

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road Amity, Oregon 97101
Monday, March 19, 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/>

Monday, March 19, 2018 00:00:00/01:46:31

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Anna Scharf, at 7:04 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.

0:00:29/01:46:31

1.3 Adjustments to the Agenda/Adopt Agenda

00:01:07/01:46:31

Change: Item 3, needs to be renumbered from 4.1, 4.2, 4.3 to a series of 3.1, 3.2, 3.3 etcetera.

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:

00:02:15/01:46:31

None at this time.

3) ITEMS REQUIRING BOARD ACTION

00:02:33/01:46:31

3.1 Financial Report:

Reports: Included the February 2018 - Financial Summary report for the period ending 02/28/2018 and the district credit card statement for the period ending 02/28/2018.

Check Listing: Check Numbers 13525 – 13599, for the period ending 02/28/2018.

Daniel Jones moved to accept the check numbers 13525-13599 and the Financial Summary Report and supporting backup for the period ending 02/28/2018 as presented, seconded by Amber Burns.

Motion passed unanimously.

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

3.2 Consent Agenda:

00:03:52/01:46:31

Regular Board Meeting Minutes: Tuesday, February 20, 2018

Trina Comerford, moved to approve minutes as presented, seconded by Amber Burns.

Motion passed unanimously.

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

3.3 Personnel New Hires/Resignation:

00:04:30/01:46:31

New Hires:

Middle School Baseball Coach – Brad Ford

Vice Principal/Athletic Director- Daniel Dugan communicated the skill set of Mr. Ford and recommended him as a new hire to the board.

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

Motion passed unanimously.

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

3.4 Appoint Budget Committee Open Positions:

00:05:41/01:46:31

Board Chair, Anna Scharf, shared that we have three open budget committee positions and four applicants; one of the individuals did not reside within the district's boundary and could not be considered as the first line on the application states you must reside within the district's boundaries.

Applications received were from the following: Dustin Wilfong, Kirk Fast, and Brian Kohlmeyer.

Daniel Jones moved to appoint Brian Kohlmeyer, Dustin Wilfong and Kirk Fast to the open budget committee positions, seconded by John Cruickshank, Jr.

Motion passed unanimously.

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

Note: *Business Manager, Melanie Neece, to send a welcoming packet.*

3.5 JFCG-AR Discipline for use, possession distribution or sale of Tobacco Products or Inhalant Delivery Systems.

00:08:00/01:46:31

Board Chair, Anna Scharf, shared a response from OSBA policy advisor regarding the inquiry from February. Peggy Holstedt with OSBA, said the board should remain uninvolved regarding specific language within this policy. After a long discussion, the board decided to adopt Policy **JFCG-AR Version I**, with nothing in the bracketed language. By doing this, the administration will have the flexibility to enforce discipline as needed, depending on each incidence.

John Cruickshank, Jr., moved to adopt the policy JFCG-AR, Version I; with the above noted changes in the bracketed language, seconded by Daniel Jones.

Motion passed four to one.

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

NOTE: The Board Members would like to review this topic when the Student Handbook is reviewed, revised and/or adopted.

4) ITEMS FOR THE INFORMATION OF THE BOARD

00:32:40/01:46:31

4.1 School Based Mental Health Program

00:32:50/01:46:31

Brent Demoe and Doug Gouge from Polk County Mental Health shared handouts with the members regarding the services provided in the past such as clinical supervision, direct access to the resource center, flight teams, threat assessments, suicide screenings, mental health support, consultations, and suicide prevention training. All data is one year behind, additional information regarding service integration was also handed out. Perrydale School District has had a 100% positive outcome and will be increasing its services contracted for the upcoming year.

The program increase will be approximately 29%, this will increase the time from .80 FTE to 1.0 FTE for the district.

Note: The same person will be returning again in the 1819 year; this is best for all parties, as the students are familiar with them and they have built trusting relationships. Carmen Hilke has been a really **GREAT** fit with the district and everyone is impressed and values her contributions to the district. Thank you Carmen!

4.2 Administrative Report

00:52:42/01:46:31

Vice Principal/Athletic Director- Daniel Dugan shared the safety committee updates; we had the following student injuries during the period: Two kindergarteners and gym floors, and two athletic related injuries; a sprained ankle and dislocated shoulder, parent was present with injury that happened at the game.

The mandatory all staff, two and a half hour Safety Training was last Friday. It is amazing how many of us fit in the science lab. Administration asked for feedback and received a lot of great ideas back from the staff. Staff will be working with the students and social training before lock down and lock out training is rolled out throughout the school. Board Members would like plans shared with the parents and/or families prior to posting on any social media platform. The board would like copies of all emergency plans to be shared under agenda item **(Items for the Board)** things that would be included in this section would be evacuations topics: Earthquake/Fire/Flood where the families would meet to pick up their children and how this would work, all standard protocols the district would be using.

ESD text messaging has been implemented in the district; this happened a lot sooner than anticipated. We can send out messages to specific groups (this is a great feature for the district), if a team is delayed or we have a late bus we can send a message to that group to notify the families of the delay. This will take a little time to setup the specific groups but it will be worth it. All **calls** are still in place; stakeholders have to sign up for the text messaging and accept the rates.

Special Education Director, Erin Henery, shared the district's count is currently up from 42 to 45, with 2 in process, the 45 doesn't include the in process students and they also have 1 (one) on a 504 - evaluate consent.

Superintendent, Eric Milburn, shared with the group the district had Literacy Night on March 8th, which was fantastic! A great turn out! Great Dr. Seuss decorations were made, it was amazing! Kids showed up dressed as book characters; this promotion was part of the Title I program. Donkey basketball was a great fun for all and had a wonderful turnout.

At the in-service the district also continued the training for social and emotional learning for the licensed staff. DESSA K-8 survey will be available to the district within a few days. 9-12 will happen in the fall; this survey works on a bell range and it is a great tool to let us get the students what they need. If supplementary needs are necessary the survey expands from a DESSA mini, to a DESSA full; from eight to a seventy-two question survey, to evaluate the students and what their specific needs are.

4.3 Facilities/Maintenance Report:

01:13:35/01:46:31

Superintendent, Eric Milburn, informed the members that the district hired a long term substitute to help with the custodial efforts through WESD. This has been very helpful during the transition in efforts in finding the Director of Maintenance. This individual comes with excellent skills and is helping out; the school is clean! So far, no complaints have been received. A water valve was completely covered by gravel; Forbes was able to find it.

Tuesday is the CTE Revitalization Grant training, a team of us will be attending and the information will be shared at the schedule Facilities meeting scheduled for this Wednesday evening at 7 PM. The maintenance position is closed and Daniel Jones will be a part of the team hiring. The fire alarm work is completed, we are waiting on inspections, the Fire Marshall also needs to do a final inspection and sign off on the job. When we have time administration and coaches are on the mower.

NOTE: Superintendent, Eric Milburn, to post the Facilities Committee Meeting. Wednesday night's meeting may have a quorum attending. OSBA said to "notice the meeting." However, the facilities committee is looking at day-to-day work and the board should not be involved. The facilities committee should bring on-going issues/projects to the board for authorization and/or status updates. Post the meeting with 24 hours' notice.

4.4 Site Council:

01:21:03/01:46:31

Superintendent, Eric Milburn, shared the update for Site Council with the board. Literacy Night was the main focus during the last meeting. Administration is sending out to Tammy and Alex big "**KUDOS**" for pulling the program together so nicely. Next meeting will focus on the School Wide Improvement Day the date will be either May

2nd or 3rd, the school Talent Show, as in the past, will happen on the same day. They will update everyone when the date is finalized.

4.5 School Profile:

01:23:21/01:46:31

Superintendent, Eric Milburn, shared a revised school profile for February, 2018 this was emailed out and put into the packets, because of transposed numbers between 10-11th grade levels. Also discussed, was making a different section by bumping up TAG and having community involvement dropped down with titles that reflect the total hours as they are not averages.

4.6 Review Potential Budget Items and Possible Personnel Changes Consistent with Long Range Plans:

01:25:05/01:46:31

Superintendent, Eric Milburn, shared an email from Business Manager, Melanie Neece, on March 14th with all parties; an explanation regarding the notes on the Budget Calendar, these notes are used as a tool to help gather the needs from the programs by a specific date to incorporate those needs or adjustments into the proposed budget document.

This will allow time to prepare the document. Business Manager, Melanie Neece, offered to change the terminology if anyone had suggestions to avoid confusion in the future.

Note: Also causing additional confusion was the meeting with Superintendent for Financial Planning on the budget calendar for February 25th that was so business services could be informed of any Safety/Facilities needs in the district.

Again this was on the budget calendar **to gather information about programs** and the needs within the district. Items like the CTE and TAP grants that would be discussed in the facilities meeting; if the information is not shared with fiscal services and incorporated into the proposed document, the district may incur additional costs and additional workload, to add these types of items at a later date. Local Budget Law; if a grant/donation exceeds 10% of a major fund, the district would have to go out for a supplemental budget and incur the publication costs as well.

Board Chair, Anna Scharf wants clarification from whom and when are budgetary items being given?

Business Manager, Melanie Neece, stated that hopefully the committees such as Safety and Facilities are sharing their findings with the board and administration; the budget process should start in December with feedback coming from the committees, board, administration and programs on a regular basis, but needs a cutoff date to include them in the document. Superintendent, Eric Milburn, and Vice Principal, Daniel Dugan, stated we have all been working together to add to the development process.

4.7 Path Forward for TAP Grants (Facility Assessment \$20,000, Long Range Facility Plan \$25,000 and Seismic Assessment \$25,000):

01:31:31/01:46:31

Board Chair, Anna Scharf, stated Superintendent, Eric Milburn, shared an email on March 7th that the district will be getting all three of the grants.

Business Manager, Melanie Neece, shared that the district must use an approved ODE vendor to perform the assessments; Board Chair, Anna Scharf, stated RFPs are needed and Business Manager, Melanie Neece, needs to follow up with the proper steps to ensure compliance with the grant guidelines. Once the TAP assessment is completed the district can apply for the matching grants.

Board Chair, Anna Scharf, would like a timeline for the grants with mile stones. No obligation comes from the TAP grants. Business Manager, Melanie Neece, explained the TAP Grants are designed to help the state access the needs and retrofit some of the older buildings in the state to make it safer for all. We are located in a high seismic zone, July 1st we could start the process; bring back three quotes for the board to decide whom they would like to perform the assessments.

5. PATRON INPUT:

01:39:30/01:46:28

None at this time.

6. BOARD COMMENTS/RECOGNITION:

01:40:32/01:46:28

Trina Comerford is happy to get the TAP grants, it is important that we are good stewards and we take care of the facility. Also, congratulations and is very proud of the Basketball Teams! They are a good team, very proud of our coaches. Congratulations to Terry named COACH of the YEAR! Thank you to Administration and the Teachers for Literacy Night "my grandson had a blast, will not stop talking about it and Wacky Wednesday!" Thank you to whoever is doing the TRACK fundraising, appreciate the community helping and seeing what it does for our kids. Thank you to the new Budget Committee members for their help.

Board Chair, Anna Scharf, shared a note left in their box thanking them for making it possible to have funds for Outdoor School. (This was last year's note).

7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES

01:45:19/01:46:28

Facilities Meeting

Date: Wednesday, March 21st, 2018

Time: 7:00 P.M.

Location: **District Board Room-Science Lab**

Active Shooter Training

April 7th, 2018 at 08:00 A.M.

Note: *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.*

Budget Committee Training

Date: Monday, April 16th, 2018

Time: 6:00 P.M.

Location: **District Board Room-Science Lab**

Regular Board Meeting

Date: Monday, April 16th, 2018

Time: 7:00 P.M.

Location: **District Board Room-Science Lab**

Initial Budget Committee Meeting

April 23rd, 2018

Time: 6:00 P.M.

Location: **District Board Room-Science Lab**

Second Budget Committee Meeting

May 7th, 2018

Time: 6:00 P.M.

Location: **District Board Room-Science Lab**

Final Budget Committee Meeting

May 21st, 2018

Time: 6:00 P.M.

Location: **District Board Room-Science Lab**

8. EXECUTIVE SESSION:

01:46:28/01:46:31

ORS 192.660(2) (a) To consider the employment of a public officer, employee, staff member or individual agent.

NOTE: This will be board members only!

9:59 P.M. adjourn into regular session.

Adjournment: Chairperson, Anna Scharf, adjourned the meeting at 10:00 P.M.