

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road Amity, Oregon 97101
Monday, November 13, 2017
7:00 P.M.**

REGULAR BOARD MEETING MINUTES

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Anna Scharf at 7:01 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, and 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 – No request at this time.

1.3 Adjustments to the Agenda/Adopt Agenda –Revised items:

Trina Comerford requested adding the following items under section 4, Items for the Information of the Board.

- 4.7) Board Self Evaluations
- 4.8) OSBA Promise Scholarship Program
- 4.9) Board Organizations and Committees

John Cruickshank, Jr., moved to adopt the agenda with noted changes, seconded by Daniel Dugan. Motion passed unanimously.

2) DELEGATION OR VISITORS: None at this time.

3) ITEMS REQUIRING BOARD ACTION

3.1 Financial Report:

Reports: Included the October 2017 - Financial Summary report for the period ending 10/31/2017 and the district credit card statement for the period ending 10/31/2017.

Check Listing: Check Numbers 13155 – 13274, for the period ending 10/31/2017.

Trina Comerford moved to accept the check numbers 13155-13274 and the Financial Summary Report and supporting backup for the period ending 10/31/2017 as presented, seconded by Amber Burns. Motion passed unanimously.

3.2 Consent Agenda:

Board Meeting Minutes: Monday, October 9, 2017 – Regular Board Meeting

Correction needed to item 3.2 name change Anna to Amber

John Cruickshank, Jr., moved to accept minutes as presented with name change, seconded by Daniel Jones. Motion passed unanimously.

3.3–Personnel New Hires: Superintendent, Eric Milburn, shared recommendations for new hires: Telaney Newton – Girls’ Basketball Coach and Tammy Lambert – Special Education Instructional Assistant.

Trina Comerford moved to accept the personnel new hires as presented, seconded by Amber Burns. Motion passed unanimously.

Note: Trina Comerford stated she is happy to see a graduate of Perrydale hired into a coaching position and is equally happy to see a substitute hired into a regular position.

3.4 Required Policy-Review: 1st Readings: KBA, KBA-AR, KL, KL-AR (1) or (2), KN-AR (1) or (2). Delete: LGA, LGA-AR (1), LGA-AR (2)

The members reviewed each policy separately and noted changes to share with OSBA (Oregon School Board Association) all revisions will be posted on the website.

KBA: Public Records and KBA-AR: Public Records

Trina Comerford moved to accept KBA and KBA-AR: Public Records with noted changes in the bracketed language as discussed. This is the first and final reading, seconded by Amber Burns. Motion passed unanimously.

KL: Public Complaints, KL-AR (1): Public Complaint Procedure, and KL-AR (2): Appeal to the Deputy Superintendent of Public Instruction.

*Amber Burns moved to **NOT** adopt changes to: KL, KL-AR (1), and KL-AR (2) as discussed, seconded by Trina Comerford. Motion passed unanimously.*

KN-AR (1): Relations with Law Enforcement Agencies

KN/~~JHFE~~-AR (2): ~~Abuse of a Child~~ Investigation Conducted on District Premises

Amber Burns moved to accept KN-AR (1) and KN-AR (2) – highlighted language as discussed. This is the first and final reading, seconded by Trina Comerford. Motion passed unanimously.

NOTE: Administration must request photo ID and obtain a signed declaration prior to granting access. A business card is **not** proof and cannot be used; failure to meet one of the five criteria on KN-AR (2) may result in the administrator's refusal to allow the student interview on district property. **All staff must be trained on this procedure.**

DELETE

LGA: Compliance with Standards, LGA-AR (1): Public Appeals and Complaints about Alleged Violations of Standards, and LGA-AR (2): Appeal to the State Superintendent of Public Instruction about Alleged Violation of Standards.

*Daniel Jones, moved to **DELETE** policies LGA: Compliance with Standards, LGA-AR (1): Public Appeals and Complaints about Alleged Violations of Standards, and LGA-AR (2): Appeal to the State Superintendent of Public Instruction about Alleged Violation of Standards as discussed, seconded by Amber Burns. Motion passed unanimously.*

3.5 OSBA Elections-LPC Position, 13 Candidate- Trina Comerford and Resolution 1: Reorganizes the Oregon School Boards Association as a non-profit corporation and adopts the proposed 2017 bylaws.

John Cruickshank, Jr., moved to accept the "YES" vote for Trina Comerford for LPC, OSBA Candidate 13 Position as presented, seconded Amber Burns. Motion passed unanimously.

Resolution 1: Reorganizes the Oregon School Board Association as a non-profit corporation and adopts the proposed 2017 bylaws.

Trina Comerford moved to approve Resolution 1 as presented, seconded Daniel Jones. Motion passed unanimously.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Spotlight on Education: Math Professional Development

Alex Graber shared that the training was AMAZING, very valuable, and thanked the board for letting the staff attend. Conference all day, lots of tools and tips to run math stations; kids are changing and we have to teach differently to engage them. The district has really put a lot of effort in providing the training in math during in-service and followed up to the conference.

4.2 Administrative Report: Vice Principal/Athletic Director – Daniel Dugan, shared that the first STEM day was last month, one more scheduled before winter break and elementary to host four more events, PPC funds to help the program. Erin Henery, Directory of Special Education, had nothing to report at this time. Superintendent, Eric Milburn, reported lots of events in the Middle & High School classes, 6th through 12th grade students attended the career fair at the Yamhill Fair Grounds. The district did not attend the Polk County one because we had PSAT scheduled on the same day. Last week we did the ASVAB for the juniors and college night, it was advertised really well, the district offered prizes along with pizza and soda. We had lots of vendors, but only about ten students and one parent showed up, it was not attended well. Upcoming

parent teacher conferences are scheduled for next Monday and Tuesday before the holiday break. End of the quarter report cards will be going out.

4.3 Facility Maintenance Report: Superintendent, Eric Milburn, shared a handout with the members outlining some of the projects that are either in process or are finished. Roof repairs have been completed, only repairs could be done at this time the district is to be on the schedule for replacement next summer. Tractor has been purchased and is now on site. Lock down buttons have been installed, fire suppression is scheduled for testing. Bleacher third quarter replaced with ADA went with black as the red was the wrong color, looks good.

4.4 School Profile: Superintendent, Eric Milburn, shared the school profile for October 2017. Anna wants the report reviewed as the counts for K, 2, 8 and 12 are not matching up month to month. If you put them side by side, the new numbers are not reflecting the changes. Superintendent, Eric Milburn, will work with the office to correct the sheet.

4.5 Facility Bond Investigation: Trina Comerford shared a printout of the data collected regarding the OSCIM program, Piper Jaffray, engagement letter, and the TAP Grants to help offset the cost of a facility assessment. Trina Comerford stated the district doesn't need permission to apply for a grant, only to spend it if awarded.

Scope of services are listed under tab 7, for everyone to review from PiperJaffra, the district will not have any charges unless it successfully passes a bond, apply tomorrow!

4.6 School District Report Card: Superintendent, Eric Milburn, shared the school district report card with the members. Math scores were down, but the district expected that. Report card will be re-designed; they are looking at a one page summary and will have a link to dive deeper into the report if needed. A request for the definition of Regular Attenders, Superintendent, Eric Millburn, will send findings to the members.

4.7 Board Evaluation Tool: Trina Comerford, shared samples the Oregon School Boards Association, Board Self-Evaluation tool. She would like everyone to fill out and meet 30 minutes prior to the next regular scheduled meeting to review.

Part 1) Performance Standards

Standard 1) Leadership: Mission, Vision & Goals

Standard 2) Policy and Governance

Standard 3) Community Relations

Standard 4) Cultural Responsiveness and Educational Equity

Standard 5) Accountability and Performance Monitoring

Standard 6) Board Operations: Meetings

Standard 7) Board Operations: Board Member Communications

Standard 8) Board Operations: Board – Staff Relations

Standard 9) Board Operations: Board – Superintendent Relations

Standard 10) Values, Ethics and Responsibility for Self

Standard 11) Board Systematic Improvement

Part 2) Goals

Goal Statement 1, 2, 3 etc.

Trina stated she is really hard on others and holds them to really high standards; this tool will help identify areas that may need work.

All members will send the data to Trina to compile a summary prior to the meeting.

4.8 OSBA-Promise Scholarship Program: Trina Comerford shared a handout with the members if they participate and complete the program, the OSBA will give a scholarship to the district to distribute as they see fit. It is a win-win for both the board and the students. The cost is \$1,200 for three classes and \$1,200 to complete any "Student Based" project the board would like help with. The district spends \$2,400 and when the program is complete OSBA will give \$5,000 for scholarships.

4.9 Board Organizations & Committees Trina Comerford shared information regarding seven areas that other districts formed for committees and how they work.

- 1) Facilities
- 2) Negotiations
- 3) Board Policies
- 4) Curriculum
- 5) Activities
- 6) Finances
- 7) Communications/Social

Two board members sit on each committee and change every year and invite staff and community members to sit on the committees. The committees report back to the board in a work session prior to the regular meeting, that way the regular meeting is streamlined and the findings/suggestions can be listed under the consent agenda and approved as discussed in the work session. For example: Board Policies.

Trina Comerford to gather additional information from other like size districts, regarding their committees & processes, she will report findings back to the group.

5. PATRON INPUT: Nothing at this time.

6. BOARD COMMENTS/RECOGNITION:

Amber Burns thanked Trina Comerford for all of her extra work, it is appreciated. Trina Comerford extended a "GREAT JOB" to the Volleyball Team and is really happy to acknowledge GPA and hard work of the Students.

GREAT JOB! Perrydale and the Les Schwab Hunger Initiative – WOW 510,150 pounds raised! Awesome!

