

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

**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**

**1.1 – Pledge of Allegiance** – The meeting was called to order at 7:10 p.m. in the Science Lab by Chairman Dan Jones. The meeting commenced with The Pledge of Allegiance.

**1.2 – Audience Introduction-** See Attached

**1.3 – Adjustments to Agendas/Adopt Agendas** – Remove Item 3.4-Superintendent Contract Addendum/Superintendent Evaluation in Items Requiring Board Action and renumber Board Action Items. Add it to Items for Information of the Board as Item 4.4. Anna Scharf moved to accept Item 1.3 Adjustments to Agendas/Adopt Agendas with noted changes. Trina Comerford seconded. Motion passed unanimously.

**2. Delegations or Visitors** – See Attached.

**3. Items Requiring Board Action**

**3.1 – Financial Report: Approve AP Check numbers: 14465-14541** – Business Manager Amy Lieuallen said that the ad for the Budget Committee openings has been posted in the paper with a March 4<sup>th</sup> deadline. Amber Burns mentioned that maybe we need to do an RFP for new auditor. Amy is going to look back at previous years costs to compare to this year. Anna Scharf said we need to contact OSBA to see if about the 3-party bid policy, she also thanked Amy for the extra information on the reports. Anna Scharf moved to approve Item 3.1-Financial Report and Approve AP check numbers: 14465-14541. Amber Burns seconded. Motion passed unanimously.

**3.2 – Minutes – Approve January 22, 2019 Board Minutes** – Anna Scharf moved to approve January 22, 2019 minutes. Trina Comerford seconded. Motion passed unanimously.

**3.3 – Policy DLC-AR, OSBA Sample policy also provided-** Some discussion about not adopting the AR or adopting the AR and cleaning up DLC. Trina Comerford said we could use the DLC-AR that Eric Milburn had written and add “Board Members” to it and then it would be a working document. The Board gave Eric a directive to add the policy that Eric had written, adding “Board Members” to it.

**3.4 – Board Secretary** – Chairman Dan Jones thinks that the board needs to have an official Board Secretary to support the Board Chair. This person would do the packets, the board calendar and anything else that would be needed to keep the board up to date. The board agreed that there needs to be a budget for this position, but was unsure exactly what the job description would be or what FTE would be needed. Anna Scharf thinks that a part-time position would be sufficient. After much discussion, John Cruickshank Jr. moved to table Item 3.4-Board Secretary until the September Board Meeting to discuss for next year. There was no second on the motion. There was more discussion on what the next step should be; go to the budget committee to see what funds would be available or come up with a job description and FTE and then go to the budget committee with the need. Trina Comerford motioned to go to the Budget Committee and see what budget there would be available to hire a Board Secretary. Amber Burns seconded. Anna Scharf said she is good with it as long as we can adjust the budget. Dan Jones, Anna Scharf and Amber Burns are going to research with other districts to see what they have for a Board Secretary. John Cruickshank Jr. – No, Trina Comerford – Yes, Anna Scharf – Yes, Amber Burns – No, and Dan Jones – Yes.

**3.5 – Resolution to Extend Certified Contracts**– Trina Comerford moved to approve Item 3.5-Resolution to Extend Certified Contracts. John Cruickshank Jr. seconded. Motion passed unanimously.

**3.6 – Additional Track Coach** - Eric Milburn said Athletic Director, Dan Dugan ask him to present the need for an additional Track Coach. There is already a Head Coach and an Assistant Coach but we are looking at 34-36 athletes coming out for Track this spring. They are proposing hiring an additional Assistant Coach. He noted that we are not having a Baseball Program this year, so we are not paying for Baseball Coaches. Anna Scharf moved to table Item 3.6-Additional Track Coach until there can be an MOU drawn up since Extra Duty Contracts are contained within the APT Contract. Amber Burns seconded. There was some discussion about that aspect. Anna Scharf then moved to table Item 3.6-Additional Track Coach until it can be decided if we need an MOU or legal counsel because Extra Duty Contracts are part of collective bargaining. Amber Burns seconded. Motion passed unanimously.

**3.7 – Seismic Station at Perrydale School** – Eric Milburn was contacted by a group that has a co-op with the University of Oregon that are trying to get 90 small Seismic Stations around the state. They propose to put a small station on the Perrydale School property. They would maintain it and also take care of any costs accrued. Anna Scharf liked the idea, but would like the automatic renewal struck from the proposal. The Board liked the idea of having this on school property and maybe what educational benefits there could be for students. Trina Comerford moved to approve Item 3.7-Seismic Station at Perrydale School. John Cruickshank Jr. seconded. Amber Burns ask if the group would pay to have it removed, if that ever came up. Eric said they would. Motion passed unanimously.

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

##### **4. 1- Administration Reports –**

- Dan Dugan – Not present.
- Erin Henery – SPED – Currently has 37 students on IEP's. Next month doing Kindergarten transition meetings.
- Eric Milburn- TAP Grants, CTE Revitalization Grant, MS/HS, Professional Activities, Policy Committee.

- Policy Committee – Met January 30<sup>th</sup>, it was an introductory meeting. Still waiting on OSBA for new policy.
- Professional Activities – November to Current. November: OSBA Fall Convention, Monthly Superintendent Meetings and Curriculum Committee meetings at WESD. December: Curriculum Committee meetings, COSA. January: Superintendent and Curriculum Committee Meetings, COSA Workshops. February: Final on Curriculum Committee meetings, CTE Meeting, Superintendent Meetings.
- MS/HS – In second semester.
- TAP Grant – Had a meeting and shared ideas about the building. Informational meeting.
- CTE Revitalization Grant-Eric got the final email from Randy at RSS. They have the final prints and are opening the bids on March 26<sup>th</sup>. The school (Troy and Eric) will be general contractors on the project. Anna Scharf is very concerned about why the Grant language changed from Remodel to having to be a new building. She thinks there is no way the school will have the money to do this new building. The Board is all very concerned that this is way too much. The Grant was originally written to be a remodel project, not a new building stuck out away from the rest of the school. Dan Jones thinks the date needs moved up and Trina Comerford thinks we definitely need a Plan B. It is also a big concern that the Grant money has to be spent by June 30<sup>th</sup>. The Board thinks we need to get “scope of work” costs, not bids and then decide how to move forward.
- Dan Jones ask Eric about the “no food in classrooms”. Eric said there are exceptions for medical needs. Dan mentioned Valentine’s Day and all of the food that was brought into classrooms? Eric said it is a work in progress and they are working on training staff and then hopefully it will be taken care of it. There was discussion about holidays, birthdays, and team dinners. Eric said they are working on procedures for these. The Board would like the procedures sent to them.

#### **4.2 – Facilities/Maintenance Report- Troy Lieuallen –**

- Getting bids separated out for the LED light upgrades. He will let the Board know when costs are confirmed.
- Getting new handles and locks on.
- Making a list of electrical needs etc. for when the end of the year comes and he knows how much budget is left.
- Troy ask the Board if they want to know every little detail, like about landscaping changes etc.?
- Trina Comerford ask Troy for a written long-term plan.

**4.3 – School Profile** – After some discrepancies were noted, Amber Burns came up with an Excel Spreadsheet that she thinks will help.

**4.4 – Superintendent Contract Addendum/Superintendent Evaluation** - The Board has completed the annual superintendent evaluation in executive session at Eric’s request. The Board would like to thank Eric for his service to the district this past year.

5. **Patron Input** – Kath Tompkins brought up concern about the Board’s lack of understanding when it comes to students with significant health issues. She listened to last month’s board meeting and thinks that the safety of each student should be paramount.

**6. Board Comments -**

Amber Burns – None

Anna Scharf – Thanked Kathy for her concern. Said that as a board member she sees things in black and white, but also agrees that we need a safe environment for students. Ultimately she is looking at policy for what needs to be done.

John Cruickshank Jr. – None

Trina Comerford – Apologized to Eric if he thinks she was unprofessional. She expected there to be something written down about the “no food” by this time. She thinks there has just been blanket statements up to this point.

Dan Jones – Thanked Kathy for her comments. He is just trying to understand this new concept.

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

February 28<sup>th</sup> -

Literacy Night

March 18<sup>th</sup> -

Regular Board Meeting @ 7:00 p.m.

**8. Adjournment – 10:02 p.m.**