

**Members Present:** Chair – Trina Comerford, Vice Chair - Dan Jones, 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**

**1a - Pledge of Allegiance** – The meeting was called to order at 7:01 p.m. in the Science Lab by Chair Trina Comerford. The meeting commenced with The Pledge of Allegiance.

**1b - Audience Introductions** - see attached

**2. Approval of Agenda**

Trina Comerford wanted to have Loren Lindquist speak to item 5c right after approval of agenda.

Amber Burns asked why the play shed update is under Information for the Board and not under action item since it was tabled two months ago?

Trina Comerford said that it would be spoke about there if that was fine.

Dan Jones moved to approve the agenda with moving of 5c. Brian Kohlmeyer seconded.

All in favor, motion passed with 5 votes.

**(5c) Facility Bond/Counsel Recommendation 2020**

Loren Lindquist reported that it was the committee’s decision to go with a bond rate of \$1.50/\$1000 assessed value with a 20 year term on the May ballot date vs. November election date.

Dan Jones moved to accept and approve the facility bond counsel recommendation of \$1.50/\$1000 assessed value for 20 year term for the May election.

Jenn Larson seconded.

Trina Comerford said that she is grateful for the time the community members put in to this.

All in favor, motion passed with 5 votes.

**3. Delegations of Visitors**

None

#### **4. Consent Agenda**

Dan Jones moved to approve the consent agenda. Brian Kohlmeyer seconded.  
No further discussion.

All in favor, motion passed with 5 votes.

#### **5. Items Requiring Board Action**

##### **5a. In-Touch Software purchase**

Back on the agenda because the option hardware pushes the cost over the \$5,000 allotted.

Trina Comerford asked if it would work out at the ball fields.

LaRae clarified that this set up would be just at the front desk, we have look at our wireless to get a stronger signal.

Dan Jones said that we want it work in the gym.

LaRae said that she wanted to get it up and running in the front and then look at other locations.

Trina Comerford said that her concern is that it isn't everything we want it to be yet. What will it cost to make sure that we can use it in the gym and at the ball fields.

LaRae stated that we need a laptop to use at other locations and we need to increase wireless to have access at the football field.

Amber Burns asked if LaRae had looked at the cost difference between a laptop and something like a tablet or Chromebook.

LaRae said that it has to have a Windows operating system.

Trina Comerford said that there should be a laptop included in the price list if we need to purchase one.

Dan Jones would like to table this until we have a full price quote to be used at all events, not just registration.

Trina Comerford said what if we give the go ahead with a maximum dollar amount to get everything that we need.

Dan Jones said that he would like to know what the costs are.

Discussion about hot spots and boosts added to cell phone plans or updates to the wireless.

Dan Jones and Amber Burns want to know what the costs are.

Dan Jones moved to approve the In-Touch Software with service to field house and gym not to exceed \$7,000. If over \$7,000, it will be brought back to the board for approval. Jenn Larson seconded.

Motion passed with four in favor and 1 opposed. Amber Burns opposed.

### **5b. Division 22**

This is a report of assurances that needs to be reported to the Board, posted to the website, and reported to ODE.

We are in compliance for all Division 22 assurances for the 2018-2019 school year.

Dan Jones moved to approve the Division 22 assurances. Brian Kohlmeyer seconded.

All in favor, motion passed with five votes.

### **5d. Trenching Bids for gas and electric**

Dan Dugan went over bids and design. Final bid was received that day.

Trina Comerford asked to have them sent out sooner so the board can read them over and be more prepared.

Dan Dugan didn't know if it was ok to send just part of the bids, but noted for next time. Still waiting to hear back PGE to see if they are going to put up another power pole. PGE will give us 1200 AMP service for the same price as 500 AMP services.

Amber Burns asked if plan B is the gas line or if it is done in two phases.

Dugan clarified that it is a continuation from where the transformer is. Not a large amount of service that needs to go out to the greenhouse.

Clarified that bids are for both Plan A and B.

Discussion about plans.

Jenn Larson asked what happens if they don't put the pole in? When will we know? Clarified that if they don't put the pole in, it is about the same price. Around \$1,500 to put pole in. It will be about a wash with the trenching. Ample amount of power on the pole near busses.

Dan Jones asked what are the logistics of crossing the church property? Clarified that Eric Milburn has a good relationship with the pastor there and assume that they would be willing to work with us like we worked with them on their septic.

Dan Jones asked what the cost difference would be between boring and trenching? Dan Dugan stated that he doesn't know for sure, he has been told that boring is quite expensive.

Amber Burns asked if we would have to do an agreement with the church? Clarified that yes, we would.

Trina Comerford stated that the 1<sup>st</sup> and 3<sup>rd</sup> bids are similar and includes a set pad and the 2<sup>nd</sup> bid doesn't, but the 2<sup>nd</sup> gives more detail.

Dan Dugan said that we could get a set pad from Old Castle. 6x6 set pad is what is needed and it would be under \$700 with delivery.

Private locate company would need to come out and make sure we aren't hitting sewer lines.

Trina Comerford stated that the private locate cost is not in the bid.

Trina Comerford stated that she definitely has a preference.

Dan Jones stated that Warrior Construction is the lowest cost for the same.

Dan Dugan said that all three are local in the Amity area.

Trina Comerford likes Warrior Construction and talking under \$1000 for locates and under \$1000 for set pads so overall about \$4000 cheaper.

Dan Jones motioned to move forward with Plan A and B with Warrior Construction not to exceed \$15,000 to include the pad and locate.

Jenn Larson seconded.

All in favor, motion passed with five votes.

Move forward soon.

## 6. Items for the Information of the Board

### 6a - Administrative Reports

- **Financial Report** – was included in packet. Forecast Five reporting should be in the March board packet. LaRae took training and is almost ready to go.
- **Superintendent Report** – included in board packet. Calendar committee meeting on January 29<sup>th</sup> at 3:45 p.m. Anyone is welcome. Looking at a two year calendar.

Recently attended a chronically absent meeting, seeing ideas on increased attendance. Sean Anker is our liaison for Student Success Coordinator and deals with Attendance. It doesn't look at our numbers, just the ones missing the 10% ratio. Fun Friday activities and Advisory Monday are helping chronic absenteeism. Athletics are also being coded differently across the state. Students are coded as present if they are gone on a field trip or athletic event. 14% increase on students who are not chronically absent.

Trina Comerford concerned that we have never had chronic absenteeism until last year and it was specifically said at a board meeting that it was because of a particular class and struggles that they were going through..

Eric Milburn clarified that chronic absenteeism is a school wide thing, not one class.

Trina Comerford stated that we don't normally have chronic absenteeism as a problem at Perrydale.

Eric Milburn stated that we have.

Trina Comerford wants to see specifically what those number are and asked who Sean Anker is.

Eric Milburn clarified that he is coordinated through ODE for the Willamette Region.

SIA information came out right before break. There is a meeting on January 22<sup>nd</sup> to look at data to see what is need to complete plans. Each district allocated an amount based on ADMW and our allotment is \$306,000. Non competitive grant. Have to complete a plan that is in the regulations that ODE says it can be used for.

Trina Comerford asked if the money had to spent based on the Continuous Improvement Plan.

Eric Milburn stated that it takes all of the CIP data, student data, community involvement piece and develop a plan.

Trina Comerford asked if it was looking at academic and attendance and Eric clarified that it is.

There is a conflict with the meeting on the 22<sup>nd</sup>, so the coordinators are going to come out and work with our team to develop a plan.

Amber Burns asked if this would be missing deadlines by having them come out at a later date.

Eric Milburn stated that it won't because it isn't due until the Spring.

Further discussion on the meeting and who will attend.

Eric Milburn reported that we have new student teachers in the building.

There is still a regional CTE building in the works and a team is looking at different locations.

Discussion about what a regional CTE building would entail.

Eric Milburn reported how many in district students were attending other districts.

Amber Burns asked what the difference was from last year and it was clarified that these numbers are pretty parallel to last year's numbers.

Trina Comerford stated that we have had a much higher number before.

Eric Milburn reported about the 360 evaluation that surveys were sent out to employees and board members and that results of survey will be shared with the board on February 3<sup>rd</sup>. There will be an Executive Session on February 24<sup>th</sup>. Special board meeting on March 10 to report to the public.

Trina Comerford stated that in the work session it was decided that the survey would open on the 6<sup>th</sup> and it would be open for two weeks. There would be two surveys, about six questions each. One would be going to the staff and the board and one to the public. That didn't happen.

Eric Milburn stated that he had it in his notes that it was supposed to be sent out to the employees and he also sent it to the board members and that it did go out on the 6<sup>th</sup>.

Trina Comerford stated that she had in notes that the results would be compiled and emailed out so the board had time to look at them before February 3<sup>rd</sup>.

Clarified that February 3<sup>rd</sup> is not a meeting, the data will just be given to the board by the 3<sup>rd</sup>.

Amber Burns stated that she had down that the public was also supposed to get a survey. Is that going out or not going out?

Trina Comerford stated that it is not at this point because Eric didn't have it in his notes. She asked if he had good participation from staff and he clarified that almost all of the staff participated.

- **Dan Dugan – HS/MS** – report in packet. Dan spoke about the upcoming STEAM day that upcoming Friday. OMSI is coming for a full day. There are some upcoming high school field trips for colleges.

Athletic update – Basketball teams representing our school with GPA's. Both boys and girls are having a good season with the girl's team playing some tough competition. Reported on 9 man vs. 6 man for small districts.

Jenn Larson asked if there are enough helpers for Friday's activities. Dan said that he would meet with April and send out an email if there is more need.

Safety – 1 concussion reported that was due to a parsnip. Concussion protocol was done.

- **Erin Henery – Special Education** – Numbers haven't changed. Still at 41 students.

Trina Comerford asked if the new employees have started and Erin said that they had and they are fitting in great and she is excited for her team.

- **Facilities** – Report was in the packet.

Trina Comerford asked how Troy was on the purchasing of a lift since it was talked about in November? Is there anything she can do to help with that? Eric clarified that he was still looking for one for a reasonable price.

Trina Comerford said that she would send a list; she has been searching.

Trina Comerford stated that she would like to see the trees trimmed, but not removed as stated on the report. Would really like to see them stay and just pruned.

Trina Comerford asked if we are still looking at options for HVAC? Trees should be trimmed by end of February.

Trina Comerford also asked for clarification on removal of carpet in high school.

Eric stated that Troy would like to see hard surfaces. Easy to keep clean and less allergens.

Discussion on sign out front.

Bring bids for electronic reader board.

Amber Burns asked about the satellite that was on the ground off of the building. It was clarified that it is old. Districts get free satellite through Dish. The roofers took it off and the idea was that it was going to be connected to the side of the building. Cannot go on side, it has to go on the top and it has to be done by a Dish technician.

Amber Burns asked if there was update on the greenhouse.

Eric Milburn said that he met with PPC a couple of times, but didn't get a full report. Told they have the structure trying to determine if they can get gas or go to propane. The holdup is the power and once that is figured out they can get some movement. Helle hasn't been happy with the person who was going to actually construct the greenhouse.

**6b – Resolution 20-02 and Resolution 20-03 to transfer budget appropriation within the special revenue fund FY 19-20; Resolution 20-04 to accept donations, create budget spending authority for the student accounting, athletic and FFA funds FY 19-20**

Trina Comerford wanted the minutes to reflect questions about 20-02.

Amber Burns asked specifically Resolution 20-02 had the amount of \$7016.16 the \$6356.16. Why increase by 658.98 and why over grant by that much? LaRae did respond to the question previously.

LaRae clarified that the \$659 is a combination of a few things. The budget line is 312,000 the money in fund 257 is 319,000. There report was from the summer advance of \$310,000 which lowers it.

Trina Comerford asked what the summer advance was.

LaRae clarified that the advance was taken out and had to be spent by end of September. Some of the reporting is from previous year but current budget line because of cash basis.

Stated that this is another reason to switch to accrual instead of cash basis.

**6c – Play shed Update**

Eric Milburn asked what they wanted to know about the play shed.

Trina Comerford stated that back in November the discussion was tabled.

Clarified that it was the playground cover that was in questions.

Trina Comerford stated that it was tabled and nothing was brought back to the December meeting.

Eric Milburn said that it was discussed.

Dan Jones stated that upgrades were done to the existing play shed, it was discussed to still hold off. Trina Comerford asked if it was dry.

The water issues have been taken care of.

Amber Burns stated that the part that was tabled was that Eric was supposed to get additional information regarding permits, designs, lift costs, engineering.

Eric stated that he did share that information at the board meeting.

Trina Comerford stated that none of the information, specifically dollar amounts were not audible and not listed in the minutes.

It was asked what the dollar amounts were and Eric stated \$3000 for engineer drawings, \$2000 lift costs; so about \$30,000 for project plus permits. These wouldn't be structures that would be easily torn down, it would be more permanent or complete torn down.

Trina Comerford asked if Eric brought those costs to the meeting, because she listened to the tape and there is nothing in the minutes. We need to make sure that we are getting accurate information in the minutes. There was no decision, because it was just in the Superintendent report. When things are tabled, we should clean things up.

Dan Jones asked Trina if she did the agenda for that meeting and she stated that yes, she in part did the agenda for that meeting.

Trina Comerford said that we have a tabled item that has not been addressed.

Eric will send an email with what the costs are.

Amber Burns asked if Troy has looked at costs for an ATV.

Eric said that he has. He is looking for something like a Gator and they are hard to come by.

Brian Kohlmeyer said that he would be against a Gator, especially to drag a field.

## **7. Patron Input**

Mike Alger spoke previously to Eric and Dan regarding the transgender. He stated that they handled the situation well. He wanted to go on the record that he still has concern for the school district and hard for him to swallow that we are not liable if something happens in that restroom. Loves the school and doesn't want to see anything happen to it. They explained that it is a federal and state deal, but we need to be heads up.

Trina Comerford asked if he had any suggestions that are legally appropriate.

Mike stated that he didn't think so.

## **8. Board Comments**

Jenn Larson wanted to thank PPC for helping get OMSI for the STEAM day.



Trina Comerford thanked the rest of the board for running the meeting in her absence.

#### **9. Announcements/Dates of Importance/Correspondence**

**January 24<sup>th</sup>** – School Day

**January 27<sup>th</sup>** – Bond Work Session 5:00 p.m.

**January 28<sup>th</sup>** – OSBA Work Session 4:00-7:00 p.m.

**February 17<sup>th</sup>** – No School

**February 18<sup>th</sup>** – Work Session 6:30 p.m. and Regular meeting 7:00 p.m.

**February 24<sup>th</sup>** – Executive Session 5:00 p.m.

Eric mentioned that February coming up for negotiations also.

#### **10. Adjournment**

Meeting adjourned at 8:52 p.m.