

Members present: Trina Comerford, John Cruickshank,  
Kirk Hutchinson, Lisa Mitchell, Tim Calonder  
Julie Braxling

Administrators present: Superintendent/Principal – Robin Stoutt  
Principal – Sheila McCartney

Visitors present: See attached list

---

Minutes by Agenda Item:

**1.1 Pledge of Allegiance** – The meeting was called to order at 7:03pm in the Science Lab by Chairman Kirk Hutchinson. The meeting commenced with the Pledge of Allegiance.

**1.2 Audience Introductions/Requests** – See attached list.

**1.3 Adjustments to Agendas/Adopt Agendas** – item 3.10 PPC Greenhouse needs to be added to Board Action. Cruickshank moved to adopt agenda with noted change. Mitchell seconded. No discussion. Motion voted and carried.

**1.4 Financial Report** – Julie Braxling present for questions

Repair on Middle and High school doors \$1800 – this is for the handicap doors and project is still being worked on.

Clarification on pg. 2 – annual fee for EDZAP which is an online service for posing teaching jobs

Robin provided statements requested at last meeting.

Clarification on VEBA – this has to do with health insurance. Pays both classified and certified. Part by district, part by employee and is done monthly

Clarification on Oregon CIS (Career Information Systems) – this is an online service that provides scholarship information as well as career exploration for grades 7-12. There are more than 200 different options with this service. The fee is annually based on ADM. Parents and community members are welcome to use the service.

Clarification on legal fees associated with the Superintendent search – the budgeted amount is moved from different areas into one place

Mitchell moved to approve 1.4 Financial Report November AP check numbers 9485-9561. Cruickshank seconded. No discussion. Motion voted and carried.

**1.5 Consent Agenda** – Mitchell moved to approved 1.5 consent agenda. Cruickshank seconded. No discussion. Motion voted and carried

---

**1.6 Staff Recognition** – Misty Matthews – music, art, drama. Doing a wonderful job on preparing for upcoming winter program and supporting programs such as senior tea.

**1.7 Spotlights on Education** – Art & music – Salem Art Association. Appreciates Misty for the support with this program to keep it going.

## **1.8 Facilities/Maintenance**

Continued working on alarm system with A&E

Working on handicap doors, making them one step (no delays)

Boiler coupler went out – circulation motor has been fixed and will need to be looked at this summer when maintenance is done.

Furnace repair in Middle School locker room has been fixed.

Septic floats have been replaced – nothing to do with freeze, just 10 years old

**2. Delegations or Visitors** –No visitors

## **3. Items Requiring Board Action**

### **3.1 Search Consultant report on qualifications information /3.2 Approve Qualifications**

Consultants ran survey results and information gathered at focus groups (just over 100 participants)

Produced a handout of recommendations based on comments. Items defined by survey included; who we are, what's next.

Information will be used to develop ads, posting and brochure

May want to look at how the current policy is laid out for added leadership skills.

The Qualifications Report was handed out and outlines various responses and summaries of survey selections/breakdown. It brings everything together for the consultant recommendations

Side note – breakdown shows that only 3 board members took the survey.

Information also included salary survey representing smaller and larger districts. A lot of variables in salaries, i.e. contract days, self reporting, projected, not necessarily accurate.

Robin would like it noted that she does not receive a tax sheltered annuity as stated in the report. Also her contract days are 240

Consultant would like recommendations of the board on anything different to be represented in qualifications before moving forward.

Mitchell would like to see experience in grant writing and familiarity/knowledge of charter schools added to DESIRED qualities.

Hutch noted that someone with knowledge of charter school would be harder to find than someone with grant writing experience.

Mitchell wanted to note that current Superintendent policy was adopted in 2007. Nothing stands out but she and Tim would look it over and bring back to the board. Robin will check with OSBA on updates to CBA.

Consultant suggested keeping the qualifications report and survey results for future reference; it becomes a useful document and this is the first on many opportunities to use the info.

Once the qualifications report is adopted, it can be posted on the website

Questions came up as to what the job title will be posted as? Currently the job title is Superintendent which includes duties of elementary principal.

Board wants to hire the best Superintendent possible; language should emphasize Superintendent and keep posting generic and work from there.

Board wants to hire a Superintendent and they can structure the admin part as it fits with strengths.

Job title will be Superintendent/Principal– still to include characteristics defined by input

**Public input** – likes keeping open dialog and would like to know more about charter

Chairman entertains a motion.

Calender moved to approve 3.2 Consultant Qualifications recommendations with the noted changes; grant writer and knowledge of charter schools as desired qualities and job title with emphasis on Superintendent. Comerford seconded. No discussion. Motion voted and carried.

### **3.3 Board Adopts Salary Range for Position –**

Included in the report/handouts was a listing of last year's numbers for Superintendent salaries.

Only 1 known on the list was only a Supt., 2 were Supt. plus Principal, the rest were unknown

6 were comparable to 1A district.

2 were new hires.

Consultant recommends posting salary with a range of \$10,000. Just a range, will negotiate later.

This is to put a number to the posting, and not set in stone.

“Attractive Benefit Package” define later in the process of hiring.

Robin's salary has been frozen twice. Encourages thinking methodically about the range to get good candidates.

Consultant recommendation is to start base range at \$100,000. Comerford is not comfortable with that number, feels it is too high. Calender wonders if there is concern about whom we will get with a range of \$90-100,000

Consultant feels that you have to cross the \$100,000 threshold to get candidates – could lose out on strong candidates. Going lower than the current salary for the position isn't appealing

Final amount based on a lot of variables.

Range of \$95-105,000 could still offer more. Julie isn't comfortable with \$100,000; \$95,000 is in the ballpark. That is a good range that is budgetable and you can always offer more.

Mitchell is comfortable bringing starting range down to \$90,000

### **Patron input**

\$100,000 too high

Be fiscally responsible with tax dollars

First thing looked at is money

\$90-110,000 not too much

Reel them in

What can we afford?

Year 1 \$100,000 is too much

Bigger range to meet qualifications of applicants

No clear idea of job description, how do you put a price tag on that?

The \$10,000 gap is a small piece of the budget

The best money we can spend to attract the best

You get what you pay for

Consultant recommendation – go as low as \$90,000, but set a range of \$15,000 to break the \$100,000 threshold. You get what you paid for.

Mitchell moves to adopt base salary range of \$90-105,000. No support. Mitchell moved to adopt base salary range of \$95-110,000 with attractive benefit package. Calonder seconded. No discussion. Comerford abstained, Mitchell opposed. Chair in favor. Motion voted and carried.

### **3.4 First reading required updates on policy; EBBB, GCL, IGBAJ, IKF, IKF-AR, JGAB, JHCDA, JHCD/JHCDA-AR**

These are required updates to policies by the state. No options, action required is just adopting.

Clarification that anything stricken in these policies was a state action, not local. No choice.

Comerford had question on self-medication policy, but could not find exact wording. Robin clarified that students need Dr.'s signature, but school takes it farther in their own policy to keep from being held liable.

Mitchell moved to adopt policy updates as listed on agenda 3.4 without a second reading. Calonder seconded. Motion voted and carried.

### **3.5 Resolution #5 2013-2014 Grant Funds**

Stoutt started by stating that the budget committee needed to add dollar amounts in budget for un-anticipated revenue so that resolutions don't have to be made for every grant that comes in. It requires more work for the budget manager.

Misprint on paper. Should read \$5000 and one area reads \$4000. Julie will make a clean copy to be signed.

Mitchell moved to adopt 3.5 resolution #5 to adopt grant funds of \$5000. Calonder seconded. No discussion. Motion voted and carried.

### **3.6 Audit –**

Letter sent electronically and hard copy sent

No findings, in compliance.

Pg. 7 – cash carryover \$640,381 June 2013. End \$539,675 budgeted \$525,000; received \$14,000 more. Difference of \$100,000 between 2 years. \$50,000 for bathrooms

Pg. 24 – bond 7 years left. Full 20 years will be \$712,451 with interest.

Figures on page 8 financial highlights refers to tables in audit report and changes between fiscal years.

General Fund decreased because of PERS adjustment transfer from special grants and projects. Has to do with retiree from years back where PERS hadn't been paid in several years. Before Julie.

Chair entertains a motion

Cruikshank moved to accept audit for 2012-2013. Comerford seconded. No discussion. Motion voted and carried.

### **3.7 Independent Football League –**

Since the last meeting there was a parent meeting – some football parents, some not.

Overwhelming consensus to play 8 man best for our school.

Football player meeting – 16 boys, consensus similar; overwhelming majority.

Kids and parents on board with 8 man independent schedule.

CASCO league dismantled for football. Basketball leagues will be different entity.

Will failing at 11 man football hold any benefit in OSAA bringing us back to 1A?

Wouldn't benefit kids

No guarantee to move back, OSAA makes decision to re-organize every 4 years.

Could but unlikely that OSAA will change number

Can be a yearly decision. Not recommended to change back and forth

Could be a 4 year deal

Competitive games in independent league

Comerford moves that Perrydale move to 8 man independent football league. Calonder seconded. No discussion. Motion voted and carried.

### **3.8 Board Goals**

Review happens on a yearly basis

Hutch is pleased with how board is moving forward.

Comerford requested that data on student growth be part of profile moving forward.

There will be curriculum information session, possibly in a work session on January 13. ESD will share data.

Mitchell asked the board to consider moving items from action plan to board goals. Specifically optimum class size number to maintain 1A status and continuing financial stability by effective budget management and conservative budgeting with cash carryover of \$400,000.

Clarified that all items under action plan are part of board goals. Third board goal is to strive to make sure action plan is carried out to best of ability, so this would include everything in action plan including these items.

Comerford moved to accept review of current board goals. Cruickshank seconded. Motion voted and carried.

### **3.9 Personnel – Resignation Carlene Danka HS/JV Volleyball Coach –**

Letter emailed to Robin

Mitchell moved to approve 3.9 Personnel resignation of Carlene Danka. Comerford seconded. No discussion. Motion voted and carried.

### **3.10 PPC Greenhouse Project**

There will be ancillary costs – water, maintenance, gas, electric

Could be a money maker if done right.

Once project is done a group will be formed to look at business part

Curriculum would come from Admin and budget committee.

Mitchell moved to support 3.10 greenhouse project of PPC. Cruickshank seconded. No discussion. Motion voted and carried.

## **4. Items for the Information of the Board**

### **4.1 Perrydale School Community (Site Team/AIPIP)**

Site Council – eSchool update continuing, HB2220 updates, common core updates, SB290 – growth and assessment, SWID date April 30

AIPIP – recent happenings, supt. search, OSAA classification, classes aimed at HS that make kids want to come to Perrydale; sustainable energy, welding, arts, home economics, STEM

### **4.2 Administrative Reports –**

Safety Report – December 30<sup>th</sup> Polk County Sheriff's will be practicing intruder on campus – very comprehensive, HS students can participate with parent permission; Earthquake drill, Intruder in Building drill, Fire drill (need to practice doing it faster)

Fire extinguishers zip tied, outlets updated, EPI Pen training, certificate renewal, nurse ordered new batteries for AED and new pads.

5 accidents in November – concussion during game, playground tripped, forehead ran into pole, concussion MS basketball game, hurt ankle.

#### **4.3 School Profile**

Next month we will be back to 320 with 2 students moving out of district to Salem

#### **4.4 Policy rewrite Intro to Policy Plus – Lisa Mitchell and Tim Calonder –**

Set another date. Fridays work best for Tim

#### **4.5 PPC /Athletic Boosters**

PPC meeting December 11<sup>th</sup>, Auction Committee meeting December 17  
Working on auction, letters out for donation  
Cookies and hot cocoa for Food For All

Boosters – Pirate gear in the office for sale

**5. Patron Input** – Question on reciprocal report – will the students listed who left come back. Would like OSAA number on profile. This is a floating number because of free/reduced lunch numbers fluctuating.  
What is EBBB? – injuries/illness reports

#### **6. Board Comments –**

Mitchell thanks coaches, Terry Newton, Lyndell, Gubrud, Missy Locke, Brian Domes and kids in snack shack for working all day Saturday for tournament

Reminder that OSBA labor/employment regional workshop is February 10-14 – 1 meeting 7 hours. Options for where to go one of those days.

If board wants negotiation training Robin can look into it.

Every Saturday in December there are home games.

Comerford – thanks administration for making decision for closing school and activities.

Hutch says it is important to look at where the kids are coming from and their safety. Also Food For All – Lots of people make the project happen. Packed enough food for 1000 families in Coos Bay

#### **7. Announcements/Dates of Importance/Correspondences –**

Wednesday December 18 – Music Program  
December 30 – Active Shooter Training  
January 13 – Board Meeting 7pm/Work Session 6pm

**8. Adjournment** – Hutchinson adjourned the meeting at 9:58pm