

VERNONIA SCHOOL DISTRICT 47J  
1201 TEXAS AVENUE  
VERNONIA OR 97064

BOARD OF DIRECTORS WORKSHOP MEETING MINUTES

August 27, 2015

**CALL TO ORDER:** A Workshop of the Board of Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 5:07 p.m. by Brett Costley.

MEETING CALLED TO ORDER

**Board Present:** Brett Costley, Katie Cook, Jim Krahn, Ernie Smith, and Brittanie Roberts. Cari Levenseller arrived at 5:45 p.m.

BOARD PRESENT

**Board Absent:** Greg Kintz

BOARD ABSENT

**Staff Present:** Aaron Miller, Superintendent; Barb Carr, Administrative Assistant

STAFF PRESENT

**Visitors Present:** Spencer Lewis, OSBA.

VISITORS PRESENT

**Roles & Responsibilities Presentation:** Spencer Lewis, OSBA presented on Roles and Responsibilities.

ROLES &  
RESPONSIBILITIES

School Board Roles fall into three areas.

- Legislative – write policy
- Executive Roll – hire the Superintendent, set goals, finance oversight (budget, contracts, collective bargaining)
- Judicial – fact finding, appellate board

5 Best Practice Roles that Promote Student Achievement

1. Learn as a team
2. Set clear expectations
3. Provide support for success – be willing to provide time and sometimes funding if needed
4. Hold the system accountable – evaluate and revise as necessary
5. Create the public will to succeed – engagement and advocacy

Board Work:

- Hire the Superintendent
- Approve Contracts
- Set Goals & Vision (with help)
- Adopt Policy
- Set Budget
- Monitor Progress

Superintendent / Administration Work

- Hire Staff
- Employee Relations
- Turn Goals & Vision into Action
- Develop Administrative Regulations
- Plan Expenditures
- Report Progress

The Board – WHAT NEEDS DONE    The Superintendent – HOW TO DO IT

The Board – THE ENDS    The Superintendent – THE MEANS

The Board – GOVERN    The Superintendent – MANAGE

Miscellaneous scenarios were reviewed to determine whether or not the issue at hand was a board issue or not.

Communication:

Board members communicate to the Staff through the Superintendent. A board Member should contact the Superintendent if they want to volunteer or job shadow in the school. Likewise staff should go through the Superintendent to communicate with the Board.

Community:

Perception is very important. Board members should never meet in public social events. Anytime there are four board members together there is a quorum and public meeting laws must be followed.

Be aware of social media and communicating via email. Never hit reply all in email. If you want something sent out to all board members send it to the Superintendent or Secretary and have them send it to the board group.

Board Meetings:

There are three types.

1. Regular – those scheduled well in advance, often on a set day and can include a work session.
2. Special – any other meeting, must have at least 24 hours' notice
3. Emergency – Less than 24 hours' notice is acceptable, must state the nature of the emergency in the minutes, and only the emergency situation can be discussed.

Executive Session:

Reasons for calling an executive session were reviewed.

Confidentiality:

All items discussed in Executive Session are confidential and should not be discussed with anyone including Board members outside the executive session meeting.

**WORKSHOP ADJOURNED** at 7:55 p.m.

ADJOURNED

Submitted by Barb Carr, Administrative Assistant

Board Chair

District Clerk