



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, September 19, 2018 – 6:30 pm**

**Art Room at Sherwood Charter School**

**FINAL MEETING MINUTES\***

## I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, September 19, 2018, in the Art Room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:32pm** by Chair, Brian Craker.

**Members Present:** Brian Craker (Chair), Karen Schrader (Vice-Chair), Frank Scholz (Secretary), Perry Francis (Facilities), Gail Wallace (HR & Policy), Lori McKinley (Fundraising), Joy Raboli (Administrator, ex-officio)

**Members Absent:** Kim Rocha (Treasurer)

**SCS Staff Present:** Angela Havlinek (office manager), Cheryl McLeod (admin), Kelsey Connolly (Kindergarten), Marissa Bradley (First Grade)

**Public Present:** none

The Pledge of Allegiance was recited by all present.

Perry Francis read Sherwood Charter School's Mission & Vision Statements.

Karen Schrader read the H.E.A.R.T. Skills.

Brian Craker delivered the meeting expectations.

### **Agenda Additions & Changes:**

**Motion:** Addition of fundraising to the agenda as topic III. C.

**Proposed:** Karen Schrader (Vice-Chair)

**Seconded:** Perry Francis (Facilities)

**Discussion:** none

**Board Vote:** Unanimous, all ayes

**Result:** Motion passes

**Class Presentation**

*See Class Presentation, attached as Addendum A.*

Kelsey Connolly (Kindergarten) and Marissa Bradley (First Grade) talked about the professional development time they received the two weeks before school started.

- Brain-compatible learning – creating classroom environments that assist in learning
- Procedures and routines – growing classroom comfort via predictability
- Brain bootcamp – brain growth in children and how it affects learning
- Thematic integration – met with specialists and other teachers to learn how to write curriculum so the school year aligns
- Collaborative curriculum planning and design – collaborating with others to learn how to use the materials to challenge the children

Ms. Bradley also told us about her experience as a college athlete and how it helped her learn the power of “yet” and how she is integrating that into her classroom.

**Agenda Business Item: Approval of Previous Minutes:**

Karen Schrader (Vice-Chair) proposed some minor changes to the August 9, 2018 minutes, section III. A. The Board was satisfied with her proposed changes and the final minutes will reflect her additions.

**Motion:** Accept the July 19, 2018 minutes as written and the August 9, 2018 minutes as corrected.

**Proposed:** Karen Schrader (Vice-Chair)

**Seconded:** Gail Wallace (HR & Policy)

**Discussion:** none

**Board Vote:** Unanimous, all ayes

**Result:** Motion passes

**Public Comment:**

None

## II. Academic Excellence

### **Administrator's Report**

*See Administrator's Report, attached as Addendum B.*

The enrollment is currently at 210 students. We missed the target enrollment (as determined by the 2018-2019 budget) of 215 students because some families un-enrolled to keep their families together (one or more children in a family didn't get into a class) and some families had custody conflicts. However, our student rate increased by \$64 over last year which should help offset the shortfall in enrollment. The wait list is up 4 from last year to 29 this year.

Joy Raboli (Administrator) covered the 2017-2018 assessment scores as reported by the Oregon Department of Education. In English language arts, all grades, except 7<sup>th</sup>, are above the Sherwood School District (SSD) average. It is suspected 7<sup>th</sup> grade may be trailing because they have a higher ratio of Individualized Education Programs (IEP) than the other classes at the school. In Math, all grade are at or exceeding SSD numbers. Science is only tested in 5<sup>th</sup> and 8<sup>th</sup> grade and Sherwood Charter School (SCS) is *well* ahead of SSD in both grades. Compared against all of Oregon, SCS is within the top 10%.

In our continuing effort to improve the academic rigor we have purchased Fountas and Pinnell Comprehensive Leveled Literacy Intervention resource for kindergarten, first grade, and second grade.

The word is spreading about SCS. We will have three schools visiting us this year. Two are from California and one is from Alaska.

October 5<sup>th</sup>, the new security door will be installed just outside the office. The installation of this door will allow the office staff to monitor *and control* who enters the main building. The first Safety Committee meeting will be in early October.

Ms. Raboli looked into contracting a company to develop a SCS smart phone application and found one that specializes in school-based applications. The initial cost is \$10,000 with a maintenance fee of \$4,500 per year thereafter. The decision was made to focus on the website instead.

### III. PAC / Finance / Fundraising

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

Financial discussion was tabled due to the absence of the Treasurer.

#### **Fundraising Report**

Lori McKinley (Fundraising) noted that the first PAC meeting of the year was coming up Monday, September 24<sup>th</sup>. She was looking forward to attending her first PAC meeting as a Board representative.

Brian Craker (Chair) discovered that Google has a grant program for giving Chromebooks to schools, called "Giving for Education". Ms. McKinley was going to look into if the school qualified for the grants.

Mr. Craker also mentioned that "Grant Station" is a subscription-based program that is a great resource for grants but it's prohibitively expensive. However, it does go on sale once a year for a very limited period of time. It appears that window is about to open as "Tech Soup", a non-profit organization (NPO) that handles volume discounts for NPOs, will be offering a "Grant Station" discount towards the end of September. The discounted rate will be \$99 per year, a significant savings from the standard \$699 per year.

Ms. McKinley will work with Patrick Stark (PAC Secretary) to reuse or redesign some PAC letters to be distribute to potential business partners as part of the multi-faceted fundraising approach.

### IV. Facilities / Operations

#### **Safety Committee Report**

As noted in the Administrator's Report, the first Safety Committee meeting will be in early October.

#### **Facilities Update:**

Perry Francis (Facilities) met with Joy Raboli (Administrator) to discuss facility needs for the year.

Mr. Francis also met with Tim Brant, facilities coordinator for Sherwood Community Friends Church ("the church") and discussed many topics.

- Both parties are waiting on the final costs for the new office space before discussing a lease renewal.
- The cost of paving the parking lot was \$60,000, making our share \$30,000.

- Painting and calking the portables was added to list of maintenance tasks for this year.
- Painting the downstairs hallways of the main building was also added to the list.
- Volunteers from George Fox University came out and remove the bad stumps from the playground and re-covered the greenhouse.
- The church noted that the library space that was converted into church office space isn't working well for them. They may need to build it out to improve visibility.
- The weekend before Easter, the church has a "volunteer day" when parishioners clean the church grounds. The school might consider joining.
- Mr. Francis installed foam pipe insulation on the sharp edges of the air conditioning units for the portables.

## V. Governance

### Updated Deliverables and Calendar Planning

Karen Schrader (Vice-Chair) met with Joy Raboli (Administrator) to go over the calendar. Ms. Raboli recommended some edits to the calendar. The biggest change was to refer to people by their titles instead of their names as the current calendar has tasks assigned to people who are no longer serving on the Board. Along the same line, the administrator's title on the calendar will be changed to "administrator" instead of "director" to reflect the administrator's actual title. The review of this document is still on-going.

### Summer Policy Review

The Fall 2018 policy review updates were completed with the following results:

**Motion:** Delete the following current policies:

- JFCG/KGC/GBK
- JHCD
- JHCDA
- JHCD/JHCDA-AR(1)
- JHFE-AR(2)
- KL

**Proposed:** Karen Schrader (Vice-Chair)

**Seconded:** Perry Francis (Facilities)

**Discussion:** None

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

**Motion:** Adopt the following required policies:

- CCG
- GBEB
- GBEB-AR
- GBH/JECAC
- JHCC
- JHCC-AR
- JHFA-AR(2)
- KL-AR(2)

**Proposed:** Gail Wallace (HR & Policy)

**Seconded:** Perry Francis (Facilities)

**Discussion:** None

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

**Motion:** Adopt the following policies with Oregon School Boards Association (OSBA) recommended edits:

- AC
- AC-AR
- BDDH
- EBBB
- GBC
- GBN/JBA
- GCBDC/GDBDC
- GCBDC/GDBDC-AR
- GCN
- JBA/GBN
- JBA/GBN-AR
- JFCG/JFCH/JFCI
- JGAB
- JHCD/JHCDA-AR
- JOA
- KBA

**Proposed:** Lori McKinley (Fundraising)

**Seconded:** Perry Francis (Facilities)

**Discussion:** None

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

**Motion:** Adopt the following policies with OSBA recommended edits and our language selections (see Policy Update, attached as Addendum C for language selections.):

- GBK/JFCG/KGC
- GBN/JBA-AR
- GCDA/GDDA
- GCDA/GDDA-AR
- JHCD/JHCDA
- JHFE-AR(1)
- JHFF
- KGC/GBK/JHCG
- KL-AR(1)

**Proposed:** Frank Scholz (Secretary)

**Seconded:** Karen Schrader (Vice-Chair)

**Discussion:** None

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

**The following policies were adopted after further discussion.**

### ***KBA-AR Public Records***

Brian Craker (chair) noted that as of late, the majority of the public records requests are being made by political organizations that are trying to mine for teacher data. Currently, the school has to push such requests to our bookkeeper for compliance. Our bookkeeper charges \$45 per hour, and the school would have to pay that cost. In the last two years, Mr. Craker has notified these organizations of the costs, and asked them to pay up-front for the time required to fulfill the requests, as the school does not have a budget to fulfill such requests. While this is a typical response for many schools and districts, it has not been officially part of our policy. While we're updating this policy it would make sense to re-word it defer the costs to the requesting entity. Perry Francis (Facilities) expressed concern that adding a \$45 per hour cost on top of the per-page charge proposed by OSBA may be too expensive for some school families. Mr. Craker thought that most family requests resulted in less than 30 minutes of work and thus would not incur an hourly rate. Cheryl McLeod (office administrator) was able to confirm this.

**Motion:** Adopt policy KBA-AR with OSBA recommended edits and our language selections and additional edits (see Policy Update, attached as Addendum C for language selections).

**Proposed:** Gail Wallace (HR & Policy)

**Seconded:** Perry Francis (Facilities)

**Discussion:** None

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

### ***IGAC Religion and Schools***

#### ***IGAC-AR Recognition of Religious Beliefs and Customs***

Joy Raboli (Administrator) wanted to bring up these policies because the teaching staff has run into this problem in the past. Previously teachers would cover historical events, art, culture or other educational-related interests of importance that were accomplished by a specific religious group. Some parents had expressed that they wanted the lesson devoid of religion. Even though the U.S. Constitution (amend. I.) and the Oregon Constitution (art. I.) permit teachers to talk about religion without promoting it, Ms. Raboli would like a written policy in place. Perry Francis (Facilities) worried about giving attention to a policy that has already been defended by the courts and how reinforcing that policy might inhibit the rights of the parents. Frank Scholz (Secretary) reasoned that the policy *does not* prohibit the parents from expressing their dislike but it *does* help support both the teachers and the Administrator.

**Motion:** Adopt policies IGAC and IGAC-AR as recommended.

**Proposed:** Perry Francis (Facilities)

**Seconded:** Karen Schrader (Vice-Chair)

**Discussion:** None

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

#### **Discussion of Open Board Positions**

The Board Chair position is still available and we will continue to advertise via the school's Thursday email, word of mouth, and active searches by the Board members.

Brian Craker (Chair) informed the Board that due to personal conflicts, as of January 2019 he will no longer be able to serve as Chair so there is some urgency to fill his position by the December meeting *at the latest*.

## **VI. Closing Items**

#### **Board Comments and Communications**

None.

### **Thank You and Recognition Notes**

Gail Wallace (HR & Policy) will create thank you notes for the Church Board for the new office space agreement, to the kindergarten and first grade teachers for their presentation tonight, and George Fox University volunteers for their work on the playground and greenhouse.

Ms. Wallace wanted us to know that the cards and Target gift cards the Board gave to the school staff were a big hit.

### **Next Regular Meeting**

The next regular Board meeting will be Wednesday, October 17<sup>th</sup>, 2018 at 6:30pm in the Art Room.

### **Adjournment of Meeting**

**Motion:** Adjourn the meeting at 9:09pm.

**Proposed:** Lori McKinley (Fundraising)

**Seconded:** Karen Schrader (Vice-Chair)

**Discussion:** none

**Board Vote:** Unanimous, all ayes

**Result:** Motion Passed

## **VII. Minutes Submission**

- \* Recording and submission of minutes completed by Board Secretary, Frank Scholz. These minutes were approved by the Board of Directors on 10/17/2018

## How To Create A Brain-Compatible Classroom

1. Absence of Threat
2. Meaningful Content
3. Enriched Environment
4. Movement to Enhance Learning
5. Choices over “Stations” & “Rotations”
6. Adequate Time
7. Collaboration
8. Immediate Feedback
9. Mastery & Application
10. Being-There Experience

# Professional Development



Brain-Compatible Learning



Procedures & Routines



Brain Bootcamp



Thematic Integration



Collaborative Curriculum Planning & Design



**IX. Addendum B – Administrator’s Report**



**Joy Raboli**  
**Administrator’s Report**  
**September 2018**

**Enrollment for September 2018-19**

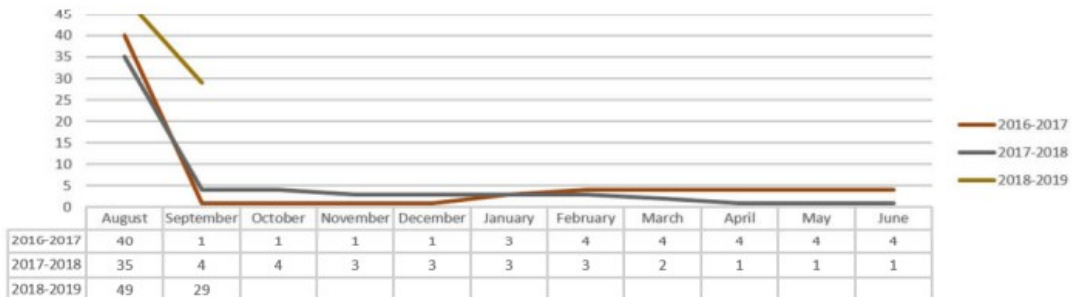
Grade	Students	Waiting List
K	24 (filling)	12
1	25	0
2	22	0
3	23	0
4	25	2
5	25	15
6	24	0
7	22	0
8	20	0
<b>Total</b>	<b>210</b>	<b>29</b>

We had movement from our projected 215 because of three reasons:

1. We had several multiple child families who wanted a 5<sup>th</sup> grade spot and could not get it because of the heavy wait list in this grade level. Those families moved on to a school where all siblings were able to enroll.
2. Our Kindergarten class had 21 siblings leaving only 4 open spots. Like the 5<sup>th</sup> grade situation, parents not able to get all siblings into our school chose to go elsewhere.
3. We had, new to SCS, middle school applicants not arrive on first day.

Our per student rate increased by 64.00, which will help offset the five students we did not enroll. We have a tour coming up that may result in an increase in our enrollment before the October deadline.

Wait List Numbers



**Back to School Events**

We had a well-attended Back to School Night on September 17<sup>th</sup>. The evening kicked off with a whole group middle school gathering in the sanctuary where our team of teachers discussed their curriculum, policies and programs.

Next, we had our whole school gathering where I presented a PowerPoint introducing the teaching team, about me and our wonderful school. We then heard from the Board and also the PAC.

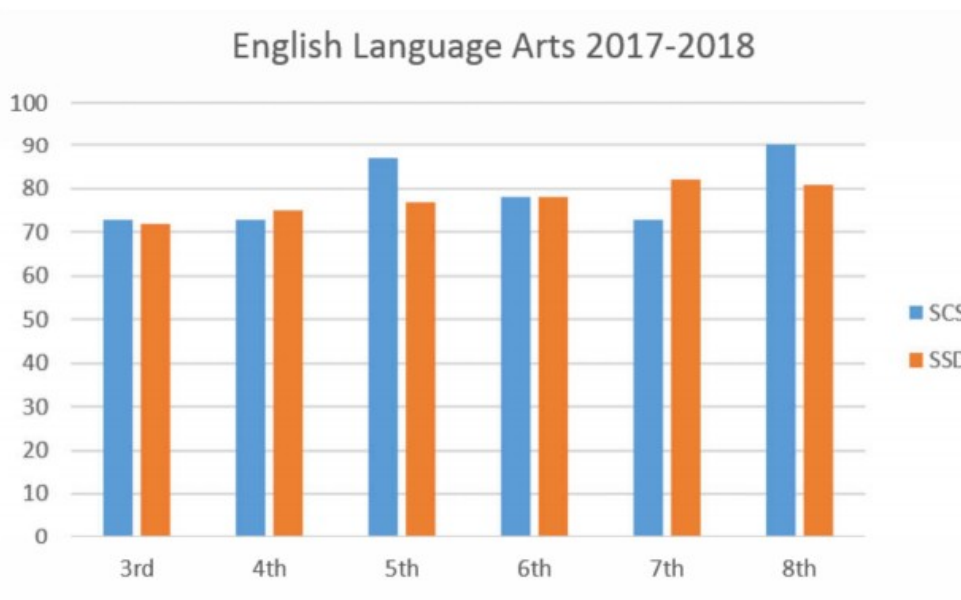
The teachers ran two sessions where they talked about their grade level expectations, curriculum and ways for parents to get involved in their child's education.

**New Parent Night**

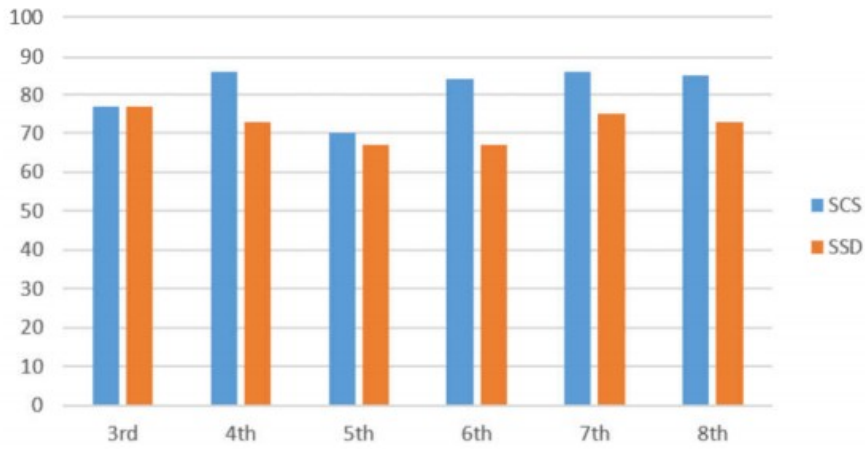
We will have a new parent evening before the PAC night on Monday, September 24<sup>th</sup>. This a casual gathering where new parents can ask questions and learn about SCS, the flow of the year and how to volunteer.

**Test Scores**

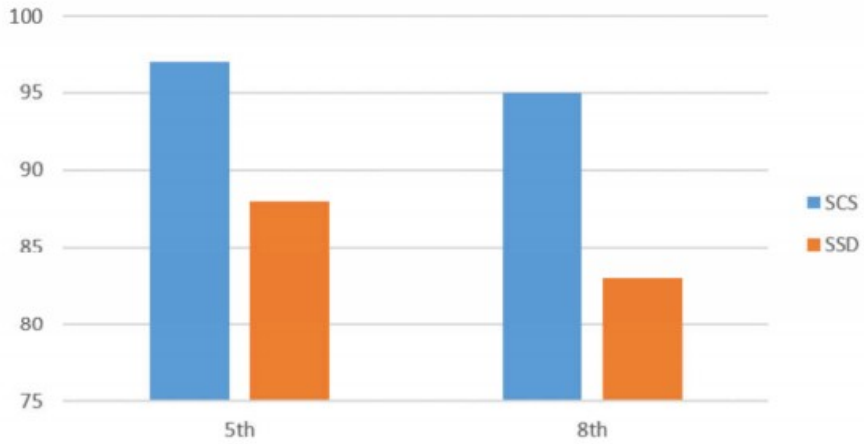
Once again, SCS has high academic achievement. We were given a Level 5 rating from the Oregon Department of Education. Below are some graphs regarding our 2017-18 assessment scores:



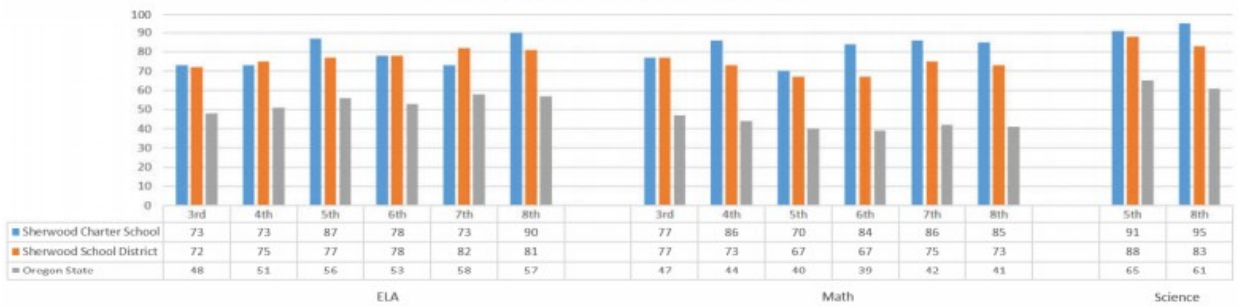
### Math 2017-2018



### Science 2017-2018



### Sherwood Charter School Test Results by Grade



### **ENGLISH Language A**

We completed our first year with very few students in need of intervention for students who need to move out of the intensive

“DIBELS are measures of reading performance on important skills. *Basic Early Literacy Skills* The critical skills needed for reading are phonological awareness, phonics, fluency, and comprehension. We assess students on four “Big Ideas” of reading:

We are very pleased with the progress and academic achievement of our students in the program. Lucy Calkins’ *Reading Workshop* program and we purchased the *Four Core Skills of Reading* resource for K-2. This resource is based on a level defined by Fountas and Pinnell’s *Guided Reading* books to read at their instructional level. The program helps struggling readers. We purchased a set for 3-5

### **Visitors**

Our school has become a model for and brain-based program in California and Alaska.

### **Safety and Security**

The controlled access to the school at Wilsonville Lock and S. Main is expensive and a better solution is needed such as alarm and cameras. Brandt.

We start our Safety Committee.

### **Facilities**

Before we launched the program, we needed maintenance in the playground around the swing set and the safety guidelines when we added granular sand to the top

deemed unsafe were re  
together so that kinde  
We also had landscapi  
garden. Our school loc

The dust is settled in c  
love seeing out the lar  
the two front doors.

**Facilities to Do List:**

- \* Relocate garbage
- \* Portables caulk
- \* We need new c
- \* Halls downstair
- \* Continue entra
- \* Hand rails sand

**Update on Joy's Goal:**

**Website launch**

Cheryl McLeod and I a  
running with a mobile

In the website, I want  
curriculum, books, the

**Create App**

Cheryl and I had a wet  
Apptegy. We liked the  
around 10,000.00 as v  
website. After our fina  
technology for our bra

**Partner with Board f**

We have not met yet f

**Business Partnership**

In process

**Increase Waiting List**

Our wait list has alrea  
increased our wait list  
graph above for trend:

### **Support New Teachers Learning New Curriculum and Continue Support of Teachers/Staff**

We had an incredible two weeks of staff training. We worked on our yearlong curriculum maps, integrated curriculum, classroom management, growth mindset, policies, first aid, team building and so much more.

I am scheduling 1:1 time with any teacher who wants to meet and is mandatory for new teachers.

My goal is to be in every classroom every day. I connect with teachers every day and evening when needed.

New teachers were given first year resource books, as well as many 1:1 meeting times before launching school.

I am available by phone or text to my staff after school hours and on weekends. In addition, I will start Keepers and Polishers in late September/October to give feedback on instruction, classroom management and curriculum.

### **Explore Innovative Ways of Proactive Discipline of Students**

Several teachers and I are reading a book called, Better Than Carrots or Sticks: Restorative Practices for Positive Classroom Management.

[https://www.amazon.com/gp/product/1416620621/ref=oh\\_aui\\_detailpage\\_o09\\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/1416620621/ref=oh_aui_detailpage_o09_s00?ie=UTF8&psc=1)

### **Further Develop and Market Yearlong Themes**

I had a chance to visit with Pat Stark about developing graphics for our Yearlong Themes and we will set up a time in October to put a plan in motion. A yearlong theme takes 3 to 5 years to implement. It is next level curriculum that takes many years to develop. Integrated curriculum is one of the things that differentiates SCS from other schools.

*The following updated, adopted by the Sherwo. and selections and shou*

1. **AC Nondiscrimination**  
**Adopt with recomr**
2. **AC-AR Discrimination Co.**  
**Adopt with recomr**
3. **BDDH Public Participatio**  
**Adopt with recomr**
4. **CCG Evaluation of Admin**  
**Adopt**
5. **EBBB Injury/Illness Repoi**  
**Adopt with recomr**
6. **GBC Staff Ethics**  
**Adopt with recomr**
7. **GBEB Communicable Dis.**  
**Adopt**
8. **GBEB-AR Communicable**  
**Adopt**
- 8a. **GBH/JECAC Staff/Stude**  
**Adopt**
9. **GBK/JFCG/KGC Prohibite**  
**Inhalant Delivery Systems\***  
**Adopt with recomr**  
**Select: [may]**
10. **GBN/JBA Sexual Harass**  
**Adopt with recomr**

- 11. GBN/JBA-AR Sexual Harassment**  
**Adopt with recommendation**  
**Select:** (For both 7-8  
 Sherwood, Oregon 97140) |
- 12. GCBDC/GDBDC Domestic Violence**  
**Adopt with recommendation**
- 13. GCBDC/GDBDC-AR Request for  
 Leave**  
**Adopt with recommendation**
- 14. GCDA/GDDA Criminal Justice**  
**Adopt with recommendation**  
**Delete:** [The public  
**Select:** Page 2, para  
 Page 2, para  
 Page 2, para  
 Page 2, para  
 Page 2, para
- 15. GCDA/GDDA-AR Criminal Justice**  
**Adopt with recommendation**  
**Delete:** Page 2, #9  
 Page 4, Fees  
**Select:** Page 2, #10 |  
 Page 2, Notit  
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 Page 3, Notit  
 Page 3, Notit

- Page 4, Fees
- Page 4, Fees
- Page 4, Fees
- Page 4, Terms
- Page 5, Terms
- Page 5, Terms
- Page 5, Terms
16. **GCN Evaluation of Staff**  
**Adopt with recomm**
17. **IGAC *Religion and School***  
**Adopt**
18. **IGAC-AR *Recognition of***  
**Adopt**
19. **JBA/GBN *Sexual Harass***  
**Adopt with recomm**
20. **JBA/GBN-AR *Sexual Ha***  
**Adopt with recomm**
21. **JFCG/JFCH/JFCI *Use of***  
**Adopt with recomm**
22. **JFCG/KGC/GBK *Prohibit***  
***Inhalant Delivery Systems\****  
**Delete**
23. **JGAB *Use of Restraint a***  
**Adopt with recomm**
24. **JHCC *Communicable Dis***  
**Adopt**
25. **JHCC-AR *Communicable***

**Adopt**

26. JHCD *Nonprescription A*

**Delete, replace with**

27. JHCDA *Prescription Med*

**Delete, replace by n**

28. JHCD/JHCDA *Medicatio*

**Adopt**

**Select:** [Current first  
personnel.]

29. JHCD/JHCDA-AR *Medic*

**Delete**

30. JHCD/JHCDA-AR *Medic*

**Adopt with recomm**

31. JHFE-AR(1) *Reporting o*

**Adopt with recomm**

**Select:** “administra

32. JHFE-AR(2) *Abuse of a C*

**Delete**

33. JHFA-AR(2) *Abuse of a t*

**Adopt**

34. JHFF *Reporting Require*

**Adopt with recomm**

**Select:** Page 1, para

Page 1, para

Page 1, para

**Delete:** Page 1, para

Page 1, para

- Page 1, para
35. **JOA** *Directory Information*  
**Adopt with recomm**
36. **KBA** *Public Records*  
**Adopt with recomm**
37. **KBA-AR** *Public Records*  
**Adopt with recomm**  
**Select:** Page 1, #1 [a  
Page 1, #3, i  
Page 2, #8, L  
Page 2, #8, s
38. **KGC/GBK/JFCG** *Prohibition  
Inhalant Delivery Systems\**  
**Adopt with recomm**  
**Select:** Page 1, para
39. **KL** *Public Complaints (V*  
**Delete, replace with**
40. **KL-AR(1)** *Public Compla*  
**Adopt with recomm**  
**Select:** [20] in all ca:
41. **KL-AR(2)** *Appeal to the*  
**Adopt**

(Note: Following receipt of the electronic policy manual that updated Table of Contents (if standard practice, and two ha administration.)