

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road, Amity Oregon 97101
Monday, August 14th, 2017
7:00 P.M.**

REGULAR BOARD MEETING MINUTES

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Anna Scharf at 7:03 P.M.; other board members present were Amber Burns, John Cruickshank, Jr., Daniel Jones. Trina Comerford was absent. Also present were Superintendent – Eric Milburn, Vice President – Athletic Director Daniel Dugan, Special Education Director – Erin Henery, 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, Anna Scharf.

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

1.3 Adjustments to the Agenda/Adopt Agenda –Additional items to the agenda was in the following area: **Items: 4.1) Administrative Report** - update of the MOU with the church for the preschool usage of their facilities.

John Cruickshank, Jr., moved to adopt the agenda with noted addition, seconded by Amber Burns. Motion passed unanimously.

2) DELEGATION OR VISITORS: None at this time.

3) ITEMS REQUIRING BOARD ACTION

3.1 Financial Report:

Reports: Included the July 2017 - Financial Summary report for the period ending 07/31/2017 and the district credit card statement for the period ending 07/31/2017.

Check Listing: Check Numbers 12915 – 12967, for the period ending 07/31/2017.

Daniel Jones moved to accept the check numbers 12915-12967 and the Financial Summary Report and supporting backup for the period ending 07/31/2017 as presented, seconded by Amber Burns. Motion passed unanimously.

3.2 Consent Agenda:

Regular Board Meeting Minutes: Monday, July 10th, 2017 - Regular Board Meeting Minutes.

Note: Chairperson, Anna Scharf communicated the full name of the members must be listed if all are not in agreement in a vote or if an individual has abstained from voting. **Minutes must be revised to Item 3.2) Elect School Board Positions.**

Revised Noted Changes:

Item 3.2) July 10th, 2017-Elect School Board Positions: motion passed three to two Anna Scharf, Amber Burns and Daniel Jones voted yes, John Cruickshank, Jr., no and Trina Comerford did not vote. Motion carries.

Item 2) August 3rd, 2017-Student Enrollment Numbers for Inter-district Transfers: Revised Notes: missing wording NO BACKFILLS, Seconded by John Cruickshank, Jr., motion passed three to two Anna Scharf, Trina Comerford and Amber Burns voted yes, Daniel Jones and John Cruickshank, Jr., voted no. Motion carries.

Daniel Jones moved to accept the July 10th, 2017 - Regular Board Meeting Minutes and the August 3rd, 2017 Special Meeting as presented with noted changes, seconded by Amber Burns. Motion passed unanimously.

3.3 Staff Hand Book- Superintendent, Eric Milburn, reported no change from last year, however, the on-line board policies - policy numbers have been added to the book for reference. Chairperson, Anna Scharf inquired: page 47) Sunshine Committee: What is it? Superintendent, Eric Milburn, shared the committee is made up of volunteers each year and they supply goodwill support for employees that may have births, weddings, surgery or experience loss. They will send cards and flowers in hopes of acknowledging the employees needs that may or may not be challenging times.

John Cruickshank, Jr., moved to accept the Staff Hand Book as presented, seconded by Daniel Jones. Motion passed unanimously.

3.4 Student Hand Book- Superintendent, Eric Milburn, reported no change from last year.

Amber Burns moved to accept the Student Hand Book as presented, seconded by Daniel Jones. Motion passed unanimously.

NOTE: Chairperson, Anna Scharf, shared with the group the need to have a column in the monthly newsletter. "From the Board: Did you know?" The column would be an excellent resource for the board to educate the staff, students and members of the community of the important role board members play in serving the district to ensure the best outcomes for all stakeholders.

3.5 Personnel New Hires - Superintendent, Eric Milburn, shared the list of new hires with the members: Carla Barnes – Secretary, Alexandria Nave – Custodian, Amanda Ellison – Special Education Instructional Assistant, Stephanie Halverson – General Education Instructional Assistant, and Troy Trembly – High School Football Assistant Coach.

John Cruickshank, Jr., moved to approve the new hires as presented, seconded by Amber Burns. Motion passed unanimously.

Welcome To Perrydale!

3.6 Policy Committee: Appoint/Approve Policy Committee – The members discussed the best approach to inviting staff and community members to serve on the policy committee and how that would work best for the district.

John Cruickshank, Jr., moved to TABLE 3.6 Policy Committee to the next meeting as discussed, seconded by Daniel Jones. Motion to TABLE passed unanimously.

3.7 Adoption of Science Curriculum – The members reviewed of the new curriculum for K-12 and additional supporting documentation for small reader groups. Staff is really excited about the new curriculum the team picked out.

Daniel Jones moved to adopt the science curriculum as presented, seconded by Amber Burns. Motion passed unanimously.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Administrative Reports: Superintendent, Eric Milburn, shared the estimate for the Measure 98 funds for the 1718 fiscal year allotment is \$51,888 and the 1819 allotment will be \$54,000. Mr. Dugan, Eric Milburn and Christina Lorenz looked at expanding a horticulture program. The group can maximize the available funds along with the PPC funds to setup a greenhouse with all of the bells and whistles, storage, and a potting shed. The district currently has three teachers very excited about all of the possibilities that this allows for the students and how the programs can align with the current FFA program.

In-service will provide professional development in Math district wide; members discussed the need to have Instructional Support Staff attend the professional development as they will support the Teacher in the classroom more efficiently. The administration team will notify all employees of the professional development opportunity. STEM days will be added once a month on Friday.

Spencer provided samples of contracts that could be used to develop language for the lease agreement between Perrydale School District, No. 21 and the Church for the preschool classroom. The samples did not reflect the type of memorandum of understanding needed by the district that would delineate the terms needed to safe guard the district's assets. Chairperson, Anna Scharf, requested the draft and or samples of a MOU be sent to her, she is happy to review and make suggestions.

4.2 Facilities/ Maintenance Report: Superintendent, Eric Milburn, updated the members on the Fire Suppression system upgrade progress. The company is scheduling testing the alarms during in-service, members asked if the contract reflected a completion date? Mr. Weidman, the district's facility supervisor is working

with the vendor to move the date a week prior to the in-service. They are looking at a buzzer into the school, working with Innovative. Amber Burns asked why the Middle School did not have a rain cover or enclosed area to keep individuals out. The gate is closed/locked by the road to prevent easy access. Facilities report listing all of the completed and in process projects were shared with the members. In addition, a Facility Priority List and Wish List of future projects was shared. The district is in need of a new tractor mower as the current one may not last through the season. Suggestions were to look at surplus from Polk County, the state website and check with the local farm supply companies to see if they have any leads.

4.3 Site Council/Safety Report: Vice Principal/Athletic Director – Daniel Dugan shared no student accidents through the end of the month.

4.4 School Profile:

Superintendent, Eric Milburn, shared the school profile for July 2017 and an inter-district out list for the 2017-2018 fiscal year, with notes the total count at 318.

4.5 Work Session for Board Goals – Need to set a date: Superintendent, Eric Milburn, shared the yearly calendar of events in the packet. The work session meeting is scheduled for September 11th, 2017 at 6:00 P.M. prior to the regular board meeting.

4.6 Confidential Contracts – IT and Preschool Teacher Draft: Superintendent, Eric Milburn and the members reviewed the contracts; all changes appeared to have been made as discussed.

5. PATRON INPUT: Nothing at this time.

6. BOARD COMMENTS/RECOGNITION:

Amber Burns inquired if the meeting days could be changed as a conflict may be an issue. Is it possible to change from the second Monday to the third Monday? The group explained the schedule is setup at the beginning of the year so all stakeholders know when the meetings are scheduled.

The group will work on the work session agenda.

7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES

Board Work Session	Date: Monday, September 11, 2017 Time: 6:00 P.M. Location: District Board Room-Science Lab
--------------------	--

Regular Board Meeting	Date: Monday, September 11, 2017 Time: 7:00 P.M. Location: District Board Room-Science Lab
-----------------------	--

Adjournment: Chairperson, Anna Scharf, adjourned the meeting at 8:45 P.M.