about interest in the school so even though schooling has changed drastically within the last year, it's important to keep on top of this demand. Last February (2020, before the pandemic) the school saw 40 applications. This month the school had 15 applicants.

The school is awaiting guidance from SSD about returning students to the classrooms. Currently the transition team is reading through the 91 page "Ready Schools, Safe Learners" document published by the Oregon Department of Education (ODE).

Ms. Raboli noted that updates to her goals were denoted in blue (see Addendum A). The most progress was made in the 'finances' goal where Ms. Raboli met with the Finance Committee, finished the February financials without dipping into the reserves, and completed over \$300,000 in grants.

Ms. Raboli is preparing to start Zoom tours of the school.

## **B. Preparation for Administrator Review**

Joe Whitehead (Chair) that the review process starts with 3 surveys sent out to the school community – 1 to parents, 1 to teachers, and 1 to staff. These surveys will be returned by February 10, 2021. The Board must complete their review by February 19, and then will meet in executive session on February 22 or February 23. Mr. Whitehead agreed to email the dates to the Board members.

Review Activity	Due Date
Surveys returned	2/10
Board completes review	2/19
Executive session	2/22 or 2/23

Frank Scholz (Secretary) asked if it was possible to consolidate the teacher and staff surveys into one survey. Since there's a lot of overlap, it would be nice if that data could be collated together. Karen Schrader (Facilities) pointed out that there are some questions that are unique to each survey. Alison Craker (HR & Policy) thought there might be a way to filter the questions based on the role of the survey taker. She will investigate.

### **III. PAC / Finance / Fundraising**

#### **A. PAC Report**

Roxie Anderson (PAC Chair) reported on behalf of the PAC. Ms. Anderson announced that January is School Board Appreciation Month. The sticker art contest concluded in December. Additionally, Ms. Anderson listed upcoming PAC-sponsored events:

- January 20 Dinner night out, Mod Pizza
- February 25 Dinner night out, Red Robin
- March 8-12 Book fair
- March Read-a-thon
- Eastertime See's Candy
- TBD Bingo (Waiting on Board decision to determine when a safe environment is available. This may become a virtual event.)

#### **B. Treasurer's / Finance Committee Report**

KC Reaney (Treasurer) conducted another Finance Committee meeting. The Finance Committee met with a financial advisor from Heritage Bank to discuss a handful of topics. Among the topics discussed were how to meet our big picture goals (competitive salaries, our own facility, increasing funding) and ways to *ease* incoming funding plus how to accept stock donations.

Joy Raboli (Administrator) reported that the state is overpaying for weighted average daily membership (ADMw) and the school will need to true up \$75,000.

#### **C. Fundraising Report**

Mr. Whitehead pointed out to the relatively large crowd that the Board is still looking for a Fundraising Liaison officer.

### **IV. Facilities / Operations**

#### **A. Facilities Update**

Karen Schrader (Facilities) noted that since the facilities are not in use, she has nothing to report.

With students returning to in-person schooling on the horizon, there will be a litany of things to consider in the coming weeks.

## V. Governance

### A. Updated Deliverables and Calendar Planner

Karen Schrader (Facilities) reported the upcoming deliverables.

#### 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. The Board will need to start preparing for the Administrator's review.

#### March

- Perform the Administrator's review.
- The Treasurer and Finance Committee will publish the budget.
- Real property tax exemption if changes were made to the lease.
- Evaluate wear and tear on the facilities with Sherwood Community Friends Church.

### B. 2021-2022 Calendar Review

Our school waits until SSD releases their calendar so we can synchronize our breaks but SSD hasn't published their calendar yet.

### C. Discussion on Timeline for Returning to In-Person Instruction

*See Parent Survey Results, attached as Addendum B.*

*See Risk Level Metrics: Schools and Counties (subset), attached as Addendum C.*

The Board began the review of the parent survey results. Joy Raboli (Administrator) reminded the Board that the risk level metrics are based on the people coming into the school, not just where the school is located. Joe Whitehead (Chair) reiterated that meant the Board needed to review the teacher survey results, the parent survey results, and the metrics for Clackamas, Washington and Yamhill counties.

Before discussion began, Mr. Whitehead asked Board members if they had something they'd like to state first. Karen Schrader (Facilities) stated she supported the teachers being vaccinated before open the school but she was also strongly in favor of being in line with SSD. Mr. Whitehead believed the Board should follow the teachers' lead whether they were willing to be vaccinated or go without. KC Reaney (Treasurer) felt that learning is suffering and thus we should follow the lead of the school district. Lindsay Churella (Vice-Chair) thought kids are good

with COVID-19 safety procedures at this point, therefore she was in favor of bringing the kids back to school as soon as possible. Alison Craker (HR & Policy) expressed that we need to follow SSD because the kids are having a hard time as is. Frank Scholz (Secretary) thought it was reckless to bring kids back when new cases and deaths within the country were at their worst. Mr. Whitehead noted that in a debate about bringing kids once teachers are vaccinated versus when the district returns to school, this sounded like a tie. Mr. Whitehead asked what happens in case of a tie. Nobody knew.

**N.B.** Mr. Whitehead confirmed with OSBA that in a tie vote, whatever was proposed does not pass.

Ms. Schrader noted that Ms. Raboli is assembling a transition team. Part of their job will be to address the ability to implement mitigation efforts. Until those are implemented we can't return students to the classroom. Ms. Raboli also pointed out the school will need to hire our own nurse because SSD won't share the nursing resources they have. We will receive grant money for testing and we're already gathering supplies. We're also waiting on vaccinations. The January 23<sup>rd</sup> date announced by the state was pushed back due to supply issues. Mr. Scholz also noted that a vaccination consists of a first shot, followed by a second shot 21 days later and then a 7-14 day period while the patient builds up their immune system.

Mr. Scholz asked when the Board would do a special session. Mr. Whitehead replied that it would be based on SSD announcements and when we have more information about teacher vaccinations. Mr. Scholz asked if we wanted to wait until the teachers are vaccinated considering the date is unset at this point and even then may be quite a bit in the future. Plus, only 27% of parents want to wait for the teachers to be vaccinated. Mr. Whitehead retorted that 57% of the parent did reply that they do NOT want to come back right away.

Ms. Craker was listening to the SSD Board meeting that was occurring at the same time as the Sherwood Charter School Board meeting and informed the Board that the district's plan was to bring teachers back on February 15 for in-person instruction, starting with kindergarten through 3<sup>rd</sup> grade. Half the students would come in on Tuesday, the other half on Wednesday, and all the kids would be in-person Thursday through Friday. 4<sup>th</sup> and 5<sup>th</sup> grades would start March 1<sup>st</sup> on a similar schedule. 6<sup>th</sup> through 12<sup>th</sup> grades would continue Comprehensive Distance Learning (CDL). The schools would only operate in the mornings from 7:45 to 12:15/12:45.

Mr. Scholz noted that if we brought back elementary first, that absence of middle school would provide more room to meet physical distancing rules. Ms. Raboli reminded the Board that K-8

schools are considered elementary schools. Mr. Whitehead wondered why SSD would bring back the students in the odd staggering pattern. Ms. Raboli speculated it was to iron out testing protocols. Ms. Craker pointed out the advantage of half-days is the students don't need to eat lunch at the school.

Mr. Whitehead asked Ms. Raboli if the plan was to stagger arrivals, departures, start dates, daily schedules. Ms. Raboli replied "all options are on the table" but the tentative plan was to have student on-site in the afternoon. The problem is our specialist (PE, Art, Music) are shared across all nine grades.

Mr. Whitehead considered if our school is waiting for teachers to be vaccinated, is there some way we can pressure them to get the vaccine as soon as possible. Ms. Raboli said that wasn't necessary because the teachers want to be vaccinated. However, we are waiting on our insurance provider to schedule the shots. Mr. Scholz asked why we were waiting on insurance if the shots are provided by the county and funded by the federal government. Ms. Raboli answered that insurance was proving scheduling. Mr. Whitehead asked if it would be possible for teachers to start mid-vaccination.

Ms. Raboli wanted to thank the Board for considering the needs of the teachers. Mr. Whitehead asked the Board if we should vote now. Ms. Schrader thought we should table any vote until we have everything we need from the transition team and the SSD. Mr. Whitehead said he speculates we would have a special session on Wednesday, January 27.

## **VI. Closing Items**

### **A. Board Comments & Communications**

None.

Comments about reopening plans were read as part of I.G. Public Comments.

### **B. Thank You and Recognition Notes**

Karen Schrader (Facilities) wanted to thank the PAC for recognizing the Board during Board Appreciation Month.

### **C. Upcoming Meetings**

The next regular Finance Committee meeting is Wednesday, February 10.

The next regular Board meeting is Wednesday, February 17.

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 2<sup>nd</sup> Wednesday of the month.

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 3<sup>rd</sup> Wednesday of the month.

### **D. Adjourn Meeting**

**Motion:**      Adjourn the meeting at 7:42pm.

**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 February 17, 2021.

## VII. Addendum A – Administrator’s Report



**Joy Raboli**  
**Administrator’s Report**  
**January 2021**

### **Student Enrollment for January 2021**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	15
1	25	3
2	25	0
3	25	0
4	19	0
5	19	0
6	26	0
7	23	0
8	24	0
<b>Total</b>	<b>211</b>	<b>18</b>

We have two students who may join us in 5<sup>th</sup> grade bringing our total to 213. They will virtually shadow our 5<sup>th</sup> grade classroom.

### **Supply Pick Up and Observations**

SCS had a supply pick up last week. Each teacher is well-planned and organized to ensure quality instruction with classroom materials. I continue to be impressed with the level of teaching that I observe each day.

### **Maternity Leave**

All four out of four pregnant staff members have had their babies! We have had a very smooth transition from teacher to substitute guest teacher. I continue to monitor each classroom with guest teachers and have been very pleased with their ability to step in to create continuity for students.

### **Tours and Marketing Video**

Cheryl has completed our marketing video and we are setting a date in early February for our first tour of 2021. I will be presenting a PowerPoint and showing the marketing video during the virtual tour. In addition, I will invite a parent and teacher to join the virtual tour to give their unique perspectives. We continue to have interest in our school despite lack of tours this year. In February 2020, we had 40 applicants. Right now, a month early, we have about 15.

### **Transition to Hybrid**

SCS is preparing to meet the moment as we await guidance from ODE regarding newly updated matrix numbers and other changes regarding in-person instruction. We have assembled a transition team to take on requirements for in person hybrid instruction. The team will meet shortly after the new guidance is announced and will be ready to communicate our plan to parents after the Board decides how to proceed.

### **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**

<b>Upgrade Distance Learning</b>	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.  Teachers will have a comprehensive, two- week training to learn new methods and use innovative resources.  Improvements have been made in navigation, curriculum, communication, connection, and resources.  Weekly tracking of classroom observations will ensure teacher feedback and accountability	We will survey parents again regarding this year's distance learning in mid fall. Teachers and staff will analyze data and adjust accordingly.  These results will be presented in <i>October</i> or November Board meeting  Summary document will be provided to Board detailing observations from <i>October</i> - November	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.  Final summary document will be provided to Board detailing observations from December-February
----------------------------------	---	---	--

- 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**

<b>Navigate SCS finances proactively so that SCS will thrive during the COVID-19 crisis</b>	<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>
---	--	---	--

- 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 \$322,000.00!**
- 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.

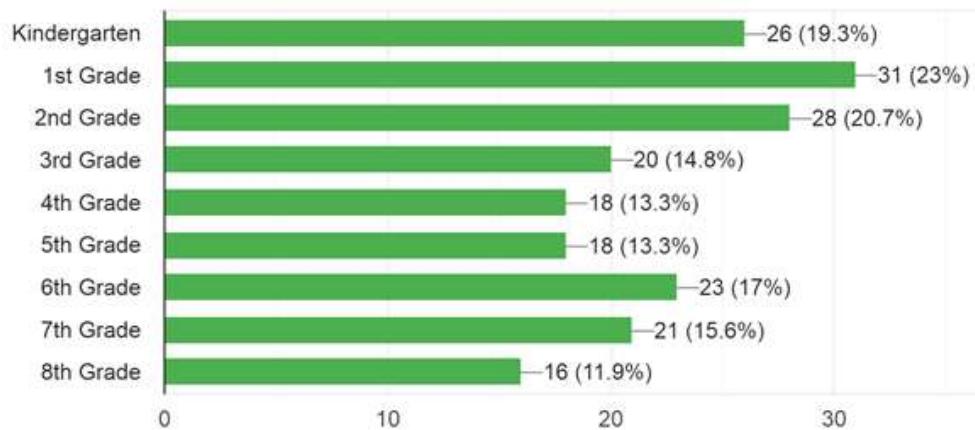
**Goal 3 How Goal Will Be Check Point 1 Check Point 2 Accomplished**

<b>Innovate marketing and advertising for SCS during this special</b>	<p>Create alternative tour by working with advertising company to produce a</p>	<p>November Board meeting report regarding tour</p>	<p>February Board meeting report regarding tour</p>
---	---	---	---

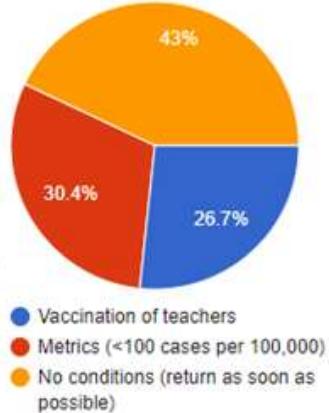
<b>circumstance where traditional tours are not permitted</b>	<p>virtual tour video. This video will be sent to potential SCS families and will also be posted on our website.</p> <p>New and innovative social media marketing will be designed and deployed</p> <p>I will have virtual zoom tours with potential families for 1:1 visits.</p>	<p>numbers and enrollment increases</p>	<p>numbers and enrollment increases</p> <p>Budget due in March</p>
---	---	---	--

## VIII. Addendum B – Parent Survey Results

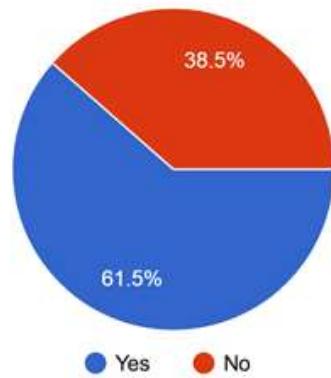
Grades of your children at SCS:



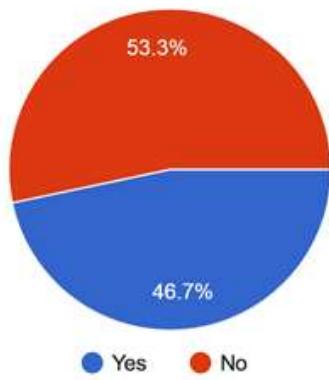
Which of the following conditions is your highest priority for you to support returning to in-person instruction?



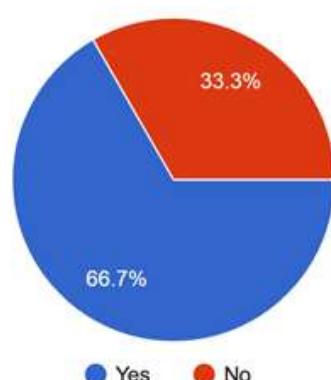
Do you support waiting for all teachers to be fully vaccinated for COVID-19 before returning to in-person instruction?



Do you support continuing to use the current metrics for returning to in-person instruction (phased in approach when county case rates are <100 per 100,000)?



Do you support returning to in-person instruction as soon as the district decides to bring students back into classrooms (as soon as possible)?



**IX. Addendum C – Risk Level Metrics: Schools and Counties (subset)**

# Risk Level Metrics: Schools and Counties

Oregon public health officials have developed evidence-based metrics to determine and track county risk levels. This data guides school reopening and county risk level assignment in Oregon.

More details on the use of public health metrics in school reopening can be found at  
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Following%20the%20Metrics%20Visual.pdf>

More information on county risk level assignment can be found at  
<https://coronavirus.oregon.gov/Pages/living-with-covid-19.aspx#currentrisklevelbycountymap>



Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhs.oregon.gov](mailto:COVID19.LanguageAccess@dhs.oregon.gov)

## Weekly Monitoring Periods From Dec. 13 – Jan. 9

This table is based on data pulled at 12:01 AM on January 11, 2021. For case counts and case rates, cases are assigned to a week based on their true case date, which is the date when public health first identified them as a confirmed or presumptive COVID-19 case. For percent positivity in testing, lab results are assigned to a week based on the date their test result was reported to Public Health. All data are provisional and subject to change.

County	County Size	Time Period	Case Count	Cases per 100,000	Test Positivity
Oregon, statewide		12/13/2020 - 12/26/2020	15,922	375.8	6.5%
		12/20/2020 - 01/02/2021	14,880	351.2	7.1%
		12/27/2020 - 01/09/2021	16,050	378.9	7.5%
Baker	Medium‡	12/13/2020 - 12/26/2020	68	404.3	7.9%
		12/20/2020 - 01/02/2021	89	529.2	10.9%
		12/27/2020 - 01/09/2021	87	517.3	12.0%
Benton	Large†	12/13/2020 - 12/26/2020	225	238.5	3.9%
		12/20/2020 - 01/02/2021	178	188.6	3.9%
		12/27/2020 - 01/09/2021	265	280.8	3.5%
Clackamas	Large†	12/13/2020 - 12/26/2020	1,460	344.8	6.0%
		12/20/2020 - 01/02/2021	1,336	315.5	6.2%
		12/27/2020 - 01/09/2021	1,476	348.6	7.4%
Clatsop	Large†	12/13/2020 - 12/26/2020	72	183.1	3.5%
		12/20/2020 - 01/02/2021	66	223.7	3.1%
		12/27/2020 - 01/02/2021	169	620.5	4.5%
Columbia		12/27/2020 - 01/09/2021	143	525.0	3.6%
		12/27/2020 - 01/09/2021	133	488.3	3.3%
		12/27/2020 - 01/09/2021	133	488.3	3.3%
Washington	Large†	12/13/2020 - 12/26/2020	2,122	345.9	7.6%
		12/20/2020 - 01/02/2021	1,999	325.9	7.2%
		12/27/2020 - 01/09/2021	2,085	339.9	7.3%
Wheeler	Small*	12/13/2020 - 12/26/2020	5	347.7	22.2%
		12/20/2020 - 01/02/2021	5	347.7	21.4%
		12/27/2020 - 01/09/2021	1	69.5	7.7%
Yamhill	Large†	12/13/2020 - 12/26/2020	396	366.5	5.6%
		12/20/2020 - 01/02/2021	355	328.5	6.1%
		12/27/2020 - 01/09/2021	436	403.5	6.6%

\*Small counties are those with less than 15,000 residents. School reopening decisions in these counties are based on case counts.

‡Medium counties are those with greater than 15,000 but less than 30,000 residents. School reopening decisions in these counties are based on case counts and test positivity.

†Large counties are those with 30,000 or more residents. School reopening decisions in these counties are based on cases per 100,000 and test positivity.