

PERRYDALE SCHOOL DISTRICT, NO. 21
SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road, Amity Oregon 97101
Monday, September 12, 2016
7:00 P.M.

REGULAR BOARD MEETING MINUTES

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Trina Comerford, at 7:02 P.M.; other board members present were John Cruickshank, Jr., Kirk Hutchinson, Daniel Jones and Anna Scharf. Also present were Superintendent – Eric Milburn, Business Manager – Melanie Neece and Vice Principal/Athletic Director – Daniel Dugan. Also present were members of the audience. (See list attached).

1.1 The pledge of Allegiance – The flag salute was led by Board Chair, Trina Comerford.

1.2 Audience Introduction/Request – None at this time.

1.3 Adjustments to the Agenda/Adopt Agenda – Adjustments made are as follows:

(1) Chairperson, Trina Comerford, requested adding item **3.3** Policy Re-write: Policy numbers to be reviewed BBAA, BBC, BDBDA, BDC, BFC, ECACB, JBBM, JHCA, JHCB and KGB.

Anna Scharf requested adding policy number GCBDD-GDNDD - Sick Leave

(2) Superintended, Eric Milburn requested added item **4.7** Class Size Variance: Information

Kirk Hutchinson moved to accept the policy changes and the classroom variance adjustments to the agenda as presented, seconded by Anna Scharf. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

1.4 - Financial Report:

Reports: August 2016 - Financial Summary for the period ending 08/31/2016

Check Listing: Check Numbers 11952 – 12018, for the period ending 08/31/2016

Chairperson, Trina Comerford, inquired about the status of check number 11972 issued to Willamette Valley Excavating in the amount of \$9,913.95. Superintendent, Eric Milburn, explained check 11972 represented the final payment which

represented the 5% hold back on their billing in case we did not agree upon during the final inspection. PPC invoice has been received, it has the risers but the installation labor is lumped together and we need to have Willamette Valley Excavating break down the labor. Chairperson, Trina Comerford, requests an itemized statement reflecting the total paving project cost. The board inquired about the necessity of travel expenditures. Superintendent, Eric Milburn, explained the employee travel – was necessary. Anna Scharf requested PBAM (Program Budgeting and Accounting Manual) **object** be referenced in the first line in the purchase order, so the description line in the check register report will displayed it. Example: Travel-Conference, Travel-Mileage as this report is the public record of expenditures for the district.

Kirk Hutchinson moved to accept the check numbers 11952-12018 and the Financial Summary Report for the period ending 08/31/216 as presented, seconded by Anna Scharf. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

1.5 – Consent Agenda:

Regular Board Meeting Minutes: Anna Scharf informed Business Manager – Melanie Neece, of the misrepresentation of information given in the August 8th minutes and requested that Item 6.) Board Comments/Recognition: center section is to be **“sanitized”** and any reference made to the PERS rates is also to be removed.

*Anna Scharf moved to approve the regular board meeting minutes with **noted changes**, as presented for the August 8, 2016 meeting, seconded by John Cruickshank, Jr. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.*

Special Board Meeting Minutes: Ann Scharf informed Business Manager, Melanie Neece, that the August 15th, 2016 minutes, Item 6.1) Board Comments, needed more information for sentence one. The request: Chairperson, Trina Comerford, wants a cost break down for Item 5), listed on the recommendations from WESD (Willamette Educational Service District) in the backup documentation provided for Item 3.2) Business Manager’s request. **Item 5) stated the following:** Setup a time with Judy Grant, our Payroll Specialist, and Brent Halse to help with recommendations with database management.

Anna Scharf moved to table the Special Board Meeting minutes for the July 18th, 2016 meeting until the next meeting, seconded by Daniel Jones. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

1.6 Facilities/Maintenance Report– Superintendent, Eric Milburn, informed the members that an AC unit went out at the Middle School and the anticipated repair will cost approximately \$3,000, but Santiam Heating and Cooling said the fix would be a band aid; the requested gate in the fence has been installed, it is going to be really good to get students out to safety during the drills. Security system is up and running, the camera has been installed in the staff parking lot; the new cameras are amazing

the district can read the license plate number on the cars driving down the road and recognize people in their cars, the clarity is impressive. Traffic flow drop off and pick up is working well; the stripping and colored lines have worked well. Superintendent, Eric Milburn, shared the second water testing for lead results have not been received by the district, the water line has been turned off to the fountain. A warrantee deed is needed to define the lot line and needs to be filed before moving forward with the green house.

1.7 Spot Light on Education: Christina Lorenz, FFA Advisor, shared an impressive presentation with the board, staff and members of the community focusing on the outstanding achievements of the students at the Polk County and Oregon State fair.

Polk County Fair - Livestock Awards:

Sierra Starr - Champion Advance Beef Showman, Champion Overall Beef Showman, Reserved Champion Hereford Female, Champion Hereford Exhibitor, and Champion Beef Exhibitor

James Babcock - Reserve Champion FFA Beef Showman, Champion Angus Showman, and Reserve Champion Beef Exhibitor

Michelle Sekafetz - Blue Ribbon Sheep

Kirk Fairchild - Champion Dairy Goat Showman, Champion Dairy Goat Exhibitor, Champion Sheep Showman and Master Showman

Tim Fairchild - Reserve Champion Chicken Showman and Reserve Champion Dairy Goat Showman

Tiffany Clark - Reserve Champion Sheep Novice Showman

Polk County Fair - Champion Ag Mechanics Awards:

Maddy Ford - Champion Small Metal Project, Champion Small Wood Project

Chase Mann - Reserve Champion Small Metal Project

Tim Fairchild - Reserve Champion Small Wood Project

Oregon State Fair - Champion Ag Mechanics Awards:

Sierra Starr - Jr Herdsman of the year

Tim Fairchild - Champion Goat Exhibitors

Way to go!

2) DELEGATION OR VISITORS

2.1 Visitor/Patron Comments: None at this time

3) ITEMS REQUIRING BOARD ACTIONS

3.1 Personnel – New Hires

Superintendent, Eric Milburn, requested hiring a Resource Room Aide for Special Education – Joleana Daguison, and Custodial – Richard Rose. Superintendent, Eric Milburn, reported the background report has not been received on the Custodial position and the position is contingent on the report.

Kirk Hutchinson moved to accept the hiring of Joleana Daguison, Resource Room Aide for Special Education, and Richard Rose, Custodian, pending the background check, seconded by Daniel Jones. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

3.2 Certified Negotiations Letter: Superintendent, Eric Milburn, presented the letter of intent from the Associated Perrydale Teachers requesting the negotiation of the contract for the 2017-2018 school year.

Anna Scharf moved to accept the Certified Negotiation’s Letter to open negotiations for the 2017-2018 school year, seconded by Kirk Hutchinson. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

Note: Negotiation meetings are open to the public

After discussion it was unanimously decided the appointment of the Negotiation Team Members are Chairpersons, Trina Comerford and John Cruickshank, Jr. for the 2017-2018 school year and Anna Scharf and Daniel Jones would serve as alternates, the members determined no motion was needed for appointments.

3.3 Policy Rewrite: Policy codes to be reviewed

- BBAA – Individual Board Member’s Authority and Responsibilities (Optional)
- BBC - Board Member Resignation (Optional)
- BD/BDA - Board Meetings (Optional) No Brackets
- BDC – Executive Session (Optional)
- BFC - Adoption and Revision of Policies (Version 1 or 2) (Highly Recommended)
- ECACB – Unmanned Aircraft System (UAS) a.k.a. Drone (Conditionally Required)
- JBB – Education Equity (Optional)
- JHCA/JHCB – Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening (Optional)
- KGB – Public Conduct on District Property (Versions 1 or 2) (Optional)

Anna Scharf moved to accept the following policy numbers as a first reading: BFC, BBAA, BBC, BD/BDA (NO BRACKETS), BDC, JBB, JHCA/JHCB, seconded by Kirk Hutchinson. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

GCBDD-GDBDD - Sick Time??

3.4 Adoption of Math Curriculum – Glencoe Algebra I, Algebra II, and Geometry: Common Core State Standard Editions with print and digital access. Superintendent, Eric Milburn, presented the board with all options and scores; this is the best curriculum for all groups.

Kirk Hutchinson moved to accept the adoption of the Glencoe Algebra I, Algebra II, and the Geometry Math Curriculum as presented, seconded by Anna Scharf. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

3.5 Board Goals 16-17: Superintendent, Eric Milburn, handed out a copy of the 2015-2016 Board Goals and inquired how the members felt about scheduling a work session and what date would work best for everyone. The group has waited until the State Report has been released in the past, it is expected in three days. The work session has been tentatively set for **October**, 2016 at **the.....** starting at 6 P.M.

Kirk Hutchinson moved to table the Board Goals to the work session as discussed, seconded by John Cruickshank, Jr. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

3.6 Technical Assistance Grants – Superintendent, Eric Milburn, shared the approaching deadline to apply for the Facility Assessment, Long Range Facility Plan and the Seismic Assessment grants, applications will be accepted until September 30, 2016.

Anna Scharf moved to not go after the Technical Assistance Grants as the group discussed, seconded by John Cruickshank, Jr. All members voted in favor of the motion; John Cruickshank, Jr. – Aye, Kirk Hutchinson – Aye, Daniel Jones – Aye and Anna Scharf – Aye. Motion passed unanimously.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Board Calendar Handout: Superintendent, Eric Milburn, handed out a copy of the Board Yearly Calendar of Events. It is a nice guide showing what is coming up.

4.2 Administrative Report/Safety: Superintendent, Eric Milburn, shared the flow of the parking lot has been working great. The signs have helped guide the flow of traffic, parking and is working as expected. Daniel Dugan explained additional signage and sandwich boards will be utilized if needed.

4.3 School Profile: Superintendent, Eric Milburn, shared the Student Population for September 2016, Post Enrollment Data with the members and explained that the data is a work in progress because it is only the second week of school. Current enrollment count is 318. A request to consider tracking in district/out of district pre-K students was made because we already have the addresses and it shouldn't be that difficult to add them to the profile.

4.4 Healthy Schools Facilities Hand Out: Superintendent, Eric Milburn, included information about a release template for schools will be available as of **October 1st preliminary will be posted on the _____** website to use for water and radon reporting. Our Radon report has been submitted. There was some discussions regarding the dental screening and required reporting.

4.5 Fire Alarm System – Discussion of phasing improvements (Handouts): Superintendent, Eric Milburn, shared a proposed phase plan that could be done over an extended period because of the cost involved.

Fire Alarm Replacement (Phased) Plan w/Voice Evac – Phase I

Phased Fire Alarm w/Voice Evac – Phase 2

Phased Fire Alarm w/Voice Evac – Phase 3

This topic needs a lot more discussion and would be better suited in the work session. This is not an award, just receiving a proposal.

4.6 WESD Local Service Plan (Handout): Superintendent, Eric Milburn, shared with the members the Local Service Plan, these are services purchased from a predetermined menu provided by the Willamette Education Service District for essential services. For example: Special Education. The services were decided upon by the Superintendent, Special Education Director and the Deputy Clerk, in April or May of 2016 for the 2016-2017 fiscal year.

4.7 Class Size Variance: Superintendent, Eric Milburn, shared a handout with the members showing the current class sizes, he expressed that the district is only entering into the second week and these are preliminary figures. Some of the small classes are English Language Arts (6), College Credit- Anatomy and Physiology (6), these are essential skill classes. In other areas the districts have combined classes and were very impressed with the flexibility of the staff to make this happen.

5. PATRON INPUT:

Kathy Tompkins has policy feedback she would like to share after the meeting, she brought up that the board should know why the students are leaving the district, and that the district should add higher level classes for the advanced kids, in addition thinks the district should offer more online courses.

6. BOARD COMMENTS/RECOGNITION

Anna Scharf resigned from her policy committee member position. Open House Night and the Senior Spaghetti Feed fundraiser is scheduled for Thursday, September 15th, 2016 all members are encouraged to attend. The Yamhill Regional Meeting is coming up, sign up! The annual OSBA Fall Conference is accepting registration on their website **osba.org** this conference is held at the Marriott Downtown in Portland, Oregon, November 10th through the 13th, sign up quickly if you want a room they get booked really fast.

6. ANNOUNCEMENTS/DATES OF IMPORTANCE

- Volunteer Meeting September 15th, 2016 @5:30PM
- Open House September 15th, 2016 @ 6:00 – 7:30PM
- Homecoming Week is September 26th – 30th, 2016 with Dance on October 1st
- Regular Board Meeting Date: Monday, October 10th, 2016
 Time: 7:00 pm
 Location: District Board Room-Science Lab

Adjournment: Board Chair, Trina Comerford, adjourned the meeting at 10:08 P.M.

Board Chair: _____ Date of Board Approval: _____
 Trina Comerford

Board Secretary: _____
 Melanie Neece