

VERNONIA SCHOOL DISTRICT 47J  
1201 TEXAS AVENUE  
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

March 14, 2019

- 1.0 **CALL TO ORDER:** A Regular Meeting of the of Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:01 p.m. by Greg Kintz. MEETING CALLED TO ORDER

**Board Present:** Greg Kintz, Susan Wagner, Steve Whiteman, and Stacey Pelster

BOARD PRESENT

**Board Absent:** Melissa Zavales, Brittanie Roberts and the vacant position.

BOARD ABSENT

**Staff Present:** Aaron Miller, Superintendent; Nate Underwood, Middle/High School Principal; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; David Spackman, Brett Costley, and Juliet Safier, Licensed Staff; Sharlena Roberts, Classified Staff; and Topper.

STAFF PRESENT

**Visitors Present:** Jeana Gump, Scott Laird, Asena Mott, Michelle Kinard, J.D. Leininger, Iwalani Leininger, Koa Leininger, Robyn Naron, Naomi Pelster, and Lizzy Pelster.

VISITORS PRESENT

1.1 The Pledge of Allegiance was recited.

PLEDGE OF ALLEGIANCE

- 2.0 **AGENDA** There were no changes to the agenda. Stacey Pelster moved to approve the agenda as presented. Steve Whiteman seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW

3.0 **SHOWCASING OF SCHOOLS:**

SHOWCASING OF SCHOOLS

**Student Reports:** Mr. Spackman and students reported on the Self-Manager program at Vernonia Elementary School. Students that are recognized as being safe, kind, respectful and responsible are selected to be self-managers. There are a total of 34 self-managers this year. At the end of the year, as a reward for their hard work, they go on a field trip. Koa Leininger talked about the application process to become a self-manager and get a badge. Robyn Naron talked about some of the jobs they have – assistance with recess equipment and setting up the special lunch table. Lizzy Pelster shared that they are student note runners to classes and help with running mail between the offices. Naomi Pelster talked about the rewards store – the self-managers bring the award cart around to the classrooms for kids to shop at if they have reward tickets.

STUDENT REPORTS

PRINCIPAL REPORTS

**Principal Reports:** Nate Underwood had nothing to add to his written report. Aaron Miller shared that Michelle Eagleson is at the Trudy Ludwig presentation in the Commons. Her written report was provided.

- 4.0 **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None.

PUBLIC COMMENT

5.0 **BUSINESS REPORTS:**

5.1 **Superintendent Report:**

SUPERINTENDENT REPORT

Superintendent Community Chat is scheduled for Wed. March 20<sup>th</sup> 7-8 a.m. at Mariolinos.

**Roof Leak Warranty Question:** The explanation from Mark Brown about going back on the roofing company for the leaks is as follows. If the leak has to do with the vent work, which is not installed by the roofing company, they are not liable for leaks.

**Discipline Survey:** This was handed out to all staff at a Feb. professional development meeting. The data from the survey has been compiled but Administration has not yet had a chance to go over it in depth. Mr. Miller and Mrs. Wilcoxon will work to have this completed by and present to the Board at the April meeting. Steve Whiteman commented that the survey questions opened the administration and teachers to be challenged. His hope was that the survey would create an internal discussion about areas of weakness. He is glad it was done.

At Home School Program (Vernonia Family Academy) – Mr. Miller is looking at other programs and is talking administratively at how the District can make the program work. He believes it will be a very beneficial program for the District and our home school community. He plans to meet again soon with the parent group and will be looking to hire a teacher full time to work with this program. They will be stationed in a classroom somewhere in the school.

Mist Expansion: At this time 5 or 6 parents have expressed interest in transferring their students to Mist. To make it work 19 or 20 students need to transfer. At this time it doesn't look like there will be enough students. This will be revisited in the future.

Professional Development – A late start on Wednesdays is proposed in next year's instructional calendar for consideration. This weekly time set aside for staff development would be very beneficial.

Continuous Development Plan (CIP) – This plan is due to the Oregon Dept. of Education in August. Prior work completed by the District on the Strategic Plan will serve as the framework for this plan. Information gathering meetings from stakeholders will occur.

Mr. Miller shared that there is rumor that a statewide teacher walk out to protest state funding of education is in the works for May 8<sup>th</sup>. Although Mr. Miller supports teachers how will the District handle this event should it occur? He shared the information, not to give his opinion, but to give the Board a heads up in the event this needs to be addressed. It was asked if the walk out was in conjunction with the Legislative Session addressing the budget? Mr. Miller was not sure. It was also asked if classified staff would walk out as well. Mr. Miller was not sure. It was also noted that if staff participate on this day, it can't be used as one of the snow make-up days.

Chair Kintz felt asking for the funding in a different way is better. Revenue is still being kicked around and even if the legislature came up with a revenue generating measure, the increased funds would not be available until a year after the measure went to the voters.

**5.1.2 Bond Update:** Aaron Miller updated the board on the status of bond projects. The four additional classroom project had three companies submit during the Request for Qualifications (RFQ) process. One bid didn't meet qualifications, which left two. Only one followed through with a financial bid, which unfortunately came in around \$800K over the District's budget for this project. Discussions were held with the company to trim overages and ultimately the company determined they could not make cuts and withdrew their offer. The District is back to the process of going out to get bids again. This puts everything up in the air and on hold until it is figured out. If a successful bidder submits a proposal in next round that meets our budget requirements, our previous timelines for completion by the start of next school year will not occur.

**BOND PROJECTS  
UPDATE**

The District is moving forward with the bidding process for the metal shop. Mr. Miller anticipates those coming in within budget.

Chair Kintz asked if there was any risk to the construction matching funds the District received when the bond was passed. No, according to Mr. Miller. Susan Wagner stated her hopes that advertising will be done differently this round.

**5.2 Financial Report:** Marie Knight stated she has received the new estimate from the State which contains the updated revenue forecast. The forecast has increased by \$18K due to statewide local timber revenue being up. Our ADM has gone down, as will our teacher experience numbers. Mrs. Knight feels the District will have a good and healthy ending fund balance and a beginning fund balance.

**FINANCIAL REPORT**

- 5.3 Maintenance Report:** Mark Brown's maintenance report was reviewed. Susan Wagner commented on her sadness of seeing any type of vandalism in the report. MAINTENANCE REPORT
- 6.0 BOARD REPORTS/ BOARD DEVELOPMENT:** Discussion was held on scheduling a potential date for a Board Workshop to have training on putting a process in place to hire a new Superintendent in the future. All agreed after July 1<sup>st</sup> would be best so that any new elected board members in the Spring election could participate. Barb Carr will send out a Doodle Survey to the Board to begin looking at possible dates. BOARD REPORTS / BOARD DEVELOPMENT
- 7.0 OTHER INFORMATION and DISCUSSION**
- 7.1 2019 Budget Calendar:** The Budget Calendar was presented at the last meeting. Nothing has changed and this will be an action item later in the meeting. There were no questions from the board. BUDGET CALENDAR SHARED FOR APPROVAL
- 7.2 Staff Resignations / Retirements:** Mr. Miller shared that Nga Frederiksen (middle school math) and Linda Hobart (elementary) have submitted their notice of retirement and Katherine Brown (band/music) and Deb Stahlnecker (middle school special education) have submitted their resignation. All four notices are effective at the end of the school year. RETIREMENT and RESIGNATION NOTICES RECEIVED
- 7.3 2019-20 Draft Instructional Calendar:** Mr. Underwood shared he worked with the calendar committee to come up with options for the 2019-20 school year calendar. He will clean up the options, double check that the number of days is accurate, obtain staff feedback and present the options at the April meeting for adoption. CALENDAR OPTIONS SHARED
- Concern was expressed by Susan Wagner, that starting school one hour late each Wednesday would pose a hardship to parents of younger children. She asked if Sprouts could be available to offer child care? Aaron Miller stated he would look into it.
- 7.4 Calendar Adjustment / Snow Days:** Each year, days are built in the calendar as possible snow make up days. This year we've had 4 days with late starts (2 hour delays) and 4 full days of school have been missed (Feb. 11 and 27 and Mar. 7 and 8). Because of this the following days will now be days of instruction and school will be open. Mar. 15 (previously notified), April 22, and June 10 and 11<sup>th</sup>. Students' last day will be June 11<sup>th</sup>. June 13<sup>th</sup> will be the last and a ½ day for staff. CALRNDAR ADJUSTMENT DUE TO MISSED SCHOOL (SNOW DAYS)
- 7.5 Budget Committee Application:** One application has been received. It was reviewed by the Board. BUDGET COMMITTEE APPLICATION RECEIVED
- 8.0 ACTION ITEMS:**
- 8.1 2019 Budget Calendar:** Susan Wagner moved to approve the 2019 Budget Calendar as presented. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance. BUDGET CALENDAR APPROVED
- 8.2 Staff Resignations/Retirements:** Stacey Pelster moved to approve the retirements of Nga Frederiksen, MS Math Teacher, effective June 19, 2019; Linda Hobart, Elementary Teacher, effective June 28, 2019, and the resignations of Katherine Brown and Debbie Stahlnecker effective at the end of the school year. Steve Whiteman seconded the motion. Motion passed unanimously with those in attendance. FREDERIKSEN & HOBART RETIRE, K. BROWN and STAHLNECKER RESIGN
- 8.3 Budget Committee Appointments:** Susan Wagner moved to appoint Kimberly Titus to a three year term on the Budget Committee. Steve Whiteman seconded the motion. Motion passed unanimously with those in attendance. K. TITUS APPOINTED TO BUDGET COMMITTEE
- 9.0 MONITORING BOARD PERFORMANCE:** Nothing discussed.

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| <p><b>10.0 CONSENT AGENDA:</b><br/> <b>10.1</b> Minutes of 02/14/19 Regular Meeting.</p> <p>Steve Whiteman moved to approve the consent agenda as amended. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance.</p> <p><b>11.0 RECESS to EXECUTIVE SESSION</b> under O.R.S. 192.660 (2) (i) at 7:23 p.m.<br/> Administrative staff contract renewal discussions held.</p> <p><b>12.0 RECONVENE to REGULAR SESSION</b> at 7:46 p.m.</p> <p><b>13.0 ACTION ITEM:</b><br/> <b>13.1 Approve Resolution #1819-08.</b> Stacey Pelster moved to approve Resolution #1819-08 extending Administrative contracts as presented. Steve Whiteman seconded the motion. Motion passed unanimously with those in attendance.</p> <p><b>14.0 MEETING ADJOURNED</b> at 7:47 p.m.</p> | <p>CONSENT AGENDA<br/> MINUTES APPROVED</p> <p>CONSENT AGENDA<br/> APPROVED</p> <p>RECESS TO EXECUTIVE<br/> SESSION</p> <p>RECONVENE TO<br/> REGULAR SESSION</p> <p>ADMINSTRATIVE<br/> CONTRACT<br/> EXTENSIONS<br/> APPROVED</p> <p>ADJOURNED</p> |
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Submitted by Barb Carr,  
Administrative Assistant to the Superintendent and Board of Directors

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Board Chair

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District Clerk