

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – March 14, 2024 Vernonia Schools Library, 1000 Missouri Avenue, Vernonia

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:01p.m. by Scott Rickard. MEETING CALLED TO ORDER
- Board Present:** Joan Jones, Amy Cieloha, Susan Wagner, Greg Kintz, Stacey Pelster, Javoss McGuire, and Scott Rickard BOARD PRESENT
- Board Absent:** none BOARD ABSENT
- Staff Present:** Jim Helmen, Superintendent; Nate Underwood, Middle/High School Principal; Michelle Eagleson, Elementary School Principal; Susanne Myers, Special Education Director; Marie Knight, Business Manager; Justin Ward, Kendra Schlegel, Lee Costanzo and Brittanie Roberts, Licensed Staff; and Teresa Williams, Classified Staff. STAFF PRESENT
- Visitors Present:** Scott Laird and Alicia Mahoney VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. The National Anthem was performed by high school choir students under the direction of Ms. Cecelia Barrie. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** The following items were added to the agenda: 5.2.1 and associated action item 8.2 were amended to add second budget committee applicant, Alicia Mahoney. Stacey Pelster moved to approve the agenda as amended. Javoss McGuire seconded the motion. Motion passed unanimously. AGENDA REVIEW
- 3.0 PUBLIC COMMENT:** Lee Costanzo strongly recommended that the board select 2024-25 instructional calendar option #2. Nate Underwood commented on the calendar committee and their work. There were no instructional or staff days added to the calendar. Further calendar discussion will take place at item 7.2. PUBLIC COMMENT
- 4.0 SHOWING CASING of SCHOOLS**
- 4.1 Administrative Reports:** Administrator reports were provided to the Board prior to the meeting. ADMINISTRATOR REPORTS
- Mr. Underwood pointed out that Ms. Campbell has middle school writing examples displayed in the library.
- Joanie Jones asked Ms. Eagleson about Writing traits and Step up to Writing. Ms. Eagleson explained the
- Susan Wagner asked Mr. Underwood about the ongoing incentives and why not many students earned incentive awards the last time? Mr. Underwood explained this is due to a short time frame of 3 weeks for this period of awards. Ms. Schlegel stated that many families were late due to weather in January.
- Scott Ricard, asked Ms. Myers to explain Tier II. Ms. Myers explained that Tier 1 are the students at or above grade level standard, Tier II are students in the middle who are not at grade level but not at the special education level of Tier III. Star testing results were used to select the students for Tier II.
- 5.0 BUSINESS REPORTS:**

- 5.1 Superintendent Report:** The superintendent report was provided to the Board prior to the meeting. SUPERINTENDENT REPORT
- Greg Kintz asked about the proposed legislation regarding book bans based on the author. Superintendent Helmen explained the proposed bill and the ability to ban books based on the author. The proposed rule gave the ability to ban books with the same author of other books that had been deemed offensive to children.
- Susan Wagner asked about SB 1502 regarding recording school board meetings. Superintendent Helmen stated that the district will record and post audio of meetings beginning in January 2025, when the rule goes into effect.
- Amy Cieloha asked about the Check & Connect mentoring program. She wanted to know if it was open to all students. Superintendent Helmen explained that there is a screening process for students to be offered to participate.
- 5.1.1 Calendar Update:** Jim Helmen explained that the District closed school on March 4th due to weather. To make up this missed day of instruction he is proposing adding 1 day at the end of the year. June 13th will now be the last day for students. There were no questions from the board. SCHOOL YEAR CALENDAR ADJUSTMENT
- 5.2 Financial Report:** FINANCIAL REPORT
- Greg Kintz asked if the recently signed conservation policy will affect our district timber revenue? Ms. Knight explained that the timber revenue is a relatively small portion of the state school fund calculation for Vernonia School District. If we receive less timber revenue, we will receive an increase in the state school fund portion to make up for it. Ms. Knight has heard from other business officials that the timing and amount of impact on timber revenue is unknown at this time.
- Scott Rickard asked about a yellow highlighted cell on the board financial report. Ms. Knight explained that this column is for tracking variances from the budget. The data is used to provide information in calculating the ending fund balance estimate.
- 5.2.1 Budget Committee Member Applications:** Marie Knight shared that Scott Laird and Alicia Mahoney have expressed interest in serving on the Budget Committee. Their applications were provided to the Board for their review. Board members thanked Scott and Alicia for their interest in volunteering for the budget committee. BUDGET COMMITTEE APPLICATION DISCUSSED
- 5.3 Maintenance Report:** Mark Brown's report was provided to the Board prior to the meeting. Amy Cieloha asked if the water at the snack shack had been turned on. Mr. Ward will check with Mark Brown about it. Superintendent Helmen stated that Mark Brown had been working on some water lines. It was also mentioned that the water might have been shut off due to freezing weather. MAINTENANCE REPORT
- Greg Kintz asked about proposed legislation to limit access to school property due to liability. Superintendent Helmen stated that he did not think the bill had made any progress as it has not been discussed with other recent legislative action in recent superintendent meetings.
- 5.4 Winter Sports Report:** Vernonia School District Athletic Directors, Justin Ward and Teresa Williams gave the board a report on the outcomes for winter sports. Basketball and wrestling results for both boys and girls were celebrated. WINTER SPORTS REPORT
- They also gave a preview of spring sports. Baseball, Softball, Track, and new this year, Boys Volleyball are being offered for middle and high school students.
- Susan Wagner highlighted that the Vernonia OHSET team is doing well this year.
- Greg Kintz asked if any girls had shown interest in playing soccer. The ADs have not heard from anyone. Greg stated the he will direct anyone he hears interest from to contact Mr. Ward

or Ms. Williams.

Superintendent Helmen acknowledged the great job being done by new Athletic Directors, Justin Ward and Teresa Williams.

6.0 BOARD REPORTS/ BOARD DEVELOPMENT:

6.1 COMMITTEE REPORTS

COMMITTEE REPORTS

6.1.1 Safety Committee – Susan Wagner reported that the Safety Committee meeting had been held this week. She was impressed by the action taken by a staff member that was a safety topic of discussion at the meeting. The forestry teacher had visited a field trip site ahead of time and found a safety issue. Due to this, the field trip was cancelled and will be rescheduled when the site is safe. This was a good example of the proactive work and safety awareness of Vernonia staff.

6.1.2 Policy Committee – Superintendent Helmen stated an honors grad policy will be coming up soon. Greg Kintz noted that the budget committee policy had been adopted in 2004. He is concerned that we have very old policies and need to review them. Jim Helmen explained that the district goes through OSBA for policy updates.

6.1.3 Scholarship Committee – It was noted that Barb Carr sent out an email regarding dates that scholarship committee will need to meet to review applications and make selections.

Greg Kintz has been looking into rules that need to be followed for committee work. Committees should be aware of following public meeting laws as needed.

7.0 OTHER INFORMATION and DISCUSSION

OTHER INFORMATION
STAFFING UPDATE

7.1 Staffing Update – New HS Science Teacher Hired:

Jennifer Schram was hired on an emergency license. In place through the end of the year. This position will be advertised at the end of the year.

7.2 2024-25 Instructional Calendar Options:

2024-25 CALENDAR
OPTIONS SHARED

Amy Cieloha asked about the November 8 trade day. This day is to make up for two days of school plus evening conferences held that week.

Mr. Underwood explained that all staff were invited to calendar planning meetings. Both option 1 and option 2 were liked by the committee. Option 2 includes more snow make up days; most staff agree on option 2.

Scott Rickard asked what would happen if no snow days were needed. It was explained that there would be an option for the board to approve a calendar change mid-year if needed.

8.0 ACTION ITEMS:

8.1 School Year Calendar Adjustment: Amy Cieloha moved to adjust the 2023-24 school year calendar by adding June 13, 2024 as a day of instruction and the last day of the year for students. Stacey Pelster seconded the motion. Motion passed unanimously.

2023-24 INSTRUCTIONAL
CALENDAR ADJUSTED
TO ADD ANOTHER DAY

8.2 Budget Committee Appointment: Susan Wagner moved to appoint Scott Laird and Alicia Mahoney to a 3-year term on the budget committee. Amy Cieloha seconded the motion. Motion passed unanimously.

LAIRD & MAHONEY
APPOINTED TO BUDGET
COMMITTEE

8.3 New Hire: Susan Wagner moved to approve the Superintendent’s recommendation to hire Jennifer Schram as VHS Science Teacher. Stacey Pelster seconded the motion. Motion passed unanimously.

SCHRAM HIRED AS VHS
SCIENCE TEACHER

9.0 MONITORING BOARD PERFORMANCE:

BOARD PERFORMANCE

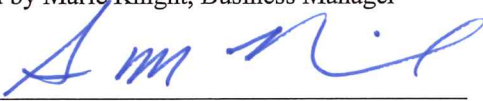
9.1 Expectations of School Board Members: Scott Rickard reminded the board to please attend all meetings if possible. Superintendent evaluations are an important board member responsibility. Some were missing this year and this could make a difference in the outcome of the evaluation. Stacey Pelster reminded board to be at meetings in person whenever able. In past years it was discussed to not miss more than 3 meetings. There is a current policy of not missing more than 3 meeting.

EXPECTATIONS OF
BOARD MEMBER
DISCUSSED

The board was reminded that the Oregon Government Ethics Commission form will be coming out to each board member on 3/15/24.

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| <p>10.0 CONSENT AGENDA:
10.1 Minutes of 02/08/2024 Regular Meeting</p> <p>Stacey Pelster moved to approve the consent agenda as presented. Javoss McGuire seconded the motion. Motion passed unanimously.</p> <p>11.0 RECESS To EXECUTIVE SESSION under ORS 192.660 (2) (i) at 7:30 p.m.
Discussion was held on the Superintendent and Licensed Staff Contract extensions</p> <p>12.0 RETURN To REGULAR SESSION at 8:05 p.m.</p> <p>13.0 ACTION ITEMS:
13.1 Licensed and Administrative Staff Contract Renewal: Stacey Pelster moved to approve Administrative Contact Extension resolution #2024-02 and Licensed Staff Extension resolution #2024-03 as presented. Amy Cieloha seconded the motion. Motion passed unanimously.</p> <p>13.2 Superintendent Annual Evaluation / Contract Extension: Javoss McGuire moved to approve the 2023-24 annual evaluation of Superintendent Jim Helmen and extend his contract for the period of July 1, 2026 through June 30, 2029 with the compensation and benefits to be negotiated in February 2026. Greg Kintz Seconded the motion. Motion passed unanimously.</p> <p>14.0 OTHER ISSUES:
14.1 Next Agenda Setting Meeting
The next agenda setting meeting will be with Scott Rickard and Greg Kintz.</p> <p>15.0 MEETING ADJOURNED at 8:18 p.m.</p> | <p>CONSENT AGENDA</p> <p>CONSENT AGENDA APPROVED</p> <p>RECESS TO EXECUTIVE SESSION</p> <p>RETURNED TO REGULAR SESSION</p> <p>ADMIN & LICENSED CONTRACT EXTENSIONS APPROVED</p> <p>SUPT EVALUATION AND CONTRACT EXTENSION APPROVED</p> <p>OTHER ISSUES</p> <p>ADJOURNED</p> |
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Submitted by Marie Knight, Business Manager



Board Chair



District Clerk