

**Members Present:** Vice Chair - Dan Jones, Brian Kohlmeyer, Jenn Larson, Amber Burns  
**Administrators Present:** Superintendent/Principal – Eric Milburn  
HS/MS Principal/AD – Dan Dugan  
SPED Director – Erin Henery

**Staff:** Business Manager – LaRae Sullivan

**Visitors Present:** Shane Brown and Anna Scharf

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1a - Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. via Zoom by Vice Chair Dan Jones. The meeting commenced with The Pledge of Allegiance.

**1b - Audience Introductions**

**2. Approval of Agenda**

Eric Milburn stated that the board needed to take action on the OSCIM grant and election items.

Dan Jones stated that they would need to schedule an executive session.

Eric Milburn clarified that it needs to be done in a timely manner.

Amber Burns moved to approve the agenda.

Brian Kohlmeyer seconded.

All in favor. Motion passed with 4 votes.

**3. Delegations of Visitors - none**

**4. Items Requiring Board Action**

**4a. Board minutes from Emergency meeting on March 12, 2020, work session and regular meeting on March 16, 2020.**

Amber Burns stated that the minutes did not specify how the votes went for the In-Touch Software. She wanted it noted that her vote was the one opposed to the purchase.

Jenn Larson moved to approve the minutes with the noted change.

Brian Kohlmeyer seconded.

No discussion. All in favor. Motion passed with 4 votes.

**4b. Bills/AP Check #'s 15596-15647**

Amber Burns had some questions that LaRae Sullivan answered.

On page 22 of the board packet – what were the charges for garnishments and for spices for fund 260.

LaRae Sullivan clarified that the spices was a company that did a food presentation for the World Cultures class and the garnishments had to do with personnel and couldn't be discussed.

Amber Burns asked about the payment to Salem Art Association and LaRae Sullivan stated that this was for the artist who come in to our building and provide services for our K-12 students.

Amber Burns asked about the blank line item on page 24 and LaRae Sullivan clarified that this was a supply item that the description was left off of.

Amber Burns asked if the charge for excess copies meant that we went over our contracted amount of copies and LaRae Sullivan clarified that it was.

Amber Burns asked about the materials for sheds noted on page 34 and LaRae Sullivan clarified that these were for a project for the DIY class.

Amber Burns asked what the charge was for SAIF on page 23 and LaRae Sullivan stated that it was a charge for premiums.

Jenn Larson moved to approve the Bills and AP check numbers 15596-15647.

Brian Kohlmeyer seconded.

No discussion. All in favor. Motion passed with 4 votes.

#### **4c. School Profile**

Eric Milburn noted that they are freezing ADM so the number listed won't change unless there is an actual move in to the district.

Brian Kohlmeyer motion to approve the school profile.

Amber Burns seconded.

No discussion. All in favor. Motion passed with 4 votes.

#### **4d. Title 1A: School Level Parent Involvement Policy Implementation Plan**

Eric Milburn presented this to the board.

Jenn Larson asked if there were changes from last year and Eric Milburn clarified that it was pretty much the same although they were not able to have some of the implementations, because of the closure. Specifically, the Literacy Night that is usually held for families in the spring.

Jenn Larson moved to approve the Title 1A: School Level Parent Involvement Policy Implementation Plan.

Brian Kohlmeyer seconded.

No discussion. All in favor. Motion passed with 4 votes.

## 5. Items for the Information of the Board

### 5a - Administrative Reports

- **Financial Report** – LaRae Sullivan went over her financial report from the board packet.

Amber Burns asked about the negative balances that were in the report.

LaRae Sullivan went over the following:

Page 47 Intermediate has no revenue coming in yet.

Page 48 is appropriated by function. Negative is supplies and materials that were under budgeted. It includes added projections.

Page 49 Fund 204 Pre-School – revenue was taken out.

Page 50 is by object which is purchased services and salaries. In the end this is good.

After School Program – took away the projected revenues and will have an ending fund balance of \$4,700.

Page 53 Fund 251 Food Service we are projecting less income and we are serving less students. We have really been hit on the revenue side.

Amber Burns asked if that would change and are we still serving meals.

Eric Milburn stated that we are required to offer meals as part of the guideline from the state.

LaRae stated that she will have resolutions in June to transfer for anticipated expenditures from funds 200 to 251.

Fund 253-Athletics planned transfer of \$4,000, but expenditures could come in lower.

Fund 255 planned transfer of \$17,500, but would end in positive balance, so we could transfer less.

- **Superintendent Report** – Eric Milburn went over his report in the board packet. The SIA application was turned in. If the program is fully funded, each district would get what was originally stated. They are not expecting the full fund amount, but there could be changes. There is no clear idea as of yet. ODE has to approve the application and we have not had a reply yet.

He spoke to the school closure. We were well prepared. K-1 are receiving packets and those with no internet access grades 2-11 are receiving packets. We handed out about 100 Chromebooks. There is a special website with the distance learning information that is link on our school website. We are ahead of other local districts. We have safe packet pick up and drop off and teachers are using Google Meet to connect with each class. The first week, we had about 90% attendance.

We have received guidance for grades 9-11 and waiting on guidance for K-8. Students will receive either a Pass or an Incomplete.

Eric, Erin and LaRae have been working with WESD on a Local Service Plan and will have a report next month.

State test/Smarter Balanced has been waived for this year. That will include the graduation requirement for this year's 11<sup>th</sup> graders.

Eric Milburn wanted to give a shout out to his amazing staff and top notch admin team.

Dan Jones stated that the board seconds that and included Eric.

Eric Milburn stated that seniors are done. There are a couple that have to meet the requirements, but the rest are done. The plan now is to help them with after high school and college plans. Chemeketa is offering an opportunity to take one of several 5 week courses for free. Students who were taking classes for credit through Willamette Promise still have some things to finish up with those teachers. For grades 9-11, this last quarter is still required, but will not get worked in to their GPA.

- **Dan Dugan – HS/MS** –Report in packet. He sent the board the email that was sent out to senior parents. Also spoke to the school closure, thanked the staff. He has received good feedback from parents. Spoke to the success of the Girls' basketball team and announced that Kenzy Lawrence received Honorable Mention All-Tournament and Sydney Lawrence received 2<sup>nd</sup> Team All-Tournament.
- **Erin Henery – Special Education** – Current number 42 and probably is not going to change. Erin also spoke to the closure and a lot of changes that this has caused. They are full implementation of IEP's as best they can. They held 35 meetings last week and are still reaching out to some. Also is receiving some good feedback.
- **Facilities** – Report was in the packet.
- **Suspension of Promise Scholarship Program** – Eric Milburn stated that OSBA has put a hold on our current program because of the unavailability to meet. We will pick up in the fall and hold the remaining three meetings with the board and the District Leadership Team.

## 6. Patron Input

None

## 7. Board Comments

Jenn Larson said thank you to the staff. Parents have contacted about their students being overwhelmed and asked if Carmen Hilke is still available. Eric Milburn clarified that she is doing check ins with her normal case load, but has open office hours for others to contact and they can email her.

Dan Jones asked if they have to wait for her to contact them or can they reach out. Eric clarified that they can contact her.

Jenn Larson also wanted to thank Salt Creek Baptist Church for helping will food delivery.

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

May 11<sup>th</sup> – Budget Committee Meeting 6:00

May 18<sup>th</sup>- Budget Committee Meeting 6:00pm

May 18<sup>th</sup> – Regular Board Meeting 7:00pm

**9. Executive Session ORS 192.660 (2)(b) 8:06 p.m.**

**10. Adjournment**

Meeting adjourned at 8:20 p.m.