

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road Amity, Oregon 97101
Monday, December 18, 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 7:08 P.M.; other board members present were Amber Burns, John Cruickshank, Jr, and Daniel Jones. Also present were Superintendent – Eric Milburn, Special Education Director – Erin Henery, and Business Manager – Melanie Neece, and members of the audience (See list attached). Trina Comerford, Vice Principal/Athletic Director- Daniel Dugan were not present.

The Podcast for this meeting can be found on the district website:

Perrydale.k12.or.us/School Board/All Podcasts for the 17-18 School Board Meetings can be found by using the following <http://mixlr.com/emilburn/showreel/>

Monday 18 Dec 2017 14:49 and Monday 18 Dec 2017 01:53:00

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 –Revised items:

Add 3.3) School Psychologist to New Hires

Remove 6.0) Executive Session: ORS 192.660 (2)(f) will cover under board comments

Daniel Jones moved to adopt the agenda with noted changes, seconded by John Cruickshank, Jr. Motion passed unanimously.

2) DELEGATION OR VISITORS: None at this time.

3) ITEMS REQUIRING BOARD ACTION

3.1 Financial Report:

Reports: Included the November 2017 - Financial Summary report for the period ending 11/30/2017 and the district credit card statement for the period ending 11/30/2017.

Check Listing: Check Numbers 13275 – 13372, for the period ending 11/30/2017.

Amber Burns moved to accept the check numbers 13275-13372 and the Financial Summary Report and supporting backup for the period ending 11/30/2017 as presented, seconded by Daniel Jones. Motion passed unanimously.

3.2 Consent Agenda:

Amber Burns moved to accept the November 13th and the December 12, 2017 board meeting minutes as presented, seconded by Daniel Jones. John Cruickshank, Jr., requested the motion be amended to separate the meeting minutes by date.

Board Meeting Minutes: Monday, November 13th, 2017 – Regular Board Meeting

Amber Burns moved to accept minutes as presented, seconded by Daniel Jones. Motion passed unanimously.

Special Board Meeting Minutes: Tuesday, December 12th, 2017 – Special Board Meeting

Amber Burns moved to accept minutes as presented, seconded by John Cruickshank, Jr. Motion passed unanimously.

3.3–Personnel New Hires: Superintendent, Eric Milburn, shared recommendations for new hires: Middle Schools Boys Basketball – Chris Gubrud and Lowell Smith as School Psychologist.

Amber Burns moved to approve new hire for Middle Schools Boys Basketball – Chris Gubrud, no second. Chair can second, Anna Scharf seconded the motion. Daniel Jones opposed; three yes, one no; motion carries.

Erin Henery, Special Education Director, explained the need in the district to comply with standards; when she checked with Willamette Educational Service District (ESD) they requested we not put in a request through our Local Service Plan as they did not have the man power to serve the district.

Special Education Director, Erin Henery, reached out to Dallas School District and they shared the personal service contract with her that she used to subcontract the School Psychologist. The Polk County Therapist currently in the district does not have the certification needed for Special Education. Break to obtain a copy of the Personal Service Contract ending podcast 14:49/14:49.

Resume meeting podcast 0.00/01:53:00 PSC (Personal Service Contract) signed by the District. Superintendent, Eric Milburn, explained the idea on this was we thought this would be handled like a service contract as an independent contractor. Our district cannot hire as an independent contractor as he could not provide his own insurance and our insurance carrier said we should hire as an employee. Anna Scharf would like the personal service contract to be reviewed by legal as soon as possible.

Board Chair, Anna Scharf, would like this topic to be run through the ESD LSP, Legal and added to the January agenda. Board Chair, Anna Scharf, commented personal PSA for individual contract must come to the board prior to implementing or signing and run through legal.

John Cruickshank, Jr., moved to approve the hiring of the Lowell Smith, School Psychologist personal service contract as presented with the ability to amend if needed, Daniel Jones seconded. 3 to1 Anna Scharf opposed; Motion Carries.

3.4 Required Policy-Review:

Summary report provided by Board Chair, Anna Scharf, the following has no bracket language:

1) AC: Nondiscrimination, 2) AC-AR: Discrimination Complaint Procedure, 3) CCG: Evaluation of Administration 5) GCDA/GDDA: Criminal records check and fingerprinting, 7) GCN/GDN: Evaluation of Staff, 9) IGBAG-AR: Special Education – Procedural Safeguards, 10) IGBAH: Special Education – Evaluation Procedures, 11) IGBAJ: Special Education – Free Appropriate Public Education, 12) IGBAJ-AR Special Education-Free Appropriate Public Education AR, 13) JFCG/FJCH/JFCI Discipline for Use, Possession, Distribution, or Sale of Tobacco Products or Inhalant Delivery Systems, 20) JHCD/JHCDA-AR: Medications-Prescriptions and Non-Prescription, 21) JHF: Student Safety, and 22) JOA: Directory Information

John Cruickshank, Jr., moved to adopt AC, AC-AR, CCG, GCDA/GDDA, GCN/GDN, IGBAG-AR, IGBAH, IGBAJ, IGBAJ-AR, JFCG/JFCH/JFCI, JHCD/JHCDA-AR, JHF, and JOA as discussed. This is the first and final reading, seconded by Daniel Jones. Motion passed unanimously.

4) EBBB: Injury/Illness Report

Note: Policy JHF highly recommended we adopt bold language with this one; already approved.

Daniel Jones moved to adopted EBBB with noted changes in the bracketed language as discussed, seconded by Amber Burns. Motion passed unanimously.

6) GCDA/GDDA-AR: Criminal Records Check and Fingerprinting

Daniel Jones moved to adopted GCDA/GDDA-AR with noted changes in the bracketed language as discussed, seconded by Amber Burns. Motion passed unanimously.

8) IGBA: Students with Disabilities-Child Identification Procedures

Note: Preschool is evaluated by WESD

Amber Burns moved to adopted IGBA with noted changes in the bracketed language as discussed, seconded by John Cruickshank, Jr. Motion passed unanimously.

14) JFCG-AR: Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems
Superintendent, Eric Milburn, verified we have Version One

Amber Burns moved to Table JFCA-AR to January meeting as discussed, seconded by Daniel Jones. Motion TABLED unanimously.

15) JGAB: Use of Restraints and Seclusion

Erin Henery, Director of Special Education, stated the MANDT method is used by the district. Remove last paragraph.

John Cruickshank, Jr., moved to approve IGBA with noted changes in the bracketed and removal language as discussed, seconded by Amber Burns. Motion passed unanimously.

16) JHCC: Communicable Diseases

17) JHCC-AR: Communicable Diseases – Students

Daniel Jones moved to adopted JHCC and JHCC-AR with noted changes in the bracketed language as discussed, seconded by Amber Burns Motion passed unanimously.

Note: Brand New Policies, District uses Safe School to instruct annually.

17) JHCD: Non-prescription Medication

18) JHCDA: Prescription Medication

Remove 17& 18 and Replace with 19

19) JHCD/JHCDA: Medications

Daniel Jones moved to repeal JHCD, JHCDA and replace with JHCD/JHCDA with noted changes in the bracketed language as discussed, seconded by John Cruickshank, Jr. Motion passed unanimously.

3.5 Audit 2016-2017

In the future, John Cruickshank, Jr. would like a foot note in the audit regarding the BOC (Balance of Contracts) that are paid out in July and August.

John Cruickshank, Jr., moved to accept 2016-2017 Audit as presented, seconded Amber Burns. Motion passed unanimously.

Note: A breakdown of what it would cost the district to run 14 payrolls and associated payroll costs in the fiscal year; BOC paid in June was requested for the board.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Administrative Report

Superintendent, Eric Milburn, shared with the group the district was awarded the CTE Revitalization Grant in the amount of \$356,206 with a summer award of \$36,000 to be used for a boot camp. All administrative staff participated in a webinar; the district is in the early planning stage. This is a really big project for the district and staff will be reaching out to Facility Committee and community members. Great school performances- the kids did really good! Lots of charitable Christmas projects by our students; Food for All setting records again. 6th grade will participate in the NAPE national test. United Way gave two hundred dollars to each K-5 teacher for classroom needs. Erin Henery, Director of Special Education, had nothing to report at this time.

4.2 Facilities/Maintenance Report: Superintendent, Eric Milburn, shared a handout with the members outlining some of the projects that are either in process or are finished. Nitrogen system was not talking with the alarm system; testing has been completed on the alarm system now waiting on inspection. Water heater in locker room was replaced with a smaller unit as we do not have the need for the larger unit.

4.3 Safety Report: Nothing at this time

4.4 School Profile: Superintendent, Eric Milburn, shared the school profile for November, 2017. Anna wants the report reviewed as the counts are still not matching up month to month. If you put them side by side, the new numbers are not reflecting the changes. Superintendent, Eric Milburn, will work with the office to correct the sheet. Errors on free and reduced lunch, Special Education, and speech previous month to current month totals.

4.5 Superintendent Evaluation Process:

All members were given a hard copy and emailed a digital copy of the evaluation document. Must be done by February board meeting; documents must be given back to the Board Chair to prepare a summary for the members. Executive session meeting needs to be prior to the regular meeting February 12th.

Eric's summary due next regular meeting January 16th, 2017

Executive Session: Monday, January 22nd, 2017 6:00 – 8:00 P.M.

5. PATRON INPUT: Nothing at this time.

6. BOARD COMMENTS/RECOGNITION:

