



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, March 11, 2020 – 6:30 pm**

**Art Room at Sherwood Charter School**

**FINAL MEETING MINUTES \***

## **I. Opening Items**

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, March 11, 2020, in the Art Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

### **A. Call the Meeting to Order**

The meeting was called to order at 6:31pm by Chair, Karen Schrader.

**Members Present:** Karen Schrader (Chair), Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

**Members Absent:** None

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

**Public Present:** Jenifer Crosby (PAC Chair)

The Pledge of Allegiance was lead by Karen Schrader (Chair) and recited by all present.

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

Alison Craker (HR & Policy) read Sherwood Charter School's Mission & Vision statements.

### **C. H.E.A.R.T. Skills and Meeting Expectations**

Frank Scholz (Secretary) read the H.E.A.R.T. Skills and delivered the meeting expectations.

### **D. Agenda Additions & Changes**

None.

**E. Class Presentation**

Ashley Murray (4th Grade) and several students from the 4th Grade demonstrated the telegraph system they had created using electromagnets (and batteries and wire). The project showed what they had learned across three lessons – energy, magnetism, electromagnetism.

**F. 2020-2021 Spring Lottery**

Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Assistant) conducted the spring lottery.

<b>Motion:</b>	Accept results of the 2020-2021 Spring Lottery.
<b>Proposed:</b>	Frank Scholz (Secretary)
<b>Seconded:</b>	Alison Craker (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

**NOTE**

Due to a Board illness, topics (5B) Policy Update – Emergency Plans, and (3C) 2020-2021 Budget Discussion and Vote Correction were moved forward in the meeting.

**V. Facilities / Operations**

**B. Policy Update – Emergency Plans**

We received an updated EBC G1 Policy. Joy Raboli (Administrator) noted that all the things in this policy are already in place at the school. Karen Schrader (Chair) pointed out that item #11 in the policy’s numbered list (“Facility utilization by other agencies procedures;”) is relevant because our school operates in a dual-use facility.

Ms. Raboli contacted Sherwood Community Friends Church (the Church) about their deep-clean procedures. They basically wipe down all surfaces and nothing more. The school is currently spending \$700 a month to deep clean every day, Monday through Thursday. Ms. Raboli is going to look into an additional cleaning of the church building Sunday night or Monday morning. We also talked about Joe Whitehead (Vice-Chair) meeting with the Church and asking

them to deep clean after use of the facility. Another option is to deep clean the facility before school instead of after school.

<b>Motion:</b>	Accept policy EBC G1 with updates.
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Perry Francis (Treasurer)
<b>Discussion:</b>	Accept paragraph four (beginning with “In the case of long-term disruption...”) and the successive 12-item numbered list.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

### III. Facilities / Operations

#### C. Budget Discussion and Vote Correction

Karen Schrader (Chair) realized that she needs to recuse herself from staff salary votes due to a conflict of interests. She did not do so during the February 19, 2020 vote, therefore we must vote again.

<b>Motion:</b>	Accept 2020-2021 budget as presented at the February 19, 2020 meeting.
<b>Proposed:</b>	Joe Whitehead (Vice-Chair)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye - Joe Whitehead (Vice-Chair), Perry Francis (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Lori McKinley (Fundraising) Nay - None Abstain - Karen Schrader (Chair)
<b>Result:</b>	Motion passed.

## I. Opening Items (Continued)

### G. Approval of Previous Minutes

**Motion:** Accept February 19, 2019 meeting minutes with corrections.

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Perry Francis (Treasurer)

**Discussion:** On page 6, Perry Francis should have the role of “Treasurer” not “Treasure”.  
Joe Whitehead (Vice-Chair) left early due to illness and did not vote.

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

**Result:** Motion passed.

**Motion:** Accept March 4, 2019 executive meeting minutes as presented.

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Lori McKinley (Fundraising)

**Discussion:** Joe Whitehead (Vice-Chair) left early due to illness and did not vote.

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

**Result:** Motion passed.

### H. Public Comment

None.

## II. Academic Excellence

### A. Administrator’s Report

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

The school enrollment is 220 students. This number represents 4 students who left and 2 who joined the school.

The 83 lottery applicants represent the school's largest recorded spring lottery. Lottery records date back to 2009.

Joy Raboli (Administrator) contacted the Sherwood School District (SSD) about joining the district's application for the Student Success Act. SSD had already done 75% of the work they had intended and were thus not interested in adding our school. Karen Schrader (Chair) and Ms. Raboli will contact Kate Pattenson, the charter school liaison from the Oregon Department of Education to see if other possibilities exist for SCS to file a Student Success Act application.

The Safety Committee conducted a lock down drill. The Sherwood Police Department was on hand and has some minor recommendations. The school conducted a fire drill recently and the entire school was successfully evacuated in 97 seconds. Joe Whitehead (Vice-Chair) has been blocking the parking lot in the afternoons to prevent cars that are lining up too early and risking the safety of PE classes. The next Safety Committee meeting is March 18.

Formal observations have begun and 2020-2021 contracts will follow shortly. Katie Boedigheimer (Math) has announced she will not be returning from maternity leave so a new middle school math teacher is needed. Additionally, with Shannon Peterka's (Science) move to a new position within the school, a middle school science teacher will also be needed. No other teachers have announced an intent to leave at this point. Due to COVID-19 training, Full Option Science System (FOSS) and The Great Body Shop curricula were not covered in full detail this month.

## **B. COVID-19 Preparations**

The school has been very proactive, announcing measures before the state. The school is currently going through a nightly deep-cleaning, the entire school had an assembly about proper hand washing, and last Friday (March 6) Ms. Raboli worked with the teachers on online teaching. The online classes strive to make the virtual classroom as realistic as the standard classroom. Ms. Raboli and Ms. Schrader are working on a survey to parents to help assess technological needs. Ms. Raboli is actively seeking better cloud-based platforms. SSD is also working on cloud platforms but only for the high school. We have 6 snow days and we'll burn through them quickly if we can't get up to speed on online teaching. We may need an emergency Board meeting to approve additional funding.

## **C. Administrator Contract**

The Board has finished review of staff, teacher, and parent input and plans to extend a contract to Ms. Raboli for the 2020-2021 school year.

<b>Motion:</b>	Extend Joy Raboli's (Administrator) contract for the 2020-2021 school year.
<b>Proposed:</b>	Lori McKinley (Fundraising)
<b>Seconded:</b>	Frank Scholz (Secretary)
<b>Discussion:</b>	Joe Whitehead (Vice-Chair) left early due to illness and did not vote.
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

### III. PAC/Finance/Fundraising

#### A. Parent Advisory Committee (PAC) Report

Jen Crosby (PAC Chair) reported on behalf of the PAC.

The PAC just finished their read-a-thon. The fundraiser brought in \$2,869 with kindergarten bringing in the most. The read-a-thon brought in around \$200 less than last year.

Tomorrow is Math Night, host by Mathnasium (in the school gym). The PAC is considering canceling because the PAC isn't receiving as much feedback as previous years but Mathnasium really wants to go through with the event. Declining excitement could be due to COVID-19 concerns. Speaking of those concerns, Mathnasium is changing some of the games to reduce re-contact, and food will be pre-packaged. Ms. Crosby said the Board for their opinion. Alison Craker (HR & Policy) and Joy Raboli (Administrator) both noted that the Governor of Oregon has scheduled a press conference for tonight and it is suspected she will announce measures to reduce group gatherings. In light of that, it seems best to postpone the event.

Other fundraisers on the schedule include Movie Night, See's Candy, and Dining Out. Movie Night, scheduled for April 16, will also probably be canceled due to physical distancing measures. The See's Candy fundraiser is still going. The PAC considers this a "just for fun" fundraiser because it requires minimal effort and the PAC hasn't been pushing it. Any money is nice. The Dining Out event for March is Spaghetti Factory on March 19. April's will be Menchie's on April 16.

The PAC is looking into an electronic reader board for messaging during carline. They asked a contractor to come out and assess their needs. He recommended a reader board from

Amazon.com. The Church is requesting a temporary placement so for now it will hang from the eaves over the church entry.

The PAC is gauging interest for an Oregon Battle of the Books book club. Ms. Raboli pointed out that last year SSD picked a controversial book so be aware that may occur again.

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

Perry Francis (Treasurer) reported that the financials are published. He will add a line item for cleaning to record the expenditures for the deep-cleaning.

We received only a partial weighted average daily membership (ADMw) adjustment. Mr. Francis has contacted Cindy Turner from SSD for more information. Ms. Raboli spoke with Adam Krein from the State of Oregon and next year's state school fund (SSF) will be about \$40,000 above expectations, giving us a \$40,000 surplus for next year's budget.

Mr. Francis sent the budget to Jim Rose (SSD) who responded he received it.

The pre-audit is coming up. This mostly involves Tonya Mosher (bookkeeper) but not us much.

Mr. Francis needed to change the chief officer on the Columbia Bank credit card before he could cancel it. But we need to wait 30 days after changing account information.

### **C. 2020-2021 Budget Discussion and Vote Correction**

*Due to a Board illness, topic (3C) 2020-2021 Budget Discussion and Vote Correction was moved forward in the meeting. (See pages 2-3.)*

### **D. Fundraising Report**

Lori McKinley (Fundraising) spoke with Patrick Shorts about a comedy sports event.

Karen Schrader (Chair) asked if the Fundraising Committee has met recently. They have not. Ms. Schrader asked if the Fundraising Committee had set a fundraising goal. Alison Craker (HR & Policy) asked if Fundraising Committee sets the goal or if the Board sets the goal. Mr. Francis pointed out there is a fundraising goal in the budget. Ms. Raboli added the goal is \$80,000 including OneFund. Mr. Francis followed that that means the Fundraising Committee needs to come up with \$25,000 to meet that goal. Ms. Raboli commented we should contact other charter schools around us and determine how much they raise and how they get there.

## IV. Facilities/Operations

### **A. Facilities Update**

Joy Raboli (Administrator) talked to the Church about how they clean the facility after their events. Joe Whitehead (Vice-Chair) will follow up with the Church.

## V. Governance

### **A. Updated Deliverables & Calendar Planning**

Karen Schrader (Chair) thought there was some tax form that is delivered this time of year. Perry Francis (Treasurer) reported he had seen no such form.

### **B. Policy Update – Emergency Plans**

*Due to a Board illness, topic (5B) Policy Update – Emergency Plans was moved forward in the meeting. (See pages 2-3.)*

## VI. Closing Items

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

None.

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

The Board sent thank you letters to the middle school staff for their presentation at the February 19 Board meeting.

### **C. Upcoming Meetings**

The Board has a work session Wednesday, April 1 at 6:30pm to discuss family communication. The next regular Board meeting is Wednesday, April 15 at 6:30pm in the Art Room.

Karen Schrader (Chair) plans to talk with each Board member to see if they intend to continue.

Frank Scholz (Secretary) asked since he entered his position in the middle of a term, does his 1.5 terms of service count as 1 term, 2 terms, or just 1.5 term? Alison Craker (HR & Policy) quickly consulted with a previous Chair of the Board who informed her that it's just 1.5 terms.

Following are the scheduled regular Board meetings for the 2019-2020 school year:

Wed. Apr. 15, 2020

Wed. May 20, 2020

Wed. Jun. 17, 2020

#### **D. Adjourn Meeting**

**Motion:** Adjourn the meeting at 8:05pm.

**Proposed:** Alison Craker (HR & Policy)

**Seconded:** Lori McKinley (Fundraising)

**Discussion:** Joe Whitehead (Vice-Chair) left early due to illness and did not vote.

**Board Vote:** Aye - Unanimous

Nay - None

Abstain - None

**Result:** Motion passed.

#### **VII. Minutes Submission**

- \* Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on June 17, 2020.

## VIII. Addendum A – Administrator’s Report



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

### **Student Enrollment for March 2020**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	14
1	25	4
2	25	0
3	23	0
4	25	2
5	25	2
6	26	3
7	26	4
8	20	0
<b>Total</b>	<b>220</b>	<b>29</b>

- Wait list numbers went down due to people choosing not to remain on the wait list for next year.
- Lost 4 students: 2 students in 3rd, 1 student in 4th and 1 in 8th.
- Filled 2 spots: one in 2nd and one in 4th grade.

### **Spring Lottery Applications-Largest** *spring Lottery since 2009.*

<b>Grade</b>	<b>Applications</b>
KG	13
1	12
2	10
3	9
4	5
5	7
6	13
7	8
8	6
<b>Total</b>	<b>83</b>

### **Student Success Act**

I met with Jim Rose last month to discuss SCS's participation in the Student Success Act. If you recall, we did not think we could qualify since our name was not on the list of charter schools who were eligible on the Department of Education website. When we found out that we could be included with the Sherwood School District, I immediately reached out to the district to set up a meeting. At the meeting with Jim Rose, SSD expressed that they were not interested in adding SCS at this time because they said they were on a timeline having already completed the work without including SCS. They felt they did not have an adequate timeline to include us in this round. They said they would revisit the decision next year in September/October.

### **COVID-19**

We have been very proactive and ahead of the curve during the COVID-19 situation. Karen and I met about the virus early on and worked with Joe over the weekend about messaging to families. In addition, we:

- Have been communicating to families as details emerge and change
- Have been monitoring several reliable resources to get current and accurate information
- Immediately transitioned to a heightened deep clean and disinfectant cleaning with our custodial team
- We have educated our students about precautions and role played what to do to stay healthy
- Had a nurse at our morning gathering to discuss proper hand cleaning
- Trained teachers about virus
- Spent our in-service on the COVID-19, including how we might hold remote learning while keeping the school day as typical as possible
- Are actively seeking better cloud-based platforms for distance learning if it is necessary
- Have a plan for using snow days first so that teachers can get ahead of cloud-based lessons if school closures for social distance is necessary

### **Safety**

We have moved the afternoon barricade for early arrivals down to the street area to keep carline from lining up too early. Thank you to Joe Whitehead for placing the barricade in our new spot each day. We will be having Lydia, our office aide, continue with the barricade now that we are confident that it is effective.

We had our second lock down drill with two police officers on March 4<sup>th</sup>. Overall, we were very pleased with our school's response to the drill. The officers only had a few changes that were suggested such as:

- Having PE backpacks stored inside so it does not appear from the outside, that students are in the gym

- Changing the location of the gathering place from the lower grass area to up near the portable grass area because it is less visible from the street.
- Including ear plugs in our grab and go kit so students do not have to experience the loud, shrill sound of the alarm for a prolonged period of time in a real situation.

Our next Safety Committee Meeting will be Wednesday, March 18<sup>th</sup> where we will debrief the drill and discuss other safety matters.

**Staff**

I have begun our formal observations and contracts for the 2020-21 school year. In addition, we are starting the hiring process for middle school math and science. We have some very good leads on excellent teachers for these positions.

**Update For Goals for Joy Raboli**  
**2019-20**

**Update:**

We are ahead of schedule in our spring survey. Staff are overall happy with FOSS and The Great Body Shop and feel like it was a good investment for the school.

1. Under my direction and facilitation, our elementary team will successfully execute FOSS curriculum through training, classroom observations and assessments.
2. Under my leadership, our staff and teachers will transform our method of reacting to student behaviors by moving away from punitive methods to restorative practices. This will be accomplished through replacing FYI forms with restorative practice methods. In addition, we will have monthly book studies on practical and theoretical methods and team analysis of behavior incidents to use data to inform strategies.
3. Under my direction and facilitation, our school will successfully execute the curriculum through training, classroom observations and assessments.

<b>Goal</b>	<b>Status Update in Administrative Report</b>	<b>Check Point 1</b>	<b>Check Point 2</b>	<b>Proposed Completion Date</b>
<b>Launch FOSS Training</b>	Monthly report of teacher observations using FOSS	Second FOSS Training	Spring staff Meeting	End of Year Staff Survey
<b><u>Monthly Data Reporting</u></b>	October 2019-	Fall staff meeting assessment of FOSS	Assessment of FOSS 3-6-20	Data Review 5-1-20

August 21 and 22, 2019	May 2020	11-1-19		
<b>Launch Great Body Shop</b> <u>Monthly Data Reporting</u> Training October 2019	Monthly report of teacher observations using monthly issues and curriculum resources  October 2019- May 2020	Second training and discussion regarding compliance of Oregon State Standards and Erin's Law  1-10-19	Spring staff meeting with assessment of Great Body Shop  3-6-20	End of Year Staff Survey  Data Review  5-1-20
<b>Support Student Management</b>  Staff Training August 28, 2019  Book #1 August-October Book #2 November-April	Monthly report of teacher observations regarding Restorative Justice implementation and FYI data comparisons from past years to RP data	Book Study #1/Data Analysis 10-1-19	Book Study #2 and Data Analysis 1-10-20  2 Chapters will be discussed at this meeting	End of Year Assessment 4-3-20  Compare both books-theory and practice  Compare FYI's to restorative methods

Blue indicated completion