

**PERRYDALE SCHOOL DISTRICT, NO. 21**  
**SCHOOL BOARD MEETING MINUTES**  
**District Board Room-New Science Lab**  
**7445 Perrydale Road, Amity Oregon 97101**  
**Monday, July 11, 2016**  
**7:00 P.M.**

**REGULAR BOARD MEETING MINUTES**

**1) CALL TO ORDER/WELCOME**

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

**1.1 The pledge of Allegiance** – The flag salute was led by Chairman, John Cruickshank, Jr.

**1.2 Audience Introduction/Request** – None at this time.

**1.3 Adjustments to the Agenda/Adopt Agenda** – Adjustments made are as follows:

- (1) Correct ending check number from 11906 to 11907 on the financial statement summary
- (2) Add item 3.7 FFA-Out of State Travel
- (3) Add item 4.3 Special Education Instructional Assistance
- (4) Add item 4.4 Anna Anderson

Kirk Hutchinson made a motion to accept the adjustments as presented to the agenda, seconded by Anna Scharf, motion passed unanimously.

**1.4 - 1.5 Approval of Consent Agenda** – (minutes, bills). **Minutes:** Regular Board Meeting for the 06/07/2016 meeting. **Reports:** June 2016 Financial Summary and the Check Listing Report for the period ending June 30, 2016; Trina Comerford requested the details for the payment issued for legal services performed during the month. Trina Comerford made a motion to approve the Consent Agenda as presented, seconded by Kirk Hutchinson, the motion passed unanimously.

**1.6 Facilities/Maintenance Report**– Superintendent, Eric Milburn, updated the board with the status of the summer projects; parking lot has been paved and stripping will take place on the 12<sup>th</sup> of July. The company has been great to work with and has performed an excellent job. Security system updates and camera installs are on

schedule. The Board would like timers' purchased as soon as possible to limit the additional time imposed on the staff to return after hours to turn the water off and on.

Trina Comerford asked for the definition of "On Call." Superintendent, Eric Milburn, explained the employee would receive a minimum of two hours of compensation for returning to work even if the employee was only on the site for a few minutes. Currently this time has been treated as compensation time and is subject to the negotiated agreement payout guidelines.

## **2) DELEGATION OR VISITORS**

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

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

**3.1 School Board Positions:** Trina Comerford was nominated by John Cruickshank, Jr. for the position of Board Chair for the 2016-17 fiscal year, seconded by Anna Scharf, the motion passed unanimously. Congratulations Trina!

John Cruickshank, Jr. was nominated by Anna Scharf for the position of Vice Chair for the 2016-17 fiscal year, seconded by Kirk Hutchinson, the motion passed unanimously. Congratulations John!

**3.2 Resolution #1 2016-2017 Annual Organization Resolution:** Changes made to resolution Item 7: Signatories on Accounts added Trina Comerford as Board Chair and Melanie Neece as the Districts Business Manager. Discussion regarding Item 16: Substitute Licensed Teachers Pay Rate, OAR 581.005.001 would remain at the state rate but did change because of the 5 (five) vs 4 (four) day school week calendar. All other appointments, identifications, and designations remain the same. On a motion by Anna Schafer to accept the changes as presented, seconded by John Cruickshank, Jr., the motion passed unanimously.

**3.3 Fire Security System:** Innovative Technology Solutions, Ralph Brickley, was invited by Superintendent, Eric Milburn to inform the board of addition changes to the proposal received for the Fire Security System. The board requested an all-inclusive bid be drafted as soon as possible. Anna Scharf made a motion to table Item 3.3 until additional information is presented and reviewed, seconded by John Cruickshank, Jr., the motion to table the topic passed unanimously.

Additional discussion; the board requested the administrative team invite PACE Insurance Company to appear before the board with an update as to the status of the current coverage carried by the District.

## **3.4 Personal**

**Hiring Recommendations:** John Cruickshank, Jr. informed the board of a conflict of interest regarding the hiring of new staff. Anna Scharf made a motion to accept the hiring of Callie Cruickshank – Instructional Aide and Cindy Cruickshank – Secretary II

to Perrydale School District as presented, Dan Jones seconded the motion. Motion carries.

**Change in Position:** Katherine Gregory is moving as a Special Education-Aide to a General Classroom-Aide leaving the district with a need to recall staff. Anna Scharf made a motion to accept the change in position as presented by Superintendent, Eric Milburn, and Kirk Hutchinson seconded the motion. Motion carries.

**Recall:** Anna Scharf made a motion to accept the recall of Amanda Criswell – Special Education one-on-one General Classroom Aide as presented by Superintendent, Eric Milburn, and Kirk Hutchinson seconded the motion. Motion carries.

### 3.5 Policies

**1<sup>st</sup> Reading, IICA – Field Trips and Special Events\*\*** Current policy review 1<sup>st</sup> reading terminology that may limit opportunities to students while on District approved Field Trips and Special Events. Anna Scharf handed out current policies from other surrounding Districts to the members for review. Other discussions by the board were regarding the possibility of administration approval with a notification to the board for changes to an approved travel plan to avoid any oversites; however, current policy stands.

#### 2<sup>nd</sup> Reading, IGBBA and JHCD/JHCDA

**IGBBA –TAG Item 4, Test Question:** Discussion regarding test question, the states use of a combination of the Oaks, Star Reading and Math. By removing the brackets leaving the Smarter Balance they would accept the changes to item number four as discussed.

**JHCAD-AR Prescription and non-prescription medication:** Discussion to accept policy updates as presented.

Anna Schafer made a motion to accept 2<sup>nd</sup> and final policy reading to IGBBA and JHCAD-AR as discussed and presented. Kirk Hutchinson seconded the motion. The board unanimously approved the policy updates.

**GCBDD and DGBDD – Sick Time:** Group discussion regarding the tabling of this topic since January and the need to table again to the August meeting. Concerns regarding the limits the language places on bargaining units. Anna Schafer, made a motion to table topic until the August meeting, seconded by John Cruickshank, Jr., motion passed unanimously.

**3.6 Maintenance Supervisor's Contract:** Superintendent, Eric Milburn presented to the board the revised terms and conditions of the contract for the 2016-2017 fiscal year. Kirk Hutchinson made a motion to accept the changes as presented, seconded by John Cruickshank, Jr., motion passed unanimously.

**Note:** Contract would have to be revised to add newly elected Board Chair – Trina Comerford signature line.

**3.7 Out of State Travel Request from FFA:** Christina Lorenz – Advisor, came before the School Board to request permission for out of state travel for the FFS National Conference in Indianapolis. Conference members consist of approximately 65,000 from all corners of the nation. This is an educational opportunity the students need to experience to celebrate their accomplishments. Students would be responsible for their airfare, but they have pool funds from fundraisers and other events to offset the cost. In addition, students made the grades to go on this trip; they are looking forward to the ability to explore agriculture practices in Tennessee and Kentucky. Anna Scharf made a motion to accept the request for out of state travel to Indianapolis, Tennessee and Kentucky as presented. John Cruickshank, Jr., seconded the motion. Motion carries.

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

**4.1 Administrative Report/Safety Report:** Superintendent, Eric Milburn notified the board that no safety issues were noted. A child broke their wrist while on a field trip to McMinnville, Oregon during the last week of school but is recovering.

**4.2 School Profile:** Superintendent, Eric Milburn, submitted to the Board of Directors, the School Profile Report for the month of June 2016 which included: Student Population excluding pre-school, Student – Teacher Ration, Student Attendance Rate, Free and Reduced Lunch, Special Education and Speech, English as a Second Language, and Community Involvement averages.

**4.3 Special Education-Instructional Assistance:** Superintendent, Eric Milburn explained the need to fill the budgeted position to maintain MOE (maintenance of effort) per IEP with the guidelines set by state requirements. This position is needed in the resource room reading and math.

**4.4 Anna Anderson:** Superintendent, Eric Milburn, informed the board of a Polk County newly hired Mental Health Associate, Anna Anderson. Team members are very excited to be working with Anna and are excited about the enthusiasm and participation plans she has for afterschool programs.

**5. PATRON INPUT:** None at this time.

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

