

**VERNONIA SCHOOL DISTRICT 47J**  
1201 TEXAS AVENUE  
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

MARCH 9, 2017

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Vernonia Administrative School District 47J, Columbia County, Oregon was called to 6:05 p.m. by Brett Costley. MEETING CALLED TO ORDER
- Board Present:** Brett Costley, Ernie Smith, Brittanie Roberts, Susan Wagner, Greg Kintz. Cari Levenseller arrived at 6:07 p.m. BOARD PRESENT
- Board Absent:** Katie Cook BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Nate Underwood, MS/HS Principal; Barb Carr, Administrative Assistant; and Juliet Safier, Licensed staff STAFF PRESENT
- Visitors Present:** Scott Laird, Rauna Johnson, Brandan Johnson, Noah Rylands, McKenzie Fassold, Gail Law, Johnny Law and Sue Whitton. VISITORS PRESENT
- 1.1 Flag Salute:** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 1.3 Agenda Review:** Two items were added to the agenda. 5.6 Discussion of an additional snow make-up day and 6.5 Action to approve an adjustment to the 2016-17 school year calendar. Susan Wagner moved to approve the agenda as amended. Ernie Smith seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 2.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** Sue Whitton, parent and member of the graduation all-night party committee, encouraged the high school to host the SKID program assembly. PUBLIC COMMENT
- Cari Levenseller arrived at 6:07 p.m.
- 3.0 CONSENT AGENDA:**
- 3.1 Minutes of 02/16/17 Regular Meeting** MINUTES
- Ernie Smith moved to approve the consent agenda as presented. Cari Levenseller seconded the motion. Motion passed unanimously with those in attendance. CONSENT AGENDA APPROVED
- 4.0 REPORTS & DISCUSSION**
- 4.1 Building Reports:** BUILDING REPORTS
- Mr. Underwood shared highlights from his written report:
- Classified Employee Week is this week. He recognized this hard working group of people.
  - Graduation rates at VHS have increased the most of all Columbia County schools. The increase in 2015-16 was 84.8%.
- Mr. Miller shared highlights from his written report:
- Thanks to additional grant money staff will have 3 more days of professional development and planning over the summer to continue to enhance what they do in the regular classroom.
- 4.1.1 Student Reports:** McKenzie Fassold, Noah Rylands, Brandan Johnson, Juniors, spoke to the importance of and their desire to see the continuation of the HS Field Trip / Career Day. BUILDING REPORTS
- The exposure to a variety of careers is an advantage to our students.
- Brooke Naron reported on Leadership Activities:
- 2/16 AVID speaker talked to the Freshman class, Winter sports assembly was held, and the staff vs student basketball game was a highlight.
  - 2/18 Wrestling team won District and sent 7 wrestlers to State on Feb 24-25. Two wrestlers finished 3<sup>rd</sup> at State.

- 2/23 Renaissance assembly
- 2/27 Track, Baseball, and Softball started Spring Season
- 2/28 Band competed and did well at Districts
- 3/10 Juniors will be taking the ASVAB test
- 2/28 Band competition did well at Districts
- 3/3 VHS Boys' Basketball finished 6<sup>th</sup> in State tournament in Pendleton
- 3/10-12 OHSET competition in McMinnville
- 3/14 7 VHS students will compete at Honor Choir
- 3/23 & 3/25 Robotics competition

**4.2 Financial Report:** Aaron Miller reviewed the report in the absence of Marie Knight, Business Manager. There are no big changes from last month. Estimates are being reviewed monthly. Ending fund balance projected to be \$240,591 which is up slightly. Enrollment is at 533 K-12. There were no questions from the Board. FINANCIAL REPORT

**4.3 Maintenance Report:** Brittanie Roberts asked if there was a determination as to why the leak occurred in the band room. According to the information shared by Mark Brown to Aaron Miller, the roof is covered under warranty but often the edges closest to the soffits and pipes are not always covered and in this instance it was not. The reason for the leak is unclear but Mr. Brown cleared the area of sand and debris and applied roof sealant a couple times and the leak appears to have stopped. MAINTENANCE REPORT

**4.4 Board Committee Reports:** Brittanie Roberts shared that the Policy Committee held a meeting and are currently reviewing policies. Committee recommendations will be presented for a first reading at the April board meeting. BOARD COMMITTEE REPORTS

## 5.0 INFORMATION & DISCUSSION

**5.1 Budget Calendar:** Aaron Miller shared that the budget calendar was shared at the February Board meeting. The first Budget Committee meeting is on May 2<sup>nd</sup>. The calendar is being presented for approval. BUDGET CALENDAR

**5.2 Budget Committee Appointments:** Aaron Miller shared that two applications have been received and shared with the Board. BUDGET COMMITTEE APPS RECEIVED

**5.3 Employee Resignation:** Aaron Miller stated that he has received a letter of resignation from David Suhrbur effective June 30, 2017. EMPLOYEE RESIGNATION

**5.4 VEA Donated Leave Request:** Aaron Miller explained the request received from the VEA executive board. They are asking for Board approval allowing licensed staff to donate up to three days of their Personal Leave to an employee needing an extended medical leave of absence. Currently the VEA contract requires Board Approval and only one day may be donated. Mr. Miller shared that he does not feel there is a financial impact to the district for granting this. The District currently pays VEA staff for any of their unused three personal days at the end of the school year. Because the VEA is asking for up to three days they are asking for approval of an MOU to cover this adjustment to the current contract. VEA DONATED LEAVE REQUEST REVIEWED

**5.5 2017-18 Instructional Calendar Draft:** According to Aaron Miller, the Staff Calendar Committee has come up with a draft calendar for next year that is very similar to this year's calendar. The main difference is that additional snow make-up days have been added to the end of the school. It is being presented as a draft with approval to happen at next month's meeting.. DRAFT INSTRUCTIONAL CALENDAR SHARED

Brittanie Roberts asked if the bond passes can the calendar be changed. According to Mr. Miller the long answer is that adding back days to the calendar remains to be seen. We have been in crisis mode for many years financially and it will take some time to pull us out of that situation. The passing of a bond will help with our debt but we still are short on staff, etc.

- 5.6 **2016-17 Snow Day Calendar Adjustment:** Since the last calendar adjustment students have lost another day of instruction due to weather. To provide our students with as much instruct time as possible Mr. Miller is recommending adding another day to the end of the year. Students would now attend and have the last day of school be June 14<sup>th</sup>. Teachers would work the 15<sup>th</sup> and 16<sup>th</sup>.

## 6.0 ACTION ITEMS

- 6.1 **Budget Calendar Approval:** Ernie Smith moved to approve the Budget Calendar as presented. Cari Levenseller seconded the motion. There was no discussion. Motion passed unanimously with those in attendance. BUDGET CALENDAR APPROVED
- 6.2 **Budget Committee Appointments:** Brittanie Roberts moved to appoint Christina Loope and James Loope to three year terms on the Budget Committee. Ernie Smith seconded the motion. It was asked if there was concern having a husband and wife on the same committee. Brett Costley stated that if numerous applications were received he would have asked one or the other to step down. However, since the Committee is still short 3 people we need them. There is nothing in law about them both serving. Motion passed unanimously with those in attendance. JAMES LOOPE and CHRISTINA LOOPE APPOINTED TO THE BUDGET COMMITTEE
- 6.3 **Employee Resignation:** Brittanie Roberts moved to accept the resignation of David Suhrbur effective June 30, 2017. Greg Kintz seconded the motion. There was no discussion. Motion passed unanimously with those in attendance. SHUHBUR RESIGNATION ACCEPTED
- 6.4 **VEA Leave Donation Request:** Cari Levenseller moved to approve the request of the VEA allowing employees to donate up to three personal leave days to another employee as outlined in the memo presented. Ernie Smith seconded the motion. There was no discussion. Motion passed unanimously with those in attendance. VEA LEAVE DONATION REQUEST APPROVED
- 6.5 **2016-17 Snow-Day Calendar Adjustment:** Greg Kintz moved to approve the adjusted 2016-17 instructional calendar by adding June 14<sup>th</sup> as a school day. Susan Wagner seconded the motion. There was no discussion. Motion passed unanimously with those in attendance. 2016-17 CALENDAR ADJUSTMENT APPROVED

## 7.0 SUPERINTENDENT REPORT: Aaron Miller updated the board on the following:

- There are still vacancies on the Budget committee
- The District's bond measure will be Measure #5-265. Everything is set to go. There will be a narrative in the Washington County Voter's pamphlet however Columbia County will not have a pamphlet. Scott Laird offered to publish multiple times in the Voice.
- School board positions are still open for the May 16<sup>th</sup> election. Deadline to file is March 16<sup>th</sup>.
- A draft response letter to ASSE was shared. Mr. Miller plans to mail at the end of next week. Any suggestions from the Board are welcome.
- Insurance deductible review is still in the works. He hopes to have answers soon.
- OSBA was contacted about the District's position to offer support of the City Park No Smoking bans. The Board can send a letter of support however the letter should be reviewed and read in an open session of a board meeting.
- Update was provided on grants the District is in receipt of or applying for: Trauma-Informed Care (TIC) and Adverse Childhood Experiences (ACE) received, Nike School Innovation Grant (supports Advancement Via Individual Determination (AVID)) for 2017-18) received, Youth Transition Program (YTP) and Oregon Formative Assessment for Student and Teachers (OFAST) have been applied for. Kindercamp is back for next year via a grant.
- Enrollment has declined slightly.
- Bond Impact – if the Bond passes, next year's one loan payment of \$238,000 would be eliminated. The district has a pay-back of state funds to the State in May due to our enrollment adjustment. We also have PERS adjustments to account for. If the bond fails, we thankfully have the \$238,000 payment already built in to the 2017-18 budget but the following year we will take a hard hit. Both loans that have been in abeyance will be back and there will be the normal increased costs; electricity, PERS, etc. To put this in perspective, a teacher is \$75,000, a classified staff member is \$40-45,000 and each day of school is approximately \$21,000.

## SUPERINTENDENT REPORT

8.0 Other Issues: None

OTHER ISSUES

9.0 RECESS TO EXECUTIVE SESSION: The Board recessed to executive session under O.R.S. 192.660 (2) (i) and 192.660 (2) (b) at 7:15 p.m.

RECESS TO  
EXECUTIVE SESSION

The Board heard the complaint filed by Gail Law.

Superintendent Miller reviewed the evaluation of administrative staff and provided his recommendation for contract renewal.

10.0 RECONVENE TO REGULAR SESSION: The Board reconvened to regular session at 8:02 p.m.

RECONVENE TO  
REGULAR SESSION

11.0 ACTION ITEM:

Approve Resolution #1617-06: Ernie Smith moved to approve resolution #1617-06 extending Administrative employee contracts as presented. Brittanie Roberts seconded the motion. There was no discussion. Motion passed unanimously with those in attendance.

RESOLUTION  
AUTHORIZING  
CONTRACT  
EXTENSIONS  
APPROVED

12.0 MEETING ADJOURNED at 8:03 p.m.

ADJOURNED

Submitted by Barb Carr, Administrative Assistant

Board Chair

District Clerk