

ADMINISTRATIVE SCHOOL DISTRICT 47J
475 BRIDGE STREET
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

December 04, 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 6:02 p.m. by Tammy Jennings MEETING CALLED TO ORDER
- Board present:** Tammy Jennings, Ernie Smith, Jim Krahn, Tim Bamburg, and Greg Kintz. Cari Levenseller arrived at 6:08 p.m. BOARD PRESENT
- Staff present:** Ken Cox, Superintendent; Nate Underwood, High School Principal; Gordon Jarman, Athletic Director; Dawn Plews, Business Manager; Barb Carr, Administrative Assistant; Ashley Rogers, Joanie Jones, Juliet Safier, and Cathy Ward, Teachers, and Karen Roberts, Kathi Fetch, and Dana Hyde, Classified Staff. STAFF PRESENT
- Visitors present:** Rebecca McGaugh, John Jackson, Catherine Helmer, Cierra Henson, Kelli Thompson, Makayla Roach, and Riplee Burch. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** None AGENDA REVIEW
- 3.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** Catherine Helmer, resident of Vernonia, requested that board meeting agendas be posted to the district website and more information be listed on the district calendar. AUDIENCE COMMENTS
- 4.0 CONSENT AGENDA:** CONSENT AGENDA
Jim Krahn moved to approve and Ernie Smith seconded the consent agenda as presented.
- 4.1** Minutes of 11/13/08 Regular Meeting MINUTES APPROVED

Motion passed unanimously.
- 5.0 REPORTS & DISCUSSION**
- 5.1 Student Reports:** STUDENT REPORTS
Middle School Leadership Students Makayla Roach, Riplee Burch, and Kelli Thompson reported to the board:
- Poinsettia fundraiser will be available for pick up on Dec. 10
 - 1725 cans were collected for Vernonia cares. Mrs. Ward's class won the Krispie Kreme breakfast party
 - Middle school boys' basketball home games on the 10th and 15th
 - State testing is beginning
 - Poems that were written about the flood were shared with the Board
 - Booster holiday bazaar is this weekend. The Band and the Close Up group are doing fundraising.
 - Reindeer Games will be held on Dec. 19th
 - Leadership is selling Santa Grams – email Ms. Rogers if interested in sending one to someone special
- Cari Levenseller arrived at 6:08 p.m.
- High School Public Relations Officer Sarah Dupree reported to the board:

- VHS Gym has reopened with home basketball game on the 3rd. The boys JV lost and varsity won the home opener. Both JV & Varsity girls won on the road at Kalama.
- Winter Festival will be held Dec 15 – 19
- Logger hats, sweatshirts, and T-shirts are on sale. Check in the office.
- The VHS band marched in the Macy's holiday parade the day after Thanksgiving and will be playing at the Vernonia parade on Saturday.

5.2 Building Reports:

BUILDING REPORTS

WGS: Mr. Miller was not in attendance.

VMS: Mr. McClain was not in attendance.

VHS: Mr. Underwood had nothing to add to the written report.

- ## 5.3 Financial Report:
- Dawn Plews reported that the cashflow report included in the packet is incorrect. She handed out a corrected report. The district enrollment is holding steady and not decreasing. The district is being conservative on spending.

FINANCIAL REPORT

5.3.1 Current Status: Ken Cox shared with the board two copies of financial reports. One report is for the month of December and the other for November, showing what has changed from last month to this month.

- 08-09 Projected Ending Fund Balance Review: Cari Levenseller asked if a teacher purchases something do they get reimbursed? Yes, but only if purchase was pre-approved. Dr. Cox is approving all requisitions before the secretaries enter them into the system. At this point the district has not overspent. We are doing well in watching the spending. We are done spending flood money.
- State Funding Cuts Review total 1.2%.
- What are the current options for the district with a shortfall in our current budget of \$130K?
 - Do nothing,
 - Make staff cuts
 - Transfer funds from insurance payment funds
 - Use Capital Reserve Funds
 - Cut school days

Dr. Cox's recommendation to the board is as follows:

- Cut up to 5 school days
- Use snow days if they occur
- Schedule any days not used as snow days throughout the remainder of the year
- Monitor the projected ending fund balance and if not necessary to cut days don't.
- Maintain a projected ending fund balance of at least \$175K

Dr. Cox met with the classified and certified associations this afternoon. One of the recommendations they came up with is to take one day from the insurance payment, one from the capital reserve fund, and then take three days from staff as cut days.

Nate Underwood reminded the board that at the HS level there are seat time requirements to maintain their accreditation. The State allows for weather related days, but the district needs to be aware of this when considering cutting student contact days. Also, by cutting days staff would be taking a 3% cut in pay. This is equivalent to a step increase.

Dr. Cox stated that Rainier School District will cut 9 days. They have however extended each day 15 minutes to maintain their seat time.

Jim Krahn expressed his concern with losing student contact days. Is there a potential to take all needed money out of Capital Reserve Fund? Dr. Cox stated that he tried to maintain this fund in his recommendation to be able to carry this money forward for new schools.

Cari Levenseller stated that if the district does cut days to make them a usable day – like the Friday before Spring Break.

Ernie Smith also expressed his concern about missing instructional time.

Tammy Jennings indicated that the district is steadily losing state funding. This will take care of it for this year but we could be right back having this discussion next year. Dr. Cox agreed, and is not comfortable with how things will go next year.

Tim Bamburg stated that by doing nothing this year, cuts next year could be major.

Jim Krahn feels it is important to take care of the staff and the students. The board needs to be proactive but not over reactive. He would like to take one day out of Capital Reserve Fund. This helps to alleviate the hit to staff.

Dr. Cox reminded the Board that they have control over the instructional calendar. He is working under their direction.

Tim Bamburg asked if we have snow days would the staff get paid. Currently they do, but if the board implements Dr. Cox’s recommendation they would not.

5.3.2 Discussed above.

5.3.3 Discussed above.

- 5.4 **Fall Sports Report:** Gordon Jarman reported on Fall Sports. There were some competitive programs this year and some programs that did not do as well as previous years. VHS had nine all league athletes: Cross Country: Tim Pillow; Volleyball: Tricia Levenseller and Kaitlyn Carr. Football: Alex Lende, Blake Moeller, Trevor Gwin, Taylor Smith, Byron Schorzman, and Levi Timmerman. Parents and students can evaluate coaches. The evaluation forms are available on line. Mr. Jarman thanked the board members for taking action to get the gym repaired. FALL SPORTS REPORT

6.0 INFORMATION & DISCUSSION

- 6.1 **Title I Parent Involvement Policy AR:** Information on this was presented at last month’s meeting. There is a form that needs to have the board chair’s signature. Dr. Cox presented this form on behalf of Principal Miller. TITLE I PARENT INVOLVEMENT POLICY AR
- 6.2 **6th Grade Arts / Crafts Fee:** Ashley Rogers – teaching Arts & Crafts to 6th grade this year as an elective each quarter. Art is not being taught through Mrs. Allen, therefore the art supply budget is not an option. Ms. Rogers is asking to be able to charge the students \$5.00 each to cover the cost of supplies. All items made are theirs to take home. Jim Krahn asked how many students does this involve? 14 kids total at this time, however the class will cycle through all 6th graders. Cari Levenseller suggested that if she were to wait around until the end of the meeting it is possible that a donation would be received. Dawn Plews also suggested she speak with Principal McClain about the use of middle school donated funds. 6th GRADE ARTS & CRAFT FEE
- 6.3 **Insurance Update:** Ken Cox reported that he and Dawn Plews met with the Insurance Company prior to Thanksgiving. The National Flood Insurance Claim came to \$3.1 million. PACE (OSBA insurance company) has a max of \$5M per claim. Our total building loss is 2.4M. Total contents loss is \$1.5M. The District has checked into how to invest to our benefit. INSURANCE UPDATE

Juliet Safier commented about the financial deficit the District is facing and asked if there is a contingency plan to cover the rental costs for the mods if FEMA does not agree to help pay for remainder of year. Dr. Cox indicated this is not an issue as the rental fees have already been built into the budget.

- 6.4 Oregon Solutions Update:** Ken Cox indicated that he went to an executive committee meeting two weeks ago and it was decided to have a general meeting on the anniversary of flood. The good news is that the program is still going. The bad news is that the transportation growth management study won't be available until January. Jim Krahn indicated that this is the first step and once it is done it can be promoted to potential donors. The community is going to have to step up and he hopes that people will approach it positively.
- Ken Cox stated that one piece of the puzzle is to determine the cost of land. The City is working with a Nationwide company and they would be willing to work with the district for a reduced fee. The cost for the Transportation Growth Management study is \$145,000 and this is all being paid for by a grant. The study gives a 3rd party opinion and carries more weight than just the district's opinion. The Urban Growth Boundary application is willing to be done for free. The study will have value to the City of Vernonia.
- 6.5 Architectural Services Request for Qualifications (RFQ):** Cr. Cox indicated that the next logical step in the process is for the District to get an Architect. Beaverton School District project managers are willing to help us go through the process. Going out for an RFQ will allow the district to pick who best fits our needs. He presented two sample versions of RFQs. One sample is from DOWA (10 pages) and the other is from Beaverton S.D. (25 pages). Both are similar to the transportation contract the District went through last year.
- Dr. Cox would like to pick a couple board members to work with him. He'd like to get permission to publish the RFQ before the next board meeting.
- Jim Krahn commended Dr. Cox for working with other districts to have this on board so that the District doesn't have to wait when the time comes to move forward. Jim also stated that anyone can be involved. He encourages people to be part of the process and asked board members to share this if they hear complaints. The next Facilities Committee meeting will be Dec. 10th at 3:15 p.m. at the District Office.
- 6.6 FEMA Update & Cafeteria Flood Wall:** Dr. Cox met with FEMA. They have created 17 separate project worksheets for the district. Each of the project worksheets needs to be closed out. One of the projects was mitigation at VMS by constructing a flood wall around the school. The design shows the wall to be 5' tall around the building with gates. Engineering of this project needs to be started by June 3. This is 18 months from the date of the flood. Cost to the district would be \$100,000. The total project cost is \$400,000 but FEMA will cover ¾ of the cost.
- Tammy Jennings asked how much did it cost to dry down and repair our building. \$150K to dry down and \$606K to repair VMS.
- Ernie Smith reminded the board of the complaint in the community that the dirt the District filled in to build the VMS caused the water to flood others. A 5' wall could impact our neighbors even more. Dr. Cox indicated that this concern would be answered by City Hall and the engineers on the project. Ernie reiterated that it is very important to make sure the public knows it is okay for the District to proceed with this project.
- Tim Bamburg commented that is important for the District to protect its investment.
- 6.7 Vacant OSBA Officer Information:** Ken Cox stated that information about OSBA officer candidates was distributed via board packets.
- 6.8 OSBA Resolution Information:** Tammy Jennings noted that these resolutions mostly clean up language.

OREGON SOLUTIONS
UPDATE

ARCHITECTURAL
SERVICES RFQ

FEMA UPDATE

VACANT OSBA
OFFICERS

OSBA RESOLUTION
INFORMATION

7.0

ACTION ITEMS

- 7.1 **Approve the Request for Qualifications (RFQ) for Architectural Services:** Ernie Smith moved to approve the development and publishing of an Architectural Services RFQ. Motion seconded by Tim Bamburg. Motion passed unanimously. DEVELOPMENT & PUBLISHING OF RFQ APPROVED
- 7.2 **Approve the Engineering Study and FEMA approval for a flood wall around the VHS Cafeteria:** Jim Krahn moved to conduct engineering study and obtain FEMA approval for a flood wall around the Cafeteria building. Motion seconded by Ernie Smith. Motion passed unanimously. CONSTRUCTION OF FLOOD WALL APPROVED
- 7.3 **Cast vote for Vacant OSBA Officer Positions:** Jim Krahn moved to authorize the board chair and vice chair to vote for the vacant OSBA position by December 15th. Motion seconded by Tim Bamburg. Motion passed unanimously. APPROVAL TO CAST VOTE FOR VACANT OSBA POSITION
- 7.4 **Cast vote for support/non-support of OSBA Resolutions:** Ernie Smith moved to cast a vote in support of OSBA resolutions as written. Motion seconded by Tammy Jennings. Motion passed unanimously. BOARD CASTS VOTE IN SUPPORT OF OSBA RESOLUTIONS
- 7.5 **Accept Resignation of Cathy Ward:** Ernie Smith moved to accept with regrets the resignation of Cathy Ward effective November 30, 2008. Motion seconded by Greg Kintz. Motion passed unanimously. WARD RESIGNS
- 7.6 **Approve Middle School 6th Grade Art Fee:** No action taken.
- 7.7 **Approve Policy DED District Foundation:** Two months ago a couple versions were presented. Greg Kintz moved to approve policy DED District Foundation as presented. Motion seconded by Jim Krahn. Motion passed unanimously. POLICY DED APPROVED

It was the consensus of the board was to wait to take any action on cutting days until the January board meeting. Greg Kintz indicated that staff is very willing to find a way to make it work. DECISION TO CUT SCHOOL DAYS DELAYED UNTIL JAN.

8.0

SUPERINTENDENT & BOARD COMMUNICATION CORRESPONDENCE: SUPERINTENDENT REPORT
 Dr. Cox has been in communication with attorney about bylaws of foundation.

He thanked the board for getting staff shirts. Looks good on Fridays.

Greg Kintz indicated that he has been appointed to the NWRESD budget committee.

The board is invited to the staff recognition luncheon at 1:00 on Dec. 19th. Students will be dismissed at 12:30.

9.0

Meeting adjourned at 7:55 p.m. ADJOURNED

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

Board Chair

District Clerk