

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road, Amity Oregon 97101
Monday, July 10th, 2017
7:00 P.M.**

REGULAR BOARD MEETING MINUTES Revised 09/11/2017

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Trina Comerford at 6:59 P.M.; other board members present were John Cruickshank, Jr., Daniel Jones, and Anna Scharf. Also present were Superintendent – Eric Milburn and Business Manager – Melanie Neece and members of the audience. (See list attached).

1.1 The Pledge of Allegiance – The flag salute was led by Chairperson, Trina Comerford.

1.2 Audience Introduction/Request – No request at this time.

1.3 Adjustments to the Agenda/Adopt Agenda –Additional items to the agenda are in the following areas: **Items: 3.1), 3.2) and 3.3)** needed to be moved down and renumbered to add 3.1) Swear-In of new member. **Item: 4.5)** Update members on open jobs in the district and the status of their postings to the website/newspaper.

Note: During the March or April regular board meeting members asked for a facility meeting projection of estimated costs for maintenance; what is the status of the list?

Anna Scharf moved to adopt the agenda with noted additions, seconded by John Cruickshank, Jr. Motion passed unanimously.

1.4 Financial Report:

Reports: Included the June 2017 - Financial Summary report for the period ending 06/30/2017 and the district credit card statement for the period ending 06/30/2017.

Check Listing: Check Numbers 12784 – 120194, for the period ending 06/30/2017.

Anna Scharf moved to accept the check numbers 12684-120194 and the Financial Summary Report and supporting backup for the period ending 06/30/2017 as presented with a sequential numbering error, seconded by Daniel Jones. Motion passed unanimously.

1.5 Consent Agenda:

Regular Board Meeting Minutes: Tuesday, June 13th, 2017 - Regular Board Meeting Minutes.

John Cruickshank, Jr., moved to accept the June 13th, 2017 - Regular Board Meeting Minutes as presented, seconded by Anna Scharf. Motion passed unanimously.

1.6 Facilities/Maintenance Report- Superintendent, Eric Milburn, reported the fire suppression system/alarm install is scheduled to start on 7/11/17. Both gym floors are scheduled for maintenance during the next few days. Change to WAVE fiber hookup is in main phase of its process, the representative spliced a portion of the lines on 07/10/17.

The switch had to be sent out to the ESD for configurations because of the telephone system and internet that is supported through the ESD. Questions were asked about the completion date in the contact of September 25th, 2017 and how would that work with the start for school. Superintendent, Eric Milburn stated the conversion to WAVE should be completed in the next couple of weeks.

Note: A discussion regarding the height of the back curb and the restriction it puts on large vehicles turning into the parking lot and the need to check with Polk County to see if they have a reason for the positioning and height of the curb for a specific reason as they approved the plan/work performed. Did the district obtain PINS for the bumpers? Superintendent, Eric Milburn, reported the plan is to see how the flow of traffic worked for the season and the PINS would be placed this summer to prevent movement of the parking bumpers.

2) DELEGATION OR VISITORS

2.1 Visitor/Patron Comments: None at this time.

3) ITEMS REQUIRING BOARD ACTIONS

3.1 Swearing In: Existing and new board member, Amber Burns, swore under oath to serve the district for the fiscal year under ORS 322.005. Welcomed new member Amber Burns!

3.2) Elect School Board Positions: Amber Burns nominated Anna Scharf, John Cruickshank, Jr. nominated Trina Comerford for the Board Chair position; the members voted two to one. Congratulations, Anna Scharf as the Chairperson for the 2017-18 fiscal

year! *Motion passed three to two Anna Scharf, Amber Burns and Daniel Jones voted yes, John Cruickshank Jr., and Trina Comerford voted no. Motion Carries*

John Cruickshank, Jr. nominated Daniel Jones as vice chair, Motion passed unanimously.

3.3 Annual Organization Resolution 4-1718: Members review and commented on Item 16) due to the OAR for the substitute rate increase set by the state and the increase to Item 21) food service rates.

Trina Comerford moved to approve the Annual Organization Resolution 4-1718 as presented, seconded by Daniel Jones. Motion passed unanimously.

Note: Superintendent, Eric Milburn, stated he would contact the bank and setup a new signature card for the board chair to sign for the 2017-2018 fiscal year.

3.4 Policies EFAA and EFAA-AR - Superintendent, Eric Milburn, reviewed the policy updates online recommended by the Oregon School Board Association with the members. **EFAA** – Nutrition and Food Services (required), **EFAA-AR** Reimbursable School Meals and Milk Programs (required).

John Cruickshank, Jr., moved to adopt the bracket language [Name Change] as discussed to the policy EFAA, seconded by Amber Burns. Motion passed unanimously.

John Cruickshank, Jr., moved to adopt bracket language [adding, deleting] as discussed to the policy EFAA-AR see note listed below, seconded by Daniel Jones. Motion passed unanimously.

Note: will remove reference made to after school snack, child & adult care and acronyms SFSP, SMP, SBP and CACFP and add reference language to milk in the bracketed language.

Note: Trina Comerford resigned from the policy committee, volunteers needed.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Perrydale Site Team: Superintendent, Eric Milburn, shared the last meeting was used to reflect on the activities achieved; beautification of the campus for graduation, the new curriculum adoption– Science. No direct plans, the team will start up again when they return for the new school year.

4.2 Administrative Reports/Safety Report: Superintendent, Eric Milburn, stated Vice Principal/Athletic Director – Daniel Dugan shared no accidents through the last of the school year.

4.3 School Profile: Superintendent, Eric Milburn, shared the school profile for June 2017.

Note: Superintendent, Eric Milburn, asked if the profile needs to be modified in anyway. The group would like to compress columns out of "Districts Long Term Students" and "In District" on renewed 2015-16 transfer agreements.

4.4 Confidential Contracts – IT and Preschool Teacher Draft:

Members reviewed the second DRAFT of the contracts for confidential positions – IT Coordinator and Preschool Teacher. The group unanimously requested the contracts be revised so they would not include aspects regarding limited benefits, contracted FTE, work days and hours by clearly listed to the contract so that they reflect an hourly contract annualized. The DRAFT confidential contracts will be emailed to the group prior to the next meeting so feedback can be communicated.

Note: Trina Comerford disagrees with cutting any benefits associated with the confidential contracts that the district has awarded in the past.

4.5 Open Positions: Superintendent, Eric Milburn, shared the district has the following open positions:

Secretary—1(one) Full-Time
Special Education Instructional Assistants—2 (two) Full-Time
General Classroom Instructional Assistant—1(one) Full-Time
Custodian—1(one) Part-Time
Middle School Volleyball Coach—1(one) Part-Time
Assistant Football Coaches —2(two) Part-Time

All positions have been posted to the website and published in the newspaper.

Note: Trina Comerford conveyed the need to evaluate the custodian position, the needs of the district and the abundant need to free up time for Mr. Weidman, the Maintenance Supervisor, from performing custodian/maintenance type of duties.

Freeing up the time is needed to manage the needs of facilities/maintenance throughout the district. Seeking out additional trainings to help with the wide variety of technical tasks related to facility and maintenance, developing, implementing and maintaining maintenance schedules/logs. To align with the School Facility Maintenance Plan and allowing him the ability to delegate those types of assignments to his team members. This will enable him to work the intended forty hour work week with some flexibility.

The group discussed the possible of hiring of a full-time custodial maintenance position with benefits; this might attract possible candidates or, by posting the actual hours and keep to a schedule for the part-time custodial position, may attract a person whom may be looking for a specific shift and hours.

5. PATRON INPUT: Nothing at this time.

6. BOARD COMMENTS/RECOGNITION:

Policy committee members are needed; members will revisit this topic at the next meeting after reviewing what the commitment would entail.

Note: Superintendent, Eric Milburn, to e-mail the June policy packet to the members as soon as possible.

7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES

Registration August 1st and 2nd, 2017

Regular Board Meeting Date: Monday, August 10, 2017
Time: 7:00 P.M.
Location: District Board Room-Science Lab

At 9:20 P.M. Chairperson, Anna Scharf, asked the guests to excuse themselves so the Members could go into Executive Session which was called to order according to ORS **192.660(2)(d)** to conduct deliberations with persons designated to carry on labor negotiations at 09:35 P.M. the regular session resumed.

Upon request of the Classified Staff of Perrydale School District, No. 21 the members went into the executive session to bring the acceptance of the negotiated three year contract.

Anna Scharf stated the board had returned from the executive session, into regular session. The board met in executive session to discuss labor negotiations for classified negotiations were concluded at 6:30 this evening, Daniel Jones and I (Anna Scharf) met with the classified negotiation team and they accepted the last contract offer presented to them two weeks ago. They have requested that, if at all possible tonight, to have the board approve the acceptance of the contract so that it can be given to the attorney as soon as possible. This is in order to make the small changes, so it can be signed and in place at their request. Anna asked if, "At this time does someone want to make a motion?"

Daniel Jones moved to accept the 2017-2020 Classified Agreement on the request of the negotiation team earlier in the evening as discussed, seconded by John Cruickshank, Jr., Motion passed unanimously.

Note: John Cruickshank, Jr., wanted to thank Chairperson, Anna Scharf, and Daniel Jones, Board Member, for all of the work that they put into to cleaning up the contract. GOOD JOB!

Adjournment: Chairperson, Anna Scharf, adjourned the meeting at 9:38 P.M.