

**Members Present:** Chair – Trina Comerford, Brian Kohlmeyer, Amber Burns (via Zoom);  
Dan Jones, Jenn Larson

**Administrators Present:** Superintendent/Principal – Eric Milburn  
HS/MS Principal/AD – Dan Dugan (via Zoom –arrived late)  
SPED Director – Erin Henery (via Zoom – arrived late)

**Staff:** Business Manager – LaRae Sullivan

**Visitors Present:** Jessica Keene, (via Zoom) Brooke Jenkins, Anna Scharf, Kellie Reed, Alex Graber, Mel Mays, Kathy Tompkins

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1a - Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. by Chair Trina Comerford. The meeting commenced with The Pledge of Allegiance.

**1b - Audience Introductions** – see attached list and above

**2. Approval of Agenda**

Brian Kohlmeyer asked if we need to add the RFP and it was stated that this will be gone over during the Superintendent report.

Brian Kohlmeyer moved to approve the agenda.

Amber Burns seconded.

Amber Burns asked if the modular units could be discussed during the facilities or superintendent report.

All in favor, motion passed with 5 votes.

**3. Delegations of Visitors –**

No one signed up to speak.

**4. Consent Agenda**

Brian Kohlmeyer moved to approve the consent agenda

Amber Burns seconded.

All in favor, motion passed with 5 votes

## 5. Items Requiring Board Action

**5a. Hiring of new staff** – Haley Smith – General Ed IA, Makenna Hanson-Johnson – Sped IA, Misty Scott – Kitchen Assistant.

Eric Milburn introduced the new staff positions and noted that one current staff moved from Sped IA to General Ed IA, which is why one of the new employees was for that position.

Trina Comerford asked what happens if the SIA money runs out or that position is no longer needed; what would that staff member have the option of. Eric Milburn stated that they would have the opportunity to roll back.

Jenn Larson moved to approve the new hires of Haley Smith, Makenna Hanson-Johnson, and Misty Scott.

Brian Kohlmeyer seconded.

All in favor. Motion passed with 5 votes.

## 6. Items for the Information of the Board

### 6a - Administrative Reports

- **Financial Report** – Report in packet. LaRae Sullivan reported that the audit will be completed soon. Waiting on unemployment report in November. The next Forecast Five report will include July through September. No other questions.
- **Superintendent Report** – report in packet. Eric Milburn reported that SEL 803 and 805 have been filed and the bond flyer has been sent to the Secretary of State for approval.

An RFP was sent to the Journal of Commerce and published on September 18<sup>th</sup>. The only change from the one previously reported was the dates.

Trina Comerford asked who the consulting engineer firm was and Eric said it is the same one who came in and did the seismic assessment.

Trina Comerford stated that she would like to get things like this ahead of time to make more efficient use of time during meetings. RFP closes October 13<sup>th</sup>.

Brian Kohlmeyer asked if the old stuff is being replaced when walls are cut in to and it was clarified that they will be replacing what is needed. The only thing they cannot do is add on to existing structure.

Discussion regarding facilities committee and RFP. Eric Milburn stated that the RFP is just to get the interested for an architect and design. Once that is done, then it will go to the committee to work with the design team.

Trina Comerford asked when the money for the seismic grant needed to be spent by September 2022.

Eric Milburn gave an update on the modular. We are waiting for permits from Polk County. They originally asked basic structure questions and reported that it should be pretty easy to issue permits. They then came back and wanted a parking analysis, stating that they don't have one on file. After that was given to the county, they came back and wanted a septic analysis. Troy is working on that with King's Pumping.

Amber Burns asked when King's Pumping would be out and Eric Milburn stated that he would check in to that. She reported that the credit card statement shows there was a charge on July 29<sup>th</sup> for permits, so it has been a while since the process was started. Eric Milburn stated that they were also delayed because of the wildfires. The company was hoping they would be ready by the end of September.

Trina Comerford asked how that would affect the contract. Eric Milburn stated that he has emails from the business manager of the company that says payments will start when the modular units are delivered. That is contradictory of the contract which has the board concerned. They would like that information in writing.

Amber Burns has concerns that according to the contract with the modular company, they should be making payments now and we don't even have them.

Trina Comerford asked that, when Eric gets new day to day information, he forward it to the board right away.

Trina Comerford asked what the numbers are looking like to reopen school.

Eric Milburn gave a report on the updates. The county and state numbers have not been low enough to have a week one of the three consecutive week requirement. We have to follow the metrics for both Polk and Yamhill counties, as well as the state.

Discussion on distance learning. Eric reported that teacher feel things are going well. There have been some parent calls.

Trina Comerford stated that other districts are offering in person learning for limited hours during the week and when are moving forward with that.

Eric spoke about assessments being done to see which students would need extra support. Trina Comerford added that she would like to see other factors including those struggling to be engaged at home.

Discussion on what we can offer and what it looks like for transportation. Eric Milburn said that he believes we have offer transportation to all students who want to attend limited instruction, even out of district. He is looking in to that.

Trina Comerford stated that distance learning is not equitable. She also stated that she knows it is out of our control and at no fault of administration or teachers, but would like to move in the direction of getting kids back in the building.

The district put in for the CDL (Comprehensive District Learning) grant of \$121,801.21. There is no time frame; put in for it with specific items and ODE gets back to you.

University of Oregon is putting in a seismic station. It will be going up by the softball scoreboard.

- **Dan Dugan – HS/MS** – report in packet. Spoke about continuing to work through distance learning and teachers are working hard.
- **Erin Henery – Special Education** – Current number is about 40. Still waiting on some records requests.
- **Facilities** – Report in packet.  
Amber Burns stated that the reader board looks nice. Dry rot was replaced and painted.

Amber Burns asked what is being done with the glass whiteboards that were purchased. Eric Milburn said that they are hung in classrooms and being used.

Amber Burns asked what chemical Troy was using.

Brian Kohlmeyer stated that Troy is trying to kill the clover and dandelions and spray the fields. Troy is licensed now.

## **7. Set a date for work session**

Trina updated the board on the Promise scholarship information received from Renee Sessler. There are three sessions left to be done with the DLT (District Leadership Team) and also need to do self-evaluations and goals. It was discussed that with virtual meetings this is a hard thing to do, so it was decided that they would wait until they could meet in person to do these meetings. Trina would send out self-evaluation information to the board and Eric would send out a doodle poll for an upcoming work session.

## **8. Patron Input**

Anna Scharf asked for clarification on the metrics and asked if we were going off of the staff or student numbers. It was clarified that you have to include both Polk and Yamhill counties if 10% or more of your students or staff live in a specific county. Further discussion on the differing opinions on how this information is interpreted. Eric stated he would look in to it further.

Kellie Reed asked if the agenda is posted anywhere other than the Facebook page. Eric Milburn stated that it is also on the website.

Brian Kohlmeyer asked if the important postings like that and the zoom link could be front and center on the website so they are easy to find.

## **9. Board Comments**

Jenn Larson stated that she would like to poll students to see how distance learning is going for them. As a parent she feels that it is a lot of screen time. She would also like to advertise to students where they can get extra support and contact staff with struggles they are having. She congratulated Troy on his licenses.

Trina Comerford stated that she has witness a couple of hard weeks with distance learning. She is impressed and pleased with Perrydale, but concerned about the children. She reiterated that she would like admin moving forward to get them in the classroom even if for only two hours per week. Her biggest concern is elementary students. Again to no fault of admin or staff, they are doing and amazing job.

**10. Announcements/Dates of Importance/Correspondence**

October 9<sup>th</sup> – Statewide In-Service day (this will be virtual)

October 19<sup>th</sup> – Board work session and regular meeting

October 30<sup>th</sup> – MS/HS assessment day (grading)

Eric Milburn also noted that September 22<sup>nd</sup> is a walk through for the RFP and October 13<sup>th</sup> is when the RFP closes.

**10. Adjournment**

Meeting adjourned at 8:38pm