

ADMINISTRATIVE SCHOOL DISTRICT 47J
475 BRIDGE STREET
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

February 9, 2012

- 1.0 CALL TO ORDER:** A Regular Meeting of the Board of Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:06 p.m. by Chair Jim Krahn. MEETING CALLED TO ORDER
- Board present:** Jim Krahn, Bill Langmaid, Greg Kintz, Tim Bamburg, Ernie Smith, and Camrin Eyrrick. Cari Levenseller arrived at 6:39 p.m. BOARD PRESENT
- Staff present:** Ken Cox, Superintendent; Nate Underwood, Middle/High School Principal; Aaron Miller, Elementary Schools Principal; Dawn Plews, Business Manager; Barb Carr, Administrative Assistant; Ashley Rogers, Teacher; and Ronda Lennen, Classified Staff. STAFF PRESENT
- Visitors present:** Rebecca McGaugh, Meagan Schirmeister, Page Smith, Summer Snow, Ryan Lawrence, Lillian Lindsley, John Donovan, and Robyn Bean. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 1.2 Agenda Review:** Two action items were added. AGENDA REVIEW
- 6.4 Approve Resolution #11-02
 - 6.5 Set Non-Resident Student Transfer Cap for 2012-13
- 2.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None PUBLIC COMMENTS
- 3.0 CONSENT AGENDA:** CONSENT AGENDA
- Bill Langmaid moved to approve the consent agenda as presented. Ernie Smith seconded the motion.
- 3.1** Minutes of 01/12/12 Regular Meeting MINUTES APPROVED
- Motion passed unanimously.
- 4.0 REPORTS & DISCUSSION**
- 4.1 Student Reports:** STUDENT REPORTS
- VMS Students Meagan Schirmeister and Paige Smith reported:
- Miscellaneous class projects and activities were shared.
 - Middle School musical will be rescheduled.
 - Leadership had a dance last Friday. They'll have another towards the end of the year.
 - Boys' Basketball last home game will be next Monday.
 - Academic and awards assembly will be next Monday at the VHS gym.
- VHS Students Ryan Lawrence, Lillian Lindsley, and Summer Snow reported:
- Winter Formal was a huge success.
 - Photos of the new school have been updated on the website.
 - Forestry Program cutting and splitting donated wood for those who need it.
 - Leadership field trip to the Oregon State Capitol was a success. 8th grade Leadership students and foreign exchange students went. They had the opportunity to meet Senator Betsy Johnson.
 - VHS has scheduled a 2nd Blood Drive. It will be held on February 29th.
 - PEER counseling has started with the help of students from Pacific University. Students have the ability to talk with their PEERS about issues they are facing. Our students will be trained to talk to fellow students. Not sympathy but empathy will be provided when needed.
 - Boys' basketball made it to the playoffs. Girls' basketball is fighting for a playoff spot.

- Spring sports start on Monday, February 27th.

4.2 Building Reports:

BUILDING REPORTS

VMS/VHS: Nate Underwood stated that Miss Bell will be coming to the board meeting in March or April to report to the board on Essential Reading and Writing skills recently required by the state.

MGS/WGS: Aaron Miller reported that Pacific University dental students as well as Dr. Scheurman and his staff, came to the district today and screened every K-12 student. Students were assessed as to whether or not they need future dental work. Notes went home to parents via their student with information on how they can access insurance or the Oregon Health Plan. This is the 3rd or 4th big project the District is involved in with Pacific University. Special thanks to Heather Lewis, volunteer coordinator with the Vernonia Prevention Coalition.

Ken Cox stated that because all students were screened parental permission was not required. Any future dental work will require parental permission.

4.3 Financial Report: Dawn Plews apologized for not being at last month's board meeting. She provided reports for December and January with actual numbers. The Special Education expenditures are increasing mainly due to transportation costs. The ending fund balance is not looking good but the timber revenue has not yet been received. Our enrollment is slightly down.

FINANCIAL REPORTS

4.4 Project Manager Report: Steve Effros added to his written report:

PROJECT MANAGER REPORT

On Site School Construction:

- Moving very quickly on interior
- The only task left on the exterior is testing on the windows
- Commissioning agent is coming to the site regularly
- BOORA acoustician checked sound privacy requirements

Off Site Road Improvements:

- Completing utility installation – had to bore under hwy. This is just about complete.
- Working with neighbors on west side of Missouri Avenue to tie in current systems into sewer systems and keep current drainage the same.

Off Site Wetland Mitigation:

- Finalizing contracts for wetlands landscaping

Funding:

- Working with Dept. of Energy (DOE) on reimbursements for biomass project
- Lots of coordination between DOE and FEMA to comply with contract and environmental rules.
- Attending meetings with OR Solutions, FEMA, VRSC, CAT, P&C, and City of Vernonia.

Bill Langmaid asked how the compliance testing is going with FEMA? Steve indicated that there will be no issues with the District being found in compliance. There are no major environmental or contract issues.

4.5 Catalyst Campaign Report: John reviewed his summary of activities in 2011 and stated that there is still real opportunity to continue to build on success. Recently the Ford Family Foundation match was reached. A celebration of this achievement is being planned. They are constantly cultivating more fundraising connections.

MET GROUP REPORT

5.0 INFORMATION & DISCUSSION

5.1 Sustainable Staff Update: Aaron Miller reported and shared a power point presentation on sustainability and how it is being addressed with staff during their professional development. Cari Levenseller arrived at 6:39 pm.

SUSTAINABLE STAFF UPDATE

Jim Krahn asked how this ties in with the Forestry program? According to Mr. Miller it is all tied together whether through resource or monetary support. He is currently looking at grants to have a cohesive program.

Ken Cox mentioned that the firewood available is from the efforts of the forestry program. They have made this a community service project to assist low income people who need it. The question came up about whether or not work outside of school can go towards graduation community service hour requirements. There was not an immediate answer available.

- 5.2 2011-12 Calendar Adjustment:** Ken Cox had previously notified the board of the calendar adjustment to make up one of the previously missed snow days. The adjustment to the calendar requires board approval. Dr. Cox is asking the board to change Feb 10th to an instructional day. 2011-12 CALENDAR ADJUSTMENT

- 5.3 2012-13 Instructional Calendar Draft:** Nate Underwood shared two options with the board. The main difference between the two options is on option A 3rd quarter ends prior to Spring Break and on option B 3rd quarter ends after Spring Break. Option B's number of days per quarter are more balanced than in option A. Both options have staff back to work 5 days prior to the start of school of which 2 or 3 will be staff development. One day will be a COPS grant day. The rest will be time provided to set up classrooms. The board will take official action at the March board meeting. 2012-13 INSTRUCTIONAL CALENDAR

Jim Krahn and Camrin Eyyrick commented that they feel it is best to start school after Labor Day and not before.

- 5.4 ESD Local Service Plan Review:** Robyn Bean explained how the ESD works in collaboration with 20 superintendents/districts they serve to come up with the plan. The ESD is required by statute to design the plan in collaboration with the superintendents. ESD LOCAL SERVICE PLAN REVIEWED

Robyn explained the proposed core budget and the various programs available such as technology, school improvement, special education administration, and miscellaneous core services that are available to the District.

- 5.5 Audit Presentation.** Dawn Plews received the final audit in January. A copy has been provided to the board which includes a letter to the board. Dawn encouraged board members to read the narrative parts and different notes. 2011-12 FINAL AUDIT PRESENTATION

Dawn highlighted a few areas:

- Fund Balances – pg. 11
- Long Term Debt Schedules – pg. 7 and pg. 54
- Comments in lieu of a management letter – pg. 63
- Report Card – pg. 68

If the board has any questions please contact Dawn.

- 5.6 Draft Budget Assumptions:** Ken Cox stated that there are still too many unanswered questions to present on this topic this month. He asked that this be postponed until March. BUDGET ASSUMPTIONS DISCUSSION POSTPONED

6.0 ACTION ITEMS

- 6.1 Policy Updates and Approval:** The following policies were presented for approval: POLICY UPDATES APPROVED
- JECB – Admission of Nonresident Students

Bill Langmaid moved to approve the policy updates and approvals as presented last month. Tim Bamburg seconded the motion. Motion passed unanimously.

- 6.2 Calendar Adjustment Approval:** Cari Levenseller moved to adjust the 2011-12 instructional 2011-12 CALENDAR

calendar to include February 10 as a student contact day. Ernie Smith seconded the motion. Motion passed unanimously. ADJUSTED

6.3 NWRESD Local Service Plan: Bill Langmaid moved to approve the NWRESD Local Service Plan as presented. Camrin Eyrrick seconded the motion. Motion passed unanimously. NWRESD LOCAL SERV. PLAN APPROVED

6.4 Resolution to Increase Appropriations Approval: Dawn Plews explained that local budget law states that any fund can be spent up to 10% over what was budgeted. Currently Fund 280 (construction) is at limit. Board authorization is needed to spend more. Next month we will need to have a supplemental budget meeting and an approval. RESOLUTION TO INCREASE APPROPRIATIONS APPROVED

Bill Langmaid moved to approve Resolution #11-02 increasing appropriations as presented. Cari Levenseller seconded the motion. Motion passed unanimously.

6.5 Non-Resident Student Transfer Cap: Ken Cox stated that the Law now requires districts to establish a cap of how many non-resident students they will allow to transfer in to the district. NON-RESIDENT STUDENT TRANSFER CAP ESTABLISHED FOR 2012-13 SCHOOL YEAR.

- The cap can be one number for the entire district or set by grade level.
- Dr. Cox recommends the board keep in mind what our district can handle with our current teaching staff.
- The cap is set annually.
- Transportation for these students is not our district responsibility.
- Students must indicate their intent by April 1st for the next school year.

There was discussion among the board. Dr. Cox does not feel this will be an issue for our district and would recommend the board set a cap of 50.

Cari Levenseller moved to set the non-resident student transfer cap for 2012-13 to 25 in elementary and 40 between VMS and VHS. Bill Langmaid seconded the motion. Motion passed unanimously.

7.0 SUPERINTENDENT REPORT

Dr. Cox reported on:

- He currently has two different calendars on his wall for planning the move and demolition.
- Moving plan is in the works. Barb Carr and Mark Brown are working together on this.
- Spencer Park Committee has made adjustments in field lay outs
- Next month the RFP for Spencer Park Demolition should be complete
- Board member Greg Kintz received recognition for his work with OSBA.
- Wellness Committee is working on the revision of our current tobacco policy
- Nate Underwood is working on our current Expanded Options policy

Ernie Smith feels the District needs to look into having a policy in place regarding social media and student/teacher contact using social media.

Other Issues: Jim Krahn asked for clarification regarding the new school and whether or not it will be a closed campus. Dr. Cox stated that yes the new K-12 facility will be a closed campus. OTHER ISSUES

8.0 MEETING ADJOURNED at 8:47 p.m. ADJOURNED

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

Board Chair

District Clerk