



Perrydale

SCHOOL DISTRICT

7445 Perrydale Rd
Amity, OR 97101
Eric Milburn, Superintendent

503-623-2040 / 503-835-3184
Fax: 503-835-0631
Dan Dugan, Vice Principal

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road, Amity Oregon 97101
Monday, August 8, 2016
7:00 P.M.**

REGULAR BOARD MEETING MINUTES

1) CALL TO ORDER/WELCOME

The meeting was called to order by Board Chair, Trina Comerford, at 7:03 P.M.; other board members present were John Cruickshank, Jr., Kirk Hutchinson, Daniel Jones and Anna Scharf. Also present were Superintendent – Eric Milburn, Business Manager – Melanie Neece and Vice Principal/Athletic Director – Daniel Dugan. Also present were members of the audience. (See list attached).

1.1 The pledge of Allegiance – The flag salute was led by Board Chair, Trina Comerford.

1.2 Audience Introduction/Request – None at this time.

1.3 Adjustments to the Agenda/Adopt Agenda – Adjustments made are as follows:

(1) Add item **4.3** Polk County Sheriff's Office

(2) Add item **6.1** OSBA 2016-17 Summer Conference Update

Kirk Hutchinson made a motion to accept the adjustments as presented to the agenda, seconded by Anna Scharf. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.



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1.4 - Financial Report:

Reports: July 2016 - Financial Summary for the period ending 07/31/2016

Check Listing: Check Numbers 11908 – 11951, for the period ending 07/31/2016

The board requested the details for the payments made to Salem Art Association, Trina commented on the wonderful projects the students were able to participate in during the past year; the backup will be emailed on 08/09/16. Ann Scharf made a request that the word **conference** be referenced in the check listing report line item, if reimbursing a board member for expenditures incurred while attending professional development in the future. Anna Scharf made a motion to approve the **Financial Report Summary** and the **Check Listing Report** as presented for the period ending **07/31/2016**, seconded by Kirk Hutchinson. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

1.5 – Consent Agenda:

Regular Board Meeting Minutes: John Cruickshank, Jr. informed Business Manager – Melanie Neece, of a correction to the July 11th regular minutes on item 3.1 revise motion made by Anna Scharf and seconded by Kirk Hutchinson.

Kirk Hutchinson made a motion to approve the regular board meeting minutes with **noted changes**, as presented for the July 11, 2016 meeting, seconded by John Cruickshank, Jr. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

Special Board Meeting Minutes: Daniel Jones informed Business Manager – Melanie Neece that the July 18th, 2016 minutes numbering sequence was out of order and 1.1 needed to be removed. In addition, item 2.1, third line the word **suppression** is to be replaced with **alarm**.

Anna Scharf made a motion to approve the special board meeting minutes with **noted changes**, as presented for the July 18th, 2016 meeting, seconded by John Cruickshank, Jr. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.



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1.6 Facilities/Maintenance Report- Superintendent, Eric Milburn, updated the board with the status of the summer projects; Innovative tested the system and the final report has not been received by the district, he will follow up with the company's representative to give the board a timeline of when the district can expect to receive it. The district received the bid to install the gate in the back parking lot to the field in line with the crosswalk; it is estimated between \$1,200 and \$1,250. Dan and Tim requested a bid to repaint the striping in the back parking lot; they will share the estimated cost with the administrative team and the board members as soon as they are received. Tim has tested the water in all of the buildings and is waiting on the results. The findings will be shared with the administrative team and board members as soon as they are received. Willamette Excavating has finished the final phase of the project and will be cut their final check. Tim has been issued a district cell phone for district business. The field house leak has been fixed. Wiring and timers have been installed so district employees do not need to return to work after hours to turn on and off the football field sprinklers. The District has decided to subcontract the mat service with Cintas in the current fiscal year; the district retains the ability to change the status of service from weekly to biweekly without entering into a long-term contact. Other benefits are that paper products and cleaning supplies could be purchased through the same company if needed.

Vice Principal-Daniel Dugan, informed the board the spot lights will not be installed on the shed because of the additional cost. The plan is to have signs and noting on the curb to guide the parking and flow of traffic through the back parking lot. The district is looking for suggestions regarding the color of the dotted line in the back parking lot so it stands out from all of the other guides that have been painted on.

Trina Comerford, updated the members and administrative team of inquires made to ODOT and Polk County Public Works Department regarding the posting of "No Parking" during specific hours in a Handicap spot. They could not find any rules preventing it, however, if you have more than twenty-five parking spots you must have a minimum of two Handicap Parking spaces. Coreen with the Polk County Public Works Department said if students, staff or community members had questions or concerns regarding the limitations on the Handicap parking spaces they can reach out to her at (503) 623-9287.



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2) DELEGATION OR VISITORS

2.1 Visitor/Patron Comments: None at this time

3) ITEMS REQUIRING BOARD ACTIONS

3.1 Staff Handbook: Superintendent, Eric Milburn updated the grammar and the word **video tape** language to **video**. In addition, the sections containing a reference to **Medication** have been updated with the approved policy language. Additional discussions were to change **Social Media** section with the language in the approved policy as it was missed last year.

Anna Scharf would like to see the policy numbers listed under the major heading in the Staff Handbook as this would be helpful. If anyone wants to request a change they can bring it before the board for review.

Note: Often times individuals are unaware there is a policy that is directly tied to the information in the Handbooks, the policy numbers can be added as time allows.

Trina Comerford inquired as to the policy for tracking late arrivals and or flex time for the licensed staff. Superintendent, Eric Milburn, explained all staff is required the fill out a leave slip for time missed, if they are leaving the campus during the day, they are required to sign out in the office. If a substitute is needed, the time is cross referenced with the leave slips.

John Cruickshank, Jr., made a motion to approve the Staff Handbook with noted changes regarding social media and language updates as presented, seconded by Kirk Hutchinson. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

3.2 Student Handbooks: Superintendent, Eric Milburn updated the grammar and the dress code language; but did not update the graduation dress code language. Kirk Hutchinson would like to see the genders combine so the same rules apply to everyone. The graduation dress code could be updated as the handbooks have not been printed; the district waits to hand them out on the first day of school.

Anna Scharf would like to see the policy numbers listed under the major heading in the Student Handbook as this would be helpful. If anyone wants to request a change they can bring it before the board for review.



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Note: Often times individuals are unaware there is a policy that is directly tied to the information in the Handbooks, the policy numbers can be added as time allows.

Kirk Hutchinson made a motion to approve the Student Handbook with noted changes regarding the language update of the graduation dress code as presented, seconded by Anna Scharf. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Parking lot: Superintendent, Eric Milburn, shared that the greenhouse will be constructed in the original area on the side of the shop. The district will lose a few of the gravel parking spots that are used for staff. Tim is placing the concrete parking bumpers to the original engineered specs in the student parking area. Signs with arrows will be placed in buckets to help guide the flow of traffic through the parking lots. Staff will also be present the first week of school to help direct the flow of traffic through the parking lots while students, staff and community members get familiar with the new design.

4.2 Administrative Report/Safety: Superintendent, Eric Milburn, is excited about the upcoming Administrative School Based Mental Health workshops:

(1) Kindergarten Workshop for Parents

August 16th and 23rd, 2016
Dinner starting at 6:00 pm
Class starting at 6:30 pm

This is a free workshop designed to provide tools to prepare and support your child entering school. Dinner and daycare is provided. Register online at midvalleyparenting.org

(2) Kindergarten through 3rd Grade - Jump Start

August 15th - 18th
From 8:00 am - Noon

August 22nd - 25th
From 8:00 am - Noon

This is a great opportunity for students who need a little extra boost getting started for the new year. Flyers are posted on the district's website.



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4.3 Polk County Sheriff's Office: Superintendent, Eric Milburn introduced Sheriff Mark Garton, to the board. Sheriff Garton explained the department has additional funds that came in from a private donor which will allow them to hire a full time resource officer. They are very excited about the opportunity to expand programs that engage the public trust and the needs of the schools. It would be great to have the officer teach a variety of safety related courses to the staff and students. This could lead to future participants in civil minded community endeavors. This officer would be the point of contact for the schools. Sheriff Garton would appreciate any feedback regarding the needs of the local schools, this will allow him to assign the project to the correct individual. Superintendent has Sheriff Garton's email address should anyone have questions, comments or concerns.

5. PATRON INPUT: None at this time.

6. BOARD COMMENTS/RECOGNITION

Anna Scharf shared the materials obtained at the 2016-17 Summer Conference in Bend with the members and administration team. Excellent conference full of important information, that she recommends all members should attend. The keynote speaker, Kip Motta was amazing and emphasized the importance to being visible to students, staff and community members.

Other topics included, Collective Bargaining, PACE, Sick Time Reform, PERS increase, Radon Plan, and the Health and Safety- Facility Plan.

Next conference is scheduled at the Portland Marriott downtown location; registration available on-line www.osba.org

Thank you to the Stapleton family for helping with the concrete bumpers.

A friend of Perrydale is in need of donations, to move animals to auction.



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6. ANNOUNCEMENTS/DATES OF IMPORTANCE

- In-service Date: August 29th – September 1st, 2016
- Home Game Date: September 2nd, 2016
 - Playing Fall City
- First Day of School Date: September 6th, 2016
- Regular Board Meeting Date: Monday, September 12th, 2016
Time: 7:00 pm
Location: District Board Room-Science Lab

Adjournment: Board Chair, Trina Comerford adjourned the meeting at 8:47 P.M.

Board Chair: _____ Date of Board Approval: _____
Trina Comerford

Board Secretary: _____
Melanie Neece