

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road Amity, Oregon 97101
Tuesday, February 20, 2018
7:00 P.M.**

REGULAR BOARD MEETING MINUTES

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 or they can be found by using the following link: <http://mixlr.com/emilburn/showreel/>

Tuesday, February 20, 2018 00:00:00/01:46:28

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Anna Scharf, at 7:31 P.M.; other board members present were Amber Burns, Trina Comerford, John Cruickshank, Jr, and Daniel Jones. Also present were Superintendent – Eric Milburn, Vice Principal/Athletic Director- Daniel Dugan, Special Education Director – Erin Henery, Business Manager – Melanie Neece, and members of the audience (See list attached).

1.1 The Pledge of Allegiance – The flag salute was led by Chairperson, Anna Scharf.

1.2 Audience Introduction/Request – Attendees see attached list.

0:01:00/01:46:28

1.3 Adjustments to the Agenda/Adopt Agenda

00:01:32/01:46:28

Add/Revised Items:

- 3.3) Add Resignation - Tim Weidman, Maintenance Supervisor, New Hire - High School Baseball Coach – David Shultz, and New Hire - Hanna Amador, High School Softball Assistant
- 3.4) Add Superintendent Evaluation/Contract Extension
- 3.7) Add Resolution to Extended Teacher Contracts - Resolution 5-1718
- 8.0) Remove Executive Session ORS 192.660(2)(b)

Note: Trina Comerford inquired into the open enrollment listed under item 3.6) members stated number must be set by March 1st, 2018. District set as zero and this has nothing to do with inter-district transfers.

John Cruickshank, Jr., moved to adopt the agenda with the above noted changes, seconded by Trina Comerford.

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

2) DELEGATION OR VISITORS:

00:04:36/01:46:28

Kirk Hutchinson, former board member, came before the current board members with matters that pertain to board action; with a letter of support for Superintendent, Eric Milburn; Kirk Hutchinson read his letter to all stakeholders.

The letter expressed the unequivocal support to the Superintendent in his complex role he has in the district and expressed his personal admiration for the successes implemented by Superintendent, Eric Milburn for a job well done!

In Kirk's thirty-four years of interacting with the district; he feels Superintendent, Eric Milburn is a great fit for the district.

3) ITEMS REQUIRING BOARD ACTION

00:09:08/01:46:28

3.1 Financial Report:

Reports: Included the January 2018 - Financial Summary report for the period ending 01/31/2018 and the district credit card statement for the period ending 01/31/2018.

Check Listing: Check Numbers 13451 – 13534, for the period ending 01/31/2018.

Trina Comerford moved to accept the check numbers 13451-13534 and the Financial Summary Report and supporting backup for the period ending 01/31/2018 as presented, seconded by Amber Burns.

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

Note: Trina Comerford, expressed appreciation for the watchful eye on the credit card activity and the tracking of the corrections.

3.2 Consent Agenda:

00:09:25/01:46:28

Regular Board Meeting Minutes: Tuesday, January 16th, 2018

Correction: Page 6, Item 7) Add Executive Session for February 20, 2018 at 6:30 pm for:

ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660 (2) (f) To consider information or records that are exempt by law from public inspection.

Trina Comerford, moved to accept minutes as presented with noted changes, seconded by Amber Burns.

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

3.3 Personnel New Hires/Resignation:

00:13:03/01:46:28

New Hires:

High School Baseball Coach – David Shultz

High School Softball Assistant Coach – Hanna Amador

Vice Principal/Athletic Director- Daniel Dugan communicated the skill set of each of the recommended new hires to the board.

John Cruickshank, Jr., moved to accept the personnel new hires as presented, seconded by Trina Comerford.

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

Resignation:

Maintenance Supervisor - Tim Weidman

Superintendent, Eric Milburn, shared a letter of resignation effective March 7, 2018 from Tim Weidman, Maintenance Supervisor.

Note: Job description will be shared with the members in google docs as soon as possible to allow the job posting development immediately. The district may need to pull in a long term sub to help with the workload until a suitable candidate is found. Direction from the board has been given to administration for the salary and terms of this open position.

*Trina Comerford, with **great sadness** moved to accept the resignation as presented, seconded by John Cruickshank, Jr.*

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

Tim has done and exemplary job for the district over the past two decades and will be greatly missed!

3.4 Superintendent Evaluation/Contract Extension:

00:46:40/01:46:28

Superintendent, Eric Milburn, was evaluated on the following nine standards: (1) Leadership and District Culture, (2) Policy and Governance, (3) Communication and Community Relations, (4) Organizational Management, (5) Curriculum Planning and Development, (6) Instructional Leadership, (7) Human Resources Management, (8) Values and Ethics of Leadership, and (9) Labor Relations.

Board Chair, Anna Scharf recited the findings of the board members, to all stakeholders attending the meeting:

STANDARD 8) Values and Ethics; the board felt that Superintendent, Eric Milburn, was **exemplary** at this measure.

STANDARDS 1) Leadership and District Culture Standard, **4)** Organizational Management, **5)** Curriculum Planning and Development, **6)** Instructional Leadership, and **9)** Labor Relations; the board felt Superintendent, Eric Milburn, was evaluated to be **strong** on these five measures.

STANDARDS 2) Policy and Governance and **3)** Communication and Community Relations the board felt that Superintendent, Eric Milburn was assessed to be **average** at these measures.

However, **STANDARD 7)** Human Resource Management; the board felt this measurement **needs improvement** and asked Superintendent, Eric Milburn, to develop goals around this standard and present to the board.

Overall, Superintendent, Eric Milburn, continues to provide a positive focus on student learning, curriculum development and instructional leadership for the staff at Perrydale School. His passion for student success and value of equity for all furthers the success of the school district, students and staff.

EVALUATION:

John Cruickshank, Jr., moved to accept the Superintendent's evaluation as presented, seconded by Trina Comerford.

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

EXTEND SUPERINTENDENT'S CONTRACT:

00:49:40/01:46:28

Trina Comerford, moved to extend the Superintendent's contract and move forward by entering into contract negotiations, seconded by John Cruickshank, Jr.

Vote 3 (three) to 2 (two)

Motion carries.

Scharf – No Burns – No Comerford – Yes Cruickshank – Yes Jones – Yes

3.5 School Calendars for 2018-2019 and 2019-2020

00:50:23/01:46:28

Superintendent, Eric Milburn, reviewed the draft 2018-2019 and 2019-2020 school calendars in the board packet with a summary of the 2018-19 calendar; explaining the student contact, planning, in-service and conference days. Members expressed concern that the calendars did not equal 168 working days.

After much debate the group agreed to add to the 2019/2020 calendar; June 11th as a Student Contact Day and June 12th as an Assessment Day making the calendar equal 168 working days.

Daniel Jones, moved approve both the 2018/19 and the 2019/20 School Calendars as discussed, seconded by Trina Comerford.

Vote 4 (four) to 1 (one)

Motion carries.

Scharf – No Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

3.6 Open Enrollment

01:05:54/01:46:28

Annually, the Board Members shall establish the number of students to whom consent will be granted by March 1 for the upcoming school year.

*Trina Comerford moved to set open enrollment at **zero** as presented, seconded by Amber Burns.*

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

3.7 Resolution to Extend Contracts

01:04:40/01:46:28

Superintendent, Eric Milburn, shared **Resolution 5-1718** with listed employees to extend the licensed staff contracts prior to March 15th as per Oregon revised statute 342.

Superintendent's Recommendations:

Granting for the 2018-19 and the 2019-20 School Years

Dean Deters	Christina Lorenz
Brock Ferguson	Misty Matthews
Brad Ford	Melanie Mays
Christy Ford	Tracy Pe'a
Alex Graber	Sara Reyes
Chris Gubrud	Tabitha Richards
Glori Jephson	Tammy Ruegsegger
April Logsdon	Janeen Thomson

Granting for the third year probationary status

Shane Brown	Erika Wilmes
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Granting for the second year probationary status

Melissa Nisly

Granting for the first year probationary status

N/A this would only be used for late hires during the current year that have not completed their first year with the district

John Cruickshank, Jr., moved to approve extension of licensed staff contracts as presented from Resolution 5-1718, seconded by Daniel Jones.

Motion passed unanimously.

Scharf – Yes Burns – Yes Comerford – Yes Cruickshank – Yes Jones – Yes

4) ITEMS FOR THE INFORMATION OF THE BOARD

01:09:46/1:53:03

4.1 Administrative Report

Vice Principal/Athletic Director- Daniel Dugan, shared the safety committee update; we had the following student injuries during the period: One student fell down with a moved chair and has a bused buttock, one with a fractured wrist, another with a bloody nose from running into a tree playing tag, and another with a rolled ankle.

The district started a positive referral ticket program; the district sent a batch out today; the idea came from Scio, Thank You SCIO! The idea is one part is sent home on a post card and the other part is put into a drawing. The students are entered into the drawing the win prizes. Examples: \$5.00 gift cards to Subway, Dutch Bros ect.

This is a positive way to say: **Thank you for the hard work!**

Also, Superintendent, Eric Milburn and Vice Principal/Athletic Director – Daniel Dugan, are rewarding staff with time; they are teaching a class for them to give bonus time.

Update on the JFCG-AR Tobacco, Alcohol, & Drugs meeting: Committee members Michelle Sekafetz, Abigail Biber, Erin Henery, and Dan Dugan shared recommendations with the board members. Members will pull additional policies and compare. Board Chair, Anna Scharf, is to send revisions to OSBA and will bring a draft back to the March meeting.

Good news, girls won and will be playing Damascus Christian, Friday at 6:30 this is a HOME game, love to see you all there.

Special Education Director, Erin Henery, shared the districts count is currently at 36 with 1 in process and 5 on a 504's - evaluate consent. We are serving 42.

Superintendent, Eric Milburn, shared with the group the district has scheduled Literacy Night; it will be coming up during Dr. Seuss week March 8th, 2018 at 6:30 pm in the new gym, they currently have ten stations preschool through eighth grade.

This is the same night as the Spaghetti Feed in hopes of a larger turnout. Alex Graber explained the plan for the ten stations; this is for kids of all ages. Literacy could be reading, writing and arithmetic, as well as, geography; the setup will be based on a passport station, and each station will stamp the passport.

Superintendent, Eric Milburn, explained this is requirement of Title I. The district is moving from Title “targeted assist” to “school wide” this happened during the annual review with ODE. This will remove the limited access to the program we have had in the past. They will be attending the McKinney Vento Training in March.

4.2 Facilities/Maintenance Report:

01:31:00/01:46:28

Superintendent, Eric Milburn, informed the members with an update regarding the fire alarm inspection. The Fire Marshall has requested adding an additional notification devise in the Middle School hallway and to move the pull box from behind the pole to a more accessible location.

Performance and McMullen are not in agreement to which party is responsible to finish the work. The additional parts are needed in order to have the Fire Marshall sign off on the job. Each part is pointing the finger at each other; McMullen informed the district they have withdrawn from the process. Parties are stating the work is outside the original scope of work. Superintendent, Eric Milburn, is reaching out to the parties to find a reasonable solution for this issue.

4.3 Site Council:

01:13:26/01:46:28

Alex Graber expanded on the discussion around Literacy Night; it will be coming up during Dr. Seuss week March 8th, 2018 the same night as the Junior Class will also be hosting a dinner fundraiser. STEM science projects this Friday in the old gym, it will be a lot of fun for the kids grades 3 - 7, but is open to all. OMSI was out for assembly and engaged students to the fun of science.

01:38:13/01:46:28

Superintendent, Eric Milburn, shared the school profile for January, 2018.

Note: Trina Comerford expressed the need to watch out that no one is over looked when the revisit this topic in June regarding the out of district summer moves.

5. PATRON INPUT:

01:39:30/01:46:28

None at this time.

6. BOARD COMMENTS/RECOGNITION:

01:39:32/01:46:28

Trina Comerford is very proud of the Basketball Teams!
Boys – Fall City game very well played! GREAT GAME

Congratulations to Terry Newton being named **COACH** of the YEAR!

Board Chair, Anna Scharf asked if the district was aware of any activities scheduled for April 20? Walkouts have been scheduled across the country in protest. “Student walkouts against Gun Violence”, Superintendent, Eric Milburn and Vice Principle Daniel Dugan, have not been apprised of any activities in our district as of yet.

Some suggestions were to have a proper venue to engage the student population in inviting guest speakers and or community events to support solutions to this type of violence and build community involvement and support.

Active Shooter **TRAINING** Scheduled at Perrydale School District on Saturday, April 7th, 2018 at 08:00 A.M. to be posted on the reader board to make the community aware of the event. In addition, a public statement will also be sent by Superintendent, Eric Milburn.

7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES

01:45:19/01:46:28

Regular Board Meeting Date: Monday, March 19th, 2018
Time: 7:00 P.M.
Location: District Board Room-Science Lab

Ag Week February 20th -24th, 2018
Ag Olympics February 21st, 2018
Winter Sports Awards March 6th, 2018
Literacy Night March 8th, 2018 at 6:30 P.M.
FFA Chili Feed March 14th, 2018 at 5:00 – 6:00 P.M.
Donkey Basketball March 14th, 2018 at 6:30 P.M.
Active Shooter Training April 7th, 2018 at 08:00 A.M.

8. EXECUTIVE SESSION:

01:46:28/01:46:28

ORS 192.660(2)(b) To consider the dismissal or disciplining of , or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

Removed Agenda Item 8, not needed!

Adjournment: Chairperson, Anna Scharf, adjourned the meeting at 9:23 P.M.