

ADMINISTRATIVE SCHOOL DISTRICT 47J  
475 BRIDGE STREET  
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

October 9, 2008

- 1.0 CALL TO ORDER:** A Regular Meeting of the Board of Directors of Vernonia School District 47J, Columbia County, Oregon was called to order at 6:00 p.m. by Kim Wallace. MEETING CALLED TO ORDER
- Board present:** Kim Wallace, Chair; Cari Levenseller, Vice Chair; Tim Bamburg, and Greg Kintz. BOARD PRESENT
- Staff present:** Ken Cox, Superintendent; Brent McClain, Middle School Principal; Aaron Miller, Elementary School Principal; Nate Underwood, High School Principal; Dawn Plews, Business Manager; Barb Carr, Administrative Assistant; and Juliet Safier, Teacher. STAFF PRESENT
- Visitors present:** Rebecca McGaugh, Jill Hult, Mickey Odin, Jan Spika-Kenna, Earl Fisher, Gillian Cheney, Austin Cutright, and Ellyssa Szlavich. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** It was noted that items 5.3, 6.5, and 7.4 are new. AGENDA REVIEW
- 3.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None AUDIENCE COMMENTS
- 4.0 CONSENT AGENDA:** CONSENT AGENDA  
Cari Levenseller moved to approve and Tim Bamburg seconded the consent agenda with noted correction to item 1.2 changing the word woman to women.
- 4.1** Minutes of 09/11/08 Regular Meeting MINUTES APPROVED  
Motion passed unanimously.
- 5.0 REPORTS & DISCUSSION**
- 5.1 Student Reports:** STUDENT REPORTS  
Middle School Students Austin Cutright and Ellyssa Szlavich reported to the board:
- Fall sports are going well
  - VB is heading to Coos Bay for a tournament this weekend
  - Conferences have gone well and appeared to be well attended
  - The recent dance was successful. \$400 was raised to be donated to the Close Up Foundation
  - The middle school is implementing the PBS program
  - Astronomy class recently went to the Vernonia Observatory to have a star party.
  - Parents are now able to see grades through the Parent Assist program
  - Cell phone caddies are now available in each class.
- High School: Gillian Cheney, ASP Vice President
- This week conferences are happening
  - Next week is homecoming. Activities are: Monday – Powderpuff Football, Wednesday – Coronation, Airjams, & Bonfire, Thursday - Pack the Gym Night, and Friday football game, dance, and fireworks.
  - The week following homecoming is Red Ribbon Week – drug awareness.
  - Nov. 6<sup>th</sup> VHS is sponsoring a Blood Drive

## 5.2 Building Reports:

## BUILDING REPORTS

**WGS:** Mr. Miller reported that there was a strong turn out for the open house , PTA BBQ, and book fair. Over 20 parents came for the title one parent meeting.

**VMS:** Mr. McClain noted that students registered their cell phones at the beginning of the year with the office. The new cell phone caddies in the classrooms will be nice. He has signed up with the Oregon Lottery to participate the Scratch It For Schools program.

**VHS:** Conferences last night went well. It was set up in an arena style in the cafeteria. Tonight teachers will be available in their classrooms. Kim Wallace commented on the quality of Mr. Underwood's Chalk Talk article.

## 5.3 Staff Development Report: Mr. McClain updated the board on this year's staff development focus and schedule.

## STAFF DEVELOPMENT REPORT

- Last year power standards (now called priority standards) were identified and designed. Teachers determined what they would teach and obtained the curriculum to do so. This year they are looking at how to teach the material.
- Nine groups of teachers have been put into teams consisting of those teaching like subjects. They will be looking at the data, decide how to teach, and will then test at the end of the year. The teams are a focus for this year.
- After looking over the data, the next piece is effective teaching strategies. Research will be reviewed to help students improve. The last piece is the assessment portion. This contains two parts: 1) Informative Assessment: at the beginning - what do you know and 2) Summative Assessment: at the end – look at what was learned.
- Friday afternoon will look at areas in a 3 week cycle. Week one – teach the new idea. Week two – implement and try what was taught. Week three – reflect to see what worked well and what didn't.

Dr. Cox commended Mr. McClain on the work that he has done.

Mr. McClain also informed the board that they will be voting later in the meeting to approve an out of state travel request for staff to attend a workshop in Seattle. The workshop is by Robert Marzano and directly relates to the areas of focus for this year. Mr. Underwood, Mr. Shockey, Ms. Frederiksen and Ms. Safier will be attending. Costs to attend this workshop are coming out of federal money not general fund dollars.

## OUT OF STATE TRAVEL REQUESTED FOR STAFF DEVELOPMENT

Kim Wallace commented that teachers are coming out of college less prepared and with less ability to understand what the state scores on report cards mean. Other districts are taking the time to teach the teachers how to use the data. It is important that our teachers know what our state report card scores mean to them. How do they use that information effectively.

Dr. Cox commented that Juliet Safier is trained as a data instructor. He visited three instructional teams' meetings last week. He is seeing the process and it appears to be effective.

Cari Levenseller asked about the out of state conference? Should someone from each building be attending? Can we send more staff than the four? Do we have enough money? Dr. Cox will talk to Mr. McClain. Cari wanted to make sure all departments are represented and questioned whether or not the training will be easily transferred from dept to dept.

## 5.4 Financial Report: Dawn Plews stated her concern for the ending fund balance for June 2009. Ideally 10% of you budget should be carried over in an ending fund balance. 5% is probably about as low as you'd want to go. At present the district is looking at an ending fund balance of 1.5%. Reductions need to be made. We started the year with a less than adequate ending fund balance from 07-08 because of additional transfers into food service and residual flood expenses. The district enrollment is down from what we projected. She projected 45 less students than last year and currently we are 30 beyond that. The revenue and expenditures of the flood line item is in the red by \$94,000. The district received a \$500K check today to help with cash flow and the ability to pay contractors, etc. This will come off the final amount

## FINANCIAL REPORT

received.

Kim Wallace asked about the food service budget. Did the district get any money from FEMA to cover food service charges immediately after the flood. Yes. She would like to have an explanation as to why the projected amount differs from what was budgeted in food service.

Kim Wallace also asked if we estimate low on our tax payments. According to Dawn Plews, yes she always estimates low.

Dr. Cox presented an enrollment report and explained how the state adjusts our money based on enrollment from previous two years.

**5.5 Substitute Report:** Dr. Cox explained the data he collected. He could not see any pattern. There is really not a strong enough conclusion to warrant hiring a permanent sub on a given day. SUBSTITUTE REPORT

**5.6 Columbia County Commission on Children & Families:** Jan Spika Kenna, Earl Fisher and Jill Hult were present to recognize and honor Mr. Aaron Miller for his work on behalf of the after school programs in Vernonia. CCCF has funded an after school program since 1997 when the juvenile department noted that crime was high. This was due in part to kids having nothing to do. It became mandated by the commission that all programs had to have outcomes linked to school success. In 2005 the contractor that oversaw the program said they couldn't do it anymore. In a very short time frame the Vernonia School District stepped up to take it over. Mr. Miller was in the lead position on this. A certificate was presented to Mr. Miller for all the work he has done. Earl Fisher stated that he was grateful for what our district has done for the community with after school programs. MR. AARON MILLER  
RECOGNIZED FOR  
OUTSTANDING WORK  
WITH THE AFTER  
SCHOOL PROGRAMS

## 6.0 INFORMATION & DISCUSSION

**6.1 Oregon Solutions Update:** A Statement of Work was provided to the board members. Task 1 and task 2 are mostly complete. The Oregon Solution meeting was cancelled this week. The next meeting will be held on the Tuesday of Thanksgiving week. OREGON SOLUTIONS  
UPDATE

**6.2 High School Summer Travel:** Juliet Safiet made a presentation to the board regarding summer travel abroad options for Vernonia students. Ms. Safier has traveled with the company before and highly recommends them. She would like approval to contact the company and have them help her start fundraising. She is looking into a trip to England and Scotland. The trip would be 8-9 days and cost approx. \$3,000 before insurance and passport expenses. She would like to do this each year if possible and would be able to start planning sooner in the year. HIGH SCHOOL SUMMER  
TRAVEL REQUEST

Kim Wallace asked when the trip would be? July 09

Would this be an educational trip like the Close Up trip to DC or merely a site seeing trip? This is not the type of trip that the student would do extra assignment and get units. It is educational in the sense that the students get to experience traveling abroad and experience other countries. The ratio of students to chaperones is 6-1.

Kim Wallace asked for more specific information be presented to the board for official action but it was the consensus of the board to give the go ahead to start planning.

**6.3 Senior Trip Information:** Kim Wallace shared information on behalf of Sam Potter, Sr. Class parent. The first parent meeting went well. Kari Moeller and Cassandra Budge will be the parent contacts. Mrs. Riley and Kathi Fetch will be going as district staff. Trip dates are May 20-24, 2009. This will be before finals. The only conflict is Softball and Baseball playoffs are that week. Student athletes are aware of the potential conflict. They are currently fundraising with can/bottle drives. SENIOR TRIP UPDATE

**6.4 403(b) Plan Document:** The Federal Government has placed new regulations on school 403 (b) PLAN INFO.

districts. This puts a burden on the Districts by forcing them to come up with contract agreements with each of their TSA vendors. Carruth Compliance Consulting, Inc. has donated their services for the first year to handle the TSA accounts for our District.

Tim Bamburg asked if the District would get charged administrative charges for 3<sup>rd</sup> parties? This has happened with his company. He can then bill back the employee for the charges but it is a bookkeeping issue. Dawn Plews indicated that she will contact Carruth to make sure this does not fall back on the District.

**Resolution #08-05** Dawn Plews explained the need for this resolution. Currently fund 208, which has only 2000 functions, has a lot of grant money that is hard to use. It is very limited in how it can be spent. Dr. Cox is requesting to transfer approximately \$7,000 from this fund to the Title I fund 210. Fund 210 has 1000 functions which are used solely for instruction. Since the 2000 functions are used for support it takes board action to transfer money between the two functions. This money will be used to offset salary thus helping our ending fund balance.

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| <b>6.5</b> | <b>Policies Presented for First Reading:</b> The policy committee reviewed the OSBA quarterly update recommendations. Policies BBF, CCB, EEA, EEAC, EEAE, EH, GBC, GBD, GBI, IGBAB/JO, IGCG, IKF, IL, JE, JECBA, JOB, JO/IGBAB, and KBA were presented at this meeting are a result of those updates. Action to approve the committee’s recommendation will take place at the Nov. board meeting. | POLICIES – 1 <sup>st</sup> READING |
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**7.0 ACTION ITEMS**

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| <b>7.1</b> | <b>Approve 2009 Senior Trip To Southern California:</b> Tim Bamburg moved to approve the 2009 senior trip to Southern California. Motion seconded by Cari Levenseller. Motion passed unanimously.  | SENIOR TRIP TO S. CAL. APPROVED                    |
| <b>7.2</b> | <b>Approve Resolution #08-05 Transfer Appropriations within Funds:</b> Tim Bamburg moved to approve resolution 08-05 transferring appropriations within funds. Motion seconded by Greg Kintz. Ken Cox asked for clarification. The motion should state between funds as opposed to within funds. Cari Levenseller seconded motion as amended. Motion passed unanimously. | RESOLUTION #08-05 APPROVED                         |
| <b>7.3</b> | <b>Approve Resolution #08-06 Adopt 403 (b) Plan Document:</b> Cari Levenseller moved to approve resolution 08-06 adopting the 403 b Plan Document. Motion seconded by Tim Bamburg. Motion passed unanimously.  | RESOLUTION #08-06 APPROVED                         |
| <b>7.4</b> | <b>Approve Staff to Attend Out of State Staff Development:</b> Greg Kintz moved to approve the school staff to attend out of state staff development in Seattle, Washington. Motion seconded by Cari Levenseller. Cari asked that it be looked into to see if more core area teachers could attend. Motion passed unanimously.   | OUT OF STATE TRAVEL APPROVED FOR STAFF DEVELOPMENT |

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| <b>8.0</b> | <b>SUPERINTENDENT &amp; BOARD COMMUNICATION CORRESPONDENCE</b>  | SUPERINTENDENT REPORT |
|            | <ul style="list-style-type: none"> <li>• Col Co has authorized \$2.00 per student for a district wide calling system. This would cover basic service which would be calling for emergency closures. For an additional .50 per student the system could call with attendance information. Dr. Cox has decided to go with the basic service this year which would mean no cost to the district. For future use however, \$2.70 would not only add attendance but also survey capabilities. Hopefully this will be in place by the end of November.</li> <li>• HS Gym floor is down and will be repainted soon.</li> <li>• HS east wing demolition has gone well. They are starting to fill back in. Cement wall needs to be propped up and protected by a fence.</li> <li>• Oregon Solution meeting was cancelled for October. They are still waiting on the information from the Transportation Growth Management study. Greg Kintz asked</li> </ul> |                       |

how the needed square footage numbers from the Facilities Committee compared to what DOWA researched and came up with.

- The District policies have all been sent to OSBA to be put up on the web.
- A law firm in Portland has agreed to help the district set up a 501c3 foundation at no charge. This normally would cost \$3,000 - \$5,000. By having this foundation in place it will enable the District to accept funds from sources that cannot give to schools or other government agencies. Sample Bylaws were given to the board. Three policy samples were handed out to the Policy Review Committee to take a look at. Please let Dr. Cox know your preference. Version one seemed to be the consensus but the board wants to make sure that the language “capital improvement projects” would allow the District to be able to fund new construction and a land purchase. Dr. Cox suggested the name be “Vernonia Schools Foundation”. Dr. Cox will work with Kim Wallace and Cari Levenseller to review the Bylaws and then bring back to the board for final approval.

**9.0**

Meeting adjourned at 8:16 p.m.

ADJOURNED

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

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Board Chair

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District Clerk