

**PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road Amity, Oregon 97101
Tuesday, January 16th, 2018
7:00 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/>

Tuesday, January 16th, 2018 00:53/01:53:03

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, 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 – Attendees see attached list.
0:01:10/1:53:03

1.3 Adjustments to the Agenda/Adopt Agenda
00:01:34/1:53:03

Add/Revised Items:

- 3.1) Add omitted Check Number 13373
- 3.6) Board Secretary Duties
- 4.5) Legal Counsel Review for School Psychologist

After

Item 5) Executive Session: ORS 192.660 (2) (f)

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

2) DELEGATION OR VISITORS:

00:03:31/1:53:03

Helle Rudennklau with PPC (Perrydale Parents Club) requested to update members of current activities; we will visit at the end of the meeting as the request is not an agenda item.

3) ITEMS REQUIRING BOARD ACTION

00:04:08/1:53:03

3.1 Financial Report:

Reports: Included the December 2017 - Financial Summary report for the period ending 12/31/2017 and the district credit card statement for the period ending 12/31/2017.

Check Listing: Check Numbers 13373 – 13450, for the period ending 12/31/2017.

Daniel Jones moved to accept the check numbers 13373-13450 and the Financial Summary Report and supporting backup for the period ending 12/31/2017 as presented, seconded by Amber Burns. Motion passed unanimously.

Note: Trina Comerford, asked why the district is using the credit card for purchases, Vice Principal/Athletic Director- Daniel Dugan stated that these are online purchases.

3.2 Consent Agenda:

Two sets of minutes in the packet tonight:

Work Session Meeting Minutes: Tuesday, December 18th, 2017

Regular Board Meeting Minutes: Tuesday, December 18th, 2017
Correction: Page 4, Item 14) revise motion from JFCA-AR to JFCG-AR

Trina Comerford, moved to accept both sets (work session and regular) minutes as presented with noted changes, seconded by John Cruickshank, Jr. Motion passed unanimously.

3.3 Required Policy: Review: JFCG-AR (new/required), JFCG/JFCH/JFCI (tabled from 12/18/2017 meeting).

Members tabled this policy, to have time to review the district's current policy and student handbooks to ensure all controlled substance policies are treated the same. Members have the ability to write their own words in the policy. AR's are the "**affects**" to the policy.

JFCG-AR: Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems.

*Daniel Jones, moved to **TABLE** the policy JFCG-AR to Administration to review and bring back recommendations, seconded by Amber Burns. Motion **TABLED** unanimously.*

JFCG/JFCH/JFCI: Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems**

Daniel Jones, moved to accept JFCG/JFCH/JFCI with revisions and highlighted changes as presented, seconded by Trina Comerford. Motion passed unanimously.

3.4 Budget Calendar: 2018-2019 Fiscal Year

00:42:05/1:53:03

A draft budget calendar was shared with the members of the board; moving the meeting days to the third Monday of each month. The members would like 6:00 P.M., added to the end of Monday, April 16th, 2018 Budget Committee Training Session. They would also like to add in the position number for the three open Budget Committee spots. Vacant positions are 1, 2, & 4.

Trina Comerford, moved to accept the Budget Calendar 2018-2019 as presented, with noted changes, seconded by John Cruickshank, Jr. Motion passed unanimously.

3.5 Division 22 Assurances

00:49:53/1:53:03

Superintendent, Eric Milburn, shared the 2017-18 Division 22 Assurances for the Standards for Public Elementary and Secondary Schools - Report to Community.

Reporting date is February 1, 2018; the district is in compliance with all standards.

Trina Comerford, moved to approve the Division 22 Assurances as presented, seconded Daniel Jones. Motion passed unanimously.

3.6 Board Secretary

00:51:45/1:53:03

Superintendent, Eric Milburn, shared a draft job description and an estimated cost of for a Board Secretary. This job description doesn't fall under the current classified bargaining unit. John Cruickshank, Jr. stated this is right back to where we didn't want to go, we moved away from this. Trina Comerford would like to add secretarial support to the business manager as we move forward applying for grants or bonds.

Note: If we as a district are going to absorb the cost in the current employee's present duties and compensation and as a District we are not adding any additional cost, not adding any additional hours, not adding any additional payroll or associated payroll cost than bringing secretarial support to the board meeting.

Follow up: BOLI's 10 hour rule applies to manufacturing employees, for BOTH daily and weekly overtime hours. Manufacturing employees are employees who are employed in mills, factories, and manufacturing establishments. This rule doesn't apply to school districts anything over 40 hours per week is subject to overtime.

3.6 Board Secretary Continued

No action needed on this item at this time; this can be revisited during budgeting.

4) ITEMS FOR THE INFORMATION OF THE BOARD

01:09:16/1:53:03

4.1 Administrative Report

Vice Principal/Athletic Director- Daniel Dugan, shared the safety committee update; we had a student lose a tooth last week playing basketball. Good news from OSAA for a Special District 1A Football, Super Conferences in the same league; St. Paul south to Mohawk, will know in February. Fourteen schools going to 6 (six) man, they are going to have to travel because there are only fourteen teams in the whole state. The number is 89, if they are 89 or lower, a district can go to 6 (six) man.

Superintendent, Eric Milburn, shared with the group the district is two weeks away from finals. Teacher, Mrs. Jepson, attended a workshop for Social and Emotional learning and shared concepts with staff at today's meeting. Thursday WESD will have additional training on Social and Emotional learning. Mrs. Pea and Superintendent, Eric Milburn, will attend the workshop. The district is creating a "tool box" for social and emotional learning for students; that is our initiative next year.

The district will be using DESSA, a Social/Emotional Learning tool, which will be funded by a grant through WESD. The grant funding will be available through the 2018-19 and 2019-20 school years so they can compare the data between years.

Special Education Director – Erin Henery, shared the district has a couple of students in process and are still at 40.

4.2 Facilities/Maintenance Report:

01:18:49/01:53:03

Superintendent, Eric Milburn, shared a handout with the members outlining some of the projects that are either in process or are finished. The fire alarm inspection has been completed. The Fire Marshall has requested adding an additional annunciator in the Middle School hallway and to move the pull box from behind the pole to a more accessible location.

NOTE: The annunciator may be the notification device.

Lights have been added to the backside of the weight room for additional security and safety. Outside cameras are working but not recording; Innovative is looking into the cause.

4.3 Site Council:

01:23:26/01:53:03

Only two people showed up, the chair and note taker, no member participation. Discussion around the scheduling of Literacy Night; it will be coming up during Dr. Seuss week March 8th, 2018. We will have ten stations for kids of all ages in the new gym. Literacy could be reading, writing and arithmetic, as well as, geography; the setup will be based on a passport, and each station will stamp the passport.

The Junior Class will also be hosting a dinner fundraiser on the same night.

March 6th, 2018 Winter Sports Awards, New Gym at 6:00 P.M.

NOTE: Trina Comerford stated that it is nice, as board members, if we take time to go into the school during Dr. Seuss week, to visit and read to the kids.

4.4 School Profile:

01:26:48/01:53:03

Superintendent, Eric Milburn, shared the school profile for December, 2017. Board Chair, Anna Scharf, inquired to the change to the Out of District moves column. Superintendent, Eric Milburn, stated that we had a discovery that two students' moved during the summer, but did not notify the school. Board Chair, Anna Scharf, questioned whether or not we check the driver's licenses during registration? Members had previously discussed the need to checking driver's licenses every year. This is to ensure the ability of the district to estimate and maintain class sizes. We need to be careful of the summer moves as this may cause an issue if we grant attendance.

Note: Add topic to the work session list; Superintendent, Eric Milburn, created a google doc sent to everyone.

4.5 Contract School Psychologist:

01:37:03/01:53:03

Superintendent, Eric Milburn, shared the draft language for the school psychologist from legal counsel as the members requested in December.

5. PATRON INPUT:

01:39:47/1:53:03

Helle Ruddenklau with PPC (Perrydale Parents Club) would like to thank Anna for being the original instigator in the Greenhouse, it looks like it will cost be between \$50,000 and \$70,000 dollars to complete the project. They are currently working with a professional grant writer to come up with the rest of the funds. Hoping to start this project during the summer, the PPC members' need additional information from the school, location, heating source and contact.

Helle also, shared all of the wonderful things the association has been able to provide for the district, help with the OMSI field trip and 60 Chromebooks.

On the PPC Facebook page; photos postings of the Lego Robotic club. They are also wondering about the playground status; Trina Comerford stated we are waiting on the facility assessment so we can develop a long term facility plan. WHA Insurance gave an assessment on potential hazards we are working with the Safety and Facility committees and are evaluating the need and working on the plan.

Added bonus: Farmers Insurance has a new program they give \$100 to a teacher every month; the teacher just submits what they need and Farmers will purchase items and deliver them to the teacher.

Suggestion to the district; place an ad in the newspaper to attract new members to help with committees.

PPC's (Perrydale Parent Club) annual auction is scheduled for **Friday, May 4th, 2018** at Eola Hills, Chemeketa North West, Wine Studies Center in West Salem. The address is **215 Doaks Ferry Road NW, Salem, Oregon 97304** for more information please call **(503) 932-0558**.

ADJOURN INTO EXECUTIVE SESSION:

01:51:12

Members of the audience, Vice Principal/Athletic Director- Daniel Dugan, Special Education Director – Erin Henery, and Business Manager – Melanie Neece, were asked to leave the room so members could enter into executive session at 08:50 P.M.

Executive Session: ORS 192.660 (2)(f)

No board action from executive session.

Resumed Regular Session from Executive Session: ORS 192.660 (2)(f) at 8:57 P.M.

6. BOARD COMMENTS/RECOGNITION:

0:00:00/09:54

Trina Comerford, grateful to Dan for thinking outside of the box for all; loved the fish from the Robotics Club at Christmas.

Amber Burns, thank you to Melanie for the goodies!

Superintendent, Eric Milburn, presented an award to each member in recognition of Board Appreciation Month with the Governors' signed proclamation.

Anna Scharf reminded the board that the Annual Bonds, Ballets, and Building Conference is coming up in February. Trina Comerford, Superintendent, Eric Milburn, and Business Manager, Melanie Neece, are scheduled to attend.

7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES

0:04:04/0:09:54

Executive Session Meeting Date: Monday, January 22nd, 2018
Time: 6:00 – 8:00 P.M.
Location: District Board Room-Science Lab
Superintendent Evaluation Packet

Regular Board Meeting Date: Tuesday, February 20th, 2018
Time: 7:00 P.M.
Location: District Board Room-Science Lab

All School Assembly February 1st, 2018

Adjournment: Chairperson, Anna Scharf, adjourned the meeting at 9:07 P.M.