

VERNONIA SCHOOL DISTRICT 47J
1201 TEXAS AVENUE
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 12, 2018

- 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 6:09 p.m. by Brett Costley. MEETING CALLED TO ORDER
- Board Present:** Brett Costley, Melissa Zavales, Greg Kintz, Brittanie Roberts, and Stacy Pelster. Susan Wagner arrived at 6:18 p.m. BOARD PRESENT
Board Absent: Katie Cook BOARD ABSENT
Staff Present: Aaron Miller, Superintendent; Marie Knight, Business Manager; and Barb Carr, Administrative Assistant. STAFF PRESENT
- Visitors present:** Scott Laird, VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Add Action Items 9.3 Resignation of Brittney Waugh, School Psychologist and 9.4 Resignation of Board Member Brett Costley and Consent Agenda items 11.2 and 11.3 Housekeeping items. Brittanie Roberts moved to approve the agenda as amended. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- Aaron Miller shared that he has discussed with Brett Costley about teaching engineering for a couple periods a day. Licensure with TSPC is acceptable with industry experience. Brett Costley shared his letter of resignation from the Board of Directors, effective August 8, 2018. COSTLEY SUBMITS LETTER OF RESIGNATION
- 3.0 BOARD CHAIR / VICE CHAIR:**
- 3.1 Elect 2018-19 Board Chair:** Brett Costley moved to nominate Greg Kintz as 2018-19 Board Chair. Stacey Pelster seconded the motion. There were no other nominations. Motion passed unanimously with those in attendance. KINTZ ELECTED 2018-19 BOARD CHAIR
- 3.2 Elect 2018-19 Board Vice Chair:** Brittanie Roberts moved to nominate Stacy Pelster as 2018-19 Vice Chair. Brett Costley seconded the motion. There were no other nominations. Motion passed unanimously with those in attendance. PELSTER ELECTED 2018-19 BOARD VICE CHAIR
- 4.0 SHOWCASING OF SCHOOLS:** No report given. SHOWCASING OF SCHOOLS
- 5.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None PUBLIC COMMENT
- 6.0 BUSINESS REPORTS:**
- 6.1 Superintendent Report:** SUPERINTENDENT REPORT
Mr. Miller shared that at his last Superintendent Chat a couple people showed. He asked for input from the Board as to whether or not they would like him to continue these during the 2018-19 school year. The consensus was yes, but to perhaps offer breakfast, lunch and dinner time options and advertise them in the Voice. It was also suggested that if no one shows, he could leave and not stay the full hour.
- In response to a question from the Board regarding state funding for SpEd students: Currently the State recognizes a cap of 11% of school population that will be funded at the double rate for students on IEP's. VSD currently has 17.4% of our total population identified as SpEd. The Statewide average is 14.4%. In comparison to neighboring Districts – Rainier is at 12.8%, Jewell 18.5%, Gaston 17.7%, Clatskanie 18.3%, Scappoose 12% and St. Helens 16.3%.

Summer Interns are hard at work helping the District, the Upper Nehalem Watershed Council and Stub Stewart State Park.

The District will be receiving a CNC Plasma Cutter from PCC to assist in our metals program.

Student Resource Officer (SRO) has been hired by the City. Abbie Hanson, a graduate of St. Helens High School, has an Associate Degree in Criminal Justice, has been a St. Helens Reserve Officer for two years and works part time at the Columbia County Jail. She also has coaching experience and working with youth groups. She will start the Police Academy in August and will join us later in the Fall. Scott Laird shared that the room was full with family and friends at the City Council meeting and she is very excited to be the District's SRO. A question was asked that if in the event she is not here will the school have another officer on site. Yes, we have contracted with the City to have an officer on site.

Staff Resignation – Brittney Waugh, our School Psychologist has submitted her resignation. The District will work with the NWRESD to fill this position if there is no interest to the District's job posting.

CCMH mental health person is still coming to the District serving our students over the summer. They are trying to get more time in their schedule to be in Vernonia.

Facilities – A letter of separation in the Missouri Avenue agreement has been sent to the City. The District has fulfilled its responsibility to maintain the lights and landscaping along Missouri Avenue. The Board asked how much has been spent on water and lights over the five years?

The District is looking into the idea of establishing System Development Charges (SDC) collected by the City for permits on new construction. Funds collected for this would help to establish reserves for future expansions to the school campus. Conversations are preliminary at this point and more information will be available at the September board meeting.

Stacey Pelster shared that many people in the community that work in the trades are willing to come and help out the District.

Bond Update: The current projects at the Vernonia campus are on track and on schedule money wise. There has been one change order to date: \$19,800 for the infrastructure. When the campus was first built, a couple pieces of drain lines were not in place and these had to be added. The curbs around the track are in, and work continues on the field irrigation. A question was asked if anything materialized with lighting donations. Not that Mr. Miller has seen. He is also waiting to have a costing meeting on the addition of four classrooms. He is hoping to decrease costs and free up some funds for lighting. Classrooms are scheduled to start construction in January. All the bad dirt is gone, and the District saved \$40,000 on the good dirt. Everything that is on site now will be used.

Mist – gym has new roof, however once the siding was removed in preparation of replacement, a lot of dry rot (more than expected) was discovered to the structure. A structural engineer came out to inspect and the District is currently waiting to get an official report. The big question is if the County will require more code upgrades, such as electrical, plumbing, ADA etc. if the area to replace is substantially more than first thought. All of these are costs not planned for. Currently all work on the gym has halted until we receive word from the County. The main school building has been inspected and is okay. The school will be painted next week.

6.2 **Financial Report:** Marie Knight reported the 2018-19 Budget is done and available on the website. There is no financial report this month due to little activity in July.

FINANCIAL REPORT

6.3 **Maintenance Report:** Nothing provided.

MAINTENANCE REPORT

7. BOARD REPORTS/ BOARD DEVELOPMENT:

- 7.1 Board Self Evaluation Discussion:** There was concern about having enough time to complete the evaluation review at this meeting. After discussion the Board opted to hold a workshop later in August for the purpose of spending a couple hours to go over the evaluation. Barb Carr will create an event on Doodle.com to poll availability dates of board members. The goal is to complete this by the end of August. Date TBA, time 6:00-8:00 p.m. and it will be a dinner meeting. BOARD SELF-EVALUATION TO OCCUR AT WORKSHOP

- 7.2 Superintendent Evaluation Revised Draft:** A draft was shared. It was suggested to remove the #5 header at the top of the column and insert N/A. When completing the survey next Spring it was suggested that everyone provide comments in each section. SUPERINTENDENT EVALUATION DRAFT SHARED

8.0 OTHER INFORMATION and DISCUSSION

- 8.1 Board Liaisons to District Committees:** Aaron Miller explained that there are school committees that Board members are welcome to be part of. Discussion was held on when the committees hold their meetings. It was noted as a reminder that due to quorum guidelines and public meeting law no more than 3 board members can be part of any one committee. Board members expressed interest in serving on the following committees:
 - 8.1.1 Curriculum (Instructional Team Leaders):** Oversees staff Professional Development. No volunteers for this committee. CURRICULUM
 - 8.1.2 Technology:** Discusses technology needs in the District and meets one morning a month. No volunteers for this committee. TECHNOLOGY
 - 8.1.3 Safety:** Discusses safety issues, safety inspections, and works with Standard Response Protocols. They meet the first Tuesday of month at 7:15 a.m. Susan Wagner volunteered. SAFETY
 - 8.1.4 Talented & Gifted:** This committee discusses test scores and student data. Susan Wagner volunteered. TALENTED & GIFTED
 - 8.1.5 Positive Behavior & Intervention Support (PBIS):** Meets to support and implement this program. Expectations, school rules, behavior data, make decision on how to address needs, adding in the Trauma Informed Care aspect. Melissa Zavales volunteered. PBIS

- 8.2 Board Committee Assignments:** Aaron Miller explained that there are four Board Committees that are active. Three board members can serve on each committee.
 - 8.2.1 Negotiations:** This team along with the Superintendent and the Business Manager make up the District side of negotiations with the Classified and Certified unions. Susan Wagner, Greg Kintz, and Melissa Zavales volunteered. BOARD COMMITTEE ASSIGNMENTS
NEGOTIATIONS COMMITTEE
 - 8.2.2 Policy Review:** Responsible for reviewing and updating District policy meeting quarterly or more often if needed. Brittanie Roberts volunteered. It was suggested to retain Katie Cook on this committee as well. POLICY REVIEW
 - 8.2.3 Facilities (Long Range Planning):** This committee continues to meet as needed during bond, and SDC implementation. Brittanie Roberts, Stacey Pelster, and Susan Wagner volunteered. FACILITIES
 - 8.2.4 Vernonia Education Foundation (VEF):** This committee provides a liaison from the School Board to the VEF Board. Greg Kintz, and Melissa Zavales volunteered. VEF

- 8.3 Substitute Teacher Pay:** The 2018-19 State recommendation is \$175.45 per day. Aaron Miller recommends keeping ours at \$180.00 per day. 2018-19 TEACHER SUB PAY DISCUSSED

- 8.4 2018-19 Board Meeting Schedule:** A draft schedule was shared holding all meetings on the 2nd Thursday of each month, with meetings at Mist in October and April. After discussion it was the consensus to change the November date from the 8th to the 15th to accommodate those board members attending the OSBA conference on November 8. BOARD MEETING SCHEDULE DISCUSSED

9.0 ACTION ITEMS

- 9.1 Substitute Teacher Pay:** Melissa Zavales moved to establish the Substitute Teacher Pay for 2018-19 at \$180.00 per day. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance. SUBSTITUTE PAY FOR 2018-19 SET AT \$180.00 PER DAY.

- 9.2 **Board Meeting Schedule:** Brittanie Roberts moved to approve the board meeting schedule for 2018-19 as amended. Brett Costley seconded the motion. Motion passed unanimously with those in attendance. BOARD MEETING DATES SET FOR 2018-19
- 9.3 **Staff Resignation:** Brett Costley moved to approve the resignation of Brittney Waugh, School Psychologist. Brittanie Roberts seconded the motion. Motion passed unanimously with those in attendance. WAUGH RESIGNATION APPROVED
- 9.4 **Board Member Resignation.** Brittanie Roberts moved to accept the resignation of Board Member Brett Costley effective August 8, 2018 and declare a vacancy on the Board of Directors. Stacey Pelster seconded the motion. COSTLEY RESIGNATION ACCEPTED

A packet of information was reviewed from the last time there was a vacancy on the Board. The Board was asked to bring any revisions to the sample questions to the August meeting. Timeline for filling the vacancy will take place at the August meeting.

Chair Kintz called for a vote. Yes votes to the motion were Stacey Pelster, Susan Wagner, Brittanie Roberts, Melissa Zavales, and Greg Kintz. Brett Costley abstained. Motion passed.

- 10.0 **MONITORING BOARD PERFORMANCE:** Susan Wagner shared the need to be very aware of not holding side conversations during board meetings. She feels it is disrespectful and lacks professionalism. She also feels it is not appropriate for individual board members to hold conversations at the conclusion of the meeting with any member of the audience that has brought up an issue during the meeting.

11.0 **CONSENT AGENDA:**

- 11.1 Minutes of 05/31/18 Workshop and the 06/14/18 Regular Meeting and Budget Public Hearing. CONSENT AGENDA MINUTES APPROVED

11.2 Designate

- 11.2.1 Chief Administrative & Budget Officer/Clerk – Aaron Miller
- 11.2.2 Custodian of Funds – Aaron Miller
- 11.2.3 Representative of Federal/State Fund & Grant Applications – Aaron Miller
- 11.2.4 Depository of Funds – US Bank & Government Pool
- 11.2.5 District Auditors – Pauly, Rogers & Co. P.C.
- 11.2.6 Insurance Agent of Record – Brown & Brown Northwest
- 11.2.7 Attorney of Record – Garrett, Hemann, Robertson, Jennings, Comstock & Trethewey, P.C.
- 11.2.8 Newspaper of Record – Vernonia’s Voice

11.3 Set:

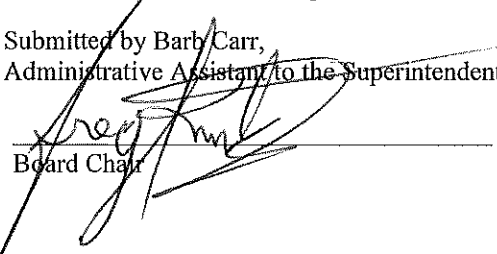
- 11.3.1 Borrowing Limit - \$150,000.00

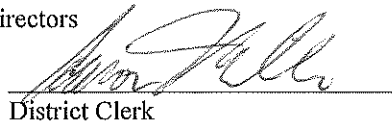
Brett Costley moved to approve the consent agenda as presented. Susan Wagner seconded the motion. Motion passed unanimously with those in attendance. CONSENT AGENDA APPROVED

Other Issues: Brett Costley thanked everyone and is hopeful and confident that the Board will go forward and do great things for the District. Feel free to contact him if there are any questions.

- 12.0 **MEETING ADJOURNED** at 8:12 p.m. ADJOURNED

Submitted by Barb Carr,
Administrative Assistant to the Superintendent and Board of Directors


Board Chair


District Clerk