

VERNONIA SCHOOL DISTRICT 47J
1201 TEXAS AVENUE
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 11, 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, Melissa Zavales, Stacey Pelster, Susan Wagner and Brittanie Roberts. BOARD PRESENT
- Board Absent:** Vacant position BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; and Joanie Jones, Licensed Staff. STAFF PRESENT
- Visitors present:** Scott Laird, Jeana Gump, Katie Busch, Thomas Jones, and Bill DeJager VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Mr. Miller shared one addition to the agenda and one adjustment. Item 2.1 Administer the Oath of Office to newly elected board members was added. Action item #9.3 was amended by adding additional names of new hires to the sample motion. Susan Wagner moved to approve the agenda as amended. Melissa Zavales seconded the motion. Motion passed unanimously. AGENDA REVIEW
- 2.1** Oath of Office: Aaron Miller gave the Oath of Office to newly elected Board members Greg Kintz, Position #2; Steve Whiteman, Position #3; and Brittanie Roberts, Position #6. OATH OF OFFICE
- 3.0 BOARD CHAIR / VICE CHAIR:**
- 3.1 Elect 2019-20 Board Chair:** Steve Whiteman nominated and moved to appoint Greg Kintz as 2019-20 Board Chair. Susan Wagner seconded the motion. There were no other nominations. Motion passed unanimously. KINTZ TO SERVE AS 2019-20 BOARD CHAIR
- 3.2 Elect 2018-19 Board Vice Chair:** Brittanie Roberts nominated and moved to appoint Stacey Pelster as 2019-20 Vice Chair. Steve Whiteman seconded the motion. There were no other nominations. Motion passed unanimously. PELSTER TO SERVE AS 2019-20 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
- Community / Supt Chat: Mr. Miller shared that he has had very little luck with people attending his community chats in Vernonia. He does not feel it is serving a purpose to the community. It was suggested that instead of holding these monthly, perhaps he offer to do this a couple times a year. He stated that he has had good conversations when he has held community chats in Mist. He will continue to go twice a year to Mist and drop his community chats in Vernonia to twice a year.
- Board Meeting Attendance and Notification: Mr. Miller shared that it is very important to let us know, with as much notice as possible, if you are unable to attend a school board meeting.
- Board Questions and Correspondence: Mr. Miller shared a letter written to the Army Corp of Engineers about the wetland mitigation. The District has completed this project within the pre-determined timelines. The District will work the City of Vernonia to create a CORRESPONDENCE

memorandum of understanding to allow kids to continue to use the site for science and a field lab. Initially an elaborate irrigation system was going to be installed however, this project didn't occur. The District will assist in the removal and disposal of the piping.

Revoking a Student Driver's License: The District used to be able to do this for a student with poor attendance. The legislature changed the ruling and this practice is not allowed.

At-Home School Program – the District is starting to purchase curriculum. A question was asked as to how many of the students going to enroll in this program will be vacating the mainstream classroom? Mr. Miller shared approximately 15. This program will provide benefits to both Mist and VES.

AT-HOME SCHOOL
PROGRAM UPDATE

Summer Intern Update: This summer 7 high school students are working through the YTP Summer Program. These students work under the direction of Mr. Justin Benassi. The students assist the City of Vernonia, the Upper Nehalem Watershed Council (UNWC) and the District. In addition to the students hired through the YTP program, the District has directly hired 7 students to work at the District, with the UNWC and at the Summer Meals program.

STUDENT SUMMER
INTERN UPDATE

Professional Development: Staff have been busy this summer attending professional development opportunities. The administrative team attended COSA in Seaside, MS/HS Teachers will attend AVID training in Denver, and in August, the elementary teachers will receive training on the new reading adoption.

SUMMER STAFF
PROFESSIONAL
DEVELOPMENT

Bond Update:

BOND UPDATE

Mr. Miller shared that he held a community meeting just prior to this board meeting. He shared with those in attendance that due to lack of funds the 4 classroom addition project has been changed to just adding a new art room. This project is currently in the design phase and will be engineered to build around and on top of for future expansion. He hopes this will go out for the bid process in January, break ground in February and be ready for the start of the 2020-21 school year.

CLASSROOM ADDITION

Mist Elementary Projects: Painting parties with volunteers are beginning. They will be there next Wednesday at 9:00 a.m. and again on Saturday July 20th if needed. Carpet will be going in after the painting is done. New doors, window shades, ceiling repair in a back classroom and lighting replacement is on the schedule for this summer. Next summer playground equipment will be installed and depending on the amount of funds remaining, outside concrete work (sidewalks) will also be done.

MIST ELEMENTARY

Welding Shop: This project is on track. All necessary documents have been submitted for permits. He still hopes to have this completed in time for the start of school.

WELDING SHOP

Athletic Fields: By not constructing the 4 additional classrooms there is extra money available to complete the lights and the scoreboard at the football field. A question was raised if there will be enough power at the field for lights, scoreboard and the future need for a sound system, restrooms, crows next, and scoreboards for baseball and softball. According to Mr. Miller, yes the infrastructure is in place for plenty of power.

ATHLETIC FIELDS

Security Cameras: This project will ensure that we have coverage in all places and that the coverage will actually let us see what we need to see. A question was asked if the District will install enhanced security at the entrance with cameras and the ability to buzz people in. Mr. Miller shared there is not enough money to be able to do this.

SECURITY

Susan Wagner shared that there is active shooter training offered free by the Columbia County Emergency Management department. She suggests getting observations from someone not trying to sell us a security system. The District will involve our School Resource Officer in any possible trainings we offer. She is currently attending monthly meetings.

Steve Whiteman commented on the amount of glass in the classrooms. Yes, this is good for natural lighting and meeting LEED standards, but not the best for security. He suggested bringing the drug dogs to the school.

6.2 Financial Report: Marie Knight reported that she did not provide a financial report this month due to the fact that we are only 11 days into the new year and no checks have been written. The adopted 2019-20 Budget has been sent to multiple agencies and posted to the State as required. The budget is available on the District website. FINANCIAL REPORT

6.3 Maintenance Report: Mark Brown’s report was reviewed by the Board. Brittanie Roberts asked about why a second round of interviews were held for the grounds/custodial position. Mr. Miller explained that the first round selected an internal candidate which then created another vacancy. Per the Classified Union the District was required to repost and open another position as opposed to hiring two people from the first round of interviews. MAINTENANCE REPORT

7.0 BOARD REPORTS/ BOARD DEVELOPMENT:

7.1 Board Vacancy Discussion: Greg Kintz explained why we have a vacancy to the audience. Barb Carr shared and discussion was held on a sample board member candidate application. BOARD VACANCY DISCUSSED

Brittanie Roberts moved to adjust the application adding a line for education background. Stacey Pelster seconded the motion. Yes votes: Greg Kintz, Steve Whiteman, Brittanie Roberts, and Stacey Pelster. No votes: Susan Wagner. Abstain: Melissa Zavales. Motion carried. APPLICATION ACCEPTED

Steve Whiteman moved to accept applications for the vacant director position #7 beginning July 12th. and closing on Friday July 26th. Brittanie Roberts seconded the motion. It was noted that the applications will be reviewed in public and a new director will be appointed at the August 8th School Board meeting. Motion passed unanimously. TIMELINE FOR ACCEPTING APPLICATIONS and APPOINTMENT SET

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 participate. 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: BOARD LIAISONS TO DISTRICT COMMITTEES

8.1.1 Safety: Discusses safety issues, safety inspections, and works with Standard Response Protocols. This committee meets at 7:15 a.m. Tuesday mornings once a month. Kaitlyn Carr-Kiprotich will serve as committee chair this year. Susan Wagner volunteered to serve on this committee. SAFETY COMMITTEE

8.1.2 Talented and Gifted: Looks at TAG policies and reviews test score criteria for TAG qualification. Kendra Schlegel will run this committee. Brittanie Roberts expressed interest in serving on this committee but needs to know when the meetings will be held. T.A.G.

8.1.3 Vernonia’s Caring Community (VCC) – Social Emotional Learning (SEL): Rachel Wilcoxon chairs this committee which will meet once a month. There was not a volunteer for this committee. V.C.C. and S.E.L.

8.2 Board Committee Assignments: Aaron Miller explained that there are currently four Board Committees that are active. Three board members can serve on each committee. BOARD COMMITTEE ASSIGNMENTS

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 Steve Whiteman will serve on this committee. NEGOTIATIONS COMMITTEE

8.2.2 Policy Review: Responsible for reviewing and updating District policy meeting quarterly or more often if needed. Brittanie Roberts and Greg Kintz will serve on this committee. POLICY REVIEW

8.2.3 Facilities (Long Range Planning): Discusses facility planning, meets as needed for projects. Brittanie Roberts, Stacey Pelster, and Susan Wagner will serve on this committee. FACILITIES

8.2.4 Vernonia Education Foundation (VEF): This committee provides a liaison from the School Board to the VEF Board. Melissa Zavales and Greg Kintz will serve on the VEF. VEF

- 8.3 **Substitute Teacher Pay:** The 2019-20 State recommendation is \$187.91 per day. Aaron Miller recommends the District set their substitute teacher pay at \$188.00 per day. This amount represents an increase of \$1.00 per hour from 2018-19 year. 2018-19 TEACHER SUB PAY DISCUSSED
- 8.4 **2019-20 Board Meeting Schedule:** A draft schedule was presented with all meetings scheduled on the 2nd Thursday of each month as well as workshops as needed in any month with 5 Thursdays. The meeting in October and April will take place at Mist Elementary School. BOARD MEETING SCHEDULE DISCUSSED
- 8.5 **New Hires:** Aaron Miller shared his recommendation to hire Kathryn Dalton, K-12 Life Skills; Jenna Schwartz, 4th Grade; Ian Hunt, Elementary; Jennifer Gamache, High School Health/PE, and Olivia Keister, Foreign Language. NEW HIRE RECOMMENDATIONS SHARED

9.0 **ACTION ITEMS**

- 9.1 **Substitute Teacher Pay:** Susan Wagner moved to establish the Substitute Teacher Pay for 2019-20 at \$188.00 per day. Stacey Pelster seconded the motion. Motion passed unanimously. SUBSTITUTE PAY FOR 2019-20 SET AT \$188.00 PER DAY.
- 9.2 **Board Meeting Schedule:** Brittanie Roberts moved to approve the board meeting schedule for 2019-20 as amended removing Oct 31 as a possible workshop date. Stacey Pelster seconded the motion. Motion passed unanimously. BOARD MEETING DATES SET FOR 2019-20
- 9.3 **New Hires:** Melissa Zavales moved to hire Kathryn Dalton, Special Education; Jenna Schwartz, VES 4th Grade; Ian Hunt, VES 5th Grade; Jennifer Gamache, HS Health/PE; and Olivia Keister, HS Foreign Language. Susan Wagner seconded the motion. Motion passed unanimously. DALTON, SCHWARTZ, HUNT, GAMACHE, and KEISTER HIRED

10.0 **MONITORING BOARD PERFORMANCE:** Greg Kintz reminded board members that there is basic course work on line with OSBA if any have interest in taking summer courses.

11.0 **CONSENT AGENDA:**

- 11.1 Minutes of 06/13/18 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 & Trethewy, P.C.
 - 11.2.8 Newspaper of Record – Vernonia’s Voice
- 11.3 Set:
 - 11.3.1 Borrowing Limit - \$150,000.00

Stacey Pelster moved to approve the consent agenda as amended. Melissa Zavales seconded the motion. Motion passed unanimously. CONSENT AGENDA APPROVED

Other Issues: Greg Kintz reminded the Board that they are to have their Superintendent evaluations to him by July 21st.

12.0 **MEETING ADJOURNED** at 7:44 p.m. ADJOURNED

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

Chair

District Clerk Board