

**Members Present:** Chairman Dan Jones, Anna Scharf, Amber Burns, John Cruickshank Jr. and Trina Comerford

**Administrators Present:** Superintendent/Principal – Eric Milburn  
Vice Principal/Athletic Director – Dan Dugan

**Staff:** Business Manager – Amy Lieuallen  
Maintenance Supervisor – Troy Lieuallen

**Visitors Present:** See Attached

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1.1 – Pledge of Allegiance** – The meeting was called to order at 7:04 p.m. in the Science Lab by Chairman Dan Jones. The meeting commenced with The Pledge of Allegiance.

**1.2 – Audience Introduction-** See Attached

**1.3 – Adjustments to Agendas/Adopt Agendas** – Item 3.2 was repeated. Item 3.3 –Policy DLC-AR. Going to table Item 3.4-Audit 2017-2018 because of not having all of the documents needed. Going to have to call a special meeting because it has to be looked at before the end of the year. Moving Item 4.4 under Items Requiring Board Actions Item 3.6. Anna Scharf moved to approve Adjustments to Agendas/Adopt Agendas. Amber Burns seconded. Motion passed unanimously.

**2. Delegations or Visitors** – See Attached.

**3. Items Requiring Board Action**

**3.1 – Financial Report: Approve AP Check numbers: 14292-14389** – Anna Scharf ask Business Manager Amy Lieuallen if she could print out a report that shows the percent of each budget that has been spent so far in the fiscal year. Trina Comerford moved to approve Item 3.1-Financial Report: Approve AP Check numbers; 14292-14389. John Cruickshank Jr. seconded. Motion passed unanimously.

**3.2 – Minutes – Approve November 19, 2018 Board Minutes** – On Item 3.3 it should have been noted that there was no motion made, so no action was required by the Board. Anna Scharf motioned to accept November 19, 2018, Board Minutes with noted changes. Amber Burns seconded. Motion passed unanimously.

**3.3 – Policy DLC-AR-** Anna Scharf moved to approve Policy DLC-AR. John Cruickshank Jr. seconded. Motion didn't pass. Trina Comerford would like to see it sent to OSBA and then approve it. Trina Comerford motioned to table Item 3.3 – Policy DLC-AR until it goes to OSBA and has legal reference, proper letter head. John Cruickshank Jr. seconded. Motion passed unanimously.

**3.4 – Audit 2017-2018** – Anna Scharf motioned to table Item 3.4 – Audit 2017-2018 until it gets back from the auditors. There is concern about getting together before January. Amber Burns seconded. Motion passed unanimously.

**3.5 – School Calendar-MOU** – Trina Comerford motioned to have the Board Chair consult with legal to form a MOU for all contracted employees for Veterans Day 2018 and Presidents Day 2019 calendar changes. John Cruickshank Jr. seconded. Motion passed unanimously.

**3.6 – Contract for Retiring Teacher** - The Board would like the following change made: Personal days from the current 2018-2019 Collective Bargaining contract will be rolled forward, as an incentive of \$100.00 to be paid at the end of the school year for each personal leave day not used. Capped up to two days. Trina Comerford moved to approve Mel Mays contract with noted changes. Anna Scharf seconded. Motion passed unanimously.

#### **4. Items for the Information of the Board**

##### **4.1 – Administrative Reports – Dan Dugan, Erin Henery and Eric Milburn**

- Dan Dugan reported that there were two student accidents.
- Erin Henery said that there are 36 students on IEP's.
- Eric Milburn: The music programs were completed and very successful.
  - TAP Grants-Soderstrom Architects is finishing up and almost ready for committee.
  - CTE Revitalization – Eric had a meeting with a representative from ODE. There are a lot of snags with these grants. He found out that a few other districts had been able to get the steel building donated for the CTE Grant. The surveying is done and just waiting on the report.
  - Policy Committee – There have been two other people agree to be on the committee along with Trina Comerford. They are going to meet for a training session after the first of the year.
  - The Food For All was very successful. This was the 22<sup>nd</sup> year for it for a total of 55 million pounds of food donated.
  - Anna Scharf brought up the upcoming construction on 99 and suggested talking to Perrydale Water about possible water interruptions. She also ask about the sprinkler malfunction and Troy explained what had happened.

**4. 2– Facilities/Maintenance Report – Troy Lieuallen** – Troy was happy to report that there is no water in the basement...yet. He is getting lead paint certified. There is hopefully going to be pesticide applicator license specifically for schools soon. He is concerned about the gym roof. Mr. Gubrud has seen some dripping. Trina Comerford would like to have a maintenance checklist. Troy is working on having logbooks for each specific thing.

**4.3 – School Profile** – Anna Shcharf mentioned about absenteeism and maybe tracking it on the profile?

**4.4 – Superintendent Evaluation Process** – Eric Milburn brought up the language in his contract about doing a 360 Evaluation. The board was to do a survey and then bring the data into the evaluation process. Eric had waited until close to the deadline and had not heard anything from the board and wanted to stay within his contract. Eric did some inquiring as to how to proceed and was advised to do his own survey, which he went ahead and compiled. He ask the board how to proceed now? The board needs to meet before the board meeting on January 22<sup>nd</sup>. The board admitted that they had dropped the ball, but also thought that Eric should have notified the Board Chair. Trina Comerford wondered about legal counsel about how they should proceed. After much discussion it was decided to meet in Executive Session at 5:00 p.m. on January 22<sup>nd</sup> prior to the regular Board Meeting at 7:00 p.m.

**5. Patron Input** – Kathy Tompkins ask about what the requirements are for filing an accident report. She Wondered about allergies etc. – level of health for the accident reports. Administration said that they are for more serious injuries acquired at school, not for health protocols.

**6. Board Comments** - Trina Comerford-No Comment. John Cruickshank Jr. said that Food For All went above and Beyond once again. He is very glad for the other schools and for FFA involvement. Anna Scharf – No Comment. Amber Burns said that we need to look at who provides our audit and maybe look around prior to July (board resolution). Dan Jones-No Comment

**7. Announcements/Dates of Importance/Correspondences**

December 21<sup>st</sup> – January 6<sup>th</sup>  
January 22<sup>nd</sup> -

Winter Break School Resumes January 7<sup>th</sup>  
Executive Session Board Meeting @ 5:00 p.m.  
Regular Board Meeting @ 7:00 p.m.  
Regular Board Meeting @ 7:00 p.m.

February 19<sup>th</sup> -

**8. Adjournment** – 9:11 p.m.