



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: October 18, 2023; 6:00PM

Online via Zoom

Meeting called to order: 6:01 by Christy Reaney (Chair)

Roll Call: Christy Reaney (Chair), Bryan Corn (Vice Chair) , Joe Whitehead (HR/ Policy, Facilities) Bobby Potruch (Treasurer), Jen Crosby (Secretary), Joy Raboli (Principal)

Mission: read by Bobby Potruch (treasurer)

Heart skills: read by Joe Whitehead (Facilities,HR Policy)

Agenda Additions: Relationship review with Heritage Bank to vote on account changes

Motion:	Approval of minutes from 2023-9-20 Board Meeting
Proposed:	Joe Whitehead (facilities, HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	none
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Adding two items to agenda: a vote in facilities and a vote in treasury
Proposed:	Joe Whitehead (facilities, HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	none
Vote:	Aye unanimous Nay None Abstain None

Result:	Motion Passed
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Public Comment: none

Administrator's Report: Joy Raboli (Principal)

Enrollment at 212, one family recently moved. The Annual report was due October 15th. It was hand delivered early by the Principal to Jim Rhodes with a food treat. The only part missing is the audit.

Testing: overall our is above district levels in Language Arts, Science, and Math

Cougar Run: Went well. We met the goal of 10,000 with a final of 16,451 for the year. Last years total was higher at 21,000 and change.

Academics: on point, October teacher observations are more intensive with feedback and goal setting. 5th graders just returned from outdoor school, the Principal joined them for a day.

At Friday's meeting coming up teachers are presenting their year long themes and curriculum map. Schools is focusing on bringing back integrative themes in the curriculum.

The Principal met with Joe Whitehead (HR/policy, Facilities) and Christy Reaney (chair) to discuss the administrative goals for the year. The following goals were presented by Joy Raboli (Principal)

1. Integrated themes for all grades to be presented at a staff mtg. On Oct. 19th, Feb. 2, and Published on the school website May 2.
2. Using a grant received in Language Arts teaching, the Principal will implement a new curriculum called the Science of Reading to all the K-3 teachers. Each grade will have a day off to work on curriculum training. The pacing guide is a 2 yr. training process.
3. Up the enrollment. The principal plans to build visibility through in school tours, which started last month and up our social media presence. Also, creating a Marketing Committee to help plan for community engagement, get in the paper etc. Work with an advertising agency if finances can be moved around for this. This will be an ongoing multi year goal.

Safety Committee: Joy Raboli (Principal)

Meeting was held. Top projects for staff included railing repair, roofing issues, emergency operations plan and cyber response plan. Walked the property- bark was fine, hazards were fine, landscaping updated. George Fox University students did a clean up of over growth, bark chips added. A larger turn right sign was installed. Denise in the communicable diseases trained coordinator. Lock down drill was done today and tomorrow is an earthquake drill. The

Sherwood Police Department visited the school during carline and gave the school compliments for how smooth the carline is now running!

The next safety committee meeting is Nov. 7th at 1pm.

PAC Report: Hadar Ferris (PAC Chair)

The PAC will try to have a representative at all School Board meetings to give updates.

There is some confusion about the PAC's role amongst parents and also confusion between the difference between the PAC and the Board. To Clarify. The PAC plans to foster school community and focus a few core fundraisers a year just to stay afloat so families are also be able to support the OneFund.

The PAC will be handing over the management of spirit wear to the school. After this year it will no longer be a PAC responsibility.

The PAC will continue to be responsible for the Library

The PAC proposed an idea for a school garden. It would be fully funded by the PAC. Idea is to have it on the portable side of the school. The Board was positive about the idea and suggested writing a proposal, get the church's permission, and contact Tim Brandt.

Treasurer's Report: Bobby Potruch

Met with the relation coordinator, Kristin Connor, at Heritage Bank about what was needed to transfer money in a higher yield account.

Update signers on account. Remove KC Reaney, Joe Whitehead. Add Christy Reaney. Joy Raboli, Tonya (CPA), and the school secretaries, Angela and Cheryl will remain. Links have been sent to all to sign to make these updates. Recommendation is to keep the list of signers slim.

Currently, we have two major accounts, the operating account and the business money market account earning .2%. Two options were discussed.

Option A: Transfer 2,200.00 from the operating account to the money market to qualify for the higher return jumping from 1% to 1.75%, which is a big deal for a small transfer.

Option B: Move a certain amount from the money market account into a CD. The CD has a penalty if you remove money early. We should be ok with our operating account to be liquid.

Discussion: Using an example of 500,000.00 balance at .2% (where we are currently at)we would only profit 1,000 a year in interest, at 1% we would profit 5,000 a year but at the CD rate it would give us 20,000 in interest. Risk involved if you need to move money you would pay 90 days interest. Bobby Recommended opening 4 (100,000.00) accounts instead.

Motion:	Approve transferring 3,000 from the non profit interest account to the money market account
Proposed:	Joe Whitehead (HR/Policy, Facilities)
Seconded:	Bryn Corn (Vice Chair)
Discussion:	none
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Propose to authorize an investment of moving up to 500,000 of our money market account in 100,000 increments into CD's. At the discretion of the Treasurer, accountant and Principal.
Proposed:	Joe Whitehead (facilities, HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	none
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Fundraising:

looking for people to join the board and also for Marketing and other committees

Facilities Update: Joe Whitehead (Facilities, HR/Policy)

Joe Whitehead will get key friday (Oct.20) morning to test the 25 water sources on campus for lead. Part of the added agenda item including the vote in the facilities report has been stricken and deemed unnecessary.

Deliverables: Bryan Corn (Vice Chair)

reminder to Bobby about the annual audit to be sent to district.

Also, due Nov. 15 is annual provision IRS form 990 which is sent by the Auditor

Calendar Planning:

Policy: none

Board Comments and Communicators: none

Thank you and Recognition notes: none

Next Regular Meeting: Nov. 15th at 6:00, possibly change of date to accommodate the MS choir and band concert. Changed by vote to Nov. 16th at 6:00

Motion:	Change the next board meeting from Nov. 15th to Nov. 16th to avoid conflict with the Middle School Winter concert.
Proposed:	Joe Whitehead (facilities, HRPolicy)
Seconded:	Christy Reaney (Chair)
Discussion:	none
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Adjourn meeting at 7:14pm
Proposed:	Christy Reaney (Chair)
Seconded:	Joe Whitehead (HR/ Policy, Facilities)
Discussion:	none
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Attached : Letter with suggested format from Heritage bank to facilitate opening the new accounts. Provided by Bobby Potruch (Treasurer)

(Date)

(Business Name)

(Business Address)

(Title) – aka, Meeting Minutes, Board Minutes, etc.

Please include who is present in the meeting or add this resolution to existing meeting minutes noting board members/ staff present.

We resolve the following changes be made to ORGANIZATION's banking relationship:

The following signer(s) need to be updated on ORGANIZATION'S NAME deposit accounts (Or please be specific as to which signers are tied to which accounts. Explain in detail)

- PLEASE LIST EACH PERSON'S NAME AND TITLE (i.e., Jane Doe, Board President, Jack Doe, Executive Director)

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- o For any new signer we will need to also have a Customer Information Sheet as well as a copy of their ID (front and back please)

Further we authorize the following individuals or titles to open and/ or close accounts and request signer updates and conduct business on behalf of ORGANIZATIONS NAME at Heritage Bank, this includes opening checking, saving, money market accounts or termed accounts as would best serve ORGANIZATION'S banking needs. Any new accounts opened should have the same signers as all other ORGANIZATION Accounts.

- PLEASE LIST EACH PERSON'S NAME AND TITLE (i.e., Jane Doe, Board President, Jack Doe, Executive Director)

Please have the board secretary sign and date the resolution. A scanned copy of the signed meeting minutes or board resolution is perfect.