



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, November 17; 6:30 pm

Online via Zoom

***FINAL MINUTES**

I. Opening Items

A. Call the Meeting to Order, Roll Call

The meeting was called to order at 6:31pm by Joe Whitehead

Members Present: Joy Raboli(Principal), Joe Whitehead(Chair), Karen Schrader(Vice-Chair/Facilities),KC Reaney (Treasurer), Alison Craker (HR & Policy), Lindsay Churella(Secretary)

Members Absent: None

SCS Staff Present: None

Public Present: None

B. Reading of Mission and Vision Statements

Joe Whitehead

C. H.E.A.R.T. Skills and Meeting Expectations

Karen Schrader

D. Agenda Additions and Changes

- Niche Advertising plan

MOTION:

Discuss Niche Advertising Plan- Joe Whitehead

Karen Schrader- Second

KC Reaney- Aye

Alison Craker- Aye

Karen Schrader- Aye

Lindsay Churella- Aye

MOTION PASSED

E. Approval of Previous Minutes

Karen Schrader:

- Amend section 1D from Kindergarten/First Grade Aide to Aide
- Amend 3C from Karen Schrader to Joe Whitehead
- Refer to Karen Schrader as Vice Chair/Facilities in all Minutes
- Ms. Raboli’s Goals need to be moved from Facilities to Admin. Report section

MOTION:

To approve Minutes(With Amendments)- Karen Schrader

Joe Whitehead- Second

KC Reaney- Aye

Alison Craker- Aye

Joe Whitehead- Aye

Lindsay Churella- Aye

MOTION PASSESD

MOTION:

Approve November 11th Special Session Meeting(Without Amendments)- Joe Whitehead

Karen Schrader- Second

KC Reaney- Aye

Alison Craker- Aye

Karen Schrader- Aye

Lindsay Churella- Aye

MOTION PASSED

F. Public Comments

None

II. Academic Excellence

A. Administrator’s Report/Safety Committee Report

Ms. Raboli

- Steady Enrollment at 204
- There is a 5th grade student enrolling in the Winter
- There is a 6th grade student enrolling in November
- Lost one 5th grade student due to transportation issues
- Lockdown drill went very well we were able to test parent alert system and send out resources on Flash Alert

- Met with Joseph Vilsack from Niche about Marketing and Branding for SCS. Discussed options on how to get the word out about SCS and the costs involved.
- Staff Meeting was productive the teams discussion gave a sense the school is about 75% back to a normal routine. Also discussed burnout and strategies to rest and recover. Overall teacher burnout has decreased.

B. Administrator's Goals 2021-2022

- Goal 1: Teachers will create comprehensive lesson plans and deliver exceptional lessons using priority state standards
 - Lesson Plans submitted monthly with a progress check in January
- Goal 2: SCS will market and brand our school to increase enrollment
 - Meet with Niche to make plan for social media traffic to website. Report back regarding meeting notes and timeline for implementation.
- Goal 3: Teachers and staff will become proficient in implementing Conscious Discipline and Equity in the Classroom
 - Professional trainer will teach staff in model
 - Monthly staff meeting book talk
 - Conscious Discipline training
- Goal 4: Teachers and staff identify and mitigate burnout by using tools and assessing changes.
 - Monthly book talk
 - Teachers and staff have 1:1 mentors at staff meetings to discuss burnout
 - Teachers and staff fill out survey regarding middle of year burnout
 - Teachers and staff access tools to mitigate burnout
 - Individual check in with teachers

Joy Raboli: Signage approved for building and is on the way. Angela will do the artwork for the side of the building. There were four applicants interviewed for the aide position, two were interviewed, one was offered the job and turned it down for another position elsewhere.

KC Reaney: In regards to marketing have we looked at companies outside of Niche?

Joy Raboli: Niche pays to have schools sites come up on Google and we can customize it to our liking.

Joe Whitehead: Can we get a quote from Great Schools as well?

KC Reaney: We need to amplify our presence.

Joe Whitehead: Does Google offer a marketing service?

KC Reaney: Will the searches be funneled to Niche not SCS?

Karen Schrader: With such a small Board we have not been able to consider the benefits to having a social media position. Could it be a position to create in the future?

III. PAC / Finance / Fundraising

A. PAC Report

Tamara Potruch

- Raised \$2,800 from wreath sales
- We received 63 pounds of candy and raised \$163 for the buy back
- Fundraise at Mud Puddles will give 20% back to SCS
- Soft launch of Oregon Battle of the Books is coming. Thank you to Ms. Raboli for sponsoring.
- Spirit Wear will be available in January but due to supply issues pink will not be available.
- January we will plan a puzzle event
- Spring hope to have and in person event

B. Treasurer's / Finance Committee Report

KC Reaney

- Finance Committee met last week and discussed
 - Dipping into reserves to cover unexpected expenses
 - The investment proposal from Heritage Bank
- Received 5k in donations in October- we are at 41% of our donation budget for the year
- Present summary of reserves investment plan from Heritage Bank(Presentation uploaded to board materials share)

C. Fundraising Report

None

IV. Facilities / Operations

A. Facilities Update

Karen Schrader- No update

V. Governance

A. Update Deliverables and Calendar Planning

- Form 990 is taken care of by our CPA and sent to the district

B. Policy Review

Alison Craker

MOTION

Approve Policy ACD1(With Amendments)- Joe Whitehead

Second- Karen Schrader

Karen Schrader- Aye

KC Reaney- Aye

Alison Craker- Aye

Lindsay Churella- Aye

MOTION PASSED

MOTION

Approve Policy ACRD1(No Amendments)- Joe Whitehead

Second- Karen Schrader

KC Reaney- Aye

Alison Craker- Aye

Lindsay Churella- Aye

Karen Schrader- Aye

MOTION PASSED

MOTION

Approve Policy BBAAD1(With Amendments)- Joe Whitehead

Second- KC Reaney

Karen Schrader- Aye

Alison Craker- Aye

KC Reaney- Aye

Lindsay Churella- Aye

MOTION PASSED

MOTION

Approve Policy BD-BDA G1(With Amendments)- Joe Whitehead

Second- KC Reaney

Karen Schrader- Aye
Alison Craker- Aye
KC Reaney- Aye
Lindsay Churella- Aye

MOTION PASSED

VI. Closing Items

A. **Board Comments and Communications**

None

B. **Thank You & Recognition Notes**

Discussed possibly purchasing \$50 gift cards for staff

C. **Next Regular Meeting**

December 15, 2021; 6:30PM

D. **Adjourn Meeting**

MOTION

Adjourn Meeting- Joe Whitehead

Second- Karen Schrader

Karen Schrader- Aye

KC Reaney- Aye

Alison Craker- Aye

Lindsay Churella- Aye

MOTION PASSED- 8:29pm

- * Recording and submission of minutes completed by Board Secretary, Lindsay Churella. Minutes are considered in DRAFT form until approval by the Board of Directors.