



Regular Meeting, October 19, 2017

FINAL

I. Opening Items

- A. Call the Meeting to Order

The Sherwood Charter School Board of Directors met in the Sherwood Community Friends Church Art room for a regular meeting on, Thursday, October 19, 2017.

The October 19, 2017, meeting was called to order at **6:00 PM** by Chair Brian Craker.

Members present: Brian Craker, Perry Francis, Carolyn McBee, Frank Scholz, Steve Schweitzer, Gail Wallace, and Joy Raboli (ex officio)

Members absent: Chris Gerlach

SCS Staff present: Katie Boedigheimer (middle school math)

Public present: Terefe Demisse, Michelle Henson, Melanie L., Kim Rocha

Kim Rocha, as treasurer-elect, given voice but no vote by the chair (Brian Craker) and the board.

- A. The Pledge of Allegiance was recited by all present
- B. Gail Wallace read Sherwood Charter School's Mission & Vision Statements
- C. Steve Schweitzer read and reflected on the H.E.A.R.T. Skills & passed along meeting Expectations
- D. Agenda Additions

NONE

- E. Class presentation

The 2nd Grade class led by Mrs. Zobrist, Mallett and Justin visited with us. Mrs. Zobrist passed along an update on second grade writing and reading integration. She said she has seen great change and growth in the class who have written six books since starting the new curriculum! They presented their Community Lucy Caukins Tiny Topics, an approach that has greatly helped increase the number of written sentences. They talked about their Tower of Books and having had a Read-in in class, reading together for 45 minutes! She continued by saying that Vivid Vocabulary is a hit! Mallet showed the board her "All About Me" Start Student poster.

- F. Approval of Previous Minutes (August 10, 2017)

Agenda Business Item: Approval of the August 10, 2017 board meeting minutes.

Board Vote: All members approved.

- Tabled approval of 10/9/17 minutes for clarification.

- G. Public Comment - NONE



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II. Academic Excellence

A. Principal/Administrator's Report (*Ms. Raboli arrived 7 PM*)

Annual report delivered to SSD (due Oct 15th) including the Plan of assistance and also sent along copy of the financial audit. The district was happy with content. Keith Halasy, past board chair, helped prepare the document and has helped with Annual Report too in past years.

Enrollment at 201 students for 2017-18 academic year officially as far as the budget is concerned.

Data on Smarter Balanced assessment received. Need to come up with a PLA (Plan of Assistance) to talk about why the involved classes did not meet the requirements.

Some suggested PLA justifications:

- 5th grade only at 17 children for the year
- Staff development – increase/examine budget related to helping for this bullet item

Kim Rocha asked about coaching and mentoring -- can teachers belong to other organizations to get mentoring? Ms. Raboli answered – no, but we would like to send teachers to meetings. Kim asked if there a staff development budget? Ms. Raboli answered there was one but it is very small and are careful with how it is spent.

- Working with SSD in our MTI (Multi-tiered Instruction) meetings – profound behavior changes seen in this group which has taken a significant amount of time for Ms. Raboli to manage.

Kim Rocha: Level 5 – can we mention that SCS has achieved this ranking in marketing since it is officially reported? Ms. Raboli is not sure but will check if that is possible. The state has not published for the past 3 years because of smarter balanced test changes.

B. Administrator's Goals for 2017-18

All concerned are having difficulty finding a time to meet due to other obligations – discussed tabled until next meeting.

C. Student Handbook

Suggested changes:

- Sync PEF language in student contract and handbook.
- Differentiate differences between PEF and the 'Kids First' fundraising campaign

Agenda Business Item: Move to accept parent/student handbook as revised.

Motion by – Steve Schweitzer

Seconded by – Carolyn McBee



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Discussion: none

Board Vote: passes unanimously

The board decided not to send the 'Parent over involvement letter' but rather parts were included in the parent/student handbook.

Kim Rocha asked if perhaps we could have parents sign a receipt after reading the parent/student handbook? Brian suggested he would check with Matt Lowe (OSBA attorney) and Ms. Raboli on that potential.

III. PAC/Finance/Fundraising

A. PAC Report

Kim Rocha presents for the PAC

- Scrip and School lunches beginning
 - o Scrip rebates in previous years paid out to individuals as opposed to PAC. This year the scrip rebates will stay with the PAC to help their fundraising.
- Teacher liaison appointed (a position asked for by previous PAC board) Nora Stuckey and who will determine a list of teacher needs
- Book Fair just ended - \$2200 in sales and were able to fill wish lists for K-8 teachers. Will have another one in spring 2018.
- Kids First: Trying to decide on what information we can provide to alleviate parent concerns about the program so as to improve revenues of this fundraiser going forward. Would like to list items purchased with Kids First money for transparency e.g. Chromebooks and smart boards
- Today the PAC board found someone who would to assume the treasurer position going forward. They will need voting at the next meeting.

Brian Craker had also talked to Melissa (PAC Chair) about fundraising in the past week. He also thanked the PAC for all their hard work.

Frank Sholz provided a report on the last PAC meeting where they spent time discussing Kids First and that they wanted a list of tangible items that the PAC had funded and donated to SCS.

B. Treasurers/Finance Comm. Report

Chris Gerlach as absent and therefore could not give a formal report. As Chris might not be the treasurer going forward with Kim Rocha will likely taking the position for the next meeting during the transition, Kim and Chris can work together on the handoff.

IV. Facilities/Operations

A. Safety Committee Update (Ms. Raboli)



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- SCS would like a functioning school intercom system – we have purchased a part but it is not functioning. The setup is expensive, being nearly 3K to purchase overall.
- The driveway asphalt needs repair. The church thinks SCS should repair. Gail Wallace will discuss the topic with the church/landlord.
- On recent walkabout Ms. Raboli noticed that the stumps are a problem, being too slippery in the wet weather to safely use. Will plan on taking them out, leaving a few for planters. Eagle scout in question who installed the stumps work was great but it is difficult to keep safe for use by the broad range of ages and sizes of children at SCS.
- Steve Schweitzer noted that the recently modified policy about hair color is not published in any official document that he could find. Ms. Raboli will look into that seeming omission.
- Someone suggested that the complaint process needs to be on front page of school website.

See administrators report addendum for full report.

V. Governance

A. Policy Review

Brian discussed past approach for Policy reviews. Used to work with Ms. Raboli prior to meeting to discuss suggested changes. Recently, changes were discussed in board meetings which was not as successful.

Given the lateness of the policy update arrival, Ms. Raboli and Carolyn McBee will work together for the next meeting to give the policy updates.

- Policy Review tabled for next meeting.

Steve asked about the audio recording of this meeting. It seems that Brian had inadvertently forgotten the microphone at home (his personal microphone). Brian will do research in bylaws about recording meetings and get back to the board with the results.

There was also discussion of the availability of a microphone going forward, after Brian has finished his term of service on the board. The idea of purchasing a microphone for that express purpose was broached and all generally agreed that idea seemed prudent.

Kim Rocha – the board should set a precedent at recording and we should be careful to continue to do so as is possible. She also agrees with the idea of purchasing a microphone for recording minutes.

B. Unfinished Business, Calendaring, Planning & SSD Deliverables

Some items from the calendar to review for this month:



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- Job descriptions, annual report, background check

Steve Schweitzer said he was reviewing the lease contract and was about halfway done, suggesting he would finish doing so soon.

IRS form 990 was sent to the district and we will need to talk to Chris about where we stand

C. Board Comments & Communications

Gail Wallace commented on various safety committee comments:

- An entrance buzzer for front entrance was suggested
- Asphalt replacement issue: she referred to the lease document where it says that the landlord has responsibility to repair. Tim (from the church) wanted SCS to contribute monies since pricing for a full repair is significant. It was suggested that they (the church) get a bid and then come to board with that information to continue the discussion.
- Working on connecting with an electrician as the copier and laminator cannot run simultaneously.
- Three security cameras are repeatedly failing. Gail asked for the process to replace the cameras. SCS needs three bids to start the replacement process. Additionally, if the repair/replacement is over a certain dollar amount, that will need board approval.

Frank Sholz asked about adding speedbumps to the parking lot. That information was discussed in the past but he did not remember the details. Gail suggested she could check with Tim about pavement repair and speedbumps.

Perry Francis suggested that SCS should move the asphalt repair/replacement process forward as it has lingered now for over a year and continues to be a problem.

Kim Rocha continued discussing the asphalt issue and her reading of the lease which suggests that there is a rent increase each year of 1.5%? She expected there would be an agreement to save some of that revenue to put toward that replacement.

VI. Closing Items

- Next Regular Meeting: **Thurs. Nov. 16th, 2017**

Agenda Business Item: Adjourn at 8:53 PM.

Motion by – Carolyn McBee

Seconded by – Steve Schweitzer

Discussion: none



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Board Vote: passes unanimously

Recording and submission of minutes completed by Board Secretary, Perry Francis.
(These minutes are approved 2/15/2018)



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Administrator's Report

October 2017

Current Enrollment for 2017-18

Grade	Students	Waiting List
K	21	0
1	16	0
2	25	2
3	23	0
4	25	2
5	23	0
6	22	0
7	24	0
8	21	0



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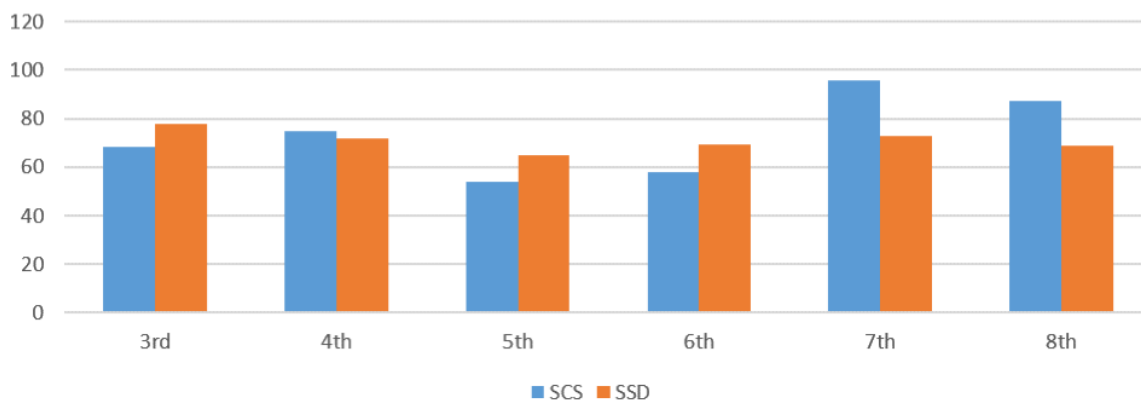
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We had a 5th grade student enroll in his home school and that dropped enrollment from 24 to 23 in 5th grade. The 7th grader, who had planned to move to Sherwood, never arrived. We had twins who might have enrolled but chose to stay in their home middle school instead of making the change mid-year. We will be at 201 for the State of Oregon because we were at 201 October 1st. We have a student planning to enroll after the tour held this week, which would bring our enrollment number to 201.

Assessment Data for 2016-17

Our overall Smarter Balance Assessment Consortium (SBAC) results for Sherwood Charter School (SCS) are excellent. However, our 3rd, 5th and 6th grades did not exceed similar subgroups from the Sherwood School District (SSD).

Sherwood Charter School Math Scores
vs. Sherwood School District

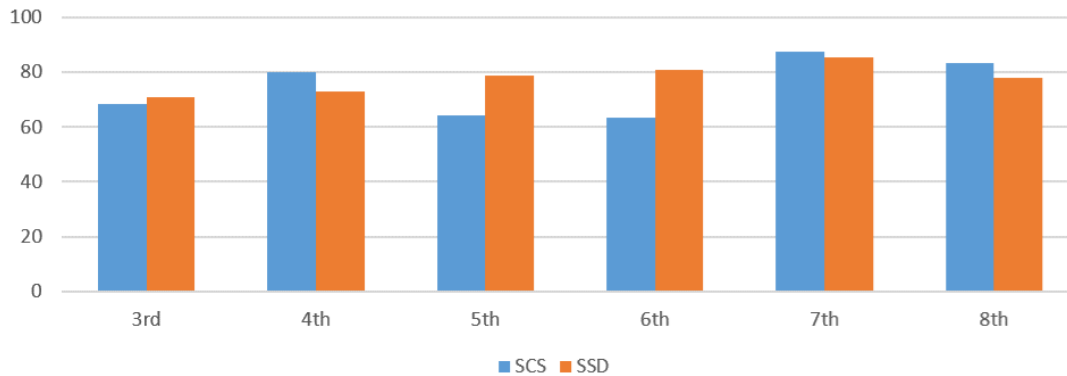




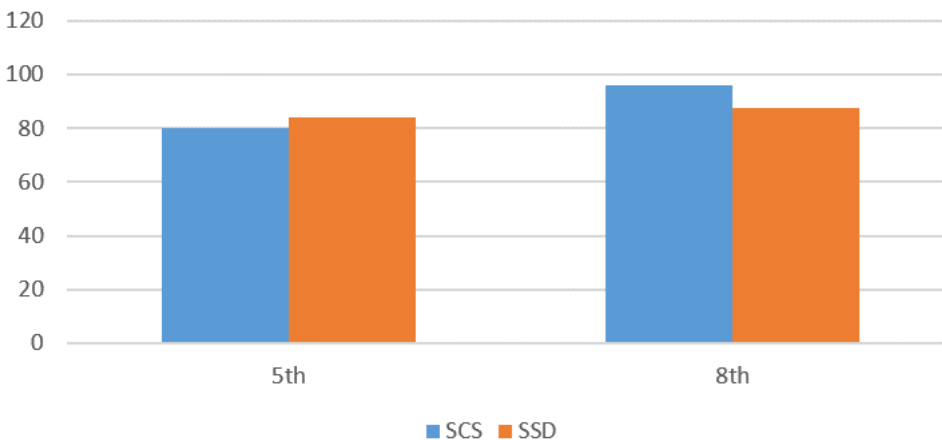
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Sherwood Charter School ELA Scores
vs. Sherwood School District



Sherwood Charter School Science Scores
vs. Sherwood School District



As you can see, the 4th, 7th and 8th grades performed better than SSD in both ELA and Math but our 3rd, 5th and 6th scored lower than SSD in ELA and Math. In science, our 5th grade scored lower than SSD, but our 8th grade scored higher.

Take into consideration that we test in only one class per grade level with a sample size averaging 22 versus 300+ in SSD multiple grade level subgroup. In 5th grade, the testing was limited to 17 students! Minor aberrations among individual SCS test scores can greatly impact the results of the entire class.



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Based on our initial research, we believe the lower test scores of the 2016-17 school year can be attributed to several factors:

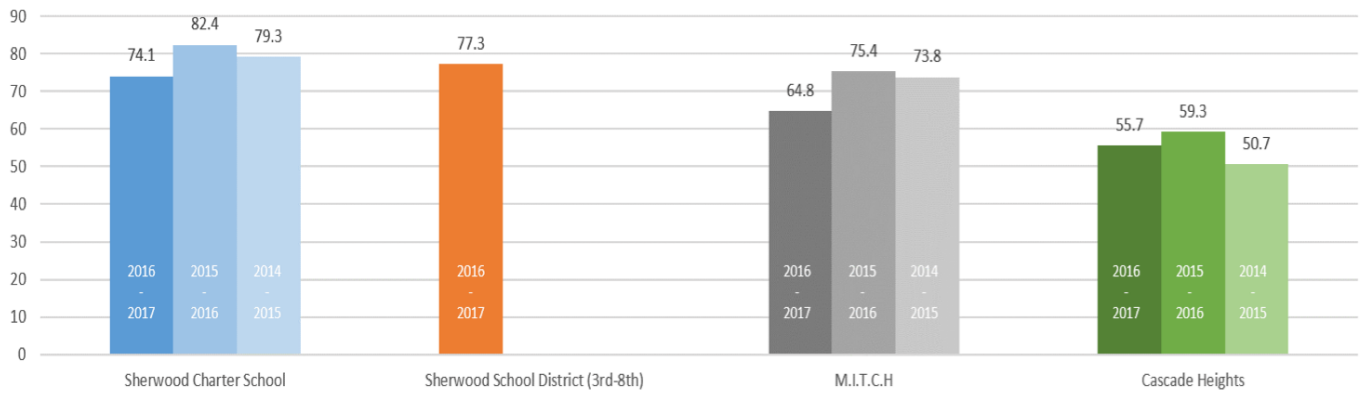
- One profound reason was that we replaced five of the six elementary teachers for the 2016-17 school year, including all three elementary teachers where SBAC testing was conducted. This was definitely a factor in a few areas where our test scores went down. The combination of being a brand new teacher and also learning a new curriculum was very overwhelming for our new staff last year. (
- In addition, we were still teaching Riggs, which only addresses two out of nine areas of a comprehensive literacy model, thus affecting our ELA scores. We still were using a writing model called, Excellence in Writing. There are some strong areas in this writing model, however, like Riggs, it missed the mark in several literacy areas. (If you compare our school with other charter schools that use Riggs, we are at the top, but in our analysis, all schools using Riggs experienced a downward trend in testing performance. We are now implementing Lucy Calkins Reading and Writing. Both M.I.T.C.H and Cascade Heights scored a Level 4 in the Oregon Department of Education School Report Card. (

SBAC Test Scores by Year, for 3rd – 8th Grade, Juxtaposed to Comparable Schools and Districts

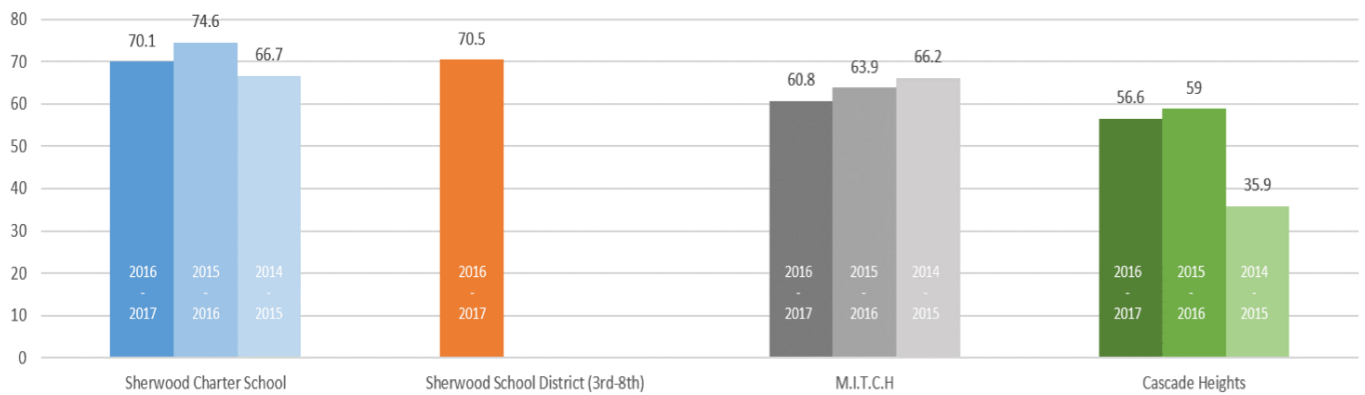


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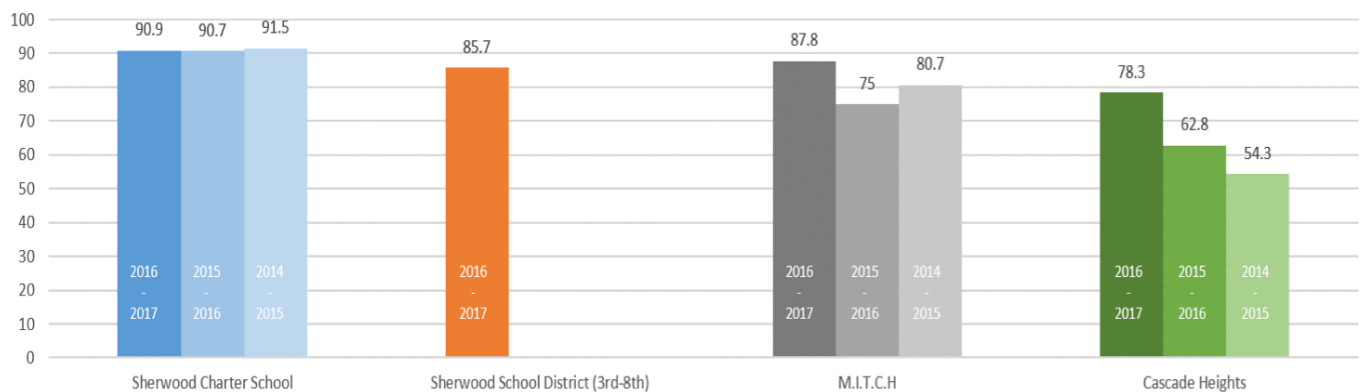
English Language Arts - Yearly Comparison



Mathematics - Yearly Comparison



Oaks Science - Yearly Comparison



Our 6th grade students who took the ELA and Math SBAC assessments scored lower than our 7th and 8th grades which is unusual considering all three grades have the same teachers for both ELA and Math, yet 7th and



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8th grade exceeded SSD in both topics. Judging from the trend in middle school over the years, the testing performance of the 2016-17 6th grade class appears to be an anomaly.

SCS will continue to improve in all areas and will focus on the follow five areas to ensure growth in ELA, Math and Science:

- Continuing to mentor our new teachers and give them the support they need through 1:1 mentor opportunities and weekly curriculum meetings with me. (
- Fully launch our newly adopted Lucy Calkins Reading and Writing to cover all the aspects of the comprehensive literacy model. (
- Provide staff development in content areas in math, literacy and science. (
- Continue progress monitoring in ELA and Math and provide interventions (when needed. (
- Work closely with SSD in our MTI meetings to get assistance with students who need extra support. (Our school is on a better path regarding our literacy model and we are in year three of implementing Singapore Math. Students and teachers love both programs. We can already see growth in experience and knowing how to prepare for SBAC assessments. We have made great strides as a school regarding our culture and look forward to a high achieving 2017-18 school year. (**School Report Card** (SCS has received a Level 5 from the Oregon Department of Education. We are in the top 10% of schools in Oregon. (



SHERWOOD CHARTER SCHOOL

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2016-17 Report Card Rating Details Report

Public Version - October 12, 2017

District: Sherwood SD 88J

School: Sherwood Charter School

The purpose of the Report Card rating details report is to describe the rating methodology and display the data used by the school accountability system to determine the overall school rating (i.e., overall level) that is shown on each school's Report Card. For more details on the school report cards, please visit the following link: <http://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards>.

The Oregon Department of Education (ODE) will not assign overall ratings to schools on the 2016-17 Report Card Rating Details report given the expiration of Oregon's ESEA flexibility waiver on August 1, 2016 and the transition to the Every Student Succeeds Act (ESSA) in 2017-18. However, the ODE will report ratings by indicator (e.g., academic achievement, academic growth, etc.) as well as student group for each school.

Overall Level: Not Rated

Performance Indicator	Level	% of Points Earned	Weight	Weighted Points
Academic Achievement <i>(page 3)</i>	Level 5	100%	NA	NA
Academic Growth <i>(page 4)</i>	Level 5	90.0%	NA	NA
Student Group Growth <i>(page 5)</i>	Not Rated	--	NA	NA
At Least One Student Group Missed a Participation Target <i>(page 8)</i>	Yes	NA		
Totals			NA	NA
Weighted Percent				NA

Level Assignment	Weighted Percent
Level 5	Not Applicable
Level 4	Not Applicable
Level 3	Not Applicable
Level 2	Not Applicable
Level 1	Not Applicable

Levels are calculated using the percentage of points earned out of the total points eligible. For schools with data on all indicators, the total points possible are:
• 25 for Academic Achievement
• 50 for Academic Growth
• 25 for Student Group Growth
The total score is matched to the scoring guide above to determine the school's rating.

Federal Reporting Designations	
Received Title I Funds in 2016-17 (Y/N)	N
ESEA Designation (if any)	



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**2016-17
Report Card Rating Details Report**

Public Version - October 12, 2017

District: Sherwood SD 88J
School: Sherwood Middle School

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Overall Level: Not Rated

<i>Performance Indicator</i>	<i>Level</i>	<i>% of Points Earned</i>	<i>Weight</i>	<i>Weighted Points</i>
Academic Achievement <i>(page 3)</i>	Level 5	100%	NA	NA
Academic Growth <i>(page 4)</i>	Level 4	80.0%	NA	NA
Student Group Growth <i>(page 5)</i>	Level 4	82.5%	NA	NA
At Least One Student Group Missed a Participation Target <i>(page 8)</i>	Yes	NA		
Totals			NA	NA
Weighted Percent				NA

Level Assignment	Weighted Percent
Level 5	Not Applicable
Level 4	Not Applicable
Level 3	Not Applicable
Level 2	Not Applicable
Level 1	Not Applicable

Levels are calculated using the percentage of points earned out of the total points eligible. For schools with data on all indicators, the total points possible are:
 • 25 for Academic Achievement
 • 50 for Academic Growth
 • 25 for Student Group Growth
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Federal Reporting Designations	
Received Title I Funds in 2016-17 (Y/N)	N
ESEA Designation (if any)	

Safety

SCS held our first lock down drill of the 2017-18 school year. It was a success and everyone followed protocol. We will do our mandatory second lock down drill in the spring. We will also participate in the Great Oregon Shake Out that practices earthquake drills on a state and national level. Our first Safety Committee meeting will be held on October 19th.

<https://www.shakeout.org/oregon/>

Teachers and Staff



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Our teachers are hard at work launching our new curriculum, Lucy Calkins and Words Their Way. October begins my work of Keepers and Polishers where I observe in classrooms and give specific feedback. I continue my “walkabouts” to check in and visit classrooms as much as possible. This year, new students and discipline challenges have taken more time than usual. Our new teachers have quickly assimilated into SCS and already seem like veterans. We are setting goals and beginning the evaluation cycle for the 2017-18 school year.
