PERRYDALE SCHOOL DISTRICT, NO. 21
SPECIAL SCHOOL BOARD MEETING MINUTES
District Board Room-New Science Lab
7445 Perrydale Road, Amity Oregon 97101
Monday, August 15, 2016
7:00 P.M.

SPECIAL BOARD MEETING MINUTES

1) CALL TO ORDER/WELCOME

The meeting was called to order by Chairperson, Trina Comerford, at 7:00 P.M.; other board members present were Anna Scharf, John Cruickshank, Jr., and Daniel Jones. Also present were Superintendent – Eric Milburn, Vice Principal/Athletic Director – Dan Dugan, and Business Manager – Melanie Neece. Kirk Hutchinson was absent. Also present were 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 – Janice Shevchenko

1.3 Adjustments to the Agenda/Adopt Agenda – Add 3.2 Business Manager's Request and 4.2 Fire Alarm Report. Anna Scharf made a motion to adopt the agenda additions as presented; seconded by John Cruickshank, Jr. All members present voted in favor of the motion; John Cruickshank, Jr.-Aye, Daniel Jones-Aye, and Anna Scharf-Aye. Motion Passed.

2) DELEGATIONS OR VISITORS – Nothing at this time

3) ITEMS REQUIRING BOARD ACTIONS

3.1 Student enrollment via inter-district transfers – set allowable transfers: The special meeting was called to review student enrollment for the 2016-17 fiscal year, after a group discussion the focus was on the May 26, 2016 motion , podcast 3, not to exceed 25 in the 9th, 10th or 11th Grades Student Count, but the over all district total not to exceed 315. Daniel Jones made a motion to approve the 10 inter-district transfers as requested. Adding: **1**-Kindergarten, **3**-2nd Grade, **3**-3rd Grade, **1**-4th Grade and **2**-6th Grade for the 2016-17 School Year; seconded by Anna Scharf. All members present voted in favor of the motion; John Cruickshank, Jr.-Aye, Daniel Jones-Aye, and Anna Scharf-Aye. Motion Passed.

Note: Chairperson, Trina Comerford, requested all members read and report back with any recommendations or concerns regarding the DRAFT policy for inter-district transfers provided by Superintendent, Eric Milburn, she would like the policy posted to the website as soon as possible to provide transparency.

3.2 Business Manager Request: Business Manager – Melanie Neece presented the board members with backup documentation showing duplicate check numbers on the outstanding check listing report and requested the District open two accounts (1) Checking and (2)Payroll, at the Depository of Funds: First Federal Savings and Loan. This will allow separate check sequence to avoid duplicate check numbers in the database system moving forward. In addition, the District could also setup and offer Direct Deposit to the employees. Chairperson informed the group **no motion** is required to open bank accounts on behalf of the district; as long as all are reported in the monthly financials.

4) ITEMS FOR THE INFORMATION OF THE BOARD

4.1 Fire Suppression System Report: Superintendent-Eric Milburn, shared the U.F.C. Yearly 3A testing certificate report with the members dated 07/27/2016. Group discussion regarding: Item: **2. A:** Was the Fire Department connection check value cleaned and/or back flushed?   No, the type of system tested: *Dry Sprinkler System* as noted on the report, water not needed.

4.2 Fire Alarm and Life Safety System Inspection Certificate: Superintendent-Eric Milburn shared the Inspection Report from Innovative Technology Solutions with the members dated 08/15/2016. Group discussion regarding the findings in the report, members want the following replaced two pull switches, two batteries and one low air switch as soon as possible. Other items, Page 8, FA Wiring Splices, discussion by the members to find solutions to correct the findings in the report.

Note: Chairperson, Trina Comerford, asked if the District had the results from the water test. Superintendent-Eric Milburn, informed the member's Maintenance Supervisor-Tim Weidman, was scheduled for vacation the week of August 15, 2016 and he would follow up with Mr. Weidman on Monday August 22nd, 2016 and report back to the board.

5) PATRON INPUT

5.1 Patron Input: Janice Shevchenko, has two additional children she would like to enroll in the district, one in 5th and one in 8th grade. Janice requested the definition of OSAA as she had never heard of the organization or acronym. Oregon School Activities Association (OSAA), Chairperson, Trina Comerford explained the organization is designed to set the status of the schools in the state by the total enrollment. The organization has policies and fair guidelines that set limits by the size of the school to keep the participation even. Also, Chairperson, Trina Comerford, explained that both grades had already reached the allotted amount of enrollments for the 16-17 school year. However, if the District were to have a public lottery for unforeseen reductions in enrollments; siblings of an existing student would have preference over other requests.

6) BOARD COMMENTS

6.1 Board Comments: Chairperson, Trina Comerford, wants a cost breakdown from WESD for training for the Business Manager position.   Anna Scharf said Perrydale was represented extremely well at the Polk County Fair and commended the parent support of the kids. All of the kiddo did a great job! Chairperson, Trina Comerford, really liked the setup for registration this year it was held in the front of the High School's common area; it was very nice and efficient.

7) ANNONCEMENTS/DATES OF IMPOTATNCE/CORRESPONDENCES

7.1 Announcements/Dates of importance/Correspondences: None at this time.

Chairperson, Trina Comerford, inquired as to the Open House dates; Superintendent, Eric Milburn, explained he needs more time to work with staff and would get back to the members with available dates.

Adjournment: Chairperson, Trina Comerford, adjourned the meeting at 8:38 P.M.

Board Chair: _____   Date of Board Approval: _____
                    Trina Comerford

Board Secretary: _____
                    Melanie Neece