

**Perrydale School District #21**

**March 18, 2019**

**BOARD MEETING-Science Lab**

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**7:00 P.M.**

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**Chairman Dan Jones, Anna Scharf, John Cruickshank Jr., Trina Comerford and Amber Burns**

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

**Staff:** Business Manager – Amy Lieuallen  
Maintenance Supervisor – Troy Lieuallen

**Visitors Present:** See Attached

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1a. – Pledge of Allegiance** – The meeting was called to order at 7:08 p.m. in the Science Lab by

Chairman Dan Jones. The meeting commenced with The Pledge of Allegiance.

**1b. – Audience Introduction-** See Attached

- 2. Adjustments to Agendas/Adopt Agendas** – Eric Milburn wanted discussion about snow days added under item 6c on agenda. Dan Jones to add contract/negotiation team discussion under 6d. Trina Comerford wanted to add board training under 6e. Dan Jones would like to add work session to the April 15th board meeting at 6:40 p.m. No applications for budget committee, so no action needed. Anna Scharf had a question as to whether 7a - food service fee increase of .25 per paid meals - action item needs to be under board action, because this would be included later in the resolution of fees. Trina Comerford suggested to move that item to a discussion item 6f and strike item 7. Anna Scharf sent in questions regarding AP check numbers 14542-14611. If they are voted on under consent agenda, then they are not discussed. Brand new process introduced for Consent Agenda. Anna Scharf requests to move item 4b from Consent Agenda into item 5 - Financials. Discussion on Consent Agenda process. Anna Scharf moves to approve the agenda with the following changes:

6c snow day make up

6d contract teams

6e board training

6f moved from item 7 - action item - Food Service

Amber Burns seconded. Further discussion - Trina Comerford felt it should have been a work session to present something new and was surprised by the changes. All in favor; John Cruickshank, Dan Jones, Anna Scharf, Amber Burns. Opposed; Trina Comerford. Motion carried.

**3. Delegations of Visitors – See Attached.**

**4. Consent Agenda** - Trina Comerford would like to move item a) - Board of Directors' Minutes from February 19, 2019 to discussion. Anna Scharf would like to move item b) - Bills - AP Check #'s 14542-14611 to discussion.

Item (a) Board of Directors' Minutes from February 19, 2019 - Trina Comerford wanted clarification on what the handles and locks were being put on - replacing play shed and shop classroom. Also wanted it changed to reflect that she asked for maintenance schedule, not a long term plan. Anna Scharf motioned to approve the minutes from February 19, 2019 with the noted changes:

Clarifying that Trina Comerford asked for a maintenance schedule; not a long term plan and adding that the handles and locks referred to as being put on, were to replace some that need replacing, i.e. shop classroom and play shed.

Amber Burns seconded. Motion passed unanimously.

Item (b) Bills-AP Check #'s 14542-14611 Anna Scharf had questions regarding cost. Page 9 of budget report check number 14582 to Mo's Enterprises currently coded under 100 1121 should have been coded to 252 1132 (student fundraising). Amy has made the change. Moving forward, making sure that it coded correctly in the record. Also page 10 David Martin check 14603. That fee is for website maintenance. Check 14606 - PowerSchool Group \$447.51 under fund 100 2640 Staff Servicing is a yearly fee for TalentEd which is a electronic system for job posting for mostly teachers. Anna Scharf moved to approved AP check #'s 14542-14611 page 7-27 of packets with the noted changes:

Recoding of the check 14582 to Mo's Enterprises to 252 1132.

Trina Comerford seconded. Motion passed unanimously.

Dan Jones moved to adopt remainder of Consent Agenda. No objections; items have been adopted.

**5. Reports**

**5a. Financial (p. 30-31) - Amy Lieuallen** Nothing to report. No changes.

**5b. Superintendent Report - Eric Milburn** - Inservice was the previous Friday on Social Emotional Learning, transitions, TBI, grade level meetings K-12. TAP Grant met on February 12th. Further discussion and scenarios, moving forward from previous meeting. Gave feedback to architects. Next meeting with be Monday, April 8th at 6:30 p.m. The outcome of the grant

will for them to give the school estimated repair costs and replacement costs for the future of the school. This process is to determine overall large costs to then move forward for other grants or bonds. Long range facility planning. Anna asked what the short term plan is with this group in preparation for the budget for next year. Trina Comerford asked about Earthquake Grant monies - Seismic Rehabilitation Grant didn't look like a critical need, but haven't received more information from the company as of yet. Eric will talk to her. We do qualify for this grant, but TAP Grant is required in order to go after the Rehabilitation Grant. Amber Burns asked for the information to be forwarded to the board after the next meeting. Eric Milburn also gave a report on the group he was a part of regarding the Governor's 180 day instructional time. Recommendation was showing that 4 day school weeks had the highest graduation rate. Group recommended an increase in hours not days; better things to invest money in. If additional days, then targeted groups could use this, but not all students. Fund summer schools or after school programs, evening programs. Ways and Means came out with budget of 8.87 billion. Measure 98 was cut from 100% to 60%. Could possibly make budget work at 8.87 billion without cutting much if any. Larger districts are budgeting at 9.1 billion. Collective Bargaining tied to class size is going to die down; no worry on that.

#### **5c. Administrators Report - Dan Dugan and Erin Henery**

- **Dan Dugan** - One student with concussion at Baker City. Doctor at tournament was helpful and student followed up with own physician. Athletics - boys team made it to second round of playoffs and girls made it to Baker City. Girls also took second place in 1A division for overall GPA - 3.9. Boys finished with 3.38 - top 20.
- **Erin Henery** - Currently 37 students on IEP's; same as last month. Amber Burns asked if profile was incorrect with noting 36 students on IEP and Erin Henery clarified that it is 37 as she reported.

**5d. Facilities/Maintenance (p. 32) - Troy Lieuallen** - Troy provided a draft of maintenance checklist, handed copies to board members. Will be converting in to a checklist with more specific info. HVAC units will be broken down for more specific records. Update exterior LED lighting and getting bids; final number next month. Will be \$5,000 project. Payoff with energy trust money would take about 3 ½ years. Big ticket item lights out currently. Anna Scharf asked to include what the project cost is, what is in the Energy Trust account, how much out of pocket to understand how the Energy Trust process works. Troy will present the information in that way when he finalizes the bids and has the information. Trina Comerford asked if he knew where the budget is expenditure wise. Troy Lieuallen, not off hand, but is in good shape. Trina Comerford asked about the \$50,000 in the budget from the Energy Trust and Eric Milburn clarified that it is under restrictive use with requirements on how the district can use it. Troy reported that he was approved for school specific pesticide licensing and is expecting manual this week. He wanted to clarify future projects; asphalt composition roofing, painting, residing in kindergarten area where lead paint issues are. Doesn't have a total cost estimate yet; close to \$120,000. Anna Scharf referred to financials page 30 to say that the fund has been minimally spent. Trina Comerford thanked Troy for the maintenance schedule.

**5e. CTE Revitalization Grant - Eric Milburn for Christina Lorenz** - School received notification that we can move forward with remodel of current shop classroom; building a wall to create larger classroom lab, repurposing storage space to make a low dust ventilated welding

space, update electrical to add welders. Troy Lieuallen requested building inspector to come. Electrician visited site. Need to start immediately to make sure that project makes progress by June. Must break ground to be eligible for an extension to September and can't apply for the extension until April. There is about \$310,000 in the fund, Anna Scharf asked what is the plan/timeline. Troy has contacted electricians to see what is possible. They can upgrade what is there, but it won't give as much power as new, but close. The goal is a partition between metal and woodshop, to move classroom, repurpose classroom later out to where the wood storage area. Extend the metals to the end where chain link areas is, and remodel the bathroom. Anna Scharf asked how much we can remodel that is old before you have touched a certain percentage that you have to do remainder of the building; \$310,000 going to go fast. Eric Milburn said that we also have two years of measure 98 money earmarked for that at about \$110,000. Looking at \$420,000. Secondary would be to remodel classroom to make a computer lab for CTE work station. Trina Comerford would like to see community involvement to make the money go farther, but Eric said there is not a lot of time, but he would as well. Anna Scharf said according to 17-18 resolution we have to go out and get bids for the project. Based on the resolution passed it would be hard to act as own general. Eric Milburn received specific information from OSBA that we could be our own general, because it is a grant and we can move forward seeking bids for each area. Anna Scharf asked if Troy is comfortable coordinating this project. A building schedule will be created to coordinate the process and not go over budget. Troy Lieuallen said that it is outside his comfort zone, but is the person who has the most time to give.

## **6. Discussion Items**

**6a. Inclement Weather Make-up Days** - Eric Milburn noticed that he added item c and it is kind of the same thing. Announced that there are three days that were missed due to snow.

**6b. Board Secretary Position** - Tabled from last meeting. Anna Scharf said according to the minutes, the board was supposed to look at other districts. Falls City uses the Business Manager as Board Secretary. Amity and St. Paul are the same. Dan Jones spoke to an OSBA representative who said it is important to have and should move forward. He likes the idea of going to the budget committee. Trina Comerford also would like to go the budget committee. It is important for getting board packets out, taking minutes, deadlines, grants, supporting Superintendent. It is also necessary; best way to live within the means is to take it to the budget and then could build a job list, but come out of budget committee and see what we can get. Eric Milburn wanted to know what to do until the next Fiscal Year. The position is already budgeted and with a resignation there is now an open position. Trina Comerford said it could be a great student opportunity. Board gave directive to move forward to fill the position.

**6c. Snow Day Make-up** - Eric Milburn presented that what admin would like to do moving forward is to have school on Friday, April 5th and Friday, April 26th and Friday, June 7th. What they are proposing, because when we look at instructional hours there is a requirement of 990 HS/MS and 900 Elementary. Already over those hours, so would like to use June 7th as a staff work day for all staff including special ed and classroom instructional aides. Haven't had a lot of good work time. Anna Scharf wants to know how we are cutting an instructional day and adding a staff day and not giving students time in the seat; they could have had one less day. Eric Milburn felt, as a staff, they would get a lot more out of this

day. There is a big difference in days and hours. Anna Scharf thinks we are doing the students a disservice by not giving the students time in the seat. She will be a no vote. If staff needs more training then let's collectively bargain that in for them when the students aren't there. Dan Jones, not a voting item. Trina Comerford asked for the instructional hours reminder. HS/MS is 990 and we are at 1057 hours. She said that she knew there would be a cushion in the hours when going in to negotiation and that is still the case. Trina Comerford thinks it is a good compromise and she likes it; thinks it is good for the students. She appreciates how much they are there and appreciates that the staff is willing to do some additional training to wrap up the year. Dan Dugan said that testing data will also be back at that time. Dan Jones supports that since we have our hours met. John Cruickshank says that it is better than having a day off. Anna Scharf said that classified has to be paid for those two days. Dan Jones said that it is up to administration and Eric Milburn said he knows, but he wanted to get a consensus because he values the board's opinion. Trina Comerford appreciates that it was brought to them because of the directive given last year.

**6d. Contract Negotiating Team** - Eric Milburn announced that there are contracts that need to be negotiated. Vice Principal/Athletic Director contract up for negotiation, Business Manager, Facilities/Maintenance, and Preschool. Dan Jones would like to see two board members and Superintendent. Anna Scharf asked if team is going to negotiate a contract for a preschool teacher that they aren't sure if there will be funding for. Trina Comerford also thinks it should be two board members. She would be interested. Dan Jones also volunteered. Anna Scharf asked what the guidelines will be and suggested a work session. The board will hold a work session. Anna Scharf said the contracts need to be budgeted for so when with the work session be? Eric Milburn can't be at a work session on the suggested. The work session will be on March 27th at 7:00 p.m. Anna Scharf said it would be helpful to have a copy of each contract provided and ask Dan Jones to bring them. She could also provide what she has - five years of copies. The board is ok to set parameters for negotiations.

**6e. Board Training** - Trina Comerford suggested a work session, but wanted to revisit board training. The Oregon Promise Grant. Should be doing that as a board. It provides board education and earning money for scholarships for students. There is a deadline of June 1st. Trina Comerford clarified that you pay for the training and when the board completes the training, the money comes back to the board to use as a scholarship for students. The money was budgeted last year and not used. Even if there are new board members, it is a good training. Trina Comerford would like to see current or newly elected board members make the commitment. Anna Scharf said that trainings like summer conference is expensive for no compensation. Trina Comerford feels like the board sabotage themselves. Would like to print the application and try. Said she when she feels like she is failing as a board member it is because of training. Anna Scharf asked how much training the board can get from OSBA for the same \$2400 and pick and choose. What is the better deal. Eric Milburn provided more information regarding the Oregon Promise Scholarship. There are two options; full program minimum 18 hours commitment, planning and completion of board project \$2400 plus travel receive back \$5000 scholarship money. Second option minimum 12 hours commitment, planning and completion of board project; \$1600 plus travel and receive back \$2500 scholarship money. Work session on April 15th prior to the board meeting at 6:40 p.m. The board could spend the money that has been budgeted or create a scholarship.

**6f. Food Service Increase .25 2019-2020 school year** - Eric Milburn reported that Amy Lieuallen and Christy Starr did an analysis of food service program. They feel that there will be a budget shortfall due to increasing prices. Breakfast prices are significantly lower than other school districts. Lunch is lower, but closer to our cost. ODE said that where we are ok for now, but low for our reimbursement comparison to paid meals, we need to look at increasing prices. Amy Lieuallen said that we have to submit a paid lunch equity tool to ODE and they determined that we might be ok for the 2019-2020 school year, but definitely not the following year. Anna Scharf asked for clarification on how the reimbursement works. Amy Lieuallen said she isn't sure how that works. Anna Scharf would like to be able to answer that at budget committee; the inter-district fund transfer in to the lunch program is one of the larger ones as a district. Eric Milburn said that the free/reduced lunch rate is a higher reimbursement than paid lunch reimbursement. Amy Lieuallen said that if we fall below a certain line ODE will force us to raise prices. We want to get ahead of it rather than a larger increase at once. Trina Comerford asked if this was ODE's suggestion - .25. Amy Lieuallen said that it was her research with other schools to try to do a minimal, comfortable raise. Amber Burns asked if the .25 will be enough to cover with the breakfast cost being low. Anna Scharf asked if fee increase was the only solution or if the solution would be a holistic approach in looking at consolidating with other districts and outsourcing. Eric stated that the last time consolidating or outsourcing was looked at, the cost was not in the same ballpark. Trina Comerford felt that .25 was kind of a lot. Amy Lieuallen stated that they feel it is gradual without going over and without being a shocking change. There was no increase in the lunch or breakfast prices this year.

**7. Action Items** - no action items.

**8. Patron Input** - Timothy Fairchild was representing over 30 students and staff in discussing the new food protocol put in place. Students are upset and concerned with the protocols. Feel that measures are excessive. Hopes that the board is aware of the policies put in place before hand and would like student input on future policies. A few students will meet with admin to discuss the issue. Clarification was made that it is not a board policy, but admin decision. Student Tiffany Clark spoke regarding the letter that was sent out to students and staff and her concern with staff not following through with that. Concerned with whether students carry epi-pens who have allergies. Eric Milburn stated that these are administrative issues, not board issues. Mike Alger wanted to address the board regarding food protocol and allergies, student dual enrollment, and biased opinions where athletics are concerned. Wants to always welcome newcomers, but feels students moved in to district and were denied to play basketball. Feels that they were denied dual enrollment after requesting it due to them going on a family trip in May. Seems like there are a lot of issues that come up that are biased. Schools should be teaching straight down the line; not political. Teachers are teaching, not good and bad or defensive. Don't talk about it at all if it is a touchy subject; don't need to be shoved down people's throats. Has not met with admin regarding biased issues going on in school.

**9. Board Comments** - Amber Burns had no comments. Anna Scharf wanted to thank you to whoever put page numbers and references on board agenda. Dan Jones congratulations to

basketball team success and grades. Apologize that consent agenda came across as a surprise. Trying to streamline. Trina Comerford congratulated basketball team success on court, but more importantly grades. Also really excited to see how many kids are participating in track. Also had attended the FFA Jamboree where the Ag teacher was sick and not present. She was impressed with the kids and their hard work; with how students stepped up to the plate. Dan Dugan wanted a minute to share that within 24 hours the FFA students got it put together. Former FFA advisor, students and staff getting it done and had a successful program. John Cruickshank also congratulated basketball on season, grades, the Jamboree being great. State convention is coming up in Redmond with a mini Food For All. Two state officer candidates - good luck.

**10. Announcements/Dates of Importance/Correspondences**

March 20th-21st	Conferences (after school)
March 22nd-24th	FFA State Convention
March 27th	Work Session 7:00 p.m.
April 2nd	Elementary Awards
April 3rd	Blood Drive
April 13th	Prom
April 15th	Next Board Meeting 7:00 p.m./Work Session 6:40 p.m.
May 4th	Perrydale Track Meet

**11. Adjournment - 9:34 p.m.**