

**PERRYDALE SCHOOL DISTRICT, NO. 21  
SCHOOL BOARD MEETING MINUTES  
District Board Room-New Science Lab  
7445 Perrydale Road Amity, Oregon 97101  
Monday, April 16, 2018  
7:03 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, April 16, 2018 00:00:00/01:50:09**

**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, Business Manager – Melanie Neece, and members of the audience (See list attached). Vice Principal/Athletic Director- Daniel Dugan, Special Education Director – Erin Henery were not in attendance.

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

**1.2 Audience Introduction/Request** – Attendees see attached list.

00:00:44/01:50:09

**1.3 Adjustments to the Agenda/Adopt Agenda**

00:01:04/01:50:09

Add 3.8 Promise Oregon Scholarships

Add 3.9 Superintendent’s Evaluation

Note: Visited in February and approved minutes in March, but we have a conflict in documentation.

Add 4.5 Sub Committees

Note: Policies, we have a full review list for May Board Meeting.

*Trina Comerford moved to adopt the agenda with the above noted changes, seconded by Daniel Jones.*

*Motion passed unanimously.*

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

## **2) DELEGATION OR VISITORS:**

00:04:43/01:50:09

None at this time.

## **3) ITEMS REQUIRING BOARD ACTION**

00:05:00/01:50:09

### **3.1 Financial Report:**

**Reports:** Included the March 2018 - Financial Summary report for the period ending 03/31/2018 and the district credit card statement for the period ending 03/31/2018.

**Check Listing:** Check Numbers 13525 – 13599, for the period ending 03/31/2018.

**NOTE:** Actual check numbers were **13600-13695** issued in the amount of \$99,052.72 inadvertently omitted when updating the Financial Statement for March; the check listing was included in the board packets, but read into minutes as 13525-13599 in error.

*Daniel Jones moved to accept the check numbers 13525-13599 and the Financial Summary Report and supporting backup for the period ending 03/31/2018 as presented, seconded by Amber Burns.*

*Motion passed unanimously.*

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

### **3.2 Consent Agenda:**

00:05:50/01:50:09

**Regular Board Meeting Minutes:** Monday, March 19, 2018

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

*Motion passed unanimously.*

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

### 3.3 Contract Renewal for Melanie Neece- Business Manager and Erin Henery- Special Education Director:

00:06:39/01:50:09

Superintendent, Eric Milburn, shared letters of recommendations for renewal, both for Melanie Neece and Erin Henery to the board.

Chairperson, Anna Scharf, stated she checked with OSBA regarding negotiating confidential contracts as well as with Rebecca, they both recommended this duty should be the Superintendent's responsibility.

Staff relations, the board will be looking to the Superintendent for recommendations. Other members recommended forming committees to negotiate confidential contracts as they felt leaving this in the *previous* Board Chair/Superintendent's hands in the past was risky.

Members want to table topic until sub-committees work directly with the employee and the Superintendent in negotiating their contracts and bring the recommendations back to the board in May.

*Daniel Jones, moved to TABLE until the May meeting as discussed, seconded by Trina Comerford.*

*Motion **TABLED** unanimously.*

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

### 3.4 Title IA Parent Involvement:

00:22:15/01:50:09

Superintendent, Eric Milburn, stated no changes from the prior year, and the policy was reviewed by Site Council- we are required to review and approve every year.

*Trina Comerford, moved to approve the Title 1A Parent Involvement Policy as presented, seconded by John Cruickshank, Jr.*

*Motion passed unanimously.*

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

### 3.5 Resolution #6-1718 Intent to Rehire Classified Staff.

00:23:14/01:50:09

Superintendent, Eric Milburn, shared the Resolution #6-1718: Intent to Rehire Classified Staff with the names of the staff member and title listed.

*Trina Comerford moved to approve Resolution #6-1718: Intent to Rehire Classified Staff for the 2018-19 Fiscal Year, as presented, seconded by Daniel Jones.*

*Motion passed unanimously.*

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

### **3.6 Resolution #7-1718 CTE Revitalization Grant Building Proposal**

00:23:22/01:50:09

Superintendent, Eric Milburn, shared the Resolution #7-1718 CTE Revitalization Grant finding cost analysis and feasibility review prior to moving forward with building.

*Trina Comerford moved to approve Resolution #7-1718: CTE Revitalization Grant finding cost analysis and feasibility review, seconded by Daniel Jones.*

*Motion passed unanimously.*

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

### **3.7 Eighth Grade Coast Trip**

00:28:10/01:50:09

Mr. Brown shared the 8<sup>th</sup> Grade Field Trip itinerary with the group; trip scheduled for Monday 5/21 through Friday 5/25, 2018.

*Daniel Jones moved to approve the 8<sup>th</sup> Grade Field Trip, seconded by Amber Burns.*

*Motion passed unanimously.*

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

*Note: Trina Comerford thanked Mr. Brown his leadership, for all of the work put into the trip and for getting the kids excited about the trip.*

### **3.8 The Promise Scholarship Program**

00:39:34/01:50:09

Trina Comerford shared the application for the OSBA 2018, The Promise Scholarship Program, and noted that it is a one year commitment by all of the board members in time and training activities. In addition, the fee of \$2,500 would be offset once the program is completed, and the district would receive up to \$5,000 to give in scholarships to our students.

*Trina Comerford moved to approve the Promise Scholarship Program commitment by the board as presented, seconded by Amber Burns.*

*Motion passed unanimously.*

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

### **3.9 Superintendent Evaluation**

00:50:03/01:50:09

Discussion was held by the board regarding the evaluation document of the Superintendent completed at the February 20, 2018 board meeting, and the conflict between what was read into the record on that date vs. the minutes that were approved on March 19, 2018. Key dates and requested deliverables contained in the Superintendent evaluation were not noted in the minutes.

The board agreed that what was read into the record at the 2/20/18 meeting was the intent of the board.

A hard copy of the evaluation matching that intent and containing the specific dates of the deliverables was signed by the Board Chair and delivered to the Superintendent at the meeting.

### **4) ITEMS FOR THE INFORMATION OF THE BOARD**

01:01:00/01:50:09

#### **4.1 School Based Mental Health Program**

01:01:57/01:50:09

Superintendent, Eric Milburn, shared that the students went to competitions; Mrs. Reyes' High School Math class did very well. Mr. Ferguson's class went to the Science Olympics at OSU the kids were really excited about that and ended up in the top 10 in their categories! Great job!

April 5<sup>th</sup> the district held the Lock Down/Lock Out drill and it went really well.

April 7<sup>th</sup> the Polk County Sheriff's Department did their confrontational simulation drills at the school.

April 13<sup>th</sup> Randi Peterson, from Bellevue School District, trained the staff on Social and Emotional Learning, with great feedback from the staff. The administration would like all staff to participate in this training, from bus drivers to kitchen staff as we all have contact with the students (*this is a powerful training, self-aware*) incorporating this into a way we do business and our school climate.

Events include: first to third grades participating in the Swim Survival and on May 6<sup>th</sup> Outdoor School!

April 28<sup>th</sup> is Kindergarten roundup; involvement from Polk County is included, and lots of resources that are available in the county will be presented; backpacks full of

school supplies will be available. The Central High School campus will be hosting Fam Jam. For all interested parties, we will not be providing transportation, but the information will be made available.

#### **4.2 Facilities/Maintenance Report**

01:13:22/01:50:09

Superintendent, Eric Milburn, shared with the group the district will hold the rest of the scheduled interviews for the Director of Maintenance early in the week. Superintendent, Eric Milburn, had to fix the heater in the kindergarten room this morning. We had to order additional parts for the ice machine, and they are in so we can move forward with the installation, water pressure regulator is not working running at 110 lbs. and should be around 80 lbs., so they tempered it down. Great job by the custodial staff, it would be wonderful if we could keep them all as they are working great with each other.

#### **4.3 Site Council**

01:18:32/01:50:09

Alex Graber stated they are working on SWID scheduled for Wednesday, May 2<sup>nd</sup>; we will have the Talent Show the same afternoon. The school wide beautification project will happen closer to Eighth Grade Recognition and Senior Tea; no date has been set.

#### **4.4 School Profile:**

01:20:21/01:50:09

Superintendent, Eric Milburn, shared a revised school profile for March, 2018 a change in the data reporting because of the YTD average/hours; an error was noted on the Previous/Current Month Attendance Rate percentage it should be 88% not 86%.

#### **4.5 Board Subcommittees:**

01:21:31/01:50:09

Trina Comerford shared a hand-out of what board subcommittees could look like and how they work in other districts.

Two board members sit on each sub-committee for their “work sessions,” for things like Facilities, Negotiations, Board Policy, Curriculum, Activities, Finance, and Communications the work is done prior to the board meetings. Recommendations and findings are giving to the board members to make motions on, and these recommendations are to help reduce the current length of board meetings. The Superintendent sits on every one of sub-committees; this can add trust and transparency to all stakeholders.

Trina Comerford will bring information from other boards in the region and share their outcomes with our members so they can get an idea of how this is working for them.

Note: Item 3.3 Tabled until May: Trina Comerford and Amber Burns to work with Administration to negotiate the confidential contracts.

**5. PATRON INPUT:**

01:41:10/01:50:09

None at this time.

**6. BOARD COMMENTS/RECOGNITION:**

00:00:00/01:50:09

Trina Comerford is happy the facility department has found good temporary custodial staff. Thank you to our new Budget Committee Members, for their help. Trina is also looking forward to improvement to the district website.

**7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES**

00:00:00/01:50:09

Initial Budget Committee	Date: Monday, April 23 <sup>rd</sup> , 2018 Time: 6:00 P.M. Location: <b>District Board Room-Science Lab</b>
Kindergarten Roundup	Date: Saturday, April 28 <sup>th</sup> , 2018 Time: 10:00 A.M - Noon. Location: <b>Kindergarten Classroom</b>
Second Budget Committee	Date: Monday, May 7 <sup>th</sup> , 2018 Time: 6:00 P.M. Location: <b>District Board Room-Science Lab</b>
Final Budget Committee Meeting	May 21 <sup>st</sup> , 2018 Time: 6:00 P.M. Location: <b>District Board Room-Science Lab</b>
Regular School Board Meeting	May 21 <sup>st</sup> , 2018 Time: 7:00 P.M. Location: <b>District Board Room-Science Lab</b>

Adjournment: Chairperson, Anna Scharf, adjourned the meeting at 08:53 P.M.