

**Members Present:** Chairman Anna Scharf, John Cruickshank Jr., Trina Comerford and Amber Burns

**Administrators Present:** Superintendent/Principal – Eric Milburn  
Special Ed Director – Erin Henery

**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 7:03 p.m. in the Science Lab by Chairman Anna Scharf. The meeting commenced with The Pledge of Allegiance.

**1.2 – Audience Introduction- See Attached**

**1.3 – Adjustments to Agendas/Adopt Agendas –**

Item 3.3- Add Brian Cruickshank; Middle School Assistant Basketball Coach (Resignation). Item 3.8- Discuss potential job offer and contract for Business Manager. Trina Comerford moved to pass Adjustments to Agenda with noted changes. Amber Burns seconded. Motion passed unanimously.

**2. Delegations or Visitors – There were none.**

**3. Items Requiring Board Action**

**3.1 – Financial Report: Approve – AP Check Numbers: 13784 – 13890 –**

Anna Scharf ask a few questions about the Card member Services payment. Melanie Neece noted that all of the numbers did balance. Trina Comerford wondered if people just use the card or it there is P.O.'s before purchases are made? She stated a concern about making sure that there is prior approval to purchasing. Melanie Neece and Eric Milburn both reassured that there is always prior approval before using the credit card. There was some discussion about this issue. Amber Burns moved to accept approve Financial Report AP check numbers 13784-13890. Trina Comerford seconded. Motion passed unanimously.

**3.2 – Minutes: Approve May 21, 2018 and June 5, 2018 –**

Trina Comerford moved to approve the May 21, 2018 and June 5, 2018 minutes. John Cruickshank Jr. seconded. Motion passed unanimously.

**3.3 – Personnel Resignations –**

Brian Evans; Basketball Assistant Coach, Kathy Tompkins; MS Girls Softball Coach and Brian Cruickshank; MS Boys Basketball Assistant. John Cruickshank Jr. declared conflict of interest. Trina Comerford moved to accept personnel resignations of Brian Evans; Basketball Assistant Coach, Kathy Tompkins; MS Girls Softball Coach and Brian Cruickshank; MS Boys Basketball Assistant Coach. Trina stated her appreciation for their contribution and service. Amber Burns seconded. Motion passed with noted declaration.

### **3.4 – Contract Renewal for Erin Henery –**

The Perrydale Board had made an offer to Special Ed Director Erin Henery, but she did not accept and made a counter offer of a three year contract with a starting salary and a 3% increase each year of the contract and an increase on insurance from \$1,600.00 to \$1,700.00 per month. Trina Comerford had researched other comparable school districts and stated that the salary that Erin was getting previously was below the average of other schools of our size and recommended accepting Erin's offer. Anna Scharf stated a concern of the rising cost of Administration Salaries and would like the new Business Manager to do a 5 year projection of escalating Administration costs. Trina Comerford moved to accept an offer of a 3 year contract with 3% increase each year, and increase of monthly insurance from \$1,600.00 to \$1,700.00 and the membership/training/professional development benefits remaining the same. This would also include the option for Erin to open up the insurance coverage each year depending on rising insurance costs. Amber Burns seconded. Motion passed 3 to 1 with Anna Scharf voting no.

### **3.5 – Policy – IKF(Version 1 or 2) and IKF-AR Graduation Requirements –**

Still waiting on Version 2, so decided to Table once more until July. Trina Comerford moved to table Policy IKF(Version 1 or 2) and IKF-AR until July Board Meeting. Amber Burns seconded. Motion passed unanimously.

### **3.6 – Resolution 2-1819 Adopting Budget and Making Budget Appropriations for fiscal year 2018-2019 -**

Amber Burns moved to adopt 3.6 Resolution 2-1819 Adopting Budget and Making Budget Appropriations for fiscal year 2018-2019 which was recommended by the Budget Committee. John Cruickshank Jr. seconded. Motion passed unanimously.

### **3.7 – Resolution 2-1819 Imposing and Categorizing Taxes –**

Anna Scharf read Resolution 2-1819 Imposing and Categorizing Taxes. John Cruickshank Jr. moved to approve 3.7 Resolution 2-1819 Imposing and Categorizing Taxes. Amber Burns seconded. Motion passed unanimously.

### **3.8 – Business Manager Job Offer/Contract –**

Eric Milburn stated interest in someone that had been interviewed and wanted to discuss options with the Board. He said that the offer of \$52,000.00 per year with \$1,600.00 insurance cap and the school paying for a training for this person since she didn't have all of the qualifications needed. This person had a lot of strong points and met several qualifications. Part of the contract would include support/training in other areas. Anna Scharf wondered about the option of contracting with the Willamette ESD for the Business Manager position and wished that we had a quote for that and wondered if we could do that temporarily until we could find a qualified person. Trina Comerford voiced concern about a possible conflict of interest. Anna Scharf would like us to get legal counsel before we push forward with a contract. Anna Scharf is going to gather questions from other board members and Eric Milburn is going to contact legal counsel with the proposed contract and try to get some answers. Anna Scharf also wants a proposal from the Willamette ESD to see the cost of that. Eric Milburn agreed that it is a good idea to pursue legal counsel on "separation of duties". Amber Burns moved to table Business Manager Contract until legal consultation. John Cruickshank Jr. seconded. Motion passed unanimously.

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

### **4.1 - Administrative Reports – Eric Milburn**

- There was an accident report of a student breaking an arm on a field trip, but was doing o.k.
- Forecasting was done for next year and students had picked classes. Had some teachers that were really interested and excited about some new electives to offer.
- High School Graduation was well attended and went very smooth. 8<sup>th</sup> Grade Promotion and Kindergarten graduation all went very well.
- State Testing all went very well showed improvement in several areas.
- Outdoor School was approved for next year with \$248.00 per student which should cover the cost.
- There are two teachers switching grades next year. 6<sup>th</sup> grade teacher will be teaching 3<sup>rd</sup> grade and the 3<sup>rd</sup> grade teacher will be moving to 6<sup>th</sup> grade. Both are excited about the change.
- HS Success Plan-There was some concern about some attendance, but after digging into reasons why some students had been absent realized that it was justified.

#### **4.2 - Facilities/Maintenance Report**

Eric Milburn reported that the new Head of Maintenance hire was doing very well and getting a lot of needed things done. Everyone is very happy about how things are going.

Things are moving on the Tap Grant. Eric is talking to vendors about options and getting a list together to send out the Proposal. Targeted end date of the end of August. All Tap Grant was approved.

#### **4.3 – School Profile – No comments.**

#### **4.4 – High School and Middle School Class Schedule for 2018-2019 –**

There were some questions and some discussion about the new electives. Mr. Ferguson will be teaching a semester on Zoology and a semester on Astrology. There are several new options for next year. Everyone very excited about next year's schedule.

#### **4.5 – Discussion on Confidential contract negotiation process –**

The Board is more involved in contract negotiations than it used to be. John Cruickshank Jr. gave some history about it had changed from Superintendent only to more board involvement. Anna Scharf expressed concern about board involvement. Anna Scharf stated that the board should not be involved so closely in contract negotiations. Trina Comerford said she could not find anything illegal about board involvement.

#### **5. Patron Input - No Comments.**

#### **6. Board Comments -**

Amber Burns – None

John Cruickshank Jr. said he was at both Graduations and liked the changes in the 8<sup>th</sup> Grade Promotion. That all kids were still recognized, but it was sped up. The High School Graduation went very well and liked how the seniors had asked their Student Teacher to talk.

Trina Comerford commented congratulations to graduates and all staff that had helped get them there. She is excited about the Summer Reading Program and liked having a Board Secretary.

Anna Scharf said that she had been at all 3 graduations and at several other High School Graduations and had noticed that most schools had someone else read names and that the Superintendent shook

all graduates hands. Eric Milburn stated that Perrydale had done it both ways and that it was the student choice. She suggested that Kindergarten graduation be set in the evening and not during school hours because of security reasons.

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

July 16, 2018	Board Meeting @ 7:00 p.m.
July 20-22, 2018	OSBA Summer Conference
August 6, 2018	Special Board Meeting @ 6:00 p.m.
August 20, 2018	Board Meeting @ 7:00 p.m.

**8. Adjournment – 9:18 p.m.**