



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, May 19, 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, May 19, 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:** Nora Stuckey (Physical Education)

**Public Present:**<sup>1</sup> Christy Reaney, Kristina Norman, Lindsey Kenison, Tamara Potruch, Tara Garcia

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

Karen Schrader (Facilities) read Sherwood Charter School's mission statement.

Karen Schrader (Facilities) read Sherwood Charter School's vision statement

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

Lindsay Churella (Vice-Chair) read the H.E.A.R.T. Skills.

Lindsay Churella (Vice-Chair) delivered the meeting expectations

### **D. Agenda Additions and Changes:**

None.

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

**E. None**

Topic I.E. was missing from the agenda.

**F. Approval of Previous Minutes**

|                    |   |
|--------------------|---|
| <b>Motion:</b>     | Accept April 21, 2021 regular board meeting minutes with corrections. |
| <b>Proposed:</b>   | Frank Scholz (Secretary)  |
| <b>Seconded:</b>   | Karen Schrader (Facilities)   |
| <b>Discussion:</b> | The SIA grant is \$126,000 per year for two years.                    |
| <b>Board Vote:</b> | Aye - Unanimous<br>Nay - None<br>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 was stable over April with the total standing at 204 students. Two children were removed from the wait list but given the lottery numbers, next year’s expected enrollment is 219 students. There are 53 students on the wait list but most of them are bunched around the classes that are already projected to be full. The summer lottery numbers increased by 10 to 30.

Since the Board’s last meeting, Ms. Raboli has conducted 3 live tours of the school and 1 virtual tour. The live tours were socially distanced and required masks to meet the Oregon Department of Education (ODE) directives.

The plan for the remainder of the school year is to continue hybrid teaching. The transition committee researched returning students to full-time in-person teaching but considering the school year ends next month, there simply isn’t enough time to plan and transition to full-time in-person.

3 of the 4 teachers on maternity leave have elected to stay home permanently. That leaves openings in 3<sup>rd</sup> Grade, 5<sup>th</sup> Grade, and Office Assistant. Ms. Raboli is waiting on the final budget to determine salaries for any new hires.

Due to some confusion brought forward by Frank Scholz (Secretary), Ms. Raboli wanted to reiterate the Student Investment Account (SIA) grant is \$126,000 per year over the next 2 years, minus the Sherwood School District (SSD) cut which could be up to 5%. The Elementary and Secondary School Emergency Relief (ESSER) grant is \$47,680 over 2 years. Both grant applications are due June 30 but SSD wants our application by May 31 so we will have it done by then.

The office staff surveyed the school community about the SIA grant because it must be used to help students' mental health and academic needs. From those surveys, the school will use the money in the following areas:

- Hire additional teacher to work with small groups of students Monday through Thursday. On Fridays that same teacher will work with students online.
- Increase counselor from part-time to full-time.
  - The counselor's pay will be split across three sources – general funds, SIA grant, ESSER grant. This will free up general funds to pay other salaries.
- Enhance curriculum.
- Fund outdoor school.

We will need to vote on the SIA plan before the school can submit it.

OneFund is at the same level as last year, with corporate matching increasing to \$11,770.

## **B. Safety Committee Update**

The decision to continue hybrid teaching through the end of the year was addressed in the administrator's report.

Karen Schrader (Facilities) noted that she need the Read Schools Safe Learners blueprint to send to the SSD.

## **C. Budget and Salaries Discussion**

*See 2021-2022 Approved Sherwood Charter School Budget, attached as Addendum B.*

Joe Whitehead (Chair) announced that the plan was to put teacher salaries on a predictable schedule. Some places true-up their teacher's salaries yearly so they are on par with comparable positions within the district. Joy Raboli (Administrator) mentioned that the

school has never had the funds to true-up the salaries because the school usually hires at below-SSD rates. This year we have the opportunity to true-up salaries to be 80% of SSD rates because of the SIA and ESSER grants. Frank Scholz (Secretary) asked if it was a good idea to rely on short-term funds to plan long-term salary adjustments. Ms. Raboli pointed out the SIA grant would be a reoccurring event. Mr. Scholz clarified that when the current SIA grant expires in two years, we would see another one after that. Ms. Raboli confirmed that to be true and added that the next SIA grant should be greater than the one we have now. Also worth considering is the weighted average daily membership (ADMw) will also be changing.

KC Reaney (Treasurer) noted that the two big changes year-to-year are consumables and salaries. With students in CDL the beginning of the year and in hybrid learning for the end of the year, our use of consumables was greatly reduced. Moving forward, some of the new curricula have many digital components that should reduce the need for curriculum-specific consumables. Karen Schrader (Facilities) asked about costs we would see this year that were deferred, for example payments towards paving the parking lot. This year we have a payment in June AND July. Since we have the funds now, we would like to pay off the pavement now, thus opening funds for outdoor school for 5<sup>th</sup> and 6<sup>th</sup> grade.

Ms. Raboli added she would like to add \$2,000 bonuses for the staff this year, for a total of \$44,800. Even with that, we would have a net income of \$357,052. The final would be within \$32 of the budget.

Karen Schrader (Facilities) noted that she would be unable to vote on any changes to salary due to a conflict of interests.

|                    |   |
|--------------------|---|
| <b>Motion:</b>     | Accept 2021-2022 budget as presented.   |
| <b>Proposed:</b>   | Joe Whitehead (Chair)   |
| <b>Seconded:</b>   | KC Reaney (Treasurer)   |
| <b>Discussion:</b> | None.   |
| <b>Board Vote:</b> | Aye - Joe Whitehead (Chair), Lindsay Churella (Vice-Chair), KC Reaney (Treasurer), Frank Scholz (Secretary), Alison Craker (HR & Policy)<br>Nay - None<br>Abstain - Karen Schrader (Facilities) |
| <b>Result:</b>     | Motion passed.  |

|                    |   |
|--------------------|---|
| <b>Motion:</b>     | Accept proposed plan for Student Investment Account (SIA) grant funds |
| <b>Proposed:</b>   | Karen Schrader (Facilities)   |
| <b>Seconded:</b>   | Joe Whitehead (Chair)   |
| <b>Discussion:</b> | None.   |
| <b>Board Vote:</b> | Aye - Unanimous<br>Nay - None<br>Abstain - None                       |
| <b>Result:</b>     | Motion passed.  |

### III. PAC / Finance / Fundraising

#### A. PAC Report

Tamara Potruch (PAC Chair-elect) reported on behalf of the Parent Advisory Committee (PAC).

The PAC has been going over their budget. Additionally, they've been researching activities for next year given the uncertainty of the ongoing pandemic.

The PAC had new elections and the following positions have been filled:

- Chair: Tamara Potruch
- Co-Chair: Jen Crosby
- Secretary: Korrin Fyall
- Co-Secretary: Ashley Weston

- Treasurer: Roxie Anderson
- Asst. Treasurer: Daniel Standke

**B. Treasurer’s / Finance Committee Report**

KC Reaney (Treasurer) reported that we have received the audit results and there was only one issue to report – it is taking too long for the Board to return financial information. For example, it took two months to submit reviews of financial statements, payroll, bank statements and signatures. This problem has been addressed by switching to electronic statements and signatures.

The Finance Committee met with a financial advisor from Heritage Bank to discuss investing our money instead of leaving it in savings. The Finance Committee also learned how to set up stock donations as tax-free donations. And the committee begun discussions about investigating funding for finding a new facility.

|                    |  |
|--------------------|--|
| <b>Motion:</b>     | Work with Heritage Bank and a financial advisor to discuss investing reserves and researching additional resources for a new facility. |
| <b>Proposed:</b>   | KC Reaney (Treasurer)  |
| <b>Seconded:</b>   | Joe Whitehead (Chair)  |
| <b>Discussion:</b> | None.  |
| <b>Board Vote:</b> | Aye - Unanimous<br>Nay - None<br>Abstain - None  |
| <b>Result:</b>     | Motion passed.   |

**C. Fundraising Report**

Joe Whitehead (Chair) met with the PAC who agreed to organize an online auction or raffle for Spring 2022 with the proceeds going to OneFund. Karen Schrader (Facilities) thought that the plan was to do a full in-person auction. Mr. Whitehead added, right now the safest bet is to plan for it to be online and then move in-person if possible. Ms. Schrader inserted that in-person auctions with community involvement can be very successful – we should look into that for the future.

**IV. Facilities / Operations**

### **A. Facilities Update**

Karen Schrader (Facilities) has been emailing Tim Brandt (Sherwood Community Friends Church) about getting the payments back in-line. They haven't raised rent or utilities this year, plus the lease is good through 2022.

Joy Raboli (Administrator) said the school would like to add some signage to showcase our brand. That may include painting the portable classrooms to delineate them from the church campus. Ms. Schrader noted that paying the parking lot in full might gain the school some goodwill towards that goal.

| County     | Case/100k | Positivity |
|------------|-----------|------------|
| Clackamas  | 251.3 ↓   | 8.2% ↓     |
| Washington | 164.7 ↓   | 5.5% ↓     |
| Yamhill    | 174.0 ↓   | 5.0% ↓     |

*ODE/OHA Covid Metrics, 5/02 – 5/15*

## **V. Governance**

### **A. Updated Deliverables and Calendar Planner**

Ms. Schrader listed the deliverables for May and June:

- Teacher contracts
- Calendar
- Safety plan
- Annual report
- Bylaw review
- Electing new Board directors
- Treasurer: proof of insurance
- Lease of agreement
- Proof of occupancy
- Reviewing the mission and vision statements
- FY ends June 30
- Admin: End of year closeout
- Admin: signing teacher contracts

### **B. 2021-2022 Calendar Review**

*See 2021-2022 Sherwood Charter School Academic Calendar, attached as Addendum C.*

*See Summary of Instructional Time for 2021-2022, attached as Addendum D.*

Joy Raboli (Administrator) noted that in the proposed calendar, the winter break and spring break line up with the SSD. The calendar provides 5.4 days of buffer in case of inclement weather or other emergencies.

|                    |   |
|--------------------|---|
| <b>Motion:</b>     | Approve 2021-2022 academic calendar             |
| <b>Proposed:</b>   | Joe Whitehead (Chair)                           |
| <b>Seconded:</b>   | Karen Schrader (Facilities)                     |
| <b>Discussion:</b> | None.   |
| <b>Board Vote:</b> | Aye - Unanimous<br>Nay - None<br>Abstain - None |
| <b>Result:</b>     | Motion passed.                                  |

### C. Policy Review

Before the policy discussion began, Joe Whitehead (Chair) wanted the public to know there was no offense if anybody wished to leave at that point.

|                    |  |
|--------------------|--|
| <b>Motion:</b>     | Accept policy IIBGA (Electronic Communication Systems) with edits.   |
| <b>Proposed:</b>   | Alison Craker (HR & Policy)  |
| <b>Seconded:</b>   | Joe Whitehead (Chair)  |
| <b>Discussion:</b> | This is an existing policy with new edits from OSBA. <ul style="list-style-type: none"><li>• In Bullet #5, accept “social media”.</li><li>• Keep informational bracket #1.</li></ul> |
| <b>Board Vote:</b> | Aye - Unanimous<br>Nay - None<br>Abstain - None  |
| <b>Result:</b>     | Motion passed.   |

The Board reviewed Policy IIBGA-AR (Electronic Communications Systems). Karen Schrader (Facilities) asked if we receive direct funding for communications systems. Ms. Schrader also asked what the “E-Rate” program is. Alison Craker (HR & Policy) will verify if the school is in this program.

For policy INDB (Flag Displays and Salutes) Ms. Craker pointed out that if we accept this optional policy then we would need to purchase the requisite flags to comply with the policy. Joy Raboli (Administrator) pointed out adhering to this policy may be problematic because the flag pole is owned by Sherwood Community Friends Church. The Board agreed to not accept this policy.

|                    |  |
|--------------------|--|
| <b>Motion:</b>     | Accept JGA (Corporal Punishment) as presented.       |
| <b>Proposed:</b>   | Alison Craker (HR & Policy)                          |
| <b>Seconded:</b>   | Joe Whitehead (Chair)                                |
| <b>Discussion:</b> | This is an existing policy with new edits from OSBA. |
| <b>Board Vote:</b> | Aye - Unanimous<br>Nay - None<br>Abstain - None      |
| <b>Result:</b>     | Motion passed.                                       |

Ms. Craker pointed out that policy JHCA (Immunization, Physical Examination, Vision Screening, Eye Examination, and Dental Screening) is optional, the school doesn't have a sports program, and our vision screening is done by the local Lion's Club. Ms. Raboli added that she didn't like that the policy put the onus of dental screenings on the parents while not factoring in equitable challenges. The Board agreed to skip this policy.

## VI. Closing Items

### A. Board Comments & Communications

None.

### B. Thank You and Recognition Notes

Joe Whitehead (Chair) told the Board that one of the school's teachers told him the teachers enjoyed Teacher Appreciation Week. Ms. Raboli wished to thank the PAC and the Board for their work with Teacher Appreciation Week as well.

Joe Whitehead (Chair) also wanted to recognize Ms. Raboli for the amazing year, especially when considering the hurdles the COVID-19 pandemic presented.

### C. Upcoming Meetings

The next regular Finance Committee meeting is Wednesday, June 9.

The next regular Board meeting is Wednesday, June 16.

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> | <del>Wed, May 12, 2021</del> |                  |

\* 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> | <del>Wed, May 19, 2021</del>  |
| <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 7:46pm.

**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. Minutes are considered in DRAFT form until approval by the Board of Directors.

**(NOTE: These minutes have NOT YET been approved by the Board of Directors.)**

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



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

**Student Enrollment for May 2021**

| <b>Grade</b> | <b>Students</b> | <b>Waiting List</b> |
|--------------|-----------------|---------------------|
| K            | 25              | 16                  |
| 1            | 24              | 1                   |
| 2            | 24              | 1                   |
| 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>18</b>           |

This month’s numbers remain the same as last month. Waitlist changed by two.

**NEXT YEAR AND LOTTERY NUMBERS**

| <b>21/22 School Year</b> |       | numbers as of 5/18/2021 |
|--------------------------|-------|-------------------------|
| Grade                    | Class | Waitlist                |
| KG                       | 25    | 22                      |
| 1                        | 25    | 10                      |
| 2                        | 25    | 8                       |
| 3                        | 25    | 5                       |
| 4                        | 25    | 4                       |
| 5                        | 24    | 0                       |
| 6                        | 24    | 0                       |
| 7                        | 25    | 4                       |
| 8                        | 21    | 0                       |
| <b>Total:</b>            | 219   | 53                      |

**SUMMER  
LOTTERY  
APPLICATIONS:**

|               |    |
|---------------|----|
| KG            | 7  |
| 1             | 2  |
| 2             | 6  |
| 3             | 4  |
| 4             | 3  |
| 5             | 3  |
| 6             | 2  |
| 7             | 2  |
| 8             | 1  |
| <b>Total:</b> | 30 |

**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     | 30 ( <i>currently accepting</i> ) | 107              |

**TOUR UPDATE:**

We had four tours (one virtual) in the last month:  
April 30<sup>th</sup> and May 5<sup>th</sup>, 7<sup>th</sup>, 14<sup>th</sup>

The socially distanced and masked tours went well. All seemed impressed and interested in attending SCS.

**Hybrid Learning:**

Due to the recent increase of cases and the time needed to transition to four days, we made the decision to continue the current hybrid model for the remainder of the year.

**Staff Update**

Three teachers/staff members who were on maternity have decided to stay home with their babies. We needed to fill a third, fifth and an office position. A teacher requested to move grade levels and that opened up a different grade level position. Our team has conducted interviews and have filled all current open teacher positions. I will be sending a staffing announcement to parents in the Thursday email after the budget is approved and contracts can be given to teachers and staff.

### **SIA Grant**

We are pleased that SSD will be giving SCS the opportunity to participate in the Student Investment Account (SIA) next year, which is part of the Student Success Act passed in 2019. The focus of the Student Investment Account is to provide funding to schools for key areas for improvement – from reducing class size, increasing instructional time, addressing health and safety needs and ensuring a well-rounded education.

Tonya Mosher, Joe Whitehead and KC Reaney and I had a phone meeting with Jim Rose from the Sherwood School District regarding:

- The amounts we should expect from the ESSR 3 and SIA grant
  - ESSR 1=\$11,994 (Already received and spent)
  - ESSR 2=\$21,230 (Already received and spent)
  - ESSR 3=\$47,680 (split over two years)
  - SIA =126K less the 5% the district may take as their fee
- What the district needs from SCS to be folded into their document for ODE
  - Narrative form detailing our survey results and what we will be spending the funds on for our community
  - Spreadsheet regarding all financial aspects of these funds
- Due to SSD May 31
- Due to ODE on June 30<sup>th</sup>

A part of the process is to engage our community to determine the best investments for students while focusing on student mental and behavior health, addressing disparities based on race or disability, and improving teaching and learning conditions. We asked our community about these areas in a survey that was due on Monday, May 17<sup>th</sup>.

### **Survey Summary for SIA**

We had a total of 28 responses to the survey that was due on May 17, 2021. We focused on the three primary questions that will inform our SIA goals:

What is working well at SCS:

- Small community/cohesion/inclusive
- Informed parents/communication
- Advanced academics/focus on education
- Great teachers
- Mentioned once: Fridays off, HEART skills, uniforms, music program

What is not working well at SCS:

- Physical plant
- Teacher turnover pay issue
- Lack of resources for before and after school care. A lack of transportation to a champions location.

- Recess time/playground can be better

What changes and/or investments can be made to better support families and the community:

- Many responses included a return to full in-person instruction
- More social activities
- Literacy in younger grades
- Upgrade playground
- Physical building
- Expand to high school
- Increase expectation for level of learning
- Weekly progress reports
- Create opportunities for kids to love each other/differences
- Before and after school care
- Additional electives; with emphasis on understanding cultural influences in each area
- Maintain small class sizes

### **Teacher Survey Summary**

What is working well at SCS:

- Small class sizes
- Close bond with all staff
- School community
- H.E.A.R.T. Skills
- Curriculum flexibility
- Fridays for planning and prep
- Strong support from administrator
- Strong support from counselor
- Great office staff
- FOSS
- Hands on learning
- STEM
- High quality curriculum

What is not working well at SCS:

- Very low teacher pay compared to other districts-teacher turnover
- Church building inadequate for Sherwood Charter School
- Lack of storage space
- Need more support for students who need extra help socially/emotionally and academically

What changes and/or investments can be made to better support families and the community:

- Teacher pay gap fixed
- New facility
- Leveled library for literacy
- Conscious Discipline training and program
- More staff development in literacy and STEM
- Support for students with needs in social/emotional/academic areas
- Duty free recess and lunch duty
- Support for teaching health/current social issues

### **Plan For Funds**

Based the responses, SCS has a plan to hire:

- Additional teacher to work with small groups of students M-F to fill in gaps due to COVID CDL and Hybrid learning. This teacher will work all Fridays to work with students who need extra support
- Increase counselor from part time to full time to address social/emotional needs of students
- Counselor salary split into 3rds between ESSR, SIA and general funds to free up general funds to move staff into a salary schedule.
- Enhance curriculum with more hands-on engineering with a circuitry curriculum for Lego robotics, coding for 2 and 3<sup>rd</sup> grade
- Overnight Oregon Trail experience for 4<sup>th</sup> grade

**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><b>Upgrade Distance Learning</b></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 <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>Moved to March/April due to return to classroom</p> <p>Submitted in May</p> |
|---|--|---|--|

- 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> |
|--|--|---|--|

- 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 reached the same level as last year. We have exceeded our Company Matching donations for \$11,770.
- **Secured SIA grant with the SSD**

**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 -<br/>Delivered in May</p> |
|---|--|--|--|

**VIII. Addendum B – 2021-2022 Approved Sherwood Charter School Budget**

9:51 AM 03/06/19 Sherwood Charter School Profit & Loss Budget Overview July 2018 through June 2019

**2021-2022 Approved Sherwood Charter School 220 Students**

|   | <b>General Fund</b> | <b>SIA</b>       | <b>ESSERIII</b> |
|---|---------------------|------------------|-----------------|
| <b>Ordinary Income/Expense</b>                      |                     |                  |                 |
| <b>Income</b>                                       |                     |                  |                 |
| 1510 · Interest and Dividends income                | \$1,000             |                  |                 |
| 1700 · Extracurricular Activities Rev.              |                     |                  |                 |
| 1790 · Other Curricular Income                      |                     |                  |                 |
| 1790d · Activity Fees                               |                     |                  |                 |
| <b>Total 1790 · Other Curricular Income</b>         | \$6,000             |                  |                 |
| <b>Total 1700 · Extracurricular Activities Rev.</b> |                     |                  |                 |
| 1920 · Contributions Income                         |                     |                  |                 |
| 1921 · Unrestricted Revenue - Contribu              | \$65,000            |                  |                 |
| <b>Total 1920 · Contributions Income</b>            |                     |                  |                 |
| 3101 · SSF - General Support                        | \$1,525,568         |                  |                 |
| 4000 Grant Income                                   |                     | \$118,370        | \$47,608        |
| <b>Total Income</b>                                 | <b>\$1,597,568</b>  | <b>\$118,370</b> | <b>\$47,608</b> |
| <b>Expense</b>                                      |                     |                  |                 |
| 1111000 · Primary (K-5)                             |                     |                  |                 |
| 1111100 · Prim K-5 Salaries                         |                     |                  |                 |
| 1111111 · Prim K-5 Reg Sal - Licensed               |                     |                  |                 |
| 1111200 · Prim K-5 Assoc Payroll Cost               |                     |                  |                 |
| 1111210 · Prim K-5 PERS employer contrib            |                     |                  |                 |
| 1111220 · Prim K-5 Social Security                  |                     |                  |                 |
| 1111231 · Prim K-5 Worker's Comp                    |                     |                  |                 |
| 1111232 · Prim K-5 Unemployment                     |                     |                  |                 |
| 1111240 · Prim K-5 Contr Employee Benefi            |                     |                  |                 |
| <b>Total 1111200 · Prim K-5 Assoc Payroll Cost</b>  |                     |                  |                 |
| 1111300 · Prim K-5 Purchased Services               |                     | \$6,000          |                 |
| 1111311 · K-5 Contractor Instr Services             | \$20,000            |                  |                 |
| 1111355 · K-5 Printing & Binding                    | \$2,400             |                  |                 |
| 1111400 · Prim K-5 Supplies & Materials             |                     |                  |                 |
| 1111410 · K-5 Consumable Supplies                   | \$3,200             |                  |                 |
| 1111420 · K-5 Textbooks                             | \$6,300             |                  |                 |
| 1111430 · K-5 Library Books & Periodicals           | \$1,000             |                  |                 |
| 1111460 · K-5 Non-Consumable Items                  | \$500               |                  |                 |
| 1113000 · Elementary Extracurricular                | \$30,000            | \$2,978          |                 |
| 1121000 · Middle/Jr High                            |                     |                  |                 |
| 1121355 · MS Printing Expense                       | \$500               |                  |                 |
| 1121111 · MS - Salaries-Licenses                    |                     |                  |                 |
| 1121210 · MS - PERS Match                           |                     |                  |                 |
| 1121220 · MS - FICA & Medicare                      |                     |                  |                 |
| 1121231 · MS - Workers Comp                         |                     |                  |                 |

|   |          |         |
|---|----------|---------|
| 1121232 · MS - Unemployment Expense       |          |         |
| 1121240 · MS - Employee Benefits          |          |         |
| 1121311 · MS - Contractor Services        | \$4,000  |         |
| 1121410 · MS - Consumables                | \$2,000  |         |
| 1121420 · MS - Textbooks                  | \$2,000  |         |
| 1121430 · MS - Library Books & Perio      | \$800    |         |
| 1121460 · MS - Non-consumable expense     | \$500    | \$5,000 |
| <b>Total 1121000 · Middle/Jr High</b>     |          |         |
| 1122000 · Extracurricular Middle School   | \$12,000 |         |
| 2115000 · Student Safety                  |          |         |
| 2115319 · Services                        | \$4,000  |         |
| 2240300 · InstructStaff-Develop-Purchased |          |         |
| 2240312 · InstructStaff-Development-Impro | \$1,500  |         |
| 2240410 · Consumables                     | \$800    |         |
| 2300000 · General Admin                   |          |         |
| 2310300 · Gen Admin - Board Exp - Purch   |          |         |
| 2310312 · Board - Prof Development        | \$1,800  |         |
| 2320354 · Admin -- Advertising            | \$2,000  |         |
| 2320324 · Admin - Rentals                 | \$5,200  |         |
| 2320351 · Admin Telephone Expense         | \$9,500  |         |
| 2310381 · GenAdmin-Board-Audit            | \$11,100 |         |
| 2310382 · Gen Admin - Legal               | \$5,000  |         |
| 2310383 · Gen Admin - Accounting Fees     | \$32,000 | \$5,910 |
| 2310389 · Other Non instr prof & tech ser | \$3,200  |         |
| 2310600 · Board - Other                   |          |         |
| 2310640 · Gen Admin - Board - Dues/Subs   | \$2,700  |         |
| 2310650 · Insurance                       | \$18,000 |         |
| 2310670 · Gen Admin - Board - Taxes/Licen | \$800    |         |
| 2400000 · School Admin                    |          |         |
| 2410100 · Principal Office-Salaries       |          |         |
| 2410200 · SchAdmin-PrincOffice-AssocPRCos |          |         |
| 2410210 · SchAdmin-PrincOffice-PERS       |          |         |
| 2410220 · SchAdmin-PrincOffice-SocSecurit |          |         |
| 2410231 · SchAdmin-PrincOffice-WorkComp   |          |         |
| 2410232 · SchAdmin-PrincOffice-Unemployme |          |         |
| 2410240 · SchAdmin-PrincOffice-ContrBenef |          |         |
| 2410300 · Sch Admin - PrincOffice-Purch   |          |         |
| 2410353 · Sch Admin-PrincOffice-Postage   | \$1,200  |         |
| 2410355 · Sch Admin - Princ Off - Printin | \$1,500  |         |
| 2410410 · Sch Admin-Princ Office-Consum   |          |         |
| 2410411 · Consumables Food Gift           | \$1,500  |         |
| 2410410 · Sch Admin-Princ Office-Consu    | \$4,000  |         |
| 2410460 · Non consum. supplies            | \$500    |         |

|  |  |                    |                  |
|--|--|--------------------|------------------|
| <b>2500000 · Support Services</b>                |  |                    |                  |
| <b>2520000 · Business Fiscal Services</b>        |  |                    |                  |
| <b>2525300 · Bus-Fin Acctg-Purch Serv</b>        |  |                    |                  |
| <b>2525390 · Finan Acctg Bank Service Charge</b> |  |                    |                  |
| <b>2525391 · CreditCard Charges</b>              |  | \$1,200            |                  |
| <b>2540000 · Bus-Operation/Maint Plant</b>       |  |                    |                  |
| <b>2542300 · Bus-Operate/MaintPlant-Purchase</b> |  |                    |                  |
| <b>2542321 · Cleaning Services</b>               |  | \$30,000           |                  |
| <b>2542322 · Maint. &amp; Repairs</b>            |  | \$16,000           |                  |
| <b>2542325 · Utilities</b>                       |  | \$15,300           |                  |
| <b>2542410 · Building Consumables</b>            |  | \$5,000            |                  |
| <b>2542324 · Bus-Plant-Care/UpkeepBuildRent</b>  |  | \$107,024          |                  |
| <b>2660000 · Technology Services</b>             |  | \$36,000           |                  |
| <b>Total Expense</b>                             |  | <u>\$1,597,536</u> | <u>\$118,370</u> |
| <b>Net Ordinary Income</b>                       |  | <u>\$32</u>        | <u>\$0</u>       |

**IX. Addendum C – 2021-2022 Sherwood Charter School Academic Calendar**

2021-2022 Sherwood Charter School Academic Calendar

**JULY**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | H  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**AUGUST**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | ■  | X  | ■  | ■  | ■  | 28 |
| 29 | ■  | ■  |    |    |    |    |

**SEPTEMBER**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | ■  | ■  | ■  | 4  |
| 5  | H  | ■  | X  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**OCTOBER**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | ◆M | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**NOVEMBER**

| S  | M  | T  | W  | T | F  | S  |
|----|----|----|----|---|----|----|
|    | 1  | 2  | 3  | 4 | 5  | 6  |
| 7  | 8  | 9  | 10 | H | 12 | 13 |
| 14 | 15 | 16 | 17 | △ | 19 | 20 |
| 21 | ◆E | ◆E | ■  | H | 26 | 27 |
| 28 | 29 | 30 |    |   |    |    |

**DECEMBER**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | H  | 25 |
| 26 | 27 | 28 | 29 | 30 | H  |    |

**JANUARY**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | ■  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | H  | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**FEBRUARY**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | H* | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 |    |    |    |    |    |

**MARCH**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | △  | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | ◆  | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | ■* | 29 | 30 | 31 |    |    |

**APRIL**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**MAY**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | H  | 31 |    |    |    |    |

**JUNE**

| S  | M  | T  | W  | T      | F  | S  |
|----|----|----|----|--------|----|----|
|    |    |    | 1  | 2      | 3  | 4  |
| 5  | 6  | 7  | △  | □<br>½ | 10 | 11 |
| 12 | 13 | 14 | 15 | 16     | 17 | 18 |
| 19 | 20 | 21 | 22 | 23     | 24 | 25 |
| 26 | 27 | 28 | 29 | 30     |    |    |

|  |             |
|--|-------------|
| New Teachers Report.....                       | August 23   |
| All Teachers Report.....                       | August 24   |
| First Day for Students                         |             |
| All Grades K-8.....                            | September 8 |
| Statewide In-service.....                      | October 8   |
| 1 <sup>st</sup> Trimester ends.....            | November 18 |
| 2 <sup>nd</sup> Trimester ends.....            | March 10    |
| 3 <sup>rd</sup> Trimester ends.....            | June 8      |
| Last Day for (8 <sup>th</sup> Grade only)..... | June 8      |
| Last Day for Students ½ day.....               | June 9      |

**HOLIDAYS OBSERVED**

|                                 |                  |
|---------------------------------|------------------|
| Labor Day.....                  | September 6      |
| Veteran's Day.....              | November 11      |
| Thanksgiving Day.....           | November 25      |
| Winter Break.....               | December 20 - 31 |
| Martin Luther King Jr. Day..... | January 17       |
| President's Day.....            | February 21      |
| Spring Break.....               | March 21-25      |
| Memorial Day.....               | May 30           |

**SYMBOL KEY**

- ☒ First and last day for students
- H Holiday Observed
- △ End of Trimester
- Non Student Days
- X Teachers report back
- ◆M Conference Days (Middle School)
- ◆E Conference Days (Elementary)
- ◆ Conference Day (all grades)
- Staff Development
- \*Possible school closure make up day

Draft pending Board Approval by board

DRAFT

**X. Addendum D – Summary of Instructional Time for 2021-2022**

| Summary of Instructional Time for 2021-2022 |               |               |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| SCS   | K             | 1st           | 2nd           | 3rd           | 4th           | 5th           | MS            |
| School Hours                                | 8-3:30        | 8-3:30        | 8-3:30        | 8-3:30        | 8-3:30        | 8-3:30        | 8-3:30        |
| # of minutes (per day)                      | 450.00        | 450.00        | 450.00        | 450.00        | 450.00        | 450.00        | 450.00        |
| Recess/Passing Time (avg per day)           | (45.00)       | (45.00)       | (45.00)       | (30.00)       | (30.00)       | (30.00)       | (24.00)       |
| Lunch                                       | (30.00)       | (30.00)       | (30.00)       | (30.00)       | (30.00)       | (30.00)       | (30.00)       |
| Total mins per day                          | 375.00        | 375.00        | 375.00        | 390.00        | 390.00        | 390.00        | 396.00        |
| # of school days                            | 135.50        | 135.50        | 135.50        | 135.50        | 135.50        | 135.50        | 135.50        |
| Total Minutes                               | 50,812.50     | 50,812.50     | 50,812.50     | 52,845.00     | 52,845.00     | 52,845.00     | 53,658.00     |
| <b>Total Instructional Hours</b>            | <b>846.88</b> | <b>846.88</b> | <b>846.88</b> | <b>880.75</b> | <b>880.75</b> | <b>880.75</b> | <b>894.30</b> |
| Credit for Conf Days (max 30 hours)         | 24.00         | 24.00         | 24.00         | 24.00         | 24.00         | 24.00         | 24.00         |
| Credit for Staff Dev (max 30 hours)         | 30.00         | 30.00         | 30.00         | 30.00         | 30.00         | 30.00         | 30.00         |
| Credit for Recess                           | 60.00         | 60.00         | 60.00         | 60.00         | 0.00          | 0.00          | 0.00          |
| Non-Academic Field Trips                    |               |               |               |               |               |               | (7.50)        |
| <b>TOTAL HOURS for 2020-2021</b>            | <b>960.88</b> | <b>960.88</b> | <b>960.88</b> | <b>994.75</b> | <b>934.75</b> | <b>934.75</b> | <b>940.80</b> |
| Required Hours                              | 900           | 900           | 900           | 900           | 900           | 900           | 900           |
| Surplus Hours                               | 60.88         | 60.88         | 60.88         | 94.75         | 34.75         | 34.75         | 40.80         |
| Surplus Days                                | 8.1           | 8.1           | 8.1           | 12.6          | 4.6           | 4.6           | 5.4           |

Most recent updates: 5/12/2021

Links for ODE reference:

[ODE Required Instructional Time: Chapter 581 \(581-022-2320\)](#)

[ODE Definitions: Chapter 581 \(581-022-0102\)](#)