



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: February 21, 6:00PM

Online via Zoom

Meeting called to order: 6:00 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)

Public Attendance: Troy Hauxwell, Layne Quinn, Tara, Jessica Kumar, Jess Hund, S. Coleman. Added later Trish Thompson, Charlene

Mission: read by Bobby Potruch (Treasurer)

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

Agenda Additions: none

Kindergarten winter Lottery for 2024/2025: All 11 sibling applicants got a spot.

All in- district applications accepted as well. 9 available spots for out of district applications.

Total of 17 applications for out of district. The rest of the applicants went to the waitlist, which leaves 8 students on the waitlist.

Motion:	Approve Minutes from SCS Board Meeting 12-13-2023
Proposed:	Christy Reaney (Chair)
Seconded:	Joe Whitehead (Facilities, HR/policy)
Discussion:	
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Administrators Report: Joy Raboli (principal)

enrollment 215

Waitlist by year-Feb 2019 was the highest and went down due to covid but we are back on an upward trend

Safety committee- mtg on the 13th monthly committee task, walking the property check fire ex

Safe school report sent in. Water testing has been paid and results should be in. Annual OSHA log has been completed.

Carline app went down for a couple days but they had their back up walkie talkies and everything went well

Complaints from neighbors of parents parking on sunset to drop off and pick up. A notice will go out about this issue. A car barrier is going to be tested for parking lot safety.

Heart week went great. Presented a different skill each day during morning meeting with kids, the week ended with the PAC family dance.

Meeting weekly with the new teacher. She is being mentored by both Ms. Raboli and the Humanities teacher.

Teachers are presenting their themes this month. Teacher Mr. Winningham provided testing training

Grade level teachers met NJHS with Middle school and letters training with Elementary

Marketing- Joy Raboli (principal)

Only is better than best. We are the only school doing a lot of things. We can't be the best kept secret,

Leads on merchandise. Signs and flags

Bobby asked: looking at enrollment levels, what do we think about pushing 6th grade number up to get more kids in there? Is there capacity? Would it diminish education? Raboli: that is something we try to do if we can. We would love to have 26 or 27 in 6th grade, and we usually end up with less in 8th. Our pool is 75 of the middle school grades. We can't topload 6th grade if there is a waiting list or full class in 8th grade, we have to wait 10 days and see who shows up. The other issue is seating, 27 is pushing it.

Christy - administrator review survey went out today. Check your email and return by MARCH 6.

PaC report: Hadar Ferris

In the Pac meeting we discussed taking over the harvest festival and we are putting together a team to do so.

The 80's dance went great and everyone had a blast.

The read a thon is coming up.

The PAC is wondering if the School would be willing to pay for half of the library software because the price went up to 1074 and it used to be 600. It is taking up almost all of the library budget.

The Al's garden center fundraiser is coming up and all proceeds will go toward the new school garden. It will be a 45x 50 with 6-8 raised bed and gravel rather than wood chips to be wheelchair accessible. Would like to break ground by the end of march.

Christie question: is the garden something that will be maintained through the summer? Yes it will be by the PAC

Treasurer Finance report: Bobby Potruch (Treasurer)

I talked to Tonya about what is typical with charter schools about an Administrators automatic increase. Normal is a 1.5% automatic increase as well as cost of living staff increases. It could make things easier for us as a board and also for Tonya. Something budget related should be in the agenda before we vote on it. Added to the agenda for next month will be voting for a 1.5% increase plus cola for three years with an evaluation date. What we have in uncommon this is more common practice. Pointed out that Joy didn't ask for this raise and wanted her staff to be considered first. For next month- what should the one fund be? Participation increases rather than price increases. Christy: where are we at with the onefund in comparison to last year? Bobby: we are 7,000 ahead.

Next month we will determine what the goal should be for next year. The finance committee can come up with a recommendation. It's more about putting a number in the budget but not necessarily an increase.

Adding one more price tier lower than \$500 is a favorable idea presented by Joe

Audit Report: Bobby Potruch (Treasurer)

The Board reviewed the audit for the year ending June 30 2023, done by Certified Public accountants Pauly Rogers and co. PC.

Total Revenue increases by 29% from 1.8 mil to 2.389 mil. The ERC credit fueled this increase

- Total revenues increased by 29% compared to prior year, which was primarily due to receiving ERC (Employee Retention Credit) funds from the IRS as our enrollment is still low from Covid fluctuations.
- Overall, the school's ending fund balance grew by \$229,106.

Actual vs. Budgetary variances on the School's revenues and expenditures for the year are explained in greater detail below and should be read in conjunction with the Budget Schedule found in the Other Information section of this financial report.

- The School received revenues \$405,355 higher than budgeted. The increase in revenues derived from the following:
 - o The school received \$21,595 less in State funds and grants than were budgeted.
 - o The school received \$14,507 less in fundraising than we budgeted due to an auction not bringing in the amount of funds that were estimated.
 - o The school received \$5,905 less in extra activities than were budgeted.
- The School spent \$597,004 more than budgeted, the amount of \$295,101 is due to the new lease

requirements to capture long term leases. But also spent more on advertising, building upkeep and we retained staff that had been formally paid by Cares Act funding.

As we write this in the fall of 2023, enrollment for the 2023-2024 school year is at 213 students. 225 is our maximum enrollment per our charter agreement with Sherwood School District. This decrease in enrollment will have a financial impact on the school. Due to Covid-19, enrollment is fluctuating. The administration has worked hard to fill the enrollment to capacity as much as possible.

Went over the balance sheet where the grant money shows up

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GOVERNMENTAL FUND

REVENUES:

From local sources

Extracurricular	95
Contributions	115,493
Interest income	1,781
Intermediate Sources	
Grants	11,383
State Sources	
State School Fund	1,679,502
Grants	145,774
Federal Sources	
Grants	435,198
Total Revenues	2,389,226

EXPENDITURES:

Instruction	1,303,913
Support services	1,220,167
Capital expenditures	72,843
Total Expenditures	2,596,923
Net Change in Fund Balance	87,404
Beginning Fund Balance	668,175
Ending Fund Balance	755,579

Fundraising: None

Facilities: Joe Whitehead (Facilities/ HR)

Will try to test fire extinguishers this week. Will check on the results of the lead testing

Deliverable: Bryan Corn (Vice-Chair)

Reminder Ms Raboli review teacher contracts in march

Apply for real property tax

Evaluate facilities agreement with Sherwood friends Church

Academic calendar for next year approval

Motion:	Approve the 2024/2025 academic Calendar
Proposed:	Christy Reaney (Chair)
Seconded:	Joe Whitehead (Facilities, HR/ Policy)
Discussion:	
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed

Correspondence: Christy Reaney (Chair)

Christy went through the Board mail box and found a bunch Thank you cards from Ms Raboli from principals day, Cheryl, angela, denise, mrs. stuckie Ms. Armentrout and a couple more for the christmas gifts.

Set a date to approve minutes of this meeting in time to turn in for the Grant application deadline.

We will meet Friday 23rd at 3:00 pm. We will also have to schedule a private meeting to go over the administrator's evaluation.

Next general meeting will be March 20th at 6:00

Motion:	Approve adjourn meeting
Proposed:	Christy Reaney (Chair)

Seconded:	Joe Whithead (Facilities, HR/ Policy)
Discussion:	
Vote:	Aye unanimous Nay None Abstain None
Result:	Motion Passed