

ADMINISTRATIVE SCHOOL DISTRICT 47J
1201 TEXAS AVENUE
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 11, 2013

- 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 6:14 p.m. by Jim Krahn. MEETING CALLED TO ORDER
- Board Present:** Greg Kintz, Tim Bamburg, Brett Costley, Jim Krahn, and Bill Langmaid BOARD PRESENT
Board Absent: Cari Levenseller and Ernie Smith
Staff Present: Kenneth Cox, Superintendent; Dawn Plews, Business Manager; and Barb Carr, Administrative Assistant. STAFF PRESENT
- Visitors present:** Scott Laird VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 1.2** Agenda Review: Information and Discussion item #6.8 Spencer Replacement Park RFP and Action item #7.5 Spencer Replacement Park RFP added. AGENDA REVIEW
- 1.3** Swear in Elected Board Members: Ken Cox presented the oath of office to recently re-elected Jim Krahn and write-in candidate Brett Costley. OATH OF OFFICE ADMINISTERED
- 2.0 BOARD CHAIR / VICE CHAIR:**
- 2.1 Elect 2013-14 Board Chair:** Jim Krahn stated that it has been a pleasure to be chair for the last 4 years. He opened up nominations. Brett Costley nominated Bill Langmaid. Tim Bamburg seconded the nomination. There were no other nominations. Chair Krahn called for the vote. Motion passed unanimously. LANGMAID ELECTED 2013-14 BOARD CHAIR
- 2.2 Elect 2013-14 Board Vice Chair:** Tim Bamburg nominated Jim Krahn. Brett Costley seconded the nomination. There were no other nominations. Chair Langmaid called for the vote. Motion passed unanimously. KRAHN ELECTED 2013-14 BOARD VICE CHAIR
- 3.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None. PUBLIC COMMENT
- 4.0 CONSENT AGENDA:** CONSENT AGENDA
- 4.1** Minutes of 06/13/13 Regular Meeting and Public Hearing and 06/26/13 Special Board Meeting. MINUTES APPROVED
- 4.2** Designate DESIGNATE:
4.2.1 Chief Administrative & Budget Officer/Clerk – Kenneth Cox CHIEF ADMIN/CLERK
4.2.2 Custodian of Funds – Kenneth Cox CUSTODIAN OF FUNDS
4.2.3 Representative of Federal/State Fund & Grant Applications – Kenneth Cox GRANT APPS REP.
4.2.4 Depository of Funds – US Bank & Government Pool DEPOSITORY OF FUNDS
4.2.5 District Auditors – Grove, Mueller, & Swank, P.C. AUDITORS
4.2.6 Insurance Agent of Record – Beecher Carlson INSURANCE AGENT
4.2.7 Attorney of Record – Garrett, Hemann, Robertson, Jennings, Comstock & Trethewy, P.C. ATTORNEY OF RECORD
4.2.8 Newspaper of Record – Vernonia's Voice NEWSPAPER OF RECORD
- 4.3** Set: SET:
4.3.1 Borrowing Limit - \$150,000.00 BORROWING LIMIT
4.3.2 Public Officials Bond - \$500,000 per incident for Kenneth Cox, Dawn Plews, and all PUBLIC OFFICIALS

employees.

BOND

Tim Bamburg moved to approve the consent agenda as presented. Jim Krahn seconded the motion. Motion passed unanimously.

CONSENT AGENDA
APPROVED

5.0 REPORTS & DISCUSSION

- 5.1 Financial Report:** Dawn Plews reported that triple payroll is over. The ending fund balance is currently \$143,768. Our Auditors will be in district on Monday. She will be reviewing all numbers in September as projections are higher once again. The State funding is not completely finalized. Since the time of our 2013-14 budget our revenue has decreased approximately \$42,000. The ADM projection for next year is less. The overall state budget decreased from \$5.6 million to \$5.58 million between when we created the budget and May 30th. On July 5 we dropped another \$20,000 and then on July 10 went up \$2500. The final legislative amount is what the District based its 2013-14 budget on however we had hoped the Legislative decision would bring more money. FINANCIAL REPORT
- 5.2 Legislative Update:** This item was put off until next month. Dr. Cox was not prepared to discuss this. LEGISLATIVE UPDATE
- 5.3 Maintenance Report.** No report provided. MAINTENANCE REPORT
- 5.4 SHaW Clinic Report:** No report provided. It was noted that the Clinic is open during the summer however they are in the old clinic building downtown.

6.0 INFORMATION & DISCUSSION

- 6.1 Board Meeting Schedule:** The draft schedule presented last month had the November board meeting moved to the first Thursday (Nov. 7th) due to the OSBA convention. Since that time Dr. Cox has realized a conflict. He'd like to move the November date back to the 14th or possibly Wednesday the 13th. 2012-13 BOARD MTG.
DATES DISCUSSED
- Dr. Cox met with John Donovan this week. The Met Group would like to provide a training session on fundraising to the VEF as well as the school board.. He would provide 2 sessions each lasting approximately 1 ½ hours. The training would be considered a board workshop so that all could attend. Dr. Cox suggested Sept. 12th and Oct 10th beginning at 4:00 or 4:30 p.m. prior to the board meeting. FUNDRAISING
TRAINING AT A
WORKSHOP DISCUSSED
- 6.2 Board Liaisons to District Committees:** Dr. Cox reviewed the following committees and board members expressed interest in being part of the committees. BOARD LIAISONS TO
DISTRICT COMMITTEES
- 6.2.1 Curriculum(Instructional Team Leaders):** They meet monthly & determine the calendar for staff development. Ernie Smith was not in attendance but his name was suggested as possibly being interested in this committee. CURRICULUM
- 6.2.2 Technology:** They meet monthly and ensure that technology policies and procedures are in place and up to date. They also review the three year equipment replacement schedule. Our current Tech Plan probably needs work. Tim Bamburg volunteered. TECHNOLOGY
- 6.2.3 Safety:** One district level meeting monthly. Marie Knight is on the PACE board for safety. SAFETY
- 6.2.4 Health & Wellness:** This committee was the initial planning committee for SBHC. Now they monitor vending machines, food service, etc.. They meet once a month. Brett Costley volunteered. HEALTH & WELLNESS
- 6.2.5 Talented & Gifted:** Only meet once or twice a year. Jim Krahn volunteered. TALENTED & GIFTED
- 6.2.6 Achievement Compact:** Per O.D.E. the district must have a board member on this committee. It is basically a goals document that must be sent to the state by October 15th. Greg Kintz volunteered. FACILITIES
- 6.3 Board Committee Assignments:** BOARD COMMITTEE
ASSIGNMENTS
- 6.3.1 Negotiations:** Will be negotiating this year with Confidential /Supervisory /Admin. NEGOTIATIONS

	This employee group is not an official association but their negotiations are conducted the same as the unions. Greg Kintz and Bill Langmaid expressed interest in serving on this committee. It was also suggested that Ernie Smith would want to remain on this committee as well.	COMMITTEE
6.3.2	Policy Review: Quarterly OSBA sends a packet of new and suggested updates to our current policies that have been impacted by law. The committee reviews the suggested changes and brings to the board for approval. Brett Costley volunteered for this committee. It was suggested that Cari Levenseller (absent) also be part of this committee.	POLICY REVIEW
6.3.3	Facilities (Long Range Planning): Primarily the main focus of this committee is to plan for future needs: Shop / Art / Athletic Facilities, etc. This smaller group would do research and bring to board meetings for discussion. Tim Bamburg and Jim Krahn volunteered to be on this committee. Again, it was suggested that Ernie Smith be on the committee as well.	FACILITIES
6.3.4	Vernonia Education Foundation (VEF): Cari Levenseller is our board representative per the VEF bylaws. Bill Langmaid is also a board member on the VEF. Bill Langmaid volunteered to be the board representative. Dr. Cox indicated that this appointment will happen in at the annual VEF meeting held in October. Dr. Cox will check with Cari as to her intent.	VEF
6.4	Substitute Teacher Pay: Dr. Cox reviewed the state suggested rate. At a minimum we are required to pay \$170.76 per day. Dr. Cox recommends \$171.00 per day.	TEACHER SUB PAY FOR 2012-13 DISCUSSED
6.5	Student Fees: Last year there was a discrepancy on the form relating to band fees and instrument rental. Brett Costley felt the rental should be excluded from the pay to play fees and the family limit.	2012-13 STUDENT FEES DISCUSSED
	There was a question from the board as to why the cost of a salad is more than the cost of a full meal. Dr. Cox explained that this is a full salad bar option. Tim Bamburg asked how the food service department did this year going to a closed campus. According to Dawn Plews, business manager, the district still had to transfer approximately \$35,000 into the account. They did have additional staff this year.	FOOD SERVICE STUDY REQUESTED
	The board would like to have a study and compare numbers. There were questions as to whether or not we should charge more. According to Bill Langmaid the closed campus rule is not in effect. Students are leaving all the time.	CLOSED CAMPUS RULE NOT BEING MONITORED
6.6	NWRESD Fiscal Services IGA: Dr. Cox had nothing to add. He recommends signing since we are already utilizing their services.	NWRESD FISCAL SERVICES IGA
6.7	Policy Updates: 6.7.1 CBA – Qualifications and Duties of the Superintendent 6.7.2 DH – Bonded Employees and Officers 6.7.3 EGACA – Cell Phones 6.7.4 GBDA – Mother Friendly Workplace 6.7.5 GCA – License Requirements 6.7.6 GCL – Staff Development 6.7.7 IK – Academic Achievement 6.7.8 IKA – Grading System 6.7.9 JEA – Compulsory Attendance 6.7.10 JECA – Admission of Resident Students 6.7.11 JHCCA – Students-HIV, HBV and AIDS 6.7.12 JHCCB – Students-HIV,AIDS 6.7.13 JHFF – Reporting Requirements Regarding Sexual Conduct w/Students	MOVE / DEMOLITION UPDATE

6.7.14 JOB – Personally Identifiable Information

6.8 Spencer Replacement Park RFP: Dr. Cox, Bill Haack, Bill Langmaid, Dan Brown, Kurt Lango, Scot Laird, Alex Raichl as well as the District attorney have reviewed the RFP. It has been approved by the County Commissioners. Dr. Cox recommends approving. SPENCER REPLACEMENT PARK RFP REVIEWED

7.0 ACTION ITEMS

7.1 Substitute Teacher Pay: Jim Krahn moved to establish the Substitute Teacher Pay for 2013-14 at \$171.00 per day. Motion seconded by Tim Bamburg. Motion passed unanimously. SUBSTITUTE PAY FOR 2013-14 SET AT \$171.00 PER DAY.

7.2 Board Meeting Schedule: Tim Bamburg moved to approve the board meeting schedule for 2013-14 as amended to November 13th and adding workshops on Sept 12 and Oct 10 at 4:30 p.m.- 6:00 p.m.. Greg Kintz seconded the motion. Motion passed unanimously. BOARD MEETING DATES SET FOR 2013-14

7.3 Student Fees: Greg Kintz moved to approve the 2013-14 student fees as presented. Tim Bamburg seconded the motion. Motion passed unanimously. STUDENT FEES SET FOR 2013-14

7.4 NWRES D Fiscal Services IGA: Tim Bamburg moved to approve the NWRES D Fiscal Service IGA for 2013-14 as presented. Jim Krahn seconded the motion. Motion passed unanimously. NWRES D FISCAL SERVICES IGA APPROVED

7.5 Spencer Replacement Park RFP: Tim Bamburg moved to approve the Spencer Park RFP as presented. Motion seconded by Brett Costley. Motion passed unanimously. SPENCER REPLACEMENT PARK RFP APPROVED

8.0 SUPERINTENDENT REPORT: Ken Cox updated the board on the following:

- A new band teacher – Andy Morrow – has been hired.
- Interviewing next week for Sped teacher.
- Gienah Cheney has been assigned as a TOSA as Special Services Director with additional days.
- The District Office will be closed Fridays now through the middle of August due to budget reductions / furlough days.
- First day back for staff will be August 27th. We will have an all staff breakfast. And the Board is invited.
- The Summer Meals program has served 933 meals since it began on June 17th. The first reimbursement from the state was \$3,296.
- The School Based Health Center has come up with \$6000 to put towards remodel which will add a separate area for patient check in.

SUPERINTENDENT REPORT

TEXAS AVENUE HOUSE REMODEL DISCUSSED

Other Issues: Bill Langmaid indicated that he is working with Boosters regarding playground equipment. They are currently looking at 2 units (for both playground areas) that total \$64,000. OTHER ISSUES.

9.0 MEETING ADJOURNED at 7:17 p.m.

ADJOURNED

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

Board Chair

District Clerk