

**Members Present:** Chair – Trina Comerford, Vice Chair - Dan Jones (by phone), Brian Kohlmeyer, Jenn Larson, Amber Burns

**Administrators Present:** Superintendent/Principal – Eric Milburn

**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 7:01 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**

Eric Milburn stated that the classified employees would like the additional discussion item of classified employees missing work for extended time.

Discussion on whether this should be discussion item or action item.

Add 5i Board Action – Classified Employee sick pay

Add Executive Session 192.660 (2)(b) as Item 9 and move Announcements to Item 10

Trina Comerford asked if there were any other discussion items for executive session.

Jenn Larson moved to approve the agenda with the noted changes adding Board Action Item 5i, Item 9 Executive Session and moving Announcements to Item 10

Brian Kohlmeyer seconded.

All in favor. Motion passed with 5 votes.

**3. Delegations of Visitors/7. Patron Input**

**4. Consent Agenda**

Brian Kohlmeyer moved to approve the consent agenda.

Jenn Larson seconded.

All in favor. Motion passed with 5 votes

**5. Items Requiring Board Action**

## **5a. SIA Application**

Eric Milburn stated that this is still a requirement and has to be turned in by April 15<sup>th</sup>. There is one change that was noted on the handout.

Received information from ODE that have next case scenario. Have been instructed that we can't have anything over budget. Only keep high priority plans. There are a lot of details still to be worked out. The plan is submitted April 15<sup>th</sup> and then ODE review board goes over it. Plans are solid and he doesn't expect anything from review.

Clarified that 9 and 10 are being taken out. Received direction from ODE after it was printed.

Eric Milburn went over the requests of the plan that the team came up with.

Jenn Larson asked if #1 was for a specific part of the school.

Eric Milburn clarified that it was K-8 with a focus on K-5.

Trina Comerford asked when it was due

Eric Milburn stated that it is due April 15<sup>th</sup>, but needs board approval.

Brian Kohlmeyer moved to approve the SIA Application with the change of taking out 9 and 10.

Amber Burns seconded.

All in favor. Motion passes with 5 votes.

## **5b. Policies**

Jenn Larson stated that she had a question and was guided to wait until that specific policy.

Discussion on policies.

AC noted change on three ORS's based on ORS changes.

AC-AR under step 2 5 school days allows for adequate time. Language changes.

BBF no bracketed language. Changes based on change to ORS. Now mandatory reporter and made change to board member expressing personal opinion.

BDC clarified and cleaned things up. Hardly any changes. Added a few words. Struck out language in #2. Expulsion not required.

EEA required, legal changes and Student Success Act.

GBA updated legal language. Multitude of ORS's cited for changing language.

GBDA changes to meet Federal requirements, four ORS's

GBEA Brand new. Trina Comerford asked to clarify if this was for sexual harassment. Eric Milburn stated that it was any harassment. Trina Comerford stated that it was straight forward and there is an ORS to comply pretty much word for word.

GBEA-AR goes with the process should there be a complaint filed. Comes with a form which the board likes. Language to leave it open of all admin. Amber Burns stated that 20 was crossed out and put 330 and Trina Comerford stated that that was to stay consistent and Eric Milburn clarified that that was page 3 of the AR. It was determined by the committee to be Superintendent for the position title.

GBNAA/JHFF and AR both are new and recommended with bracketed language. Required based on SB 155 that was passed. Discussion on text communication being discouraged but sometimes it would be allowable on individual basis.

GCAB is highly recommended.

IGAI required. Updates to current language from ORS and OAR updates.

IGBBA and IGBBA-AR updated bracket language required. Jenn Larson asked if there was a difference between working days and school days. Eric Milburn clarified that not all are on the same school schedule so we are using 5 school days. Trina Comerford stated that 5 school days gives families and staff the appropriate time.

IGBBC is required. It is simple and all options of how to implement program.

IKF is required. There was a lot taken out.

JEA SB802 Attendance. This was highly recommended.

JECA is required. Language from SB802 and SB905 changes.

JED is highly recommended. Program exemptions caused language changes.

JFCF has language removals because of legal definition changes. It was highly recommended.

JGAB and JGAB-AR admin rule changes in 2018 and 2019.

JGE language changes with legal references to OAR 581-021-0050

JHCD/JHCDA language changes OAR.

**JHCD/JHCDA-AR** This was not one that the committee wanted to implement. Eric Milburn stated that it was determined we didn't want our staff to administer Naloxone. Brian Kohlmeyer stated he thought it was a good idea to have it and there won't be issues with using it when it is. Jenn Larson asked if there would be training for the staff for this to happen. Amber Burns stated that it is worth revisiting. It was determined to save for work session.

JHFDA this is to be deleted. No longer allowed to suspend driving privileges.

JHFE and JHFE-AR delete old and add new because of OAR and ORS because of SB155. Trina clarified bracketed language. Dan Jones asked if it would be Superintendent or Principal on AR and it was clarified that it should be Principal or Sped Director.

JHFF is to be deleted.

KL will be discussed in a work session.

KL-AR will be discussed in a work session.

Jenn Larson moved to accept the policies AC, AC-AR, BBF, BDC, EEA, GBA, GBDA, GBEA, GBEA-AR, GBNAA/JHFF, GBNAA/JHFF-AR, GCAB, IGAI, IGBBA, IGBBA-AR, IGBBC, IKF, JEA, JECA, JED, JFCF, JGAB, JGAB-AR, JGE, JHFDA (delete), JHFE (delete current and adopt new JHFE), JHFE-AR (delete current and adopt new JHFE-AR 1), JHFF (delete).

Brian Kohlmeyer seconded.

Jenn Larson amended motion to delete JHFDA, delete JHFE old and adopt new JHFE, delete JHFE-AR and add new JHFE-AR (1)

Brian Kohlmeyer still seconds.

Trina Comerford would like discussion. Not sure that it is correct. Already said them above. Needed clarification that we need to delete JHFF because it was going to become part of the GBNAA. Both Trina Comerford and Eric Milburn were looking it up. Eric Milburn clarified that we did not have a GBNAA previously. We do currently have JHFF that needs deleted.

Ammend to delete policy JHFF

All in favor, motion passes with 5 votes.

### **5c. In-Touch Software**

LaRae Sullivan provided an attachment.

Brian Kohlmeyer stated that he is not sure it is feasible to get it out to the football field and re-coup the costs.

Brian Kohlmeyer stated that it was already approved to set up for the office and wanted a bid for what it would be to go outside. Still thinks that we need to look in to a square for the fields. Huge cost each year.

LaRae stated that using a square would be a double entry.

Amber Burns asked if gate and concessions are different entries? You can set up a square to go to different accounts.

Jenn Larson stated that she thinks it will be cheaper if we wait.

Trina Comerford stated that she saw it differently. It will be smooth and highly functional. She is good with it. Doesn't want spend more than a few minutes talking about \$600.

Discussion on recurring costs.

Clarification on costs of internet to field and boosts. Would not need hotspot and boost with Online NW.

Dan Jones is in support of running it out to the field.

It was clarified that \$2150 includes the whole system software support wherever it is operated.

Brian Kohlmeyer is on board with Online NW running out to fields.

Jenn Larson moved to remove the previous motion and approve new motion to get In Touch Software, without using T-Mobile package.

Trina Comerford asked if they can give her a dollar amount.

Jenn Larson amends to remove previous motion and approve the set up In-Touch software that was presented, minus the T-Mobile usage.

Dan Jones seconded.

Amber Burns stated that it is high and there are other ways to use squares. It is costly to do it this way.

Trina Comerford doesn't disagree with that, but In-Touch puts the Business Manager and Secretaries doing other things.

Trina Comerford also asked if there was a dollar amount associated with it.

Brian Kohlmeyer stated that the total would be \$9,787.67.

Four in favor, Amber Burns opposed. Motion passed.

#### **5d. Special Procurement and Exemptions from Competitive Bidding**

LaRae Sullivan presented a policy with changing language to have written quotes at \$10,000 instead of \$5,000 to match Federal guidelines.

Jenn Larson felt that it was a little high.

Trina Comerford and Amber Burns stated that they would like to keep it how it is.

Trina Comerford stated that they have to continue to be fiscally responsible.

Item 5d died for lack of motion.

### **5e. Resolution 20-07 Oregon Savings Growth Plan**

LaRae gave information to the board. She spoke to the representative with the State and it is to offer an additional tax shelter annuity to our employees.

Jenn Larson asked if there were additional costs to set it up.

LaRae Sullivan clarified that it is

Dan Jones stated that it was a great program and he motioned to approve the resolution.

Brian Kohlmeyer seconded.

All in favor. Motion passes with 5 votes.

### **5f. Approve Budget Committee applications**

Eric emailed the one application to the board.

Trina Comerford asked if the budget committee or board could appoint. There are three open positions and one applicant. We have in the past.

Eric Milburn stated that you can. It has been done in other districts or you can just have the board and the one applicant.

Trina Comerford asked if there are limitations on when that can be done.

Eric Milburn stated that he believes it has to be before the training. Doesn't think there is anything legal, but can research it out.

Trina Comerford clarified that the training is April 20<sup>th</sup>. Would like to encourage neighbors to write letters of interest and come to the next board meeting.

Trina Comerford moved to approve the budget committee application of Anna Scharf.

Amber Burns seconded.

Trina Comerford stated that she knows the budget well.

All in favor. Motion passed with 5 votes.

### **5g. Board-Superintendent Agreement**

Included in the packet.

Trina Comerford read the agreement for the record.

Brian Kohlmeyer moved to approve the Board-Superintendent Agreement.

Amber Burns seconded.

All in favor. Motion passed with 5 votes.

#### **5h. Board's Belief and Shared Values**

Included in the packet.

Trina Comerford read for the record.

Jenn Larson moved to adopt the Board Beliefs and Shared Values.

Brian Kohlmeyer seconded.

All in favor. Motion passed with 5 votes.

#### **5i. Classified Employee Sick Leave Pay for Emergency Days**

Eric Milburn stated that the classified employees are concerned about the emergency closure. He referenced BOLI law on what they can use for the closure. Where are we now if we have increased closure and have staff members with very little sick leave due to just being hired.

Trina Comerford stated that she was very clear that they should work if they didn't want to use their leave. She hoped that they came to work if they need their pay and isn't sure where they stand. If all employees came to work this week, we don't have an issue at this point. Under the emergency health act they can use their sick time. If they came to work as originally planned, they should be ok.

Eric specifically asked about employees who now have kids at home because of school being closed and not being able to come in.

Brian Kohlmeyer stated that he feels that if it continues we should do what we can for them.

Jenn Larson asked if there is prep work that they can do.

Eric Milburn stated that he doesn't know if there is enough work moving forward with an extended closure and where do they get paid on the scale. Do they get their regular rate or janitorial rate of pay?

Trina Comerford stated that the word fair is not applicable in this situation. The staff this week was offered to come in and work to receive their pay. If they wanted to stay home and use their emergency days, they are entitled to that. If it goes on longer than that it will need further discussion. There is also unemployment.

Trina Comerford asked Eric if a survey could go out in the next few days.

Eric Milburn stated that we have a pretty good idea, but yes we can. ODE asked the school districts for a plan on what will be done with an extended closure. Talked about in staff meetings; Google Classroom, other Google operations.

Item 5i died for lack of motion. No board action.

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

#### **6a - Administrative Reports**

- **Financial Report** – LaRae added new financial reports for the board used from Forecast 5. She reviewed them with the board. These reports are really easy to pull.
- **Superintendent Report** – Report in packet. Spoke to the emergency closure. The board took action to take the week of March 16<sup>th</sup> off and later that night the Governor closed school for the remainder of the month. Staff would return on March 30<sup>th</sup> and students would return on April 1<sup>st</sup>. Several questions; Will it affect the State School Fund? ODE says it is not going to affect the State School Fund as of now, but will be revisited if there is a longer time off. If we do have to go to extended time what options do we have? There are options if the closure is extended.

Option #1 Add to calendar

Option #2 Notify ODE that you are out of compliance

Option #3 Apply to the State Board for Waiver

Don't see issues with waivers being approved. It just needs to come from the board. Have to come up with a plan for what we are going to do with students who are going to miss an extended amount of time. Eric stated that we have three staff members who are trained in Google Classroom, so they can help the other staff get set up with that. A number of staff were already using Google Classroom and won't be much of a change. Will have to get creative for some elective classes. What happens if students do not have internet access? We have sent out information for free and low cost internet. They have phones with service that they can access. If all else fails, we can print off the stuff from Google Classroom and mailing and drop offs. He is confident with our staff that they will be able to provide it in a way that is beneficial for our students.

As of now, state testing will go as planned. May affect ELPA students, because the window closes shortly. Looking at making adjustments.

Also adjustments for teacher's license being renewed during this cycle are looking at reduction of 12 PDU's.

There are Superintendent webinars every Tuesday and Friday during the closure.

Jenn Larson asked if Google Classroom time can count as instructional time and it was clarified that yes it would.

Survival Swim is cancelled, report cards were mailed out, conferences were done via phone or Skype, outdoor school has been cancelled and will be planned for the fall for the current 6<sup>th</sup> grade class and then next year's 6<sup>th</sup> grader class will go in the spring.

Amber Burns asked if the ODE information could be posted on the website. It would be helpful.

Clarified that information regarding school changes from ODE posted to website

- **Dan Dugan – HS/MS** –Not here. Report in packet. Eric read his report.

- **Erin Henery – Special Education** – Current number 42.
- **Facilities** – Report was in the packet.  
Trina Comerford stated that she thought Troy was going to be at the meeting to discuss a sprayer that he is interested in purchasing. It is within his budget. It sterilizes a room in one sweep. Roughly \$1,700-1,800.

## **7. Patron Input**

Two people signed up to speak and Trina added Anna Scharf.

Missy Locke spoke to the classified staff and emergency. Wanted further clarification. Are we making the days up?

Trina Comerford stated that when we voted to close, we had enough days in the calendar that these days wouldn't be made up, but if staff wanted to be paid for the two days not used by emergency closure days, there were jobs to be done.

Missy also asked why the money is taken from classified when the district is not losing money.

Trina Comerford stated that there are still unknowns and there is no answer at this point. They had the opportunity to work

Christy Ford stated that the teachers aren't allowed to be in the building to keep it clean and safe, then why are we allowing other groups of people to be in the building.

This was not something board asked. Administration asked them to get what they needed so custodial staff could sanitize as best as possible.

Denise Dickey wanted clarification that if they want to work their 32 hours they could.

Trina Comerford stated that they could fill out a comp time form, sick time or emergency closure. There are a couple of ORS's that could come in to play.

Anna Scharf wanted to thank the board for allowing her to serve on the budget committee. Encourage to check with legal on going out and recruiting committee members. Especially looking forward to serving after approving a \$10,000 purchase of software program. That \$10,000 could have been used at enhancing Google Classroom usage with only three teachers knowing how to use it.

Request publically acknowledgment why her public records request has gone ignored. January 23<sup>rd</sup> requested Bond Committee minutes. 4 days later received response that the district would get back to her within reasonable time. 17 days later followed up citing policy. 18 days later received response that the minutes weren't taken by the same person and it still being worked on. 39 days in, but doesn't feel that we are doing anybody a service to ignore the obligations of the district of a public records request. Inappropriate for district to ignore a public record's request for any information for a public body when it has to do with public funds.

## **8. Board Comments**

Amber Burns said thank you to the policy committee.

Jenn Larson said thank you to the teachers for their efforts. They are appreciated. And thank you April Schorr for getting out all of the extra information.

**9. Executive Session ORS 192.660 (2)(b) 9:36 p.m.**

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

**11. Adjournment**

Meeting adjourned at p.m.