

Members Present: Chair – Trina Comerford, Vice Chair - Dan Jones, Brian Kohlmeyer, Jenn Larson, Amber Burns

Administrators Present: Superintendent/Principal – Eric Milburn
Vice Principal/Athletic Director - Dan Dugan
Special Ed. Director – Erin Henery

Staff: Business Manager – LaRae Sullivan

Visitors Present: See Attached

Minutes by Agenda Item:

1. Call to Order/Welcome

1a - Pledge of Allegiance – The meeting was called to order at 7:03 p.m. in the Science Lab by Chair Trina Comerford. The meeting commenced with The Pledge of Allegiance.

1b - Audience Introductions - see attached

2. Approval of Agenda

Trina Comerford asked that 'Patron Input' Item 7 be moved to above 'Delegation of Visitors' item 3 in order for our guest giving an update on the greenhouse to get to another commitment.

Dan Jones stated that we need to strike consent agenda.

Dan Jones moves to approve the agenda moving item 7 to be above item 3 and striking the consent agenda moving items 4a, 4b, 4c, to new items 5g, 5h, 5i.

Amber Burns seconded.

Trina Comerford asked to clarify the item changes.

No further discussion.

All in favor. Motion passes with five votes.

3. Delegations of Visitors/7. Patron Input

Helle Ruddenklau gave a greenhouse update. Stated that the frame is coming in as the builder's schedule allows. The cost is about \$80,000 and they are still about \$15,000 short. A new kindergarten parent is helping with fundraising.

She also asked the board when public information would go out regarding the bond and hoped it is as soon as possible.

Brian Kohlmeyer responded that they are working on a flyer that has to be turned in to the Secretary of State's office for approval and waiting on turnaround time. Hoping for middle of next week.

Jenn Larson asked if it will be on the Facebook page.

Brian Kohlmeyer said yes and the website, and sent home with students and an in district mailing. As far as a point person, public can email bond202@perrydale.k12.or.us

Trina Comerford stated that they will not ignore any question. They want to answer with honesty, transparency and legality.

Brian Kohlmeyer added that they understand there is concern they are just making sure that everything is right.

Trina Comerford asked if they could get the committee meeting minutes posted in the next couple of days.

4. ~~Consent Agenda~~

5. Items Requiring Board Action

5a. Kelly Reed Resignation – MS Softball

Trina Comerford asked who the head coach was.

Dan Dugan clarified that it was Misty Scott.

Dan Jones moved to accept the resignation of Kelly Reed for the position of Middle School Softball.

Brian Kohlmeyer seconded.

Dan Jones wanted to say thank you for her help last year.

All in favor, motion passes with five votes.

5b. Resolution 20-05 to extend Certified contracts

Eric Milburn stated that through the evaluation processes it was the recommendation of administration to extend contracts. Two will be placed on second year probation because they are first year teachers this year, Morgan Crawford and Julia Grabhorn.

Dan Jones moved to approve Resolution 20-05 to extend Certified Contracts.

Jenn Larson seconded.

All in favor, motion passes with five votes.

5c. Resolution 20-06 Bond Title

Eric Milburn stated that the document was looked over and put together by Anne Sherman, Bond Counsel and looked over by Piper Jaffery (though it has a new name). Because of interest rates they estimate it being at \$3.06 million, but if the interest rates lower there could be a greater amount to the

bond that we wouldn't be able to receive if we only put \$3.06 million on the bond resolution. Would we still want to put it at the higher rate that the state will reimburse or keep it where it is because this is where the estimate is? We don't want to confuse the public.

Jenn Larson asked if there is a way to word it to "be around a certain amount."

Eric Milburn stated that they put it assuming they would get \$3.457 million.

Dan Jones stated a question, that the document doesn't mention all of the components of what needs to be done, only mentions safety improvements.

Eric Milburn clarified that this is a standard form resolution used by the company and we change dates and numbers for the totals.

Trina Comerford asked if it was set for a total amount or percentage.

Eric Milburn clarified that it is at the \$3.06 million which is the 1.5% over 20 years.

Trina Comerford asked if the interest drops we could end up with more money if we change something on the resolution.

Eric Milburn stated yes.

Trina Comerford asked what we need to change?

Eric Milburn stated that the change would be to the overall amount from \$3.06 to the original amount of \$3.427 (looked it up).

Trina Comerford stated that she is ok with that, but wants to make sure that the language stated that they would exceed 1.5%.

Trina Comerford asked if we do the \$3.6 million at 1.5% where does the public stand. Also why does it state 21 years.

Amber Burns questioned that maybe they were counting year one and that is what made it 21 years.

Eric Milburn stated that he had not answered that, because he asked for 20 year and they came back with 21 years. Carol Samuels from Piper Sambler & Co stated that originally the 1.5% over 20 years would be \$3.06 million, that looks fine unless the district want to boost the amount of the OSCIM Grant amount.

Trina Comerford stated that she is ok with that, but not ok increasing the interest rate to get that higher number. Don't know how to move forward without those pieces of information.

Eric Milburn stated that it has to be estimated because we have no control over fluctuation.

Trina Comerford wants to make sure we are keeping our word to the public and purchasing our bond at 1.5%. How do we ensure the public?

Has to be in by February 28th.

Amber Burns asked if we need to call a special meeting.

Eric Milburn stated that it has to be done by February 28th. The document that they sent prior to going to the \$3.06, the only difference was that, three paragraphs in, the match program \$3.427. That number was the only difference. The rest of the document still said \$3.06 million

Amber Burns asked for clarification if that was the paragraph referring to matching funds.

Clarified that it is the third paragraph.

Trina Comerford said that we have a meeting on February 24th and we can have a public meeting to clarify the questions.

Trina Comerford moved to table Resolution 20-06 Bond Title until the February 24th meeting prior to the Executive Session.

Amber Burns seconded.

Questions to be answered is clarifying the dollar amount, 20 vs. 21 years, and ability to purchase at no more than 1.5%.

All in favor, motion passes with 5 votes.

5d. Bids for electrical

Dan Dugan gave report on electrical. Third person bidding spoke to the county with concerns that the other two bids didn't recognize. This had to do with code issues and not providing long term needs. County said we do need to upgrade. Dan contacted John Powell, but did not get back to prior to meeting. Owner of third bid contacted and went over everything that was said with the building inspector.

There are some exemptions with other electricians, but up to the building inspector.

Hopes to have a better resolution by Monday. Don't think we should move forward.

Dan Jones moved to table item 5d Electrical Bids to special meeting on Monday, February 24th.

Brian Kohlmeyer seconded.

All in favor, motion passed with 5 votes.

5e. School Calendar

Eric Milburn stated that there were eight people on the calendar committee. Late Labor Day has the committee and other schools around the state starting the week prior to Labor Day. This will impact a few students participating in the State Fair, but not many. Spoke to Ag Teacher for feedback.

Comment was made that the podcast wasn't working, but the computer shows that it is working and there is a listener.

Trina Comerford stated that she like the calendar. Also asked what some of the abbreviations on the calendar meant.

Dan Jones asked if this calendar had enough seat days and hours and there was no conflict with teacher contracts.

It was clarified that the committee looked at that forward and backwards and they are way over on hours.

Eric Milburn stated that Elementary teachers have asked about the possibility of having a late start day weekly and that may come later, because elementary is way over on hours.

Trina Comerford mentioned total days, but it wasn't listed on the calendar itself.

Amber Burns asked if the last day of school is half day. Will it impact days?

Eric Milburn clarified that we are also going half day on the last day before Christmas Break.

Trina Comerford asked about November 11th, do we always take that day off? Haven't we had school in the past?

Clarified that we are good with these dates.

Clarification of other days listed.

Brian Kohlmeyer moved to approve the school calendar for 2020-2021.

Jenn Larson seconded.

No further discussion.

All in favor, motion passes with five votes.

Trina Comerford asked that this get out to people as soon as possible. Post on website and Facebook.

5f. Purchasing Authority for Maintenance

Eric Milburn had handouts that Troy had given to him after the fact.

Dan Jones asked how often they will be used and why we can't rent them? Someone else can maintain it.

Eric Milburn clarified that the idea is to have the equipment on site to do make the process easier. We could rent, but how often?

Jenn Larson asked if it will be for indoor and outdoor use and will they go through the doorways.

Eric Milburn clarified that they are about 6ft tall and extend up. Also for indoor and outdoor use.

Amber Burns asked who gets to use it and what the insurance company says about it?

Eric Milburn said that the people who have keys would be the maintenance supervisor and whoever he deems appropriate.

Amber Burns asked if there needs to be training to use one and is Troy certified?

Clarified that it is OSHA training is required and it is easy to get.

Trina Comerford asked that it not be smaller than 40ft and that no one use it without being OSHA certified. Do we need to have procedure or policy in place for that?

Eric Milburn assumed that that was something that was just understood.

Trina Comerford stated that she can see others using it without training. Violations for misuse. She also prefers that he go with a Genie vs one of the other brands.

Amber Burns asked if there are funds in the budget.

LaRae Sullivan would have to look further.

Further discussion on which moving forward or asking Troy to find a specific one and bring it back.

Trina Comerford stated that they have been asking for several board meetings for this information from him and they should be able to give him spending authority. A new 40 ft lift will be approx. \$12,000.

Brian Kohlmeyer said if we are going to go new, then we have to decide on which one. Not a fan of used.

Clarified that fund 250 has the funds in capital outlay about \$300,000.

Trina Comerford moved to give purchasing authority for a 40ft man lift not to exceed \$12,000.

Amber Burns seconded.

No further discussion.

Four in favor, Dan Jones opposed. Maintenance concern and can rent on a weekly basis. Not necessary and can have ongoing costs.

Motion passes with four votes in favor and one opposed.

5g. Board minutes from January 21, 2020; Work Session and Regular Board Meeting

Dan Jones moves to approved board minutes from January 21, 2020 Work Session and Regular Board meeting.

Jenn Larson seconded.

Trina said thank you for the minutes, they were done well.

All in favor, motion passes with five votes.

5h. Bills AP Check #'s 15447-15524

Amber Burns sent questions to Eric. She asked about page 23 to verify that the fuel was to come from FFA Leadership fund instead of the athletic fund or if it was a description error.

LaRae Sullivan stated that she will have to verify that.

Amber Burns also asked if the pole vault money was a donation. So was a current charge also part of the donation money?

Eric Milburn clarified that that was the concrete pad and was our part of the project.

Trina Comerford asked if the project was going to be done.

It was clarified that it is done.

Further discussion.

Dan Jones moved to approve Bills AP check #'s 15447-15524.

Amber Burns seconded.

All in favor, motion passes with five votes.

5i. School Profile

Amber Burns thinks that it should be reported for the prior month.

Discussion on what is wanted on the report and what was asked last month.

Clarified that the report will continue to report numbers as of the date the board packet goes out and keep the previous month's attendance numbers.

Dan Jones moved to approve the school profile.

Amber Burns seconded.

Trina Comerford asked Cindy if her questions were answered on what to provide.

All in favor, motion passes with five votes.

6. Items for the Information of the Board

6a - Administrative Reports

- **Financial Report** – interim audit was done and went smoothly. Continuing with Forecast Five training. Asked what reports the board is looking for.

Trina Comerford stated that she has a list at home and she will email it to LaRae.

Financial reports that include expenditure YTD for each budget.

Amber Burns would like pre-school. Feels that needs to be watched.

Trina Comerford stated that sports were always an issue, but don't seem to be anymore.

Discussion on other funds to watch; lunch, sports.

LaRae Sullivan asked if they would still like the reports that they get. Budget reports, appropriations.

Started a Budget Law class with the Dept. of Revenue and still looking for budget committee members, applications due the 28th. No applications yet.

Reminders will go out.

Jenn Larson asked when the audit results will be done.

LaRae Sullivan stated that mid year testing results were already given.

Brian Kohlmeyer asked about the In Touch Software.

LaRae Sullivan stated that she is still reviewing items and highly suggests that they start small. Hard to get all of what is needed with allotted budget.

Further discussion on how much it will all be and training required.

Brian Kohlmeyer asked if it possible to use a square instead. Same amount of paperwork, just the convenience of being able to take cards.

Trina Comerford asked for an estimated time frame.

LaRae Sullivan stated that she would like it in the budget for July 1st, because this year is almost gone. We could agree on it sooner than that and it could be April.

Further discussion on wireless service and hotspots.

Trina Comerford asked if LaRae didn't feel she had enough money to start small and have it in the office.

LaRae would like to have it in place for training purposes.

Trina Comerford would like to get it going, but don't want to be back in the same spot in a year or two and not having it in all designated areas.

Jenn Larson asked if there are other programs that will work just as good.

LaRae stated that this is a well known software.

Square discussion for main purpose of accepting credit cards.

LaRae Sullivan will bring a dollar amount to next board meeting. Board action on March 16th

- **Superintendent Report** – SIA plan @ WESD had great information. Will do a peer review February 27th @ WESD. There was correction that the amount that originally reported was \$36,000 and it will actually be \$305,000. What they are looking at are additional instructional aides, math coach, and English LA curriculum. We have great intervention, but it doesn't line up with curriculum.

Trina Comerford asked who is on the committee and Eric Milburn clarified that it is Shane Brown, Dan Dugan, Christy Ford, Tabitha Richards, Erin Henery, and Erika Willis.

Other thoughts are that a math specialist could use one of the offices on the stage and could also use as a reset room for behavior.

Handout was given for CTE and Eric will give a recommendation when done. The building sounds like it will be on Lancaster in Salem at the old Toys R Us building. Some districts are not in support and Eric's recommendation is to not put money in to this program. It is not feasible, would like to rally with closer districts; Dallas and McMinnville.

Jenn Larson asked if there is a possibility to join later if the location changes.

Eric Milburn clarified that he is not sure, but joining regionally makes more sense.

Eric Milburn gave his quarterly report on meetings attended.

He will have his self-evaluation sent by the end of the week. Asked for clarification on the evaluation. Two parts a) standards and b) goals. It says district goals but assume he should do Superintendent goals.

Trina Comerford clarified that he should do Superintendent goals. Also clarified that Eric should send self assessment goals broken down by section.

Eric Milburn showed an example of what he was going to give them.

Trina Comerford asked if Eric could look at 360 evaluation for more information to send more details.

Clarified that typically in the past the board shows up to the meeting having filled out the rating summary. Speak with Eric about sections. Eric leaves and the board continues talking and coming up with averages. Trina Comerford asked if that was all still fine. Board has homework.

Eric Milburn also gave update on the DIY class.

- **Dan Dugan – HS/MS** – Report was in the packet. Spoke about SEL/Ruler trainings and the upcoming High School Field trip/college visits. They are going to two different colleges visiting several different areas relating to culinary, horticulture and animal science. The Middle School field trip is to the World of Speed and to the ballet.

Sports update – upcoming track meet with 14 schools signed up. Some far away and larger 2A schools, including league rival Southwest Christian.

Girls' basketball ranked number 3 in state and hosting a playoff game. Boys' basketball ranked number 13 in state and hosting a playoff game.

Jenn Larson asked how the food allergies would be handled with the field trip and coming back to school for food presentation.

Dan Dugan stated that they would be doing it in the science lab and have the solution spray to keep kids safe. This is a space where students are able to consume food.

- **Erin Henery – Special Education** – Updated numbers are now 42.
- **Facilities** – Report was in the packet.

Amber Burns asked what the status is of the Food For All items still in the parking lot.

Eric Milburn stated that last week they had a big load that went out. Hutch had to be out, but a semi truck will be out this week. The pallets are gone.

Dan Jones added that the pot holes are getting bad.

Dan Dugan clarified that someone is coming to help out on the next non-school Friday.

Dan Jones asked if we could improve the communication and signage on the one way direction of the parking lot.

6b – Negotiation dates

These are open to the public, board can all attend, but can't speak.

APT will be Dan and Amber and Trina Comerford asked if they could email and communicate dates.

Amber and Trina are on the classified negotiations with Amber as lead. Amber will reach out to Missy.

Trina Comerford stated that she is fine doing these simultaneously, as teachers usually go first. Show up to the first meeting with set parameters. LaRae helps set budget parameters.

8. Board Comments

Jenn Larson wanted to thank PPC for greenhouse and field trips.

Trina Comerford wanted to state that as a board, they try to get information about the bond out as soon as possible, but want to have the right language.

9. Announcements/Dates of Importance/Correspondence

February 24th – Special Meeting 4:30 p.m.

February 24th – Executive Session 5:00 p.m.

March 10th – OSBA Training 4:00-7:00 p.m.

March 10th – Special Meeting 7:00 p.m.

March 16th – Board Work Session 6:30 p.m.

March 16th – Regular Board Meeting 7:00 p.m.

March 16th – Appoint Budget Committee Members

April 20th – Budget Committee Training 5:30 p.m.

April 20th – Budget Committee Meeting 6:00 p.m.

May 11th – 2nd Budget Committee Meeting 6:00 p.m.

May 18th – Final Budget Committee Meeting 6:00 p.m.

June 15th – Budget Adopted 6:30 p.m.

10. Adjournment

Meeting adjourned at 9:13 p.m.