

**Members Present:** Chair – Trina Comerford, Brian Kohlmeyer, Amber Burns, Jenn Larson and via Zoom Dan Jones

**Administrators Present:** Superintendent/AD – Dan Dugan  
SPED Director – Erin Henery  
Dean of Students – Christy Ford

**Staff:** Business Manager – LaRae Sullivan

**Visitors Present:** In Person: Jessica Keene  
Online: Alex Graber, Paul Chamberlin, Anna Scharf, Kathy Tompkins, Crystal Beach

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1a - Pledge of Allegiance** – The meeting was called to order at 7:14 p.m. by Chair Trina Comerford. The meeting commenced with The Pledge of Allegiance.

**1b - Audience Introductions** – see attached list and above

**2. Approval of Agenda**

Jenn Larson asked if the contracts were going to be under information for the board. Trina Comerford stated that it needed to be action item 5g

Jenn Larson asked if we needed to speak about previous positions and Trina Comerford said that those are not available tonight. Dan Dugan stated that we can talk about it. Item 5h, MOU – Elementary would be moved to information item 6d. The OSCIM becomes item 5h, Modularity becomes 5i, and class size becomes 5j.

Brian Kohlmeyer moved to approve the agenda with the noted changes.

Amber Burns seconded.

No discussion. All in favor; motion passed with five votes.

**3. Delegations of Visitors –**

None

**4. Consent Agenda**

None

**5. Items Requiring Board Action**

**5a. Board Minutes – March 2021 meetings**

Brian Kohlmeyer moved to approve the minutes from March 2021 meetings.  
Jenn Larson seconded.

No discussion. All in favor; motion passed with five votes.

**5b. Bills – AP 16230-16308 and 9000068-9000069**

Amber Burns asked about the \$1900 on page 2 to Dallas Glass. Should this go to facilities budget? LaRae Sullivan said that fund 250 is for large projects so this was a general fund maintenance line item.

Amber Burns asked what the IO listing was for on page 25 and LaRae clarified that it was for posting IA positions.

Page 27 Waxie Air Purifiers for \$10,320; Amber Burns asked how many units and what each one cost. LaRae said that each unit was \$341 and there were 30 units.

Amber Burns asked for more information from page 37 Bon information. LaRae said that it was a rating payment from the closing docs on the bond.

Amber Burns stated that she had a modular question, but will ask during that item on the agenda.

Jenn Larson asked about the financial questions from last month and it was clarified that they were included in the minutes.

Amber Burns moved to approve the Bills – AP Checks 16230-16308 and 9000068-9000069  
Jenn Larson seconded.

No discussion. All in favor; motion passed with five votes.

**5c. School Profile**

Dan Dugan went over the profile numbers.

Brian Kohlmeyer moved to approve the School Profile  
Amber Burns seconded

No discussion. All in favor; motion passed with five votes.

**5d. Owner's project manager selection**

Dan Dugan stated that there were 7 firms that participated in the walk through and 5 submitted a proposal. The selection committee consisted of board members, community and staff members. They scored each of them and ended with two finalists; Integrity Management Solutions and HMK.

Notes were submitted by board members Amber Burns and Dan Jones; see below

----- Forwarded message -----

From: **Amber Burns** <aburns@perrydale.k12.or.us>

Date: Fri, Apr 16, 2021 at 6:16 PM

Subject: Committee Recommendation HMK

To: Dan Dugan <ddugan@perrydale.k12.or.us>

The committee gave careful consideration when choosing the project manager for our bond. Here is a list of reasons from the committee for choosing to work with HMK.

- HMK has a long history of working with school districts. They have served 98 out of Oregon's 197 districts. Their founder helped to write the OSCIM grant that we qualified for to help boost the funds Perrydale received during our bond process.
- HMK has a lot of experience working with seismic and renovation projects, as well as integration of new construction. They have dealt with solving structural issues that need addressing when working on those renovation projects. They worked with Perrydale previously on the library project.
- They have a dedicated accounting department, constantly monitoring costs and finding grants that will further benefit our project. They specifically mentioned ERATE and Energy Trust 1149 to help boost the funds needed to potentially reach priorities down the line we may not have been able to complete (playground, other types of projects). They look at things like off-site builds to save as much as possible, as well as weighing the options of a traditional build to see which method works best for Perrydale. Of the districts they have already served, they manage to save 10%- 12% on all projects by combining bids, something that we will be able to utilize with our combined seismic and general bond.
- Their lead accountant, Sean Yoder, works specifically with the PBAM accounting method. They knew LaRae by name, and intend to be her biggest supporter, helping with filing deadlines and keeping the budget in line. They will also help her to maximize our bond interest while the funds are invested.
- Each phase of each project is evaluated prior to the work beginning to be sure the estimate of costs aligns with our current budget. They use contract language to protect the district with any change orders.
- They budget a minimum 5% contingency.
- All decisions regarding architectural concepts and planning will be run through the bond committee and planned directly with the board. They will be present at all board meetings for updates, and at all committee meetings.
- They are currently \$2.5M under budget at Santiam, and \$1M under at Dayton.
- They have committed to dedicating Steve and Paul to OUR bond project. They will not be moved from the project, and their team will stay within their leadership during that time. Other boards have stated that they felt like they were HMK's only client due to that dedication and communication level.
- They use social media to update photos and progress so that the community is aware of what is being built, so that they feel a connection to the build. Gives transparency of the district being good stewards of the funds allocated, as well as building trust with our community.
- They will work with the board to set parameters for choosing local vendors as often as possible. They will get a limit on the radius of miles to search for local bids as a priority. Their project at Ashland utilized 90% local vendors.
- They will work to keep the look of the buildings like our small, rural school. It will fit the look of Perrydale, not appear like a building in Portland.

Dan Jones  
Amber Burns

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Dan Dugan stated that the committee recommended to move forward with HMK. There were 8 committee members present and it was a unanimous decision.

Amber Burns went over the key points for recommendation...

- Dedicated accounting department will be beneficial to LaRae
- A minimum of 5% contingency budgeted.
- Use of social media for transparency purposes
- Willingness to keep the look of the project to look like Perrydale

They gave detailed, thorough answers.

Jenn Larson stated that she couldn't find the email. Trina Comerford clarified that it was sent by Dan Dugan on April 16<sup>th</sup>.

Dan Jones wanted it noted that HMK has the districts best interest and he recommends moving forward with them.

Jenn Larson asked if we have used this company before.

Dan Dugan stated that the owner, Dave McKay did the library and computer lab project when he worked for another company.

Jenn Larson everyone who was on the committee.

Dan Dugan also mentioned that they have done work for 98 districts in Oregon.

Trina Comerford stated that their project advisory committee will work closely with the project manager and asked if this company was aware of that working relationship. Dan Dugan stated that they are aware.

Trina Comerford also asked if they know that if we don't have to spend every dollar, we aren't going to. Dan Dugan said that they do know that and they are looking out for us.

Amber Burns stated that they specifically said they are committed to this team that will be working on the project.

Discussion about the Santiam project visit and who was present. Trina Comerford asked if HMK was the project manager or if it was Gerding. Dan Dugan clarified that HMK was the project manager and Gerding was the builder.

Further discussion on that project and other grant monies available.

Dan Jones moved to select HMK as the owner's project manager  
Amber Burns seconded.

No further discussion. Motion passed with four votes. Trina Comerford voted against.

#### **5e. WESD Budget Committee Designee**

LaRae Sullivan told the board that this was something that Eric Milburn was involved in and when she learned that WESD had openings on their committee, she reached out to them. WESD needs board action to be a designee on the budget committee.

Jenn Larson moved to appoint LaRae Sullivan as a WESD budget committee designee.  
Amber Burns seconded.

No discussion. All in favor; motion passed with five votes.

#### **5f. Personnel Changes**

Dan Dugan announced the resignations of Denise Dickey – Varsity Volleyball Coach, D'Kota Milburn – Assistant Softball Coach, Glori Jephson – 5<sup>th</sup> grade teacher.

Also the hiring of Special Education IA – Kaitlyn Gallagher.

Dan Dugan spoke of each staff member and what they have offered the district over their years of service.

Brian Kohlmeyer moved to approve the resignations of Denise Dickey, D’Kota Milburn, Glori Jephson and the hiring of Kaitlyn Gallagher.

Jenn Larson seconded.

Amber Burns stated that her family would really miss Mrs. Jephson and the school will feel her loss.

Trina Comerford stated that she has enjoyed watching Denise with the volleyball team and is glad that she is still going to be a part of the office. She also stated that she is grateful for D’Kota’s service to the school as a coach. She has also heard wonderful things about the hiring of Kaitlyn.

All in favor; motion passed with five votes.

### **5g. Administrative Contracts**

Trina Comerford stated that they just got these back from legal and understands if board members have not had enough time to review them. Asked if anyone needs more time.

Amber Burns noted the TBA on VEBA and had concern that it wasn’t a set amount. This was for both contracts. Referencing page 3.

Dan Dugan stated that item 10a is the budgeted insurance amount and it is the same as it was the past three years with no increase. If you opt out the amount did go up and it is a set amount in VEBA.

Amber Burns asked if it was the same for Dan Dugan’s contract.

Trina Comerford stated that they were identical and that the other thing they did was provide a section for furthering education.

Brian Kohlmeyer stated that there was an issue on page 4 of Erin’s contract that each person day should be compensated at \$150/day NOT \$100/day.

Jenn Larson asked what the highlighted areas are and Trina Comerford clarified that these were the changes that were sent.

Trina Comerford asked if Dan Dugan or Erin Henery had anything or questions. They both said it was all good.

Jenn Larson moved to approve the contract for Erin Henery with the noted change of personal day compensation to \$150/day from \$100/day.

Brian Kohlmeyer seconded.

No discussion. All in favor; motion passed with five votes.

Dan Jones moved to approve Dan Dugan’s contract.

Amber Burns seconded

No discussion. All in favor; motion passed with five votes.

Dan Dugan said thank you and there is nowhere else he would rather be.

#### **5h. OSCIM Grant Resolution 21-12**

Dan Dugan stated that this needs to be done in order to qualify for the grant. This matching the amount that the voters agreed to and matching the premiums of proceeds from the sale of the bonds.

LaRae Sullivan stated that the Grant agreement is part of the resolution.

Brian Kohlmeyer moved to approve OSCIM Grant application and Resolution 21-12

Jenn Larson seconded.

All in favor. Motion passed with five votes.

#### **5i. Modulars**

Dan Dugan emailed the information from Modern (included) and gave an update on the usage of the modulars.

Discussion on ESSER II and ESSER III funds and the quote from Modern which is a total of \$194,880 which includes the ramp at \$10,000. We would not have to pay the removal fee of the ramp or the units.

Discussion of future needs due to COVID and construction. There are many possible uses.

Trina Comerford asked how old the units are.

Dan Dugan stated that they were built in 2018.

Amber Burns stated that we lost some parking lot space with the addition of the modulars.

Dan Dugan stated that he spoke to the fire marshal and it looks ok; have to confirm with the county before permitting. There needs to be 20 feet for fire truck plus area around the building. Fire alarms are already installed. We can be creative with parking on larger events that only happen a couple of times a year.

Discussion on procurement and whether or not we have to. HMK will help with this

Amber Burns moved to table the Modular discussion to April 27, 2021

Jenn Larson seconded.

Trina Comerford stated that she wanted to make sure that we were within the law and don't need other bids.

Brian Kohlmeyer asked to find out how much we have left that was already budgeting and what more we would need.

Discussion on using what was set aside from renting them.

All in favor; motion to table passed with five votes.

### **5j. Class numbers**

Dan Dugan stated that as previously discussed, the seventh grade class number is low and recommends doing a lottery to add 3-4 students.

Trina Comerford asked how many students were in the seventh grade in district, but attending other schools.

Dan Dugan said only one student.

Trina Comerford stated that she was concerned with adding too many and Amber Burns stated that she had the same concern.

Trina Comerford said it is something that can be delegated to the Superintendent and not micromanage.

Jenn Larson stated that she feels we could be more cautious and it could be left for open enrollment.

Jenn Larson moved to approve up to three students off the lotter list for seventh grade as long as the in district attending other districts is less than 2.

Brian Kohlmeyer seconded.

Amber Burns stated that she is uncomfortable with it and with the uncertainty of next year. Jenn Larson asked if there is enough wiggle room.

Amber Burns said she feels they are pushing it a little close and it is always a big concern.

Trina Comerford state that she personally feels we have wiggle room with 20 students.

Motion passed with four votes; Amber Burns voted against.

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

### **6a – Spotlight on Education**

Dan Dugan recognized the elementary students and Mr. Gubrud for their hard work on Jump Rope for Heart. They raised over \$1500.

He also recognized the leadership class and Mrs. Graber for their hard work planning the spring canned food drive. They spoke with the food pantry in Dallas and spring is a time where they could use the extra help with donations.

### **6b. Summer School**

Christy Ford and April Schorr are busy making plans for summer school. We tentatively have \$130,000. We would have pay about \$32,000 of that and could use the ESSER funds.

Trina Comerford asked if this was possible even if we buy the modulares and Dan Dugan said yes. Dan Dugan also stated that we are waiting to hear if we can offer child care before and after summer school. We can get an additional \$30,000 grant.

Tentatively summer school will run June 28-July 29

Daycare 7:30-9:00

School/Camp 9:00-2:30

Daycare 2:30-4:00

We should have projections by May 4<sup>th</sup> hopefully.

Christy Ford spoke about the plan which includes a camp style learning environment with themes and activities along with academics. She stated she is excited to offer free child care.

Trina Comerford asked what the age group is and Christy said K-12. Dan Dugan clarified that daycare would be for K-5

Dan Dugan also stated that the May meeting might have an MOU for summertime work.

Amber Burns asked if they would be traveling off campus. Christy Ford clarified that that was not necessarily the plan. Activities would be on site.

Jenn Larson asked if it was open to all families or if they would be selected and it was clarified that it would be open to any Perrydale families. Dan Dugan said that a flyer and survey were being prepared. A lot will happen in the next few weeks when it comes to summer school.

## **6c. Admin Reports**

### **Dan Dugan – Superintendent Report**

Dan Dugan went over the facilities report. There were nice comments about how things looked at the track meet.

Trina Comerford said she greatly appreciates the upkeep of the grounds.

Dan Dugan said that he is appreciative of how the school and community have come together. It is great to see the kids here everyday. There have very few discipline incidents. We do have students participating in middle school and high school softball as well as track.

### **Erin Henery – Special Education**

36 students.

Trina Comerford asked about the nets and padding that were donated. Dan Dugan said that last year a family donated money for pole vault pit and the old mats were repurposed to the Delphian School.

Trina Comerford mentioned football pads and Dan Dugan clarified that yes, Robbie Scharf worked with the school to get it set up. About \$2500 piece of equipment and very appreciated.

**Facilities Report** – In board packet

#### **6d. MOU – Elementary Dean of Students**

Dan Dugan is looking to continue with Christy Ford for the K-8 Dean of Students and have her continue education for administrative license. We are waiting on MOU for contract and support of her education. Dan Dugan also said how great it is to have someone with such a good rapport with students, staff and the community.

Trina Comerford stated that this is something that Perrydale has needed; the love and passion for elementary.

#### **7. Patron Input**

Anna Scharf spoke about the school profile and the discrepancy between 2<sup>nd</sup>, 4<sup>th</sup>, and 7<sup>th</sup> grades.

Discussion and questions about the home school students and if they are included in the numbers. It was clarified that the home school numbers are not included in the total enrollment, but only listed as information. 2<sup>nd</sup> and 4<sup>th</sup> grade numbers are correct and the discrepancy in 7<sup>th</sup> grade is likely a typo and will be double checked for accuracy.

Trina Comerford asked how many students are in each grade that are in district and attending other schools. Can this be reported?

Dan Dugan suggested another column on the profile.

Trina Comerford stated that we did not need it every month, but at the time of opening the lottery is a good time for the extra data.

#### **8. Board Comments**

Jenn Larson stated that we need to be aware of student numbers and agrees that those numbers do not need to be reported every month.

Trina Comerford publically thanked April Schorr for her work with the kids, teachers and PPC. Also Dan and Erin for their hard work.

#### **9. Announcements/Dates of Importance/Correspondence**

April 23<sup>rd</sup> – Friday School make up

April 27<sup>th</sup> – OSBA work session

May 3<sup>rd</sup> – Budget Committee Public Meeting

May 7<sup>th</sup> – Friday School make up

May 7-9<sup>th</sup> – PPC Auction

May 17<sup>th</sup> – Final Budget Committee Meeting

May 17<sup>th</sup> – Regular Board Meeting

#### **10. Adjournment**

Meeting adjourned at 9:38 p.m.