

**Members Present:** Chairman Dan Jones, Anna Scharf, John Cruickshank Jr.  
**Administrators Present:** Superintendent/Principal – Eric Milburn  
Special Ed Director – Erin Henery

**Staff:** Business Manager – Amy Lieuallen  
Maintenance Supervisor – Troy Lieuallen

**Visitors Present:** See Attached

**Minutes by Agenda Item:**

**1. Call to Order/Welcome**

**1a. – Pledge of Allegiance** – The meeting was called to order at 7:05 p.m. in the Science Lab by Chairman Dan Jones. The meeting commenced with The Pledge of Allegiance.

**1b. – Audience Introduction-** See Attached

**2. Adjustments to Agendas/Adopt Agendas** – Anna Scharf moved to approve the agenda as submitted. John Cruickshank seconded. Motion passed unanimously

**3. Delegations of Visitors** – See Attached.

**4. Consent Agenda** - Dan Jones moved to approve the consent agenda with the adjustment of check number 14626 to be moved to fund 252. Amy Lieuallen clarified that there are two accounts; 252 and 253, both Outdoor School and she will do a journal entry to reflect the change.

Consent Agenda approved.

**5. Reports**

**5a. Financial - Amy Lieuallen** - Looking good; however in the general fund instruction, if everything is encumbered, it shows a negative, but with further research those include the summer payments to be encumbered after flipping the fiscal year. It happens each year after the roll over to the new fiscal year with a 12 month payment cycle. Not worried at all about going over and it is all on track.

John Cruickshank - are we changing it back? Amy Lieuallen clarified that we have to look ahead to change back and would have to do a balance of contract. No plans to change this year, but could look at it in future years. It would be nice to get everyone on the same fiscal year, but needs to be budgeted.

Anna Scharf asked Amy Lieuallen to show them Outdoor School fund 253 in the budget book. It only shows up is under 252 function 1132. Amy clarified that it had a budget at some point and stays in the budget book for three years.

Anna Scharf led discussion that as a board can't legally be passing something that isn't in the budget book.

Eric Milburn said that they will make sure it is corrected, and really should be coded as 252.  
No other discussion.

**5b. Superintendent Report - Eric Milburn** - handed out a packet and led discussion around hiring a Secondary Student Success/College & Career Readiness Coordinator. He and Dan Dugan went to a Measure 98 meeting and had to come up with a plan and do a needs assessment on the school for things that are needed for the school. The last two years the money has gone to CTE. It was suggested to go another route and upon completion of the needs list they determined they needed to go another route. Plan needed to be given to ODE and be accepted. Worked with other small schools and were told to build budget at 100% funding in special revenue so if funding isn't 100%, nothing is lost.

The plan: At 100% funding - fully fund a certified teacher as a High School Success Coach and also Middle School (see handout). We would shift a staff member to the coach position and then hire a new full time staff (new FTE). It would allow that coach position to have a flexible schedule for tutoring help and summer school, college and career. We have a group of kids in high school now that need extra time and work who don't qualify for services. Best route for someone to directly work with those kids. Dufur does a similar schedule.

Anna Scharf asked if we need to budget and backfill for that new FTE. How does CTE money tie to the things listed? Eric Milburn clarified that this would be different from CTE money; there are three areas to use Measure 98 money; CTE, High School Success and Dropout Prevention. Anna Scharf asked if Eric would be able to give a plan on how and where the money will be spent; at what percentage. Eric Milburn said that if fully funded, this would cover salary and benefits. Currently 60% funding is approximately \$53,000. Anna Scharf asked if they could have time to look over the material and talk out it at budget or next meeting. Sorry for the questions.

Eric Milburn announced Kindergarten Round up at Fam Jam at the Polk County Fairgrounds with multiple Polk County Schools. Next month numbers will be set for kindergarten registration.

Also, there was a listing for English/Language Arts that has closed on April 10, 2019 and will be conducting interviews at the end of the week or beginning of next week.

State testing beginning to start and classes are preparing for that. ELPA testing has already been completed.

**5c. Administrators Report - Dan Dugan and Erin Henery**

- **Dan Dugan** - At Athletic Director's conference
- **Erin Henery** - Currently 37 students on IEP's; all numbers should line up.

**5d. Facilities/Maintenance (p. 32) - Troy Lieuallen** - excited to announce LED lighting upgrade for outside will be fully funded. Will present numbers next month; project will cost \$10,629, Energy Trust Savings is \$2898 and SB1140 fund will cover remaining balance and would have covered up to \$30,000. Will begin working on this once CTE project is done.

Also reported that he will be phasing out Cintas. Main reason is cost savings of about 50%. Doesn't want to say who we are going with yet since we are still with Cintas. Anna Scharf asked if it was Aramark and Troy Lieuallen did confirm that it is not. Nothing personal with Cintas or representative, we can just handle a lot of the services they provide in house.

Dan Jones asked who did the air handler. Troy clarified that it was Dallas Heating.

Troy Lieuallen is hoping to get a 40 foot Genie Lift that can be used inside and outside. Waiting to see what there is budget wise at the end of the year. Would like to have a nicer flagpole area, new stainless steel flagpole if money left in the budget.

Anna Scharf reminded him to make sure he checks with the county on setbacks and restrictions. Great project.

**5e. CTE Revitalization Grant - Eric Milburn for Christina Lorenz** - Additional eyes on the project by Paul Trayhan who had school contact Ronald Ped. They visited with Dan, Eric, Troy, and Christiana. Walked the area with basic drawings and made sketches and ideas. He had a guy out on the April 10th to complete some measuring. Eric provided a small packet of ideas and drawings. Will meet again on the April 16th to finalize some things. Both gentlemen thought that if the extension is granted, the project could definitely be done by September 30th.

Also part of the grant is a three day CTE camp for Middle School students. Christina is moving forward with planning that.

Anna Scharf asked if we are done paying RSS Architecture? Eric hasn't looked at the final amount, so can't answer that. Also need to pay Ronald so we are under \$300,000. Can we get the project done with that? Eric clarified that both gentlemen say we should be able to.

Anna Scharf asked if new Measure 98 money has to be spent in that fiscal year or carryover for big projects. Eric said they didn't specify, but something to ask.

Eric announced that Troy has contacted electrician to come out. Jed will be coming out on April 17th and Casey with SNS still working out a time to come out this week. Justin also giving bid also.

Anna Scharf asked if we are still anticipating being the general on this project and looked at resolution passed last year. Electrician, general contractors, concrete; we will have to put out for three bids on all areas and don't want to slow the process down. Eric said he understands that.

Anna Scharf asked if we still could find one company to come out and do it all. Eric Milburn said it is not out of the realm on that idea. Anna Scharf reminded that anything over \$5000 has to have bids and come to the board.

Troy Lieuallen said that with the time frame, we could talk about that.

**6. Discussion Items - None**

**7. Action Items**

**7a. Promise Scholarship Program** - Trina Comerford was going to bring the application (not present). Dan Jones asked if they wanted to table this until next time or vote to do the program. One question for Eric was can they use what money was put away this year for a scholarship and they cannot. Was discussed at the work session on March 27th and wanted it on the agenda.

Anna Scharf moved to start the full program with the minimum 18 hour commitment, planning and completion of a board project, for the Oregon Promise Grant.

John Cruickshank seconded.

Motion passed unanimously.

**7b. Out of State Travel 8th grade Trip - Shane Brown** - amending the trip that was voted on to add a stop on the first day to go across the bridge to Camp Disappointment outside of Ilwaco, Washington. Fort Clatsop is great, but great opportunity to be where Lewis and Clark were. Will be back in Oregon within 2-2.5 hours.

Anna Scharf moved to approve out of state travel for the 8th grade trip.

John Cruickshank seconded

Motion passed unanimously.

**7c. Red Cross Agreement** - Chuck Bennett contacted Eric Milburn to update to use facilities for emergency purposes. Dan Jones asked if it was new. Anna Scharf doesn't remember it coming to the board as a formal agreement. Eric clarified that the last agreement was an informal since it was already in place with previous admin.

Anna Scharf asked if we are eligible for FEMA related grants with this agreement. Eric is interested in that as well.

Anna Scharf moved to approve the Red Cross IGA

John Cruickshank seconded

Motion passed unanimously

**8. Patron Input** - Kathy Tompkins was reporting on a bad accident that was at the intersection of Perrydale Rd. and Hwy 22. She spent her morning keeping a man alive after the accident. Would like school and board support in starting a grassroots effort. We need a louder voice in how dangerous this intersection is. Started a Facebook page "Hwy 22 and Perrydale Rd: A Dangerous Intersection." Someone may have shared the link on the community page. Encouraged to reach out to ODOT. Anna Scharf suggested that she reach out to Commissioner Pope or Ainsworth. Anna Scharf suggested reaching out to OSBA in writing a resolution and how to write it to support these efforts.

**9. Board Comments** - Anna Scharf thanked Kathy for reaching out and encouraged her to reach out to Senator Boquist who had kids in school at Perrydale at one time. John Cruickshank had no comments, just reminded that we need volunteers for the track meet on May 4th. Anna Scharf also wanted to remind Amy that some Budget Committee members may not know about the upcoming meeting on Monday. Make phone calls.

**10. Announcements/Dates of Importance/Correspondences**

April 22nd	Budget Committee Meeting
April 24th	Talent Show 1:00 p.m.
April 26th	Snow make up day
April 27th	Kindergarten Roundup
April 29th - May 2nd	Outdoor School
May 4th	Perrydale Track Meet

May 6th

Budget Committee Meeting 6:00 p.m.

May 11th

PPC Auction @ Eola Viticulture Center & District Track Meet

May 20th

Next Board Meeting 7:00 p.m.

**11. Adjournment** - 7:57 p.m.