

# MEETING MINUTES

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – July 11, 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 6:02 p.m. by Scott Rickard. MEETING CALLED TO ORDER
- Board Present:** Susan Wagner, Amy Cieloha, Scott Rickard, Greg Kintz, and Joanie Jones BOARD PRESENT  
**Board Absent:** Stacey Pelster and Javoss McGuire BOARD ABSENT  
**Staff Present:** Jim Helmen, Superintendent; Nate Underwood, Middle/High School Principal (virtual); Michelle Eagleson, Elementary Principal (virtual); Susanne Myers (virtual); Barb Carr, Administrative Assistant; and Lee Costanzo, Licensed staff (virtual). STAFF PRESENT
- Visitors Present:** Scott Laird VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Joanie Jones moved to approve the agenda as presented. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None. PUBLIC COMMENT
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** Jim Helmen’s report was provided to the Board prior to the meeting. SUPERINTENDENT REPORT
- 5.1.1 Staffing Update:** Jenessa MacDonald, K-5 Behavior Specialist has resigned. Interviews to fill this position are scheduled for next Monday. STAFFING UPDATE
- Amy Cielohas asked if there are current staff that could fill any of the open positions at the high school. According to Jim Helmen, yes, there are options.
- 5.2 Financial Report:** No report provided this month FINANCIAL REPORT
- 5.3 Maintenance Report:** Mark Brown’s report was provided to the Board prior to the meeting. MAINTENANCE REPORT
- Jim Helmen shared that he has talked with a number of people regarding the Logger Concession building. 5Star Builders will be on site next Tuesday, walking through and looking at everything in the building. Amy Cieloha expressed her concern that it has taken so long and is still on-going.
- A question was raised about bathroom door vandalism. Jim stated that he believes this is simply normal wear and tear on the doors and the work was noted under the vandalism heading.
- Scott Rickard asked if there are concerns with the Mist well? No, the testing of the well is an annual requirement.
- 6.0 BOARD REPORTS/ BOARD DEVELOPMENT:**
- 6.1 Committee Reports:** COMMITTEE UPDATE
- 6.1.1 Policy Committee:** Nothing discussed.  
**6.1.2 Safety Committee:** Nothing discussed.  
**6.1.3 Scholarship Committee:** Greg Kintz shared the status of current funds and offered suggestions for sustaining the scholarship. He’d like to ask other local donors and board members to contribute to the scholarship. SCHOLARSHIP COMMITTEE DISCUSSION
- Amy Cieloha brought up again her concerns about the quality of the packets going out to the community. Jim Helmen commented that it is ultimately the responsibility of the student and we have services available to provide support. Students are being told they need to revise and edit.

There are natural consequences but finding a middle ground would be optimal. Mr. Helmen will speak with the Career Readiness Center about offering time for students to review and edit their scholarship packet before submitting.

Susan Wagner suggested offering a night where students could go to the scholarship donors and talk with them about their presentation. She also highly suggested the committee should review the scholarships with all names redacted. The awards should be given based on application information and without knowledge of the applicant identity.

Greg Kintz volunteered to come in and talk with the seniors about what they need to do. Scott Rickard shared concerns about students submitting sub-par information expecting it to be edited for them. Joanie Jones stated the committee needs to revamp the scoring sheet currently being used.

Amy Cieloha shared a thank you card from Delaney Draeger, a scholarship recipient this year.

**6.2 Board Resignation and Vacant Position Replacement Discussion:** Scott Rickard submitted his resignation effective tomorrow, July 12. Jim Helmen shared that it will be a big loss to lose Scott Rickard as a member of the Board. He thanked Scott for his time and commitment to the District. Amy Cieloha and Susan Wagner also expressed that Scott will be missed.

FILLING THE VACANT DIRECTOR POSITION WAS DISCUSSED AND DETERMINED

Scott Rickard took a moment to thank his fellow board members. He stated that he could not have asked for a better group of people to put kids first and collectively what has been done as a board has been good. He also thanked Jim Helmen, stating that Jim has exceeded all his expectations.

Discussion was held on the vacancy timeline and application process to appoint a replacement. The candidate questionnaire was reviewed and updated. It was determined that the deadline for community to submit an application will be August 22<sup>nd</sup>. Interviews will be held on August 29<sup>th</sup> at a Board workshop. Appointment to fill the vacancy will take place at the September 12<sup>th</sup> meeting.

**7.0 OTHER INFORMATION and DISCUSSION**

**7.1 Memorandum of Agreement / Administrative Employee Group:** Jim Helmen shared the 2024-27 Administrative Employee Memorandum of Agreement to the Board for their review. He highlighted the language changes.

ADMINISTRATIVE EMPLOYEE GROUP MEMORANDUM OF AGREEMENT DISCUSSED

Greg Kintz asked if salary and benefit changes are similar to other employee groups? Yes. This Administrative agreement has a 3.1% COLA and a 2% step increase every two years.

Susan Wagner stated she feels there should be separation between district and personal cell phones. She also wanted to know who all receives a cell phone stipend? She suggested giving a stipend for mileage and getting District owned phones for staff to use. Jim Helmen offered to look into her comments.

**7.2 Superintendent Advisory Assignment:** Discussion was held on the advisory committee assignment options and board members were asked to email Jim Helmen if they had interest in serving on the following committees. The first three to respond will be appointed to the committee.

SUPT ADVISORY ASSIGNMENTS DISCUSSED

**7.2.1 Safety Committee:**

**7.2.2 Policy Review Committee:**

**7.3 Board Assignments:** Discussion was held on the Board Assignment Committees and board members expressed their interest.

BOARD ASSIGNMENTS DISCUSSED NEGOTIATIONS TEAM

**7.3.1 Negotiations Team:** VEA and OSEA groups are not scheduled to negotiate this year, however it is important to fill this assignment in the event something comes up and the team is needed. Joanie Jones, Greg Kintz, and Susan Wagner volunteered and also the 2024-25 Board Chair will be a member.

**7.3.2 Scholarship Committee:** Amy Cieloha, Greg Kintz, Joanie Jones volunteered. Scott Rickard volunteered Javoss McGuire. Susan Wagner offered to help but not officially on the committee.

SCHOLARSHIP COMMITTEE

**7.4 2024-25 Substitute Teacher Pay:** Jim Helmen reviewed the memo from the State on

2024-25 SUBSTITUTE

substitute minimum requirements and recommends the board set a daily substitute rate of \$212.00. The State recommended minimum is \$211.92. This is up from \$206.35 last year. TEACHER PAY REVIEWED

- 7.5 **2024-25 Board Meeting Schedule:** The board reviewed the draft calendar and held discussion on the potential workshop dates. These were scheduled in the months with a fifth Thursday. It was noted to discuss at the regular monthly board meeting if the work session at the end of that month is not needed. 2024-25 BOARD MEETING SCHEDULE REVIEWED

Jim Helmen stated the requirement that goes into effect in January of 2025 requiring the District to record board meetings, may be problematic due to the lack of infrastructure in the Mist gym in October and April when board meetings are held at Mist. He proposed moving those meetings to Vernonia. The Board did not wish to make this change.

- 7.6 **2024-25 Fee Schedule:** Jim Helmen shared the 2024-25 fee schedule as revised with family maximum limits added for pay to play fees. Discussion was held on what the max would be if a family had students in middle and in high school. After discussion the family max limits were suggested to be left as is. There was also a comment that fees should be different for using Mist Elementary. 2024-25 FEE SCHEDULE

Facility Use fees were discussed. The Boosters will be the exception to the Non-profit group fee column. Instead, the Boosters will be placed in the column of District/Student clubs and/or groups.

Scott Rickard suggested doubling the Non-Profit fees for the For Profit group. Also, Susan Wagner suggested rounding up to a 5 or a 0 in the amounts.

## 8.0 ACTION ITEMS

- 8.1 **Board Member Resignation:** Greg Kintz moved to approve the resignation of Scott Rickard, Vernonia School District Board of Directors, position #7, effective July 12, 2024. Scott Rickard seconded the motion. Motion passed unanimously with those in attendance. RICKARD RESIGNS FROM BOARD
- 8.2 **Vacant Board Position Replacement Timeline:** Susan Wagner moved to approve the vacant board position replacement timeline as discussed. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance. BOARD MEMBER REPLACEMENT TIMELINE APPROVED
- 8.3 **Memorandum of Agreement / Administrative Employee Group:** Susan Wagner moved to approve the 2024-27 Memorandum of Agreement for the Administrative Employee Group as presented and discussed. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance. 2024-27 ADMINISTRATOR EMPLOYEE GROUP MEMORANDUM OF AGREEMENT APPROVED
- 8.4 **Board Committee Assignments:** Amy Cieloha moved to appoint Joanie Jones, Greg Kintz, Susan Wagner and the 2024-25 chair to the Board Negotiations Team and Amy Cieloha, Javoss McGuire, Joanie Jones and Greg Kintz to the Board Scholarship Committee for 2024-25. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance. BOARD COMMITTEE ASSIGNMENTS APPOINTED
- 8.5 **2024-25 Substitute Teacher Pay:** Joanie Jones moved to set the substitute teacher pay for 2024-25 at \$212.00 per day. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance. SUBSTITUTE TEACHER PAY ESTABLISHED FOR 2024-25
- 8.6 **2024-25 Board Meeting Schedule:** Amy Cieloha moved to approve the 2024-25 Board Meeting Schedule as presented. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance. BOARD MEETING SCHEDULE APPROVED
- 8.7 **Staff Resignations:** Joanie Jones moved to accept the resignation of Jenessa MacDonald, VES Behavior Specialist. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance. MACDONALD RESIGNS
- 8.8 **Fee Schedule:** Amy Cieloha moved to approve the 2024-25 fee schedule as presented and as amended to include under the family sports pass add family yearly sports pass (4 people) before \$125 figure, under facility use fee list under for profit amounts doubled from under the non-profit list. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance. 2024-25 FEE SCHEDULE APPROVED

**9.0 MONITORING BOARD PERFORMANCE:** None

**10.0 ELECTION OF BOARD CHAIR and VICE CHAIR**

**10.1 Election of 2024-25 Board Chair:** Susan Wagner nominated herself for 2024-25 Board Chair. Greg Kintz seconded the motion. Yes votes: Susan Wagner, Amy Cieloha, and Joani Jones. No votes: Greg Kintz and Scott Rickard.

WAGNER ELECTED  
CHAIR FOR 2024-25

Greg Kintz nominated himself for 2024-25 Board Chair. Susan Wagner seconded the motion. Yes votes: Amy Cieloha, Scott Rickard and Greg Kintz. No votes: Joanie Jones and Susan Wagner.

Greg Kintz nominated himself for 2024-25 Board Chair. Scott Rickard seconded the motion. Yes votes: Scott Rickard, Greg Kintz. No votes: Susan Wagner, Joanie Jones and Amy Cieloha.

Susan Wagner nominated herself as 2024-25 Board Chair. Joanie Jones seconded the motion. Yes votes: Joanie Jones, Amy Cieloha, Susan Wagner and Scott Rickard. No votes: Greg Kintz. Motion passed.

Susan Wagner will be the board chair 2024-25.

**10.2 Election of 2024-25 Board Vice Chair:** Scott Rickard nominated Greg Kintz for 2024-25 Board Vice Chair. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance.

KINTZ ELECTED VICE  
CHAIR FOR 2024-25

**11.0 CONSENT AGENDA:**

CONSENT AGENDA

**11.1** Minutes of 06/13/2024 Regular Meeting.

**11.2** Designate:

**11.2.1** Chief Administrative & Budget Officer/Clerk: James Helmen

**11.2.2** Custodian of Funds: Authorize Signatures, Use of Facsimile Signatures for District Checks, as appropriate: James Helmen

**11.2.3** Representative of Federal/State Fund & Grant Applications: James Helmen

**11.2.4** Depository of Funds: US Bank & Government Pool

**11.2.5** District Auditors: Pauly, Rogers & Co. P.C.

**11.2.6** Insurance Agent of Record: Brown & Brown Northwest

**11.2.7** Attorney of Record: Garrett, Hemann, Robertson, Jennings, Comstock & Trethewey, P.C.

**11.2.8** Newspaper of Record: Vernonia's Voice

**11.3** Set: **11.3.1** Borrowing Limit - \$150,000

Amy Cieloha moved to approve the consent agenda as presented. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance.

CONSENT AGENDA  
APPROVED

**12.0 OTHER ISSUES:**

OTHER ISSUES

Next Board Meeting Agenda Setting will be Susan Wagner and it was suggested to also have Stacey Pelster (not in attendance at this meeting). The meeting will be at 5:00 pm on July 31<sup>st</sup>.

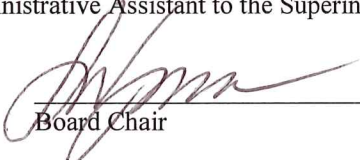
Greg Kintz gave an update on happenings within OSBA, including upcoming fee increases to its membership. He also shared information on OSBA's equity committees requirements. Jim Helmen shared that the District has this and has sent staff members for training and involvement with a cohort through the ESD. Per the ORS, District will less than 10,000 ADM need to have this in place by September of 2025. Our District is ahead of the game.

Greg Kintz asked how things have gone this summer with the recent passing of the unemployment laws. According to Mr. Helmen, it has gone well.

**13.0 MEETING ADJOURNED** at 8:59 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