



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, April 21, 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, April 21, 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), Karen Schrader (Facilities), Alison Craker (HR & Policy), Joy Raboli (Administrator, ex-officio)

**Members Absent:** None

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

**Public Present:**<sup>1</sup> Christy Reaney, Tara Carcia, Theresa Scott, Jen Crosby, Kristina Norman, Kryste Sturm

### **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

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

Karen Schrader (Facilities) read the H.E.A.R.T. Skills.

Karen Schrader (Facilities) delivered the meeting expectations

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

**D. Agenda Additions and Changes:**

None.

**E. None**

Topic I.E. was missing from the agenda.

**F. Approval of Previous Minutes**

**Motion:** Accept February 11, 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 March 10, 2021 executive 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.

<b>Motion:</b>	Accept March 10, 2021 regular board meeting minutes as written.
<b>Proposed:</b>	Frank Scholz (Secretary)
<b>Seconded:</b>	Joe Whitehead (Chair)
<b>Discussion:</b>	None
<b>Board Vote:</b>	Aye - Unanimous Nay - None Abstain - None
<b>Result:</b>	Motion passed.

**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 decreased by three students to a total of 204. Two students moved out of state and one student moved to their home district after it reopened to in-person instruction. We are expecting two students to join shortly. There are 217 students enrolled for next year.

Ms. Raboli showed off the new tour packets, folders, and handouts. These same packets were handed out to four recent in-person tour groups. Additionally, one virtual tour is scheduled in the next week. A video tour has been posted to the website, and Ms. Raboli is working on a second (more refined) video.

Hybrid learning continues. But with COVID-19 rates rising in all three counties the school services, schools may have to pause further hybrid/in-person expansion. For reference, Wilsonville-West Linn School District is utilizing hybrid instruction for K-8.

Ms. Raboli continues to work on the Student Investment Account (SIA) grant with bookkeeper, Tonya Mosher. The grant is targeted to help students’ mental health and academic needs. The grant is for \$126,000 per year over the next 2 years, minus Sherwood School District’s (SSD) cut. Karen Schrader (Facilities) asked how the SIA

money could be used to help with mental health and academics. Ms. Raboli replied the money would be used for training for staff in the areas of social and emotional health, and anxiety. The money will also be used to hire aides (maybe former teachers) for 6 hours per day.

The work on the Elementary and Secondary School Emergency Relief (ESSER) grant is complete. Now we are waiting to hear from Jim Rose (SSD Chief Operations Officer) what our percentage of the grant will be.

KC Reaney (Treasurer) wanted all in attendance to know that these grants are not blank checks. Each of them has specific rules on how they are used and require follow-up work and documentation to verify they are used in accordance with the stipulations.

### **B. Safety Committee Update**

The office personnel selected to be the “designated cleaner” to meet COVID-19 protocols, decided to stay home after giving birth. The rest of the staff is filling in in her absence. Ms. Raboli is researching hiring cleaning contractors. Joe Whitehead (Chair) asked if it was possible to reduce cleaning of physical surfaces given that research has show COVID-19 on surfaces is not a high risk. Ms. Raboli replied that according to the guidance from the Oregon Health Authority (OHA) and the Oregon Department of Education (ODE), we can’t let up on cleaning protocols.

### **C. Possible changes in hybrid and CDL structure**

Mr. Whitehead started the discussion by asking once comprehensive distance learning (CDL) is not *required*, where do we fall? Ms. Raboli replied that she hates CDL and wishes we could drop it right away. We have one teacher per grade so they must manage both in-person and CDL instruction. Ms. Schrader pointed out that the COVID-19 metrics within our counties are going up, and shifting between instruction methods soon may be worse than keeping with a consistent method.

Ms. Raboli also pointed out that another concern is losing the CDL-only families which make up approximately 25% of the enrollment. Ms. Raboli is planning on going full in-person when county numbers consistently improve. She added, some schools are live-streaming but those schools are losing students because live-streaming hinders in-person teaching. Ms. Raboli emphasized that the school is trying very hard to keep the CDL students engages.

Alison Craker (HR & Policy) opined that CDL might not be going away for a while, if it carries into the next school year, what are the school's plans? Ms. Raboli theorized she would go with a "canned" online program. It's expensive and not in the spirit of what the school does for curriculum. But it may be the only way to retain CDL-only families. Ms. Raboli noted that she can't have the teachers doing both methods (in-person and CDL) next year because it's exhaustive. Another option may be to hire additional staffing for CDL-only education.

Ms. Raboli mentioned that our school did well because we are small and nimble. The larger schools did well after some time because they were staffed so they could cover CDL, hybrid, and in-person instruction. Ms. Schrader asked if it would be possible to ask parents what they were comfortable with. Frank Scholz (Secretary) thought that a survey right now while all the local COVID-19 numbers are trending upwards would be in poor taste – setting an expectation that we had no intent of meeting immediately.

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

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

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

First, Ms. Crosby wanted to thank Ms. Raboli, the staff, and the teachers for all the work they've been doing this year.

The See's Candies fundraiser is complete. This year it was all online and brought in \$423, the best year for this fundraiser. Compared to previous years it also required much less work from the PAC. The thinking is to continue the fundraiser as an online-only event in the future.

The spring book fair brought in \$488 with the school getting 20% of that total. In normal years, the book fair brings in \$1,500-\$2,000 with the school getting 40%. Obviously book fairs do better when held in-person. The next book fair is also online, starting May 17 and running through May 30.

Teacher Appreciation Week starts May 3. The PAC is encouraging families to take part as much as possible, and to get the kids involved. The PAC got approval from Sherwood Community Friends Church ("the Church") to make and install temporary yard signs in

the grassy area. The PAC is encouraging students to bring in flowers, with a drop-off in the office for CDL students. A gift card tree is also in the works.

The bottle drop fundraiser brought in \$139. The PAC is looking at ways to improve this fundraiser since they are no longer able to collect bottles without drive-through drop-offs.

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

KC Reaney (Treasurer) reported that the school had received 71% of budgeted donations for the year.

The Paycheck Protection Program (PPP) loan has been full forgiven and recognized as grant funds.

The budgeting is to be done this week or next and sent to SSD. Mr. Reaney asked for budget guidance from those on the Board who had completed a budget before. Ms. Raboli said the process in the past was to start with a skeleton budget. Unfortunately we really need the ESSER funds from SSD to know what payroll will cost for next year. Ms. Raboli has told Jim Rose we can't turn in our budget until we have the ESSER numbers. Mr. Reaney said he would send a reminder email to Mr. Rose.

### **C. Fundraising Report**

Joe Whitehead (Chair) mentioned he had received an email from somebody who had ideas for next year. He was going to follow-up with them and may recruit them for next year as the Board's Fundraising Liaison.

## **IV. Facilities / Operations**

### **A. Facilities Update**

Karen Schrader (Facilities) said we would typically review "wear and tear" with the Church at this time of year. But since there hasn't been many students this year, we haven't heard from them on this.

Ms. Schrader asked Ms. Raboli if the school had enough space to accommodate the health protocols. Ms. Raboli replied the only problems were the music and art rooms because they are full of furniture from the other classrooms.

Frank Scholz (Secretary) presented the updated COVID-19 statistics for counties relevant to our school. Unfortunately, the numbers were trending in the undesirable direction.

County	Case/100k	Positivity
Clackamas	212.3 ↑	6.8% ↑
Washington	158.8 ↑	5.5% ↑
Yamhill	116.6 ↑	5.4% ↑

*ODE/OHA Covid Metrics, 4/04 – 4/17*

**V. Governance**

**A. Updated Deliverables and Calendar Planner**

Ms. Schrader listed the upcoming deliverables. The school administrator must review PACE insurance, and review the teachers. Ms. Raboli interjected that teachers won't be reviewed this year. Ms. Schrader noted that that would be added to their files. Ms. Schrader continued the school must produce a school calendar. Ms. Raboli reminded the Board that the school was waiting for SSD to release their calendar before producing our calendar, and the SSD calendar had just been posted. Finally, the administrator needs to make sure the safety plan is in order.

For the Board Chair, the Board needs to create an annual report or celebration of learning summary. Since there won't be a celebration of learning, the annual report will be necessary. Ms. Raboli added it would be nice if the Board wrote a letter to the families about this school year, explaining why we made the decisions we made, how we reacted early, note the teacher going above and beyond normal expectations, and we can't do a full CDL plus in-person because of staffing. Ms. Schrader added the Board needs to review the bylaws, and appoint or elect new Board members. This is usually a public interview with a formal process to follow in June.

The treasurer needs to provide proof of insurance to the school district. Ms. Raboli pointed out that when we finalize PACE Insurance, they will provide a confirmation that we turn over to the district.

Finally, the facilities coordinator needs to provide a copy of lease agreement to the facility, and provide proof of occupancy to the district, and document the safety protocols. Ms. Schrader planned to provide a COVID-19 update in lieu of a full safety protocol document.

**B. 2021-2022 Calendar Review**

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

## VI. Closing Items

### A. Board Comments & Communications

Karen Schrader (Facilities) wanted to note that most people are probably unaware how difficult this year has been on the staff and teachers. They have really done a great job under the circumstances.

Joy Raboli (Administrator) noted that today is Administrative Professionals Day. Our administrative specialists are working days, nights, and weekends to keep the school running. They have done an exceptional job. Ms. Schrader added that she had worked with lots of different office staff and has never encountered two people more in sync with one another.

### B. Thank You and Recognition Notes

None.

### C. Upcoming Meetings

The next regular Finance Committee meeting is Wednesday, May 12.

The next regular Board meeting is Wednesday, May 19.

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

<del>Wed, Dec 9, 2020</del>	<del>Wed, Mar 3, 2021*</del>	Wed, Jun 9, 2021
<del>Wed, Jan 13, 2021</del>	<del>Wed, Apr 14, 2021</del>	
<del>Wed, Feb 10, 2021</del>	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:

<del>Wed, Jul 22, 2020*</del>	<del>Wed, Nov 18, 2020</del>	<del>Wed, Mar 10, 2021*</del>
<del>Wed, Aug 19, 2020</del>	<del>Wed, Dec 16, 2020</del>	<del>Wed, Apr 21, 2021</del>
<del>Wed, Sep 23, 2020*</del>	<del>Wed, Jan 20, 2021</del>	Wed, May 19, 2021
<del>Wed, Oct 21, 2020</del>	<del>Wed, Feb 17, 2021</del>	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 7:34pm.

**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 May 19, 2021.

**VII. Addendum A – Administrator’s Report**



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

**Student Enrollment for April 2021**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	16
1	24 (filling spot)	2
2	24 (filling spot)	2
3	25	0
4	18	0
5	18	0
6	25	0
7	21	0
8	24	0
<b>Total</b>	<b>204</b>	<b>20</b>

We had two students move out of state and one went back to home district when they opened in person earlier than SCS.

**NEXT YEAR AND LOTTERY NUMBERS**

<b>21/22 School Year</b>		<b>numbers as of 4/19/21</b>	
<b>Grade</b>	<b>Class</b>	<b>Waitlist</b>	
KG	25	23	
1	25	10	
2	24	9	filling spot
3	24	6	filling spot
4	25	4	
5	25	0	
6	24	0	
7	24	5	filling spot
8	21	0	
<b>Total:</b>	<b>217</b>	<b>57</b>	

**SUMMER  
LOTTERY  
APPLICATIONS:**

KG	6
1	1
2	2
3	3
4	2
5	2
6	1
7	2
8	1
<b>Total:</b>	<b>20</b>

**SNAPSHOT OF PAST  
LOTTERIES:**

Lottery Year	Winter	Spring	Summer	Total Applicants
2015-2016	36	53	23	112
2016-2017	22	37	23	82
2017-2018	20	56	28	104
2018-2019	32	50	46	128
2019-2020	45	55	33	133
2020-2021	40	85	19	144
2021-2022	30	67	20 (currently accepting)	97

**TOUR UPDATE**

**Scheduled 4 in-person tours, one virtual**

Friday, April 30, 2021

Wednesday, May 5, 2021 (Q and A)

Friday, May 7, 2021

Friday, May 14, 2021

Sent invite to 164 families

Have 27 RSVPs so far

Limiting in-person to 10 attendees on non-school days

New tour packet and tour video are available to families.

**Hybrid Learning**

Due to an increase in cases, we have paused our 3 ft distance model for hybrid. Depending on the time frame when/if cases decline, we may continue our current AB hybrid model for the remainder of the year.

**SIA Grant**

Tonya Mosher, our bookkeeper, and I met with a SIA team at ODE. They walked us through the process for us to join the SIA grant with the district. We may receive 126K-SSD’s percentage per year. This helps pay for supports for social and emotional health for students, as well as academic support. The window to apply does not open until May. I am working with the office staff and Tonya to do all of the requirements so the district can add us in their application.

**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>	<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 <b>October-</b> 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><b>Moved to March/April due to return to classroom</b></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><b>Navigate SCS finances proactively so that SCS will thrive during the COVID-19 crisis</b></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 \$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><b>Innovate marketing and advertising for SCS during this special circumstance where traditional tours are not permitted</b></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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