

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – November 9, 2021

- 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 6:04 p.m. by Stacey Pelster. MEETING CALLED TO ORDER
- Board Present:** Susan Wagner, Amy Cieloha, Joanie Jones, Javoss McGuire, and Stacey Pelster. BOARD PRESENT
Scott Rickard and Greg Kintz attended virtually.
- Board Absent:** None. BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Nate Underwood, MS/HS Principal; Michelle Eagleson, Elementary Principal; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; Juliet Safier, and Kendra Schlegel, Licensed staff; and Karen Roberts and Traci Wolf, Classified Staff. STAFF PRESENT
- Visitors Present:** Shelley Hennessy, Steve Kelley, Scott Laird and Dale Webb. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** There were no adjustments to the agenda. Joanie Jones moved to approve the agenda as presented. Susan Wagner seconded the motion. Motion passed unanimously. AGENDA REVIEW
- 3.0 SHOWCASING OF SCHOOLS:** SHOWCASING OF SCHOOLS
- 3.1** Michelle Eagleson reported that she is thankful and appreciate of how flexible and patient her staff is being at handling the shortage of substitutes. They are filling in where needed. Other updates included: ELEMENTARY SCHOOL PRINCIPAL REPORT
- Due to larger class sizes at 3rd and 4th grade, these classrooms have been split. There are now two sections for each grade with the teacher and an instructional assistant rotating between the two sections. Class sizes are now at 14 each.
 - Elementary teachers are currently in the middle of conferences.
 - Last week, elementary teachers had curriculum training. Staff is working to strengthen their goals and are working on power standards for reading and math. Her staff is doing a fantastic job of having conversations about what is needed for students.
- Amy Cieloha questioned what other options are there for solving the staff shortage? She questioned having an Instructional Assistant in the classes half the day. Aaron Miller shared that he, along with Mrs. Schlegel, Mrs. Cheney and Mr. Spackman have been pulled to cover a classroom. The District is addressing the shortages as best as possible, but this does pull others from their regular work duties.
- Nate Underwood highlighted his written report to the Board: MIDDLE / HIGH SCHOOL PRINCIPAL REPORT
- MS/HS conferences are happening now and will wrap up tomorrow.
 - Congratulations go out to the Girls' Logger Cross Country team taking 2nd in State.
 - 1st Quarter just finished for middle school and high school is half way through the first semester.
 - MS/HS is also having substitute coverage issues. Please encourage anyone you know to reach out to the District if they have interest in subbing.
- There were no student reports. NO STUDENT REPORTS
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** Juliet Safier commented that she would like consideration given to raising the District's daily teacher substitute pay rate. Beaverton School District has increased theirs in the hopes of attracting substitutes. She feels this could have an impact on us as well and is worth having the conversation. PUBLIC COMMENT

5.0 BUSINESS REPORTS:

- 5.1 Superintendent Report:** Aaron Miller updated the Board on the following: SUPERINTENDENT REPORT
- Currently we have no students in quarantine although we do have a few staff out for quarantining purposes. This is creating problems with staffing.
 - The State Superintendent meeting was held this afternoon. One of the agenda items is the lack of educational staffing across the State. The economy across the board is short of workers. The District is contacting universities, working with the ESD, etc.. If you know anyone that has teaching experience or experience working with kids please let us know. We'd like to speak with them.
 - Enrollment is at 560 with 122 of these students attending the Vernonia Family Academy.

5.1.1 Superintendent Goals. Stacey Pelster shared that Aaron Miller was asked to come up with a third goal for 2021-22 to address the Strategic Planning process at the recommendation of the Board. Mr. Miller presented the following goal to the Board: FINAL SUPERINTENDENT GOAL PRESENTED

Develop and Begin Implementation of a Long-Term District Strategic Plan.

This goal will be accomplished by:

1. Creating and utilizing group specific surveys to gather input from students, staff, parents, board members, community, and student focus groups.
2. Setting agendas and meeting dates for input and information Strategic Planning meetings with students, staff, parents and community.
3. Gathering, analyzing and utilizing student, staff, parent community and Board input to update the District's Long Term Strategic Plan to guide actions that will address and achieve VSD Board Priorities for the next 3-5 years.

Greg Kintz shared that he felt the goal was thorough and complete and will work fine with the timelines. Stacey Pelster agreed.

5.1.2 Superintendent Retirement. Aaron Miller shared his letter of retirement with the Board effective June 30, 2022. SUPERINTENDENT ANNOUNCES RETIREMENT

- 5.2 Financial Report:** Marie Knight reported that the ending fund balance this month changed slightly. By next month, she will have updated numbers from ODE. Since completing this month's financial report, ODE sent out updated estimates based on less students enrolled in the State of Oregon. This translates to the pot of money being divided by less students and resulting in more money per student. If our District remains constant we should receive a higher proportion of the State School Fund than originally anticipated. This adjustment will be incorporated into the December financial report. The increase will be approximately \$126 per student which roughly translates to \$8,000 per student according to Mr. Miller. FINANCIAL REPORT

The 2020-21 audit is close to being done and will be presented at the December meeting.

- 5.3 Maintenance Report:** Mark Brown's report was reviewed by the Board. MAINTENANCE REPORT

Susan Wagner asked about the type of bees that were in the retaining wall at the house, were they bees or wasps? Aaron Miller was not sure and will follow-up. Susan also shared that at a City Council meeting it was discussed that a member of the council witnessed boys bashing one of the honey buckets on the school property. Both Principal Underwood and Superintendent Miller indicated that no one contacted the school to report this.

Amy Cieloha asked for more information on the vandalism noted on the Maintenance Report. Aaron Miller indicated and four people came on to school grounds at night and painted inappropriate pictures on several exterior walls. There was no financial loss to the district, just the time of Mark Brown to paint over, which he did prior to the start of the school day.

Stacey Pelster inquired if it would be appropriate to send out all calls to parents when vandalism occurs. Mr. Miller felt that if incidents continue, perhaps, but as the graffiti was an isolated incident with nothing else occurring he doesn't feel it would be warranted to do so.

6.0 BOARD REPORTS/ BOARD DEVELOPMENT:

6.1 Committee Reports: No reports given.

BOARD MEMBER
REPORTS

6.2 Superintendent Search Agency Discussion: Stacey Pelster shared that requests for proposals were sent to five companies. Three responded and those proposals were sent to Board members. She asked the Board to provide their thoughts after reviewing the following proposals:

SUPT. SEARCH AGENCY
DISCUSSION

1. Oregon School Boards Association (OSBA) – Salem, OR
2. Northwest Leadership Associates (NLA) – Liberty Lake, WA
3. McPherson & Jacobson (M&J) – Omaha, NE

Greg Kintz shared that he took the proposals and looked at the biggest points. Regarding cost for the service, NLA was the highest with OSBA and M&J comparable. OSBA is an Oregon product who has helped a lot of small schools, this was a bonus to him. NLA had next to no previous Oregon search work. A positive for M&J is that they have a large nationwide reach. The Oregon representative for M&J is someone that used to be a member of OSBA and Greg knows him personally.

Stacey Pelster noted that the cost quote from M&J didn't include travel for interviews, etc. NLA costs were higher and the focus of their work history was not in the State of Oregon.

Susan Wagner expressed concern with the timeline for completion provided by NLA. She does not feel this is realistic.

Stacy Pelster stated that there appears to be enough concern to pull the NLA proposal from consideration. The Board was in consensus with this. Discussion continued regarding proposals from OSBA and M&J.

Susan Wagner stated concerns with M&J limited advertisement, only utilizing the OSBA and COSA sites. She also didn't favor the comment of matching any other offer of comparable services that is presented. A positive for OSBA was the package for standard advertising and the additional 9 hours of training for the board and new superintendent. She also feels there is for more in-person opportunities with OSBA and she liked the fact that OSBA will provide the Board with all applications not just a select few.

Stacey Pelster likes that OSBA will advertise the vacancy in state, regionally and nationally.

Scott Rickard agreed with Susan about the matching price comment. Comparable services is hard to determine therefore a fee can't be based on comparable services. He also felt that the recruiting aspect differs significantly. He didn't see a lot of marketing outreach from M&J. He finds the OSBA proposal strong and a good match for our District.

Javoss McGuire agreed with not receiving a narrow selection of applications and liked that OSBA will present them all.

Greg Kintz shared that he has been through searches at OSBA and was pleased with how they went through the process. He supports going with OSBA.

Joanie Jones shared that she feels very comfortable with OSBA.

The Board will take action on this topic later in the agenda as well as the potential scheduling of a special meeting to discuss next steps.

6.3 Schedule Data Monitoring Dates: Aaron Miller shared that getting the Board together with the District staff to dig into our student data is a result of the DEMSP training the Board has been going through. The District staff continue to work on data and monitor it so they will be ready when the Board is ready to sit down and have in-depth conversations around the data. After discussion it was determined that they'd like to set time in January and April to do this. Barb Carr will send out a Doodle Poll for all Monday – Thursday dates in January and April to determine Board availability for a one hour meeting.

DATA MONITORING
SCHEDULING

7.0 OTHER INFORMATION and DISCUSSION

- 7.1 Division 22 Standards.** Aaron Miller shared that each year the District is required to share compliance with Division 22 Standards. Many different policies and standards are required of the District to be a standardized school in the State of Oregon. He reports to the Board that Vernonia School District is in compliance with all areas. There are no applicable corrective actions needed. DISTRICT REPORTED IN COMPLIANCE WITH ALL DIVISION 22 STANDARDS AS REQUIRED
- 7.2 Curl School Bus Services Report:** Shelley Hennessy reported that like everyone else they are running on a skeleton crew but compared to others around us they really have nothing to complain about. Currently they have 15 routes, consisting of 5 large bus routes, 5 small bus routes and 5 van routes. Some of these are double routes. These routes include special needs, lunch runs, and out of District transportation to Beaverton and Banks. CURL SCHOOL BUS SERVICES ANNUAL REPORT
- It has been a challenging start to the year but it is working and everything is going smooth. On staff they have 13 assigned drivers, with some drivers doing multiple routes. Last year there were no accidents or breakdowns, and no routes over capacity.
- Amy Cieloha asked if the different starts times this year is making things more challenging or easier for transportation. According to Shelley, the morning routes are very pleasant and the drivers love it.
- Susan Wagner thanked Shelley and all the drivers for what they do.
Aaron Miller also thanked Curl School Bus Services for making things work effectively.
- 7.3 Student Investment Account (SIA) Annual Report:** Aaron Miller apologizes for the small print. As part of the annual report it is a requirement that he share this with the Board and make it available to the public via the District website. This has been done. There were no questions from the Board on the annual report. S.I.A. ANNUAL REPORT SHARED
- 7.4 VEA / OSEA M.O.A.:** Aaron Miller explained that this agreement between District and OSEA / VEA has been developed due to staff quarantine requirements for either a positive COVID test or potential exposure to COVID. Specifically the M.O.A. provides staff that are required to quarantine a supply of up to ten additional days of sick leave without having to count against the employee's regular bank of sick leave hours. This is a requirement the District is placing on staff and the District has extra funding to meet this need for employees. Mr. Miller is recommending the Board approve the M.O.A. VEA/OSEA M.O.A. GIVING STAFF ADDITIONAL SICK LEAVE IF REQUIRED TO QUARANTINE DUE TO COVID PRESENTED

8.0 ACTION ITEMS

- 8.1 Superintendent Goal:** Susan Wagner move to approve the final goal for Superintendent Aaron Miller for the 2021-22 school year as presented. Joanie Jones seconded the motion. Motion passed unanimously. FINAL SUPT. GOAL APPROVED
- 8.2 Superintendent Retirement:** Joanie Jones moved to accept Aaron Miller's retirement and declare the vacancy effective June 30, 2022. Susan Wagner seconded the motion. Motion passed unanimously. SUPT. MILLER'S RETIREMENT ACCEPTED VACANCY DECLARED
- 8.3 Superintendent Search Agency:** Greg Kintz moved to enter into a contract with OSBA for the purposes of conducting a search for a new superintendent. Javoss McGuire seconded the motion. Motion passed unanimously. SUPT SEARCH AGENCY HIRED
- 8.4 Division 22 Standards:** Greg Kintz moved to acknowledge receipt of the annual Division 22 Standards compliance report for 2020-21. Susan Wagner seconded the motion. Motion passed unanimously. DIVISION 22 STANDARDS ANNUAL REPORT RECEIVED
- 8.5 OSEA / VEA M.O.A.:** Joanie Jones moved to approve the OSEA/VEA M.O.A. regarding COVID19 additional sick leave when quarantining as presented. Greg Kintz seconded the motion. Motion passed unanimously. OSEA/VEA COVID 19 M.O.A. APPROVED

10.0 MONITORING BOARD PERFORMANCE: The Board discussed date availability for holding a workshop next week to start the Superintendent Search process. Options for dates was Wednesday Nov. 17 or Thursday November 18th. Barb Carr will reach out to Steve Kelley with OSBA to determine his availability and set the virtual workshop date. POTENTIAL WORKSHOP DATES DISCUSSED

11.0 CONSENT AGENDA: Amy Cieloha asked for clarification in the 10/14/21 minutes regarding the Social Emotional Learning position mentioned during the Administrative Contract discussion. She didn't remember that this position has been at the District for 3 years and asked when the decision was made to add the position to the Administrative contract. Aaron Miller shared that this position has been on an individual contract previously and adding the position to the Administrative contract took place during the bargaining agreement negotiations with the District. Also added was the Special Education Director position as both of these positions are in supervisory rolls and they are not part of other unions. CONSENT AGENDA

12.1 Minutes of 10/14/21 Regular Meeting, and the 10/16/21 and 10/28/21 Workshop. MINUTES APPROVED

Javoss McGuire moved to approve the consent agenda as presented. Greg Kintz seconded the motion. Motion passed unanimously. CONSENT AGENDA APPROVED


Other Board Issues: Susan Wagner commented that she will not be at the December 9th Board meeting. OTHER ISSUES

Amy Cieloha shared her concerns regarding staffing shortages. She asked if the board can look at brainstorming ways to find more people. Is this a conversation that could happen at a future meeting with community? Aaron Miller shared that unfortunately everyone is short staffed. We opened positions up last spring and have advertised often. He is always open to input but doesn't see a meeting with others to be effective. He is open to receiving ideas from others. As he shared during his Superintendent Report this was a topic with all the State Superintendents today and it wasn't the first time it's been discussed with that group. Everyone on the call is experiencing the same worker shortages. Please feel free to send any and all ideas his way.

Susan Wagner feels things will get better. She continues to focus on the positive and take deep breaths.

12.0 MEETING ADJOURNED at 7:53 p.m. ADJOURNED

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


Board Chair


District Clerk

