

Members Present: Chairman Trina Comerford, Dan Jones, Amber Burns, Brian Kohlmeyer, Jenn Larson

Administrators Present: Superintendent/Principal – Eric Milburn
Vice Principal/Athletic Director - Dan Dugan

Staff: Business Manager – LaRae Sullivan

Visitors Present: See Attached

Minutes by Agenda Item:

1. Call to Order/Welcome

1a - Pledge of Allegiance – The meeting was called to order at 7:00 p.m. in the Science Lab by Chairman Trina Comerford at 7:12 p.m. The meeting commenced with The Pledge of Allegiance.

1b - Audience Introductions - see attached

2. Approval of Agenda

Adjustment to agenda – Consent Agenda 4a add approval August 12, 2019 Special Board Meeting and August 19, 2019 Work Session Meeting minutes to the agenda.

Strike 4b and move from Consent Agenda and move to 5c under Items Requiring Board Action.

Trina Comerford asked if there were any other changes or adjustments to the agenda.

Brian Kohlmeyer stated that he wanted to talk about the play shed. Possibly under the facilities.

Dan Jones moved to approve the agenda with the changes to Item 4b being stricken and moved to 5c and under 4a adding special board meeting minutes and work session minutes to be approved and adding play shed discussion to item 6a under facilities.

Amber Burns seconded.

No further discussion

All in favor, approval of agenda with changes passes.

3. Delegations of Visitors - None

4. Consent Agenda

Dan Jones moved to approve the consent agenda

Brian Kohlmeyer seconded.

No further discussion.

All in favor, consent agenda passes unanimously.

5. Items Requiring Board Action

5a Fencing Bids

Dan Jones asked if there were recommendations.

Dan Dugan handed out copies of each bid. Best price for what we would get is On Point Fencing, significant savings. This is a company out of Salem. This will replace all concrete and posts. Also talked about putting a 12-15 foot gate plus emergency exit (\$500 difference) comes in under \$20,000.

Had Scott Law with McMinnville/Amity Fire look at everything.

Jenn Larson asked for clarification on one of the gates. Dan Dugan gave specifics on gates.

All emergency exits will be 4 feet wide and ADA compliant and open up with a panic bar.

Amber Burns asked if once the panic bar is activated, how does that work?

Dan Dugan clarified that you just push on it; in case of fire or emergency situations. Wouldn't be trapped. One in the playground area.

Amber Burns asked where it would go.

Dan Dugan stated that facing the gate put it on the side a little bit or move it up (on the playground area).

Dan Jones stated that moving it up makes more sense so staff can see it.

Dan Dugan to check the county on set backs and measure it off.

Dan Jones asked about starting during Thanksgiving break.

Dan Dugan clarified that they had a conversation about getting it done on weekends before Thanksgiving break. Do it in parts.

Dan Jones asked if there would be a gate in the middle school area.

Dan Dugan clarified that yes they would toward the corner of the weight room.

Jenn Larson asked for clarification of what she was looking at.

Amber Burns asked to clarify that the agreement was for 50% down and the rest when completed.

Trina Comerford said that that isn't bad.

Trina Comerford also like Mid Valley. Comparable, but more expensive.

Dan Jones asked if the library will be outside or inside the gate.

Dan Dugan clarified that it would be inside the gate, because of the full window door as well as the window to the weight room.

Trina Comerford wanted to talk about tree removal that was brought up last month. Said Eric would talk to Troy and get information back to the board.

Eric said that he spoke to Troy following the meeting and he has given no update. Troy thought that the bid he had was sufficient and a good price and recommended to directly with them and Eric said he wasn't ready for that, he needed more information.

Dan Jones was ok with what Troy sent for just the one dead tree, but too much for all of it.

Trina Comerford stated that we needed bids for the dollar amount.

Eric Milburn clarified that Troy thought that was a good price for the dead tree and for that amount didn't need approval.

Trina Comerford clarified that they do not need approval for that amount and move forward before the fencing.

Jenn Larson asked what are we going to do to make sure we are within the property lines.

Dan Dugan said they are taking care of that.

Dan Jones made a motion to approve On Point Fencing to install fence for a total of \$19,944.74.

Dan Dugan made a suggestion to increase by 10% to cover costs that might come up.

Trina Comerford stated that that is not needed. We just stay with what the bid amount is and if there are change orders there are change orders.

Amber Burns seconded.

Comments: Dan Jones make sure the dead tree is gone before the playground fencing.

Trina Comerford said thank you. Some of her concerns are safety and fire plans. Thank you Dan for making sure that students had safe routes.

Jenn Larson said thank you for having options.

All in favor, fencing bid to On Point fencing passed unanimously.

5b. Hiring of new staff –

Janette Lewis – Instructional Assistant

Laura Kohlmeyer – Instructional Assistant

Carrie Propes – Special Education Instructional Assistant

Trina Comerford asked if they should do them all together or break them up individually.

Jenn Larson said that they needed to break them up.

Brian Kohlmeyer stated that they should be break them up based on was what discussed previously.

Dan Jones moved to approve the hiring of Janette Lewis and Carrie Propes.

Jenn Larson seconded.

No further discussion.

All in favor, hiring of Janette Lewis and Carrie Propes passed unanimously.

Dan Jones made a motion to hire Laura Kohlmeyer.

Jenn Larson seconded.

Brian Kohlmeyer stated that due to an actual conflict of interest due to Laura being his wife, he is abstaining from conversation and vote.

Further discussion?

Amber Burns wanted to make a declaration. We had a long discussion in work session prior to this meeting. Stated that she is not opposed to this person as an employee. She is sure this person is highly qualified for this position and more than adequate for this position, but the conflict of interest for me is a problem for this board. It's my opinion that it cuts us down a little on what we can do and would like to have Brian's voice when it comes to negotiating. Wanted to say that before the vote.

Jenn Larson and Dan Jones voted in favor. Amber Burns voted no. Brian Kohlmeyer abstained. Trina Comerford did not vote. Motion passed.

Trina Comerford would like to welcome our new employees aboard. Thankful for our instructional aides, they are a foundation for our school district.

5c Bills – AP Check #'s 15016-15074

Amber Burns had a lot of questions that LaRae answered prior to meeting.

Amber Burns asked about credit card statement on page 13 of packet \$120.25 to Sunbelt Rental was coded to fund 298, but it doesn't show up under fund 298 on page 9 of the report. LaRae had a good suggestion on how to fix this problem.

On check register there was a charge for \$350 to Marr Brothers, was that last fiscal year for temporary service? That almost \$10,000 will fall on this budget.

Trina Comerford asked if that was just because they billed us late.

LaRae Sullivan clarified that cash basis you are always going to have some things coming in afterward. You have to do it in that year. Looking to accrual.

Amber Burns check register page 3 huge bill for Waxie Sanitation Service. Last year it was \$1,884 and this year \$11,000.

Eric Milburn stated that previously we were under contract with Cintas and Troy also supplemented from Waxie. We no longer have a contract with Cintas and only purchase from Waxie.

Amber Burns asked if we changed a contracted service without the board knowing.

Eric Milburn clarified that we have no contract with anyone, Troy is just purchasing items from Waxie.

Jenn Larson asked why it was so much more.

Eric Milburn stated that it is a lot less than what we were spending on just Cintas.

Amber Burns said on page 4 there is a prior year amount for \$6900 for TAP Grant, but that is again back to the cash basis.

Check register page 7 \$850 to Jennifer Murphy for front refrigerator snacks. It was in athletic fund.

LaRae Sullivan clarified that athletic fund fronted the money to the snack shack to purchase the item and the snack shack fund was going to reimburse the athletic fund.

Amber Burns asked why it was done that way; will have to be tracked now.

Snack shack will pay back the athletic fund once they raise the money. Prices lists have been updated from previous years.

Didn't want to spend money out of the fund that wasn't there.

Amber Burns – changes on the CTE attachment that was sent out. Explain changes.

LaRae Sullivan said that she did an export on the expenditure ledger so it showed detail. Went through to check the variance. Did transpose 565 and 656 was why there was a variance. More back up.

Jenn Larson asked about CTE spreadsheet expenditure.

LaRae did as far back in to June as she could.

Jenn Larson asked what it was for.

LaRae stated that it was just less expenditures allowed for grant

Amber Burns asked about measure 98 fund.

LaRae Sullivan stated that it should be zero.

Amber Burns and Trina Comerford thanked LaRae.

Amber Burns moved to approve AP checks 15016-15074.

Jenn Larson seconded.

No further discussion.

All in favor, passes unanimously.

6. Items for the Information of the Board

6a - Administrative Reports

- **Financial Report** – nothing further
- **Superintendent Report** – really good teacher and staff in-service, kick off back to school. Appreciative staff, thankful for the board members coming and participating in their in-service lunch.

SEL training, continuing on with that and starting a staff charter that goes along with SEL. Eric Milburn went over what the staff charter is and what the staff came up with for that.

Working on the RTI (Response to Intervention).

Elementary staff will have PLC's twice a month on Thursday afternoons. This is for the staff to have an opportunity to work together.

PPC BBQ was great and was greatly attended. Thank you for your efforts. Base for the greenhouse has been laid out, the prep work is done. One issue is getting gas out to the site.

Amber Burns stated that she thought that was already done.

Eric Milburn replied that they are working with NW Natural.

Amber Burns asked if they can use propane?

Eric Milburn stated that Helle was very specific to use gas.

Amber Burns asked if there was and ETA

Eric Milburn stated that there wasn't yet, they are still needing to raise more funds.

Trina Comerford asked if they are in need of more rock.

Eric Milburn clarified that they had plenty of rock.

- **Dan Dugan – HS/MS** – Dan spoke on advisory periods which will be held on the first school day of each week. Making better connections with kids.

Brad Ford's DIY class have plans to rebuild some engines, tear down dugouts and backstops. The class will redesign and build.

Eric Milburn and Brad Ford got a grant from the county and SIT also gave \$500.

Athletics are off to a good start. Boys are 2-0 and the girls are tearing it up. Had enough girls to split in to three teams.

- **Erin Henery – Special Education** – Erin not here. Eric Milburn reported that things are going well.
- **Facilities** – Report was in the packet.
Dan Jones stated that they got an answer on the sprinkler heads.

Trina Comerford asked if there was any more discussion over Troy Lieuallen's report. Asked about the dimension on the freezer.

Eric Milburn reported that Christy is looking at freezers and creating a purchase order. Looking at a standard double door freezer.

Play shed discussion.

Brian Kohlmeyer sent a video email to Trina of the water running through the walls. Roof is leaking. That is the only place they have to go when it is raining as well as after school.

Discussion on facilities; they need to be looked at. Maybe have Troy look at some different options for repairs; taking the front off, repairing the roof. It needs to be gone, but that isn't an option. A lot kids crammed in to one space.

Dan Dugan stated, maybe putting a sub pump system, not sure it would really work.

Dan Jones asked if it was originally three sided and about the structure supports.

Trina Comerford stated that she thought the kids weren't playing in the play shed when it rains.

Eric Milburn clarified that, because of PE times, there is no other place for them to go.

Brian Kohlmeyer said that something should be done sooner rather than later.

Trina Comerford stated that she hates to put money in to something they are asking to tear down as soon as possible. She asked administration to look at what we might do differently for a safe play area.

Brian Kohlmeyer curious the cost of a metal structure with just a roof that can be moved to a different spot.

Trina Comerford stated that she was thinking the same thing.

Discussion on different types of moveable buildings.

Amber Burns stated that lack of shade has been expressed multiple times.

6b – CTE Revitalization Grant

Eric Milburn stated that we are on the down slide with a hard rush to get done. Handouts of costs, expecting to move in 24th/25th. The walls are painted, electrical is in, doors going in tomorrow, bathroom is almost done. Providing not only a new structure, but a lot of new equipment.

Trina Comerford asked if we are under budget to spend on equipment and tools, what about flooring of the wood storage area.

Eric Milburn stated that it will be poured.

Also new computer with CAD program.

Trina Comerford stated that she would like to know what the board can do to see that the CNC machine room gets done; phase 2.

Dan Dugan said that we already have the machine, and want to get phase 2 done as soon as possible. Structure itself was not part of the original drawing.

Trina Comerford asked if we can use CTE money for ventilation system for the machine.

Eric Milburn stated that we cannot pre-purchase, it has to be part of the actual structure and completed.

Trina Comerford stated that it is a great structure and we have facilities budget. Would like to see that facility accessible for Christina and the students.

Dan Dugan took them on a tour of the new shop.

Trina Comerford said to let them know if there is anything the board can do to get moved in.

Got other grants for welders.

6c TAP Grant – Eric Milburn stated that they had a final meeting and he applied for the OSCIM Grant which is a matching grant up to a \$4 million threshold. Talked about it in the meeting and looked reasonable to look at a bond. Marlene worked with Eric to get the application in to try to get first priority funding. Received confirmation that they did get first priority. Eric Milburn reported that Marlene looked at plans she originally had and cut them back to come up with the \$4 million. That amount can always be changed; they were told to always go with the maximum and cut back later.

Also working toward the Seismic Rehabilitation Grant.

We need to show needs and projections.

Amber Burns stated that it was her understanding that there needs to be an in depth walk through, has that been done?

Eric Milburn clarified that yes it was; crawl space, attic, basement was all a part of that.

Trina Comerford would like a copy of the grant application.

Amber Burns asked what the plan is for community involvement (move to 6d).

6d. Information from Piper Jaffray & Co

Eric Milburn referred to the information in the board packet from Piper Jaffary. There is no cost right now. It doesn't cost anything unless a bond is passed and then their fees will kick in. They want to get you any information you might need to pass a bond.

Discussion and information off of hand out.

Trina Comerford asked if they understood what that means.

More discussion referring to the hand out.

Trina Comerford stated that it has been around \$1/\$1000 and if we go out for \$4 million that will double.

More reference to hand out.

Trina Comerford asked if he had the number for maintaining current numbers.

Answered in following pages of handout.

Jenn Larson asked if it would still be matched if we didn't go with the maximum.

Answer is yes they would still match.

The current bond expires in 2020.

Eric Milburn stated that if you're going out for a bond it is essential to have legal representation. What will be best for the district, have to have cut off date and that is not too far out. If you look at everything including seismic rehabilitation money as well, it looks close to \$10 million. Would be great to be able to go for that maximum amount.

Dan Dugan stated that a community session would be beneficial.

Trina Comerford said that it is important to involve the community right away. Can't imagine my neighbors ok doubling taxes, but maybe maintaining current. Have to schedule out a meeting.

Trina Comerford stated that they need to have a Bond Measure Committee. Last time, detrimental, there was 45 people and that should scale down. In a short amount of time, we need to stay focused. Invite community to hear needs. Not a fan of taking architecture design, need to show them our needs and be realistic of what we can get and the amount of money to meet our needs. Concerned that that she does not get a clear picture of needs from TAP Grant. We need a list and that is hard to find in their report.

Jenn Larson stated that she thins people would be in support if they knew what it was for and what we needed.

Amber Burns asked if we have to form a pack for that committee.

Trina Comerford stated that she doesn't know the answer to that.

Dan Dugan stated that he doesn't think so.

Eric reported that that was one of the reasons they suggest having a bond lawyer.

Trina Comerford stated it is important to get the information out there. Now is the time before the current bond runs out, wants feedback from the board. Should have a quick presentation what we have done, what goals are, and what the needs are.

Amber Burns stated critical to do that.

Dan Dugan stated that Santiam has a good model.

Jenn Larson asked how forming a committee works. Have in place before community input?

Trina Comerford first step is to get bond lawyer and follow all of the steps. The committee shouldn't be too large 8-12 and should hear what the community has to say. Ask a lot of time and commitment from them. Keeping costs down is a big requirement.

Dan Dugan asked that there is a consensus to move forward with the process.

Eric Milburn stated that he went back through some information and Piper Jaffary did send names of two bond lawyers.

Trina Comerford asked how much are they going to cost and how fast will they work? Contact them. The committee should include staff. Would the TAP Grant people come out and present, show our needs?

Eric Milburn clarified that election paperwork needs to be done in February.

Brian Kohlmeyer stated that at this point they are talking in circles until they hear from lawyers.

The consensus is to move forward in contacting lawyers and get back to the board.

6e. Class Report – handout provided in board packet of class report with class sizes.

Amber Burns asked how some of the classes over 26 are working.

Eric Milburn stated that he hasn't heard of any issues. Rearranged some desks.

Shane Brown spoke to the Flex Class provided to middle schoolers and what its purpose is. They are getting two extra hours which allows for getting gin to performance tasks that they will see on the SBAC test.

Trina Comerford asked Shane Brown how he feels about the math curriculum.

Shane Brown reported that he loves it. The only problem has been not getting through it all before the SBAC. Now with the extra time they are working through more of the material.

6f. Opening Classified Negotiations – email was included in board packet.

Classified staff would like to meet at the end of September if possible.

Eric Milburn highlighted that admin has been a lot of research going in to the classified salary schedule and it needs restructured.

Jenn Larson asked what the typical time frame is for negotiations.

Trina Comerford stated that it is quite a few months before hand.

Eric Milburn stated that you don't have to grant the request.

Trina Comerford said that she would love to meet with them, but not time for negotiations.

Eric Milburn said that it is not a bad idea to have a meeting and let them know when the negotiations will be and who you will work with.

Dan Dugan stated that there might be a time frame limit after the initial meeting.

Trina Comerford stated that she would like to have some board trainings first and do some research, it is way too early to negotiate. She doesn't want classified to feel discouraged, knows they are unhappy with pay and that needs addressed soon.

Amber Burns stated that the clock starts once the first meeting happens.

Jenn Larson stated that she thought there is a 150 day timeline.

Trina Comerford commented that she doesn't know the right way to reply.

Dan Dugan suggested sending a statement to the classified staff.

Amber Burns stated that they should be side by side in January.

Trina Comerford would like to research what they can and can't do and then reply. Will send reply to Eric by the end of the week and Eric will send it out.

Trina Comerford stated that they need to reply in some way that it has been received.

Jenn Larson would like to be a part of it in some way.

Trina Comerford stated that they are open to the public.

Amber Burns wants to do negotiations, no preference.

Brian Kohlmeyer asked if there are separate, committees for each one will do certified.

Dan Jones part of certified.

Jenn Larson stated she will help where needed.

Trina Comerford stated that as a new board member you watch the process and come and listen, participate. They are not fun. Will do some research and get back to Eric.

6h. Board Training Schedule –

Trina Comerford communicated with all board members. What are available dates?

Discussion of dates.

No consensus with the dates provided.

Renee is not available in October because of Fall Regionals.

Email about availability on November 5th, December 9th, and December 12th.

7. Patron Input

None

8. Board Comments

Dan Jones commented on the parking lot stripes and the steps outside the office. Also, wanted to ask again about accepting debit/credit cards? Third year asking, missing out on opportunities in many areas.

LaRae Sullivan looking in that and has asked for a quote. Hasn't heard back, but will email.

Trina Comerford would like say thank you for the steps, asking for year for a wheelchair to be able to come out that door and not be in trouble. Missed out on the BBQ, but the corn feed was good, the students did a great job.

Amber Burns thanked Dan for all the work on the fencing. Covered all bases.

9. Announcements/Dates of Importance/Correspondence

September 19th – Spaghetti feed/Open House

September 20th – Football/Community event

October 2nd – OSBA Fall Regional Meeting

October 18th - Homecoming

October 21st – Board Work Session 6:30pm/Regular Board Meeting 7:00pm

Trina Comerford commented that Fall Conference is in November. Try to go, even if for one day. It is nice to have everyone there.

10. Adjournment

Meeting adjourned at 9:59 p.m.