



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, February 17, 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, February 17, 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 6:31pm by Chair, Joe Whitehead.

Members Present: Joe Whitehead (Chair), Lindsay Churella (Vice-Chair), KC Reaney (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy), Joy Raboli (Administrator, ex-officio)

Members Absent: Karen Schrader (Facilities)

SCS Staff Present: Cheryl McLeod (Administrative Specialist)

Public Present:¹ Christy Reaney, Doug Scott, Kryste Sturm, Tara Garcia, admin

B. Reading of Mission and Vision Statements:

Frank Scholz (Secretary) read Sherwood Charter School's mission statement.

Frank Scholz (Secretary) read Sherwood Charter School's vision statement

C. H.E.A.R.T. Skills and Meeting Expectations:

Alison Craker (HR & Policy) read the H.E.A.R.T. Skills.

Alison Craker (HR & Policy) delivered the meeting expectations

D. Agenda Additions and Changes:

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

Motion: Add agenda addition II.C. to pick the day and time to collaborate on the administrator's review.

Proposed: Joe Whitehead (Chair)

Seconded: Frank Scholz (Secretary)

Discussion: None.

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

Result: Motion passed.

E. None

Topic I.E. was missing from the meeting agenda.

F. Approval of Previous Minutes

Motion: Accept January 12, 2021 special board meeting minutes as written.

Proposed: Frank Scholz (Secretary)

Seconded: Joe Whitehead (Chair)

Discussion: None.

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

Result: Motion passed.

Motion: Accept January 20, 2021 regular board meeting minutes as written.

Proposed: Frank Scholz (Secretary)

Seconded: Alison Craker (HR & Policy)

Discussion: None.

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

Result: Motion passed.

Motion: Accept January 27, 2021 special board meeting minutes as written.

Proposed: Frank Scholz (Secretary)

Seconded: Joe Whitehead (Chair)

Discussion: None.

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

Result: Motion passed.

The February 11 special board meeting minutes were not properly synchronized in Dropbox so the review and vote of these minutes was tabled.

G. Public Comments

Mr. Whitehead read an email from Doug and Theresa Scott (2nd Grade). The Scotts wished to thank the Board for their earnest effort to return students back into the facility. However, the Board needs to plan for full-time in-person instruction. The Scotts asked when 2 half-time in-person sessions would become 2 full-time in-person sessions? What about 4 full-time in-person sessions? They also wanted to emphasis that the school release a plan for the 2021-2022 school year, as that will be important when choosing a school for next year.

II. Academic Excellence

A. Administrator's Report

See Administrator's Report, attached as Addendum A.

The school is receiving over \$21,000 from an Elementary and Secondary School Emergency Relief (ESSER) Fund grant.

4 students left the school since our last regular meeting. The wait list is still substantial, especially in the lower grades. However, there has been little interest in tours during the pandemic.

Joy Raboli (Administrator), updated the Board on the status of the comprehensive distance learning (CDL) Transition Team:

- Cohorts
 - 95% of family surveys have been returned.
 - 24% of families want to continue CDL
 - Cohort A (in-person Monday and Tuesday) is comprised of 36% of the families
 - Cohort B (in-person Wednesday and Thursday) is comprised of 40% of the families
 - The cohort scheduling was tailored to family schedules, accounting for work schedules and other factors.
 - The office staff and teachers are working on documenting the procedures.
- Teacher prep time for hybrid
 - The teachers will be teaching asynchronously February 16-18 to give them time to prepare classrooms for hybrid teaching.
 - Art and music teachers will move to classrooms, instead of students visiting them.
 - Middle school teachers will move classrooms, instead of students switching rooms.
- Testing
 - Kaylie Buchanan (School Counselor) has attended testing training.
 - Students will be self-administering rapid tests.
 - Staffing a “symptom spot” for symptomatic students is a problem.
 - Working with Sherwood Community Friends Church to find a suitable location.
 - The schools will use (non-contact) QR codes for surveys and contact tracing.
- Carline
 - The school will use a new dismissal app to streamline dismissal from school.
- Supplies
 - Each grade has color-coded recess equipment.
 - Since the school can’t accept family supply donations, all the school supplies have been purchased.
 - Path ways and traffic signs have been added to the school hallways.
- Substitute cohort
 - Ms. Raboli is working with company that provides substitute teachers to limit the substitute teachers to only those with training in the SCS CDL/hybrid processes.

Goal: Improved Distance Learning

Ms. Raboli moved the CDL survey to late March or early April due to the impending move to hybrid teaching.

Goal: Navigate SCS finances proactively

Adding to the difficulty of this task, the funding from the Oregon Department of Education (ODE) is uncertain at this time. To date, the school has received over \$332,000 in grant money!

Goal: Innovate marketing and advertising

The marketing material hasn't been delivered yet but it should be close. Both the tour video and tour slide deck are complete.

B. Preparation for Administrator Review

Joe Whitehead (Chair) reminded the Board that we would need to meet in executive session to go over the survey results, Joy Raboli's (Administrator) self-evaluation, and the Board evaluations. Due to issues with the survey results, the entire schedule has been pushed back a week. This will require moving or canceling the Finance Committee meeting scheduled for March 03, 2021. Mr. Whitehead proposed the Board meets on that date to create a final review.

Review Activity	Due Date
Surveys returned	2/17
Board completes review	2/24
Executive session	3/03

Motion:	Meet March 03, 2021 at 6:00pm in executive session to create the administrator's review.
Proposed:	Joe Whitehead (Chair)
Seconded:	KC Reaney (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Alison Craker (HR & Policy) asked when the Board would be receiving the survey results. Mr. Whitehead replied the Board would be receiving the survey results this week. Ms. Craker also asked if the Board would be using the same grading rubric we've gotten from OSBA for the last couple of reviews. Mr. Whitehead confirmed that to be true. The Board members will fill out the form we get from OSBA, send it back to Mr. Whitehead, he'll collate the results, and create a preliminary review.

III. PAC / Finance / Fundraising

A. PAC Report

- None

B. Treasurer's / Finance Committee Report

KC Reaney (Treasurer) reiterated the additional \$21,000 received from an Elementary and Secondary School Emergency Relief (ESSER) Fund grant. OneFund is at 63% for the year and \$2,000 under last year at this time.

Mr. Reaney wished to remind those in attendance that the Fundraiser Liaison position on the Board was still open.

Mr. Reaney thought we should raise the credit limit for Joy Raboli (Principal), Angela Havlinek (Office Manager), and Cheryl McLeod (Administrative Specialist). Each of them has a \$5,000 limit. Recently he was able to move Ms. Havlinek to \$10,000 and Ms. Raboli and Ms. McLeod each to \$2,500. This gave the three of them the same total of \$15,000. Due to plans to reopen the school to hybrid teaching, they have been spending more money lately.

Motion:	Raise the credit limit for Joy Raboli (Principal), Angela Havlinek (Office Manager), and Cheryl McLeod (Administrative Specialist) to a total of \$30,000 with each card holder having a \$10,000 limit.
Proposed:	KC Reaney (Treasurer)
Seconded:	Alison Craker (HR & Policy)
Discussion:	Ms. Raboli noted that she and the office staff typically hit the credit limit every summer when preparing for the new school year. They usually put the remaining charges on personal credit cards and then get reimbursed.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

C. Fundraising Report

This was covered by Mr. Reaney in III.B. and was not repeated at this time.

IV. Facilities / Operations

A. Facilities Update

Frank Scholz (Secretary) noted that OSBA had issued a memorandum when ODE started issuing “recommended” Covid-19 metrics about how those metrics would affect the school’s liability protection. Now that the Centers for Disease Control and Prevention has issued contradictory metrics, how would that affect our liability protection? Alison Craker (HR & Policy) agreed to follow up with OSBA. Mr. Scholz provided the updated ODE/OHA metrics. (See table.)

County	Case/100k	Positivity
Clackamas	131.1 ↓	3.4% ↓
Washington	140.2 ↓	3.7% ↓
Yamhill	228.6 ↓	4.9% ↑

V. Governance

ODE/OHA Covid Metrics, 1/31 - 2/13

A. Updated Deliverables and Calendar Planner

None.

B. 2021-2022 Calendar Review

March 18, 2021 is scheduled as a conference day but the school staff and teachers would like to move that to a regular school day. Joy Raboli (Administrator) noted that spring conferences are optional, parents have been meeting one-on-one with teachers, and some parents have been sitting in on classes. Therefore, she believes the day would be better utilized as a regular school day.

Motion: Change March 18, 2021 from a conference day to a regular school day.

Proposed: Joe Whitehead (Chair)

Seconded: KC Reaney (Treasurer)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

Joe Whitehead (Chair) mentioned that our school is still waiting for SSD to release their calendar so we can synchronize our breaks. Ms. Raboli noted that our calendar is done, pending a review

with the SSD calendar. SSD typically has a three-year calendar but this year they've walked that back.

VI. Closing Items

A. Board Comments & Communications

Joy Raboli (Administrator) wanted to mention that she is proud of the school staff and teachers for all the work they're doing to prepare the school for in-person teaching. She is confident in the protocols that have been established and the school's implementation of those protocols. She knows the school will be safe. Ms. Raboli emphasized she is looking forward to having kids in school again, this is why the teachers entered this profession – to work *with* children.

B. Thank You and Recognition Notes

None.

C. Upcoming Meetings

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

The next Board meeting is executive session on Wednesday, March 3.

The next regular Board meeting is Wednesday, March 10.

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.

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 7:18pm.

Proposed: Joe Whitehead (Chair)

Seconded: KC Reaney (Treasurer)

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 March 10, 2021.

VII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
January 2021

Student Enrollment for February 2021

Grade	Students	Waiting List
K	25	15
1	25	3
2	25	1
3	25	0
4	18	0
5	18	0
6	25	0
7	22	0
8	24	0
Total	207	19

Four students have moved on from SCS in January. Three, from one family, moved on to a faith-based school and one student chose to go in-person to another school.

ESSR II

Jim Rose, our SSD liaison, informed me that our school will be receiving \$21,230.00 to fund additional relief to prevent, prepare for and respond to COVID-19. This news is timely because we are in the process of purchasing several items that are paramount to opening school safely during this time.

Transition Team Categories

- Cohorts
 - We surveyed parents and have about 95% of surveys back from families
 - Families who want to continue Comprehensive Distance Learning are 24.24% or 48 families.
 - Cohort A (Mondays and Tuesdays) are 35.86% or 71 families
 - Cohort B (Wednesdays and Thursdays) are 39.90% or 79 families
 - We will have three sets of cohorts: A, B and CDL
 - The office will place families in one of three cohorts depending on their survey responses.
 - We encourage families to stick with the decision they have made

- regarding the cohort but we will work with families 1:1 if changes need to be made because of an extenuating circumstance
 - The office is working on a comprehensive document that informs parents all about hybrid and all of the details regarding return to school (or CDL) during this hybrid time.
- Teacher Prep Time for Hybrid
 - Teachers are asynchronous teaching (not live) on February 16th (ice storm power outage) and February 17-18 to prepare the classrooms for hybrid learning, exact spacing and orchestrating cohort specific supplies
 - Teachers are moving out furniture to give more space for students in the hybrid cohort
 - I am closely working with teachers to plan curriculum and prepare classrooms for in-person instruction
- Videos for Families
 - A middle school and elementary video will be sent to the SCS community about what exactly hybrid learning will look like so that families are well prepared
 - Focus of videos is COVID safety, recess safety and logistics-carline/traffic patterns
- Testing/Symptom Spot- Kaylie Buchanan has registered SCS for the free tests and has attended the training for symptom protocols
 - We are setting up a symptom spot where students can self-administer rapid tests
 - Protocols are in place
 - Kaylie will create a video for parents and students to teach them about the protocols
 - Families will be given permission slips for testing *before* school starts, so that in the event a student shows symptoms, we can rapidly test and send home without delay
 - A challenge is finding a location for a “symptom spot,” as well as staffing that area
 - We are working with the church to find a location that works for the school
 - We are working on the protocols for entry screening and will be using a QR code so that parents can fill out screener questions before they arrive at school
 - All screening data will be maintained and kept in a google document
 - Contact tracing will be a big part of our work day and additional staff may be required for this task as well as cleaning during the day.
- Carline
 - SCS will be using a new dismissal app to streamline dismissal procedures during this transition time
 - The dismissal app will be helpful in non-pandemic times
 - A video of carline will be made because pick up and drop off look differently due to space requirements

- Supplies and Logistics
 - We have purchased seating alternatives to have enough space for middle school (current tables do not provide enough space)
 - Each cohort will have color-coded by grade level recess equipment
 - We have purchased school supplies to be used by each individual student
 - Supply boxes for individuals have been purchased
 - Pathways and building traffic signs have been purchased
- Substitute and teacher absences are being planned for with a cohort system using a team of substitutes familiar with hybrid and CDL with our usual substitute service.

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> <p>Moved to March/April due to return to classroom</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>Moved to March/April due to uncertain funding from the ODE</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 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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