

VERNONIA SCHOOL DISTRICT 47J  
1201 TEXAS AVENUE  
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

February 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 6:07 p.m. by Greg Kintz. MEETING CALLED TO ORDER
- Board Present:** Greg Kintz, Steve Whiteman, Stacey Pelster, Melissa Zavales, Susan Wagner, and Brittanie Roberts. BOARD PRESENT
- Board Absent:** Katie Cook BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Nate Underwood, Middle/High School Principal; Rachel Wilcoxon, K-12 Vice Principal; Michelle Eagleson, Elem. Vice Principal; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; and Juliet Safier, Licensed Staff. STAFF PRESENT
- Visitors Present:** Scott Laird, Jenn Rau, Jeana Gump, Lucian Cutright, Anita Peerson, Jack Mandes, Hayden Rau, Nola Mushatt, Addison Coburn, Erica Johansen, and Susan Coburn. 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. Melissa Zavales seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 3.0 SHOWCASING OF SCHOOLS:** SHOWCASING OF SCHOOLS
- Student Reports:** 5<sup>th</sup> Grade Students from Ms. Campbell's class explained 3 different methods to add and subtract fractions. – Jack Mandes shared the butterfly method; Hayden Rau – standard algorithm; and Addison Coburg using like units. Lucian Cutright presented art projects from the class.
- Principal Reports:** STUDENT REPORTS
- Michelle Eagleson provided recent data on student progress, and highlighted that both reading and math has increased over the data gathered in the Fall. Reading accuracy has gone up tremendously. Elementary received donated pillows and pillowcases to give to students. Yesterday, they partnered with VEF Sprouts to host a bring your family to school during lunch. This event was well attended. PRINCIPAL REPORTS
- Mrs. Eagleson shared the current elementary school fundraiser. It is an online shopping program where any shopping done gives VES a percentage of the sales. The website to sign up is schoolstore.net. Currently 47 families have signed up to do their normal shopping through this site and support the schools at the same time.
- Rachel Wilcoxon shared triangle data reports on discipline and commented positively on the adjustments made at the elementary level in problem areas such as the commons, playgrounds, etc. The changes have greatly reduced behavior incidents.
- Nate Underwood: In addition to his written report, he highlighted some information on the High School Report Card. Class sizes are good, Regular Attenders is a challenge area, On Track to Graduate rate has increased but is still below the State average, On Time to Graduate is above average as is the Five Year Completion data. He will present drop out data at the next meeting.
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None. PUBLIC COMMENT
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** Mr. Miller updated the Board on the following: SUPERINTENDENT REPORT
- Supt Community Chat:** The last community chat had only one person attend. Mr. Whiteman complimented Mr. Miller on being there and available.

Parent Group: Still working to get this formed. There were 15 at the last meeting however, only 2 have completed the online training.

Budget Committee: There are currently 4 vacancies.

Bond Expenditures: Mr. Miller asked if there were any questions on the document he shared at the last meeting. There were no questions from the Board.

At-Home School Program: Mr. Miller has received conflicting information from O.D.E. and has recently learned that the District does not have to submit or go through the application process if adding a new program to our existing District. He is now working with O.D.E. to ensure that all pieces put in place are correct. He still feels the District will reach critical mass of 15 students and hopes to be able to meet needs of MS and HS students as well as elementary. He will continue to update the board monthly. Susan Wagner asked if ODE's response was in writing. Yes according to Mr. Miller.

Steve Whiteman asked if the group of parents will have access to District data? Mr. Miller shared that after choosing to enroll and participate in our program their testing results will become part of our data. Vernonia Family Academy is the temporary name however the parent group would like to come up with a different name.

Mist Grade School: Mr. Miller is looking to expand the enrollment at Mist to 40-45. Susan Wagner asked if there is a tipping point where it is not a financial benefit to the District. According to Mr. Miller, yes, 77 students. The District will hold a lottery if there is a large amount of interest.

Vernonia Clay Target Team: Mr. Jarman is working with them to develop this as a Club sport. A draft of their team logo was shared.

2019-20 Calendar Proposal: The calendar committee is considering adding a 1 hour late start on Wednesday mornings next year for professional development. This year all professional development is on Fridays. By shifting to Wednesday morning it would add 3 student contact days to the calendar and 4 teacher contract days. This would be a change but a huge benefit to staff professional development. Division 22 Standards allows the district to count 30 hours of professional development which would still apply with the change.

**5.1.2 Bond Update**: Aaron Miller updated the board on the status of bond projects. The Facilities Committee has reviewed the RFQ's received for the classroom addition project. Three companies submitted materials, two of which were approved by the committee and will be asked to submit bids on the project. The RFP was sent out today and is due on Feb. 27<sup>th</sup>. All other bond projects are on hold.

BOND PROJECTS  
UPDATE

**5.2 Financial Report**: Marie Knight projected that the ending fund balance is holding steady. The District will need the ending fund balance next year for adding back some days to the calendar and to support the upcoming PERS increases. She is already working with Mr. Miller in the early stages of developing the budget. Any adjustments and changes to the budget from this year will be shared and discussed when the proposed budget is presented.

FINANCIAL REPORT

**Budget Calendar Draft**: Marie Knight presented a draft budget calendar for the development of the 2019-20 budget. It is very similar to last year's calendar. It will be adopted at the March meeting.

BUDGET CALENDAR  
REVIEWED

**5.3 Maintenance Report**: Mark Brown's maintenance report was reviewed. Discussion was held on the installation of the permanent fencing and when the temporary fencing can be removed. Discussion on the type of turn style and ADA compliance issues was held. Comments of concern were made about roof leaks in both the Band room and the Wrestling room. It was suggested to use a heat sensor to determine the source of the water. It is likely coming from a spot that is not obvious.

MAINTENANCE REPORT

**6.0 BOARD REPORTS/ BOARD DEVELOPMENT**: Susan Wagner apologized for missing the last Safety Committee meeting.

BOARD REPORTS /  
BOARD DEVELOPMENT

Melissa Zavales would like to add a Reflections Section at beginning of each Board meeting as an opportunity for board members to highlight their focus and why they are on the board.

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| 6.1 | Board Member Resignation: Katie Cook submitted her written resignation effective this day, 2/14/19.  | COOK SUBMITS LETTER OF RESIGNATION FROM THE BOARD |
| 6.2 | 2019 Spring Election Information: Barb Carr shared information about the upcoming Spring School Board elections. There are 4 positions up for election.<br>Position #2 – 4 year term, currently held by Greg Kintz<br>Position #3 – 4 year term, currently held by Katie Cook<br>Position #6 – 2 year term, currently held by Steve Whiteman<br>Position #7 – 4 year term, currently held by Brittanie Roberts<br>Interested persons need to file with the Columbia County Elections Dept by March 21 <sup>st</sup> at 5pm. Forms required for filing were available at meeting as well as at the District Office. | SPRING ELECTION INFORMATION SHARED                |
| 6.3 | Workshop Schedule: The Board discussed holding a workshop in May to review and put into place a procedure for how to hire a Superintendent. Barb Carr will make contact with OSBA and Tom Rinerarson to find out cost and availability of training options   | POSSIBLE WORKSHOP TO BE HELD IN MAY               |
| 6.4 | Negotiation Team: Steve Whiteman expressed his desire to serve on the Negotiations Team.   | NEGOTIATIONS TEAM                                 |

**7.0 OTHER INFORMATION and DISCUSSION**

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| 7.1 | NWRESD Local Service Plan: Aaron Miller shared the proposed NWRESD Local Service Plan for 2019-10. The plan must be shared and approved by 2/3 of the District School Boards. The plan was reviewed and areas of support provided to the Vernonia School District were discussed. In the past years, the discretionary funds available to Columbia County Districts. has been put towards having Columbia County Mental Health services available. Next year will see a slight increase in the amount available for this.   | NWRESD LOCAL SERVICE PLAN FOR 2019-20 DISCUSSED         |
| 7.2 | Student transfer Limits for 2019-20: Aaron Miller shared that last year the Board set the amount of students transferring in from outside Vernonia School District at 15. Annually the District is required to establish this number. Discussion was held on the possibility of kids coming in for the new at home school program currently being developed. Mr. Miller stated he would still want to keep the number 15 especially with a brand new program. After the first year is worked through this number could easily be increased.   | 2019-20 STUDENT TRANSFER LIMITS DISCUSSED               |
| 7.3 | OSBA Support of Education Funding Resolution: Greg Kintz shared briefly that the resolution presented tonight is requesting that education dollars be at a level to adequately educate the State's children. Greg feels it is important for the District to support and pass this resolution. OSBA will be creating a poster that shows three funding levels; 1) if everything stayed the same, 2) what is needed to do basic roll up costs, and 3) what amount would be ideal. Mr. Miller will submit narratives for each of these levels of funding so that the poster generated is specific to Vernonia. | OSBA ADEQUATE FUNDING RESOLUTION DISCUSSED              |
| 7.4 | PACE Trust Agreement: Aaron Miller reviewed the resolution regarding the Intergovernmental Agreement between PACE and Vernonia School District. This resolution requires Board approval. All Districts that are members of the agreement pay insurance premiums to PACE and PACE manages those funds. The current Agreement with Vernonia School District is outdated now that PACE has updated their Bylaws.   | PACE TRUST AGREEMENT RESOLUTION REVIEWED                |
| 7.5 | Alternative Education Instructional Hours – ODE Requirements: Oregon Outreach Incorporated (O.O.I.) has requested an exemption from the required instructional time hours set by the Oregon Department of Education. Students currently only attend 3 hours per day. Aaron Miller will determine what the program offers and look at hours. In the meantime, he is asking the Board to approve the waiver.  | O.O.I. INSTRUCTIONAL HOURS REQUIRMENTS WAIVER REQUESTED |

**8.0 ACTION ITEMS:**

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| 8.1 | <b>NWRESD 2019-20 Local Service Plan.</b> Stacey Pelster moved to approve the 2019-20 NWRESD Local Service Plan as presented. Steve Whiteman seconded the motion. Motion passed unanimously with those in attendance. | 2019-20 NWRESD LOCAL SERVICE PLAN APPROVED |
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| 8.2  | <b>Student Transfer Limits for 2019-20.</b> Brittanie Roberts moved to approve the transfer limits of incoming students to Vernonia School District for the 2019-20 school year at 15. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance.   | INCOMING STUDENT<br>TRANSFER LIMITS SET<br>FOR 2019-20.                   |
| 8.3  | <b>OSBA Support of Education Funding Resolution:</b> Brittanie Roberts moved in support of the OSBA Education Funding Resolution. Melissa Zavales seconded the motion. Motion passed unanimously with those in attendance.   | OSBA SUPPORT OF<br>EDUCATION FUNDING<br>RESOLUTION APPROVED               |
| 8.4  | <b>PACE Trust Agreement.</b> Susan Wagner moved to approve the PACE Trust Agreement as presented. Brittanie Roberts seconded the motion. Motion passed unanimously with those in attendance.   | PACE TRUST<br>AGREEMENT<br>APPROVED                                       |
| 8.5  | <b>Board Member Resignation.</b> Brittanie Roberts moved to approve the resignation of Katie Cook effective Feb. 14, 2019. Melissa Zavales seconded the motion. Motion passed unanimously.   | COOK RESIGNS AS<br>MEMBER OF THE<br>BOARD                                 |
| 8.6  | <b>Alternative Education Instructional Hours – ODE Requirement.</b> Stacey Pelster moved to approve the exemption of the Oregon Outreach Incorporated Alternative Education Program from ODE Instructional Time Requirements. Steve Whiteman seconded the motion. Motion passed unanimously.                           | OOI EXEMPTION FROM<br>ODE INSTRUCTIONAL<br>TIME REQUIREMENTS<br>APPROVED. |
| 9.0  | <b>MONITORING BOARD PERFORMANCE:</b> Greg Kintz shared that OSBA offers a lot of training and other information on line. It's a great resource for School Board members.   | MONITORING BOARD<br>PERFORMANCE   |
| 10.0 | <b>CONSENT AGENDA:</b>   | CONSENT AGENDA<br>MINUTES APPROVED  |
| 10.1 | Minutes of 01/10/19 Regular Meeting. A request was made to change wording on item 6.0 to say volleyball nets AND sports software.  |   |
|      | Stacey Pelster moved to approve the consent agenda as amended. Steve Whiteman seconded the motion. Motion passed unanimously.  | CONSENT AGENDA<br>APPROVED  |
| 11.0 | <b>RECESS to EXECUTIVE SESSION</b> under O.R.S. 192.660 (2) (i) at 8:01 p.m.<br>Licensed staff contract renewal discussions held.  |   |
| 12.0 | <b>RECONVENE to REGULAR SESSION</b> at 8:17 p.m.   |   |
| 13.0 | <b>ACTION ITEM:</b>  |   |
| 13.1 | <b>Approve Resolution #1819-05.</b> Susan Wagner moved to approve Resolution #1819-05 extending licensed employee contracts as presented. Brittanie Roberts seconded the motion. Yes votes: Susan Wagner, Greg Kintz, Brittanie Roberts, Stacey Pelster, and Melissa Zavales. No votes: Steve Whiteman. Motion passed. | LICENSED TEACHER<br>CONTRACT<br>EXTENSIONS<br>APPROVED                    |
| 14.0 | <b>MEETING ADJOURNED</b> at 8:18 p.m.  | ADJOURNED   |

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