



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: April 16, 2025 6:00PM**

**Online via Zoom**

**Meeting called to order:** 6:03 by Joe Whitehead (HR/Policy)

**Roll Call:** Korrin Fyall (Treasurer), Joe Whitehead (HR/Policy) Joy Raboli (Principal), Gina Byers (Facilities)

**Absent:** Christy Reaney (Chair)

**Public Attendance:**, Angela Havlinek, Cheryl, Khambay, Roshana, Sara, Shana

**Mission:** read by Joe Whitehead (HR/Policy)

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

**Agenda Additions:** None

**Spring Lottery: Angela and Cheryl (School office staff)**

Drawing for K-8th grade- 73 Applications received and all added to the respective waitlist.

Motion:	Accept the results of the Spring Lottery
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Korrin Fyall (treasurer)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Approve minutes from the 3-19-2025
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Gina Byers (Facilities)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

**Public comment: None**

**Administration report: Joy Raboli (Principal)**

Enrollment 223

We had a tour today with 19 people and we are currently collecting reenrollment for existing families.

**Playground update**

The Playground Committee convened on April 15th to evaluate multiple options for upgrading our play structure. The group reviewed two proposals from Burke, as well as a third proposal from Wildwood, and an additional do-it-yourself (DIY) option from a different vendor. After thorough discussion, the committee unanimously agreed to move forward with one of the Burke proposals—specifically, the design featuring the larger play structure, which is priced at \$155,000. This structure offers robust play elements, increased capacity, and greater long-term value for our students. The DIY option was eliminated due to concerns about safety, liability, and the extensive logistics involved in installation and maintenance. Although the Wildwood option was thoughtfully considered, the Burke proposal was ultimately selected for its overall quality, design appeal, and vendor support.

**Next Steps:**

- Site Compatibility: We will contact Burke to confirm whether the swing bays can be installed in the desired location alongside the larger structure, ensuring compliance with safety and spatial requirements
- Securing Installation: A down payment will be made to lock in our summer installation timeline, minimizing disruption to the school year.
- Fundraising Strategy: The committee will begin outreach to local businesses and pursue grant opportunities to raise approximately \$100,000 toward the cost of the structure.
- Church Partnership: Given the size of the investment, we will collaborate with the church to establish a long-term agreement regarding the use of the property, ensuring sustainability and responsible planning.

•Ongoing Planning: The committee will reconvene on April 22nd to review progress, gather answers to key questions, and continue our work with strong momentum. This exciting project represents a meaningful investment in the daily experiences and well-being of our students. We are grateful to our committee members for their thoughtful leadership and commitment to this initiative.

Timing of installation, there is only one slot left in August, So we need to get the funding figured out soon. Communicate with the church about our future plans with the school/church relationship, we also have a charter renewal coming up in 2026. Korrin: What are our charter renewal risks? Joy: no risk with renewal but we have issues with districts releasing kids to us. Some districts restrict the number of kids they release to go elsewhere.

### **Safety committee**

The Safety Committee was postponed due to missing members and was reconvened on April 14th.

Key topics included:

- Campus Walkthrough: We conducted a property walk to assess safety and identify potential improvements.
- Senior Volunteers for Carline: We are finalizing plans for senior center volunteers to assist with carline duties.
- Flash Alert Update: The Flash Alert system now has an updated app. Families have been notified via email to ensure readiness.
- Water Testing Report: The report from Gina has been postponed and will be reviewed at the next meeting on May 14th.
- Emergency Preparedness: We are inventorying emergency food buckets and replacing expired perishable items.
- Maintenance Updates:
  - o A faucet issue in the boys' restroom was repaired by the church.
  - o A clog in the girls' restroom was addressed by Roto-Rooter, and the area was thoroughly sanitized.
- Carline Safety: Continuous refinement is underway. Parents have received reminders regarding: Please flood lanes, avoid making U-turns or unsafe passes during carline. Just today we had an issue at carline with a parent getting upset and using inappropriate language. In this case what I do is send a letter out and let them know this is a warning.

We'd like to extend our sincere gratitude to Angela Havlinek, her family, and another generous school family who participated in a campus clean-up day in partnership with the church on Saturday, April 5th. Their efforts made a noticeable impact on the overall safety and appearance of our grounds.

The Havlineks went above and beyond by:

- Trimming back hedges that had been obstructing visibility near the driveway, significantly improving line-of-sight and traffic safety.

- Cleaning and pruning the rain garden area to enhance both function and aesthetics. And spreading gravel.

### **Celebration of learning**

On Thursday, April 10th, we hosted our annual Celebration of Learning event with an impressive turnout and enthusiastic family participation.

Each classroom featured displays of:

- Fabulous projects
- Field trips
- Art show
- Academic milestones
- Creative activities

Each student carried a passport to be stamped at each stop. We introduced a special "Hidden Cougar" scavenger hunt, where students counted images of our cougar mascot hidden in every classroom. A new kindergarten student correctly guessed 20 cougars, a symbolic number representing our 20th anniversary. The student won a prize (a cougar stuffy) through our raffle. The event was joyful, engaging, and a true showcase of student growth and community.

### **Kinder roundup:**

Held on Friday, April 4th, our Kindergarten Round-Up welcomed incoming students and families to the Sherwood Charter School community.

Highlights included:

- Distribution of welcome folders with key information
- A brand-new book gifted to each child
- A festive photo booth with a balloon arch and "Future SCS Student" signage
- A warm classroom introduction by the kindergarten teacher, including: a room tour, songs, story time, and a parent Q&A

The event was well attended and created a positive and memorable first experience for our newest families.

### **State testing:**

State testing is underway for students in the appropriate grade levels. Teachers have done an excellent job preparing students in both mindset and skill. Testing schedules were created to minimize disruption to regular learning routines. Staff is maintaining a calm, supportive environment to encourage student success.

It's a little nerve racking with all the rules and regulations

### **Teacher and Staff Evaluation**

Formal and informal observations continued throughout April and May as part of our annual evaluation cycle. Focus areas include:

- Instructional effectiveness
- Classroom climate
- Student engagement

- Implementation of schoolwide goals and SHOTEL walkthrough insights

Feedback sessions with staff have begun and will continue into May. The evaluation process supports our commitment to professional growth and maintaining high-quality instruction. Contracts will be given after evaluations.

### **H.E.A.R.T Care cupboard:**

The H.E.A.R.T. Care Cupboard continues to provide vital support for families in need. During April, we restocked essential items and added seasonal resources including spring-appropriate clothing and non-perishable food items.

This month, we introduced an exciting new addition: "Complete Meals in a Bag", a thoughtful project developed with the help of our middle school leadership students.

Each bag includes:

- A printed recipe
- A full set of ingredients to prepare the meal
- A clear ingredient list

Students worked collaboratively in role-specific groups:

- Shoppers gathered the food I provided
- Checkers ensured all necessary items were included
- Organizers assembled the bags with recipes and ingredient lists
- Stockers arranged the completed bags neatly in the cupboard.

This effort reflects our school's commitment to empathy, teamwork, and service learning. The meal bags have already begun serving families, providing both nourishment and dignity. Additionally, we've made donating easier with a QR code linked to our Amazon Wish List, allowing families and community members to directly purchase items that are shipped straight to the school. To expand support, I met with our Parent Advisory Committee (PAC) this month, gave them a tour of the H.E.A.R.T. Cupboard, and invited them to assist with food donations and assembling more meal bags for students to take home. Their response was enthusiastic and supportive. This month, we've taken steps to further connect our students with the purpose and resources available through our H.E.A.R.T. Care Cupboard. So far, I've had the opportunity to visit both the Kindergarten and First Grade classes, where I read a story focused on food banks and the importance of community support. Following the story, I gave the students a tour of the Care Cupboard, which led to a meaningful discussion about the difference between wants and needs, and how families can access the Care Cupboard if they need support. The students were thoughtful and engaged, and it was a valuable opportunity to introduce the concept of empathy and resource sharing in a developmentally appropriate way. I plan to continue these visits with all grade levels throughout the remainder of the month, helping to build awareness and reinforce our school's core values of Honor, Empathy, Accountability, Respect, and Teamwork

### **Marketing**

Efforts to enhance the visibility of Sherwood Charter School are ongoing:

- We highlighted the Celebration of Learning and Kindergarten Round-Up events on social media and in newsletters.
- Updates to our website and community flyers continue to showcase our academic strengths, low class sizes, and nurturing community.
- Positive word of mouth and family engagement have been instrumental in supporting enrollment stability.

Our tours are going well. Gina: How are people finding the school now? We saw a flyer at my kids preschool. Joy: mostly word of mouth

### **Survey information:**

Postpone until christy can be here

### **PAC report: none**

### **Treasurer report: Korrin Fyall (Treasurer)**

We are currently standing at 147k with 70% of our annual expected income in and 70% of our expected expenses out as well. So we are looking pretty good financially.

### **Audit Report for School year 2023-24**

- We received both a clean audit opinion on or financial statements as a whole and on compliance with certain provisions of laws and regulations including the provisions of the Oregon Revised Statutes as specified in Oregon Administrative Rules.
- Our final review of Original Budget, Final Budget to Actual are positive overall with us obtaining more grant funds which helped cover the additional costs and not obtaining fundraising goals for One Fund.
- I wanted it noted that we are aware there are a handful of typos and footing errors within the reports and I will follow up with Tonya and the auditors on these items. No material errors in the financial statements therefore we will not need to reissue.

I spoke with a lawyer about helping us write a new lease. He would like to come out and look at the property to get a better idea of what we would need. He wanted to come out this weekend but it is a holiday weekend and he is out of town next week, so timing will be difficult and might take a couple week.

A few bullet points he gave about the lease we have right now

- We would need to talk to an insurance provider about adding liability for the playground. Also it would be a good idea for the church to have their own liability insurance in case an accident on the playground happened during church hours.
- We need to meet with the church for a 5 year vision meeting, and increase the lease based on that meeting. A multi phase plan of what we would like to see happening over the next several years. Joy: The church also has things they would like us to contribute toward, like building maintenance and new carpet. This meeting and lease renewal process would be a good bridge to meet the long-term needs of both the school and the church.

## **Playground**

One thing I asked Burke is if there was any way for a deposit refund if we back out? The answer was, no. So, Unfortunately we can't move forward without the lease in place. So we might have to wait until early in the school year for installation. We need to just keep moving forward. It won't be ideal, but we need to know about the lease first. The charter renewal is coming up in 2026, which isn't an ideal time to ask for more money, but 15% over 20% would make a big difference. We will need a charter renewal committee starting this fall. The charter renewal shouldn't be a reason to not move forward with the playground. If dissolved, any unused funds just go back to the state.

Things to consider: There might be a different installer we could use with sooner availability, we don't have to use their installer. Also, tariffs going into effect will increase the prices of materials across the board. We should sign before May 21st, and then there will be a 90 day freeze from Burke on prices. So, the sooner the better in many regards.

The big thing is the additional 105,000.00 we will need to come up with. Aaron (from Burke) was looking at various business grants we could apply for. Do we want to pay upfront and fundraise later? Are we comfortable fundraising for something we already purchased?

I am working on a more detailed budget, which will be required for the business grants. Once we have written one the rest should be easier. We have a fundraising committee who can start on this.

## Roof

Some research showed that a portable rehab could cost up to 26,000. So we probably want to look at just the roof and plan on updating all those other items over the next few years to keep the portables in good shape. The roof for one is 17,500, and all together would be 70,000. They may give us a discount on doing multiple at once. Again the sooner the better on this project because of the tariffs the price of supplies will likely go up. Joy: we are also looking at a few other smaller remodeling projects in the schools for extra space.

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

I propose a special session just for policy. Wednesdays seem to be best, I will reach out to each member and schedule a special meeting to take care of policy.

### Deliverables: None

### Communication: Joe Whitehead (HR/ Policy)

I have an announcement: After 5 years, I do not plan on continuing as a board member next year. My son is going to high school and my daughter will not be attending SCS next year. I plan to be available and help with the school and board as much as I can.

### Next Meeting: May 21st 6:00pm

Motion:	Adjourn meeting at 7:16pm
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Gina Byers (Facilities)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed