

**PERRYDALE SCHOOL DISTRICT, NO. 21  
SCHOOL BOARD MEETING MINUTES  
District Board Room-New Science Lab  
7445 Perrydale Road, Amity Oregon 97101  
Monday, March 13, 2017  
7:00 P.M.**

**REGULAR BOARD MEETING MINUTES**

**1) CALL TO ORDER/WELCOME**

The meeting was called to order by Chairperson, Trina Comerford at 7:03 P.M.; other board members present were John Cruickshank, Jr., Kirk Hutchinson, Daniel Jones and Anna Scharf. Also present were Superintendent – Eric Milburn, Vice Principal/Athletic Director – Daniel Dugan, Business Manager – Melanie Neece and 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** – No request at this time.

**1.3 Adjustments to the Agenda/Adopt Agenda** – Superintendent, Eric Milburn, requested an addition to number 3) - Items for Board Action - adding item 3.7 Special Request from Mary Reid to add an additional two months of insurance.

*Kirk Hutchinson moved to adopt the agenda with noted additions to Item 3.7, adding the Special Request from Mary Reid as noted above, seconded by Anna Scharf. Motion passed unanimously.*

**1.4 Financial Report:**

**Reports:** Included the February 2017 - Financial Summary for the period ending 02/28/2017 and the district credit card statement for the period ending 02/28/2017.

**Check Listing:** Check Numbers 12422 – 12489, for the period ending 02/28/2017.

*Anna Scharf moved to accept the check numbers 12422-12489 and the Financial Summary Report and supporting backup for the period ending 02/28/2017 as presented, seconded by John Cruickshank, Jr., Motion passed unanimously.*

*Note: Backup requested for check 12441 issued to WESD for training coded to object 340 Travel.*

## **1.5 Consent Agenda:**

**Regular Board Meeting Minutes:** February 13, 2017 Regular Board Meeting Minutes.

*Kirk Hutchinson moved to accept the February, 2017 - Regular Board Meeting Minutes as presented, seconded by John Cruickshank, Jr. Motion passed unanimously.*

**1.6 Facilities/Maintenance Report-** Superintendent, Eric Milburn, reported the facility meeting discussed the needs of the district and prioritized the list they compiled for long and short term projects. A detailed list will be available of the findings in the next few days and it will be shared with the group. The roof repairs are at the top of the list, the radon testing has been performed and the results are accepted to be received in two weeks. The parking lot repairs are scheduled for Friday, the 17<sup>th</sup> of March.

## **2) DELEGATION OR VISITORS**

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

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

### **3.1 Appoint Budget Committee Member**

The application and candidate information sheet were handed out in the packets and reviewed.

*Kirk Hutchinson moved to appoint Amber Burns as a Budget Committee Member, position two as presented, seconded by Anna Scharf. Motion passed unanimously.*

**3.2 Reallocation of Appropriations Resolutions** – Resolution 1-1617 was presented to the members to request budget authority to cover deficit account balances from prior years within the Restricted Revenue Funds in the amount of \$31,574.

*Anna Scharf moved to table Resolution 1-1617 until function units are identified and the cause for the deficits are recognized a narrative must be added to the resolutions, seconded by Daniel Jones. Motion **TABLED** unanimously.*

**3.3 Resolution for Extended Contracts-** 2-1617 Resolution to extend contracts for 2018-2019 School year was presented to the members.

*John Cruickshank, Jr., moved to accept 2-1617 Resolution to extend contracts for the 2018-2019 school year as presented, seconded by Kirk Hutchinson. Motion passed unanimously.*

**3.4 School Calendar-** Superintendent, Eric Milburn, explained the calendar was developed on hours, not days. The 2017-2018 school calendar was reviewed as the 168 teacher contracted days were not adding up. A group discussion regarding the student teaching hour's vs days and the language in the agreement will be needed.

*Kirk Hutchinson moved to adopt the 2017-2018 School Calendar as presented, seconded by John Cruickshank, Jr. Motion passed unanimously.*

**Note:** Conferences to be held from 2-7 P.M. both days March 21 and 22.

**3.5 Bids for AC Unit** - Superintendent, Eric Milburn, handed out copies of the bids received for the AC Unit.

- (1) Home Comfort, Inc. submitted a routine service proposal in the amount of \$3,464 annually; Superintendent, Eric Milburn, explained the company did not submit a bid for the replacement of the system because they did not feel adequate time was available to develop a comprehensive bid.
- (2) Dallas Heating and Sheet Metal, Inc. submitted a routine service proposal in the amount of \$950.00 annually; Replacement of the unit in the amount of \$ 13,852.
- (3) Santiam Heating and Sheet Metal, Inc. submitted a routing service proposal in the amount of \$1,255 annually; Replacement of the unit in the amount of \$14,860.
- (4) Aire Serv Heating and Cooling pulled out and request the District to not call them in the future as this process originally started in November.

Recommendations were in favor of Santiam Heating because of prior services provided to the district.

*Daniel Jones moved to approve the bid from Santiam Heating and Sheet Metal, Inc., as presented for the replacement of the unit, seconded by Anna Scharf. Motion passed unanimously.*

Note: Annual Service Contracts are to be handled at the district level.

**3.6 Bids for Fire Alarm System Replacement** - Superintendent, Eric Milburn, handed out copies of the bids received for the Fire Alarm System Replacement.

- (1) Tyco Integrated Security submitted installation investment package \$93,335
  - a. Monthly Maintenance \$825
- (2) Innovative Technology Solutions submitted phased packages:
  - a. Phase 1, Alarm w/Voice Evac \$37,439.27
  - b. Phase 2, Alarm w/Voice Evac \$24,052.81
  - c. Phase 3, Alarm w/Voice Evac \$27,577.90

\$89,069.58 Total

- (3) Salem Fire Alarm submitted install 79,735 with additional 8,110 and quarterly equipment charges Total \$92,525
- (4) Performance System Integrations submitted install \$43,246 and McMullen Electric \$41,700 Total \$84,946.

Recommendations to go with the Performance System Integrations/McMullen Electric bids because of past service provided to the District.

*Kirk Hutchinson moved to accept the Performance System Integrations/McMullen Electric bids as presented, seconded by Daniel Jones. Motion passed unanimously.*

**Note:** A Tyco representative explained their bid was not to scale as they do not have the drawing until after awarded that could have an impact on the total amount of the bid.

**3.7 Request from Mary Reid** - Superintendent, Eric Milburn, conveyed a request from Mary Reid to extend the Health Insurance through July and August 2017 at the current funding level.

*Kirk Hutchinson moved to accept Mary Reid's request as presented, seconded by John Cruickshank, Jr. Motion passed unanimously.*

**Note:** All members agreed that the request is well deserved and appreciate all that Mary has achieved for the district.

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

**4.1 Perrydale School Community:** Vice Principal/Athletic Director – Daniel Dugan, explained the site team was unavailable and shared SWID changed the date because of a conflict with outdoor school, the change will be noted in the announcements. Three staff members attended the Science Caravan in January and reviewed 3 (three) different curriculum, recommended keeping Social Studies the same Studies Weekly 2nd-5th.

**4.2 Administrative Reports/Safety Report:** Vice Principal/Athletic Director – Daniel Dugan, shared the district student had an injury; the same student continues to hurt the same eyebrow area, but the student is ok.

**4.3 School Profile:** Superintendent, Eric Milburn, shared the school profile for February 2017, a correction is needed in the previous month Special Education & Speech it should be 43.

**4.4 Lot Line Adjustment:** Superintendent, Eric Milburn, shared an update on the lot line adjustment; the third party consent forms and a copy of the invoice for the period 01/30/17 were included in the packet. Lot line adjustment filled with the county.

#### **4.5 Board Work Session Dates to be determined**

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

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

# CONGRADULTIONS to Boys Basketball Team!

John Cruickshank, Jr., liked the remote feed in the gym and the effort that April and Brad gave in supporting the team and making the event available for all students, community members and staff.

Thanks to all who participated in providing transportation to the team in making the trip safer for our team and staff member's to the CHAMPIONSHIP GAME!

Thanks to the Amity Fire Department for the mini parade and the escort out of town for our TEAM to the CHAMPIONSHIP GAME.

Principal/Athletic Director – Daniel Dugan expressed a great appreciation for all of the exceptional work performed by Missy Locke and Cindy Cruickshank for all of their outstanding efforts in coordinating and supporting the athletics activities in the district. GREAT JOB! THANKS!

Congratulations to Fairchild for public speaking, Mattie Ford for home, her scrapbook won and is on the way to the State, Fairchild for Goat Production, Tiffany Clark in Equine Placement and to Michelle Sekafetz for Agricultural Education for the win.

Kirk Hutchison would like the district to look at ways in supporting our students in the area of critical thinking allowing them to be a productive part of society.

FFA week went really well thank to everyone for making it an awesome event.

Basketball official shortage, in the area they are short about 42; a voice is needed at the AD meeting scheduled for April 24<sup>th</sup>; scheduling for games during the 2017-18 school year are Tuesday and Thursday; will revisit days next March.

## 7. ANNOUNCEMENTS/DATES OF IMPORTANCE/CORRESPONDENCES

Board Work Session      Date: Monday, April 10<sup>th</sup>, 2017  
                            Time: 5:00 or 6:00 to 7:00 P.M.  
                            Location: District Board Room – Science Lab

Regular Board Meeting      Date: Monday, April 10<sup>th</sup>, 2017  
                                    Time: 7:00 P.M.  
                                    Location: District Board Room-Science Lab

Adjournment: Chairperson, Trina Comerford, adjourned the meeting at 9:19 P.M.