

**PERRYDALE SCHOOL DISTRICT, NO. 21**  
**SCHOOL BOARD MEETING MINUTES**  
**District Board Room-New Science Lab**  
**7445 Perrydale Road, Amity Oregon 97101**  
**Monday, February 13, 2017**  
**7:00 P.M.**

**REGULAR BOARD MEETING MINUTES**

**1) CALL TO ORDER/WELCOME**

The meeting was called to order by Chairperson, Trina Comerford at 7:03 P.M.; other board members present were John Cruickshank, Jr., Kirk Hutchinson, Daniel Jones and Anna Scharf. Also present were Superintendent – Eric Milburn, Vice Principal/Athletic Director – Daniel Dugan, Business Manager – Melanie Neece and members of the audience. (See list attached).

**1.1 The pledge of Allegiance** – The flag salute was led by Chairperson, Trina Comerford.

**1.2 Audience Introduction/Request** – No request at this time.

**1.3 Adjustments to the Agenda/Adopt Agenda** – Superintendent, Eric Milburn, requested an addition to 4.6 adding Special Education Position and Job Description for Director and Teacher.

*Kirk Hutchinson moved to adopt the agenda with noted additions to Item 4.6, adding the Special Education Positions and Job Descriptions as noted above, seconded by Anna Scharf. Motion passed unanimously.*

**1.4 Financial Report:**

**Reports:** Included the January 2017 - Financial Summary for the period ending 01/31/2017 and the district credit card statement for the period ending 01/31/2017.

**Check Listing:** Check Numbers 12347 – 12421, for the period ending 01/31/2017.

*Anna Scharf moved to accept the check numbers 12347-12421 and the Financial Summary Report and supporting backup for the period ending 01/31/2017 as presented, seconded by John Cruickshank, Jr., Motion passed unanimously.*

**1.5 Consent Agenda:**

**Regular Board Meeting Minutes:** January 09, 2017 Regular Board Meeting Minutes.

*Kirk Hutchinson moved to accept the January 09, 2017 - Regular Board Meeting Minutes as presented, seconded by Anna Scharf. Motion passed unanimously.*

**1.6 Facilities/Maintenance Report**– Superintendent, Eric Milburn, handed out copies of bids and quotes: (1) Willamette Valley Excavating, LLC bid for repair of potholes and grade of parking lot for the front to edge to the pavement. Group discussion regarding the timing and how long it would take for the job to be scheduled and completed ensued. The board would like a quote for twice a year fall/spring grading maintenance schedule for the parking lot. (2) AC units: Santiam Heating was missing the install dollar amount, but included a preventative maintenance program that would be \$983.06 to be performed Annual in July. The board requested the entire Santiam Heating bid be submitted for review. Dallas Heating and Sheet Metal’s bid: Installation Cost \$13,852, Annual Maintenance \$950.00. Home Comfort was contacted and did not submit a bid. (3) Fire System: The State of Oregon’s Fire Marshal inspection notice 201701120084 was hand out to the members. Violation code with a description of the deficiency and corrective action needed still outstanding on the report are **901.6.2 SPLICES** need to be in electrical junction boxes, repair gym high school horn/strobes and relocate FACP to prevent overheating. **2205.1** Dust collection system wood shop. Shannon Miller, Deputy State Fire Marshal “Please provide me with the plan for the repair of the fire alarm and monitoring system.” The members requested bids to **replace** not repair the fire alarm system and a plan timeline with scheduled completion dates be submitted on or before the next regular scheduled board meeting:

- (1) Bids due date, (2) Approve due date and (3) Timeline actual work phases, as well as dates of completion depending on budgetary constraints if needed, in order to spread out the cost.

Daniel Jones, 4 of 6 Repair Gym horn/strobes need to be repaired ASAP.

### **1.7 Spotlight on Education**– April Logsdon and Leadership

April Logsdon introduced herself and leadership members and talked about the outstanding job they have been doing.

Senior Class President, Josh Baker, shared the incredible achievements the group reached during the Holiday Project. They helped six families with thirty kids by supplying them with enough food for an entire month and a full course holiday meal. Each child in the families received two toys and a new outfit. The team gave the leftover food, to 2 (two) local food banks, to help additional people in the community. Another endeavor is One Dollar for Life, this fundraiser is to raise funds to build a school in Matagalpa, Nicaragua the goal is to raise \$400, currently they have \$98. Next step is to raise money for the Leukemia & Lymphoma Society; Chairperson, Trina Comerford, asked the question, if the team was going to ask for adults to be tested as bone marrow transplant donor possible matches? April stated the team will need to do more research.

Freshman Class President, Amity Deters, shared the bulletin board update to resemble board games, locker signs, and teacher cheers in hopes of engaging student enthusiasm moral that are not participating in sports. The kindness calendar has been BIG and well received throughout the school.

Senior Vice President, Vanessa Tuttle, shared the activities to build SPIRT in the school and at the games; T-shirts, punch cards, dress up themes and senior night by decorating

the student section with pom-poms and cheers. Talent show is schedule for April 19<sup>th</sup>, auditions will be held March 27<sup>th</sup> through April 6<sup>th</sup>. The team is hyping it up for additional student participation from the elementary and middle schools.

## **2) DELEGATION OR VISITORS**

**2.1 Visitor/Patron Comments:** None at this time.

## **3) ITEMS REQUIRING BOARD ACTIONS**

**3.1 School Calendar-** Anna Scharf requested the 2017-2018 draft school calendar be reviewed as the 168 teacher contracted days were not adding up. A group discussion regarding the student teaching hours vs days and the language in the agreement that may or may not need to be updated depending on the outcome of the review, the group has until April 2017 to approve the school calendar.

*John Cruickshank, Jr. moved to table the 2017-2018 School Calendar until the next regular schedule board meeting, seconded by Anna Scharf. Motion **TABLED** unanimously.*

**Note:** Conferences should be held from 2-7 P.M. both days.

**3.2 Open Enrollment** - Superintendent, Eric Milburn, handed out copies of the school profile with current enrollment numbers.

*Anna Scharf moved to set open enrollment at 0 (zero) and to extend agreements to the 22 (twenty-two) lottery and inter district transfer moves, as presented, seconded by Daniel Jones. Motion passed unanimously.*

**3.3 Superintendent Evaluation:** Superintendent, Eric Milburn, performance standards were read aloud and reviewed with the group. Chairperson, Trina Comerford asked if grading scale need to be added. Superintendent, Eric Milburn indicated no.

*Kirk Hutchinson moved to accept the Superintendent's Evaluation as presented, seconded by John Cruickshank, Jr. Motion passed unanimously.*

## **4) ITEMS FOR THE INFORMATION OF THE BOARD**

**4.1 Perrydale School Community:** Vice Principal/Athletic Director – Daniel Dugan, explained the School Wide Improvement Day SWID and talent show are scheduled for the same day. Three staff members attended the Science Caravan in January and reviewed 3 (three) different curriculum, next meeting Tuesday, February 14 at 3:45 P.M.

**4.2 Administrative Reports/Safety Report:** Vice Principal/Athletic Director – Daniel Dugan, shared the district experienced 2 (two) injuries; a student took at tooth to the forehead and a student broke a nose during a basketball game. The Safety Committee would be meeting later this week.

**4.3 School Profile:** Superintendent, Eric Milburn, shared the school profile for January 2017 and the district is currently down by 12 from 323 to 311, while stating the budget was built on 317. The classroom sizes are good for now 4, 8 & 9 are at 22. Superintendent, Eric Milburn, said not to backfill the count, but can be revisited if needed.

**4.4 Lot Line Adjustment:** Superintendent, Eric Milburn, shared an update on the lot line adjustment; the third party consent forms had been completed and the check was submitted along with the rest of the paperwork to the attorney to file with Polk County.

The members want the unhappiness they feel to be passed along to representative at Garrett Hemann Robertson, P.C., emphasizing the excessive time and cost for services rendered to date. All of the leg work had previously been compiled and done; this has been a lot of money, excessive time and money for something that had to only be filed with the county. The members also request that all invoices received by the district from the attorney be shared with them regarding this matter.

#### **4.5 Board Work Session Dates to be determined**

Chairperson, Trina Comerford, asked that the group meet to do the Board Self Evaluation, the meeting was scheduled for Monday, March 13 from 5:30 or 6:00 to 7:00 P.M. prior to the regular scheduled board meeting depending on the budget committee member applications received by the district, as the deadline is scheduled for March 1. The group setup a second meeting scheduled prior to the Monday, April 10<sup>th</sup> meeting starting at 6:00 P.M. The members requested Superintendent, Eric Milburn, setup a Google Doc platform for work session **Topics** that all members have access to.

#### **4.6 Special Education Positions and Job Descriptions**

Addition to agenda item 4.6: Superintendent, Eric Milburn, shared two job summaries including the essential duties and responsibilities with the members. Substantiating the need in the program; is to add an additional 1.5 to 2 FTE into the department. This need in the district is in part a direct consequence from the current case load. That is currently in excess of 13% of the total student population if a teacher is hired they would fall in under the current salary schedule and a cost of a director, on the low end of the state average wage would cost the district a minimum of \$60,000 a year. Mt. Angel's Special Services Director compensation for a 230 day contract is running at \$70,000. Chairperson, Trina Comerford, asked if the positions could be run through the COSA and School Spring sites to attract the potential candidates; members have a very high expectation from an individual in such a position(s).

#### **5. PATRON INPUT:**

Jessica K shared her concerns with the board because she has children that meet many of the different dynamics that challenge Perrydale School District. She is very excited that the members are finally addressing the need in Special Education, the student teacher ratio is not acceptable; her impression is that the aides are developing the curriculum for the students and that is not acceptable. She stated the district could be a trendsetter in the state as to what the program should look like. In other areas, her feelings are that the district needs to provide more help in the general

fundamental principals in math, building the basic skills up in the high school level for struggling students.

## **6. BOARD COMMENTS/RECOGNITION**

Vice Principal/Athletic Director – Daniel Dugan, shared OSAA numbers are at least 89 for 5A/6, at minimum ninety people attended the last meeting; March 9<sup>th</sup> is the scheduled date for Sport Awards.

### **GIRLS BASKETBALL PLAYOFFS** *Our girls are guaranteed to be the 3 or 4 seed.*

Friday, February 17<sup>th</sup> the winner of the 4/5 game will be on Saturday afternoon at 2:00 p.m. If Crosshill wins tomorrow, then the format is as follows... Friday Games- **4:00pm** 4 vs 5 or **6:00pm** 2 vs 3. Saturday Games: 2:00 p.m. for 1, 2 and 3rd seed or 6:00 p.m. for Championship Game.

### **BOYS BASKETBALL PLAYOFFS**

Saturday Games-- If Livingstone wins... The CHAMPIONSHIP GAME with PERRYDALE vs the 2/3 winner will be at **4:00pm**. If Livingstone loses...The CHAMPIONSHIP GAME with PERRYDALE vs the 2/3 winner will be at **8:00pm**

## **7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES**

Facilities Committee Meeting	Wednesday, February 15 <sup>th</sup> , 2017 at 6:00 P.M. Sci Lab
Polk County Bod Proposal	Wednesday, February 15 <sup>th</sup> , 2017 Commissioner's Hearing Room at 7:00 P.M.
President's Day – No School	Monday, February 20 <sup>th</sup> , 2017
Ag Olympics	Friday, February 24 <sup>th</sup> , 2017 in the morning
Dr. Seuss Week	Monday – Thursday February 27 <sup>th</sup> – March 2 <sup>nd</sup>

Board Work Session                      Date: Monday, March 13<sup>th</sup>, 2017  
Time: 5:00 or 6:00 to 7:00 P.M.  
Location: District Board Room – Science Lab

Regular Board Meeting                      Date: Monday, March 13<sup>th</sup>, 2017  
Time: 7:00 P.M.  
Location: District Board Room-Science Lab

Adjournment: Chairperson, Trina Comerford, adjourned the meeting at 9:32 P.M.