



23264 SW Main Street, Sherwood, OR 97140

**Regular Session Meeting of the Board of Directors: February 18, 2026 6:00PM  
Online via Zoom**

**Recording:** Justin Hemp (Secretary)

**Meeting called to order:** 1803 by Jennifer Standke (Chair)

**Roll Call:**

<b><u>Board Member</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Notes</u></b>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers		X	
Tara Garcia	X		
Joy Raboli	X		

**Public Attendance:** Angela Havlinek, Elise Iliscupidez, Jenn Kellam, Kryste Sturm, Georgie Funk

**Mission and Vision:** Read by Tara Garcia

**Heart Skills:** Read by Tara Garcia

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**1-D: Agenda Additions**

**Motion by Standke to add PAC Leadership discussion to the meeting agenda for 2/18/2026 meeting. Seconded by Garcia. Motion passes with vote of 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers			
Tara Garcia	X		

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**1-E: Approval of Previous Minutes**

**Motion by Hemp to approve minutes from executive session meeting on 01/21/2026. Seconded by Standke. Motion passes with vote 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers			
Tara Garcia	X		

**Motion BY Garcia to approve minutes from regular session meeting on 01/21/2026. Seconded by Hemp. Motion passes with a vote of 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers			
Tara Garcia	X		

## 1-F: Public Comment

None

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## 2-B: 2026-2027 Winter Lottery

The Board observed the 2026–2027 kindergarten winter lottery drawing, which was conducted using a lottery application in coordination with the Sherwood School District office. A total of 46 applications were received for 25 available kindergarten seats. The drawing was conducted in view of all Board members.

The lottery process followed established enrollment priorities in the following order:

- **Sibling applicants**
- **In-district applicants**
- **Out-of-district applicants**

The lottery system generated preliminary results selecting 25 students and establishing a waitlist of 21 students. The school office will verify the results following the drawing prior to notifying families. Families will be notified after verification, and any kindergarten applications received after the lottery will be added to the waitlist in the order received. The lottery drawing concluded successfully at approximately 6:32 PM and was viewed by all Board members.

**Motion by Standke to approve lottery selection results for 2026-27 kindergarten Winter lottery. Seconded by Arpiainen. Motion passes with a vote of 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers			
Tara Garcia	X		

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## **2-A: Administrator's Report**

### **Report from Joy Raboli (Principal):**

#### **Enrollment**

- Current enrollment stands at 216 students
- One student added to the waitlist
  
- Spring Lottery applications: 29
  
- **Attendance:** December was 91.7%

#### **Teacher & Learning and Student Performance**

At the staff meeting, the school reviewed current progress monitoring and discussed the benefits and challenges of implementing assessments in preparation for next year. The Administrator noted that assessment setup, administration, and reporting require significant staff time and that the school is working to streamline processes and improve consistency. Staff also reviewed grade-level results using a shared data presentation and discussed how to interpret benchmark data, including that results should be viewed as a point-in-time snapshot and may vary depending on the comparison group used.

#### **Key takeaways**

- DIBELS beginning and middle of year results were reviewed, and overall results were reported as steady.
  
- Math performance will remain a focus area, with additional support and monitoring noted for grades 1, 2, and 4.
  
- First grade plans to adjust how the math assessment is administered next cycle.
  
- Third grade reported that practice tests supported student readiness.
  
- Fourth and fifth grades are collaborating to align assessment and instructional practices.

Staff also discussed instructional implications and possible next steps, including flexible grouping and cross-class integration by academic level, while emphasizing the importance of consistent routines, systems, and proactive family communication if any integration model is pursued.

## **H.E.A.R.T Week**

H.E.A.R.T. Week was reported as a successful schoolwide initiative. The school hosted daily activities and morning gatherings, including discussion of current events. Staff appreciation and family involvement were also emphasized during the week, and a superintendent visit was noted.

### **Highlights**

- Daily activities and schoolwide engagement were held throughout the week.
- Morning gatherings included a focus on current events.
- Staff appreciation activities were conducted, including distribution of approved teacher and staff recognition gifts.
- Family involvement was encouraged through related activities and communication.
- The superintendent visit occurred during the week.

## **Safety Committee**

The Board reviewed safety updates, including inspections, drills, facility items, and arrival and dismissal procedures. The school remains in asbestos compliance, and follow-up items were identified to address equipment and building safety concerns.

### **Key items**

- Fire inspection completed on February 10, and a fire extinguisher follow-up item was noted for completion.
- Drills: a fire drill was conducted on February 10, and a lockdown drill is scheduled for February 26.
- Facility safety: a concern was noted regarding an auditorium speaker that may present a safety issue.
- Security: the church added additional surveillance inside the sanctuary.

- Operations: concerns continue regarding early drop-offs and early pickups, and car line procedures remain a focus area.

### **Marketing Committee**

The committee noted that a survey was not yet distributed and that the group is coordinating timing around the close of the current survey window. The committee expects to reconvene in March and anticipates sharing results or updates with the Board in March.

### **Key points**

- Survey distribution is pending, and timing is being coordinated following the close of the current survey window.
- The committee plans to reconvene in March and share updates as survey data becomes available.

### **Charter Renewal**

The Board reviewed the status of the charter renewal. The renewal submission has been provided to the appropriate parties, including the Sherwood School District, and the school is awaiting the next steps and formal updates from the district.

### **Celebration & Challenges**

- HEART Week was a success and a positive community-building activity.
  - Ongoing playground remains a continuing challenge and construction may be pushed out to summer.
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### **3-A: Treasurer's Report**

The Treasurer provided a financial overview and reported that the school's cash position remains strong and the budget is tracking within expected targets. Additional funds were received from the Sherwood School District, and the One Fund continues to grow, with corporate contributions and corporate matching gifts representing the strongest match activity seen this year.

### **Financial Highlights**

- Additional revenue was received from Sherwood School District (SSD) (reason to be confirmed with Tanya).

- OneFund balance: \$56,972.91, including a record \$12,000 in corporate matching contributions.
- Cash balance remains strong and continues to meet or exceed recommended financial benchmarks.
- The school remains within budget and financial tracking measures were reported as positive.

### **Banking and Controls**

The Treasurer reported meeting with Heritage Bank to strengthen the banking relationship and review options for donation processing and account management.

- Heritage Bank is evaluating discounted nonprofit merchant services as a potential alternative to PayPal, including an option for donors to cover transaction fees.
- A money market option was discussed, with a plan to move \$200,000 to a money market account to generate additional interest (estimated at approximately \$430 per month).
- Fraud prevention and scam awareness were discussed, with emphasis on proactive safeguards.
- Sweep accounts were discussed, with a recommendation to use manual transfers rather than an automated sweep option.
- Heritage Bank is establishing master signature cards to simplify future signer changes.
- Signer changes were completed as of February 13, and access for former board members was removed.
- Two older accounts (PPP Loan and student government checking) were identified for closure after confirmation.

### **Audit**

- The annual audit was reported as complete with no findings, and the audit review will be presented to the Board in March.
- The annual audit has been submitted to the Oregon Department of Education and the Sherwood School District.

## **Documentation and Continuity**

- The Treasurer will document banking processes and signer change procedures for continuity and store this information in the Treasurer's folder in Dropbox.
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### **3-B: Marketing Committee**

The committee noted that the next survey has not yet been distributed and that timing is being coordinated after the current survey window closed. The committee expects to reconvene and share updates with the Board in March as information becomes available.

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### **3-C: PAC Committee**

PAC leadership, presented by Jenn Kellam, provided an update on current PAC work and priorities, including continued efforts to support school community initiatives and events. PAC leadership emphasized a desire to strengthen collaboration with families, the Board, and school committees to improve awareness and participation.

PAC leadership shared concerns about limited volunteer participation and the sustainability of current efforts. While recent events have been well attended, the PAC noted that volunteer support has not increased at the same pace, and that a small number of families continue to carry a disproportionate share of the workload. The Board and PAC discussed communication and engagement strategies and identified next steps for follow-up.

#### **Key discussion points**

- Volunteer participation remains limited, contributing to volunteer burnout risk.
- Recent PAC events have had strong attendance, but have not resulted in consistent increases in volunteer support.
- PAC and Board discussed improving how volunteer opportunities are communicated and understood by families.
- Existing communication channels referenced included the Band app, social media, QR codes, and other school communications.
- Additional communication tools used by other schools were discussed as options to explore (for example, ParentSquare).

- The group discussed possible models to broaden engagement, such as structured sign-ups, rotating volunteer opportunities, and approaches used by similar schools.
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#### **4-A: Facilities Updates**

The Board reviewed facilities items, including water and safety equipment updates. Additional lead testing was discussed, and the school recommended that retesting is not necessary at this time because prior results were within required parameters and additional testing would require expanded reporting. A fire extinguisher was also noted as low; this item is the church's responsibility and the church will address it.

#### **Key points**

- Lead testing retesting was discussed, and the school recommended no additional testing at this time.
  - One fire extinguisher was reported low and will be addressed by the church.
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#### **4-C: Church Lease**

Representatives from the church met with Jennifer S. (Chair), Joy R. (Principal), and Korrin F. (Treasurer) to review and clarify sections of the proposed lease and discuss possible solutions or accommodations. Due to delays in lease execution, the playground project timeline is expected to shift, with installation anticipated no earlier than summer, pending lease finalization and vendor scheduling.

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#### **5-A: Updated Deliverables & Calendar Planner**

The Board reviewed an updated deliverables calendar and planning format presented by Angie, including March calendar items and key deadlines. The Board discussed aligning recurring annual and monthly responsibilities within the calendar to support clearer planning throughout the year.

#### **Key points**

- Angie presented a new calendar format and reviewed March items and deadlines.

- The Board discussed teacher contract timing and the potential to review teacher contracts together during the first week of March.
- Some deliverables were identified as recurring items (monthly, quarterly, or annually) and do not have fixed dates.
- A recurring item for annual teacher gifts or gift cards was added to January, with February identified as the distribution month if approved.
- Korrin will identify additional treasurer-related items that should be included in the deliverables calendar.
- Angie will post the updated calendar materials in Dropbox for Board review.

### 5-B: Charter Renewal

The renewal materials have been submitted and shared with the appropriate parties, including the Sherwood School District. The school is awaiting the next steps and formal updates from the district.

### 5-C: 2026-2027 Academic Calendar

The Board reviewed the proposed **2026–2027 Academic Calendar**, including start dates for staff.

- **New teachers and faculty** will begin on **August 24, 2026**.
- **All other staff** will begin on **August 25, 2026**.

**Motion by Fyall to adopt the 2026-2027 academic calendar for Sherwood Charter School. Seconded by Garcia. Motion passes with a vote of 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers			
Tara Garcia	X		

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**5-D: Board/School Director - Operating Agreement**

The Board reviewed the Board / School Director Operating Agreement, including shared expectations and working norms between the Board and the Administrator/School Director.

**Motion by Standke to adopt the operating agreement between the Board and Administrator/School Director. Seconded by Fyall. Motion passes with a vote of 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Jennifer Standke	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Gina Byers			
Tara Garcia	X		

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**5-E: Policy Updates**

The Board reviewed updates to the HR policy related to staff recognition and gifts. The updated policy confirms that the Board may provide recognition gifts to teachers and staff up to \$50 per calendar year per individual, consistent with applicable state guidance. The Board discussed acceptable recognition formats, including gift cards and other items such as school merchandise, and noted that staff recognition was carried out during Heart Week in alignment with the policy.

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**5-F: Administrator Review**

The Board reviewed the Administrator Review process, including survey participation, materials available for review, and the timeline for completion. Survey responses were received from 64 families and 13 teachers/staff. Results are stored in the “Administrator Review 2025–2026” folder in Dropbox, which also includes Joy’s self-evaluation and supporting materials organized by standards and this year’s approved goals. Jennifer will send follow-up information after the meeting to support Board review.

### Next steps and timeline

- Board members will complete the evaluation items by the end of February.
  - Two executive sessions will be scheduled to complete the review:
    - First week of March (March 2–6): Board-only executive session
    - Week of March 9–13: Executive session with Joy
  - A regular Board meeting is scheduled for March 18, 2026, and Board members were asked to reply to Jennifer with their availability for the executive sessions.
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### 6-A: Board Comments & Communicators

The Board discussed upcoming Board membership needs and recruitment. Individuals interested in serving on the Board were invited to submit an email expressing interest along with their information. The Board noted that the Facilities role will be opening due to Gina's upcoming departure, and that an additional Board position remains open for fundraising.

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### 6-B: Thank You and Recognition

None

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### 6-C: Next Regular Meeting

March 18, 2026 at 1800 (via Zoom)

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### 6-D: Adjourn Meeting

Jennifer Standke (Chair) adjourned the meeting at 1946.

Justin Hemp  
Justin Hemp - Secretary  
SCS Board of Directors

Date: 03-27-2026