SPRINGWATER ENVIRONMENTAL SCIENCES SCHOOL

BOARD OF DIRECTORS

**MEETING MINUTES**

May 17, 2023

6:00pm

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZcqcOqopjwtGtflmiSE4wCFjboRo0PuW9-t>

After registering, you will receive a confirmation email containing information about joining the meeting.

Greg Mylet (greg@springwaterschool.com) or Nathalie comments (nathalied@springwaterschool.com) can accept public comment related to the posted agenda items prior to the meeting and they will be read aloud during the public comment time.

**Members Present:** Tina Marquez, Nathalie Doherty, Sarah Head, Tory Blackwell, Lissa Hettervig, Cinda Scott (6:06pm)

**Members Absent:** Jessica Henrickson

**Non-Voting Member Present:** Greg Mylet

**Staff Present:** None

**Community Present**: Sheila Cleavland, Jim Seiple, Marlene Gillis, Megan Baker-Wilmes, Heather Johnson

**Call to Order: 6:03pm**

Agenda changes- Special Guest Tony Miceli move to June and Board Policy and early entry to kindergarten.

**Approval of the April 12,2023 meeting minutes per change suggested. - Approved by ALL**

\*Note several guests will appear as they arrive.

**Marlene Gillis (President of Soderstrom Architects)-** We are working at identifying planning needs for Springwater. I’ve met with Jim Seiple, Greg, and Sarah to do facilities walk though. May 31 9am-11am, July 11 10am-12pm, Aug.10 10-12 the team will meet to begin the campus visioning process. There is a facilities assessment report.

Identified Facility’s Needs-

* Address the drainage issues with the playground.
* Repair/replace asphalt parking area.
* Upgrade/add playground equipment.
* Consider paving the gravel parking area.
* Septic systems may require enlargement/updating.
* Water well system is existing.
* Portions of parking area overlap property line.

Planning Timeline-

Assessment schedule (already has happened). Site review, Draft report, school review currently draft report adjustments.

June- LRFP meeting #1 Goals Scenarios (May 31)

July- LRFP meeting #2 Growth Scenarios (July 11)

August- LRFP meeting #3 Plan confirmation (August 10)

August/September- Draft report for school review

September- Final report for submission and community

Identify facility’s needs-

Main building

* Replace single pane windows throughout.
* Paint, seal exterior brick veneer.
* Replace damaged wood and metal siding (+/- 50%)
* Replace exterior and interior doors and hardware.
* Replace or remove resilient tile flooring.
* Replace carpet.
* Repair, paint interior wall finishes.
* Repair/replace ceiling tiles throughout.
* Reconfigure restrooms for ADA.
* Passive Ventilation.

These items would bring the building up to mid-century 1960s “new”.

**Stand at Ease- 6:18pm**

**Return to meeting-6:20pm**

**Introduction of 2 potential hires-**

Heather Johnson- ELA middle school experience, has worked in middle schools 12 years as ELA and non-ELA rolls. Currently living in California and moving here soon.

Sheila Cleaveland- Currently a IA at Springwater, taught ELA 10 years ago pre children, taught reading ELA, H.S. Spanish 1. She was also a fitness coach.

\*We would need to replace the IA position.

**Architect conversation Returns:**

Costs- Renovate/Repair/Replace each needs to be weighed.

Modular A, B, C, D siding, windows, lifespan of items. C- has solar panels which is an additional cost. Jim has talked to the solar company to figure it out. Structural upgrades will be a future conversation. Things have been added but need to be updated power to power current modern devices.

There are 3 main areas of focus.

Education program

Enrollment and capacity

Facility condition

We always think, what can the building do to support learning? What are the goals of the process? Develop a deep understanding of the schools needs relative to the vision and mission. This is a good reminder to reflect upon the mission and vision of Springwater.

Sarah- I am wondering is there a safety and security component to this?

Marlene- Yes, the road to the building starts at the perimeter.

Greg- Each component has a $ amount.

Marlene- Seismic upgrades to larger rooms.

Jim- We will need to start to narrow the focus of where we are heading.

Marlene- We will develop focus and bring more to the board at future meetings. Our first workshop is on May 31 at the school.

Greg- We have invited all to join, but Greg has reached out to specific people who have continuously come to the coffee information and conversations.

Marlene- I will leave a paper copy that does have dollar amounts on it.

Greg- Reminder this is to return the building to new condition.

**Board Goals-** Up Date

Sarah- We have hired Architects and review engineering study and prioritize needs.

We have discussed with staff their needs around equity in education and related training. I will connect Jenn with the password protected site tool. Our Turn PDX. Sarah worked with Robin at Open Meadows.

Tory- I will send Sarah the list of the people the board has already contacted for our board equity work.

Nathalie- Greg, do you have data for us to pull regarding observations?

Greg- That gets challenging with protecting the names of individuals.

Nathalie- Maybe we can ask the equity person how to go about that.

Greg- Adopting a curriculum in all areas has helped with our teacher retention.

Tory- You should keep this in mind for your future vision session, revisit and Reloop these goals. Specifically, around teacher retention.

Nathalie- We could add this in the fall to a questionnaire to the staff.

The Website has been completed! Willamette Falls media is a good resource. Several middle school students made a video talking about their favorite memories of Springwater. Melody is a person who works at Willamette Falls who is willing to help with videos. We need more videos old and new, younger students and older students. There are some on U-Tube, Justin did the drone footage, Mr. Jon did some. Maybe Mali or Carolyn may know where some of the videos went. This should be a board driven parent driven video that can include alumni.

Sarah- We could tie it into the Soderstrom Architect work.

**Principals Report:**

We got to celebrate the Sun! Students enjoyed sidewalk chalk, bubbles, eating outside. Student lead conferences were well received. Cottonwood school came out and toured the school and shared information, they attended FFS. A student council has been created.

Lissa- It was wonderful to see so many teachers at the Auction this year!

Luckiamute Charter school came out to visit and also attended an FFS and Q&A.

ACA is coming out this Friday.

One of our goals was to make connections with other schools.

Cinda- Greg have you considered contacting the media?

Greg- Not really

Emma Johnson came out and taught about camas. She worked with Jen with FFS. We started a student council, a representative from each biome group shares positives and negatives.

Greg shares his screen with all the contracted teachers/staff for recommendation to renew all on the list.

**Motion to Renew all the contracts based upon Greg’s recommendation. – Approved by ALL**

Greg recommends we hire-

Heather Johnson 1.0 FTE middle school ELA position

Sheila Cleveland .45 FTE PE and Health

There were 3 applicants, and it was difficult to choose. Heather flew out for the teaching lesson.

We will still need an Instructional Assistant (IA) TBA 20 hours a week (K, 1st, 2nd, and 3rd)

**Motion to hire Heather Johnson 1.0 FTE Middle School ELA. - Approved by ALL**

**Motion to hire Sheila Cleaveland .45 FTE PE and Health. - Approved by ALL**

**Fencing Bid Presentation-** Jim Seiple reports- Greg shares screen showing map

We have a fencing bid, present the main areas Area A separates parking lot A-$29K and a lot from the new covered area. B- gives the perception of security across the road $11,104 the short section between the road and main building and portables. B- includes the adding of a fence between the last portable and metro tree-lined area. We need board approval before moving forward with any of this. This would include a drive gate near the garden- not the front gate across the parking lot the “person” gate. $14K, $1,000. For the first gate. The type of fencing would be heavy gage chain link not top rail. A- would include a drive gate next to the garden. The front gate with a panic bar is $3,500.

Tory- How tall is it?

Jim- 6 feet, it is a higher gage than your typical fence, with a tight weave. Non climbable. You are not able to come in unless you have a key.

Cinda- The perception of safety does make a difference.

Jim- C, would be $61,817.00 it does exceed the 50K, this is the east property line along the back of the treed area. D is an interior fence more attractive fence. If there was no D&B then no A&C with B&A would the doors be locked?

Greg- No

Tory- Would people still be able to park along the front for big events.

Greg- Yes, but they would have to walk around the front.

Sarah- Are we moving forward with a proposal? What is the ask?

Nathalie- A&B?

Greg- Yes, A&B would provide the most security.

Nathalie- I have concerns about how this will change the culture and feeling of our school. One of the wonderful things about our community is that we can just walk in and check on our kids.

Lissa- I think some families want to keep it the same, some families want more security.

Sarah- I think is no longer an option. We need to take care of the culture shift. Whenever new things happen, communicate it several times and several ways. Signage could also help.

Tory- Is the fence plated?

Jim- Galvanized.

Nathalie- Do we reach out to the community?

Lissa- Most schools have moved to this already. We need to provide a certain level of security to prevent a certain level of issues.

Greg- Currently you can step over the back fence and gain access to the playground. A reminder we did have people drive on to our playground and dump trash and steal our generator and lawnmower. A locked front gate will be a huge change.

Greg- People won’t be able to come hang out on our playground before and after school and on weekends. We will need to be patient and parents will need to be patient. We could have signage asking people to wait patiently and have a number to call.

Sarah- Perhaps additional staffing to help mitigate April/Kelsea buzzing people in?

Tory- The sign could say we will make every effort to respond however we sometimes need to step away.

Sarah- ACA went through the change in how the campus was accessed. They had a desk person who 100% of the time was in the office.

Lissa- What if we are starting out with the fencing, pause on the door buzzer. And strictly enforce the name badge policy. ACA is coming out tomorrow so we can ask them how it went.

**Stand at Ease 8:03pm**

**Resume meeting 8:08pm**

Cinda- So moving forward as duties change and increase things get busier could we look at adding duties to someone to buzz people in?

Greg- If we increase staff then that IA position goes away. We only have a finite number of people.

Greg- Both Kelsea and April work part time so there is only one person in the office at one time. There is no one else. When I am teaching lessons in the afternoon then there is no one. And we should not be creating the expectation that me or Tony are going to do it.

Greg- We are not going to hire a new person just to buzz in the door.

Lissa- The traffic through the front door will increase. Tina, do the preschool parents wear badges?

Tina- No, we asked Greg at the beginning of the year if we should have them wear them, he said, No.

Lissa- I stopped someone who was looking for the preschool and walked them out to you.

Tina- Yes, they are with Clackamas ESD, and they do wear name badges and are fingerprinted. I honestly forgot that person was coming that day. We have asked them to check in at the office, as they do at all the other schools they visit.

Greg- They will have to figure out something different. It has been a bad practice having people walk in and go where they want to go.

Sarah- Is the buzzer on the door already a go?

Greg- No

Sarah- Can we pause the conversation on the vestibule and maybe we want to wait on the front door for Soderstrom, and have that conversation with them about putting in a vestibule.

Greg- Eventually we would need to because they usually put in vestibules in most schools these days.

Sarah- Do we want to spend $5,000. On the door buzzer now then?

Nathalie- How much was it?

Greg- We did get a bid.

Lissa- What if we had a code pad for the door?

Sarah- ACA had a code pad but they took it out because too many people shared the code.

Greg- It is approximately $6,000.

Sarah- ACA would be a great one to talk to tomorrow about how they transitioned from the minimum security to a buzzer door system. Their culture is home schooled families, we should find out how that shift has been for them. They would have a good perspective.

Greg- I suggest we install the fence now and wait on the front door. We are getting a new printer for the name badges to make it easier for people to use them. Also, we can rearrange the furniture out front to make it more obvious that you need to check in before going around the table. We’ve been working on this all year.

Nathalie- Socialize the need for badges.

Sarah- I really wish we had more time to get more bids. Jim was the labor costs and materials cost a reasonable amount.

Jim- Each bid has a time sensitivity due to increasing costs of materials. The costs will go up as time goes on, I did reach out to 4 different contractors and there were no bids. I even reached out to them and asked why they didn’t give us bids. There are stipulations if they do the work during the school year when children are present.

Jim- Contractors are leery of giving exact costs.

Sarah- I understand my husband is a contractor.

Lissa- Where did that bid come from?

Jim- Pacific Fence and wire, they are a very reputable firm.

Lissa- This is our only option.

Jim- Yes, I specified a completion date of August 15th.

Nathalie- As much as the cost is going to hurt a little, I don’t want think waiting will make a difference.

Lissa- I wish we had a breakdown of costs and materials.

Cinda- Would that deter them if we ask for the cost breakdowns?

Greg- We can ask but then we won’t be able to decide until next month, then the project won’t get finished this summer.

Cinda- We can still ask for more information.

Jim- Would it be helpful to ask how much per square foot?

Nathalie- We say here is $45K to spend on Fencing.

Greg- Yes you can approve up to $45K for fencing.

Nathalie-We can still ask Jim to ask them for the breakdown of costs and we can leave the decision as to how the money is allocated towards this project up to Jim.

Nathalie- What about the electric gate?

Greg- That was way too expensive.

**Motion to approve spending up to 45K towards no climb fencing on section A&B as per Jim’s proposal plan through Pacific fence and wire. -Approved by ALL**

Cinda- We can still ask for the breakdown of costs per foot, labor rates, material costs etc.

Lissa- Yes please get a few more details for us so we can look at what each item costs.

Jim- Yes there is overheard costs and profit margin and so on and so forth.

Sarah- Just find out labor and materials costs please.

**Summer Projects-**

Clean and wax classroom floors ($3000-4000)

Replace deck on 2nd and 3rd grade portables (we work with Rental Housing Maintenance to do this) ($5000)

Replace some siding on portables (?)

(I think we can wait another summer for roofs)

Put in fencing and gates along parking lot and possibly between buildings ($42,000)

Put in font entry security systems (TBD)

Paving covered play area ($7500)

Ordering and installation of basketball hoops ($2500)

Possible Projects-

Putting up a wall in the stage area ($6000-8000)

Adding a shipping container for storage (Books, furniture) ($3500)

\*Current containers are falling apart.

Nathalie- Would this wall be closing off the stage completely?

Greg- It would be back a bit 6-7ft. So, part of the stage would still be available with doors to access it.

Lissa- Would it go to the ceiling?

Greg- Yes

Greg- We need to put in another shipping container to use for storage as it is waterproof. Delivered $3500. 20ft container.

Lissa- I have a connection in Madras.

Tory- I personally have been involved in moving things to the stage for several purposes, Marimba storage, science, learning lab etc. I just want to make sure you are sure before you build an $8,000 wall.

Greg- We have very limited stage use; we really need classroom space. We will work with the architects.

Tory- Will there be air flow with the stage classroom?

Greg- Yes

**Motion to approve the 2023-2024 Budget- Approved by ALL**

**Motion to approve the Salary Schedule- Approved by ALL**

**Budget:**

Money market account= $863,618.09

Checking account= $479,194.37

Fundraising-

Auction Raised $50K.

Jog a thon is June 7th.

Dine out OCB next week Pint Night $1.00 all goes back to the school!

Budget-

Tory- I wanted to let you know since I’m on the Budget Committee, I am not the one who makes the motion to approve the budget. Moving forward the next Treasurer will need to be mindful of this as well.

Advisory Committee- Next meeting agenda

\*NotNathalie for the record states that Greg did attend the meeting as she neglected to call upon his name during roll call.

**Adjourn: 8:47pm**