



**SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm
FINAL**

I. Opening Items

The Sherwood Charter School Board of Directors met in the Humanities Room for a special meeting on Thursday, January 5, 2017.

The **January 5th Special meeting** was called to order at **6:32 pm** by Chair, Brian Craker.

Members present: Brian Craker, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, and Joy Raboli (Ex officio)

Members absent: Michelle Chidlaw, Steve Schweitzer

SCS Staff present: Angela Havlinek (office manager), Cheryl McLeod (admin)

Sherwood Community Friends Church present: Tim Brandt (chairman of trustees) and Ryan Zettlemeyer

Public present: Brenda Carlson, Michelle Henson, Renée Simas, Amy Verkest

- A. The Pledge of Allegiance was recited by all present.
- B. Brian Craker read Sherwood Charter School's Mission & Vision Statements.
- C. Brian Craker read the H.E.A.R.T. skills as a reminder of the board's mission as representatives of the Sherwood Charter School and to mimic those values in our service to the school.
- D. Brian Craker welcomed the Sherwood Community Church board members:

Attending from Sherwood Community Friends Church were Tim Brandt (chairman of trustees) and Ryan Zettlemeyer. Pastor Rich was unfortunately sick.

- E. Agenda Additions – NONE
- F. Approval of board meeting minutes from December 19, 2016

Agenda Business Item: Approving 12/19/16 SCS Board of Directors meeting minutes.

Motion by – Carolyn McBee

Seconded by – Shari Sholz

Discussion: none

Board Vote: all ayes; **motion passed unanimously**

II. Lead in Water Test Results

- A. **Lead in Water Test Results Report** - co-presented by Renée Simas and Joy Raboli (a letter from to the SCS community is included in the minutes as an addendum)



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

Joy: 16-18 samples did not have any detectable levels of lead. Two samples were reported to contain lead but at levels below the EPA standard of 20 ppb (parts per billion). The safety committee needs to decide what approach to take with the two higher lead level samples.

The lead in drinking water plan and report was posted on the school website at:

<http://sherwoodcharterschool.org/wp-content/uploads/Lead-in-Drinking-Water-Test-Results-ReportFinal-2016.pdf>

Renée: Added background about lead testing for the SCFC members – Oregon in mid-year 2016 required schools to present the Healthy & Safe Schools Plan (HSS plan). Schools must test for radon, have an Integrated Pest Management (IPM) Plan, and reduce detected levels of lead in drinking water and paint. SCS's final report was submitted to Oregon Department of Education (ODE) prior to 1/1/16. The drinking water results were reported separately as results were not available until after the beginning of 2017 (1/1/17). The safety committee met on 1/5/17 to discuss the results:

3rd grade room

2.6 PPB detected (20 PPB actionable – at that level we are required to take remediation steps). This is a board decision on what to do: replace faucet, retest later

Church Downstairs drinking fountain

10.4 PPB detected (20 PPB actionable – at that level we are required to take remediation steps). Priscilla from SCF church says that fixture is original to the church when built. We could isolate and restrict access to that particular fountain. Perhaps we could tolerate a 10 PPB reading, living with that but given it's by the kindergarten and 1st grade classroom's we should consider remediation.

Safety Committee recommends

- Replacement of the church's lower floor drinking fountain and then retest the lead levels
- If not immediately replaced, then we should have the church decommission. Because SCS is a tenant, SCFC effectively has the legal responsibility as landlord to resolve the problem.
- SCFC should contact the manufacturer of a new faucet to prove that it is lead free upon installation (Lead source could also be from plumbing behind fountain, if retest shows elevated levels).
- Replacement should be completed by a licensed plumber.

Tim from SCF Church

We should probably replace the fountain as the problem is likely isolated to that fixture. A new fountain won't be adding lead. We would swap out fountain with one of equal features but if SCS wants more advanced features (e.g. a water bottle filler) we would try to do that too. Costs of replacement likely in the range of \$800-\$2000, depending upon features chosen the direct costs related to the plumber. The church can decommission the fountain in meantime.

Would additional lead testing be done by school or church? Responsibility of church to do further testing (either retesting or testing of replaced fountain).



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

Renée - For the church's clarification, the bathrooms in the church were not tested. The church could test the bathrooms too. What about replacement water sources for the school? The suggestion from Administration is to make do with water from home or we can have bottles of water in the office until the new fixture is available.

Renée - Decommission has to be done by church – the church representatives reported they will do and post sign that fountain is decommissioned.

Brian - If the church needs help, please ask the board/school (contact Michelle Chidlaw from the board or the administrator, Joy).

Suggested timeline? Church reports – weeks at least, as they haven't had time for researching replacement.

SCS Administration – will have a source of water for that area by beginning of next week, Monday, January 9th (The office has a week-long supply of water bottles – Perry suggests that perhaps using a Britta filter pitcher would work? Could be an option. The school will communicate with parents, et al. about the plan and steps going forward as needed.

When will lead in drinking water retesting in general be needed? That is not clear, Renée, suggests, for water (lead) retesting the board will have to decide. Radon every 10 years required. Brian replies that lead and radon every 10 years is common for other municipalities, implying that SCS could follow suit. The SCS board could consider staggering testing on some schedule so that related costs for lead and radon testing will not hit the school's budget simultaneously.

What should we do about 3rd grade classroom elevated lead level? (Method Detection Limit – MDL - is 2 PPB) Joy reports – there's a story around the initial sampling. The first bottle leaked after being sampled and the safety committee had to use a second bottle, adding additional water from the faucet to make up the difference. SCS will retest ((faucet the bathroom) as we want zero lead detected in all faucets. Could work together with church to do retesting of downstairs church fountain at the same time if the church wishes to retest.

Safety Committee – Renée reports that the Safety Committee thinks it is okay to use the 3rd grade faucet in the meantime, at least until retesting is completed in the next week or so.

B. Discussion of Facility & Remediation Issues (if any)

Agenda Business Item: Boards acceptance of the lead in drinking report as delivered along with additional recommendations from the Safety Committee concerning remediation.

Motion by – Carolyn McBee

Seconded by – Chris Gerlach

Discussion: none

Board Vote: all ayes; **motion passed unanimously**



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

C. Public Report of Test Results

Safety committee discussed public notification during their meeting on 1/5/17. Joy is in contact with Sherwood Gazette to print a press release. Administration reports that the results posted on the school's website, delivered to faculty mailboxes, email sent to parents, and at the upcoming PAC meeting scheduled for Thursday, January 12, 2017 (secretary's note: since the board meeting on 1/5/17 the metro area received a record snowfall, either closing school (1/11-1/12/17 and 1/17/17) or delaying the start of school (1/18/17) so the PAC meeting was not held).

Brian – We need to get the okay of the church on what information passed along in press release.

Church will have 30-days to get operable faucet (Church members present agrees). Will need to get approval of press release from school board and church (will email content to the church after obtaining the proper email addresses).

Agenda Business Item: Authorizing Safety Committee give public notice, publish report and give summary statement on lead testing results.

Motion by – Shari Scholz

Seconded by – Carolyn McBee

Discussion: none

Board Vote: all ayes; **motion passed unanimously**

Brian passed along a “big thank you” to Renée and the Safety committee! He also thanked Tim and Ryan from church for attending the board meeting.

Joy also passed along a “big shout out” to the safety committee and Renée for their individual and combined work and excellent report writing!

Brian called a short break at 7:25 PM (Shari Scholz left the meeting at the break). The meeting resumed at 7:35 PM.

III. **Agenda Items Tabled from December 21 Meeting**

A. PAC Report

The December board meeting was rescheduled due to a school snow closure moving the December PAC report to this meeting as opposed to waiting until later in January.

Michelle (will provide more in depth comments at next board meeting concerning ongoing topics) – this is a regular PAC report for this meeting



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

- Tax donation forms going out by the end of January 2017
- Kids First winter request upcoming
- Kids First report (9K+ balance – donations increasing slowly) are a bit low as the PAC wanted \$15K at this point in the year
- SCS PAC Bingo gathering at the end of January (27th, 6-8 PM - Rene organizes!) Will use scrip for prizes too – Brenda's helping
- All lunch days are filled (M-TH) with the addition of pizza on Monday's (Tuesday – Subway, Wednesday – Panda Express, Thursday – Baja Fresh)
- 8th grade sweatshirts – Using schools' Cougar logo and the kids decided on color of shirt and color of logo (graduation year of 2017 with kid's signatures on back). We should have them by next week – can wear each week (Screen Magic is doing printing)
- In November – PACs in Sherwood meet annually (unbeknownst to SCS PAC). Michelle and Amy showed up to represent SCS. Michelle spoke to group unexpectedly but did great. The PAC now has email access to other PAC chairs in the area allowing the interaction with the principal at Archer Glen too – Fun Run potential there for this year. Will work with high school too in other ways.
- Fun Run – likely in April but not set as of yet

B. Treasurers/Finance Comm. Report (November 2016 financials)

Delayed from November – technical issues in delivery; December numbers not available as of meeting – books not closed.

November Financial Report:

Total revenues for November are \$108,332; YTD = \$658,935

Total Instruction expense for November is \$67,799; YTD = \$280,400

Total Support Service expense for November is \$25,416; YTD = \$130,051

Total facility and Maintenance expense for November is \$12,002 ; YTD = 65,470

Net change in fund for November is \$3,115; YTD = \$183,013

Total revenues increased by 4% compared to the same month in the prior year, primarily due to higher SSD funding.

Total expenditures increased by 1% compared to the same month in the prior year.

Ending Fund balance at Nov 30 is \$334,045. 54.86% of expected revenues have been received to date and 37.59% of budgeted expenditures have incurred to date.

Cash at Nov 30, 2016 is \$368,520, including one month prepayment from SSD of \$104K.

Capital assets, net is \$306,073

Total Assets before pension related liabilities and deferrals are \$674,593

Total Assets after pension related liabilities and deferrals are \$881,860

Skip - pension information as it only is adjusted at year end

A/P is \$2113 - all current , no > 30 day outstanding invoices

No credit card liabilities at month-end

Deferred revenue is \$104,575

Total liabilities before pension related liabilities and deferrals are \$139,050



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

Total liabilities after pension related liabilities and deferrals are \$690,650

Net position at Nov 30, 2016 is \$191,210

C. Student Handbook

Moved to the March 2017 meeting.

D. Facilities Future Use

Brian explains Chris' idea:

SCS, after the recent SSD school bond was approved to build a new high school, should consider approaching SSD about using part of the to-be-decommissioned Hopkins Elementary school as SCS primary location for 2021.

- Brian thought was a good idea and merit and suggested Chris putting together a document (**Future facility use for SCS Jan 5 2017.docx**)
- Chris explains the document she wrote
- Joy suggests presenting quickly to SSD so that they don't hear about the idea indirectly. We could have portables on field and not use building. Moving district offices to Hopkins seems odd, not what most district offices would prefer. Get attorney Matt Low in early to help negotiate situation.
- Chris: this could be a price savings move.
- Brian: Nice to have permanent building, on a major street. Increased SCS enrollment will add money (based on 20%) to general fund. We could approach SSD board (that board decides on facility use) too in addition to administration.
- Brian suggests he could approach SSD board chair and Ms. Raboli could approach superintendent to explore this potential situation.
- Chris: What about our relationship with SCFC and the fact we are exploring moving? Does that put us in an uncomfortable situation?
- Brian mentions again that the SCS lease renewal between it and SCFC is due in March 2017.
- Brian will add this info for later meeting in January

E. Unfinished Business, Calendaring, Planning & SSD Deliverables

This was Steve's report space and being that he was not present, Brian listed a couple of items he knew needed

- Lease renewal in March
- January meeting of the board to review parent and teacher survey questions and answers
- Joy – next January recertify Healthy and safe Schools plan (needed in December calendar)

IV. Closing Items



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

- A. Board Comments & Communications

NONE

- B. Scheduling Spring Executive Meetings

POSTPONED – Brian reported that a doodle poll would be forthcoming.

- C. Next Regular Meeting: **Thurs. Jan. 19th, 2017 (Winter lottery first order of business)**

- D. Adjourn Meeting

Agenda Business Item: Adjourn meeting at 8:24 PM

Motion by – Carolyn McBee

Seconded by – Chris Gerlach

Discussion: none

Board Vote: all ayes; **motion passed unanimously**

Recording and submission of minutes completed by Board Secretary, Perry Francis. Minutes are considered in DRAFT form until approval by Board of Directors.

(NOTE: These minutes have NOT YET been approved by the Board of Directors.)



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

PAGE LEFT INTENTIONALLY BLANK



SPECIAL Meeting of the Board of Directors for Jan 5, 2017; 6:30pm

Important Update: Lead Testing Results Are In

Dear SCS Community,

This communication is to update SCS parents, students, faculty and staff on the lead testing efforts that the school voluntarily undertook as part of our commitment to provide a healthy and safe school environment.

Samples from all water outlets used for drinking and food preparation (i.e. drinking fountains and faucets) were collected on November 22, 2016, and sent for analysis to Alexin Analytical Laboratories, an Oregon accredited lab. The results of the testing, which were received on January 4, 2017, took several weeks to process due to the recent high demand for similar tests among area school districts.

We are pleased to announce that of the 18 water outlets sampled, **16 outlets indicated that no lead was detected** (ND) at the minimum reporting level (MRL). One outlet (3rd grade restroom) reported a result of 2.6 ppb (parts per billion), well below the EPA's maximum contamination limit (MCL) of 20 ppb. However, because this finding was inconsistent with the results of the 12 other outlets tested in the portable buildings, this fixture will be retested in January.

The downstairs drinking fountain in the main building yielded results of 10.4 ppb, again, below the level that the EPA has deemed remediation necessary. However, out of an abundance of caution and in cooperation with school efforts to reduce exposure to lead in drinking water, the Sherwood Community Friends Church decided to replace the unit.

The drinking fountain will remain out of commission until a second water sample is analyzed to serve as a 2017 baseline and confirmation that lead levels were reduced. This unit was decommissioned prior to students returning to school this morning. The anticipated replacement timeframe is within thirty (30) days. We will let you know when installation is complete. In the meantime, we ask that parents of kindergarten and first grade students be sure to send their children to school with water bottles; additional water bottles will also be provided by the school.

Sherwood Charter School is committed to protecting student, teacher and staff health. As part of our ongoing attention to the quality of water in our facilities, both owned and leased, we will continue to conduct regular testing. We will communicate new information related to this issue as it becomes available.

If you would like a more detailed explanation of the water testing process, the full report is available in hardcopy in the school office and on our school website at:

<http://sherwoodcharterschool.org/wp-content/uploads/Lead-in-Drinking-Water-Test-Results-ReportFinal-2016.pdf>

Wishing you a happy and safe 2017!

Principal Joy Raboli