



# SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Friday, February 22, 2019 – 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 Friday, February 22, 2019, 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 6:30pm by Chair, Karen Schrader.

**Members Present:** Karen Schrader (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 (Administrative Specialist)

**Public Present:** Jen Crosby (PAC Chair)

The Pledge of Allegiance was recited by all present.

Perry Francis (Facilities) read Sherwood Charter School’s Mission & Vision Statements.

Karen Schrader (Chair) read the H.E.A.R.T. Skills.

Karen Schrader delivered the meeting expectations.

### Agenda Additions & Changes:

**Motion:** Addition of the academic calendar preview to the agenda as topic V. C.

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

**Seconded:** Perry Francis (Facilities)

**Discussion:** None.

**Board Vote:** All ayes.

**Result:** Motion passed.

### **Class Presentation**

Due to this meeting being scheduled on a Friday, the class presentation was postponed until March.

### **Approval of Previous Minutes:**

<b>Motion:</b>	Accept January 16, 2019 minutes.
<b>Proposed:</b>	Perry Francis (Facilities)
<b>Seconded:</b>	Gail Wallace (HR & Policy)
<b>Discussion:</b>	None.
<b>Board Vote:</b>	Aye: Karen Schrader (Chair), Frank Scholz (Secretary), Perry Francis (Facilities), Gail Wallace (HR & Policy) Abstain: Lori McKinley (Fundraising)
<b>Result:</b>	Motion passed.

### **Public Comment:**

None.

## **II. Academic Excellence**

### **Administrator's Report**

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

The school enrollment has grown by 10 students since last month's meeting! Next week it should add another 2-3 students. At the end of last month the enrollment was 207 students, this month should end at 220 students. It appears word of mouth is significantly helping spread the word about Sherwood Charter School as the school tour this week has approximately 25 people. Perry Francis (Facilities) mentioned that the middle school seems to be a big selling point yet a majority of the Board doesn't know how the middle school is run. Mr. Francis noted this might be a problem for prospective families as well. He proposed some sort of documentation that details the middle school specifically. Joy Raboli (Administrator) agreed that would be a welcome addition to the school's public website.

H.E.A.R.T. Week was this past week and this year Ms. Raboli worked with the teaching staff to integrate curriculum with the H.E.A.R.T. Skills. They also had invited Sherwood School District (SSD) learning specialist, Alexis Hennessey, to their multi-tiered instruction (MTI).

On January 22, the school inducted 10 additional students into the National Junior Honor Society.

Kindergarten Round Up will be March 1.

The Safety Committee did not meet due to illnesses. The meeting was rescheduled to Monday, February 25.

The website has seen lots of progress. The photographer took pictures and Cheryl McLeod (Administrative Specialist) is integrating the pictures into the web site as time permits. Ms. McLeod's schedule is currently saturated with enrollment paperwork.

Ms. Raboli is still working with BAM Agency on OneFund branding and a flier for middle school. She recently gave statistics (school testing scores, enrollment, etc.) to the company to integrate into flier and brochures.

Ms. Raboli continues to meet weekly with the teachers to help with curriculum planning. This is the time of year that new teachers traditionally get overwhelmed. Ms. Raboli also worked with the teachers to address students with behavioral problems.

The discipline model is shifting from punitive to collaborative, as we're seeing in many leading schools. The teachers and staff have been training with a new learning specialist from the district to collaborate with children who have problems regulating emotional expression.

#### **Preparation for Administrator's Review**

Karen Schrader (Chair) told the Board that teacher and staff surveys were done today. Joy Raboli (Administrator) will submit a self-evaluation to Ms. Schrader. Ms. Schrader will distribute the teacher and staff surveys and the self-evaluation to the Board by Tuesday, February 26. The Board is to complete their assessments by March 4 and Ms. Schrader will anonymize, collate and distribute the results to the Board before the executive session on March 7.

Perry Francis (Facilities) asked what happened to the parent surveys. It seems with the new evaluation schedule mandated by OSBA, rescheduling the parent surveys was overlooked. Ms. Raboli volunteered to delay her review a month so the Board could have parent surveys are part of the evaluation. One problem is the survey used in previous years doesn't align with the new evaluation. The second problem is that OSBA has given us a deadline of March 15. Ms. Schrader will contact OSBA to see if there is any flexibility with that date.

### III. PAC / Finance / Fundraising

#### **PAC Report**

Jen Crosby (PAC Chair) was on hand to report the status of the Sherwood Charter School Parent Advisory Committee (PAC).

The next PAC meeting is Monday, February 25 at 6:00pm in the gym. The meeting was originally scheduled for February 11 but was moved due to weather. The PAC Board will hold a vote on the use of funds for grounds improvement.

The book fair is next week. The organizers are still trying to finalize the list of volunteers.

The next Dinner Night Out is Tuesday, March 5.

Mathnasium will be holding another Math Night, Monday, March 4. The school needs to provide 25 volunteers. The middle school has provided 10 volunteers and parents have filled approximately 11-12 of the remaining spots. The PAC still needs 3-4 more volunteers for this event.

SCRIP is not doing great right now. The PAC had to hold last month's order because it was below the minimum. SCRIP used to be quarterly but it was booming around Christmas so the PAC moved to a monthly schedule but Ms. Crosby speculated it might be best to move it back to a quarterly schedule. The next SCRIP order will be placed March 4.

Pink has been approved as a Spirit Wear color much to the elation of many younger girls in the school.

The library's read-a-thon was a huge success. After fees, the fund raiser brought in approximately \$3,000 which is close to the library's budget for 3 years.

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

Due to Kim Rocha's (Treasurer) absence, this topic was tabled until the next meeting.

*From last month:*

Due to personal reasons, Ms. Rocha will be resigning as of March 31<sup>st</sup> or as early as feasible.

## **Audit Review**

*See Audit Executive Summary, attached as Addendum B.*

Margaret from Pauly, Rogers, and Co., P.C. briefed the Board and the findings of the audit. There are two parts to the audit – the financial audit and the Oregon municipal audit law. The results were summarized into three sections. The opinion was “clean” (that’s good). The state minimum standards were given a rating of no exceptions or issues (that’s good). Finally, there was no management letter (that’s good). Overall, the findings were splendid.

The best practices of the audit found no significant deficiencies but did recommend some changes:

- Governing body monitoring and benchmarking should be discussed in a Board meeting and relayed in the minutes. It is common practice to enter executive session to discuss financial benchmarking and that would be completely acceptable. Just noting that benchmarking was discussed would appease the auditors.
- The school uses QuickBooks for accounting but QuickBooks allows the user to turn the audit trail on and off. QuickBooks is perfectly acceptable but better alternatives would include Infinite Visions or Pentamation. However, the cost of either of those may be cost prohibitive.
- The school has a capitalization threshold of \$2,000. The auditors recommend raising that to \$5,000 to reduce the risk of human error.
- Fidelity coverage. This means the cash balance exceeds the amount covered by insurance. The auditors DO have a liberal definition of the term “cash” so they don’t mean the school office is hoarding wads of cash.
- Bank reconciliations early in the fiscal year showed no evidence that someone independent of the preparation reviewed the transactions. However, this practice appeared to change in November 2017 when bank reconciliation approvals had dates of independent review.
- IT controls on the school network do not have password complexity rules or password expirations.

The audit had no exit comment. (That’s good.)

## **Fundraising Report**

Lori McKinley’s (Fundraising) is working on the business partnership letter. Ms. KcKinley is working with Joy Raboli (Administrator) who is working with BAM Agency on OneFund branding. Ms. McKinley will provide a full report in March.

## IV. Facilities / Operations

### **Facilities Update**

Perry Francis (Facilities) is working with Tim from Sherwood Community Friends Church (“the Church”) on additions to the next lease. These additions include measuring the square footage of the leased rooms, provisions for snow clearing, and a cap on maintenance expenses. The goal is to have these complete and ready to present to the Board by the March 13 meeting so we can renew in March.

Mr. Francis want to bring special attention to snow clearing. In negotiations, the Church did not see snow removal as their responsibility – they provide the grounds as-is. Discussions are on-going.

Mr. Francis will walk the grounds with representatives of the Church, as specified by the Board calendar .

## V. Governance

### **Updated Deliverables and Calendaring Planner**

Without a long-term treasurer, the Budget Committee has been unable to meet. The current plan is to use former treasurer, Chris Gerlach and current bookkeeper, Tonya Mosier to bridge the gap this year until a permanent treasurer can be found. Joy Raboli (Administrator) plans to meet with Ms. Gerlach and Ms. Mosier in March. Karen Schrader (Chair) hopes to have a proposed budget by the next regular Board meeting on March 13. Gail Wallace (HR & Policy) would like a line item for teacher retention added to the budget.

Ms. Schrader noticed that the Board calendar specifies that the school needs to apply for real properties taxes but she doesn’t know how to do that. Ms. Raboli replied that the treasurer has always done that task on behalf of the school. Ms. Schrader was going to contact current treasurer, Kim Rocha (Treasurer) and Ms. Raboli was going to contact previous treasurer, Ms. Gerlach to get clarification and assistance.

The letters of intent to teachers are pending the budget. Ms. Raboli said in a pinch she could send out letters of intent with wording similar to “we intend to renew your contract” and the letters will state that budget discussions are on-going. Ms. Raboli noted that previous Boards wanted teacher evaluations completed at the end of the year to keep teachers without a contract

motivated. Ms. Raboli prefers to complete the evaluations earlier so teachers know where they stand and if needed, find replacements.

### **Future Board Leadership**

We need to recruit a treasurer and a vice-chair. Korrin Fyall, PAC Treasurer, has asked questions that she believes interested parties might ask so she can recruit within her community of accountants.

### **Academic Calendar Preview**

*See 2019-2020 Academic Calendar Draft, attached as Addendum C.*

*See 2019-2020 Instructional Time Summary Draft, attached as Addendum D.*

Ms. Raboli and Angela Havlinek (Office Manager) presented a draft of the 2019-2020 academic calendar. The instructional hours are well above state standards. The Board is to review the calendar and report errors or questions to Ms. Havlinek.

## **VI. Closing Items**

### **Board Comments and Communications**

None.

### **Thank You & Recognition Notes**

The Board received thank you notes from the SCS PAC for School Board Recognition Month.

The Board received thank you notes from the teachers and staff for the holiday gift cards the Board sent them.

The Board received individual thank you notes from Shannon Peterka (Middle School Science) and Jan Zobrist (2<sup>nd</sup> Grade) for the holiday gift cards the Board sent them.

### **Upcoming Meetings**

The next meetings are:

- Thursday, March 7<sup>th</sup> at 6:30 (executive session)
- Wednesday, March 13<sup>th</sup> at 5:30 (executive session)
- Wednesday, March 13<sup>th</sup> at 6:30 (regular meeting)

**Motion:** Adjourn the meeting at 8:19pm.

**Proposed:** Frank Scholz (Secretary)

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

**Discussion:** None.

**Board Vote:** 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 March 13, 2019.

## VIII. Addendum A – Administrator’s Report



**Joy Raboli**  
**Administrator’s Report**  
**February 2019**

### **Enrollment for December 2018-19**

<b>Grade</b>	<b>Students</b>	<b>Waiting List</b>
K	25	6
1	24	0
2	25	0
3	24	0
4	25	4
5	25	15
6	26	0
7	23	0
8	20	0
<b>Total</b>	<b>217</b>	<b>25</b>

Our enrollment grew by 7 this month and will be a total of 10 in February! Our tours continue to be very full and interest is high about our school. This last tour had 25 participants.

### **Teaching and Learning**

Our focus this month has been our H.E.A.R.T. Week. Staff development time was a fun event where teachers participated in fun H.E.A.R.T. team games and integrated curriculum with the H.E.A.R.T. Skills.

We also had our monthly MTI meeting with our new learning specialist from the district, Alexis Hennessey.

On January 22<sup>nd</sup>, we had our second annual National Junior Honor Society for our middle school. We had 10 new inductees for a grand total of 19 NJHS members.

Kindergarten will be having a Kinder Round Up on March 1<sup>st</sup> where new parents and kinders can explore the classroom, meet the teacher, learn about milestone expectations, visit with the specialists and get excited about starting school.

### **H.E.A.R.T. Week**

We had a tremendous week celebration H.E.A.R.T. skills. Each classroom celebrated in their own way through art, books, videos, current events, buddy activities and community service. I think this year was our best celebration yet!

### **Safety**

Our Safety Committee has rescheduled our meeting for February 25<sup>th</sup> due to illness from a few members.

### **Update on Joy's Goals for the 2018-19 School Year**

#### **Website Launch/ Partner with Board for Fundraising and Business Partnerships**

As you know, the bones of the website are complete. Check out the website at [new.sherwoodcharterschool.org](http://new.sherwoodcharterschool.org). to see our progress. The challenge is that the website is worked on when Cheryl gets free time in the office. That is not often, especially with 10 new students enrolling this month.

Photographer Shannon Sewell came to our school and took photos for the website, SCS brand and brochures. We are now integrating the images with the new design. The images are fantastic and have been sent to our marketing/brand consultant Rick Yurk. Right now, he is working on the OneFund logo and brochure identifying three main areas:

#### Target:

- Primary: Businesses & Community Partners
- Secondary: Recruitment

#### Goal:

- Increase Awareness
- Increase Donations
- Build Partnerships

#### Outline:

- Introduction
- Core Values (Intellectual Curiosity - Love of Learning)
- Sherwood Charter benefits (Quick Facts graphic)
- Engage with Us

#### **Increase Waiting List**

Accomplished!

Our tours, waiting list and enrollment is outstanding. Tour numbers and the waiting list is the highest ever.

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

I continue to meet weekly with new teachers helping them with curriculum, doing Keepers and Polishers and managing first year teacher stress. I am spending time with several teachers helping them with students who have ADHD, learning and behavioral challenges.

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

I will be presenting a session during professional development called, "Creating a Trauma-Sensitive Classroom" that discusses:

- \* the prevalence of trauma in the average classroom
- \* What is a trauma-sensitive classroom
- \* Four ideas to help students with trauma
- \* Awareness
- \* Relationships
- \* Managing self-care for teachers to avoid burnout

Our discipline challenges stem from just a few students with special needs who need additional supports. Our new way of working with our students with the Zones of Regulation and restorative justice are making a difference for our students.

## IX. Addendum B – Audit Executive Summary



PAULY, ROGERS AND CO., P.C.  
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(503) 620-2632 ♦ (503) 684-7523 FAX  
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October 18, 2018

To the Board of Directors  
PO Box 1342  
Sherwood, Oregon 97140

We have audited the basic financial statements of the governmental activities and major fund of Sherwood Charter School for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Purpose of the Audit**

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- generally accepted accounting principles and auditing standards
- the Oregon Municipal Audit Law and the related administrative rules

### **Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the basic financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

Our responsibility for the required supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the required supplementary information in relation to the basic financial statements as a whole and to report on whether the required supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Planned Scope and Timing of the Audit**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the School and its environment, including internal control, sufficient to assess the risks of material misstatement of the basic financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the School or to acts by management or employees acting on behalf of the School. We also communicated any internal control related matters that are required to be communicated under professional standards.

### **Results of Audit**

Pauly, Rogers and Co., P.C.

1. Audit opinion letter - an unmodified opinion on the basic financial statements has been issued. This means we have given a "clean" opinion with no reservations.
2. State minimum standards – We found no exceptions or issues requiring comment.
3. Management letter – No separate management letter was issued.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2018, except for the implementation of GASB Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the basic financial statements were Management's estimates of Pension Deferrals and Liabilities and Capital Asset Depreciation, which are based on actuarial assumptions and estimated useful lives of assets. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures in the basic financial statements are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, taken as a whole. There were immaterial uncorrected misstatements noted during the audit which were discussed with management.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter.

Pauly, Rogers and Co., P.C.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the basic financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Required Supplementary Information*

We applied certain limited procedures to the required supplementary information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on it.

*Other Information*

With respect to the other information accompanying the basic financial statements, we read the information to identify if any material inconsistencies or misstatement of facts existed with the audited basic financial statements. Our results noted no material inconsistencies or misstatement of facts.

**Best Practices – Not Significant Deficiencies**

1. Governing Body Monitoring

An integral part of internal controls is the monitoring of financial activities by those charged with the governance (the Board). This can be accomplished by asking specifically designed questions to senior staff, by reviewing basic financial statements and projections and by comparing financial results to pre-established benchmarks. While the Board participates in the budget adoption process and receives staff prepared basic financial statements, these only partially fulfill the monitoring function.

We recommend that the Board articulate their monitoring practices and record in the minutes when those activities occur.

2. QuickBooks

The School uses QuickBooks as its accounting software. QuickBooks is not designed to segregate self-balancing funds and allows users to delete transactions without any audit trail remaining. We recommend that the Board evaluate the risk of using this program and consider purchasing an accounting software package specifically designed for governmental accounting.

3. Capitalization Threshold

Pauly, Rogers and Co., P.C.

We noted that the School has a low (\$2,000) capitalization policy for fixed assets. We recommend that the Board review the policy and consider raising it to \$5,000.

4. Fidelity Coverage

Cash balances exceed the fidelity insurance coverage of \$250,000. While this may be an appropriate level of coverage for the School, it is a decision for the Board to review and make. We recommend the Board review the risk and potential liability each year to determine if it is appropriate or needs alternation.

5. Bank Reconciliations

During our testing of cash, we noted that for some of the months tested, bank reconciliations showed no evidence of timely review by someone independent of preparation. We did see evidence that each of these reconciliations was approved, but there was no evidence of the date with the approval initials indicating that the review took place within 45 days of the statement date. Additionally, we noted that one reconciliation was reviewed more than 45 days after the statement date. We recommend Bank Reconciliations show evidence of timely review with signatures and dates. We noted that beginning in November 2017, all bank reconciliation approvals tested did show evidence of approval and dates of review, providing evidence that a new policy is in place in 2018.

6. IT Controls

During our review of IT Control Policies, we noted that the School does not have a policy regarding use of special characters or numbers in passwords, or in length of passwords. Additionally, the School does not have a policy regarding the frequency of how often passwords are changed. We recommend that the School consider adopting a policy to strengthen passwords by using special characters and numbers used for the accounting systems, and to require password changes at least bi-annually.

This information is intended solely for the use of the Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.

Roy R Rogers, CPA  
PAULY, ROGERS AND CO., P.C.

**X. Addendum C – Academic Calendar Draft**

2019-2020 Sherwood Charter School Academic Calendar

**JULY**

S	M	T	W	T	F	S
	1	2	3	●	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

**JANUARY**

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**AUGUST**

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25	■	■	■	■	■	31

**FEBRUARY**

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**SEPTEMBER**

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29	30					

**MARCH**

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29	■	31				

**OCTOBER**

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27	28	29	30	31		

**APRIL**

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**NOVEMBER**

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**MAY**

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31						

**DECEMBER**

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29	30	31				

**JUNE**

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21	22	23	24	25	26	27
28	29	30				

All Teachers Report .....	August 19
First Day for Students .....	
All Grades K-8 .....	September 4
Statewide In-service .....	October 11
1 <sup>st</sup> Trimester ends .....	November 21
2 <sup>nd</sup> Trimester ends .....	March 5
3 <sup>rd</sup> Trimester ends .....	June 9
Last Day for Students ½ day .....	June 10

**Breaks and Holiday Closures**

Labor Day .....	September 2
Veteran's Day .....	November 11
Thanksgiving .....	November 27-29
Winter Break .....	December 23-January 3
Martin Luther King Jr. Day .....	January 20
President's Day .....	February 17
Spring Break .....	March 23-27
Memorial Day .....	May 25

**SYMBOL KEY**

- ☒ First and last day for students
- Holiday Observed
- △ End of Trimester
- Non Student Days
- ✕ Teachers report back
- ◇M Middle School Conference Days
- ◇E Elementary Conference Days
- ◇ Conference Days (all grades)
- Staff Development

Office notes (this section will be removed):

July	0
August	0
September	15
October	19
November	11 Trimester ends 21 <sup>st</sup> 45 day
December	12
January	14
February	15
March	12 Trimester ends 5 <sup>th</sup> 45 day
April	18
May	15
June	6.5 Trimester 47.5
<b>Total days:</b>	<b>137.5</b>

Pending board approval

DRAFT

## XI. Addendum D – Instructional Time Summary Draft

Summary of Instructional Time for 2019-2020							
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	450.00	450.00	450.00	450.00	450.00	450.00	450.00
Recess/Passing Time (avg per day)	(40.00)	(40.00)	(40.00)	(20.00)	(20.00)	(20.00)	(14.00)
Lunch	(30.00)	(30.00)	(30.00)	(30.00)	(30.00)	(30.00)	(30.00)
Total mins per day	380.00	380.00	380.00	400.00	400.00	400.00	406.00
# of school days	137.50	137.50	137.50	137.50	137.50	137.50	137.50
Total Minutes	52,250.00	52,250.00	52,250.00	55,000.00	55,000.00	55,000.00	55,825.00
<b>Total Instructional Hours</b>	<b>870.83</b>	<b>870.83</b>	<b>870.83</b>	<b>916.67</b>	<b>916.67</b>	<b>916.67</b>	<b>930.42</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	30.00	60.00	60.00	60.00	0.00	0.00	0.00
Non-Academic Field Trips							7.50
<b>TOTAL HOURS for 2019-2020</b>	<b>954.83</b>	<b>984.83</b>	<b>984.83</b>	<b>1,030.67</b>	<b>970.67</b>	<b>970.67</b>	<b>984.42</b>
Required Hours	900	900	900	900	900	900	900

Most recent updated: 02-22-19

\*Allows 7 ish days for unexpected school closures