

VERNONIA SCHOOL DISTRICT 47J
1201 TEXAS AVENUE
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 13, 2017

- 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 6:02 p.m. by Brett Costley. MEETING CALLED TO ORDER
- Board Present:** Brett Costley, Susan Wagner, Greg Kintz, Stacey Pelster, and Brittanie Roberts. BOARD PRESENT
Melissa Zavales arrived at 6:21 p.m.
Board Absent: Katie Cook BOARD ABSENT
Staff Present: Aaron Miller, Superintendent; Nate Underwood, Middle/High School Principal; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; Juliet Safier, VEA President; and Joan Jones, Licensed Staff. STAFF PRESENT
- Visitors present:** Scott Laird, Thomas Jones, and Benjamin Pelster VISITORS PRESENT
- 1.1 The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 **OATH OF OFFICE:** Aaron Miller administered the Oath of Office to Brett Costley, Susan Wagner and Stacey Pelster who were elected in the May 2017 election. OATH OF OFFICE ADMINISTERED
- 3.0 **AGENDA REVIEW:** Information and Discussion item 8.6 and Action Item 9.4 added. Both of these additions address a Columbia County Land Use Questionnaire. Susan Wagner moved to approve the agenda as amended. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 4.0 **BOARD CHAIR / VICE CHAIR:**
- 4.1 **Elect 2017-18 Board Chair:** Greg Kintz moved to elect Brett Costley as the 2017-18 Board Chair. Brittanie Roberts seconded the motion. There were no other nominations. Motion passed unanimously with those in attendance. COSTLEY ELECTED 2017-18 BOARD CHAIR
- 4.2 **Elect 2017-18 Board Vice Chair:** Stacey Pelster moved to elect Greg Kintz as 2017-18 Board Vice Chair. Susan Wagner seconded the motion. There were no other nominations. Motion passed unanimously with those in attendance. KINTZ ELECTED 2017-18 BOARD VICE CHAIR
- 5.0 **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None PUBLIC COMMENT
- 6.0 **CONSENT AGENDA:** CONSENT AGENDA
- 6.1 Minutes of 06/08/2017 Regular Meeting and Public Hearing and 06/29/2017 Special Meeting. MINUTES APPROVED
- 6.2 Designate DESIGNATE:
- 6.2.1 Chief Administrative & Budget Officer/Clerk – Aaron Miller CHIEF ADMIN/CLERK
- 6.2.2 Custodian of Funds – Aaron Miller CUSTODIAN OF FUNDS
- 6.2.3 Representative of Federal/State Fund & Grant Applications – Aaron Miller GRANT APPS REP.
- 6.2.4 Depository of Funds – US Bank & Government Pool DEPOSITORY OF FUNDS
- 6.2.5 District Auditors – Pauly, Rogers & Co. P.C. AUDITORS
- 6.2.6 Insurance Agent of Record – Brown & Brown Northwest INSURANCE AGENT
- 6.2.7 Attorney of Record – Garrett, Hemann, Robertson, Jennings, Comstock & Trethewy, P.C. ATTORNEY OF RECORD
- 6.2.8 Newspaper of Record – Vernonia's Voice NEWSPAPER OF REC.
- 6.3 Set: BORROWING LIMIT SET
- 6.3.1 Borrowing Limit - \$150,000.00
- Susan Wagner moved to approve the consent agenda as presented. Brittanie Roberts seconded the motion. Motion passed unanimously with those in attendance. CONSENT AGENDA APPROVED

7.0 REPORTS & DISCUSSION

- 7.1 **Financial Report:** Marie Knight shared the financial report and explained that final numbers for the 2016-17 won't be available for a couple months. Anything that is to be accrued back to last year will affect the ending fund balance. Currently the ending fund balance is a little over \$300,000. A more accurate ending fund balance for 2016-17 will be presented in August. The beginning of the fiscal year 2017-18 is still being set up and there isn't anything to report
FINANCIAL REPORT
- 7.2 **Maintenance Report:** The maintenance report was reviewed. There were no questions from the Board.
MAINTENANCE REPORT
- 7.3 **Project Updates:** Aaron Miller gave an update on the following projects:
Bond: The District's Bond Counsel shared that the District can move forward with projects even though the bond hasn't sold yet. Mr. Miller anticipates getting bids for Mist Elementary roof repairs and gutters as soon as possible. The District is putting together an RFP for a Project Manager to handle all the upcoming construction/bond related projects.
PROJECT UPDATE
- Sports fields: Ernie Smith and Mr. Miller have little bit of work left to do on the Softball field. Local contractors are volunteering to install the metal siding and doors on the dugouts. Work on the Baseball Field continues. Additional dirt was brought in to level out some areas that settled. Rocks have been removed and the Hydro Seeding is scheduled around the 1st of August, weather permitting. Once the grass begins to grow the fencing will be installed. The Vernonia Education Foundation (VEF) will use funds in the Sports Initiative to create plaques that will be installed on both the Softball and Baseball fields to recognize donors and volunteers.
- 7.4 **Board Committee Reports:** Brittanie Roberts shared that the policy committee is still working on policy review. A first reading of the head lice policy is on this meeting agenda.
BOARD COMMITTEE REPORTS

Melissa Zavales arrived at 6:21 p.m. and Mr. Miller administered the Oath of Office to Melissa upon her arrival.
OATH OF OFFICE

8.0 INFORMATION & DISCUSSION

- 8.1 **Board Liaisons to District Committees:** Aaron Miller explained that there are school committees that Board members are welcomed to be part of. 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 **Curriculum (Instructional Team Leaders):** Oversees staff Professional Development. Meetings are the 2nd Thursday of each month. Time T.B.A. Brittanie Roberts volunteered for this committee.
CURRICULUM
- 8.1.2 **Technology:** Discusses technology needs in the District and meets one morning a month. Brittanie Roberts volunteered for this committee.
TECHNOLOGY
- 8.1.3 **Safety:** Discusses safety issues, safety inspections, and works with Standard Response Protocols. Meets the first Tuesday of the month at 7:15 a.m. Susan Wagner volunteered for this committee.
SAFETY
- 8.1.4 **Talented & Gifted:** This committee didn't meet in 2016-17 but plans to be active in 2017-18. Brittanie Roberts volunteered for this committee.
TALENTED & GIFTED
- 8.1.5 **Positive Behavior & Intervention Support (PBIS):** Meets to support and implement this program. Meeting dates and times will be determined. Melissa Zavales volunteered for this committee.
PBIS
- 8.2 **Board Committee Assignments:** Aaron Miller explained that there are 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. Brett Costley, Susan Wagner and Greg Kintz volunteered for 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 Stacey Pelster volunteered for this
POLICY REVIEW

committee. It was recommended to leave Katie Cook on this committee as well.

8.2.3 Facilities (Long Range Planning): This committee wasn't active last year but with the passing of the Bond and upcoming projects this committee will be active. The committee will gather input, read and evaluate RFP's, etc. Brett Costley, Stacey Pelster, and Susan Wagner volunteered for this committee.

FACILITIES

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

VEF

8.3 Substitute Teacher Pay: The State dictates the minimum rate of pay for substitute teachers. This year the state minimum has increased to \$178.35 per day. Aaron Miller recommends setting our rate the same as last year at \$180.00 per day.

TEACHER SUB PAY FOR
2017-18 DISCUSSED

8.4 Board Meeting Schedule: Aaron Miller shared a draft calendar and explained that all meetings fall on the 2nd Thursday of each month. The months containing five Thursdays were noted as a possible workshop on the 5th Thursday.

2017-18 BOARD MTG.
SCHEDULE DISCUSSED

8.5 Policy JHCCF – Pediculosis (Head Lice): Aaron Miller shared that currently if a student has live lice we send them home. If a student has a few nits we keep at school but if they have a lot the student is sent home. The revision to the policy is in line with current practices in sending home a student with a lot of nits.

POLICY JHCCF
REVIEWED

8.6 Land Development Services Referral & Acknowledgment: Aaron Miller shared information received from the Planning Division at Columbia County. Mr. Miller asked for the opinion of the Board regarding zoning ordinance proposed amendments to Article IX Special Use Standards Section 1803 Marijuana Land Uses. After discussion the Board's opinion was to select option #1 on the documentation "We have reviewed the enclosed application and have no object to its approval as submitted."

COLUMBIA COUNTY
LAND DEVELOPMENT
SERVICES RESPONSE
DISCUSSED

9.0 ACTION ITEMS

9.1 Substitute Teacher Pay: Susan Wagner moved to establish the Substitute Teacher Pay for 2017-18 at \$180.00 per day. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance.

SUBSTITUTE PAY FOR
2017-18 SET AT \$180
PER DAY.

9.2 Board Meeting Schedule: Brittanie Roberts moved to approve the board meeting schedule for 2017-18 as amended – remove the March workshop date. Melissa Zavales seconded the motion. Motion passed unanimously with those in attendance.

BOARD MEETING
DATES SET FOR 2017-18

9.3 Columbia County Land Development Response: Greg Kintz moved to direct the Superintendent to respond to Columbia County Land Development Services with option #1 selected. Brittanie Roberts seconded the motion. Motion passed unanimously with those in attendance.

LAND USE SURVEY
OPTION SELECTED

10.0 SUPERINTENDENT REPORT: Aaron Miller updated the board on the following:

SUPERINTENDENT
REPORT

- Board Chair, Board Member, and Superintendent monthly lunch: Next meeting will be on August 2nd at 5:30 with Brett, Melissa, and Aaron.
- SafeOregon, a statewide safety tip hot line that provides information to Administrators is currently in process of implementation for the Vernonia School District.
- AVID hot topic at the high school and will continue next year.
- Bond Sale – pricing will be set on the July 19th with the actual sale on August 9th.
- The District is working to put together a contract with Oregon Outreach Incorporated (OOI) to provide an on-site program in Vernonia. OOI is an alternative education setting for at risk students. The House will be utilized for this program. OOI requires 10 students to run a program. Vernonia has 7 students and Rainier School District has committed to sending 3 of their students to satisfy the enrollment requirements. More information will be provided at the August meeting.
- Notes from the bond community meetings on 6/22/17 and 6/24/17 and from a staff meeting were shared.

Other Issues: Juliet Safier expressed interest in serving on the committee to review RFP's for Project OTHER ISSUES. Manager.

Brett Costley thanked and welcomed the new board members.

00.0 MEETING ADJOURNED at 7:25 p.m.

ADJOURNED

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

Board Chair

District Clerk