

**Members Present:** Chairman Dan Jones (by phone), Trina Comerford, Amber Burns, Brian Kohlmeyer, Jenn Larson

**Administrators Present:** Superintendent/Principal – Eric Milburn  
Vice Principal/Athletic Director - Dan Dugan  
Special Ed Director – Erin Henery

**Staff:** Business Manager – LaRae Sullivan

**Visitors Present:** See Attached

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1.1 - Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. in the Science Lab by Chairman Dan Jones (by phone). The meeting commenced with The Pledge of Allegiance.

**1.2 - Audience Introductions** - see attached

**1.3 - Adjustments to Agenda/Adopt Agenda -**

Trina Comerford moved to approve the agenda with no changes.

Amber Burns seconded

Agenda approved unanimously

**2. Delegations of Visitors** - None

**3. Items Requiring Board Action**

**3.1 - Swearing in of Board Members Brian Kohlmeyer and Jenn Larson**

Dan Jones asked Trina Comerford to swear in new board members Brian Kohlmeyer and Jenn Larson under ORS 332.005.

**3.2 - Election of Board Positions (Chair and Vice Chair)**

Dan Jones called for nominations for board chair

Amber Burns nominated Trina Comerford.

Brian Kohlmeyer seconded.

No further nominations for board chair

All in favor. Trina Comerford elected board chair unanimously.

Dan Jones called for nominations for Vice Chair.

Amber Burns nominated Dan Jones.

Trina Comerford seconded.

No further nominations for vice chair.

All in favor. Dan Jones elected vice chair unanimously.

Dan Jones turned the meeting over to Trina Comerford as the new board chair.

### **3.3 - Approval of minutes from June 17, 2019 meeting**

Amber Burns moved to approve the minutes from the June 17, 2019 meeting.

Jenn Larson seconded.

Motion passed unanimously. Minutes approved.

### **3.4 - Personnel**

- **New hires: LaRae Sullivan - Business Manager, Cindy Cruickshank - Executive Secretary**
- **Resignation: Julie Domes - Preschool**

Eric Milburn asked for approval of contract for LaRae Sullivan - Business Manager. Contract was in board packet and then updated sent with days of contract and pay.

Amber Burns and Trina Comerford asked why days were going from 260 to 250.

Eric Milburn discussed with LaRae and they determined the duties could get done in the number of days.

Amber Burns moved to accept the new hire position of LaRae Sullivan as Business Manager as noted in the contract

Brian Kohlmeyer seconded.

All in favor. Hiring of LaRae Sullivan passed unanimously.

Eric Milburn asked for approval of contract for Cindy Cruickshank - Executive Secretary. Contract provided ahead of time.

Amber Burns asked for clarification on number of days being 223, not 230.

Trina Comerford wanted to make sure enough days were offered to suffice all of the needs of the superintendent and the board.

Eric Milburn said that adjustments can be made if needed.

Amber Burns moved to accept the contract of new hire Cindy Cruickshank as Executive Secretary

Jenn Larson seconded.

All in favor. Hiring of Cindy Cruickshank passed unanimously.

Eric wanted to read the resignation of Julie Domes. Could not print or email, because of how the email came through originally. Will get it to them.

Amber Burns regretfully moved to accept the resignation of Julie Domes, preschool teacher.

Trina Comerford seconded.

All in favor. Resignation accepted unanimously.

### **3.5 - Annual Organization Resolution 1-1920**

Eric Milburn went over numbers to double check and an adjustment needed to be made on #16 - Substitute Licensed Teacher Pay, needs to go up to \$211.40. The \$190 base teacher pay after 10th day, should say after the 8th consecutive day. Will create a clean document once approved.

Clarification that the Department of Education sets the amount under the ORS

Food service rate was not previously increased, but can be changed now and approved. An increase of \$.25 was suggested to add on to paid lunches K-12 to cover increasing costs. This suggestion came from ODE after the lunch program audit. Breakfast will not be changed. This will only be on the lunch fees.

Trina Comerford stated that she doesn't like increasing the lunch fee, but understands needing to increase to fill the gap. Appreciates that breakfast will not be raised.

Jenn Larson asked if they said how much it will go up and Eric Milburn clarified that they did not, but this raise in \$.25 is a decent adjustment.

Amber Burns moved to accept the Annual Organization Resolution 1-1920 with noted changes.

Brian Kohlmeyer seconded.

All in favor. Resolution 1-1920 passed unanimously.

### **3.6 - CTE Revitalization Grant: General Contractor**

Eric Milburn contact Spencer Lewis from OSBA, and said we could get an emergency procurement RFP, because it fit into three different categories.

1. Could not be reasonably foreseen - fulfilled because we have not had any response to prior RFP's.
2. Creates a substantial loss, risk, or damage or interruption of services; substantial threat to property, public health, welfare or safety - fulfilled because we would lose substantial amount of grant money.
3. Requires prompt execution of a contract to remedy the condition - fulfilled because of the short time frame we have to get the job done.

Eric Milburn put the RFP on the Salem Contractor's Exchange from July 11-15th @ 12:00pm. We had one response to the RFP; Fowler Construction, represented by Paul Trahan.

Paul Trahan spoke to the board about his involvement in Perrydale and other projects he was project manager. Coming out of retirement to help with the shop project. It is a short time frame, but thinks they can get it done.

Amber Burns asked if it can be done by the deadline and Paul stated that they were going to do their best.

Jenn Larson asked when the start date was going to be and Paul stated that the lead paint and asbestos inspections are being done on July 16th and then demo will be as soon as possible. Will involve some community members.

Trina Comerford suggested contacting the FFA Alumni

Dan Jones made a motion to approve the RFP.

Jenn Larson seconded.

All in favor. Motion passed unanimously

### **3.7 - Classified Contract**

Eric Milburn stated that the current salary schedule in the classified contract under Step 1 of the General IA is \$.02 under the state minimum and needs to be adjusted. This only affects Step 1 of the General IA contract.

Amber Burns moved to adjust Step 1 amount of General IA from \$11.23 to \$11.25.

Can be done as an MOU

Amber Burns amended her motion to create an MOU to increase Step 1 of the General IA Salary Schedule from \$11.23 to \$11.25.

Brian Kohlmeyer seconded.

Dan Jones abstained for conflict

None opposed. Motion passed.

## **4. Items for the Information of the Board**

### **4.1 - Administrative Reports**

- **Superintendent Eric Milburn** - emailed out a draft of goals as part of his contract. Would like to talk them over with the board before finalized, possibly in a work session to go over. Also do board goals at the same time.

Trina Comerford stated that she would like to make time to set board goals and also training. She feels this is something that the board has struggled with.

Eric Milburn also mentioned an AR on one of the policies that needs to be looked at. Will email the policy committee and discuss at the next meeting. This AR has to do with fingerprinting volunteers.

Trina Comerford said that they could technically drop the AR and be fine, it doesn't need to be voted on.

Eric Milburn said he would like the committee to come together and review it.

Trina Comerford asked him to put that on the August agenda and it doesn't need approval.

There is an issue with the salary schedule in the classified contract that was missed and needs to be added under board action. Will come back to that as item **3.7 Classified Contract**. Noticed that the 19-20 classified contract is \$.02 below the state minimum under Step 1 of General IA.

- **HS/MS Principal Dan Dugan** - sent out summer school email as well as Private College Week at the end of July. Working with Ms. Schorr to set up at registration to reach all parents and students. First field trip is being planned for September. It will be career or educational related. Also, Mr. Ford is one of two staff working with MWEC. Chemeketa will host middle school students about career paths they offer at the Brooks Campus.

Also gave an update on Coach Mabry.

- **Special Education Director Erin Henery** - Still sitting at 38 students, but anticipate more possible kindergarteners once registration starts.

Eric Milburn also discussed the excitement the previous week where some filming was done on campus. Signed a nondisclosure contract, so he can't say what it was. It was a Hollywood company with several locals working for them.

#### **4.2 - Facilities Report**

Hand out given to the board was an update from Troy Lieuallen.

Dan Jones asked for clarification that they may get the roof started this year. Working on getting it scheduled.

Eric Milburn said that Troy is in the process of getting bids so he can get it scheduled.

Trina Comerford reported that she would like to see some of the roofing done this fall.

Eric Milburn said that that is definitely the big push.

Amber Burns asked about another big project; seismic station.

Eric Milburn has sent out emails with no response. They came out and took measurements and said everything looked great, but not sure where they are on the process.

Discussion on upcoming cleanings and Troy's pesticide certification that he is currently working on. Clarification that this is being done on his own as a personal goal so that he can be the one to take care of the spraying of our grounds instead of contracting out.

Brian Kohlmeyer requested pressure washing the eaves of the gym. It doesn't look good, the 18 foot extension is not working

Comments made that a boom truck or scissor lift should be a maintenance purchase so that those types of things can be done.

Trina Comerford encourages Eric to have Troy look for one to purchase.

Clarification of stairway renovation of the field house.

Discussion on five year plan. Would like a work session with facilities committee.

Date to be finalized for TAP Grant and facilities committee meeting.

#### **4.3 School Profile**

Nothing new. Profile shows the end of 18-19 school year. July's report will roll over with new numbers.

Eric wanted to thank all of the community involvement. Volunteer hours do not reflect the amount of volunteers we have behind the scenes. Total of 1,242.34 hours of volunteer time recorded.

Dan Dugan mentioned PPC and the hours they put in without being tracked. They are working on purchases for the school even over the summer.

#### **5. Patron Input**

Audience member Jason Scharf commented on his concerns with the project and the timeline. He didn't recall the budget being talked about with the project manager. Hopefully it will get in with the amount of the grant left. The filming that took place was almost pulled, because of lack of communication with the school.

Trina Comerford asked what the budget is and asked for transparency moving forward with spending and getting updates on the project; a running tally. Not for approval, but for reference.

Eric Milburn clarified that the budget is \$415,000 for the project manager and scope of work.

The exact amount left in the budget is \$310,786 left in the grant, plus previous measure 98 money is \$107,761.65 for a total of \$418,547. Everything to date has been paid except the permits that we will be invoiced for.

Trina Comerford commented on Jason Scharf's questions and said that the project will rely heavily on community support, help and favors. Said that the public is owed a huge apology for the maintenance money not being spent.

**\*\*Went back to add item 3.7 under board action\*\***

## 6. Board Comments

Amber Burns thanked Eric for putting the minutes online.

Trina Comerford thanked Cindy for taking the minutes.

## 7. Announcements/dates of Importance/Correspondence

Trina Comerford would like a board work session on August 12th and invite the facilities committee to set goals for budget as well as a five year maintenance plan. Also a special board meeting for enrollment numbers. This meeting was set for August 12th Special Board Meeting at 5:00 p.m. and Work Session at 5:30 p.m.

TAP Grant meeting is scheduled for August 26th with Sodestrom at 6:30 p.m.

Another work session is needed to work on superintendent goals and board goals. Also training with Pam from OSBA to guide the board through training can be the same meeting. The training meeting is a three hour commitment and possible available dates are August 12th, 19th, or 26th. These dates are already being used for other meetings. Eric will go back to Pam for other possible dates and do a doodle poll with the board to decide what date will work best.

Brian Kohlmeyer is available Monday, Tuesday, and Wednesday evenings.

Jenn Larson is not available Wednesday evenings.

No work session for board/superintendent goals or training set at this time.

**July 19-21, 2019** - OSBA Summer Board Conference

**August 5-6, 2019** - School Registration

**August 12, 2019** - Special Board Meeting 5:00 p.m.

**August 12, 2019** - Board Work Session 5:30 p.m.

**August 19, 2019** - Next Regular Board Meeting 7:00 p.m.

Meeting adjourned at 8:26 p.m.