



## Regular Meeting of the Board of Directors: Sept 22 & Sept 29, 2016; 6:30-9:30

### Approved meeting minutes

#### I. Opening Items

The Sherwood Charter School Board of Directors met in the Humanities Room for **part one of two** regular meetings occurring on Thursday, September 22<sup>nd</sup> with the concluding meeting scheduled for Thursday, September 29<sup>th</sup>. Minutes from both meetings were distributed after the September 29<sup>th</sup> meeting.

A. The **September 22<sup>nd</sup>** meeting was **called to order at 6:31 pm** by Chair, Brian Craker.

**Members present (9/22):** Brian Craker, Michelle Chidlaw, Perry Francis, Chris Gerlach, Carolyn McBee, Shari Scholz, Steve Schweitzer, and Joy Raboli (Ex officio)

**Members present (9/29):** Brian Craker, Michelle Chidlaw, Perry Francis, Chris Gerlach, Shari Scholz, Steve Schweitzer, and Joy Raboli (Ex officio)

**Members absent (9/22):** Carolyn McBee

**Members absent (9/29):** none

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**SCS Staff present (9/22) :** Nora Stuckey (PE/Health), Angela Havlinek (office manager), Cheryl McLeod (admin), Katie Boedigheimer (middle school math)

**SCS Staff present (9/29):** Angela Havlinek (office manager), Cheryl McLeod (admin)

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**Public present (9/22):** Andrew Armitage, Kacie Armitage, Brenda Carlson, Nicole Carlson, Michelle Henson, , Laura Jonndon, Tee Ramos, Renée Simas

**Public present (9/29):** Kacie Armitage, Brenda Carlson, Eveline Chapman, Catherine Christensen, Michelle Henson, Lori London, Tee Ramos, Kimberly Rocha, Kryste Strum, Kelly Umlandt, Amy Verkest

B. All present recited the Pledge of Allegiance. Michelle Chidlaw read Sherwood Charter School's Mission & Vision Statements.

C. **H.E.A.R.T. Skills:** Brian discussed the addition of HEART skills to the board's mission as representatives of the Sherwood Charter School mimicing the HEART skills students and teachers use throughout the school.

D. **Agenda Additions:** none

E. **Approval of Minutes from 7/21/16, 8/22/16:** July and August minutes waiting on approval until the next meeting on October 20, 2016.

#### E. Public Comment:

Kacie Armitage – Began reading her letter but was stopped (twice) by Chairman Brian saying no comments about employment and confidentiality, even by position, can be allowed in a public meeting. Need to be very careful about what we allow to say. Brian suggested using the paper form for complaints (as provided by the SCS office) and the board might share those comments. Kacie suggested she would send in her comments and a response might be forthcoming based upon what is permissible. Brian suggested sending public meeting comments to the board email address [scsboard@sherwoodcharterschool.org](mailto:scsboard@sherwoodcharterschool.org).

Tee Ramos – Low enrollment numbers concerning. Family has been at school for 10 years, Kindergarten always full with healthy waiting list but not this year. She stated no elementary grade is full except 3-grade. \$80K shortfall possible because of low enrollment. Being in a financial deficit should mean we use our funds wisely. Angela and Cheryl perhaps not needed in extra situations (Riggs training and at board meetings).

## II. Academic Excellence

### A. Principal/Administrator's Report:

- Joy stated that enrollment is at 90% (203 total enrollments with three pending and Kindergarten interest picking up. There is another tour scheduled soon and Joy shared a nice letter from a prospective Sherwood Charter School family.
- Working with teachers on goal setting (See Joy's handout - Teacher Evaluation and Professional Growth Cycle-DB document) which commences in early October with training in process.

### Joy's Goal updates

- *Governance- Published Curriculum Maps* - almost completed and in record time! The teachers used them during back to school night. Currently Joy is reviewing them for edits and completeness
- *Culture and community* – Recognizing Academic Excellence and Achievement Houses & 8<sup>th</sup> Grade Graduation – worked with middle school team over the summer to craft plan for recognizing academic excellence during houses (Honor Roll certificates awarded with parents in attendance).
- *Culture and Community – Marketing*: Signs made and placed in Sherwood (and will be placed in outside areas like Woodburn) Brochure from Keith Halasy undergoing edits for publishing. Tour folders created to be handed out to people touring school (brochure, pre-application, fast fact sheets, bookmark, pencil). Gazette yearly article upcoming (one allowed per year)
- *Business - Teacher Performance and Area for Development*: Joy provided teacher Friday work plans for the remainder of September and October.
- *Staff Meeting Summary*: The team is bonded and supportive of each other, reporting they had a great week before school started. They discussed improvements to carline among other topics including Levels of Use, stages learners move through when learning.

### Other information

- The board is welcome to attend any in-school Friday teacher training after checking in with Joy (Steve attended one and found it helpful. Cannot have more than four board attendees to stay away from quorum issues.
- The board is also welcome to ask for teacher 'work from home' details from Cheryl that might be of interest – giving the board the opportunity to see how well working from home days are for the teachers.
- District asking if we return from field trips at 1:45 PM – Joy contends that is tough to do in each instance given the travel agenda of the teacher
- Chris mentioned the excellently attended board/teacher get together before the back-to-school night.

### B. Teacher Evaluation Forms: mentioned in section A. above.

- ### C. Teacher Turn-Over:
- The board will have an item on business agenda for each month going forward to help decide on how to deal with the situation through time. The board received comments in the past weeks about why the school experienced teacher turnover (low average salary, lack of resources to help with student loan debt, curriculum disagreements, working relationship with current school administrator, lack of district resources, relationships &/or partnerships, discomfort with housing school in religious facility, parental bullying of teachers). There is conflict in these myriad of teacher turnover

causations SCS experienced at the end of the 2014-15 academic year. Brian used an analogy seen in the movie *Bruce Almighty* (a character there said yes to all prayer requests but chaos ensues because of that decision) Brian says that he sees similarities the issues related to the teacher turnover concerns at SCS feel similar to that movie situation – say okay to teacher salary increases... say okay to moving school... say okay to all curriculum change... etc.... would result in cacophony and no real progress.

Brian, then, offers the suggestion of creating the **Teacher Turnover Taskforce** – a subcommittee working on behalf of the board to examine and identify the root causes of the turnover from many points of view (other charter schools, SSD, OSBA, teachers, current school administrator, other credible sources as deemed appropriate by the task force). Brian shared a list of taskforce members that he had contacted both from the board and who had agreed to help [Steve Schweitzer - chair, Carolyn McBee (given her HR/policy specialization) and Perry Francis as the official minute taker (but not part of the task force decision-makers)] along with three SCS parents who also agreed to help [Keith Halasy, Renée Simas, Liz Vohland]. He then poses the question: Would the board want more board or parent members of the taskforce and what does the board think of task force creation? Discussion ensues. Joy then asks, “What about adding a teacher?” Brian reported that given the level of confidentiality needed, having a staff member as part of the task force would not be appropriate (but the task force will certainly communicate with the teachers)

Chris reads the task force scope of analysis description which mentions “teacher turnover that has occurred during the 2016 calendar year”, wondering about the limited scope? Brian replies that is the immediate time of interest. Chris asks too about adding more parents to the taskforce, ones who have children that recently started at SCS (such as Kindergarten, First or Second grades). She suggests that could bring more neutrality to taskforce as it could be successful or not depending partly on the makeup of the parent part of the taskforce. She asks, “how can we as board be sure that it will be successful?” Brian says that the board will pursue the objectives as defined which should result in clarifying answers. Chris if we could add newer parents to the taskforce - two more parents. Brian says that no matter the number of task force members, data collection involves some bias inherently which the taskforce will try to avoid. Chris, who was a former auditor, related her experiences with bias-producing situations she experienced. As an example from documented results that Chris mentioned showed that one study reported that teacher turnover nationally is near 40% in first 5 years of teaching. Meanwhile, another set of researchers recently reexamined same data points and reported the actual turnover was lower.

Brian comments that it is important to Analyze the information in a nonjudgmental way and that there has to be some level of trust entailed by all parties, wanting the taskforce to be the board’s not his, acknowledging that having confident board members will erase biases.

Steve thinks two board members working on the taskforce is sufficient and that adding two more parents seems reasonable (making a total of five).

Brian suggests the board approve the taskforce, filling it with board members but not parents at this time (until the two additional parents are identified).

**Agenda Business Item: Teacher Turn-Over Task Force (formed without parent members)**

**MOTION BY** Steve Schweitzer

Create a task turnover task to determine reasons for teacher departure in 2015-16 (Steve, Carolyn from the board) 5 parent participants will be added on 9/28/16.

**Seconded by:** Chris Gerlach

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

**5 minute break called by Brian at 7:36 PM**

**Resumed at 7:46 with Section III**

### III. **Facilities/Operations**

#### A. **Facilities Update:**

- a. Michelle reported that work underway on the state-mandated SCS **Healthy and Safe Schools Plan** (needed by schools, ESD and charter schools). The school needs a **Draft** plan by October 1, 2016, and a **Final** plan by January 2017. This opportunity allows the board to create a win-win situation working with the Sherwood Friends Church. That said we as a board do have detailed criteria to discuss with them and have the need to place people into a supervisory role and document the results. Renée Simas spent time talking with Michelle in the past week about the plan.
- b. Landscaping contract set employing Randy London (Angela's father)
- c. Tear down something in classrooms – Michelle will speak with Brian about details

#### B. **Safe & Healthy Schools Plan:** Renée Simas

Renée Simas, the mother of a 4<sup>th</sup> grader at SCS, Safety committee member, past Vice Chair and secretary 2012-14 gives the board an excellent presentation on the current status of the Safe & Healthy Schools plan. This discussion along with highlighted questions for the board were detailed in the document **Simas Notes for SCS Board of Directors** in this meeting's Dropbox location and attached as an appendix to these minutes.

#### **Board-related discussions during the presentation (→ [board action item], • [comment/question]):**

- Principal Raboli reached out to SSD (Sherwood School District) to help do SCS's radon testing in concert with SSD. "SSD reported - we've already done it!" Principal Raboli asked a question of SSD after learning they had progress with radon testing – "What about working together going forward?" "SSD - Sounds like our plans can be coordinated but should remain separate"
- Board question – Why is radon testing done only every 10-years? Radon levels should not drastically change over that 10-year period. During initial testing finding elevated levels then requires retesting be completed every 5 years but the 10 years retesting window is standard.
- Lead in paint banned in 1978 (church built in 1972) and radon is generally found in low levels in Oregon, therefore it is likely not a serious problem for our facility though the school will perform radon testing. The Sherwood Friends Church also has to allow lead testing given their property owner responsibilities and that SCS has children attending under the age of six (6) years old.
- Renée relates that the church water fountains (in the main building) might need replacing given they are the originals from the 1972 original construction.

→ Remainder of Radon and Lead in paint discussion saved for September 29<sup>th</sup> meeting

- Brian asks if the board okay to stop with plan for the evening. The board agrees after stipulating:
  - Michelle will forward plan to church (Tim Brandt – Sherwood Friends Church facilities liaison and Pastor Rich) and ask for response and/or changes by next Tuesday, 9/27, reviewing full section G concerning relationship with church before next week’s meeting, 9/29.
  - The board needs to stipulate an IPM coordinator by the next meeting – The board and Renée discussed scenarios to find an IPM coordinator. Brian suggests holding decision until the meeting next week (9/29). Chris will work with Ms. Raboli to find funding for IPM staff person in the budget.
  - Renée – will send Healthy & Safe Plan notes (and perhaps PowerPoint) to the board
- Brian suggests the board cover two bits of business from section **IV. PAC/Finance/Fundraising (C and D)**

#### IV. PAC/Finance/Fundraising

##### C. **Insurance Renewal:** *completed in September 22<sup>nd</sup> meeting*

Chris discussed medical and dental insurance rate increases as mentioned in the document, 2016 KP MED SPREADSHEET. The rates for Kaiser medical increased 1.77% while there was an 8% increase in dental rates for the office staff.

**Agenda Business Item: Approve medical plan and costs along with dental plan cost increases.**

**MOTION BY:** Chris Gerlach

**Seconded by:** Steve Schweitzer

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

##### D. **Technology Support Contract Renewal:** *completed during September 22<sup>nd</sup> meeting*

Chris reported that in consulting agreement dated September 16, 2016, Jeff Robrecht (SCS’s IT support person) charged:

- a \$450 monthly flat fee that included 0-6 hour of service
- Additional hours above six (6) were provided at a \$75/hourly rate

After negotiation, in the upcoming year, he agrees to revise the September 16, 2016, agreement to reflect the following terms:

- Eliminate the flat monthly \$450 fee and instead charge SCS based upon actual service hours at \$75/hour, when providing more than six (6) hours of services
- If SCS uses him less than six (6) hours, the rate is \$100/hour

The board approved the contract as agreed in the motion below.

**Agenda Business Item: Approve technology support contract renewal with Jeff Robrecht**

**MOTION BY:** Chris Gerlach

**Seconded by:** Michelle Chidlaw

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

→ With board consent, Brian Craker paused the meeting at 9:15 PM, Thursday, September 22, 2016

- 1) The board will meet on September 29<sup>th</sup> at 6:30 PM in the SCS Humanities Room to resume the second part of the two-part meeting.

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→ The second part of the meeting reconvened on **September 22, 2016** at **6:32 pm** by Chair, Brian Craker

**B. Safe & Healthy Schools Plan (continued from 9/22/16):** Renée Simas

→ **IPM plan coordinators announced by Ms. Raboli – Cheryl McLeod and Angela Havlineck**

- 2) Renée will change language to reflect dual/coordinators IPM and that one IPM can back up the other when one is away and will delete IPM Plan, section IV letter J.

→ Training needed before September 30, 2016 (see SCS IPM Plan document).

- Joy reports IPM training was packaged within EMS training received from SSD

→ IPM Plan > Section VII >> Weed control. Church does weed control (spraying) on weekends and on extended school breaks (e.g. spring break). Spraying is done away from classrooms – in the surrounding fields). Renée suggests co-IPM-coordinators can liaison with the church to get list of used chemicals (and maintain that list for four years). Church uses chemicals as weed abatement not to spray for insects control. Based upon IPM, they cannot spray Roundup or similar weed control chemicals – need to manually pull or use approved low-impact pesticides. We should get back to Tim at SFC to discuss. All other items under G were accepted by the church.

→ Change the language of dumpsters to garbage cans (IPM Plan > Section II >> IMP Basics) and it is okay to have garbage cans close to building Joy suggests.

→ There was related discussion of the potential of finding someone at the church that could reset church-affected classrooms (Kindergarten, 1<sup>st</sup> grade and Music room) but the persons would like to be paid to do that. The suggestion came up that SCS could look for parent volunteers (unpaid) to do setup instead **(tabled)**

**Agenda Business Item:**

**MOTION BY** Steve Schweitzer

Accept IPM plan as discussed and amended during this meeting as was detailed by Renée Simas.

**Seconded by:** Carolyn McBee

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

## Safe & Healthy Schools Plan -- RADON TESTING

- Is winter best time to test for radon? (Brian) HVAC running and there are no open
- Renée - Tweaking HVAC shown to help lower radon levels
- Engineering plan sample number comes from? (18) Renée and Joy counted spaces occupied and was 17 which was submitted to testers. Number of blanks/spikes was discussed – 10%. 25 tests decided. \$6.25 per test. \$165ish total. Remediation more expensive (\$1500/2100 to remediate for a home but schools are less)
- What about lower level of main building? (Brian) Portables tested too even though open? Yes (Renée). Portables 1768 sqft (recommend 2 tests/portable).
- Long term testing is \$20/test and are only necessary if elevated are found with initial, less expensive tests
- Portables are likely not to have a problem given their construction. Brian says we should not have an issue with the portables.
- (Carolyn) Friends had radon testing and found elevated levels but suggested retesting would show low results. Could we retest with short term kits if elevated levels are found? (four day testing length for short term kit – there are instant read kits too)
- Radon testing approaches vary from from DIY to professional-level testing
- Lead testing can be reimbursed through a state-created \$5,000,000 fund though we don't know how much will be reimbursed per school. Chris mentions to qualify for the reimbursement, testing has to commence prior to 12/1 (though no results needed at time of reimbursement submission).
- Lead testing labs have backed up testing queues before reimbursement announced. This could slow results being produced which we should tell school parents.
- Testing information should be posted to SCS resource page (IMP, HSS)
- Radon testing results not needed for four years – focus on lead in drinking water first since it's needed more quickly.

### Lead testing

- No cost lead testing information collected by Renée
- Water lines from road to church replaced in 1998
- Lists of approved labs in 3Ts document.
- State reports – SCS/SFC will test (but specifics not provided).
- SCS will need multiple (three) bids for testing as work is estimated to be over \$2K (the built-in limit to move bid selection process) if SCS does not do the work ourselves
- We can do sample collection ourselves and have tested and could ask the city of Sherwood to oversee process. Renée has a call into Sherwood's
- December 1<sup>st</sup> cutoff date for reimbursement for lead testing from the state (large, general remuneration cash pool available)
- \$20-30 estimated lead testing cost per sample, based upon a Statesman Journal article that Shari found.
- Board okay with language of HSS Plan for lead testing.

### Lead paint testing

- Lead in paint OHS person says is more of a problem

- No flexibility allowed for testing for lead paint – testing guidelines need following anytime a wall is breached
- Church built in 1972 before lead was banned in paint and gasoline
- Open question - Did church do testing when they have done renovations? May not need to test if they did test. SCS will work with church to see if testing done previously and/or decide on plan to do testing going forward.
- Biggest sticking point with facilities – need to change their notification practices moving forward. If they incur extra expenses, we could offer to pay for certification (only a concern with main building built before 1978). The church also needs to notify SCS before work commences.
- Board – test for lead in water? Yes, decided unanimously.
- Try to meet deadline for lead testing reimbursement? Yes, decided unanimously.
  - Determine a date in which we will test for lead in water
  - Need to give a determination on radon testing and a date for testing to being
- Could we do testing for radon (though not needed) and lead at the same time?
  - Yes, we could do radon testing (and perhaps should) as we performing lead testing
- Need lead in (all) drinking water sources tested by Dec. 1st for reimbursement
- Radon testing in October 2016 (if possible)

**Agenda Business Item:**

**MOTION BY** Steve Schweitzer

Accept the healthy and safe schools plan as discussed and ammended during this meeting.

**Seconded by:** Carolyn McBee

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

- Statement of thanks to Renée for the many hours of research work and presenting the material at this meeting and also to the Safety Committee and Ms. Raboli!

**10 minute break at 7:55 PM – back to order at 8:05 PM**

**C. Plan Implementation**

- Determine whether we want to use at self-conducted testing kits or start the professional bid process. If we decide to do work in house, we can decide that tonight. If using a company, we will have work to do to get three bids and will need to reconvene to meet.
- In-house: have safety committee work on plan implementation though they have been busy lately! Does the safety committee want to do testing? Shari suggests that if kits come with instructions and given many people on the committee, they can get it done.

**Agenda Business Item:**

**MOTION BY** Chris Gerlach

Moving forward to administor self testing of radon and lead in water by the Safety Committee, in house

**Seconded by: Carylyn McBee**

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

**D. Technology Update – done on 22sep16**

**V. PAC/Finance/Fundraising**

**A. PAC Report: Michelle Henson & Amy Verkest**

- a. 9/29/16 the Kids First fund raising letters being sent to parents – they have received a few payments
- b. Big push for two months, not all year – want \$15K in October and \$10K in February
- c. Spirit wear – sweatshirts (small turnout so far) deadline Monday Oct. 3<sup>rd</sup>
- d. Using Facebook (SCS Parents Group) for communications – in events section (also blog which parents can sign up for)
- e. Red Robin loyalty card – pick SCS as charity and they will give 1% to school
- f. Panda Express meal nights – Will work on soon.

**B. Treasurers/Finance Committee Report:**

- a. Treasurer Chris Gerlach led a **Review of August 2016 Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. August total income was \$109,942 (26.6% of budget) and total expenses were \$105,699 (12.4% of budget), YTD income \$319,103, YTD expense \$156,646.
- b. Budgeting for the 2016-17 school year. Due to low enrollment the school may not receive as much in contributions from the PAC due to lower than budgeted Kids First donations
- c. Budget deficit of \$65K that the finance committee requests the use of the fund balance to cover deficit. This is not the first time we've used reserve to cover a deficit.

**Agenda Business Item:**

**MOTION BY** Finance committee

Authorization to use reserves for projected budget deficit.

**Seconded by: (not needed)**

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

- d. Chris offers, in an effort to reduce expenses, to file tax-related forms (Federal 990 and Oregon CT-12) for SCS as it would be \$1500 for a professional to complete. Chris can offer as board members are volunteers and serve with no remuneration.

**Agenda Business Item:**

**MOTION BY** Michelle Chidlaw

Approve Chris Gerlach to complete tax reporting forms (990 – CT-12) for no charge.

**Seconded by: Perry Francis**

**Board Vote: all ayes with one abstention (Chris) motion carries with one abstention**

- e. Low enrollment reasons: Chris is working with office (needed for confidentiality) to help find causes. Board is restricted in work we can/cannot do. We cannot touch employment & student records. Chris is employing the office to view confidential information. What is the right way to get that information? Brian suggests – Chris will work with office (and perhaps Carolyn) will work with Chris to find reasons for low enrollment and will report back. – no action needed by board.
- f. The school will complete the tax filing for this year – is due in two weeks. The process is not difficult but will take time.

→ Two pieces of research currently being undertaken by the board – Teacher turnover and low enrollment reasons. We will hold public discussion (as a scheduled work session) until both sets of research are complete before moving forward due to the potential cross-references of information.

C. **Insurance Renewal:** *completed during September 22<sup>nd</sup> meeting*

D. **Technology Support Contract Renewal:** *completed during September 22<sup>nd</sup> meeting*

## VI. Governance

### A. Unfinished Business, Calendaring, Planning & SSD Deliverables

- a. Task force – add new members? Brian received no recommendations until the night before the 9/28/16 meeting and will move forward with those suggestions and get back to the board
  - b. Steve - Two calendar items to send to the school district
    - Oct 15 list of employees
    - annual audit report (see below)
- Chris - Student handbook (for 2017-18 academic year) review with no specific delivery date but lawyer has begun work (target timing for draft – a few months as attorney is busy and expensive).
- Chris asks about progress on bylaws (signed?) – Brian reports he signed them as Secretary and sent to Keith Halasy – Brian will double check with Keith on current

### B. Policy Review

**Tabled until October 2016 meeting**

### C. Annual Report Update

**Joy working with Keith – will be completed on time**

### D. Board Complaint

#### Vohland complaint

Brian – reached out to Keith to find out about OSBAs stance on exit interviews (Brian was not present during initial discussion). OSBA discussions say no school board should do exit interviews under administrator oversight. HR should do exit interview (but not and HR person on the board). OSBA suggests there is no clear way forward for smaller schools to do HR function – though they are looking for other options. Can we solicit information/conversations but not official exit interviews? Cannot proceed with these interview and forget that

we might have done this in the past as it's poor practice. OSBA will inform us if they find appropriate action. Need to respond to complaint – complaint not valid or complaint valid warranting further info.

**Complaint Invalid** – The SCS Board recognizes there is a concern and we are taking steps determine the information but we cannot interface with employees directly through an exit interview process.

**Agenda Business Item:**

**STATEMENT OF RESPONSE TO COMPLAINT**

Complaint is deemed invalid as written as the board is unable to reply to exit interview suggestion as is described by law.

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

- For teachers, the board does have an (a) open door policy and (b) an annual staff survey so that issues or concerns can be raised in the appropriate way.

**Agenda Business Item:**

**MOTION BY Carolyn McBee**

Nature of complaint as written is invalid but the concern is under investigation by the board

**Seconded by: Shari Scholz**

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

Brian will write response (or board secretary can) saying that the Teacher Turnover Task force is proper way forward to shed light on the situation.

**VII. Closing Items**

**A. Board Comments & Communications**

Bohnets Letter

Board acknowledges there is a concern which the Teacher Turnover Task force will investigate. Brian will write response letter.

Dowdle letter

Generally, Board chair can respond but still make comments available for response and discussion. No other discussion arose. Chris suggests the response was spot on but in light of what the school is facing budget-wise it takes more than one person to make it successful. The choice to withhold the PEF is affecting our budget and directly impact the kids from that class which is unfortunate. Please reconsider her actions as they are impacting the full school.

- Brian suggests Chris' comments are from the board not from him.

SCS teacher letter (name withheld)

In general, the board needs to receive comments three days before a meeting (letter was received on 9/28/16) to be included officially in a meeting.

- The letter was read in full by Shari Scholz (who was given permission to read by the specific teacher) without mentioning their name.

→ Carolyn – passed along a note of thanks from the board. Her acknowledgement was resoundingly approved by the board.

#### General comments on staff criticisms

- Brian – one thing that needs to be addressed is that in the board’s last five meetings we have seen open criticisms of staff (which is illegal and against board policies). Have also had to address at this at the last three meetings of this new academic year. The board can be sued though a lawsuit being filed against the school which puts people being accused in wrong position.
- Do we have guidelines for public comments? Yes, they are on the clipboard used for the public meeting sign in.
- The board should prepare a separate letter to address the situation to the full school, including parents. Brian and Perry will write the letter. We know of concerns and pass them along -- task force teacher turnover and low enrollment – at same time as letter is sent

#### B. Reschedule Board Training

Brian needs to be present but is traveling until the end of October. He will send a Doodle poll soon the board and reschedule when that information is collected.

C. Next Regular Meeting: **Thurs. Oct. 20<sup>th</sup>, 2016**

#### D. Adjourn Meeting

##### **Agenda Business Item: Adjournment of Meeting**

##### **MOTION BY Brian Craker**

Adjourn the meeting at 9:11 pm

##### **Seconded by: Shari Scholz**

Discussion: None. **Board Vote:** all ayes; **motion passed.**

#### **VIII. Minutes Submission**

\*Recording and submission of minutes completed by Board Secretary, Perry Francis.

(NOTE: These minutes were approved by the Board of Directors on 10/20/16)

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**I. Healthy School Facilities Presentation to the Sherwood Charter School Board of Directors – September 22, 2016**

**a. Introduce self: Who I am and who I am not**

- i. Currently serve on the school's safety committee.
- ii. Served as vice-chair and secretary of the SCS Board of Directors from 2012-2014, so I have a broad understanding of how these new laws impact our school: our charter, our policies, our facilities, our lease with Sherwood Friends Church and our relationship with their board of trustees, SCS personnel, our janitorial and landscaping contracts, our insurance, and, most importantly, our students and their families.
- iii. Not an expert on radon gas, bugs, rodents, lead paint or lead in water. I'm merely sharing what I have learned on those subjects over the past month to help facilitate the process. For a deeper understanding of those topics, I will defer to the experts.

**b. Presentation Overview: Why am I here?**

- i. My goal is to educate the board and the community present about:
  - I. 2015-2016 legislation surrounding healthy and safe facilities
  - II. what the new rules mean for our school
  - III. the required plans surrounding that legislation
  - IV. the timeline for completion of those plans
  - V. key questions the board must address and/or decide tonight
  - VI. and what actions the board will need to take moving forward to remain in compliance with this legislation.
- ii. My goal is to help distill a *staggering* amount of information down to salient points to help guide you on some decisions that need to be made tonight and over the next few months.
- iii. I'll pause after each section for you to ask questions about specific topics. Please jot your questions down so we're sure to cover them.

## II. Where have we been?

- a. I watched a Healthy School Facilities webinar on YouTube and put these new rules in context. They remind us that healthy environments are critical to student success, and we need to make sure we're doing all we can to support learning so kids can reach their full potential.
- b. To this end, during Oregon's 2015 legislative session, they pass ORS 332.167: Tests of Schools for Elevated Levels of Radon.
  - i. HB 2931 (2015) states that a school district shall develop a plan for testing schools for elevated levels of radon and submit that plan to the Oregon Health Authority on or before September 1, 2016.
  - ii. At a minimum, plans developed under this subsection must:
    - I. Provide for the testing of radon in any frequently occupied room in contact with the ground or located above a basement or crawlspace;
    - II. provide for testing of radon in schools at least once every 10 years;
    - III. More on the radon plan later—stay tuned and hold questions.
    - IV. So, this plan was already in the works.
- c. April 2016: we see a heightened awareness to health and safety issues in schools due to the Flint, Michigan water crisis as well as the findings of elevated levels of lead in Portland Public Schools and their failure to alert the public of their findings.
- d. Things blow up and much finger pointing ensues.
- e. Governor Brown responds with a directive to support student safety in schools.
- f. May 2016: OHA/ODE hook up and begin work to recommend planning and testing for school districts; ODE begins the rulemaking process to require planning, testing and reporting for both **accountability and transparency**.
- g. August 2016: Those meetings birthed 2 new rules that were adopted by State Board of Education in August 2016.
  - i. [OAR 581-022-2223](#): HSS Plan, which we're about to talk about
  - ii. [OAR 581-024-0275](#): Facilities, Safety and Emergency Planning
    - I. This rule also has the HSS Plan as one of its 5 components.
    - II. The Safety Committee will need to review this to ensure we're in compliance. Calls for safety inspections, for ex.
- h. On September 1, 2016, The Safety Committee submitted SCS's Radon Testing and Reporting Plan to the Oregon Health Authority. I'll address this in more detail later. For now, suffice to say that the state acknowledged receipt of our plan by its due date, so we're on track and in compliance.
- i. On September 15, 2016, ODE published model Healthy and Safe Schools Plans for both large and small Oregon school districts.
  - i. The small plan is intended for use by districts with three or fewer schools, so that's the model that we're using.
  - ii. The templates were designed to short-circuit a lot of the work. We won't have to reinvent the wheel, and we will have a healthy and safe school plan (HSS Plan) that meets all the requirements of the new rules.
  - iii. We're not required to use the ODE plan; we may adopt any plan that complies with the requirements of OAR 581-022-2223. However, given that

the state has given us 2 weeks to present a first draft, I recommend we roll with it.

### III. **What do the new rules mean for our school?**

- a. First, obviously, we have to abide by them. Per our charter with the Sherwood School District. "SCS shall comply with all applicable federal, state, and local laws and regulations (Including lawful Oregon Administrative Rules developed by the Oregon Department of Education regarding charter schools.)"
- b. These new rules require that every school district, education service district, and public charter school develop a Healthy and Safe Schools plan for all buildings owned or leased by the district or charter school where students and staff are present on a regular basis.
- c. The new rule that ODE adopted is just folding that previous radon plan requirement into the healthy and safe schools plan.
- d. "Why is there a rule to do stuff that school districts are already being required to do?"  
Two reasons:
  - i. First, **to promote maximum flexibility** for districts – they realize that one size does not fit all when it comes to schools; districts/charter schools can determine what plan works best for their community; and
  - ii. Secondly, **to promote maximum transparency** for school communities – One central location with one person in charge of the plan was in the best interest of the communities. It's all in one spot to promote maximum transparency. It may seem duplicative. That's why the radon plan is part of the healthy and safe schools plan.
- e. **Submission deadline: October 1, 2016**
  - i. We're required to submit a **preliminary draft**, our first draft of our plan, to ODE with all required elements by October 1, 2016.
  - ii. Then, you must report on our preliminary plan to the SCS Community.
  - iii. You must submit preliminary plan to the **Sherwood School District**.
- f. **Submission deadline: January 1, 2017 – The final draft** of the HSS Plan must be submitted to ODE by January 1, 2017.
- g. **Annual recertification:** Plan requires annual recertification. The plan must be annually updated and recertified by the SCS board that says, essentially, "Yes, the plan is still up to date, here is where you can find the plan, here's where you can find the test results."

But, before I continue and get down in the weeds with what these plans looks like, I want to state in clear language **what the half-way mark looks like:**

SCS adopts an Integrated Pest Management Plan by September 29.  
SCS approves first draft of Healthy and Safe Schools Plan by September 29.  
SCS board considers our options regarding radon and lead testing over next few months and determines when to proceed with testing and analysis and how to pay for it.

**Any questions so far?**

**IV. Seven required elements of a Healthy and Safe Schools (HSS) Plan:**

- a. **(1) Responsible person:** OAR 581-022-2223(5)(a) states that the Plan must **include the position** within the public charter school's administration responsible for maintaining and implementing the Healthy and Safe Schools Plan.
  - i. **Sample Language:** "The person responsible for maintaining and implementing the Healthy and Safe Schools Plan is: (Name, Position, Contact Information)"
  - ii. **BOARD ACTION REQUIRED TONIGHT: Decide on that person:**
  
- b. **(Element 2) List of Buildings:** OAR 581-022-2223(5)(b) states that the Healthy and Safe Schools Plan must include a list of all facilities that are included in the Healthy and Safe Schools Plan.
  - i. Sample Language, "This plan covers the following buildings: Building Name and Building Address"
  - ii. Proposed Language: *The Sherwood Charter School's Healthy and Safe Schools Plan covers the following buildings: Sherwood Charter School leases portions of the main building that is part of the Sherwood Community Friends Church, located at 23264 SW Main Street, Sherwood, OR 97140, and land adjacent to the main building. On this land, Sherwood Charter School has situated four modular buildings, three of which are owned by Sherwood Charter School (Buildings B, C and D) with the fourth (Building A) being leased from Modern Buildings, PO Box 110, 9493 Porter Road, Aumsville, OR 97325.*
  
- c. **(Element 3) Integrated Pest Management**
  - i. OAR 581-022-2223(5)(f) states that the HSS Plan must include a plan to implement integrated pest management (IPM) practices as required under ORS 634.700 through 634.750.
  - ii. What is IPM? There's a 2 ½ page definition, but to put it as succinctly as possible: A strategy that focuses on pest prevention efforts to exclude the need for application of pesticides on a regular basis or for aesthetic purposes. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are rarely used and only when necessary.
  - iii. The Oregon State University School IPM Program just created two model plans to assist districts with this requirement. However, school boards may adopt any integrated pest management plan that complies with the requirements of ORS 634.700 through 634.750.
  - iv. SCS Board adopted this policy in 2013 and readopted it in 2014, Code EBB.
  - v. Board did not adopt an IPM Plan to accompany the policy, so we have to do that now. This satisfies both policy and element 3 of HSS Plan.
  - vi. We're well on our way to having this done. I used the template for small schools as a starting point to ensure that all requirements are met.
  - vii. First draft is in their drop box.
  - viii. The beauty is that if you choose to use an OSU model plan template, the plan can be modified by the school to fit their unique situation.
  - ix. We are, indeed, in a unique situation because we can exert control over only part of our leased spaces part of the time.

- x. This required crafting a section on working cooperatively with our landlord to bring us into compliance with this policy to the extent possible.
- xi. We also do not have maintenance staff, custodial staff, or grounds crews, so I modified the plan to remove references to employees and replaced them with contractors.
- xii. The IPM coordinator that needs to be designated to implement and oversee the plan typically is an employee who serves in one of the capacities that we don't have.
- xiii. The IPM coordinator must complete a 6-hour training annually. Current cost is \$180. This will need to be budgeted for annually along with any possible stipend or miscellaneous expenses like mileage reimbursement.
- xiv. It's the IPM Coordinator's responsibility to then train the board, custodian, the landscaper, and staff on IPM principles.
- xv. Michelle Chidlaw said she completed this training through SSD through a short training video. Joy has reached out to SSD to see what they're using and has more info on that. This will be the route used moving forward.
- xvi. Good news: once you are familiar with this stuff, it's not that hard. It's just following detailed protocol and maintaining documentation. There are templates for pest logs and the annual report that's required.
- xvii. **BOARD ACTION REQUIRED TONIGHT:** designate an employee as the Integrated Pest Management Plan Coordinator.
- xviii. **BOARD ACTION REQUIRED 9/29/16:** approve and adopt the Integrated Pest Management plan for inclusion in HSS Plan.
- xix. **BOARD ACTION REQUIRED:** Facilities liaison is going to need to meet with church board or Tim Brandt to discuss the cooperation of the church with this plan. The IPM Plan will be an easier sell than the lead "stuff".
- xx. **BOARD ACTION REQUIRED:** Update lease, Section 1.6, Safety Related Items and 3.2.5 General Maintenance and Repairs.
- xxi. **SCS ACTION REQUIRED:**
  - Give notices of pesticide applications (ORS 634.740)
  - Start retaining pesticide application records (ORS 634.750)
  - Conduct outreach to SCS community about school's IPM plan (ORS 634.705(1))

**Before you decide, you should know that the IPM coordinator:**

Cannot be an outside contractor.

Should not be the principal.

Should not be a board member.

Renee's Opinion: Will be provided if asked.

d. **(Element 4) Radon:**

- i. OAR 581-022-2223(5)(c) states that the Plan must include a plan to test for elevated levels of radon as required under ORS 332.167.
- ii. This is the report that was submitted on September 1, so this is complete for now; **plan is in the board drop box.**
- iii. What is radon? Radon is a naturally occurring radioactive gas that comes from the ground. It is a known carcinogen and a significant health concern. Radon is in outdoor air as well. There is no healthy exposure rate. Radon levels fluctuate throughout the day and throughout the year.
- iv. Principal Raboli and I were able to pull this report together in the span of a week with the help of an experienced environmental engineering firm, PBS Engineering and Environmental, the same company SSD has been working with for water quality testing and their radon plan. We used the same firm as SSD for consistency.
- v. The plan met the guidelines outlined in OHA's Testing for Elevated Radon in Oregon Schools: A Protocol and Plan Version 1.0.
- vi. It included some background information, regulatory requirements, information about radon and action levels. It did not include samples.
- vii. The plan was completed at a cost of \$500.
- viii. The radon plan did not need to be voted on by the board as it was mostly boilerplate and no real decisions had to be made at that time. By that I mean, we didn't have to determine when to test, etc.; they simply generated a report for us that included all the necessary elements.
- ix. **When to test?** The report states that the plan will be initiated after September 1, 2016, with initial testing completed before the OHA deadline of January 1, 2021. We have a five-year window to complete radon testing.
- x. **Where to test?** Test all frequently occupied spaces in the school where students and staff are spending time; you don't have to test bathrooms though.
- xi. **What's the best time to test?** The best time to test is during the winter months when heating/ac systems are running and when children are present to get the best type of result. The report specifically states that we will test in October. If I remember correctly, this was so we could have a short-term test and then follow up with a long-term test if elevated levels were detected.
- xii. When the planning for actual testing begins, see OHA's "Testing in Oregon Schools" page for appendices to the protocol above. Many of these are now fillable PDF forms for planning and recording the radon measurement process.
- xiii. **For Parents,** visit [www.healthoregon.org/radon](http://www.healthoregon.org/radon) particularly the new FAQs about radon in schools. Board shouldn't have to triage those questions; parents can call them directly.
- xiv. Sample Language: "The Sherwood Charter School has developed a radon plan as required by ORS 332.167. Community members can access a copy of the radon plan here: [link to district website]. Test results will be made public and posted to the district website here: [link to website]."

xv. **BOARD ACTION: CONSIDER OPTIONS**

- I. **OPTION 1:** Do it ourselves. Justin Waltz, the OHA Program Analyst who wrote the guidelines, said that we don't need to hire a company to do this. We are **not REQUIRED** to follow the protocol as Oregon is an unregulated state; OHA doesn't have the authority to enforce that. It is "unlikely we'll screw it up." He also mentioned that portables are generally good when it comes to radon (but you never know). He said that the statute doesn't say anything about mitigating at a certain level. Sometimes you can just alter the HVAC system (a free fix). School personnel or volunteer can perform the testing, but some training is involved and protocol should be followed as closely as we can to get an accurate read. Perhaps the safety committee could do this? See if any parents have experience with this.

**IF BOARD CHOOSES THIS OPTION: RECOMMEND AIR CHEK, INC.** Least-expensive option for radon testing. Short-term kits @ \$6.55 per test kit and long-term monitors @\$20.57 per kit. The kits are complete with instructions, sample analysis and report. These prices include the full report.

- II. **OPTION 2: Joint Roving School Team:** consider pairing up with other charter schools or small schools (St. Francis, for ex.) to fund a "roving school radon measurement team" that can pool the number of test kits and buy in bulk and test all the schools in the group.

This may be more cost effective, but you also need to involve other people. OHA's "Testing for Elevated Radon in Oregon Schools – A Protocol and Plan suggests this arrangement. School districts in other parts of the country have found this to be an effective and efficient way to test for elevated radon.

- III. **OPTION 3: Hire a professional to do it.** Most expensive option but testing will be done correctly. You could also have a professional come out and place the tests and then have someone at school pick them up and mail them in for analysis.
- a. PBS recommends doing radon testing at the same time as lead testing because the biggest cost is in time getting there. Even if we decide to test for lead after the radon testing, they can collect our water samples and archive them until we're ready to have them analyzed. Cost is \$3000-3300.
- b. Through PBS: The cost is about \$20 per radon sample kit (kit + analysis). We need 17 kits plus a minimum of one duplicate per building and blank kits and spike kits. Approximately 24 kits - \$480. The bigger cost is getting someone out twice: once to

place kits in appropriate spot and then to take them down and analyze.

- c. Personally, I think this company raped us on the radon report. It would be nice to outsource all of this, but they are WAY overpriced. Can't in good conscience recommend them.
- d. **OPTION 4:** Get creative. Reach out to SCS and the Sherwood community. Considering making this a learning opportunity for the kids. For example, see if someone involved in lead testing would help us. Middle school science classes could learn how to collect samples, etc. Joy had an interesting idea about studying the Flint water crisis. This is truly hands-on learning. Let's pool our brain power and reach out for help. I'd be willing to meet with the Public Works Director for City of Sherwood to "tap" his brain.

xvi. **BOARD ACTION REQUIRED SOON: When to test?**

**School has until January 1, 2021 to complete the radon testing.**

**The board does not HAVE to test now.**

**But the board does need to decide when** they are going to test for radon.

However, the implication of waiting too long to test suggests that a healthy environment is not important to us. During the investigation that I led for SCS in the complaint and litigation against us, I learned that lawyers pull out EVERYTHING the school publishes to try to trap you into negligence.

Because these documents explicitly state that safety is our highest priority, actions have to reflect that. I'm not telling you what to do; I simply want to share my experience with you. You don't want these words hurled back at you from people from outside, and WITHIN, our community.

xvii. **BOARD ACTION REQUIRED SOON: Decide who is going to test?**

e. **(Element 5) Lead in Drinking water:**

**INTRO: HOW DOES LEAD ENTER DRINKING WATER?**

Lead is rarely present in source waters or water delivered from public water system. Lead can leach into water from pipes, components, or plumbing materials containing lead.

Most schools around the state get water from public water systems. PWS are required to test for lead in high-risk homes. Schools have not been required to test their specific building.

Meters and valves may contain lead. Faucets are also a common source as well as drinking fountains; replacing faucets could be a potential solution.

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**TESTING FOR LEAD IN SCHOOL: 3TS for Reducing Lead in Drinking Water in Schools** is THE RESOURCE, THE Holy Grail when it comes to this topic.

### 3Ts = Training/Testing/Telling

The EPA's 3Ts technical guidance is available here:

[https://www.epa.gov/sites/production/files/2015-09/documents/toolkit\\_leadschools\\_guide\\_3ts\\_leadschools.pdf](https://www.epa.gov/sites/production/files/2015-09/documents/toolkit_leadschools_guide_3ts_leadschools.pdf)

There is no safe blood lead level; it is best to reduce exposure wherever possible.

- i. OAR 581-022-2223(5)(d) states that the Healthy and Safe Schools Plan must include a plan to test for and reduce exposure to lead in water used for drinking or food preparation.
- ii. What are the health effects of lead exposure?
  - I. No safe blood level for lead has been determined.
  - II. Lead gets into a body's bloodstream, organs and bones. It primarily affects the central nervous system.
  - III. Children aged 6 and younger are at higher risk due to increased absorption of lead and hand-to-mouth activity.
  - IV. Any level can cause some damage: reduced IQ and attention span, learning disabilities, behavioral problems, impaired growth, hearing loss, etc. The goal is to identify where the source could be coming from and avoid future exposure.
- iii. ODE & OHA recommend that all school districts and childcare facilities test for lead in school water and take corrective action if lead levels are elevated.
- iv. Note: According to OSBA, this is where the rule gets confusing: The final rule adopted by the state Board of Education does not officially require you to test for lead. However, the rule requires you to develop a Healthy and Safe Schools Plan. This plan **DOES** require you to address how you plan to test for and reduce exposure to lead in water.
- v. If the charter school does conduct lead testing of drinking water, an Oregon Health Authority accredited lab must be used for all testing.
- vi. *In developing a plan to test for and reduce exposure to lead in water used for drinking or food preparation, the following components are recommended by the Oregon Department of Education and the Oregon Health Authority:*
  - I. **Identify sources of lead:** Schools and childcare facilities should test all taps used for drinking or food preparation in the building to identify any lead problems. Follow the Environmental Protection Agency's 3 T's Revised Technical Guidance to ensure that samples for lead are collected properly and from the right places. Use an OHA-accredited drinking water laboratory to analyze samples for lead.
  - II. **Stop access:** Prevent access to water taps that have more than 20 parts per billion (ppb) of lead. This should include shutting off taps, covering water fountains, and providing bottled water to students and staff members.
  - III. **Communicate:** Make results from tests for lead in water available to students, families, and the community as quickly as possible.
  - IV. **Mitigate and correct:** Replace the sources of lead in building plumbing. Again, EPA 3T's Guidance should be followed.

### LEAD TESTING IN SCHOOLS – SAMPLING PROCESS

- Focus on taps used by kids for drinking/food preparation.
- Can be collected by school personnel or a knowledgeable contractor.
- Use an ORELAP-accredited lab.
- Use 250 mL bottles.
- Water must be stagnant 8 to 18 hours before sampling: first-draw sample.
- Target faucets and plumbing.
- Should you test school bathroom faucets? That is your decision within your school; simply document the decisions that you make for future reference.

## **LEAD TESTING IN SCHOOLS – SHORT-TERM AND PERMANENT SOLUTIONS**

What do you do if lead results show elevated level of lead?

### **Short-term solutions:**

- Manual flushing inexpensive and time consuming; (before kids arrive to make sure all stagnant water is removed from tap); follow standard procedure
- Bottled water provided
- Shut off problem taps

### **Permanent solutions:**

- Replace problem faucets/piping
- Point-of-use treatment

## **ROUTINE CONTROL MEASURES**

There are easy and inexpensive ways to reduce lead exposure on an ongoing basis.

They encourage:

- Aerator cleaning maintenance program
- Use only cold water for drinking and food preparation; hot water leaches more lead and other metals
- Instruct users to run the water before drinking or have staff flush faucets before students arrive
- Put signs on faucets where water is not intended to be consumed, such as outdoor hose bibs or janitors' sinks

## **(Element 6) Lead Paint**

- vii. OAR 581-022-2223(5)(e) states that the HSS plan must include a plan to reduce exposure to lead paint that includes the following compliance with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule:

*The Renovation, Repair and Painting Program Rule requires that individuals and firms conducting renovation, repair and painting projects on pre-1978 homes and "child-occupied facilities" be certified to follow lead-safe work practices. "Child-occupied facilities" is defined in OAR 333-070-0085.*

- viii. The leading cause of childhood lead poisoning in OR is lead-based paint.
- ix. The rule was created by the EPA in 2010.
- x. It aims to protect the public from lead-based paint hazards.

- xi. OHA is authorized to implement the program on behalf of EPA; OHA is responsible for certifying folks in schools.
- xii. It requires workers to be trained and certified so that they are following lead-safe work practices when disturbing lead-based paint.
- xiii. The groundbreaking for Sherwood Friends Church was in 1971, and the church was completed in 1972.
- xiv. For more information on the Renovation, Repair and Painting Program Rule, visit the following website:  
<https://public.health.oregon.gov/HealthyEnvironments/HealthyNeighborhoods/LeadPoisoning/ChildCareSchools/Pages/RulesforRenovating.aspx>
- xv. Contact Ben Maynard with questions: Environmental Health Specialist at OHA. His phone number is: 971.673.0433 / [ben.t.maynard@state.or.us](mailto:ben.t.maynard@state.or.us)
- xvi. Consider an inspection of school.
- xvii. Sample Language: "In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, the charter school will only contract with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board. OR - SCS staff must get certified by the Oregon Health Authority to perform the work.
- xviii. **BOARD ACTION REQUIRED SOON: Once these issues are ironed out, Amend the lease agreement with Sherwood Friends Church to include the requirements of this rule. I think this is going to be a challenge because we are not only requiring them to pay someone to do work they have been doing themselves, but that they need to pay even more to get a RRP Certified contractor.**

f. (Element 7) **Communication**

- i. OAR 581-022-2223(5)(g) states that the HSS Plan must include a plan to communicate results for all tests performed in accordance with the HSS Plan that includes the following:
  - I. The charter school must make all test results available to the public **within five business days** of receiving the results;
  - II. The charter school must make the results available to the public by posting the results on the charter school website, sending notice of the results over the email system, and making the results available in hardcopy at the main administration office; and
  - III. The charter school must provide detailed information explaining the test results in a way that is understandable to the community at large.

If your head is spinning, know that you are in good company. Confusion has been rampant over testing protocols, proposed rules, costs, coverage and risks associated with lead testing, but as school entities focus on completing their HHS plan, there should be more clarity.

**Lease agreement:** The lease will need to be modified/amended to include these requirements and care must be taken annually to ensure that health and safety concerns are addressed. Areas of particular importance are safety-related items and general maintenance and repair. Safety-related items section needs to expound on the spraying of chemicals, or rather, using that as a last-ditch effort after all prevention methods have failed. That they will meet with IPM

coordinator annually at minimum and on an as-needed basis to address areas of concern. Include all items pertaining to Integrated Pest Management program, radon testing, and lead testing and water, RRP contractors. Be sure lease states that church will provide school with annual water testing results ??? backflow testing???

**TIMELINE:**

9/22/2016:

9/29/2016: Determine IPM Coordinator and approve IPM Plan (policy already adopted)

9/29/2016: Approve preliminary plan

10/1/2016: Submit preliminary plan

1/1/2017: Submit Final HSS Plan

**RESOURCES:**

HEALTHY SCHOOLS FACILITY WEBINAR

<https://www.youtube.com/watch?v=F9bBd0vmQHU>

ORS 332.167: Tests of Schools for Elevated Levels of Radon.

HB 2931

[OAR 581-022-2223](#) and [OAR 581-024-0275](#)

OAR 581-022-2223(5)(c) states that the Plan must include a plan to test for elevated levels of radon as required under ORS 332.167.

For more information, [www.healthoregon.org/radon](http://www.healthoregon.org/radon) and for questions from school community, refer them to OHA's FAQs on Radon, particularly the new FAQs about radon in schools.

Include radon resources for schools: Oregon Health Authority's radon measurement protocol, tools, and plan submission information are located here:

*The EPA's 3Ts technical guidance is available here:*

[https://www.epa.gov/sites/production/files/2015-09/documents/toolkit\\_leadschools\\_guide\\_3ts\\_leadschools.pdf](https://www.epa.gov/sites/production/files/2015-09/documents/toolkit_leadschools_guide_3ts_leadschools.pdf)