

VERNONIA SCHOOL DISTRICT 47J  
1201 TEXAS AVENUE  
VERNONIA OR 97064

BOARD OF DIRECTORS WORKSHOP MEETING MINUTES

January 30, 2021

**CALL TO ORDER:** A Workshop of the Board of Directors of Administrative School District 47J, Columbia County, Oregon was convened at 9:02 a.m.

MEETING CALLED TO ORDER

**Board Present:** Greg Kintz, Stacey Pelster, Susan Wagner, Amy Cieloha, Brittanie Roberts, and Joanie Jones

BOARD PRESENT

**Board Absent:** Jeana Gump

BOARD ABSENT

**Staff Present:** Aaron Miller, Superintendent and Barb Carr, Administrative Assistant

STAFF PRESENT

**Visitors Present:** Steve Kelley and Janet Avila-Medina, OSBA

VISITORS

Vernonia School District DEMSP (full program) Training, Session #2 – Best Practices Roles and Responsibilities

DEMSP  
SCHOLARSHIP  
PROGRAM BOARD  
TRAINING #2

Introductions were held and an overview of the DEMSP Training Session #1.

Steve Kelley reviewed the Board Self-Assessment survey. The survey contained the following benchmarks:

BEST PRACTICES  
and ROLES AND  
RESPONSIBILITIES

1. Conduct and Ethics – provide responsible school district governance
2. Vision – set and communicate high expectations for student learning with clear goals and plans for meeting those expectations
3. Structure – create conditions district-wide for student and staff success
4. Accountability – hold school district accountable for meeting student learning expectations
5. Advocacy and Communication – engage local community and represent the values and expectations they hold for their schools

Overall, Standard #2 was a strength. With this result Steve shared a possible Board Goal to be:

The Vernonia School Board will continue to set and communicate high expectations for student learning with clear goals and plans for meeting those expectations.

The survey also showed areas of growth in Standard #4. Two potential goals supporting this standard might be:

1. Vernonia School District Board will continue to hold school district accountable for meeting student learning expectations.
2. Vernonia School District Board will continue to evaluate the superintendent on clear and focused expectations.

Steve recommends that the Board adopt goals and every year take the self-assessment survey. After reviewing the results of each survey, the Board goals would be adjusted and readopted.

Discussion was held on the differences between Board and District Goals.

Janet Avila-Medina reviewed Board Roles and Responsibilities.

**Roles & Responsibilities of Boards:**

1. Collaborative Governance – effective partnerships, trust and respect, shared focus, and a collective responsibility.
2. Board Culture – Boards must be strong and effective leaders, keeping in mind the large picture, and being here for the students. It can impact student achievement. Board culture, by instilling an environment of respect, also helps the way the Board functions.

**Five Roles of Board**

1. Learn as a Team - Collaborative governance. Professional learning communities (PLC's) – learning together as a group, district leadership team, reviewing data, and meeting regularly to help develop District goals. Suggested having set times for continued Board development. Currently the Board is not regularly doing this.

2. Set Clear Expectations – vision / mission, district priorities, improve student achievement, and policies/protocols. A Board Operating Agreement (BOA) sets clear expectations and prioritizes expectations. It is recommended to be a one-page document. Once created, then a Board / Superintendent Agreement can be developed. OSBA has samples of these agreements.
3. Support – commit and support the decisions of the Board even if this wasn't your choice. Support the Superintendent on the action plans.
4. Accountability – monitor goals and progress, conduct regular Superintendent evaluations, provide more information perhaps in a Board report as well as an Administration report, which is directly related to Board goals. Have regular check-ins with the Superintendent. Goals must be established before reports can be given.
5. Community Engagement - what is the role of Board? Are you engaging the community? Who is coming to meetings? Who is commenting? Conduct GAP analysis and survey the community. It was suggested to add language to the District website about just what a Board can and can't do during the public comment portion of the meeting.

The Board is responsible for goals, advocacy and policies. The Superintendent can provide input into the areas of operations, regulations and personnel to the Board but the Board is not allowed to cross over into the governance of these area.

The Board governs, the Superintendent manages.

The Board hires the Superintendent, the Superintendent hires staff.

The Board approves union contracts, the Superintendent manages employees and employee relations.

The Board sets goals and vision with Superintendent input, the Superintendent turns goals into action.

The Board adopts policy, the Superintendent implements the policy.

The Board sets (adopts) the budget, the Superintendent plans the expenditures.

The Board monitors progress against goals, the Superintendent reports progress.

The Board was asked to email any unanswered questions from this training to Steve Kelley or Janet Avila-Medina.

Next session: Board Culture discussion

**ADJOURNED:** Workshop concluded at 12:11 p.m.


ADJOURNED

Submitted by Barb Carr, Administrative Assistant




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Board Chair




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District Clerk