23264 SW Main Street, Sherwood, OR 97140

Regular Session Meeting of the Board of Directors: **September 16, 2026 6:00PM Online via Zoom**

Recording: Justin Hemp

1-A: Call Meeting to order

1803 by Kenny Gunn (Chair)

1-B: Roll Call

Board Member	Present	Absent	Notes
Kenny Gunn	X		
Angie Arpiainen	X		
Korrin Fyall	X		
Justin Hemp	X		
Keturah Gordon	X		
Tara Garcia	X		Arrived 6:42
Joy Raboli	X		

Public Attendance: NONE

1-C & 1-D:

Mission and Vision: Read by Korrin Fyall, **Heart Skills:** Read by Korrin Fyall

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1-E: Consent Agenda

Motion by Fyall to approve minutes from regular session 08/26/2026 (with corrections). Seconded by Gunn. Motion passes with vote 3-0.

Board Member	Yes	No	Abstain
Kenny Gunn	X		
Keturah Gordon	X		
Korrin Fyall	X		
Angie Arpiainen	X		
Justin Hemp			X

No adjustments or additions to September 16, 2026 meeting agenda. (no vote needed)

1-F: Public Comment

NONE

2-A: PAC Report

No PAC representative was present. The Chair will contact the PAC to identify a representative for future meetings. The upcoming Trunk or Treat (10/29) was noted.

2-B: Treasurer's Report

August financials have been received but July financials are still pending from the bookkeeper; the financial overview will be presented once both are available. Key points:

- Enrollment: The budget was built conservatively on 215 students; current enrollment is 203, with most of the gap in middle school. A budget meeting was held this week with the Principal and bookkeeper.
- Budget outlook: Budget realignment will be considered in mid-October once enrollment stabilizes; a budget revision line item is expected in October or November.
- State and district funding: A revised state ADMw estimate is expected around October. The district's October 15th enrollment count may adjust monthly payments for the remainder of the year. The Principal has proactively provided the district an updated number. The December count affects SIA and other major grants for the next biennium.

- Grow Schools: The bookkeeper recommended Grow Schools, a company that works with charter schools on enrollment marketing, storytelling, facilities financing, and operating funding. Board discussion addressed the enrollment cap (225 total; 75 in middle school; 25 per elementary class per the charter contract), cost-effectiveness, and the importance of retention alongside growth. The Principal and/or Treasurer will contact the company through the bookkeeper to learn more before any commitment.
- Board approvals index: The Treasurer is compiling a reference list of board approvals from past minutes (e.g., last year's release of reserve funds) to support audit and bookkeeping requests.
- Audit: The auditor sent a standard inquiry to the board. The Treasurer will confirm whether one board member may complete it and will do so if permitted.

2-C: Marketing Committee

Marketing updates were included in the Administrator's Report.

3-A: Facilities Update

Keturah Gordon reported the playground project is progressing. She and the Principal will hold the first facilities meeting in early October, covering door repair and related items, with an update at the next meeting.

4-A: Administrator's Report

- Enrollment and waitlist: The new lottery software allowed the school to move through the waitlist faster than in prior years, which accounts for the smaller remaining waitlist. The budget was built on enrollment packets actually received.
- Departures: Exit data is collected annually. Reasons were varied, including transportation costs, schedule changes, childcare needs, family moves, homeschooling, online and other school options, individual student needs, and some concerns involving the PAC. Details are included in the written report.
- Staff development: Two teaching positions were filled from over 120 applicants. Summer training covered classroom preparation and curriculum planning; the PAC hosted a staff breakfast.
- September staff meeting: Covered safety items, student health protocols with the school nurse (newly provided under the charter agreement, reducing outside nursing costs), and PACE training on professional boundaries.

- Pledge of Allegiance: The school now offers the Pledge weekly on Mondays, consistent with Oregon requirements. Students received a lesson on the Pledge, including their free speech options.
- Attendance: Monthly attendance reporting will begin in October. Attendance is typically above 90%.
- Safety: The first fire drill was completed in under two minutes, the fastest first drill in school history. The Safety Committee is beginning. Asbestos was identified during planning for a new doorway between the special education room and hallway; mitigation is planned and an asbestos report is required (Principal and Keturah Gordon). Radon testing is required this fall.
- Playground: Spinner, slides, and swings are installed; concrete will be poured soon, bark chips installed 10/1–10/2, with a target opening of 10/5.
- Marketing: A marketing committee volunteer is writing copy pro bono and has a contact for targeted Google Ads. The school will run an article and ads in a digital family newsletter and add signage advertising open spots.
- Upcoming dates: Back-to-School Night (9/17), Cougar Run, volunteer training (TBD), Board meeting (10/21), OSBA Board training (10/22), and Trunk or Treat (10/29). The Principal suggested a board trunk.

4-B: 2026-2027 Strategic Goals

J. Raboli will present their goals in October meeting.

5-A: Board Attendance for School Events

Back-to-School Night (9/17): The Principal will present from 1830 to 1900 and the Chair (Gunn) will speak briefly to introduce the Board, open committee roles, and ways to support the school, including the One Fund. The PAC will host a sign-up table, and the Principal suggested a board presence as well. Board name tags are available in the school office. Tara Garcia will be unable to attend due to a scheduling conflict.

Trunk or Treat (10/29): Several board members plan to attend and support a joint board trunk. Keturah Gordon and Korrin Fyall offered vehicles. Coordination will continue by email.

5-B: OSBA Board Training (Fall 2026)

The training has been rescheduled to Thursday, 10/22/2026, 1800–2100 (the date on the agenda is outdated). It will be held in the Humanities Room at the school. OSBA requested in-person attendance; Zoom is available for those who cannot attend in person. As a public meeting, it will be posted in advance and minutes recorded.

5-C: Staff Handbook Review & Approval

The revised Staff Handbook was shared following the August meeting. The Principal described the revision as a clean-up and update with no substantive changes and credited staff for the work. Angie Arpiainen asked about the restriction on leave adjacent to holidays; the Principal explained that teachers have Fridays off and the restriction supports instructional continuity. Korrin Fyall suggested future consideration of a longevity benefit (such as a one-time extended leave at a service milestone); this was noted for future discussion and is not part of the handbook.

Motion by Fyall to approve revised staff handbook. Seconded by Arpiainen. Motion passes with vote 6-0.

Board Member	Yes	No	Abstain
Kenny Gunn	X		
Keturah Gordon	X		
Korrin Fyall	X		
Angie Arpiainen	X		
Justin Hemp	X		
Tara Garcia	X		

5-D: Policy Updates

Three new OSBA policies on immigration enforcement on school property. Policy KNA is required and must be adopted by 9/30/2026; KNA-AR is recommended; KNA-AR(2) is a request log. The Board reviewed each and agreed to the following:

- **KNA:** Retain all bracketed language (including requiring a warrant, subpoena, or court order). Designate the Administrator as the Immigration Liaison, with the Board Chair as alternate (by title). Use existing methods of electronic communication (email, FlashAlert, and ParentSquare once implemented). Retain student notification for grades 7 and above; parent/guardian notification applies to all grades. No additional school resources language added. Training is required every two years; the Board will ask OSBA about training resources.
- **KNA-AR:** Remove contractors and volunteers from the training requirement (staff includes substitutes). Retain items 4 and 5; remove item 6. The Principal noted the need for prepared responses and will raise this at the OSBA training.
- **KNA-AR(2):** Adopt as written.

The policies will also need to be added to the student handbook and the policy website.

Motion by Garcia to approve policy KNA with bracketed language, designating the Administrator as Immigration Liaison with the Board Chair as alternate and using existing electronic communication methods; KNA-AR with contractors, volunteers, and item 6 removed and the Administrator as Immigration Liaison; and KNA-AR2 (Request Log). Seconded by Fyall. Motion passes with vote 6-0.

Board Member	Yes	No	Abstain
Kenny Gunn	X		
Keturah Gordon	X		
Korrin Fyall	X		
Angie Arpiainen	X		
Justin Hemp	X		
Tara Garcia	X		

6-A: Board Comments & Communicators

Garcia asked about movers and seconders in the 8/26/2026 minutes; the Chair confirmed they were added and reviewed them. Garcia also raised the tabled veterans policy and expressed concern about drafting it without additional guidance. J. Raboli recommended an OSBA contact (Spencer) as a resource; Garcia will reach out, and the item will be discussed at the next meeting.

6-B: Next Regular Meeting

October 21, 2026 at 1800 (via Zoom). OSBA Board training follows on Thursday, 10/22/2026, at 1800.

6-D: Adjourn Meeting

Kenny Gunn (Chair) adjourned the meeting at 1917

_____ Date: _____

Justin Hemp - Secretary
SCS Board of Directors