



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Wednesday, April 20, 2022**

**Online via Zoom**

**\*Final Minutes**

**I. Opening Items**

**A. Call the Meeting to Order, Roll Call**

The meeting was called to order at 6:30pm 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)

**B. Reading of Mission and Vision Statements**

KCR

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

AC

**D. Agenda Additions and Changes**

- Talk on dress code
- Board positions and job descriptions
- Purchasing contract for software
- Using software for school expenses
- Item E- lottery 22-23 does not belong on agenda

**E. Approval of Previous Minutes**

- 2/9/2022: Governance- remove all of Executive Session notes
- 2/16/2022: Goals-change studentementary to student, PAC Report- even to event

**MOTION:**

Approve Minutes with changes-JW

Second-KS

KS-Aye

AC-Aye

KCR-Aye

LC-Aye

JW-Aye

**MOTION PASSED**

KS will research how much information is allowed in Executive Session Minutes and connect with LC to make changes to 3/1/2022 meeting minutes.

**G. Public Comment:**

- None

**II. Academic Excellence**

**A. Administrator's Report- Ms. Raboli**

- **Student Enrollment April 2022:**
  - Total students= 204
  - Wait list= 28
- **Next Year Early Prediction:**
  - Total students= 217
  - Wait list= 81
- **Early Summer Lottery Applicants**
  - 16
- State Assessments Underway
- Outdoor School was held but without the overnight experience
- Staffing- Interviews are taking place
- Marketing- Improving our performance with Niche. Ms. Raboli put an ad in Sherwood Gazette to advertise our middle school
- **GOALS:**
  - **Teachers create lesson plans**
  - Lesson plans submitted monthly
  - March progress check
    - Classroom observation data recorded in CO binder
    - Anecdotal coaching data recorded
    - Curriculum map reviewed for 2022-23
    - Trimester pacing guides reviewed for 22-23

- **Marketing**
  - Work with Cheryl to improve search results with Google
    - Analyze enrollment data
    - Report on enrollment for 2022-23 school year
- **Conscious Discipline and Equity**
  - Equity Training
    - Monthly staff meeting book talk
    - Equity training date TBD
    - Teachers present training at board meeting
- **Teacher Burnout**
  - Monthly booktalk
  - Teachers and staff have 1:1 mentors to discuss burnout with
    - Teachers and staff complete survey regarding end of year burnout
    - Teachers and staff access own action plan
    - Individual check in with teachers and data recorded

### III. PAC / Finance / Fundraising

#### A. **PAC Report**

- May 5<sup>th</sup> is last PAC meeting
- Last day of school hope to have a meet-up at the park with Kona Ice and book swap
- Teacher appreciation week is coming up
- In person book fair will happen
- May 23 last DNO at Joe's Burgers

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

- \$7,000 short on donations
- \$3,000 was last months donations
- Discussion on purchasing software \$3,000/year or hiring external company

#### **MOTION:**

**Purchase a contract for required software for audit-KCR**

Second-JW

KS-Aye

AC-Aye

KCR-Aye

LC-Aye

**MOTION PASSED**

**MOTION:**

Approve Divey software for management of school expenses-KCR

Second-KS

AK-Aye

KCR-Aye

LC-Aye

JW-Aye

**MOTION PASSED**

**C. Fundraising Report**

- NA

**IV. Facilities / Operations**

**A. Facilities Update**

- a. Followed up with Tim B. regarding 3 year lease: utilities cost, rental increase
- b. Reached out to Modular Building Systems a new unit is 2x as much

**V. Governance**

**A. Update Deliverables and Calendar Planning**

- Approve April budget
- May liability insurance
- May board meeting- annual report
- Celebration of learning summary
- By-laws
- Elect new board members
- Proof of insurance to district
- Lease agreement finalized
- Changes in hair and dress code
- 2 board spots will be open we will need to recruit to fill spots

**B. Policy Review**

- a. NA

**VI. Closing Items**

**A. Board Comments and Communication**

a. NA

**B. Thank You and Recognition Notes**

a. NA

**C. Next Regular Meeting**

a. May 18

**D. Adjourn Meeting**

**MOTION**

**Adjourn Meeting- JW**

Second-KS

KS-Aye

AK-Aye

KCR-Aye

LC-Aye

JW-Aye

**MOTION PASSED 7:34PM**

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