



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: May 21, 2025 6:00PM**

**Online via Zoom**

**Meeting called to order:** 6:09 by Christy Reaney (Chair)

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

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

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

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

**Heart skills:** read by

**Agenda Additions:** Lease renewal vote

Motion:	Add to the agenda a vote for the lease renewal draft
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Approve minutes from the 4-16-2025
Proposed:	Joe Whitehead (HR/Policy)

Seconded:	Korrin Fyall (treasurer)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain Christy Reaney
Result:	Motion Passed

### **Administrator report: Joy Raboli (Principal)**

Enrollment is at 223, but there is a lot of movement right now so that could change by next school year.

This month, the office launched Enrollease, a key component of the Lotterease platform. Enrollease is designed to streamline our enrollment process while enhancing user experience and operational transparency. All forms are now digital.

Key features of Lotterease, including Enrollease, include:

- One-click lottery execution, simplifying the process for staff.
- Support for weighted lotteries, including preferences for siblings and twins.
- Parent-entered application data that flows directly into the lottery system.
- Automatic association of sibling applications within existing family accounts.
- Automated generation of selected and waitlists, based on grade-level cutoff criteria.
- Configurable lottery access, allowing lotteries to be closed online to new applicants while still giving staff the ability to add entries.
- Comprehensive reporting tools, such as Parent & Staff Activity Logs, ApplicationStatus Reports, and Lottery History Logs.

To Ensure a smooth transition, we conducted a soft launch with a limited number of grade levels. This phased approach allowed the team to troubleshoot minor glitches and provide support as needed. So far, the implementation has been successful, with positive feedback from families. We have received approximately 50% of enrollment form for the 2025–2026 school year. While this is slightly behind our pace at this time last year, we anticipated the adjustment period that comes with new technology. We remain confident in our ability to complete follow-ups and fill any open spots in a timely and efficient manner. Overall, Enrollease and the broader Lotterease system are expected to greatly improve the transparency and efficiency of our enrollment process. Parents will now have access to real-time lottery status and waitlist positions, helping build trust and clarity in our admissions practices.

### **Playground Committee Update**

The Playground Committee met on May 20th to review recent developments and outline next steps. A key highlight was the highly productive meeting with the church leadership. The church expressed strong enthusiasm after viewing the 3-D rendering of the proposed playground design and conveyed that their community is likely to be fully supportive of the project. Office

Manager Angela Havlinek And I are scheduled to present our playground plan to the church June 1st and answer any questions the congregation may have. During the initial meeting, the pastor initiated a conversation about our current lease. Encouragingly, the church is open to a 5–10 year lease extension, which is a significant and positive development for long-term planning. A Draft of the lease renewal proposal is included at the end of this report for Board review. It Outlines key areas of concern and proposed updates. Pending Board approval, we plan to meet with Nick from the church to finalize the agreement.

No permit needed from the city

#### Next Steps:

- Tree Work: We are currently consulting with an arborist to evaluate the cost of limbing up trees and checking the root systems. Preliminary estimates indicate a cost of approximately \$10,000
- Lease Finalization: Finalizing the lease agreement with the church is critical before moving forward.
- Permitting & Insurance: We will begin the city permit application process and are working closely with PACE Insurance Risk Management. Our contact, Meg Howk, will guide us through any necessary approvals and policy adjustments.
- Fundraising: Efforts through One Fund Will continue, with a focus on raising at least half of the total cost. We will also explore business matching opportunities to support the funding goals.

I am optimistic that once we complete three key components—City Permit (no permit needed), Lease Finalization, and Risk Management Approval—we can seek Board approval and move forward with placing the deposit. Our goal is to have the playground installation completed during the summer months.

#### **Safety Committee**

The Safety Committee completed all monthly duties, including a thorough walk of the school property, which was found to be in excellent condition. All fire extinguishers were checked and are fully operational and up to date.

#### Follow-up Actions:

- We are still awaiting a response from the Senior Center regarding a volunteer for the crosswalk.
- Water testing results reported by Gina indicate that lead levels have decreased since the previous test and remain within the safe range.

#### Drills:

- Although we missed the scheduled April fire drill, we conducted a successful drill on May 20th and will conduct a make up drill as well. All students and staff evacuated the building in a record time of 1 minute and 45 seconds.

#### Car Line Safety:

- Additional cones were ordered to replace one that was run over.
- Reminders about car line protocols were communicated to families via the SCS Weekly Email.
- A year-end collection of car line hangers is planned, and we will inventory and replenish as needed

## **Lease Renewal (DRAFT)**

### **DRAFT LEASE RENEWAL PROPOSAL FOR REVIEW AND NEGOTIATION**

**5-YEAR LEASE WITH RENEWAL OPTION(option for 10 years negotiable)**

**DATED:**June 1, 2025

**PARTIES:**

**SHERWOOD COMMUNITY FRIENDS CHURCH("Landlord")**

**AND:SHERWOOD CHARTER SCHOOL("Tenant")**

An Oregon nonprofit corporation

### **Key Modified and Additional Provisions**

1. Extended Lease Term and Renewal 1.2 Lease Term:This Lease shall have a five (5) year term, beginning July 1, 2026, and ending June 30,2031, unless earlier terminated under this Lease. The Lease may be renewed for an additional five (5) year term upon written agreement by both parties. The parties agree to meet by January 31, 2030 to begin renewal discussions and negotiate any changes.

2. Religious Symbols ProvisionSection 1.7 Religious Symbols:Per Sherwood School District requirements, Tenant must ensure that religious symbols visible within leased Premises are covered during school hours (Monday through Friday,7:00 a.m.–5:30 p.m.). Landlord agrees to cooperate with Tenant in allowing the temporary, non-damaging covering of symbols during those hours and not unreasonably restrict or delay these actions. Materials and methods of covering shall be agreed upon by both parties.

3. Stage Usage ClauseSection 1.8 Stage Access:Tenant shall have use of the stage within the leased space for scheduled events (e.g.,performances, ceremonies). Tenant shall provide at least two weeks' notice to Landlord For events requiring stage clearance. Landlord agrees to clear the stage area in a timely and cooperative manner and to allow reasonable decoration and setup by Tenant during approved times.

4. Space Swap and Facilities Expansion MODIFIED–Section 1.1 Lease of Premises; Size of Premises:Tenant and Landlord agree to a swap of designated spaces to accommodate:

- Dedicated office space for school counselor
- Lost and found closet
- Staff break room The details of these rooms are specified in Attachment B (Revised Room Plan). The Parties agree to update Exhibit A accordingly. The revised layout is subject to mutual approval and, if necessary, City or Fire Marshal review.

5. Exclusive Daytime Use for SafetySection 6.1.1 Exclusive Use During School Hours:For student safety and liability purposes, the Tenant must have exclusive use of the leased Premises during school hours. No independent contractors or third-party service providers (e.g., mental health counselors serving the public) shall use space withinthePremises during 7:00

a.m.–5:30 p.m. unless background checks are conducted through the school or an alternative agreement is reached in writing.

6. Portable or Gym/Classroom Expansion DiscussionSection 4.4 Future Expansion Discussions:  
The parties agree to engage in good-faith discussions during the lease term about expanding use of portables, gym areas, or office space. Potential expansion may include additional modular classrooms, gym facilities, or other mutually beneficial building improvements. Any expansion proposal will be subject to Landlord’s review, site feasibility, and city permitting requirements

7. Playground Liability Insurance RequirementSection 8.1 Playground Liability Insurance:  
In connection with the installation and use of the new playground, the Tenant requires that the Landlord maintain appropriate liability insurance coverage for the premises,including the playground area, naming Sherwood Charter School as an additional insured. Proof of this coverage shall be provided to the Tenant prior to the commencement of playground use and renewed annually thereafter for the duration of the lease term. This requirement is in alignment with school safety protocols and assurance standards.

8. Church Garage Sale SchedulingSection 8.2 Church Events During Non-School Days:  
To avoid disruptions to school programming and facility access, Landlord agrees to hold large events such as the annual church garage sale during non-school days whenever possible. Both parties agree that holding the garage sale in Augustis preferred. In Previous years, the event’s scheduling inSeptemberinterfered with school operations,particularly use of the gym. Landlord will make every reasonable effort to schedule such events so as not to conflict with the school calendar.

**Goals:**

Care closet: Tomorrow night Angela and I will be accepting a grant from Onpoint Credit Union for 2,000 to help fund the care closet next school year.

Marketing: Not going great with all time going into the playground planning. Word of mouth is the best publicity right now. Next report will have more

**PAC report: None**

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

On track. We have collected 80% of what we’ve budgeted and spent 80% of what we budgeted and we are still in the positive so that's great. I attended the playground meeting and thats moving forward.

**Facilities:Gina Byers (Facilities)**

Water was tested for lead and was found to be in the safe range (lower than last year)

Motion:	Approve the Lease renewal proposal presented by Joy Raboli
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Proposed:	Christy Reaney (Chair)
Seconded:	Joe Whitehead (HR/policy)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

### **Roof repair:**

Email from Angela about the cost listed three offers, including metal, composite, or membrane roofing material. There are two roofs that are crucial. Because of the slope the composite isn't as great, and metal would be better for that but the cost is a lot more. The issue is that with tariffs it could go way up. We had to get requotes because the others had expired after 30 days. We don't have all the information on the quotes and Tonya has been gone to get the final word on the budget. The board decided to hold off on the vote for roof repair until next month.

### **Deliverables: Christy (Chair)**

Bylaws approval- No changes made

Motion:	Move to accept the bylaws as is with no changes
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

Joy has a list of potential members for next years board of directors. Gina plans to remain on the board, and all members of the board who are leaving this term have offered to help and support the future members. End of the term for the board is June 30th and we should figure all that out by then. Ideally we would vote the new members in at the next session

### **Policy: Joe Whitehead (HR, Policy)**

ACG1 policy - this one is required

Motion:	Accept policy ACG1 as discussed
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

GCBDA/GBDA ORG1 Policy- Family Leave (highly recommended)

Motion:	Accept GCBDA/GBDA ORG 1 policy as is
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

GCBDD/GDBDD policy- sick leave- Not adopting staff is given a set 8 days a year to use at their discretion

GCBDF/ GBDEF policy- Medical Insurance/ hold off on this to check with Tonya

IKJ policy- Artificial Intelligence Training coming up on this topic

Motion:	Approve policy IKJ as discussed
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	

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

ILG1 policy- Assessment Program- we already meet all the criteria

Motion:	Approve policy ILG1 as discussed
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

JHCD policy- medications

Motion:	Approve policy JHCD as discussed
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Korrin Fyall (Treasurer)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

GCBDC/ GDBDC policy -Sexual Harassment

Motion:	Approve policy GCBDC/GDBDC as discussed
Proposed:	Joe Whitehead (HR/Policy)



Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

GBNAA/JHFF policy- suspected sexual misconduct

Motion:	Approve policy GBNAA/JHFF as discussed
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

Motion:	Approve policy JHFF/GBNAA
Proposed:	Joe Whitehead (HR/Policy)
Seconded:	Christy Reaney (Chair)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed

**Communication:Christy Reaney (Chair)**

Ms. Raboli thanked us with a card for the flowers the board sent for administrators day  
Next meeting June 18 at 6:00. Possible special meeting before then

Motion:	Adjourn meeting at 7:33
Proposed:	Christy Reaney (Chair)
Seconded:	Korrin Fyall (Treasurer)
Discussion:	
Vote:	Aye Unanimous Nay None Abstain None
Result:	Motion Passed