

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

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

Staff: Business Manager – LaRae Sullivan
Maintenance Director – Troy Lieuallen

Visitors Present: Alex Graber, Anna Scharf, Jessica Keene, Kathy Tompkins

Minutes by Agenda Item:

1. Call to Order/Welcome

1a - Pledge of Allegiance – The meeting was called to order at 7:01 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

Eric Milburn stated that there was an employee resignation to add as item 5d.

Amber Burns moved to approve the agenda with the noted changes.

Jenn Larson seconded.

All in favor; motion passed with four 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 four votes

5. Items Requiring Board Action

5a. Roofing Bids

Troy Lieuallen informed the board that there is a leak in the shop area that has been ongoing since the remodel which required putting in new air ventilation. He has been unsuccessful at keeping water out and there are four or five small areas. The bid is to change out the traditional roofing.

It was clarified that there are two bids from each company; Pfeifer Roofing, Jeremy Rhodes Construction, and Armor Roofing. One bid is for the shop area and the other bid is for the roof over the music room high school area.

Troy did not have the picture in front of him, but there was an aerial picture of the roof in the board packet used for reference.

Troy stated that it usually something you do all at once, but with the year we have had at least doing the shop area is what is needed now.

Trina Comerford asked who the previous work was done by and Troy Lieuallen stated that it was Pfeifer Roofing.

Brian Kohlmeyer asked if the \$28,000 bid included all and Troy clarified that it did not. That just included adding gutters.

Trina Comerford asked if the bids were for the same areas.

Troy Lieuallen said that the initial bid from each is and then he asked them each to do the additional areas as well.

For clarification, Trina Comerford asked that the \$15,500 bid AND the \$16,285 bid from Jeremy Rhodes construction, is for the entire project; both shop area and other side.

There were audio issues, but it was stated that yes this was correct.

Jenn Larson asked if they use a different type of roofing.

Further discussion.

Jeremy Rhodes did not give an option for gutters.

Trina Comerford asked if there was something not done correctly by Pfeifer and Troy stated that the roof was done correctly, the issue was with the venting during the remodel. The roof of the shop was not done by Pfeifer.

Brian Kohlmeyer placed the totals for each company in the Zoom chat.

Armor Roofing \$41,250

Rhodes \$31,820

Pfeifer \$51,292

Trina Comerford asked if we have had work done by Jeremy Rhodes in the past. Troy stated that we have not, but he has done extensive research and the company has high ratings. He does see the concern since the bid is substantially lower, but he is not concerned.

Jenn Larson asked if there is a warranty for the roof.

Further discussion and looking over bids for warranty information. Looks like Armor and Jeremy Rhodes both have 10 year warranties.

Jenn Larson moved to accept the bids from Jeremy Rhodes Construction to do the entire area totaling \$31,820.

Brian Kohlmeyer seconded.

No further discussion.

3 yes votes - Brian Kohlmeyer, Jenn Larson and Trina Comerford; 1 no vote – Amber Burns. Motion passed with 3 votes.

5b. SIA Application

Eric discussed the updated application. It has been made available on the website for feedback. The only difference is that we received less money. The new amount is roughly \$96,000 down from \$305,000.

No reason not to approve it at this point, we will not get more money.

Eric stated that we have to allow for public input since it was updated from the previously accepted application.

Trina Comerford stated that we have already hired the IA's that this money is covering.

LaRae Sullivan clarified that those positions are not above the \$98,000 with salaries, benefits, and associated payroll costs.

Trina Comerford asked if there was concern about going over. If the whole amount is not used, it cannot be spent anywhere else.

Brian Kohlmeyer moved to approve the SIA Application in the amount of \$98,722.06.

Amber Burns seconded.

All in favor; motion passed with four votes.

5c. SRGP Contract – Soderstrom

The budget given by Business of Oregon for architect is \$275,000. Soderstrom's amount came in below that at \$248,800 which is almost \$30,000 under budget.

Trina Comerford asked if the permits were included and asked what testing is.

Eric Milburn replied that this would be for any asbestos or soil testing.

Trina Comerford asked what "by the district" on the contract meant and Eric Milburn clarified that that is what the district would be responsible for.

Amber Burns clarified that the architect amount does not include the permits.

Trina Comerford stated that they do need a motion.

Brian Kohlmeyer moved to approve the SRGP contract for Soderstrom

Amber Burns seconded.

Trina Comerford stated that she is concerned about the cost to Soderstrom and paying them \$248,800. Are there other fees or just estimates and she asked what the fee percentages are?

Eric Milburn gave more explanation.

3 yes votes – Brian Kohlmeyer, Amber Burns, Trina Comerford; 1 no vote – Jenn Larson; motion passed with three votes.

5d. Staff Resignation – Sandra Brace, Sped IA

Eric presented a letter from Sandra Brace submitting her resignation. She family circumstances.

Amber Burns moved to accept the resignation.

Jenn Larson seconded.

All in favor; motion passed with four votes.

6. Items for the Information of the Board

6a - Administrative Reports

- **Financial Report** – Report in packet. LaRae Sullivan handed out Forecast 5 reports and audit report. She stated that page 6 was a good place to look for a full spectrum on the audit. She also stated that she would be bringing policy DBEA regarding the budget committee to the board next month. Trina Comerford asked her to bring it the policy committee.

There are five members of the budget committee and currently two positions open.

LaRae went of the Forecast 5 reports.

Amber Burns asked why the food services was in the negative and LaRae stated that the budget is passed on revenue which is selling meals and right now we are not selling meals. She stated that we will hopefully have appropriations from other areas to cover.

Trina Comerford asked why there are expenses in Pre-School and it was clarified that this is because of July and August payroll.

Further discussion on reports.

Amber Burns asked if we anticipate revenue for food services and LaRae stated that it depends on how school runs. Right now were are just getting reimbursements.

- **Superintendent Report** – report in packet. Eric discussed the changes in the metrics and stated that admin had to re-evaluate with the local health authority due to the rise in numbers. Our contact at the local health authority suggested not opening. Admin is trying to evaluate for the 23rd, but even if there are zero cases, the metric for the two weeks still wouldn't average to

open. The next best shot will be after Thanksgiving. Trends are not looking promising. We will increase limited in person to the maximum allowed.

Amber Burns asked why the board was not in the loop and notified after the fact.

Eric Milburn stated that the board was in the loop.

Trina Comerford stated that back in the spring they met as a group to discuss decisions and this time they did not. Fine with the discussion, but not fine with the board not being included in the decision.

Eric Milburn stated that they admin met when the numbers came out and contacted the health authority and then released a statement to the public.

Trina Comerford replied that the numbers were not over 200 last week when the letter was sent out.

Jenn Larson shared that she understands the decision and admin is handling things as they come in. She is not sure how the board having the numbers would help decide either way.

Trina Comerford stated that she is opposed to not being a team.

Eric Milburn asked specifically what the board would like him to do.

Trina Comerford commented that she would like him to call and communicate with the board.

Brian Kohlmeyer stated that this was not a decision for the board to make. We hire admin to make the decisions and it was more important to get out to the rest of the school. No decision needed to be made by the board.

Eric gave an update on the modular units. They are in place and one needs a final inspection. Trenching has been completed and the modulars and the greenhouse can hook up to it. Waiting for service from PGE.

Septic was originally easy and not too much. Now that they are in place, it was determined that the distance was too great for simple plumbing to occur. One company said a tank would need to go in and another company is working on another process on getting service out there.

Trina Comerford asked if there was a cost estimate.

Eric Milburn replied that that is what they are waiting on. Tank and new lines would be roughly \$12,000-15,000.

Trina Comerford stated that she would like them to meet as a board as soon as that information is available.

Eric Milburn discussed the timeline for the next steps for the bond and gave documents from bond council. The board will need to adopt authorizing resolution. Eric suggested moving the December board meeting up to December 14th rather than the 21st to meet deadlines. All

members present are available to move it up, so the board work session and board meeting will take place on December 14, 2020 beginning at 6:30 p.m.

Jenn Larson asked if that would give enough time to get the votes back from the County and Eric clarified that it was required of the county to get them with 45 days.

Eric Milburn discussed that it was the end of the grading period and elementary teachers were working on grades and getting ready for virtual conferences.

Trina Comerford asked if they would be recording the conferences and Eric Milburn stated that he didn't think so.

Trina Comerford asked if a high percentage of parents would be participating in conferences.

Eric stated that classes are pretty good, especially elementary. Middle School is a little less and even fewer high school. High School they target those struggling.

Polk County held interviews for the School Based Mental Health position and no decision has been made yet.

Discussion on staff safety when returning to in person learning. There are different leaves for those staff no wanting to return.

Jenn Larson stated that she is concerned about our kids and their mental health. She has reached out to some and asked parents to speak to them. Would like to see something directly on the home page with options. Also suggestions for apps or downloads, emergency hotlines, a place to chat with peers. It is best to have a plan.

Eric Milburn did say that we have the information for SAFE Oregon on our website for those concerned with safety of themselves or others. We have had a number staff and admin go through suicide prevention training with WESD. One of our cohorts of LIP will be for social and emotional learning and interaction. Stacy Fillible has been a buddy for students and we appreciate all of the suggestions.

Dan Dugan gave additional information including a social hour for middle schoolers.

Jenn Larson is concerned that those who are not in FFA, athletics, or have an outlet will struggle. Also saw SAFE Oregon on the website, but didn't know what it was. We need to make sure kids know.

- **Dan Dugan – HS/MS** – report in packet. Appreciates the flexibility of students, parents, and staff. Is worried about holiday breaks and the number of cases increasing.

Also spoke to the end of the grading cycle with high school and middle school. This was a quarter, but credit was issued for each course.

6th and 7th graders are participating in virtual outdoor school and are very engaged.

We had some outdoor athletic competitions and will receive a Winter athletic update on December 7th.

- **Erin Henery – Special Education** – Current number is about 41. Some evaluations have been started.

Trina Comerford asked how it is going with IEP's and 504's. Has there been difficulty covering needs?

Erin answered that there a few bumps in the road, but LIP has helped. Sped staff has been incredible and it is going as well as it can. They are doing the best we can.

- **Facilities** – Report in packet.

Trina Comerford asked how it going with all of the rain and Eric Milburn said that there was one spot in the locker room, but Troy got right on that.

6b. Fire Alarm Inspection – Troy Lieuallen included this report in the board packet.

Amber Burns stated that she assumes the ones that didn't pass have been addressed and Eric Milburn clarified that they had.

Trina Comerford asked if they come back out and Eric said that in this case it was batteries that failed so there was no need to come back out.

Trina Comerford asked what the difference between inspected and tested is.

Eric Milburn said that it is a difference in what is done. Some items only need inspected visually and some need tested.

7. Patron Input – none

9. Board Comments

Jenn Larson wanted to voice how import she felt the roof repairs are. She also thanked the teachers and staff and appreciates everyone's work.

Trina Comerford has watched the lunch program and the detail and work in packaging and delivery. It is well thought out. She is grateful for the staff working on that. She appreciates the well-rounded meals for the students.

10. Announcements/Dates of Importance/Correspondence

November 23rd & 24th Conferences

November 25th & 26th Thanksgiving holiday

December 14th Board work session and regular meeting (changed from December 21st)

December 21st – January 3rd Winter Break

January 4th Staff In-service

Trina Comerford asked if we are returning to LIP after Thanksgiving and Eric Milburn said that we are. Monday/Wednesday and Tuesday/Thursday.

10. Adjournment

Meeting adjourned at 9:26 p.m.