



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, March 10, 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, March 10, 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: Angela Havlinek (Office Manager), Cheryl McLeod (Administrative Specialist)

Public Present:¹ Anna Philipsen, Gina B, Christy Reaney, Kryste Sturm, Roxie Anderson, Tiffany Kelly, iPhone, Andrea (K), Christina & Alan Cloninger, Tara Garcia, Byers Family, Julia

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:

KC Reaney (Treasurer) read the H.E.A.R.T. Skills.

KC Reaney (Treasurer) delivered the meeting expectations

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

D. Agenda Additions and Changes:

None.

E. 2021-2022 Spring Lottery

Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Assistant) conducted the spring lottery. This lottery included 67 application.

Motion:	Accept results of the 2021-2022 Spring Lottery.
Proposed:	Joe Whitehead (Chair)
Seconded:	Frank Scholz (Secretary)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

F. Approval of Previous Minutes

Motion:	Accept February 17, 2021 regular board meeting minutes as written.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Chair)
Discussion:	None.
Board Vote:	Aye - Joe Whitehead (Chair), Lindsay Churella (Vice-Chair), KC Reaney (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy) Nay - None Abstain - Karen Schrader (Facilities)
Result:	Motion passed.

Motion:	Accept March 3, 2021 working board meeting minutes with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Frank Scholz (Secretary)
Discussion:	Our custom is to use a grey color scheme for a working board meeting.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

The February 11 special board meeting minutes erroneously contained content from the January 27 special board meeting so the review and vote of these minutes was tabled.

G. Public Comments

None.

II. Academic Excellence

A. Administrator’s Report

See Administrator’s Report, attached as Addendum A.

Joy Raboli (Administrator) reported that the enrollment is unchanged at 207 students.

Hybrid learning started on March 1 with Kindergarten. It was a successful week and First Grade started hybrid learning on March 8. It’s still early but the First Grade transition to hybrid learn also appears to be a success.

Because the first two grades are transitioning so smoothly, the Transition Committee decided to accelerate the return of the other grades. Originally the plan was to introduce each grade in one week increments. The new plan is to return Second and Third Grade on March 15, Fourth and Fifth Grade on March 29, and the Middle School on April 5.

Carline looks quite a bit different because students in the portable classrooms do not return to the sanctuary at the end of the day. The school is also using a setup that consists of QR codes so parents can check-in, and the iDismiss app that helps manage the flow of students from multiple parts of the school grounds.

The Sherwood School District (SSD) is allowing us to join their Student Investment Account (SIA) Grant application.

Our National Junior Honor Society induction ceremony was held February 18. The ceremony was different this year as we had to stick to social distancing regulations.

Ms. Raboli approved the marketing proofs for the documentation that will be given to families that visit the school for potential enrollment.

Karen Schrader (Facilities) noted what a remarkable job Ms. Raboli, the office staff, and the teachers have done, especially considering the obstacles they have had to overcome.

B. Administrator’s Contract

Joe Whitehead (Chair) said that the Board went through an executive session last week to review Ms. Raboli’s progress on the goals the Board established. The Board presented that review to Ms. Raboli in executive session prior to this public meeting. Due to Ms. Raboli’s excellent leadership throughout the pandemic, the Board was willing to offer her a two-year contract.

Motion:	Offer Joy Raboli (Administrator, ex-officio) a 2-year contract from August 1, 2021 through July 31, 2023
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

III. PAC / Finance / Fundraising

A. PAC Report

Roxie Anderson reported on behalf of the Parent Advisory Committee (PAC).

The PAC met last week. The biggest topic was what community events are possible during a pandemic? The plan is to focus efforts on projects that can be done – primarily staff and teacher appreciation.

The Read-a-thon moved to Google Classroom this year. Due to the teachers really encouraging this event, the fundraiser was able to bring in approximately \$3,500 for the library. The next Dinner Night Out is Menchie’s on April 1.

Officer positions are available and the end of this school year, including both treasurer positions.

B. Treasurer’s / Finance Committee Report

KC Reaney (Treasurer) reported that we received a \$220,000 Paycheck Protection Program (PPP) Loan for COVID-related expenses but we haven’t use a large portion of that loan. Ms. Raboli noted that it was used for payroll (which is the intent of the loan program).

OneFund is doing better than it was this time last year but it has not met the goal for the year.

C. Fundraising Report

Joe Whitehead (Chair) mentioned that the Fundraising Liaison Board position is still open.

IV. Facilities / Operations

A. Facilities Update

Frank Scholz (Secretary) presented the updated COVID-19 statistics for counties relevant to our school. Mr. Scholz also noted that OHA and ODE will be releasing a new Ready Schools, Safe Learners document next week.

County	Case/100k	Positivity
Clackamas	81.7 ↓	3.4% ↓
Washington	86.6 ↓	3.5% ↓
Yamhill	95.3 ↓	2.5% ↓

ODE/OHA Covid Metrics, 2/21 - 3/06

Karen Schrader (Facilities) mentioned that we’re supposed to perform a wear-and-tear walkthrough with Sherwood Community Friends Church (“the Church”) but students just started returning to classrooms so there isn’t any wear-and-tear.

Ms. Schrader asked Joy Raboli (Administrator) what the COVID-19 “safe spot” was in the school. Ms. Raboli replied we are using the Church’s nursery. It has windows that can

open, and the staff can see cars arriving. Ms. Schrader also asked if cleaning protocols in place. Ms. Raboli answered that the school had hired someone to clean each room every half-hour.

V. Governance

A. Updated Deliverables and Calendar Planner

Joe Whitehead (Chair) noted that last year we had a draft budget pending final numbers. But due to COVID-19 uncertainty, we're still waiting on numbers. We need KC Reaney (Treasurer) to notify the SSD that our budget will be delayed. Mr. Reaney asked when the budget was due. Joy Raboli (Administrator) replied that it is due next month and added that the problem is we're still waiting on the weighted average daily membership (ADMw) plus the SIA grant. Karen Schrader (Facilities) mentioned that in the past the school has given SSD a budget with some placeholder statistics (typically the ADMw). Additionally, we gave them the budget in May or June. Ms. Raboli noted we could work with Tonya Mosher (Bookkeeper) to develop a placeholder budget. Mr. Whitehead hoped that we would be able to deliver the proposed budget on April 23 after the next meeting.

Frank Scholz (Secretary) asked if it would make sense to add an event to the Board calendar to review the administrator's pay year-over-year since we have a history of falling behind on this aspect of the review/budget.

B. 2021-2022 Calendar Review

We are still waiting on SSD to publish their calendar before we can finalize our calendar.

C. Policy Review

Alison Craker (HR & Policy) confirmed there were no new policies to review.

VI. Closing Items

A. Board Comments & Communications

None.

B. Thank You and Recognition Notes

A few staff and teachers sent thank you cards to the Boards. Joe Whitehead (Chair) will scan the cards and email them to the Board..

C. Upcoming Meetings

The next regular Finance Committee meeting is Wednesday, April 14.

The next regular Board meeting is Wednesday, April 21.

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, Nov 18, 2020	Wed, Mar 10,	Wed, Jun 16, 2021
Wed, Aug 19, 2020	Wed, Dec 16, 2020	2021*	
Wed, Sep 23, 2020*	Wed, Jan 20, 2021	Wed, Apr 21, 2021	
Wed, Oct 21, 2020	Wed, Feb 17, 2021	Wed, May 19, 2021	

* Denotes a meeting that is **not** the 3rd Wednesday of the month.

D. Adjourn Meeting

Motion:	Adjourn the meeting at 7:27pm.
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 April 21, 2021.

VII. Addendum A – Administrator’s Report



Joy Raboli
Administrator’s Report
March 2021

Student Enrollment for March 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

Enrollment is unchanged from February.

Hybrid Learning

We launched Kindergarten hybrid learning on March 1. We were thrilled to welcome our kinders back to SCS. The teachers and staff worked very hard to make sure that we had our safety protocols and systems in place. As a result, the first week was a big success! All of the safety protocols were followed and students were excited to be back in class. Our substitute Kindergarten teacher was joined by first grade teacher, Marissa Bradley to help make the first week back run smoothly. This week, we added the first grade cohorts and all went well.

In light of the excellent transition to hybrid, I decided not to wait an extra week to add third grade to hybrid learning the following week. We will combine two classes with 2/3 arriving on March 15th and 4/5 arriving on March 30th (March 29th is a staff development day). Middle school will return on April 5th. We were once again one step ahead because ODE released new guidance for a swifter return and I had already made the decision to speed up our process.

Screening

Each day, parents must fill out screening questions regarding COVID symptoms before their students arrive at school. We have created a QR code that is on the website and also on a sticker designed to affix to the back of the car line number hanger. We can immediately see what student has cleared the screening before they enter our campus. Last week, 1/3 of the parents forgot to do the screening and completed the process on campus before students were released to enter the building. This week, the process has improved with more families screening before leaving home. All of the data is stored on a google doc and follows ODE guidance.

Car line App

Car line looks differently this year, because we are limited in our cohort gathering size per ODE guidance. We now have carline pick up in two areas. The first area is our usual spot up by the sanctuary. The second spot is at the portables. Students wait in their classroom until their car line number is called by the teacher, who is using a dismissal app called iDismiss. The app is designed to help schools manage the flow of traffic as well as process of how each student boards their vehicle efficiently. When parents arrive, their car line number is entered in the app. The app shows which students have left and what students have been called for pick up. The app helps us maintain a high level of safety during car line. The app also supports students who are walkers and can adapt to SCS's special car line needs. We purchased some iPad mini's to help us use the app at carline.

SIA Grant

District liaison, Jim Rose returned my email requesting our inclusion in the SIA grant and he agreed to let us join the Sherwood School District's application. We have several steps to complete, including a community survey, in order to be folded into the grant. These action items will be a high priority in the next few weeks.

NJHS

On February 18th, SCS held our National Junior Honor Society ceremony to induct our new 6th grade NJHS members. We had a lovely, socially distanced, ceremony for each new member. The students and their families entered the sanctuary one at a time and we able to perform all of the duties to be inducted into NJHS.

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	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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	<p>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>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>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>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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	<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>Moved to March/April due to uncertain funding from the ODE</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 \$343,230.000!**
- 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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