



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Wednesday, August 19, 2020 – 6:30 pm

Online via the Zoom service

FINAL Meeting MINUTES *

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, August 19, 2020. The meeting was held online via the Zoom application due to a State of Oregon mandate that closed school buildings and prohibited gatherings of 10 or more people.

A. Call the Meeting to Order

The meeting was called to order at 6:31pm by Chair, Joe Whitehead.

Members Present: Joe Whitehead (Chair), Lindsay Churella (Vice-Chair), KC Reaney (Treasurer), Frank Scholz (Secretary), Karen Schrader (Facilities), Joy Raboli (Administrator, ex-officio)

Members Absent: Alison Craker (HR & Policy)

SCS Staff Present: None

Public Present: Daniel Standke, Gina Byers, Tara Garcia, Tiffany Kelley, Christy Reaney, Jen Crosby, Justin, Kryste Sturm, Tamara Potruch

B. Reading of Mission and Vision Statements:

Karen Schrader (Facilities) read Sherwood Charter School's Mission and Vision statements.

C. H.E.A.R.T. Skills and Meeting Expectations:

Alison Craker (HR & Policy) read the H.E.A.R.T. Skills.

Alison Craker (HR & Policy) delivered the meeting expectations

D. Agenda Additions and Changes:

Motion:	Add agenda item II.B.i to discuss issues with the Heritage credit card.
Proposed:	Karen Schrader (Facilities)
Seconded:	KC Reaney (Treasurer)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

E. Approval of Previous Minutes

Motion:	Accept July 22, 2020 regular board meeting minutes with corrections.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Chair)
Discussion:	Karen Schrader (Facilities) pointed out that on page 3, “therefore” is missing the final ‘e’ and on page 4, the verb “ask” should be past-tense as “asked”.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

Motion:	Accept August 13, 2020 special session board meeting minutes as presented.
Proposed:	Frank Scholz (Secretary)
Seconded:	Joe Whitehead (Chair)
Discussion:	None.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

F. Public Comments

None.

II. Business Items

A. Administrator's Report

See Administrator's Report, attached as Addendum A.

Joy Raboli (Administrator) reported that the enrollment is currently 223 students with 72 on the waiting list. The school recently sent out the plan for the school year so some parents may change their plans based on school plans (in-class, online, hybrid). Ms. Raboli worked with the teachers and staff to modify the curriculum so we can accommodate 100% online students even if the school moves to hybrid teaching. Changes were also made to accommodate for sick students or quarantined students.

The school turned in the Operational Blueprint for School Reentry (“the Blueprint”) to the Sherwood School District (SSD). SSD approved the Blueprint, and they will bundle our Blueprint with the other SSD Blueprints. Our Blueprint will be shared with SSD, Oregon Health Authority (OHA), and Oregon Department of Education (ODE) as required. SSD asked us to specify that we were choosing to do hybrid which is incorrect because we were planning to start with hybrid but changed to full distance (online) learning as required by state mandate based on COVID-19 infection rates in our county.

Ms. Raboli welcomed back the teachers and staff via a full online format. The theme for this year was “Children Having Experiences For Success” (C.H.E.F.S.) which emphasized distance learning. The entirety of the staff went through the parent and teacher feedback over distance learning. One advantage of being a smaller school is we can be more flexible with distance learning, accelerating any classes or individual students, or assisting students or entire classes that need it. The teachers worked on how to improve small group work, and improving typing skills (except in kindergarten).

There will be a web portal for parents to access information about classes, how to get online, etc. An emphasis was made to improve communication and connections between the teachers and students, with daily connections with teachers. Ms. Raboli will continue the morning meeting, one for elementary and one for middle school. More counseling will be available, connecting kids with each other will be stressed, especially for new students. Parking lot meetings with teachers or our counselor will be available.

A back to school kit for parents has been developed. It includes information about setting up the technology, creating home learning spaces, and more. A virtual back to school night will follow early in the school year. Distribution of Chromebooks and classroom supplies will occur at the school and has been designed to reduce person-to-person contact. A virtual meet the teacher for each student is being planned, as is a parade at school. Online live lessons will be 9:00am to noon every day at the start of the school year.

The old security system was dated and showing its age. A new system was purchased last year.

This new system provides a direct connection to the Sherwood Police Department, and should be installed this fall.

Cheryl McLeod (Administrative Specialist) and Lydia Graeber (Office Assistant) have completed the Integrated Pest Management (IPM) training. Their expertise should prove valuable in maintaining the school's green spaces. Karen Schrader (Facilities) asked when the weeds would be treated. Ms. Raboli replied that would occur Friday, 8/21. Ms. Schrader also asked about the state of the barkdust on the grounds. Ms. Raboli replied that the playground received new barkdust in the spring. Ms. Schrader asked specifically about the barkdust around the portables. Ms. Raboli answered that that barkdust is not in the budget.

Ms. Raboli also wanted to note that our first day of school is September 9 while the rest of the district is September 14.

B. Treasurer's / Finance Committee Report

The transition from HomeStreet Bank to Heritage Bank continues. Angela Havlinek (Office Manager) received training for writing checks. Tonya Mosher (Bookkeeper) is working on setting up direct deposit. We are still waiting on credit cards.

The annual audit was completed. The audit went well with notes about activity we've heard before – we have \$575 in uncashed checks, and we don't have a password expiration policy. Neither of these issues warrant immediate action. The auditors also flagged that HomeStreet is not a state qualified depository. This won't be a long-term problem since we're moving to Heritage Bank but short-term we may want to spread our funds across both HomeStreet and Heritage so we don't eclipse the FDIC/NCUA insurance protections.

The July budget is complete. There are no red flags but KC Reaney (Treasurer) wanted to emphasize that our fundraising is below last year.

B.i. Heritage Bank Credit Card

KC Reaney (Treasurer) noted that according to the bylaws only the Chair can apply for a credit card, the Treasurer can't.

Motion:	Give KC Reaney (Treasurer) authority to apply for a Heritage Bank credit card on behalf of the school.
Proposed:	Joe Whitehead (Chair)
Seconded:	KC Reaney (Treasurer)
Discussion:	None.
Board Vote:	Aye - Joe Whitehead (Chair), Lindsay Churella (Vice-Chair), Frank Scholz (Secretary), Alison Craker (HR & Policy), Karen Schrader (Facilities) Nay - None Abstain - KC Reaney (Treasurer)
Result:	Motion passed.

Frank Scholz (Secretary) pointed out that Heritage Bank is going to need approved minutes. Do we need a special meeting to approve the minutes or can the credit card application wait a month? Joy Raboli (Administrator) replied that since we still have money in HomeStreet Bank, we could continue to use that credit card for a month.

Mr. Reaney noted that he will also need to send June 2020 and June 2019 financial to Annette Merrill, our account manager at Heritage Bank.

C. PAC Update

PAC Chair, Jen Crosby, was on hand and reported there was no new PAC information to share with the Board.

D. Bank Change Update

KC Reaney (Treasurer) felt that all the relevant information on the changes to the bank was sufficiently covered to this point and had nothing further to add.

E. Facilities Update

Karen Schrader (Facilities) had tried to look at the lead and water documents that Joy Raboli (Administrator) had sent out but the links within the documents weren't working properly. Frank Scholz (Secretary) said that he had converted the documents from Microsoft Word and

Microsoft Excel format to PDF format in compliance with public meeting laws. The conversion process broke the links.

School staff has reported to Ms. Schrader several times that Sherwood Community Friends Church (“the Church”) uses of facial coverings continues to be inadequate. Ms. Schrader reiterated that if their compliance with state mandates does not improve, she will send a letter to Tim Brandt (Church).

F. Unfinished Business, Calendaring, Planning, and SSD Deliverables

Karen Schrader (Facilities) has setup a new deliverables calendar, delineating responsible rolls and action items.

August: Payments for facility improvements to the Church are due. The majority of this is payment for the parking lot repaving. Joe Whitehead (Chair) added that last school year we negotiated delaying our payment due to COVID-19 fallout.

September: No significant action items.

The last page of the new deliverables calendar needs work. It contains a bunch of monthly/quarterly/annually/on-going tasks. Having them on a separate page makes it hard to check that they’re done because they don’t have a due date. The first step is to review the list with Joy Raboli (Administrator) to see if any tasks are no longer needed.

III. Goal Setting and Board Planning

A. Administrator’s Goals for 2020-2021

See Joy Raboli Goals for 2020-2021, attached as Addendum B.

Joy Raboli (Administrator) presented three goals, each with two check points.

Goal: Upgrade Distance Learning

The Board can use surveys from spring 2020, fall 2020, and winter 2021 to compare results. Karen Schrader (Facilities) asked how the Board would quantify the results. Ms. Raboli pointed out that that detail is covered in the check points. She will move that information into the goal summary so it is easier to locate. Ms. Schrader follow up with wondering how Ms. Raboli would enforce teacher responsiveness to make sure they’re addressing kids’ needs if she won’t be in the classrooms. Ms. Raboli noted the original plan was to have all teachers at school but there

are some concerns (facilities, insurance, health, etc.) so she will need to find ways to observe without physically dropping in.

Goal: Navigate SCS finances proactively so SCS will thrive during the COVID-19 crisis

This will involve extensive work with KC Reaney (Treasurer). We are budgeted for 220 students.

We currently have 224-225 students but due to the fluidity of the situation, some spots may open up. Ms. Schrader highlighted that there was only 1 month between checkpoints 1 and 2. Ms. Schrader addressed the Board that it's important we realize we may be changing the budget throughout the year because we're navigating new waters.

Goal: Innovate marketing and advertising for SCS during this special circumstance where traditional tours are not permitted

Tours have traditionally been our best advertising and we haven't had any since February 2020.

The idea is to record video tours, and provide Zoom question and answer sessions. Last year was our largest lottery, we need to keep that momentum. Mr. Reaney asked how we would do that. Ms. Raboli answered that the best way is through word of mouth and tours. Mr. Reaney pointed out we could ask people on the waiting list what they are looking for. Joe Whitehead (Chair) mentioned that our size makes us nimble and could be a good advertising point. For example, last school year we lost no time switching to distance learning while other schools in the district took two weeks to adjust.

Ms. Raboli stated she will finish and flesh out the goals and present to the Board next month for approval.

Motion: Table voting the Administrator goals until next month.

Proposed: KC Reaney (Treasurer)

Seconded: Joe Whitehead (Chair)

Discussion: It wasn't clear if it was necessary to vote on tabling the vote since the agenda specifically listed this topic would require a vote.

Board Vote: Aye - Unanimous
Nay - None
Abstain - None

Result: Motion passed.

B. Comprehensive Distance Learning (CDL) Grant Program

Since the district administers CDL Grants on behalf of the schools, we are really at their mercy.

Originally SSD had decided to give our school \$0 from the Coronavirus Aid, Relief, and Economic Security (CARES) Act because we don't have an adequate number students eligible for free or reduced lunches. Joe Whitehead (Chair) and Joy Raboli (Administrator) negotiated with SSD and was able to get \$6,000. Interestingly, for calculations of funds for the CARES Act, charter schools aren't explicitly mentioned so SSD wanted to treat us as a private school.

We are working with Oregon Coalition of Community Charter Schools (ORC3S) to find additional funds or grants we may be able to use.

We may need to lean heavily on OneFund to help up in this space, therefore it's imperative that OneFund contributions come through in abundance this year.

C. Healthy and Safe Schools Plan

See Healthy and Safe Schools Plan, attached as Addendum C.

The State of Oregon requires that we annually verify we comply with our Healthy and Safe School (HASS) Plan. We've been testing for lead, asbestos, radon, carbon monoxide and we have adopted an Integrated Pest Management (IPM) plan. We have already completed the required testing, and we comply with federal testing standards for asbestos but it wouldn't hurt to research additional testing in this area.

Motion: Approve Healthy and Safe Schools Plan

Proposed: Karen Schrader (Facilities)

Seconded: Joe Whitehead (Chair)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

D. Board Priorities and Goal Setting for 2020-2021

Mr. Whitehead announced that it's important that the Board be flexible and responsive because our priorities and needs will be dynamic this year.

E. Discussion on Open Board Positions

Due to the uncertainty at the school, state and country, fund raising is more important than ever.

Mr. Whitehead invited anybody in the school community to help take the lead in fundraising by joining the SCS Board as the Fundraising Liaison. Ms. Schrader noted that there are people willing to help, the school just needs a leader in this space. Ms. Raboli noted that the teacher and staff's 4% pay increase was revoked last year so they need to see the Board is working to bring that money back.

IV. Governance

A. – E. [None]

Note that agenda items IV.A. through IV.E. were left off the agenda.

F. Board Position Descriptions

See Sherwood Charter School Board of Directors - Role Definitions, attached as Addendum D.

Joe Whitehead (Chair) edited the Board position descriptions, removing duties that we weren't doing, and moving duties to the people that actually perform them. Mr. Whitehead added "Attend monthly district board meetings" to the Chair's duties but it remains to be seen how that will work during the pandemic. "Liaison with PAC" was added to the Fundraising Liaison's duties and similar duties were added to the Vice-Chair so some coordination between the two should be assumed.

Karen Schrader (Facilities) recommended that Chair responsibility #8 "Employment contract modification/review/renewal" should be modified so it's clear the Chair is not reviewing the teachers and staff. Mr. Whitehead concurred that the Chair simply signs the contracts and verifies the numbers line up. Frank Scholz (Secretary) asked why the Chair signs the contracts instead of the HR & Policy Liaison. Mr. Whitehead replied that this has always been the responsibility of the Chair.

Mr. Scholz asked about a liaison with the SSD. Mr. Whitehead replied that if the Chair was attending their meetings, then it would make sense that that responsibility would also fall under the Chair's jurisdiction. Ms. Schrader added that in January 2020 she notified the SSD of our intent to operate, so it just makes sense that the Chair would be the SSD liaison. Mr. Whitehead thought it best to formalize this responsibility by adding it to the document.

Motion:	Approved revised Board Duties with edits.
Proposed:	Joe Whitehead (Chair)
Seconded:	Karen Schrader (Facilities)
Discussion:	Mr. Whitehead will clarify the Chair's responsibilities around the teacher and staff contracts, and add SSD liaison to the Chair's responsibilities.
Board Vote:	Aye - Unanimous Nay - None Abstain - None
Result:	Motion passed.

V. Closing Items

A. Board Comments & Communications

Joe Whitehead (Chair) has been in contact with Katie Boedigheimer (former middle-school Math) who offered to help with welcome baskets for the teachers and staff. Joy Raboli (Administrator) thought it would be nice if gifts were in digital format to limit what the teachers and staff have to touch.

B. Thank You & Recognition Notes

Joe Whitehead (Chair) wanted to thank the public for attending during the middle of a pandemic.

Karen Schrader (Facilities) wanted to thank Angela Havlinek (Office Manager) and Cheryl McLeod (Administrative Specialist) for all the work preparing for the new school year.

C. Upcoming Meetings

The next regular Board meeting is September 23.

Following are the scheduled regular Board meetings for the 2020-2021 school year:

Wed, Jul 22, 2020*	Wed, Oct 21, 2020	Wed, Jan 20, 2021	Wed, Apr 21, 2021
Wed, Aug 19, 2020	Wed, Nov 18, 2020	Wed, Feb 17, 2021	Wed, May 19, 2021
Wed, Sep 23, 2020*	Wed, Dec 16, 2020	Wed, Mar 10, 2021*	Wed, Jun 16, 2021

* Denotes a meeting that is **not** the 3rd Wednesday of the month.

D. Adjourn Meeting

Motion: Adjourn the meeting at 7:52pm.

Proposed: Joe Whitehead (Chair)

Seconded: Karen Schrader (Facilities)

Discussion: None.

Board Vote: Aye - Unanimous

Nay - None

Abstain - None

Result: Motion passed.

VI. Minutes Submission

* Recording and submission of minutes completed by Board Secretary, Frank Scholz.

These minutes were approved by the Board of Directors on September 23, 2020.

VII. Addendum A – Administrator's Report



Joy Raboli
Administrator's Report
August 2020

Student Enrollment for August 2020

Grade	Students	Waiting List
K	25	26
1	25	13
2	25	6
3	25	3
4	24	1 <i>currently filling</i>
5	25	7
6	25	9 <i>currently filling</i>
7	25	7
8	24	0
Total	223	72

Enrollment continues to be a challenge during this time of COVID 19. Our last tour was on February 12th and so we are doing very well with our enrollment numbers considering we have not done any tours. We typically have about 20 people tour our campus. One of my goals for this year is to create a virtual tour so that we can showcase what is unique about our school and build our waiting list.

Comprehensive Distance Learning

The ODE Blueprint document has been sent on time to the Sherwood School District, ODE and will be bundled with the SSD for the local health authority for Washington County. The district asked for some clarification in the green section. See the changes below:

<https://sherwoodcharterschool.org/resources/operational-blueprint-for-reentry/>

Staff Training

Our staff will return to work on August 24th for our two-week virtual training. Each year I have a theme to create excitement for staff for the coming school year. This year the theme is C.H.E.F.S. which is an acronym for Children Having Experiences

For Success! The teachers were invited to a “culinary school” to change the recipe for success for our students in this pandemic. Our main focus will be on making distance learning more innovative, fun and engaging. Each teacher will participate either at school or at home. They will be required to sign a health survey and an acknowledgement of safety procedures form in order to be in the building. These forms are from our PACE Insurance provider. Teachers and staff will have the option to work from home or school during distance learning.

Comprehensive Distance Learning at SCS

We will be making the following changes to improve spring 2020 distance learning:

- Because we are a small school, we can quickly and easily assess where our students are academically. We can then personalize learning so that our students fill any gaps while simultaneously accelerating their learning. SCS has invested in several new online curriculum tools that will give students multiple options to access their learning.
- We have improved ways to work in small groups to help students grow in their skill levels, especially in reading. Progress monitoring during distance learning is critically important so that our students thrive this year.
- SCS now has Freckle, which is a program that helps differentiate curriculum practice at all levels. Students can practice at their own pace in math, English language arts, science, and social studies. Teachers will use data to inform their teaching pace for each student.
- Each grade will be learning how to keyboard with a program called Typing.com

Navigation

- We have created several resources that will make a difference in the ease of finding and using helpful tutorials for this new way of learning at SCS. We are launching an SCS created teacher resource website that will help us access innovative learning tools for our students.
- Each classroom will have an easy to navigate website that has all you need to find schedules, additional help, resources, and curriculum maps all in one location.
- All classes will have the same platform (except kindergarten which will use SeeSaw) so that navigating the websites will be much easier.

- We have designed a parent website that gives families the tutorials and resources to make navigating our platforms much easier. We will update these as needed.
- Schedules will be consistent and easy to navigate so that jumping into classes is predictable and simple.

Communication and Connection

- We believe that teachers need to have a *daily* live connection with our students. That will look like a morning meeting each day and other live learning opportunities.
- Connection and communication with families will happen more often than last spring. Teachers will have family live visits, driveway visits when needed, notes in the mail, and other modes of communication.
- Parents and students will be given opportunities to participate in surveys giving SCS feedback as we move through the year.
- Each day, I will send a video message to each class and replicate our morning gathering in the sanctuary. We will focus on different topics each day. It will be called, "Learning Has a Look with Ms. Raboli." I will also have time set aside so that parents can video chat with me with any questions or help needed.
- Our counselor, Kaylie Buchanan, will be doing driveway visits for students who need some extra support. Our special education staff will be checking in with students regarding their IEP goals.

Launching Back to School

- We will have a "back to school tool kit" video for each classroom, so that parents know how to access all of the tools specific to each grade level, and get organized before the first day of school.
- In addition, we will be having a virtual back to school night later in the month, so that you can ask teachers questions and learn about curriculum for the year. More information regarding this will be coming soon.
- Chromebooks and classroom supplies will be distributed before school starts by carline number and specific time slots for pick up. Each Chromebook will

VIII. Addendum B – Joy Raboli Goals for 2020-2021



Joy Raboli Goals for 2020-21

Goal 1	How Goal Will Be Accomplished	Check Point 1	Check Point 2
Upgrade Distance Learning	<p>We surveyed parents regarding the spring distance learning experience. We have analyzed the feedback and have made changes to our plan for the 2020-21 school year.</p> <p>Teachers will have a comprehensive, two-week training to learn new methods and use innovative resources.</p> <p>Improvements have been made in navigation, curriculum, communication, connection, and resources.</p>	<p>We will survey parents again regarding this year's distance learning in mid fall. Teachers and staff will analyze data and adjust accordingly.</p> <p>These results will be presented in October or November Board meeting</p>	<p>Teachers and staff will survey parents at the end of distance learning and compare this survey with the other two surveys. The Board will be presented with the final results at the February Board meeting.</p>

Goal 2	How Goal Will Be Accomplished	Check Point 1	Check Point 2
<p>Navigate SCS finances proactively so that SCS will thrive during the COVID-19 crisis</p>	<p>Pursue and manage emergency funding such as PPP Loan, grants and other sources utilizing our connection with Oregon Coalition of Community Charter Schools</p> <p>Work with the Board to ensure OneFund is on track</p> <p>The Finance Committee and I will review current budget and make adjustments for unexpected expenses that occur with distance learning.</p>	<p>Make budget adjustment in January for SSF "True Up," update budget categories to reflect alternative spending due to COVID-19 and manage emergency funding</p>	<p>February Board meeting financials showing SCS on budget and on track to finish the year without going into reserves or over budget.</p>

Goal 3	How Goal Will Be Accomplished	Check Point 1	Check Point 2
Innovate marketing and advertising for SCS during this special circumstance where traditional tours are not permitted	<p>Create alternative tour by working with advertising company to produce a virtual tour video. This video will be sent to potential SCS families and will also be posted on our website.</p> <p>New and innovative social media marketing will be designed and deployed</p> <p>I will have virtual zoom tours with potential families for 1:1 visits.</p>	November Board meeting report regarding tour numbers and enrollment increases	February Board meeting report regarding tour numbers and enrollment increases

IX. Addendum C – Healty and Safe Schools Plan



Healthy and Safe Schools Plan Introduction

In 2017, the Oregon State Legislature passed SB 1062, which requires that, every school district, education service district, and public charter school develop a Healthy and Safe Schools Plan (HASS Plan). Each organization's HASS Plan has specific requirements that must be included for the HASS Plan to comply with state law. All HASS Plans are due to the Oregon Department of Education by July 1, 2019. Additionally, each school district, education service district, and public charter school is required to certify annually that the organization continues to comply with the requirements of the HASS Plan by filing an Annual Statement. The following plan was developed by Sherwood Charter School to meet these requirements.

1. Responsible Person

The person responsible for administering and implementing the Healthy and Safe Schools Plan:

Name: Jay Raboli
Position Title: Principal
Phone Number: (503) 925-8007
Email Address: jraboli@sherwoodcharterschool.org
Mailing Address: PO Box 1342, Sherwood, OR 97140

The person who is the designated IPM Coordinator:

Name: Cheryl McLeod
Position Title: Administrative Specialist
Phone Number: (503) 925-8007
Email Address: [cmcled@sherwoodcharterschool.org](mailto:cmcleod@sherwoodcharterschool.org)
Mailing Address: PO Box 1342, Sherwood, OR 97140

The person responsible for AHERA information:

Name: Jay Raboli
Position Title: Principal
Phone Number: (503) 925-8007
Email Address: jraboli@sherwoodcharterschool.org
Mailing Address: PO Box 1342, Sherwood, OR 97140

2. List Facilities

All facilities owned or leased by Sherwood Charter School where students or staff are present on a regular basis are covered by this HASS Plan. The list of those buildings and facilities is below:

Facility Name	Facility Address
Sherwood Charter School	23264 SW Main Street, Sherwood, OR 97140

3. Elevated Levels of Lead in Water Used for Drinking or Food Preparation

All school districts, education service districts, and public charter schools are required to test for and eliminate exposure to elevated levels of lead in water used for Drinking and Food Preparation through either remediation or eliminating access, according to OAR 333-061-0400 and OAR 581-022-2223. In conformance with those administrative rules, Sherwood Charter School certifies the following:

1. All testing was done according to the testing requirements in OAR 333-061-0400;
2. All samples were analyzed by a lab accredited by Oregon Health Authority to test for those materials;
3. All water fixtures required to be tested under OAR 333-061-0400 were tested for elevated levels of lead in accordance with the testing schedule developed by the Oregon Health Authority; and
4. The testing schedule for each building covered by this plan is set forth below:

Facility Name	Year of Last Test	Next Scheduled Test (Beginning of 6 year schedule)	Schedule or Exemption Reason
Sherwood Charter School	2016	2023 fiscal year	6 year schedule

4. Lead Paint

In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, the district will only contract with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board.

5. Asbestos

Sherwood Charter School complies with the federal Asbestos Hazard Emergency Response Act (AHERA). All required asbestos management plans are available for viewing by submitting a request to Joy Raboli.

6. Radon

Sherwood Charter School has developed a radon plan as required by ORS 332.345. Community members can access a copy of the radon plan here: [Radon Plan](#). Test results will be made public and are available here: [Radon Test Results](#).

7. Integrated Pest Management

Sherwood Charter School has adopted an Integrated Pest Management (IPM) plan as required by ORS 634.700 through 634.750. Community members can access a copy of the IPM plan here: [IPM Plan](#)

8. Carbon Monoxide Detectors

Sherwood Charter School certifies that all buildings subject to the Healthy and Safe Schools Plan comply with the carbon monoxide detection standards in the state building code that was in effect when the building was originally constructed or as required by building code due to addition, upgrade, or remodel.

9. Test Results Publication

Sherwood Charter School is complying with the requirement to provide access to test results, as defined by OAR 581-022-2223 within 10 business days as defined by ORS 332.334. Test results can be found on school's website at: <https://sherwoodcharterschool.org/> under Parent Resources > Parent Resources > Healthy and Safe Schools Plan
Specific test results can be found as follows:

- Lead in Water: [Water Test Results](#)
- Radon: [Radon Test Results](#)

Additionally, copies of all test results are available at the school office at 23264 SW Main Street, Sherwood, OR 97140. Sherwood Charter School will also use current school email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of the community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Cheryl McLeod to be added to current district email lists and programs.

I certify that the above information is true and accurate to the best of my knowledge.

Sign here	Title here	Date here
Electronic signature of authorized representative	Title	Date

X. Addendum D – Sherwood Charter School Board of Directors – Role Definitions

Sherwood Charter School Board of Directors - Role Definitions

Role	Duties and Responsibilities
Chairperson*	<ul style="list-style-type: none"> 1. Drive direction of board meeting agendas' manage board meetings 2. Manage strategic planning process 3. Act as lead for public outreach and communications with SCS community 4. Manage creation of SCS Annual Report 5. Receive formal complaints 6. Manage charter renewal 7. Liaison with Oregon School Board Association 8. Employment contract modification/review/renewal 9. Attend monthly district board meetings
Vice-Chairperson*	<ul style="list-style-type: none"> 1. Monitor deliverables to SSD and ensure compliance with dates 2. Monitor instructional hours delivered to SCS students per ORS 3. Attend monthly District Board meetings 4. Act as Chair if the Chairperson is unavailable 5. Act as backup for attending monthly district board and PAC meetings
Treasurer*	<ul style="list-style-type: none"> 1. Financial and accounting operations 2. Budgeting 3. Vendor contracts 4. Financial audit and internal controls 5. Regulations and tax compliance 6. Financial policies and procedures 7. Leads the Finance Committee of the Board
Secretary*	<ul style="list-style-type: none"> 1. Creation, review, approval and posting of minutes 2. Adherence to open meeting laws 3. Surveys to SCS staff and community; creation, administration, reporting 4. Following procedural requirements 5. Maintain Board organization file
Facilities Liaison	<ul style="list-style-type: none"> 1. Modular buildings - leases/purchases 2. PACE insurance renewal; Certificate of Insurance renewal/delivery to District 3. Review and renewal of contracts for janitorial, landscaping 4. Liaison with SCFC on facilities related matters
Human Resources and Policy	<ul style="list-style-type: none"> 1. Policy review and management 2. Staff and student handbooks review 3. Health Insurance renewal/review 4. Consult on HR issues 5. Arrange Board training
Fundraising Liaison	<ul style="list-style-type: none"> 1. Plan and manage board driven fundraising activities 2. Research additional funding opportunities 3. Monitor and advise on legislative activity related to school funding 4. Manage grant writing; review and renewal of contract for grant writing 5. Liaison with PAC; attend monthly PAC meetings

Sherwood Charter School Board of Directors - Role Definitions

* indicates board officer position