



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: March 19, 2025 6:00PM**

**Online via Zoom**

**Meeting called to order:** 6:02 by Christy Reaney (Chair)

**Roll Call:** Christy Reaney (Chair), Bryan Corn (Vice Chair), Korrin Fyall (Treasurer), Joe Whitehead (HR/Policy) Joy Raboli (Principal), Gina Byers (Facilities)

**Absent:** Jen Crosby (Secretary)

**Public Attendance:** Kryste Sturm (PAC), Angela Havlinek, Toby Winningham

**Mission:** read by Korrin Fyall (Treasurer)

**Heart skills:** read by Joe Whitehead (HR/ Policy)

**Agenda Additions:** Discussion to update student, handbook page 4, re: illnesses

Motion:	Add discussion of page 4 of student handbook to the agenda
Proposed:	Christy Reaney (Chair)
Seconded:	Bryan Corn (Vice Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Approval of 02/19/25 minutes with minor spelling corrections
Proposed:	Christy Reaney (Chair)
Seconded:	Joe Whitehead (HR/Policy)

Discussion:	Christy Reaney will notify Jen Crosby of spelling corrections
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

**Public Comment: None**

#### **Administrators Report/Safety Committee: Joy Raboli**

“Enrollment is at 224 and stable. We lost one 8th-grade student this month and are unable to fill the 8th grade spot at this late date in the year.

#### **H.E.A.R.T. Cupboard Update**

The H.E.A.R.T. Cupboard/Care Closet is officially launching at SCS, providing essential support to students and families who may need extra help. We have used about half of our school credit card reward dollars to stock this new resource with hygiene products and shelf-stable food, ensuring students have access to necessities, including weekend nutrition support. The church has generously approved the use of existing cupboards upstairs, giving us a dedicated space to store and organize these items. We believe our initial purchases will sustain us through the rest of the school year.

To introduce this initiative, I will be rolling it out in our newsletter, reading a book to students, and giving them a tour of the cupboard. A key focus will be on the H.E.A.R.T. Skill of Honor, reinforcing that the cupboard operates on an honor system—students should only take what they truly need. We are currently purchasing bins to organize the items, and the cupboard will be fully operational after spring break.

Looking ahead, we plan to continue stocking the H.E.A.R.T. Cupboard for the following school year. To support this effort, we will provide a link for parents and community members to donate directly through our Amazon Wish List. Additionally, our Middle School Leadership students will take an active role in sustaining this initiative by organizing fundraisers to help replenish supplies. This initiative reflects our commitment to ensuring every student has the support they need to thrive while fostering a culture of empathy, respect, and community care within our school.

#### **Teaching and Learning**

This year, I met individually with each staff member before the "Letter of Intent to Renew Contract" process. Prior to these meetings, a staff survey was conducted to gather insights on key areas such as staff support, peer and team culture, and parent engagement. The responses were overwhelmingly positive, providing valuable feedback on strengthening our school community. These one-on-one meetings allowed for meaningful discussions, fostering open communication and ensuring staff feel heard and supported.

Our March staff meeting on March 14th focused on several key topics to prepare for the remainder of the school year.

- End-of-Year: We reviewed upcoming school events and established procedures to

ensure smooth execution, covering logistics, scheduling, and staff responsibilities.

- Celebration of Learning: Teachers discussed protocols and expectations for the annual Celebration of Learning, emphasizing how classrooms should be arranged and the best ways to highlight student growth and achievements.
- Conference Debrief: Staff reflected on spring conferences, discussing participation rates, parent engagement, and areas for improvement in future conferences.
- Testing: We reviewed our school-wide state testing plan, "Rock the Test," designed to motivate and support students during assessments.

### **Rock the Test – Schoolwide State Testing Plan**

To create a positive and encouraging testing environment, we have developed a structured and engaging testing initiative for both middle and elementary school students.

#### **Middle School Testing Plan**

- Kickoff Event: "Rock Your Test" Raffle – Every student wins a small prize to kick off testing week.
- Prizes: Snacks, themed trinkets, free dress passes, and the opportunity to choose a song to start a test session.
- Test Dates: April 14 – May 1
- Goodie Bags: Snacks, mints, and themed items distributed on test days.
- Special Privileges: Students may wear sweats on any test day.

#### **Middle School Testing Schedule:**

- Science: April 14-16 (8th grade: 8:00-9:00 AM, 5th grade: 9:00-10:20 AM)
- ELA: April 17-24 (Scheduled morning and afternoon sessions; accommodations provided in three separate sessions)
- Math: April 28-May 1 (Scheduled morning and afternoon sessions; accommodations provided)
- Make-up Testing: Week of May 5, potentially coordinated with elementary accommodation sessions.

#### **Elementary School Testing Plan**

- Kickoff Event: Teacher Lip Sync Battle – May 1st in the auditorium.
- Test Dates: May 5 – May 15 (5th grade will complete science earlier).
- Goodie Bags: Snacks, mints, and themed items assembled by the middle school leadership class.
- Special Privileges: Students may wear sweats on any test day.

#### **Elementary Testing Schedule:**

- Science: April 14-16 (Estimated completion time: 1 hour)
- ELA: May 5-15 (3rd: 8:10-9:10 AM, 4th & 5th: 9:10-10:10 AM)
- Math: Scheduled within the two-week testing window.

#### **Accommodations & Support:**

- Recess coverage may be needed for aides assisting with accommodations.
- Testing accommodations for 3rd, 4th, and 5th grades will be provided in designated rooms.

### **Grand Finale – Schoolwide Celebration**

To conclude testing and celebrate student effort, we will host a "We Rocked Our Test" School Dance on May 22nd.

### **DIBELS Data Review and End-of-Year Planning**

Staff engaged in small-group DIBELS data reviews, ensuring a focus on student progress and intervention strategies. Teachers who do not administer DIBELS assessments had classroom planning time.

Additionally, we began theme planning for next year, encouraging staff to bring concepts and ideas to proactively shape next year's integrated learning experiences.

With testing preparations in full swing, a successful round of spring conferences, and strategic planning for the end of the year, our staff remains dedicated to student success. The energy and engagement surrounding our "Rock the Test" initiative reflect our commitment to making assessments a positive experience for students. As we move into the final months of the school year, we will continue to focus on academic excellence, community engagement, and celebrating student growth.

### **Safety Committee Update**

During our recent safety meeting on March 5th, we reviewed several key areas of campus security and emergency preparedness. The lockdown drill was successfully conducted, with test flash alerts and emails sent afterward. For future drills, we plan to have teachers prepared with green cards in classrooms and reinforce the importance of staff members hiding even when they

do not have students present. Fire extinguisher servicing, which typically occurs in April, was completed early this year due to the church's scheduling. Additionally, water testing, led by Gina Byers, has been deferred to the next meeting.

Regarding inclement weather preparedness, we addressed issues with ice melt storage. The previous supply had absorbed moisture, so new storage containers were purchased, and a fresh

supply of ice melt was acquired. Labels on the containers have been updated, and corresponding

SDS sheets have been added to the office binders. Ice melt is now stored in the main building and

within the front classrooms of the portables (4th, 5th, Math, and Art).

In transportation and student safety efforts, Kaela is working to establish a volunteer program in collaboration with the Senior Center to assist with the car line. We are awaiting their response.

Additionally, special volunteer badges have been created, and background check procedures are being finalized.

### **Playground Update**

We have received two updated bids for our new playground structure, bringing us closer to making this long-awaited improvement a reality. Our next steps include presenting the proposals to the playground committee, the finance committee, and meeting with the church to discuss feasibility and alignment with our needs. While we continue exploring grant opportunities to support the project, we are making significant progress. Our goal is to meet with these committees the week we return from Spring Break to carefully analyze both proposals, ensuring they meet our expectations in terms of safety, functionality, and budget. If necessary, we will consider adjustments to our financial plan to move forward effectively.

## **Marketing Update**

As part of our ongoing marketing efforts to increase enrollment and showcase what makes SCS unique, we have completed the first of two promotional videos, which will be shared on social media. In creating this content, we carefully ensured that any students without video or social media permissions were not included. Additionally, we are finalizing a middle school-specific video, which will be launched alongside our Middle School Sorting Ceremony and Parent Orientation later this spring. This video will highlight the distinctive aspects of our middle school experience, including our house system, special events, diverse electives, strong student-teacher connections, engaging curriculum, and enriching field trips. By strategically timing this release, we aim to generate excitement among incoming families and reinforce the value of our middle school program. These marketing efforts are key to driving awareness, attracting new families, and strengthening our school community.

### **Goals 2024-25 School Year**

**Goal 1:** Market the School to Increase Enrollment to 225 for the 2025-26 School Year

- Objective: Develop a comprehensive marketing strategy to raise awareness of the school and increase student enrollment to 225 students.
- Fall Checkpoint: Create a Marketing committee and create a year-long plan with timelines and strategies to implement the digital marketing strategy.
- Winter Checkpoint: Monitor social media engagement, create a referral program, and design H.E.A.R.T., Houses, and SCS logo merchandise available to families on a self sufficient website.
- Spring Checkpoint: Achieve target enrollment growth; evaluate the effectiveness of marketing and outreach programs.
- Deliverables:
  - o Community Outreach Campaign
  - o Digital Marketing Strategy
  - o Referral Program for current families

**Goal 2:** Provide More Support for Students with Financial Challenges

- Objective: Offer additional resources and support for students facing financial challenges, ensuring equitable access to uniforms, food, and school activities.
- Fall Checkpoint: Establish uniform assistance fund; partner with local organizations for food pantry expansion. Meeting with church representatives scheduled for pantry location.
- Winter Checkpoint: Expand scholarship fund; continue food pantry partnerships and develop the community resource hub.
- Spring Checkpoint: Ensure 100% of identified students have access to uniforms, food, and scholarships.
- Deliverables:
  - o Uniform Assistance Fund
  - o Food Pantry Expansion
  - o Scholarship Opportunities
  - o Community Resource Hub on the school's website

**Goal 3:** Install Age-Appropriate Playground Equipment for Kinder, Elementary, and Middle School

- Objective: Improve the outdoor play and learning environments by installing safe, age appropriate playground equipment for all grade levels.
- Fall Checkpoint: Survey students, parents, and staff to identify specific needs. Three preliminary proposals were sent to SCS. Grant application completed and additional funding sources are in process.
- Winter Checkpoint: Finalize vendor selection and create an installation plan.
- Spring Checkpoint: Begin installation of playground equipment with minimal disruption.
- Deliverables:
  - o Survey to assess needs
  - o Vendor Selection
  - o Installation Plan”

#### **Survey Information: Christy Reaney (Chair)**

Surveys went out by email last week. For many, the email appears to have gone into the junk folder and was not seen. As a result of this, the deadline for submission has been extended. Christy Reaney has made an order of process so the future chairperson will be able to put together surveys easily.

#### **Student Handbook Update: Christy Reaney (Chair)**

Motion:	Update student handbook on page 4 to add in the “When Your Child is Sick” graphic as required by the Center for Disease Control
Proposed:	Christy Reaney (Chair)
Seconded:	Bryan Corn (Vice-chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

Ms Raboli states that at the next meeting there will need to be discussion regarding how the school lottery is performed. She will bring more information to the next meeting.

#### **PAC Report: Kryste Sturm (PAC Representative):**

The Read-a-thon was a success and raised \$3800.00

The 90’s dance was also a success although there was too much food.

The school garden is going well and will be included as an elective for the middle schoolers. A wishing well will be added soon. Food handlers cards and cooking classes are also coming soon. An Adirondack chair was donated by the 5th grade class from their recent field trip to JA Biztown.

The next fundraiser will be the hanging basket fundraiser which will raise money for garden projects.

1st grade hosted lunch is scheduled for 4/4/25.

Staff appreciation will be in May.

**Treasurer Report: Korrin Fyall (Treasurer):**

2003 PEEK grant has been received.

Funds have been recently received from the Sherwood School District to “true up” our numbers.

Roof repair- The leaking portable building has been tarped and appears to be holding up. The cost of a new roof versus repair will be reviewed after Spring Break.

A CD was released on 3/12/2025 and is in a money market account.

**Budget:** 202526 SCS working budget was reviewed and explained by Korrin Fyall. Christy Reaney inquired about an emergency fund- Korrin Fyall is working on this. A 4% cost of living allowance (COLA) was worked into the budget. Ms Roboli highly recommends approving the budget as presented.

Motion:	Approve the presented budget for 2025/26
Proposed:	Korrin Fyall (Treasurer)
Seconded:	Bryan Corn (Vice-chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

**Facilities: Gina Byers (Facilities and Maintenance):**

The lead water testing report has been updated and posted to the school website.

Fire extinguishers are all up-to-date and within parameters.

Gina Byers, Joy Raboli, and Angela Havlinek met with Nick and David from the Sherwood Community Friends Church to discuss wear and tear on the church property. Nick and David stated that the most immediate need for the church is replacing the foyer carpeting. They are looking into quotes for costs and will get back to the school after the quotes have been obtained. In the future the church would like to replace the flooring in the gym/cafeteria. Ms Raboli updated the church members on the status of the playground plans and discussed the possibility of a sensory path leading up to the playground. Ms Raboli will present more information in the future for this. Nick and David discussed the possibility of having the playground in the front portion of the property. SCS would prefer for the playground to be in the back of the property, as originally planned. Ms Raboli and Angela discussed swapping “space for space” in the church building in order to give the counselor space with private access. The church will consider this.

Ms Raboli discussed taking a long-term approach for our property vision. We should be clear on our vision and then present to the church what SCS wants. For example, there are options to purchase modular buildings that are two stories or are designed to be gymnasiums.

**Deliverables: Bryan Corn (Vice-Chair):**

Pass the budget

Korin Fyall states that the property tax that was discussed at the last meeting will be handled by that SCS office.

**Policy: Joe Whitehead (HR/Policy):**

Deferred until the next meeting.

Joe Whitehead discussed a Family and Medical Leave policy that will be reviewed by Joy Raboli.

**Thank You & Recognition Notes: Christy Reaney(Chair):**

Thank you notes from Christmas will be uploaded soon.

**Next Regular Meeting: April 16, 2025**

Motion:	Adjourn meeting @ 7:25 PM
Proposed:	Christy Reaney (Chair)
Seconded:	Joe Whitehead (HR/Policy)
Discussion:	



Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed