

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

**Administrators Present:** Superintendent/Principal – Eric Milburn  
HS/MS Principal/AD – Dan Dugan  
SPED Director – Erin Henery (via Zoom)

**Staff:** Business Manager – LaRae Sullivan

**Visitors Present:** April Schorr, Anna Scharf, Darcy Kirk (via Zoom)

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1a - Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. by Chair Trina Comerford. The meeting commenced with The Pledge of Allegiance.

**1b - Audience Introductions** – Sarah Brake, Missy Locke, Christy Starr

**2. Approval of Agenda**

Trina Comerford made an adjustment to the agenda to add item 5h Greenhouse.

Brian Kohlmeyer moved to approve the agenda with the noted change of adding Item 5h – Greenhouse.

Amber Burns seconded.

All in favor; motion passed with 5 votes.

**3. Delegations of Visitors –**

Trina Comerford stated that she did have a request that was sent to her, but she will not read it because it wasn't done according to policy. Eric Milburn received one as well.

**4. Items Requiring Board Action**

**4a. Board minutes from regular Board meeting on May 18, 2020**

Brian Kohlmeyer moved to approve the minutes from regular board meeting on May 18, 2020.

Dan Jones seconded.

All in favor. Motion passed with 5 votes.

**4b. Bills – AP Check #'s 15716-15751 and 9000032-9000034**

Amber Burns referred to page 7 and asked if we still had to pay for Salem Art since we didn't use it and it was clarified that this was for services already provided through March.

Referring to page 8 Amber Burns asked about contract with Mid-Co Bus. LaRae clarified that this was a 12 month contract/agreement, plus additional. Next month will include May and June

Jenn Larson moved to approve bills and AP check #'s 17516-15751 and 9000032-9000034

Brian Kohlmeyer seconded.

All in favor. Motion passed with 5 votes.

#### **4c. School Profile**

Eric Milburn stated that we won't see any changes until school starts.

Brian Kohlmeyer moved to approve the school profile.

Jenn Larson seconded.

All in favor. Motion passed with 5 votes.

#### **4d. Certified Contracts**

Dan Jones thanked the certified staff for their work on the contracts. He recommended approving a three year contract for 2020-2023 after highlighting some changes including language changes to working hours, staff meetings, increased percentages of healthcare contribution and VEBA contribution, increased insurance cap, revised language to Article 1; Association rights, update Appendix B – Coaching, increased percentage in salary scale and a 3% COLA each year.

Trina Comerford stated that she didn't see anything regarding District Leadership Team and Dan Jones clarified that that was taken removed on advice from legal, because of the uncertainty with COVID and an MOU can be done later.

Brian Kohlmeyer moved to approve the Certified contracts.

Amber Burns seconded.

All in favor. Motion passed with 5 votes.

#### **4e. Classified Contracts**

Brian Kohlmeyer stated that he would be abstaining from discussion and voting due to an actual conflict of interest.

Amber Burns gave an overview of the updated Classified contract which was a two year contract. This would allow for off-setting years and would be 2020-2022

Changes include increases in health insurance cap, increased to VEBA contribution, language changes, increased unused personal day payout, added longevity pay in Article 10, Article 8 adds Bereavement, addition of Article 17 – Staff rights, addition of prep time for IA's who have requirements from teachers, addition of training lead position 6% increase in pay for 3 months, increased salary schedule to go along with competitive minimum wage

Dan Jones moved to approve the contract.

Amber Burns seconded.

Motion passed with 4 votes; Trina Comerford, Dan Jones, Amber Burns, Jenn Larson. Brian Kohlmeyer abstained due to an actual conflict of interest.

#### **4f. Confidential Contracts**

Dan Jones recommended approving and gave an overview of the IT contract which included a change in COLA; increased to match the certified contract. This is a three year contract.

Brian Kohlmeyer stated that the contract says one year. This was a mistake and an updated contract would be printed to say three years.

Jenn Larson recommended approving and gave an overview of the Executive Secretary Contract which included language of longevity pay, increase in salary and vacation days, increased insurance cap and VEBA contribution to match the classified contract. This is a two year contract.

Amber Burns recommended approving and gave an overview of the Business Manager contract to include an increase in salary, increase insurance cap and opt out matches, and language changes to take out trainings which have been completed. This is a three year contract.

No other questions.

Brian Kohlmeyer moved to approve the confidential contacts for IT, Executive Secretary, and Business Manager.

Dan Jones seconded.

All in favor. Motion passed with 5 votes.

#### **4g. Resolution 20-10 Reallocation on General fund transfer to Special Revenue Funds**

LaRae Sullivan clarified the document in board packet.

Trina Comerford asked if the CTE fund was overspent and if it was more or the same as before. Also asked what the benefit is to not have the budget reflect this.

LaRae Sullivan stated that we are moving the revenue to cover it and we had enough money either way, it doesn't make much of a difference.

Brian Kohlmeyer moved to approve Resolution 20-10 Reallocation on General fund transfer to Special Revenue Funds.

Jenn Larson seconded

All in favor. Motion passed with 5 votes.

#### **4h. Resolution 20-11 Adopting the Budget, Making Budget Appropriations, Imposing the Tax and Categorizing the Tax**

Amber Burns moved to approved Resolution 20-11 Adopting the Budget, Making Budget Appropriations, Imposing the Tax and Categorizing the Tax and read the following included in the board packet;

Be it resolved that the Board of Directors of the Perrydale School District hereby adopts the budget for fiscal year 2020-2021 in the total amount of \$15,895,363.

This budget is now on file at 7445 Perrydale Road in Amity, Oregon.

Be it resolved that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020 for the following purposes:

General Fund total \$5,403,645; Debt Services Fund total \$72,000; Special Revenue Fund \$1,610,156, Capital Project Fund total \$8,809,562; total Appropriations, all funds \$15,895,363; total adopted budget \$15,895,363.

Be it resolved that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2020-2021:

1. In the amount at the rate of \$4.5657 per \$1000 of assessed value for permanent rate tax;
2. In the amount at the rate of \$0.00 per \$1000 of assessed value for local option tax; and
3. In the amount of \$0.00 for debt service on general obligation bonds;

Be it resolved that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate tax \$4.5657/\$1000

Local Option Tax \$0.00/\$1000

Excluded from Limitation

General Obligation Bond Debt Service \$0.00

The above resolution statements were approved and declared adopted on June 15, 2020

Jenn Larson seconded.

Discussion. Amber Burns stated that her choice is nothing against the budget or how it was prepared, but she is concerned about going forward. There may be massive changes coming.

Trina Comerford stated that she is also concerned about the budget and feels that it is too large and that we need to be conservative

Motion passed with 4 votes; Trina Comerford, Dan Jones, Brian Kohlmeyer, and Jenn Larson. Amber Burns voted against.

## 5. Items for the Information of the Board

### 5a - Administrative Reports

- **Financial Report** – Report in packet. Nothing further to report and no other questions.
  
- **Superintendent Report** – Report in board packet.

Eric Milburn wanted to publicly thank the staff for their hard work during the remainder of the school year. He also thanked Salt Creek Baptist Church and David Curtis for their volunteers and donation to the food service of our students during the closure.

He stated that he expects a short session between now and the 22<sup>nd</sup> of June regarding budget; SSF, SIA, CAT, Measure 98 are big items of concern.

- **Dan Dugan – HS/MS** –Report in packet. Also thanked students, staff, and parents. He received a lot of positive feedback during the closure.

Still unsure of what athletics in the fall look like. There are have been discussions of switching fall and spring seasons, or possibly no spectators.

- **Erin Henery – Special Education** – Current number 42. Also wanted to thank our speech pathologist. We were the only school providing virtual speech sessions during the closure.
- **Facilities** – No report provided.

#### **5b. Seismic Rehabilitation Grant** – provided in packet

Also included was a sample of what an RFP could go out using info provided by Soderstrom's format. Bonds for the grant will most likely be sold in June. Once they are sold we can get final information to move forward. The Grant is \$2.3 million. It cannot increase the footprint, but can be used to restructure and make updates. They will look at recommendations that were made and work with architect.

Trina Comerford asked about the issue date of June 23<sup>rd</sup> and closing date of July 13<sup>th</sup> on the document provided and Eric Milburn clarified that that was just a mock up and not exact.

Trina Comerford asked if we had a timeline of spending and Eric Milburn stated that we are still waiting on that as part of the final information.

Trina Comerford asked for a work session when that information is available.

#### **5c. Report on janitorial supply vendors**

Eric Milburn provided a report comparison of Waxie and Cintas

Trina Comerford stated that these documents need to be in the board packet so they have time to look them over ahead of time.

Discussion on maintenance duties.

Trina Comerford stated that she had a concern that we have spent over \$26,000 with no contract which is well over the \$5,000 allocation.

Will work on contract for upcoming fiscal year.

Jenn Larson stated that the report is helpful.

Trina Comerford stated that there has not been a savings since switching and it violates policy

Eric Milburn stated that there is no doubt we will have increased costs for cleaning next year.

Jenn Larson stated that it would be help to see what a projection would be.

Trina Comerford stated that she is more concerned with spending without a contract.

Amber Burns asked if we need bids for the contract that would be over the \$5,000 threshold

Trina Comerford clarified that we don't need one for facilities.

Eric Milburn will work with Troy on contracts.

#### **5d. Electrical Upgrade**

Nothing provided in packet.

An estimate was given for upgrades which is for two projects.

Discussion of what the projects would include and an estimate of what the projects could cost.

Trina Comerford asked if we could have bids for the next meeting and Eric Milburn stated that that was their plan.

#### **5e. Preschool**

Eric Milburn stated that he didn't move forward with a preschool contract because there are not enough preschoolers at this time. There are 2 that are interested and on that is possibly interested. Wasn't sure if it would be sustainable to run the program.

Trina Comerford stated that we don't know any of our numbers. There could be language change to back out of the contract. It is already in the budget. She also shared that she has community letters in support of the preschool program

Eric Milburn reminded them that the budget is based on revenue and wanted to up front. The revenue wouldn't be there if we only have 2 or 3 students.

Trina Comerford stated that it is too early to say no to preschool. Would like to continue on the model of K-12 with preschool and athletics.

Jenn Larson thinks that we will get to fall and it won't be as scary and parents will want preschool.

Trina Comerford stated that this is treated the same as the budget. If the funding isn't there then we don't have it. She asked if she should read the letters and it was clarified that those should be done at the patron comments section of the meeting.

Jenn Larson stated she thinks they should move forward with the contract with new language.

Discussion on when current contract was up and when a new one would need to start.

Trina Comerford asked Eric to get moving on a contract and Jenn Larson would work on that with Darcy and Eric.

#### **5f. Update on fencing costs**

Report was in the packet and clarified where the difference in cost came in

#### **5g. ODE Distancing rules for fall**

Eric Milburn gave an overview to the board about what was released by ODE. Staff volunteers will meet and will ask parents to volunteer to meet on a committee. Must have an Operational Blueprint to ODE no later than August 15<sup>th</sup>. Three additional guidance documents will come out before that date.

Trina Comerford asked what the plan is.

Eric Milburn stated that the plan is to come up with an Operational Plan using staff volunteers. He will send out a survey to the community for input and support.

Amber Burns asked about the 3% cap that can be placed for students transferring out and it was clarified that the cap is for in district students. Out of district students are free to transfer out any time.

Administration will continue going to meetings that are being held in the coming days.

Trina Comerford asked if Eric was shooting for the week of June 29<sup>th</sup> for the first meeting and he stated yes.

Trina Comerford stated that she wants the meetings posted on the calendar.

#### **5h. Greenhouse**

Trina Comerford referred to an email that she received which posed the question – why PPC is still fundraising for the greenhouse. The greenhouse is bigger than planned. The district is helping with power and trenching. Helle Ruddenklau has stated that PPC could walk away from the greenhouse as is or raise an additional \$19,000 to make it operational on a much larger scale. PPC has not come to the district to ask for money, but Trina stated that they may happen.

Dan Dugan spoke about the Perkins Grant.

Trina Comerford stated that there are other grants they are working on.

Dan Dugan stated that he hopes to have more information in the coming weeks.

Trina Comerford stated that she feels the district should alleviate PPC from having to do more fundraising. We should look in fall to do a Resolution to finish paying for the greenhouse.

Dan Dugan also spoke to schedules and classes that will be able to utilize it.

## **6. Patron Input**

Trina Comerford read emails that she received in support of the preschool program from Katrina Smisek and Jan Stapleton.

Darcy Kirk also spoke to the importance of preschool and how she was working on getting the word out.

Sarah Brake discussed the importance of reopening school in the fall and offering all normal things for the students.

Anna Scharf via Zoom chat discussed the size of the greenhouse, stated that the 3% cap on students leaving was for in district, and also suggested moving registration back to allow for more decisions to be made prior to.

## **7. Board Comments**

Jenn Larson wanted to thank Erin Henery and Melissa Nisly for a great job. She was very impressed with the contact they made with the kids.

Amber Burns apologized for missing 8<sup>th</sup> grade promotion and congratulated the 8<sup>th</sup> graders.

Trina Comerford stated that it was wonderful to see the smiles on parents' and students' faces at 8<sup>th</sup> grade promotion and heard positive feedback. She thanked the staff for their hard work and making families feel supported.

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

July 20<sup>th</sup> – Work Session 6:30pm

July 20<sup>th</sup> – Regular Board Meeting 7:00pm

August 1<sup>st</sup> – Graduation TBD

August 3<sup>rd</sup> & 4<sup>th</sup> - Registration

August 15<sup>th</sup> – Operation Blueprint due to ODE

## **9. Adjournment**

Meeting adjourned at 10:09pm