

VERNONIA SCHOOL DISTRICT 47J  
1201 TEXAS AVENUE  
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Dec. 13, 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 6:02 p.m. by Greg Kintz. MEETING CALLED TO ORDER
- Board Present:** Greg Kintz, Brittanie Roberts, Katie Cook, and Steve Whiteman. Stacy Pelster arrived at 6:05 p.m. Melissa Zavales arrived at 6:20 p.m. BOARD PRESENT
- Board Absent:** Susan Wagner BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent, attended via phone; Nate Underwood, Middle/High School Principal; Michelle Eagleson, Vice Principal; Gordon Jarman, Athletic Director; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; Juliet Safier, Kaitlyn Carr-Kiprotich and Ashley Rogers-Ward, Licensed Staff; and Beth Kintz, and Glenda Delemos, Classified Staff. STAFF PRESENT
- Visitors present:** Scott Laird, Vernonia’s Voice; Jeana Gump, Dakota Willard, Angela Iem, Kortnie Adams, Torey Tolonen, Jade VanPelt, and Rose Klock. Steve Kragrud attended via phone during the public hearing portion. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** There were no changes. Katie Cook moved to approve the agenda as presented. Steve Whiteman seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 3.0 RECESS to PUBLIC HEARING:** Chair Kintz recessed the regular meeting at 6:03 p.m. and opened the Public Hearing. Aaron Miller shared that appropriate notice was provided for the public hearing. The proposed findings to support the exemption in competitive bidding requirements was also shared. The difference between a Request for Qualifications (RFQ) and a Request for Proposal (RFP) were explained. Mr. Miller apologized for the confusion in the process of completing this task and expressed his appreciation to the Board for their willingness to revisit it again. Steve Kragrud, Project Manager, had nothing additional to share and stated that Mr. Miller had explained the process adequately. There were no contractors in the audience and no public comments were received.
- 4.0 RECONVENE to REGULAR MEETING:** At 6:10 p.m. the Public Hearing was closed and the regular meeting was reconvened.
- 5.0 SHOWCASING OF SCHOOLS:** SHOWCASING OF SCHOOLS
- Student Reports:**
- VMS students Torey Tolonen and Kortnie Adams updated the Board on class activities at Vernonia Middle School. The highlight of the presentation was sharing the different “claps” the students do to celebrate an achievement in the AVID class. STUDENT REPORTS
- VHS students Dakota Willard and Angela Iem, shared about their recent field trip to the Cosmetology Career Day sponsored by the Hillsboro Chamber of Commerce. Both felt they learned a lot and would go to another career day. It is a great opportunity to be able to partner with the Hillsboro Chamber program.
- Principal Reports:**
- Nate Underwood had nothing new to add to his written report. He reviewed VHS 9<sup>th</sup> Grade On Track to Graduate data. Currently with only the 1<sup>st</sup> 9-week grade report to review, out of the 39 freshman 11 are at risk, 17 have some risk, and 11 are on track. Data will be reviewed again at the end of 1<sup>st</sup> semester. PRINCIPAL REPORTS

A question was asked if the new School Resource Office (SRO) will work with student attendance. Mr. Underwood shared that Officer Hanson, the District's SRO, will have the role as truancy officer and should make an impact with student attendance. She has only been on site for 4 days. As her role is defined more she will be of more use to the students and the District.

Michelle Eagleson reported that elementary conferences had a good turnout with 86% of students represented by parents/guardians. On Nov. 27 several elementary teachers attended the Oregon Response to Intervention and Instruction (ORTi) conference in Eugene. The conference was packed full of useful strategies that staff is already putting to use. Their main focus is on Mindfulness and School Culture. They have recently started deep and conscious breathing exercises in the morning as a group in the gym and they are already seeing a huge impact on the start of school day.

Mr. Miller added, that the morning breathing has been an extremely effective start to the beginning of the day. Getting all kids together is impressive and helps as they go into the classroom.

**6.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:**

PUBLIC COMMENT

Jade VanPelt a senior at VHS shared that art has been part of her life as long as she can remember. She transferred to Vernonia this year from Aloha High School, where they had a large art program. Her Senior Project centers around the passion students have for art. She polled VHS students to see if they feel the same about art as she does. She received similar responses from students on the survey. There were students in art that wanted and chose to be there, but there were others that due to a lack of elective options, had to take art if they didn't want to. However, these students still wanted to learn something about art. One student stated it was a healthy outlet to everyday events. When asked by a board member what she would like to see happening that perhaps wasn't, Jade felt an explanation as to what the class was about would be helpful and might encourage students to take art. She plans to put up posters and advocate for art.

Scott Laird shared that at the last board meeting there was a brief discussion about the resolution to approve the recommended OSBA Bylaw changes and specifically adding a single position to the OSBA Board of Directors from the Caucus of Color. He encouraged the Board to approve the resolution.

**7.0 BUSINESS REPORTS:**

**7.1 Superintendent Report:** Aaron Miller, via phone, thanked all for accommodating his personal schedule and apologized for not being able to attend the meeting in person.

SUPERINTENDENT REPORT

Community/Supt Chat: No one attended the last one, held on November 28 at Black Iron Grill. The next one is scheduled for January 30, 2019 from 6:00-7:00 p.m. in the school commons.

COMMUNITY CHAT

At-home Alternative School Program. Elements within the application to start this program, dove tail greatly with Division 22 standards. This information will report to the Board at the January meeting. As he goes through the standards that make up Division 22 over the next month, he will look at it through the lens of the new program. By doing so the requirements of the application should be met. The plan is to meet with the group of parents again and review everything. A teacher has expressed interest in learning more and likely would be interested in applying when that point is reached. The Board will review and approve the application before it is submitted. A question as to whether or not the District would post this teaching position was raised. According to Mr. Miller, yes, even though this position is out of the range of the Vernonia Education Association the district will still post to ensure we get the best possible candidate.

AT-HOME ALT. SCHOOL PROGRAM

School Resource Officer: Officer Hanson started officially at the beginning of the year but training kept her out of the building until this last Monday, Dec. 10. Her focus is to be visible in the building and working to build relationships with students and staff. The District staff is still refining her responsibilities. She won't be involved with discipline but primarily addressing safety. Greg Kintz shared that the District has had a need for a female to support our current male counseling staff.

SCHOOL RESOURCE OFFICER

ENROLLMENT

Enrollment: District enrollment is holding steady.

STAFF

Staff: It was shared that Shannon Rice, Instructional Assistant, has resigned effective Dec. 21<sup>st</sup>. Mr. Miller stated that the District recently posted to fill this position, however after some restructuring of current staff, it was determined it will not be necessary to fill the vacancy.

WETLAND SITE  
MITIGATION  
COMPLETE

Correspondence: Aaron Miller has received an email from Kristen Currens, wetland mitigation project manager with Mason Bruce and Gerard. She monitors the percentage of native plants vs. invasive plants. The Department of State Lands will issue an official report soon stating that the District has met the requirements and will not have to monitor the wetlands site any longer. Mr. Miller thanked Mr. Byron Brown for working on this project for several years with his students. The District will continue to utilize the wetlands site for outdoor education.

BOND PROJECTS  
UPDATE

**7.1.1 Bond Update:** Aaron Miller updated the board on the following.

Mist Elementary School: New siding on the gym is done and looks fantastic. It was initially painted but with the cold and wet weather there are areas that will need touched up. The gym has all new doors and windows with exception of upper windows. The exit ramp, formerly made of wood, was meeting ADA requirements but has been replaced with cement. Mr. Miller is still waiting for final cost numbers at Mist in order to look at remaining projects to see how to move forward.

Football Field/Track: Two 40' x 8' storage units to store all track equipment have been purchased and will be delivered in January. Perimeter fencing is on site, posts have been ordered, bids for installation are being sought. This will eliminate the rental costs of the current temporary fence.

Metal Shop: The conditional use permit has been submitted to the City and will be reviewed by the City at their January Planning Commission meeting.

All other bond projects are on hold until we have real solid numbers for the construction of the four additional classrooms and the metal shop. Once these costs are determined the District will know how much money is left and move forward with remaining projects. Mr. Miller will present an expense sheet at the January meeting.

Brittanie Roberts asked if the District is officially done with Greenman Field and the Memorandum of Understanding (MOU) with the City is no longer necessary? Yes, according to Mr. Miller. Cancelling the MOU is in progress and he hopes to have this wrapped up by January.

FINANCIAL REPORT

**7.2 Financial Report:** Marie Knight reported that ending fund balance is holding steady as spending is going as predicted. She noted that the \$17K equipment expenditure in November is the purchase of a new grass mower for district to maintain the new fields. There were no questions from the Board.

ANNUAL DISTRICT  
AUDIT PRESENTED

**7.2.1 Audit Report:** Tara Camp of Polly Rogers presented the results of the District's June 30<sup>th</sup> audit. She reviewed the letter to the governing body, the purpose of the audit and compliance. The results for Vernonia are excellent with a clean opinion from the auditing firm and no comments or exceptions. If they came across of anything of concern it would be addressed in the management letter.

They have had not issues dealing with management, and no disagreements with management arose.

Greg Kintz highlighted the dollar amount per thousand assessed to tax payers for passing the school bond. It was noted within the audit that this is at \$1.83 per thousand. The Board communicated to the public that this would not be above \$2.00 per thousand if they voted to pass the bond.

**7.3 Maintenance Report:** Melissa Zavales asked if the Mist School concerns have been addressed. Aaron Miller shared that Mark Brown, Maintenance Supervisor, is spending additional time out at Mist to get all issues completed and caught up. He will continue to have dedicated days to be at Mist to get ahead of any maintenance issues. Melissa asked if a note could be sent to the parents that expressed concern letting them know what has been done. Mr. Miller stated he would work on getting a notice out to them as well as all Mist parents.

Brittanie Roberts asked how many maintenance staff the District currently has? Mr. Miller explained that technically only one, Mark Brown, Maintenance Supervisor does all grounds and maintenance. There are also two full time custodial staff at Vernonia Schools and a part time (6 hours per week) at Mist. Mr. Miller further shared that it is critical that staff FTE increase in this department in next year's budget. Katie Cook asked if Classified Staff could help with maintenance? Mr. Miller shared that yes, this would be the increase in staffing in the budget.

Brittanie Roberts further questioned a note on the maintenance report regarding the food fight in the locker room. Was this due to a lack of supervision? Mr. Miller was not sure and would need to check with the Athletic Director and Mark Brown.

Steve Whiteman inquired whether or not the District has a back-up person to run and trouble shoot the biomass boiler. Mr. Miller stated yes, we have company representatives that we can access if needed.

**7.4 Fall Sports Report:** Gordon Jarman shared his report and explained the cross country NW League differences between the Girls' and Boys' teams. He gave a shout out to coach John Roady. His greatest strength is his communication with his cross country athletes. He sends weekly emails rewarding, recognizing and keeping his team informed.

Currently, applications are being accepted for the vacant Head Football Coaching position. The plan is to get the interview committee together and conduct interviews prior to the holiday break. Steve Whiteman commented that the Middle School football numbers are low and this needs to increase. Mr. Jarman stated that one of the Head Coach requirements on the job posting is to take a leadership role in the entire Vernonia football program. Mr. Jarman further shared that nationwide football numbers are down. Parents are concerned about head injuries and concussion. OSAA requirements are very strict. Required now, is the presence of a safety coach. They must receive proper training to use techniques for tackling and hitting to eliminate concussion injuries. All coaching staff must be certified in concussion awareness. Also, helmets are sent to Rydell in California to be repainted and recertified every year. Football helmets have a 10-year life cycle. They can't be used if older than 10 years. After the 2007 flood all helmets were replaced which meant they all aged out at the same time. It has been a hit to the budget to replace them but he is able to maintain his annual supplies adequately.

**8.0 BOARD REPORTS/ BOARD DEVELOPMENT:**

OSBA Convention Recap: This year Katie Cook, Brittanie Roberts, Greg Kintz and Melissa Zavales attended the annual OSBA convention.

Katie Cook shared that she always enjoys the conference and this year was no exception. Trauma Informed Care information was a hot topic this year. She attended a lot of classes that are relevant to Vernonia School District (VSD). She attended a class where a high school theater group shared games that can take place in the classroom and would love to see this somehow incorporated in our school. Mr. Miller stated that he will continue to look at ways to add time for teachers and add electives that benefit our students.

Katie also observed that other districts are struggling with a lot of the same issues. She is curious how networking with schools that deal with similar issues could be developed. She also recently took a Bias Training, learning about any underline bias a person may have. Can an individual's past

experiences and how they see the world influence their decisions as a board member? She offered to send the link to share with all board members.

Brittanie Roberts shared that after attending sessions she feels when the time comes to go through a hiring process for a new superintendent, additional meetings will likely be required. It is an involved process. She also attended a class on executive sessions. It is important to remember to make a comment giving direction to any media representatives in attendance. Greg Kintz will check with OSBA about samples of this type of notice.

Discussion was held on whether our District is part of the Promise of Oregon. According to Greg Kintz, the Board supported the resolution to create the Promise of Oregon but did not pay to have the training which would make VSD eligible for a scholarship.

Melissa Zavales enjoyed the conference but after listening to the involvement of other board members around the State, she feels our board is not as involved as they could be and this would be worthy of a future discussion. Melissa would also like to visit with Mrs. Eagleson about the BEAM program. It is a phenomenal math club program that has great statistics for improving student math skills. She would like to see these types of after school programs created for our students.

Greg Kintz shared that Washington County currently hosts a legislative evening that invites legislators to come and answer questions and offer information. He is willing to work on this and try to host something like this in the Spring.

## 9.0 OTHER INFORMATION and DISCUSSION

9.1 **OSBA Resolution.** The board discussed the proposed OSBA Bylaw changes being presented. All Districts around the State will cast their vote in favor of or against the proposed changes. The main change on the resolution reviewed at tonight's meeting is the establishment of a new voting seat on OSBA Board of Directors representing the Caucus of Color. Greg Kintz shared that this is a unique group seeking a voting position on the Board. There are currently other unique groups represented on the Board however they are not voting members of the Board.

OSBA RESOLUTION  
AMENDING BYLAWS TO  
INCLUDE A VOTING  
MEMBER  
REPRESENTING THE  
CAUCUS OF COLOR  
GROUP DISCUSSED

There was discussion on the possibility of future repercussions if this is granted. Will the door be opened for other specialist groups to petition to have a seat on the Board of Directors? It was noted that OSBA regularly has open positions on the board each year around the state and there is often no interest in filling them. Some within the state are questioning the timing of the request and the angle to which they are seeking a position on the Board. It was noted that the National School Board does have a position representing the Caucus of Color group.

Stacy Pelster expressed concern with future repercussions if approved. She also asked if the Caucus of Color will only direct their focus to students of color? According to the resolution being considered for approval it states "the Caucus has defined its core value as follows: to promote quality education for all students with emphasis on the unique needs of students of color".

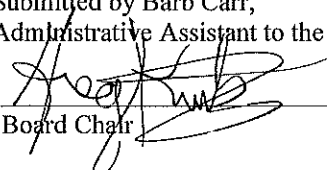
Steve Whiteman was not in support of this change to the Bylaws and feels that there are plenty of competent individuals to represent this group that could seek a position during the normal open elections.


Katie Cook asked Scott Laird, Vernonia's Voice, why he supports this resolution. Scott stated that he does not feel people of color are supported around the State.

Juliet Safier asked if the individual district votes will be made public. Greg Kintz was not sure.

- 9.2 **Staff Retirement:** Aaron Miller shared that Gretchen Lindauer has submitted her retirement notice effective December 31, 2018. Gretchen will be recognized on Friday, December 21, at 1:00 p.m. at the staff potluck. The Board is invited to attend. LINDAUER RETIREMENT NOTICE GIVEN
- 9.3 **Out of State Travel:** Nate Underwood shared that Juliet Safier attended an AVID conference in Chicago, IL on Nov. 7 & 8 and Justin Benassi a CTE conference in San Antonio, TX on Nov. 26-29. Neither of these two conferences were District funded, but rather grant supported. Unfortunately, an oversight occurred and these were not presented for approval prior to travel. OUT OF STATE TRAVEL
- 10.0 **ACTION ITEMS**
- 10.1 **OSBA Resolution:** Brittanie Roberts moved to approve Resolution #1819-04 as presented. Melissa Zavales seconded the motion. There was no further discussion. Yes Votes: Brittanie Roberts and Melissa Zavales. No Votes: Greg Kintz, Katie Cook, Steve Whiteman, and Stacey Pelster. Motion failed. OSBA RESOLUTION NOT APPROVED
- 10.2 **Staff Retirement:** Brittanie Roberts moved to approve retirement for Gretchen Lindauer, Food Service director, effective Dec. 31, 2018. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance. LINDAUER RETIREMENT APPROVED
- 10.3 **Out of State Travel:** Katie Cook moved to approve out of state travel for staff who did attend conferences – Juliet Safier in Chicago, IL on Nov. 7-8, 2018 and Justin Benassi in San Antonio, TX on Nov. 26-29, 2018. Melissa Zavales seconded the motion. Motion passed unanimously with those in attendance. OUT OF STATE TRAVEL APPROVED
- 10.4 **Alternate Bid Requirements:** Stacey Pelster moved to approve the Alternate Bid Requirements as presented. Brittanie Roberts seconded the motion. Steve Whiteman commented that he felt the District has done everything to exclude any bias with the bidding process. Motion passed unanimously with those in attendance. ALTERNATE BID REQUIREMENTS APPROVED
- 11.0 **MONITORING BOARD PERFORMANCE:** Greg Kintz stated he felt the Board is doing well in conducting its business. MONITORING BOARD PERFORMANCE
- 12.0 **CONSENT AGENDA:**
- 12.1 Minutes of 11/15/18 Regular Meeting and 11/27/18 Special Meeting. CONSENT AGENDA MINUTES APPROVED
- Stacey Pelster moved to approve the consent agenda as presented. Katie Cook seconded the motion. Motion passed unanimously with those in attendance. CONSENT AGENDA APPROVED
- Other Issues:** None. OTHER ISSUES
- 12.0 **MEETING ADJOURNED** at 8:22 p.m. ADJOURNED

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

  
Board Chair

  
District Clerk