

VERNONIA SCHOOL DISTRICT 47J
1201 TEXAS AVENUE
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

October 11, 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 6:04 p.m. by Greg Kintz. MEETING CALLED TO ORDER
- Board Present:** Greg Kintz, Steve Whiteman, Brittanie Roberts, Melissa Zavales, Stacey Pelster, Susan Wagner, Katie Cook BOARD PRESENT
- Board Absent:** None BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; and Joanie Jones, Licensed Staff. STAFF PRESENT
- Visitors present:** Julie Ramsey, Sally Harrison, Leslie Woodward, Merle Noakes, Doris Buchholz, MaryLou Busch, Shelley Hennessey, Shirley Kyser, Katie Busch, and Nathan Woodward. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** There were no changes to the Agenda. Katie Cook moved to approve the agenda as presented. Melissa Zavales seconded the motion. Motion passed unanimously. AGENDA REVIEW
- 3.0 SHOWCASING OF SCHOOLS:** SHOWCASING OF SCHOOLS
- Student Reports:** No reports given by students. MIST HIGHLIGHTS
- Joanie Jones shared some highlights from Mist Elementary School. Currently there are 21 students in her class, Jenny Williams is her instructional assistant, there are approximately 10 volunteers that come and help out on a weekly basis and she is very proud of the writing her students have been doing.
- Principal Reports:** PRINCIPAL REPORTS
- Aaron Miller added to his written report. The K-3 teachers are currently at a Response to Instruction (RtI) workshop. This workshop focuses on incorporating strategies into the reading program along with rigor. The recently held Salmon Watch was successful. There was not as many fish as in past years and they have talked about holding it a week later next year. Dr. Steve Thomas allows the students to access Rock Creek on his property. Teachers are currently setting their Student Learning Goals (SLG) which are set and based on the needs of their students.
- Nate Underwood was not in attendance due to the homecoming volleyball game. His written report was provided.
- Michelle Eagleson was not in attendance but provided a K-5 reading and math Fall data report for the Board. The data on reading shows a need to focus priorities. The percentage of students in the Core Support range (on target and performing at benchmark) is 44%. At the Strategic Support range (missing a few skills) is 13%. The final range, Intensive Support (needing quite a few skills) is at 43%. The priority in skill focus will be phonological awareness for K-1st grades and phonics for 2nd – 5th grade. A couple times this year Mrs. Eagleson will report back on data improvements. VES FALL DATA ON READING and MATH SHARED
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** Merle Noakes thanked the board for the work done on and maintaining the gym. This building served as an important community resource during the 1996 flood. PUBLIC COMMENT
- Leslie Woodward complained about the lack of maintenance this year at the school. It's not getting done. Aaron Miller stated that it is difficult to get everything done with limited staff and resources. The goal next year is to have an additional person in Maintenance to help take care of the list of things that need to be done in Vernonia and at Mist. A discussion was held on perhaps holding a work party for volunteers. There are some tasks, due to liability issues, that volunteers are unable to perform but

there are things such as trimming shrubs, changing light bulbs, caulking, etc. that could be completed by volunteers. A Saturday at the end of November or first part of December was thought to be a good idea.

Sally Harrison commented on the information she forwarded to the Board about cursive writing and the lack of teaching and learning of cursive in the classroom. She feels strongly that society is losing something if cursive is not taught. It if goes away, who will interpret historical documents? Stacey Pelster shared that in her daughter's elementary class students are working on cursive.

Nate Woodward brought up his comment from a previous Board meeting regarding the lack in quality of the recent paint job completed at Mist Elem. School. He informed the board that he has been in contact with the District's Project Manager to address the issues with the paint. He seemed receptive of the comments. Joanie Jones mentioned her front windows were painted shut. The steps at back of building need to be painted also.

5.0 BUSINESS REPORTS:

5.1 Superintendent Report:

- The first Superintendent Chat was held at the school on the evening of Sept. 26. No one showed. The next scheduled one is 9-10 a.m. on Oct. 31st at the Mist Birkenfeld Fire Department.
- Correspondence: Board member Steve Whiteman at the last board meeting suggested creating a student discipline survey for staff. Steve and Aaron Miller met and after discussion felt the data would be more accurate if this waited until Dec. or Jan.
- Oregon Connections Academy (ORCA) enrollment this year is only 7 students.
- System Development Charges (SDC): Discussions are currently on-going with the District's attorney as this is not something the District can do on their own. The City and/or County must be involved as they would be the entity collecting funds. If these costs were in place, any new residential construction within the school district, would be assessed a tax and these funds would benefit any future improvements to the infrastructure of the District. According to the Attorney, the District is able to develop SDC charges. Mr. Miller asked the Board if they wished him to move forward with developing SDC's for the District. The Board was in consensus with Superintendent Miller moving forward. The hope is to have a draft available at the December meeting.
- There is a work party this Saturday (8am-3pm) and Sunday (9am) at the Baseball Field dugouts.
- A letter to Samuel Clapshaw, approving the creation of a clay target shooting team at VHS was shared. This will be a club sport, not OSAA sponsored. Mr. Clapshaw will be the coach and is currently going through all the required certifications.

SUPERINTENDENT
REPORT

SUPT. COMMUNITY
CHAT

ORCA ENROLLMENT

SYSTEM
DEVELOPMENT
CHARGES TO BE
DEVELOPED

BASEBALL DUGOUT
WORK PARTY

CLAY TARGET
SHOOTING CLUB SPORT
APPROVED AT VHS

5.1.1 Bond Update:

Mist Gym: The repairs to the gym are getting close to being complete. Siding and then final paint will complete the project. A pipe will be installed to move water from gutters to a low spot and away from the building. The gym floor is being looked at to determine if it can be sanded and resurfaced or if an alternate plan needs to be looked at. The District will be working with the Mist Birkenfeld Helping Circle to make repairs to the kitchen.

Mist School Building: All interior elements (paint, flooring, new doors and window coverings) will be done after school is out for the summer. Playground equipment will follow. The security upgrades and any work on energy efficiency will wait until all other projects are completed and remaining funds are determined. The overages to the gym could take away from these final two items.

Football Field and Track: This project is completed. The temporary fencing is still in place. New fencing materials have been ordered and installation work will begin soon. Work on getting lights and a scoreboard is continuing.

BOND PROJECTS
UPDATE

Welding Shop / Classrooms: Work has started on the bid process for construction of the welding shop and the additional 4 classrooms. After final construction numbers come in on these two projects it will be determined what smaller projects (security upgrades, playground equipment, etc.) can be done.

5.2 Financial Report: Marie Knight reported that the ending fund balance is holding at approximately \$671,000. The 2017-18 audit report will be presented in December. This month's report has updated payroll expenditures through the end of the year. She is currently working on the first round of grant claims. Depending on whether these come in higher or lower than anticipated will have an impact on this year's ending fund balance. A question was asked if the District budget is public. Yes, the budget document is available on the District's website. Aaron Miller thanked Marie for working hard to ensure the District is fiscally responsible and working towards the goal of have a minimum 5% ending fund balance. FINANCIAL REPORT

5.3 Maintenance Report: The Board reviewed the Maintenance Report and requested more detail on the report so they understand the work that was done when making repairs, etc. A question came up about finishing the Class Photo project. Katie Cook volunteered to help hang the photos. A question was raised regarding the accuracy of completed maintenance items at Mist Elem. School. MAINTENANCE REPORT

5.4 Transportation Report: Shelley Hennessey reported that this year the routes are the same as last year with 5 large bus routes and 4 small bus routes. Two of the small busses have double routes, meaning they complete one route and go back out for a second route. They also currently have 4 vans transporting students in and out of the district. This year they have 11 assigned drivers, 2 sub drivers, and 1 sub driver in training. Last year there were no accidents but one bus did hit a deer with no kids on the bus. They did not have any break downs last year, however they did spend a lot of money on Bus #25 to get it fixed. On one incident they were a driver short, so they combined two routes to make sure all students were transported. A couple times they had late busses, and none of their routes were over capacity. Shelley expressed a desire to hold a Kindergarten Bus Etiquette training next year. Holding a training during Kindercamp or the community summer camp was suggested. TRANSPORTATION REPORT

Susan Wagner shared her concern that the red lights on some of the busses are not very red making it hard to differentiate between yellow and red flashing lights. This could be confusing to drivers and potentially dangerous to the students. Shelley shared that some of the older busses have older lights that aren't LED and need to be changed however, this is a huge expense. Discussion was held on how bus drivers have to report vehicles that run the bus lights. It's difficult to get a description of the vehicle, a plate number, and a description of the driver while looking out for the students. They have discussed getting video cameras inside the busses to capture these drivers. Brittanie Roberts shared an app used by bus drivers in California, using their phones to record vehicles running the red lights.

Discussion was held on student referrals for inappropriate behavior while riding the bus. Putting an adult rider on the bus was suggested. It was reported that this has happened when needed. Students will get removed from the bus after multiple referrals for misbehavior.

6.0 BOARD REPORTS/ BOARD DEVELOPMENT:

6.1 Melissa Zavales reported that the Vernonia Education Foundation has two new board members. They are currently focusing on the Classroom Goal.

The Board is holding a workshop this Saturday from 9am-1pm with the focus of developing Board goals.

7.0 OTHER INFORMATION and DISCUSSION

7.1 Policy. The group of policies up for approval were presented at last month's meeting for a first reading. A question came up regarding policy IKF – Graduation Requirements. The Board would like information from Mr. Underwood on the number of volunteer hours POLICIES TO APPROVE

required. Policy IKF does not address volunteer hours. It was decided that this policy would be removed from the list of those being approved. Aaron Miller will look to see if the volunteer hours are noted elsewhere or in a different policy.

7.2 Class Size / Enrollment Update: Aaron Miller shared that District enrollment is currently at 540 students in grades K-12. **ENROLLMENT at 540**

7.3 Resolution #1819-01 and #1819-02: Mr. Miller explained that during any bidding process in bond projects a District must follow rules to give everyone fair and equal consideration. One exemption to this rule is in the case of a large classroom project. This is because not every construction company has the ability or the experience to do this scope of work. During the bidding process if the District put out a Request for Proposals (RFP) any construction company could bid the project regardless of their qualifications. However, if the District puts out a Request for Qualifications (RFQ) first it would eliminate companies from bidding that were not qualified. Once the RFQ is published, and a minimum of three qualified companies are identified, then the District would produce an RFP for these companies to submit a bid. **RESOLUTIONS EXPLAINED**

The two resolutions state the exception to the process as explained above. Resolution #1819-01 specifically addresses the addition of the 4 classrooms, and resolution #1819-02 is for the welding shop.

The Board reviewed the resolutions and asked for the following adjustments.

1. Include a community member with extensive experience in the construction industry and/or district policy to review the RFQ proposals. Language to include "community member to be selected if a qualified applicant comes forward."

It was decided that on behalf of the Board an announcement will be placed on the District Facebook page for this.

8.0 ACTION ITEMS

8.1 Policy Approval: Policy ECACB, GBC, GBN/JBA, GCBDC/BDBDC, IGBA, IGBAJ, IGBAH, IGBHE, IKF, JBA, JECA, JHFF, and KI. Brittanie Roberts moved to approve the recommended policies as presented with the exception of policy IKF. Motion seconded by Melissa Zavales. Motion passed unanimously. **POLICIES APPROVED**

8.2 Resolution #1819-01 and #1819-02 Exemption from Competitive Bidding: Melissa Zavales moved to approve Resolution #1819-01 and #1819-02 as presented. Susan Wagner seconded the motion. Motion passed unanimously. **RESOLUTIONS APPROVED**

9.0 MONITORING BOARD PERFORMANCE: Nothing discussed. **MONITORING BOARD PERFORMANCE**

10.0 CONSENT AGENDA: **CONSENT AGENDA MINUTES APPROVED**

10.1 Minutes of 09/13/18 Regular Meeting

Katie Cook moved to approve the consent agenda as presented. Melissa Zavales seconded the motion. Motion passed unanimously. **CONSENT AGENDA APPROVED**

Other Issues: **OTHER ISSUES**

12.0 MEETING ADJOURNED at 8:16 p.m. **ADJOURNED**

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

Board Chair

District Clerk