

Members Present: Chair – Trina Comerford, Brian Kohlmeyer, Amber Burns, (via Zoom);
Dan Jones, 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

Visitors Present: Jessica Keene, Alex Graber (via Zoom) Kellie Reed, 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. by Chair Trina Comerford. The meeting commenced with The Pledge of Allegiance.

1b - Audience Introductions – see attached list and above

2. Approval of Agenda

Trina Comerford added Policy ACB & ACB-AR to Items for Information 6b

Eric Milburn mentioned that a date may need to be set for a possible Executive Session

Brian Kohlmeyer moved to approve the agenda with the noted changes.

Amber Burns seconded.

All in favor; motion passed with five votes.

3. Delegations of Visitors –

No one signed up to speak.

4. Consent Agenda

Brian Kohlmeyer moved to approve the Consent Agenda

Jenn Larson seconded.

All in favor; motion passed with five votes

5. Items Requiring Board Action

5a. Resolution 21-05 Comprehensive Distance Learning Grant

Amber Burns read for the record.

Amount \$121,801.21

Jenn Larson seconded

All in favor; motion passed with five votes

5b. Division 22

Eric gave report to the board and the new report date was November 1st. Standards were cut back in quite a few areas; PE minutes, testing. Reporting is for the 19-20 school year. We are in compliance. We have to give notice to ODE and publish on the school web page by November 15th

Trina Comerford mentioned that the report looks different.

Eric Milburn stated that this is the public report and it is a different template. Last time it was a checklist style.

Trina Comerford said that in the past there was a standard that each had to be.

Eric Milburn clarified that those were under the OARS

Brian Kohlmeyer moved to approve the Division 22 report

Amber Burns seconded

All in favor; motion passed with five votes.

5c. Roofing Repairs

Troy asked to add this to the agenda. There are issues with some of the vents that are over the shop. Rain and wind is getting up under the shingles. He was concerned and reached out to Pfeifer Roofing and wanted to get this done under an emergency repair.

LaRae Sullivan still needs multiple bids under procurement law.

The repair is half of what the estimate is for the full roof.

Jenn Larson clarified that the higher estimate covers the valleys and larger area and asked how old that section is.

Eric Milburn stated that he isn't sure.

Trina Comerford asked this is part of what was already done.

Eric Milburn stated that just the vents were done.

Trina Comerford wanted clarification if the money from budget committee didn't include that.

Eric Milburn stated that he didn't think it did.

Trina Comerford asked where the other bids are.

Eric Milburn stated that Troy Lieuallen thought it would be under emergency repairs.

Amber Burns moved to table roofing repairs to the November meeting.

Brian Kohlmeyer seconded.

All in favor; motion to table passed with five votes.

5d. Seismic Rehabilitation RFP – determine Architect

Eric Milburn reported that the grant has a set amount for the architect and design. There were four companies that responded to the RFP; Soderstrom, RSS Architecture, BBL Architects, and Carlson Veit Junge Architects, PC.

Trina Comerford stated that she is not comfortable jumping to a company just yet. Wants further research.

Eric Milburn stated that Carlson did our gym, RSS (Randy Saunders) has done a multitude of Schools including the remodel of Amity CTE, and they are familiar with Soderstrom from the grant. BBL is a firm out of Lake Oswego and have done a lot of work for Portland Public Schools – Wilson H.S. and Central Linn.

Trina Comerford asked who did Dayton’s design? Was it one of these four? What about St. Paul?

Eric Milburn stated that RSS did the work in Sheridan.

Trina Comerford asked if we would utilize the company for the whole project if the bond passes.

Eric Milburn stated that there was a clause in the RFP to allow for that.

Dan Jones stated that his preference would be Soderstrom. We have worked with them and they did the school in Mill City.

Jenn Larson stated that that information was good to know, she didn’t know enough about the others.

Dan Jones stated that unless Chair wants to table he would like to make a motion.

Trina Comerford stated that she would like to table to allow for more time.

Eric Milburn stated that they published an RFP with a notice of intent to award by October 20, 2020 so a decision had to be made.

Jenn Larson asked Eric if he has looked in to the companies.

Eric Milburn stated that he has looked at other projects by the companies. Carlson Veit did work at Chemeketa Community College and Dayton. He stated that other than the RFP he was familiar with BBL. After conversations with other groups that were here for the walk though his recommendation would be Soderstrom.

Dan Jones moved to approve Soderstrom for the Architect

Brian Kohlmeyer seconded.

Trina Comerford stated that she was not comfortable not having a dollar amount to make plans and being forced to make a decision.

Amber Burns asked if it was typical. Do you normally get RFP's with no dollar amount for the work?

Eric Milburn stated that it is common practice. You decide and then gather information and determine a contract. If you cannot approve a contract then you move on to someone else. You are not stuck.

Jenn Larson stated that it makes sense to not have a dollar amount and can be included in budget.

Motion passed with four votes for and one vote against; Dan Jones, Amber Burns, Brian Kohlmeyer, and Jenn Larson vote in favor and Trina Comerford voted against.

6. Items for the Information of the Board

6a - Administrative Reports

- **Financial Report** – Report in packet. LaRae Sullivan handed out Forecast 5 reports and brought their attention to page 35 with audit coming back higher.

Amber Burns asked why.

LaRae Sullivan stated that the general fund expenses at year end weren't there. She went over the report

Trina Comerford asked about keeping track of the seismic grant and creating its own fund.

LaRae Sullivan said that it does have its own fund under 401 capital projects

Trina Comerford asked about creating a fund for spending for modular and LaRae clarified that it is fund 250 and has a sub grant shown on page 31.

Trina Comerford asked for transparency in Forecast 5.

LaRae stated that the sub area is 905 to separate it out and will include that report.

- **Superintendent Report** – report in packet. Eric Milburn discussed Limited in Person connectivity and the two sessions that were running.

Gave an update on the modular. The structural inspection for one unit was done and can move on to plumbing.

Eric gave an update on the metrics and stated there was a meeting on October 21st for changes in the metric. This is just a discussion, no decisions will be made at that time.

We do have to look at Yamhill and Polk County numbers, because we have more than 10% of staff and more than 10% of students living in Yamhill County.

Eric Milburn stated that Carmen Hilke resigned her position at Polk County.

SIA Grant update.

Trina Comerford asked about transportation for limited in person.

Eric Milburn stated that we are not required to provide transportation for out of district students. We can invite them, but don't have to provide transportation.

Trina Comerford asked if we have reached out.

Eric Milburn said that yes we have.

Trina Comerford asked if we have bids for electrical and plumbing for modular.

Eric Milburn stated that we do not directly have bids.

Dan Dugan mentioned that the electric was already approved and Troy was working on plumbing. Dan also stated that both sewer and plumbing are coming in under \$5000.

Trina Comerford asked for clarification. Plumbing and sewer; one in the same and total coming in under \$5000?

Dan Dugan said not the same thing

Trina Comerford asked a combined total of \$5000?

Dan Dugan clarified neither are over \$5000, but not together.

Trina Comerford asked them to keep the board informed.

Amber Burns asked if the payments began on the day the modular arrived. Are we at 12 months from the date of the start of the contract or the date of deliver?

Eric Milburn stated that they prorated off of the original contract. He forwarded that email to the board.

Trina Comerford asked if the electric was the bid that they approved for Nice electric and does that include hooking up both modular.

Eric Milburn stated that that was to come off of the pole, trenching and set up station to both modular.

Trina Comerford asked if there would be added costs and Eric Milburn replied that he did not think so.

Dan Dugan stated that the transformer needs to be placed by PGE back by the shed.

Trina Comerford asked what impact losing so much parking will have.

Eric Milburn stated that at this point it doesn't make a difference. If they stay on, they would impact, but not too greatly.

Brian Kohlmeyer asked about the final cost for purchasing the modular?

Eric Milburn stated that he forwarded that information to the board.

Amber Burns said that she was looking at the Nice job, but it doesn't specifically show anything for the modular.

Dan Dugan clarified.

Trina Comerford stated that we entered in to an Intergovernmental Agreement with Polk County on August 8th, so why wasn't the board notified of the vacancy left by Carmen Hilke with Polk County Mental Health and why she learned about it on Facebook.

Discussion on the contract with Polk County. Eric Milburn stated that to fill the position, the county may reduce the requirements needed by the applicants.

Jenn Larson asked if the cost will go down that we are contracted for.

Eric Milburn said that it could be re-evaluated.

Trina Comerford stated that we currently don't have anyone in that position.

Amber Burns asked if there was an answer to why the board wasn't told.

Eric Milburn stated that we are still under contract with Polk County, that didn't change because of the vacancy. It is not up to the district, it is up to Polk County to fill the vacancy. We contract the position, not the person.

Trina Comerford stated that the board needs to know; relationships are huge.

Eric Milburn stated that Carmen reached out to families that she worked with directly.

Trina Comerford stated that that was not what was asked. Mental health has bonded relationships. She would like the respect of notification instead of finding out on social media.

Discussion on contract amount for the 20-21 school year.

More discussion on buying modulars.

- **Dan Dugan – HS/MS** – report in packet.
- **Erin Henery – Special Education** – Current number is about 41.
- **Facilities** – Report in packet.
Brian Kohlmeyer asked if Troy was going to spray the weeds.

Eric Milburn stated that they did talk about it, but it hasn't been done yet.

Trina Comerford stated that the shed is looking sharp.

6b. Policy ACB & ACB-AR

Trina Comerford wanted to make sure that everyone had a copy of it. The board needs to adopt by January 1, 2021 and we may need a work session.

Dan Jones clarified that these are required policies and Trina Comerford stated that yes they are.

7. Patron Input – Anna Scharf asked if the seismic grant of \$2.3 million include the design work and Eric Milburn said that yes a portion goes to architect and is budgeted by the grant.

9. Board Comments

Jenn Larson stated that she is concerned about our kids. Concerned that they don't know how to get ahold of someone for support. Is there a link to someone we can get out? It needs to be clear. She praised staff, teachers, and admin.

Eric Milburn stated that Polk County is working on transition person on staff. Links are also out there. We will give them again. There is a lot of discussion during advisory time.

10. Announcements/Dates of Importance/Correspondence

Set up Executive Session to discuss the Superintendent contract. Thursday, October 22nd via zoom 6:00pm

October 30th – MS/HS assessment day (grading)

November 11th – Veteran's Day – no school

November 13th – School Day

November 16th – Board Work Session and Regular Meeting

November 20th – Elementary Assessment Day

November 23rd & 24th – Conferences

November 25th & 26th – Thanksgiving Holiday – No School

10. Adjournment

Meeting adjourned at 8:41pm