

AGENDA

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS

Public Meeting

Thursday, April 13, 2023 – 6:00 p.m.

Mist Elementary School, 69163 Hwy. 47, Mist, OR 97016

Public participation on agenda items occurs at the discretion of the chair. Please indicate your interest by completing a "Public Comment Card" provided at the agenda table and give it to the Board Secretary or if attending virtually, email your interest to bcarr@vernoniak12.org 24 hours before the meeting. **Individual comments are limited to 3 minutes. Group comments are limited to 5 minutes.**

At 8:00 p.m., the Board may take a five-minute recess, and the chair will review the agenda for possible rescheduling of agenda items. For special accommodations, call 429-5891 at least 48 hours prior to the meeting.

REGULAR SESSION

1.0 CALL TO ORDER..... Chair

1.1 Flag Salute

2.0 AGENDA REVIEW..... Chair

2.1 Action to Approve the Agenda

3.0 PUBLIC COMMENT ON AGENDA & NON-AGENDA ITEMS

This is a time for public comment. Normally the Board will not take any immediate action, but will refer concerns to the Superintendent and ask him to report to the Board. We would appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. Please note: Under Oregon Revised Statutes, we cannot discuss personnel concerns in a public meeting. If you have any concerns with school district personnel, please schedule a meeting with the Superintendent.

4.0 SHOWCASING OF SCHOOLS

4.1 Administrator Reports..... Administration

4.2 Winter Sports Report

5.0 BUSINESS REPORTS

5.1 Superintendent..... Jim Helmen

5.1.1 Strategic Plan Update

5.2 Financial..... Marie Knight

5.2.1 2022-23 Audit

5.3 Maintenance..... Mark Brown

6.0 BOARD REPORTS / BOARD DEVELOPMENT..... Chair

6.1 Committee Reports

6.1.1 Policy Committee

6.1.2 Scholarship Committee

6.1.3 Supt. Contract Negotiations – Board Appointee

7.0 OTHER INFORMATION and DISCUSSION

7.1 2023-24 Instructional Calendar..... Jim Helmen

7.2 Policy Updates – 1st Reading..... Jim Helmen

7.2.1 DH – Loss Coverage

7.2.2 EEA-AR – School Bus Scheduling and Routing

7.2.3 GBA-AR – Veterans' Preference

7.2.4 GBL – Personnel Records

7.2.5 GCBDA/GDBDA –AR – Oregon Family Leave

8.0 ACTION ITEMS

8.1 2023-24 Instructional Calendar

I move to approve the 2023-24 Instructional Calendar as presented.

8.2 Supt Contract Negotiations Board Appointee

I move to appoint (insert name of board member) to negotiate Superintendent Jim Helmen’s contract on behalf of the Board.

9.0 MONITORING BOARD PERFORMANCE Chair

10.0 CONSENT AGENDA Chair

The Board, on an individual basis prior to the meeting, has reviewed all material. All financial reports are available for review by the public in the business office. All items listed are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items at the time the board votes on the motion unless members of the Board request specific items to be discussed and/or removed from the Consent Agenda.

10.1 Minutes of the 03/09/23 Regular Meeting and the 04/03/23 Scholarship Committee Mtg.

I move to approve the consent agenda as presented.

11.0 OTHER ISSUES Chair

11.1 Agenda Setting Meeting for Next Month

12.0 ADJOURNChair

UPCOMING DATES

April 20, 2023	Budget Committee Meeting 6:00 p.m.
April 26, 2023	Scholarship Committee Meeting 4:30 p.m.
May 11, 2023	School Board Meeting 6:00 p.m.

(Dates and times are subject to change. Please check the district web site at www.vernoniak12.org for the most up-to-date information)

Vernonia School District 47J

April 1, 2023

	K	1	2	3	4	5	6	7	8	9	10	11	12	FE	Total	F&R	SpEd		
District																		2	
Mist Elementary	5	7	4	5	5	5											31	5	3
																	16%	10%	
Vernonia Elem.	31	29	27	30	38	37											192	109	40
a Family Academy	6	4	6	5	4	6											31		
																223	49%	18%	
Elementary Total	42	40	37	40	47	48											254	114	43
																	45%	17%	

Vernonia MS							39	21	36							96	53	14
f. Family Academy							7	10	11							28		
																124	43%	11%
Vernonia HS										36	40	24	31	5	136	60	28	
											8	13	11	11	0	43		
																179		
																	34%	16%
Total	42	40	37	40	47	48	46	31	47	44	53	35	42	5	557	227	87	
																	41%	16%

(as of 6/1/21) 559

October 1	45	44	36	42	46	45	49	33	44	44	57	36	42	4	567			
November 1	46	44	36	42	46	45	49	33	44	44	57	37	40	4	567			
December 1	47	44	37	42	47	46	49	33	44	44	57	38	40	5	573			
January 1	43	43	35	42	47	47	47	33	44	44	54	36	40	5	560			
February 1	44	41	35	42	47	46	47	32	44	44	54	36	41	5	558			
March 1	44	44	36	42	45	45	49	33	44	45	57	37	41	4	566			
April 1	42	40	37	40	47	48	46	31	47	44	53	35	42	5	557			
May 1																0		
June 1																0		

VERNONIA AND MIST ELEMENTARY BOARD REPORT

April 13, 2023



"Building Bridges, Clearing Paths"

Welcome to Lita Blodgett, our new SLC teacher! We are so excited to have her join our team!

Student of the Month Assemblies

Congratulations to our March Student of the Month students.

- Elsie Enneberg- Mrs. Ash (Kindergarten)
- Austin Schenck- Ms. Wall (Kindergarten)
- Emilia Tripp- Mrs. Myatt (1st Grade)
- Isaac Aguilar- Ms. Stavens (1st Grade)
- Grace Kintz- Ms. Adkins (2nd Grade)
- Jagger Lokken- Ms. Adkins (2nd Grade)
- Olivia Thorn- Ms. Roberts (3rd Grade)
- Aloma Swepston- Mrs. McLeod (3rd Grade)
- Silas Allen- Mrs. MacDonald (4th Grade)
- Payson Carrick- Miss Johnston (4th Grade)
- Valeria Sanchez- Mr. Falkowski (5th Grade)
- Kyleigh Rau- Mr. Hunt (5th Grade)
- Isabella Bye- Mr. James
- Faye Romtvedt- Mrs. Avy (K-2 Mist)
- Jamie Lake -Cieloha- Mrs. Wilmoth (3rd-5th Grade Mist)

PLCs (Professional Learning Communities)

Our PLCs continue to focus on what we teach and increasing rigor as well as ways to improve our school attendance to reach our goal of 90%.

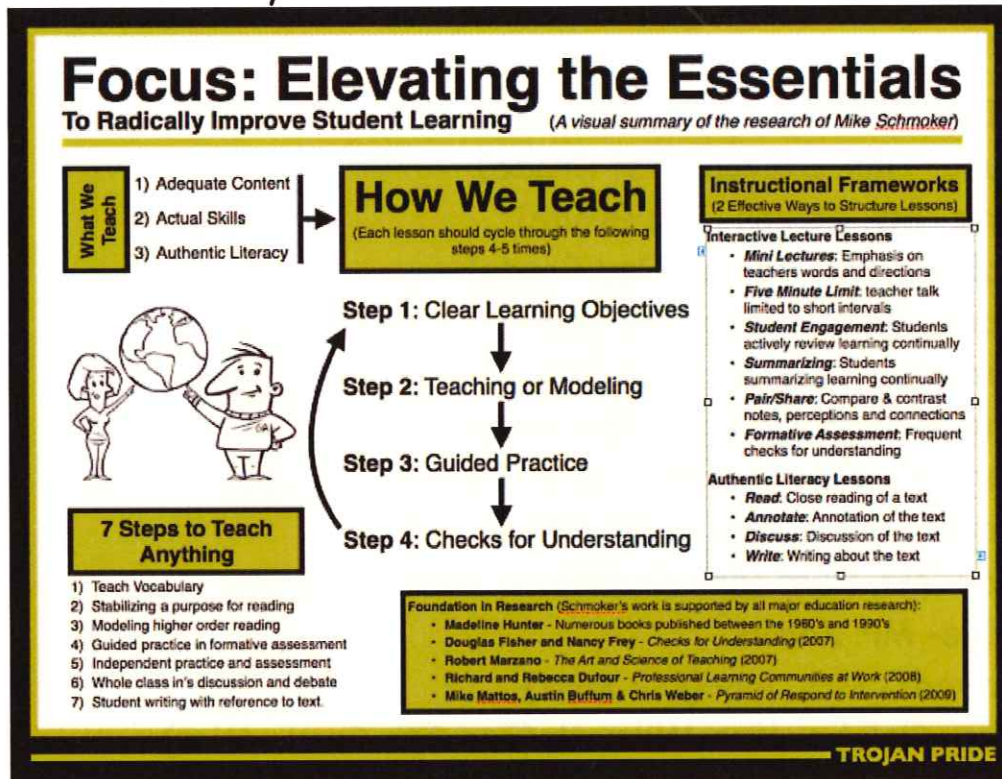
Staff also participated in a review of the Standard Response Protocols (SRP) presented by Ms. Wilson to ensure the safety of our students and school community. SRP is based on response to any given situation, not individual scenarios.

STAR Assessment

The elementary students are finishing up their 3rd round of STAR assessment in reading and math. Teachers will be analyzing the data to determine the growth of each student and to make decisions about instruction to continue moving learning forward.

Walk Throughs

Administratively, our success criteria is that 90% of all classrooms will have learning targets and success criteria posted and stated in their classrooms daily.



School Culture

For St. Patrick's Day, the kindergarten and first grade classes built leprechaun traps to try and catch a leprechaun. Excitement buzzed

throughout the green wing as students explained how their traps would work. Unfortunately, not a single student caught a leprechaun but they all received a little something from the sneaky leprechaun. These students are already planning how to make their traps for next year.



Our Mist students have been studying animal habitats. Mrs. Wilmoth's class has completed a research project on an animal of their choice, created a diorama showcasing their animal in its natural habitat and given a speech. Later in April, the Mist students will be taking a field trip to the zoo. This field trip is possible due to a grant received for STEAM activities.

The VES kindergarten classrooms have started an insect unit in reading. Students are learning to identify the main idea and details in reading. For math, these students are working on the teen numbers. In science, they are incubating chicken eggs and growing seeds to learn about life cycles

Our VES first grade classrooms recently submitted an SEL book titled, We Can Do Hard Things, for publishing. Each student had to determine something that was hard for them, what they could do to improve this and how a positive action would make them feel in the end.

The third graders at VES are working on mastering their multiplication times tables and solving word problems using multiple different math operations in 1 problem. Both classes have written some of their own songs to help them learn their multiplication facts. In the area of reading and science, students are learning about trees and life cycle. For writing, they are learning to write a persuasive essay arguing to allow tag at recess.

Our VES fourth grade classrooms have focused on long division with and without remainders in math, 2 by 2 digit multiplication and solving multi-step word problems. In reading, they are comparing and contrasting characters in a text and sequencing events. They have learned how to write a persuasive argument with supporting details in writing. Our fourth grade students are excited about receiving their trout fish eggs this week and observing the life cycle.

Mrs. Schlegel and Ms. Stavens will be piloting a TIER 3 reading intervention program with a group of first grade students in the upcoming weeks. We are very excited we were selected to pilot this program under ECRI guru, Carol Dissen.

Our 5th grade leadership team determined what our Golden Awards would be for the remainder of the year and presented how students can earn them during a school wide assembly on Friday, March 24th. The following Golden Awards will be awarded monthly:

- Golden Whistle: Given to the class who is safe, respectful, and responsible during outside SEL on the playground.
- Golden Staircase: The class that walks on the right hand side safely up and down the stairs.

- Golden Tray: Following the lunch expectations -use an inside voice, stay in your seat and raise your hand and having a clean table when you are finished.
- Golden Chair: Awarded to the classroom that is the cleanest at the end of the day.
- Golden Wand: Awarded to the class that uses good manners.
- Golden Safety Vehicle: Awarded to the class that follows directions, evacuates quickly and safely and remains quiet during safety drills.
- Golden Microphone: Awarded to the class that demonstrates active and respectful listening during school assemblies.
- Golden Logger: Awards to the class that shows the most school spirit by wearing school colors.
- Golden Toilet: This award will be girls versus boys in each hallway for safe, respectful and responsible behavior in the restrooms.
- Golden Sports Award: Awarded to the class that does the best job following Mr. Spaulding's PE expectations.
- Golden Trophy: Awarded to the class that receives the most gold coins for following the hallway expectations.

Governor's Visit

We were honored by a visit from Governor Kotek on Wednesday, March 22nd. Our fifth grade leadership students welcomed the Governor with some Vernonia Swag. Next, she read a book to Mrs. Myatt's first grade class and had a great visit with Mrs. MacDonald's fourth grade class. Our students and staff did an outstanding job representing Vernonia with their excitement, kindness, caring, politeness, professionalism and passion for learning! Way to go Logger Nation!



**April 2023
VHS/VMS
Board Report–**

Greetings Board!

April's Board Report is primarily focused on what has transpired since the last meeting

- **Robotics**

- The district events ended on April 2, with the Loggerbots in 60th place out of 120 teams. They were so close to making it to the State Championship. Teams the Loggerbots beat include 4A schools, Scappoose HS, Corbett HS, Philomath HS, Astoria HS, 5A school Corvallis, and a team representing all of Anchorage Alaska (populations 288,000)
Congratulations Loggerbots!!

Team:

- **Tyler Riddell** - Captain
- **Peter Schram** - Lead Engineer, Driver
- **Seath Scheuerman** - Lead Programmer, Driver
- **Jack Riddell** - Safety Captain
- **Chloe Guiberson** - Art Director
- **Remington Winningstad** - Rules Guru
- **Iris Schram** - Junior member, mascot, cheer and spirit team
- **Renaud Smith** - Junior member, cheer and spirit team

- **Art**

- Mrs. Kintz is beginning to prepare for the **Jr. Salman Auction**, returning May 25th!

- **Criminal Justice**

- Ms. Brown's **Criminal Justice** class from Semester I went on a Field Trip recently to the Columbia County Jail on March 22nd. Students got to witness what entrance into the criminal justice system looks like, real life in jail, and were informed of systems put into place in order to maintain order - Students were taken through the jail and saw the pods, "yard", cafeteria, kitchen, laundry, and medical facilities. The tour took about two hours and students learned about opportunities inmates are given for rehabilitation such as detoxing, counseling, and job opportunities. Captain Macfarlane also taught the students about the banking system within the jail network that allows inmates to spend money on certain items and a percentage of money spent by the prisoners is put into an account to spend on things for the prisoners.

- **Physics**

- Mr. Schwartz's Physics students just completed some engineering tasks. Each student made a classroom size Rube Goldberg machine
- Performed the annual egg drop from various heights (2m, 4m, 8m, and 16m).

- **College and Career Center**

- The Career Center is in full swing as we head into spring! Here is a quick report of opportunities that have been provided or coming up in the next month.
- In March juniors went to the **Oregon Public University College Fair** in Rainier. To prepare them for their visit, students had an activity where they researched the 7 schools and picked their top 3. They then had a list of questions to look over and selected ones from various categories. On the day of the college fair, they asked the university representatives the questions, which led to conversations! They chose their top choice based on their interview process at the fair. For students not interested in college, this activity was to simulate the decision making process for any other large decision that they will need to make (research, interview/question, decision). The chemistry and mechatronics class went on a career field trip to **Genentech** where they were able to see the process that goes into making and shipping different treatments for cancer and other diseases. Juniors took the **ASVAB** in March and had a guest speaker from Universal Technical Institute during their advisory class. If you thought March was busy, hold on for April!

- **Juniors** will be getting their **results** from the ASVAB next week and a representative will be talking about the correlation of their scores and career opportunities. Juniors will also have the opportunity to take the **ACT at the school on April 26th**. They also have a career expo at the Washington County conference center in early May that they will be preparing for. I will be holding a family meeting for families of incoming seniors. This meeting will talk about upcoming responsibilities and checkpoints during the senior year including: senior projects, college/apprenticeship applications
- The seniors have been working hard at completing their **digital portfolios and their senior projects**. The senior project is a little different this year, students are creating a portfolio and recording their speech. This portfolio will be transferable to their outside gmail so they can use it for interviews, job applications and more! Seniors will be crafting their resumes April 18th so they can use them for the **Columbia County Career Fair at PCC's OMIC Campus** on April 27th.
- Career information is being rolled out during advisory periods. For 45 minutes a week students in grades 9-12 are working on career exploration and discovery by using skills and interest assessments to guide their research. Seniors use this time to work on their senior project, college and scholarships and resume building.
- I am working on updating and finalizing the **Career Center website** so I can further communication and connection with students & families, staff and the community.
- **Academics**
 - VHS class elections for the 2023-24 school year are taking place this month
 - *Spring Renaissance*, celebrating academic achievement, athletics, activities, and positive behavior, will be held on April 13
 - Middle School Quarter 3 Achievement Assembly will also be this month
- **Athletics**
 - Basketball-Congratulations to Kaydence and Dave
 - **2nd Team All-State**
 - **Kaydence Roberson**David McCallum**

- **Upcoming Events**

- **8th Grade Close Up Trip to Washington DC**
 - *Mrs. Ward**Mr. Gilbert*
 - *Layla Abbot**Chloe Alderson-Smith*
 - *Julia Busch**Morgan Dennis*
 - *Ryan Doyle**Elijah Ferguson*
 - *Nova Gleason**Hudson Hargrave*
 - *Koa Leininger**Curtis McIntyre*
 - *Jonathon Swart**Logan Vaughn**Ryker Wood*
- **Disneyland!!**--Senior Trip to Disneyland was March 30-April 3. *I'm told that the kids had a great time and were one of the best behaved and fun groups of kids to make this trip! And we learned that **Lyness** likes to sing when a ride makes him nervous!*
- End of Quarter 3-**April 13**
- Josten's on Campus for Seniors-**April 13**
- VHS Home Track Meet-**April 13**
- Staff Professional Development Day-**April 26**
- OMIC Career Fair-Seniors Only-**April 27**
- High School Prom-**April 29**
- Junior Family Night (FAFSA/Senior)-**May 4**

HAVE A GREAT WEEK LOGGER NATION!



"Building Bridges, Clearing Paths"

Vernonia Schools Board Report
Rachel Wilson - Vice-principal
April 2023

UPDATES:

1. **Referral DATA (see attached)**
2. **Attendance:**
 - a. Scheduled to attend upcoming sessions with Attendance Team w/NWRESA:
 - i. District and School Attendance Policies
 - ii. Using Data Effectively for School Attendance Teams
 - b. No update: Elementary has started an Attendance team to address elementary needs.
 - c. Looking forward to comparing data from pre/post Reengagement event attendance presentation
3. **Positive Referral System/ Recognition: TBD**
 - a. NO update at this time (Consider: Synergy data as all goes through Synergy).
4. **Safety Committee involvement:**
 - a. Next drill is a SECURE drill scheduled for April 17 @ 9:30.
 - b. Attached is PowerPoint presented April 3, 2023 professional development to all staff; two sessions. Introduced a new protocol for all staff to have the ability to call for a SRP if they notice something plus review of the five SRP.
 - c. **STILL** No Update: The Behavioral Safety Assessment team is planning to meet before the end of the month (Justin Ward, Pete Weisel, Jamie Hamsa, Rachel Wilson).
 - i. Initial meeting will review what members learned at the trainings and make plans to move forward with the resources provided)
5. **Student Handbook update:**
 - a. **STILL** Working on updating Synergy Incident Referral codes to sync with handbook; ongoing (chicken and egg ordeal).
 - b. Considering looking at data as a way to narrow down categories to track.
6. **School Culture and Climate:**
 - a. May not be able to attend as at school duties interfere with the schedule. I signed up but continue to opt out due to pressing on campus needs.
7. **Tier 3 Classroom (elementary):**
 - a. Update: have shifted some IAs around in order to accommodate staff changes as well as allow for more support in MS/HS.

- b. K-12 Tier 3 classroom teacher position posting for the 2023-24 school year.
 - i. I'll be attending, along with Barb Carr and Nate Underwood job fair to hunt for possible candidates.

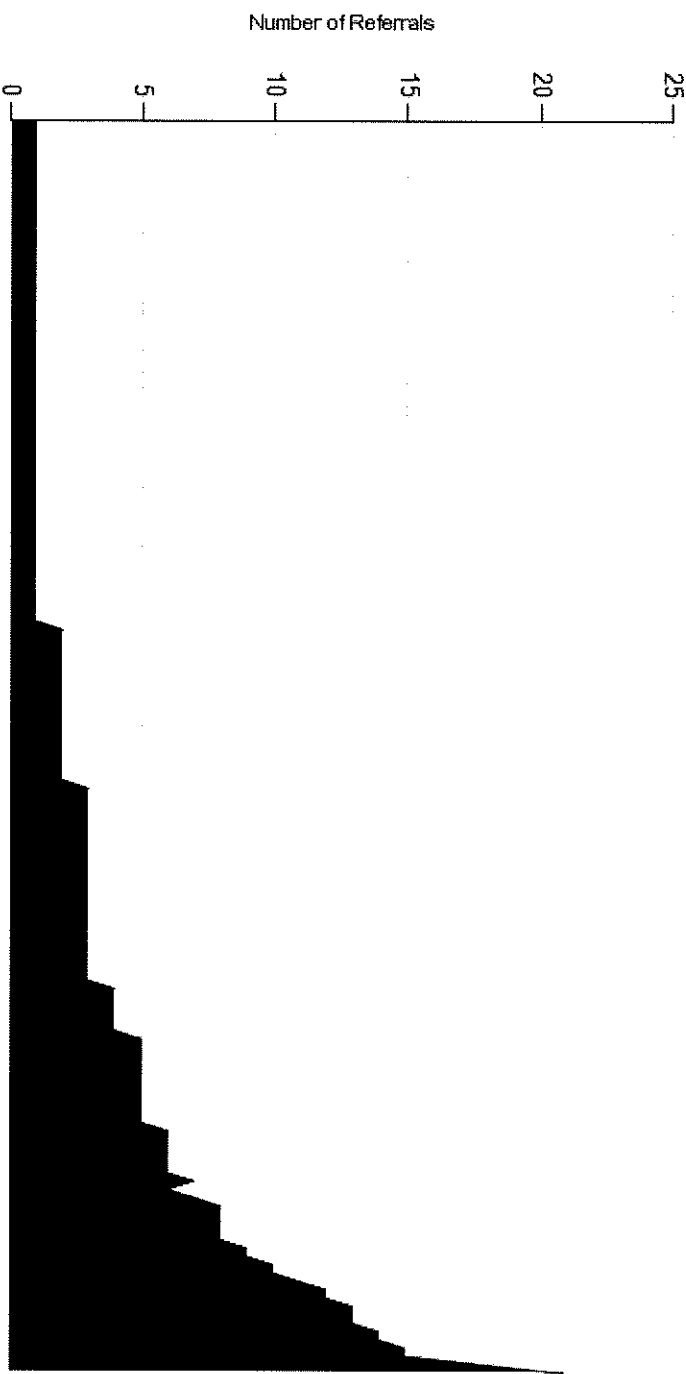
8. Opportunity Room II

- a. Justin Ward continues to support MS/HS students with behavioral needs as well as:
 - i. Houses and supports ISP (Independent Study Program) students
 - ii. Develops and provides instruction for Alternative Education Program from individual classes to entire course offerings.
 - iii. Supports VFA students, as needed, when transitioning back to main campus.
 - iv. Supports out of class placement for students as needed be it period only, ISS, or ISS reentry from OSS.
- b. Victoria Leonetti, IA, supports ORII for a portion of the day as well as runs lunch and after school detention. We are increasing her duties to include providing staff presents in halls, capture skipping and off campus adventures, as well as continued support in Tier 3 to cover breaks and rambunctious behaviors.

9. Q&A:

April 2023
Students: 152 Referrals: 555

Referrals by Student Id



■ Referral Count

VSD Special Education Report
April 2023

Our department is working “under the hood” to update our systems and procedures, with the goal to develop efficiency and team collaboration. Special education is heavy in paperwork to complete and deadlines to maintain. Kim Hathcoat started as our Special Education Compliance Officer earlier this school year, and is doing a fantastic job learning the process to schedule IEP team meetings, report on our data collections to ODE, and keep our digital and hard copy files up to date.

Our department is also working with principals to align district wide procedures for student registration, attendance tracking and withdrawal with the needs of special education in these areas. When students register in Vernonia, we want to see them attending and accessing all special education services as soon as possible through as smooth a process as possible. Alignment across our processes in special education and regular ed will ensure we are able to do so.

As Director, I am revising a special education manual provided by Mr. Helmen and adapting it to our specific practices and program needs in Vernonia. Throughout the year I have attended informational sessions with ODE and NWRESA to learn about recent changes in special education laws and best practices, and have been adding these updates to the manual. My goal is to have the manual ready for the fall and use it as a central training and team alignment tool for our special education teachers and staff.

Our high school special education teacher and our YTP transition specialist attended the Oregon Statewide Transition Conference in Eugene this past month. Mrs. Alexander and Ms. Abney returned excited to implement new ideas to support our students as they prepare for independence and adulthood. Brandi Abney is successfully building partnerships with Vernonia’s businesses and community organizations, including Vernonia Christian Church, Vernonia Cares, and Blue House, to connect students with work experiences off campus. We are extremely grateful to have the support of these community members for our special education students.

Next month our SLC teacher and I will attend training to facilitate person centered planning. Person-centered plans create an opportunity for individuals who, in many cases, struggle to communicate their strengths, preferences, and needs, in a document they can use to find employment, introduce themselves to a new teacher or to meet new people who may support them. The process emphasizes engagement from the individual as well as their circle of support: the family members, friends and school staff who know them best. The process allows a young person to define and articulate his or her needs and wants from their own perspective. With this training, we hope to engage our most impacted students and their families in person-centered planning and foster supportive, collaborative relationships between school and home.

Winter Sports Final Report by Gordon Jarman

Winter sports season concluded at the end of February with mixed results for the LOGGERS. Both boys and girls basketball teams made the league playoffs and the girls advanced to the final site for the district tournament but neither team could advance to the state playoffs. The top three teams from the district tournament advanced to the state playoffs. Vernonia qualified two wrestlers to the state tournament but neither entries placed in the tournament.

Boys basketball ended up 4th in the league standings but lost a close playoff game so were unable to advance. The league was very well balanced this year the boys won and lost several very close games throughout the regular season. Individual results went to David McCallum who was named first team defense, first team offense and co-player of the year for the league. The LOGGERS also had Logan Wolf and Garrett Jones earn all league honors Logan was third team and Garrett was an honorable mention.

In girls basketball the Lady Loggers ended up finishing in third place in the league. Based on that finish the Lady Loggers were able to advance to the district tournament but were knocked out of their bid for a state playoff berth in the third place game. The Lady Loggers had three athletes earn all league honors. Kaydence Roberson was first team all league and earned player of the year award as well. Kortnie Adams was second team and Avery Wolf was an honorable mention all league player.

In addition to their all league honors both David and Kaydence were awarded all state honors. In a vote by the state basketball coaches, David was selected to the first team all state and Kaydence was second team all state.

In Wrestling Trevor Wolf and Isaih Naeve both returned to the state tournament this year but could not match their performance of last year when they both placed. Both wrestlers had very tough draws and were eliminated one match away from placing. The overall team was young and inexperienced this year but still competed well. With very few seniors and the majority of the team returning for next year the Loggers look to be finishing in the top of the league again next season.

Middle School Reports

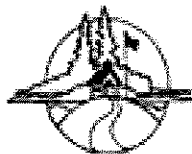
Wrestling

Coach Bunke reported they had a great season this year. Ten wrestlers went to the district tournament in Tillamook. Six of the ten placed. Ethan Martin, Logan Vaughn and Abbigayle Morgan all qualified and participated in the regional tournament held in Woodburn. One of the highlights of this year's group of wrestlers was their behavior and how they represented the community of Vernonia throughout the season. They also supported each other at different events all year. Showing teamwork and camaraderie in this individual sport. E had several new sixth graders on the squad this year, so it looks to be a fun season next year as well.

Girls Basketball

The 6th, 7th and 8th grade girls had a great season. This year we had a total of 14 girls . 8, 8th graders 2, 7th graders and 4, 6th graders. The 8th graders finished the season with a 4-5 record .They were competitive in all of their games and lost a few games by only a couple of points . This 8th grade team is a strong group of girls that will contribute to the high school program next year. The 6th/7th grade team finished the season with a 3-5 record. These girls played really hard for being out matched physically in all of their games. They never gave up and improved as the season progressed.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
April, 2023
70 -70 - 90

State School Funding (Outlook)

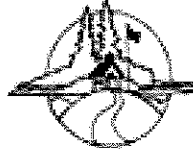
The State of Oregon Budget proposal

- Budgeted expenditures in the 2023-25 budget included \$9.9 billion in total funds for the State School Fund. Combined General Fund (including the corporate income tax kicker) and Lottery Funds account for \$9.2 billion, and the remainder includes Corporate Activities Tax (CAT) revenues, marijuana tax revenues, and other sources.
- The final 2023-25 legislatively adopted budget will be based on the economic and revenue forecast issued in May 2023 and consider additional revenues that may be available to increase investments or decrease program reductions.

Budget Committee

- VSD's initial budget meeting will be on April 20th, Thursday at 6 pm.
- The budget officer will be Dr. Jim Helmen, Superintendent.
- The district budget will cover the fiscal year from July 1 through June 30, 2024,
- First budget meeting:
 - Elect presiding officer (required) and vice chair (optional)
 - Establish a budget committee procedural rules
 - Receive budget message and proposed budget
 - Establish a meeting calendar
 - Request additional information on budget items
 - VSD will make sure budget documents are available to anyone requesting copies.
 - Provide opportunities for district patrons to ask questions and comment about the proposed budget. This is not a strict requirement for the first meeting; it may occur at any budget committee meeting.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
April, 2023
70 -70 - 90

Union Bargaining

- OSEA's official demand to bargain has been received, and we are providing all the required documents.
- We have yet to receive an official demand to bargain for the certified union.

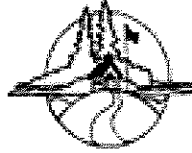
Elementary and Secondary Summer Funds

- We will know if we will receive summer learning funds in May 2023.
- The legislative conversation is that a 50% district match will be required.
- As indicated previously, being unable to provide some school options will negatively impact the secondary credit recovery and summer learning options.
- We are watching legislative fiscal planning closely and will provide information to the district as soon as we hear about possible summer learning funds allocated.

District Calendar Presentation:

- Our school district staff has developed a 23-24 district calendar.
- The calendar was reviewed by the administration and vetted.
- Continued staggered release for K5 and 6-12 in the afternoons.
 - We want to start and end school at the same time. In order to do this, we will need to find an elementary certified music teacher- during the job fair, we will be looking.
- Calendar structure implications:
 - The current reduction in professional development days will add 1440 minutes of additional instructional time for K-12 students.
 - Offer Additional instructional minutes to increase the afternoon SEL time for elementary students.
 - Continue with one full day of professional development on January 5, returning from winter break.
 - Total student contact days per quarter are as balanced as possible.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
April, 2023
70 - 70 - 90

- Mondays will continue to be an early release.
 - Professional development/data team/PLC teams will meet on Monday's early release.
 - All sports and activity practices will begin at the end of the teacher contract day.
- Senior graduation will be June 8, 2024.
- Kindergarten camp and VSD registration dates and times are in development.

Attendance Initiatives:

- Secondary and elementary schools have developed attendance incentive plans.
 - Secondary school incentives will be purchased by an engagement grant.
 - The general fund will purchase elementary school incentives.

Attendance Comparisons from the Week after Re-engagement Family Night

Mist Elementary

2/28/23: = 80.65 % daily attendance
4/3- 4/7/ 23 - 91.13% daily attendance

Vernonia Elementary School

2/28/23 = 86.55% daily attendance
4/3- 4/7/ 23 - 92.71% daily attendance

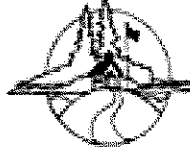
Vernonia Middle School

2/28/23 = 87.10% daily attendance
4/3- 4/7/ 23 - 91.77% daily attendance

Vernonia High School

2/28/23 = 85.65% daily attendance

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
April, 2023
70 -70 - 90

4/3- 4/7/ 23 - 88.55% daily attendance

*I'm very proud of all the hard work that our staff, students, and families are doing together to improve our attendance districtwide.

Teacher Job Fair

This month, VSD will attend career fairs to recruit teacher candidates.

- Education ProConnect Career Fair That Western Oregon University Monday, April 10, 2023. VSD staff attending: Michelle, Suzanne, Barb
- Oregon Professional Educator Fair, Oregon Convention Center, Portland- Tuesday, April 11, 2023. VSD staff attending: Nate, Rachel, Barb

- We currently have three teacher openings for the 23-24 school year.
 - Secondary Choir and Music, Possibly Elementary Music
 - Elementary PE K-5
 - Elementary Tier III-Behavior classroom
 - Secondary Math 6-12
 - Behavior Specialist K-5

Integrated Guidance (Video) NWRES

On March 24th, NWRES Communications Director, Kelsey Cardwell interviewed a group of our VSD High School students to get their feedback on the integrated Guidance planning experience and Story Circles. We have four high school students, Momi Leininger (10th), Arlan Shipley (10th), Cyrus Mendelsohn (11th), and Michael Sliwinski (11th). Our students did an incredible job representing Vernonia and articulating program offerings to provide a more well-rounded education experience in Vernonia School District.

- I have seen the finalized video's initial copy, which is excellent.
- Once the video is finalized, we will send it to families and place it on the district web page.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
April, 2023
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Integrated guidance plan uploaded to the school district website:

Please see IG Plan at:

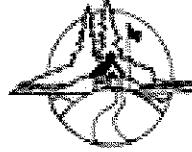
<https://content.myconnectsuite.com/api/documents/0b6ffaa010e245148013e87849429d91.pdf>

Vernonia Substance Use and Prevention Campaign 2023

- On May 22, 2023, Vernonia School District is hosting Substance Use Prevention Pep Rally. Time TBA.
 - The pep rally format is designed for 6-12th grade and will educate students on the effects of opioid/Fentanyl/Vape use.
 - The Columbia County Health Department will sponsor the rally.
- VSD administration has developed a drug prevention training campaign for VSD students, which will be presented and content adjusted by our admin and Leonard Hamilton, school nurse, to each grade beginning after spring break 23.
- Greg Kintz and I attended a Youth Use & Overdose Prevention VIRTUAL information session for families by the Columbia County health department. We will place this training on our district website and send the URL to families.
- We have requested that Columbia County Health Department use VSD as a drug and alcohol prevention program pilot program.
 - I spoke with the Columbia County Health Department on 4/6/23 to see if we were selected as a pilot program location. There is no word if we have been selected, but I will continue to follow up.
 - The pilot program would provide additional training and resources to art teachers, students, and families regarding opioid and drug use.

In School Preventions Measures

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
April, 2023
70 -70 - 90

- We have placed additional staff supervision in hallways and around bathrooms and introduced bathroom use protocols in all grades.
- Secured NARCAN- Nasal Spray is a prescription medicine used for the treatment of a known or suspected opioid overdose emergency with signs of breathing problems and severe sleepiness or not being able to respond.
- We have developed an anonymous student/parent survey to determine the prevalence of drug/alcohol usage in our district. (survey will be sent out separately to all students and families and placed on the VSD website. ---- Knowing this data will help us prioritize resources and support for students and families.
- We have also reviewed our drug and alcohol policies and consequences/support associated with varying levels of offenses. We are searching for online drug and alcohol prevention courses for students needing additional support.
- We have contracted through Care Solace. Care Solace will help our students and families secure mental health care and find available providers matched to specific student mental health needs. This service is available through our counseling department.
- We have secured an additional mental health therapist from Columbia health services, increasing our service options for K-12.

Vape Detectors:

- We met with Verkada Company (the leading US company in school safety). I reviewed service and product options.
- We are firmly looking at 16 vape sensors (SV23) three-year security/tech platform license.
- The current unit price is \$705.20 x 16 units + \$11,283.20 with a three-year sensor license for \$6766.40. For a total product and licensure purchase of \$18,049.60. We are leaning toward company installation, which provides security for warranty coverage.
 - The current single installation price would be approximately \$150-\$200 per unit.

memo

Vernonia School District 47J

To: Vernonia School District Board of Directors, Superintendent Jim Helmen
From: Marie Knight
Date: 4/13/2023
Re: April 2023 Financial Information

Comments:

Estimated ending fund balance has increased some from last month. This is the time of year we work to review all spending to ensure accuracy and that grant funds are utilized and claimed.

Jim and I are continuing work on the 2023-2024 budget. The first budget meeting is coming up next week on Thursday, April 20, 2023.

The financial report included in your packet has been updated to reflect current revenue and expense estimates through 6/30/2023.

As always, please contact me if you have any questions.

Thanks!

-Marie Knight

Business Manager, Vernonia School District 47J

VERNONIA SCHOOL DISTRICT 471
FUND 100 (GENERAL FUND) 2022-2023

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	BUDGET	OVER (UNDER)
REVENUES	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ACTUAL/EST.
1111 Current Year Taxes	-	-	12,152	6,229	3,005,309	91,116	33,041	7,542	50,486	5,000	5,000	5,000	3,197,494	2,825,000	372,494
1112 Prior Year Taxes	-	-	132	8	11,946	1,845	6,491	3,787	2,212	5,000	5,000	5,000	60,062	75,000	(14,938)
1190 Penalties/Interest Income	-	-	132	8	49	1,578	92	65	166	500	500	500	2,091	-	2,091
1500 Interest Income	565	1,797	2,148	1,893	3,885	10,486	10,375	-	45,680	500	500	13,000	78,330	8,000	70,330
1710 Revenue - Admissions	-	-	-	-	370	-	-	-	-	-	-	13,000	13,000	-	-
1740 Revenue - Fees	-	-	-	-	640	-	-	-	-	-	-	30,000	31,010	30,000	1,010
1910 Rentals	1,095	-	550	1,100	150	550	1,273	55	1,100	1,000	1,000	1,000	8,873	10,000	(1,127)
1920 Donations	-	-	614	11	117	18,707	1,500	71,649	282	71,649	-	-	103,056	30,700	72,356
1960 Prior Year Refunds	-	-	-	-	-	10,819	984	-	1,983	-	-	-	11,844	8,000	3,844
1961 Current Year Refunds	-	-	-	-	-	-	-	-	-	-	-	-	4,016	5,000	1,983
1980 Fees Charged to Grants	-	-	-	-	-	-	-	-	-	-	-	-	25,000	25,000	-
1990 Miscellaneous	-	-	252	326	803	-	854	176	1,376	60,000	60,000	60,000	82,257	82,257	-
1994 Medicaid Admin Claim	26	-	-	-	4,756	-	-	-	-	-	-	-	70,244	75,000	-
1995 E-Rate	-	-	-	-	-	-	-	-	-	-	-	-	60,208	60,208	-
2101 County School Fund	-	-	-	70	-	-	37	-	-	-	-	-	20,000	20,107	107
2102 General Ed. Service Dist	-	-	-	-	-	-	11,000	-	-	-	-	-	49,500	60,500	10,500
2105 Natural Gas and Minerals	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	-
2201 NW ESD Credits	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	-
3101 State School Fund Grant	682,598	341,094	341,094	341,094	341,094	343,117	346,284	346,284	346,284	346,284	346,284	346,284	4,121,511	4,169,238	(47,727)
3103 Common School Fund	-	-	-	-	-	-	36,344	-	-	-	-	36,344	72,689	59,817	12,872
3104 State Timber Revenue	-	-	335	-	223,797	-	178,345	-	-	-	-	247,523	650,000	650,000	(35,000)
3199 Other Un-Restricted Grants-In-aid	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000	(40,000)
3299 Other Restricted Grants-In-aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5200 Transfer of Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5400 Beginning Fund Balance	564,572	-	-	-	-	-	-	-	-	-	-	-	564,572	600,000	(35,428)
TOTAL REVENUE	1,248,856	342,891	357,278	363,071	3,592,176	478,218	411,931	572,598	521,217	357,784	357,784	642,336	9,246,140	8,901,719	362,665

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	BUDGET	OVER (UNDER)
EXPENDITURES	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ACTUAL/EST.
100- Salaries	45,726	86,748	301,542	309,293	299,289	295,692	303,969	307,648	292,403	315,000	315,000	820,000	3,692,311	3,902,227	209,916
200-Payroll Costs	22,609	45,361	171,187	167,291	170,527	189,227	178,361	171,549	176,988	185,000	185,000	300,000	1,965,080	2,179,038	215,959
300-Contracted Services	47,438	73,080	99,528	194,246	186,903	182,619	230,363	193,971	206,432	216,649	175,000	448,641	2,254,890	1,858,013	(396,878)
400-Supplies	8,069	49,505	(5,835)	90,033	47,541	35,057	5,628	13,410	10,149	15,000	15,000	10,000	293,558	200,409	(93,149)
500-Equipment	-	201	2,072	-	-	5,643	20,245	5,717	-	30,000	30,000	10,000	63,879	10,000	(53,879)
600-Other (ins., fees)	112,845	8,152	2,270	609	1,318	883	79	6,000	12,045	1,000	1,000	1,000	147,201	159,600	12,399
700-Transfers	-	-	-	-	-	-	-	-	-	-	-	-	142,433	142,433	-
contingency/unappropriated	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	450,000
TOTAL EXPENDITURES	236,687	263,047	570,764	761,472	705,578	709,121	738,666	698,296	697,998	762,649	691,000	1,722,074	8,557,352	8,901,719	362,665

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	BUDGET	OVER (UNDER)
PROFIT/LOSS	1,012,169	79,844	(213,486)	(398,401)	2,886,598	(230,903)	(326,735)	(125,698)	(176,781)	(404,865)	(333,216)	(1,079,738)	688,788	688,788	-

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	BUDGET	OVER (UNDER)
RUNNING TOTAL	1,092,013	878,527	480,126	3,366,724	3,135,822	2,809,086	2,683,389	2,506,608	2,101,743	1,768,527	688,788	8,901,719	8,901,719	8,901,719	-

ADMF/ EST 579.31 ACTUAL 554 BUDGET 96% MORE(LESS) -25.31
ADNW/ 783.23 749.01 96%

Projected ending fund balance

April 2023 Maintenance Report

Alarm Related Calls:

11

Facility Use:

SPring sports, Coaches meetings, Boosters, assemblies. Two large events in our commons one for the school, one for a private party

Projects/Work for the Month

- *Mist monthly maintenance:
- *Softball field update: Worked on field, still needs some additional dirt, grading and dragging.
- *Burg and fire alarms are set for installation on the 27th of March
- *Board report.
- * District office: Work has begun, phase one (wall enclosure) is done.
- *Programming and key setup for more new staff or coaches.
- *Installation of fire and burglar alarm completed in shops. Will need to install dedicated power but systems should be up and running by the end of next week.
- *Inspected and verified drop in location we want to install vape sensors. Meetings with companies to get pricing, availability and product options.
- *Remove broken toilet in boys basement bathroom, replace ring and flush valve and reinstalled and caulked
- *Repaired broken door lock 144
- *Trimmed apple tree at house
- *Change out urinal cartridges
- *Remove down tree in circle, tie off a second one to try and save
- *Trimmed bushes and trees in front of school
- *Program new cards and keys for new employees and coaches.
- * Adjust HVAC schedules
- *Remove a section of fence for construction fields
- *Seed softball outfield
- *Pick up supplies in Hillsboro (Fergusons)
- *Prep for governors visit
- *Meet with Jeff from the city about old pump house access.
- *fix office chair and install hanger
- *remove old white board, hang new bulletin board
- *Had all backflows checked and dry fire systems tested as required
- *Walk through for bids on changes at the house to support the school based health center.
- *Worked on bids for having parking lot stripped
- *Replaced outer filters in RT1 roof unit
- *Work on biomass, get back on line.
- *Cleaned Mist over spring break
- *change lighting schedule

Weekly/Monthly

- *Equipment repair: regular maintenance weekly
- *AED inspections and testing
- *Generator quarterly maintenance and testing.
- *The lighting and security schedule changed about once a month as times change
- *Shop work
- *Custodial meetings
- *deliver lunches to mist daily
- *IPM inspections
- *Inspect roof units (weekly)
- *Fire extinguisher inspection (Monthly)
- *Generator testing (monthly)
- *Playground inspections (Monthly)
- *Paperwork (weekly)
- *weekly biomass maintenance during winter months

Miscellaneous:

I check facilities/systems, check emails and handle miscellaneous or minor repairs. The remainder of the day I try to get caught up on any maintenance/grounds items and or assist staff, students and admin with day to day needs that arise. Along with ordering, reports and follow ups with customers and suppliers. Weekly/monthly /facility inspections.

Vandalism:

Damaged toilet in boys basement restroom, Removed a smoke detector from boys team room off the locker room. Graffiti and damage to walls in stalls.

Thank you

Mark Brown

Facility/Maintenance/Grounds Supervisor/IPM Coordinator

Vernonia School District

971-297-6403

VERNONIA SCHOOL DISTRICT 47J

2023-24 Instructional Calendar

July

4 Independence Day

JULY							Student Contact	Contract Days
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31						0	0

August

Kindercamp
 VHS Registration
 VMS Registration
 24 New Staff Orientation
 25 New Staff Classroom Work Day
 28-30 Staff Inservice
 31 Staff Inservice/Meet the Family K-12

AUGUST							Student Contact	Contract Days
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31			0	4
							0	4

September

1 Staff Inservice/Work Day (1/2) Day
 4 Labor Day
 5 School Begins K-12

SEPTEMBER							Student Contact	Contract Days
S	M	T	W	T	F	S		
					1	2	0	1
3	4	5	6	7	8	9	4	5
10	11	12	13	14	15	16	5	5
17	18	19	20	21	22	23	5	5
24	25	26	27	28	29	30	5	5
							19	21

October

13 No School-State Wide Inservice

OCTOBER							Student Contact	Contract Days
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	5	5
8	9	10	11	12	13	14	4	4
15	16	17	18	19	20	21	5	5
22	23	24	24	25	27	28	5	5
29	30	31					2	2
							21	21

November

3 End of Q1
 6 No School Teacher Work Day
 7-8 Early Release PM Conferences
 9 No School Trade Day
 10 No School Veteran's Day
 23 No School - Thanksgiving

NOVEMBER							Student Contact	Contract Days
S	M	T	W	T	F	S		
			1	2	3	4	3	3
5	6	7	8	9	10	11	2	5
12	13	14	15	16	17	18	5	5
19	20	21	22	23	24	25	0	1
26	27	28	29	30			4	4
							14	18

December

21-29 No School - Winter Break

DECEMBER							Student Contact	Contract Days
S	M	T	W	T	F	S		
				1	2		1	1
3	4	5	6	7	8	9	5	5
10	11	12	13	14	15	16	5	5
17	18	19	20	21	22	23	3	3
24	25	26	27	28	29	30	0	0
31							14	14

January

1-4 Winter Break
 5 No School-Staff PD
 15 No School - Martin Luther King

JANUARY							Student Contact	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6	0	1
7	8	9	10	11	12	13	5	5
14	15	16	17	18	18	20	4	5
21	22	23	24	25	26	27	5	5
28	29	30	31				3	3
							17	19

February

1 End of Semester 1/Q2
 2 No School-Teacher Work Day
 19 No School - Presidents' Day

FEBRUARY							Student Contact	Contract Days
S	M	T	W	T	F	S		
				1	2	3	1	2
4	5	6	7	8	9	10	5	5
11	12	13	14	15	16	17	5	5
18	19	20	21	22	23	24	4	5
25	26	27	28	29			4	4
							19	21

March

1 No School-Snow Make up Day
 25-29 No School - Spring Break

MARCH							Student Contact	Contract Days
S	M	T	W	T	F	S		
					1	2	0	0
3	4	5	6	7	8	9	5	5
10	11	12	13	14	15	16	5	5
17	18	19	20	21	22	23	5	5
24	25	26	27	28	29	30	0	0
31							15	15

April

11 End of Q3
 12 No School - Teacher Work Day
 19 No School-Snow Make up Day

APRIL							Student Contact	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6	5	5
7	8	9	10	11	12	13	4	5
14	15	16	17	18	19	20	4	4
21	22	23	24	25	26	27	5	5
28	29	30					2	2
							20	21

May

24 No School-Snow Make up Day
 27 No School - Memorial Day

MAY							Student Contact	Contract Days
S	M	T	W	T	F	S		
			1	2	3	4	3	3
5	6	7	8	9	10	11	5	5
12	13	14	15	16	17	18	5	5
19	20	21	22	23	24	25	4	4
26	27	28	29	30	31		4	5
							21	22

June

8 VHS Graduation
 VMS Promotion
 12 End of Semester 2/Q4
 13-14 Teacher Work Day
 19 Juneteenth

JUNE							Student Contact	Contract Days
S	M	T	W	T	F	S		
					1		0	0
2	3	4	5	6	7	8	5	5
9	10	11	12	13	14	15	3	5
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30							8	10

LEGEND:	
	Holiday
	No School - Non contract day
	No School - Staff Development
	Early Release-Staff Devopment
	OPEN HOUSE K-12
	PM CONFERENCES K-12
	No School - AM Conferences K-12
	No School - Teacher Work Day
	End of Quarter
	No School - Snow Make Up Day

Total Student Days/Contract Days	168	186
Q1	43	
Q2	43	
Q3	42	
Q4	40	
Total	168	

OSBA Model Sample Policy

Code: DH
Adopted:

Loss Coverage

The Board and designated district employees are responsible to safeguard the district against loss regarding funds, fees, cash collections and inventory. The Board shall designate the district employees responsible as custodians of such items. The district shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board[, in consultation with the district's agent of record]. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)

OSBA Model Sample Policy

Code: EEA-AR

Revised/Reviewed:

School Bus Scheduling and Routing

Actual bus stops and routes will be determined by the [transportation supervisor] and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

The determination of safe roads for school bus travel will be made by the [Transportation supervisor and Superintendent].

The superintendent or designee will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

School bus routes will be planned and organized to ensure student safety and receive the maximum bus use efficiency.

1. Student safety will be the major part of any route decisions.
2. Bus routing will be the responsibility of the transportation supervisor, or delegated representative, with the administrator's assistance.
3. Anyone requesting a route change will be referred to the transportation supervisor or delegated representative.
4. Route conditions will be reviewed routinely.
5. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school, commensurate with economical efficiency.
6. Bus routes will traverse city, county, state or federal roads using district discretion.
7. Students living within one mile of school may be transported for health, safety and disability reasons when an approved supplemental plan is on file.
8. Secondary students eligible for bus transportation may be expected to walk up to one and one-half miles to a bus stop. Elementary students may be expected to walk up to one mile to a bus stop.
9. Where feasible, bus stops will be designated and students will be expected to gather at the assigned stop.

10. A fully supported seat shall be provided each student. Students must not stand.
11. Students may be transferred directly from one bus to another while being transported to and from school.
12. Transportation of students for nonschool group activities during regular school to home routes shall, in order to ensure adequate space, require written request from the parent and prior approval from the transportation supervisor.

OSBA Model Sample Policy

Code: GBA-AR

Revised/Reviewed:

Veterans' Preference

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be **qualified** for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be **eligible** for veterans' preference¹ a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law².

The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if the individual is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

Selection Procedures⁵

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 and OAR 839-006-0440 for definitions of veteran and disabled veteran.

⁴ See Verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

⁵ If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans and disabled veterans and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).

- Step 1: Before the review of any applications the [Human Resource Director] will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting.
- Step 2: The [Human Resource Director] will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the [human resource director] shall evaluate whether the skill experience obtained in the military are transferable to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the [human resource director] determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the [human resource director] shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference shall be applied by adding 5 percentage points to an eligible veteran and 10 percentage points to an eligible disabled veteran.
- Step 6: The [human resource director] makes the offer to the applicant with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Filing a Complaint

A veteran or disabled veteran is encouraged to contact the [Human Resource Office] if they have any concerns or questions concerning the application of or the process used for veterans' preference.

A veteran or disabled veteran claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

OSBA Model Sample Policy

Code: GBL
Adopted:

Personnel Records *

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees'¹ personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the [District] office to inspect the contents of their personnel file on any day the [District] office is open for business;
2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. [Employees of the District office];
8. Attorneys for the district or the district's designated representative on matters of district business;
9. Upon receiving a request from a prospective employer issued under Oregon Revised Statute (ORS) 339.374(1)(b), the district, pursuant to ORS 339.378(1), shall disclose the requested information if it

¹ Includes former employees.

has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those listed above, will be in line with [the district's public records procedures] [Board policy KBA - Public Records]. [The district will attempt to notify the employee of the request and that the district believes it is legally required to disclose certain records.]

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 – 339.374](#)
[ORS 339.378](#)
[ORS 339.388](#)

[ORS 342.143](#)
[ORS 342.850](#)
[ORS 652.750](#)
[ORS Chapter 659](#)

[ORS Chapter 659A](#)
[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

OSBA Model Sample Policy

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

Oregon Family Leave *

(For employers that offer OFLA or employers with 25 to 49 employees)

Coverage

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) covers districts that employ 25 or more part-time or full-time employees in Oregon based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken or in the calendar year immediately preceding the year in which the leave is to be taken.

Eligibility

An eligible employee is an employee employed in the state of Oregon on the date OFLA leave begins. OFLA applies to employees who work an average of 25 hours or more per week during the 180 calendar days or more immediately prior to the first day of the start of the requested leave.¹ For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

An employee of a covered employer is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who worked for the covered employer for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who worked for the covered employer for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of a covered employer is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the covered employer:
 - a. Is eligible to take leave OFLA at the time the employee separates; and
 - b. Is reemployed by the covered employer within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
 - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
 - b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for a covered employer prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is

¹ The requirements of OFLA do not apply to an employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as leave required by OFLA.

reemployed by the employer within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy disability leave need not requalify leave in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason, unless the reason is no longer qualifying.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, when applicable, the employer must consider days (e.g. paid or unpaid) an employee is maintained on payroll for any part of a workweek. Full-time public school teachers who have been maintained on payroll by a district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave. This provision is eligible for rebuttal if for example the employee was on a nonpaid sabbatical.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reasons

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.

3. Sick Child Leave: leave for non-serious health conditions of the employee's child. Sick child leave includes absence to care for an employee's child whose school or child care provider has been closed² in conjunction with a statewide public health emergency declared by a public health official.³
4. Bereavement Leave: leave related to the death of a covered family member.⁴
5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or same-gender domestic partner who is in the military and has been notified of an impending call or order to active duty or who has been deployed during a period of military conflict.
6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same district designated leave period may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:¹

For the purposes of OFLA, "family member" means:

- a. Spouse⁵;
- b. Same-gender domestic partner;
- c. Parent;
- d. Parent-in-law;
- e. Parent of employee's same-gender domestic partner;
- f. Child;
- g. Child of employee's same-gender domestic partner;
- h. Grandchild;
- i. Grandparent;
- j. Persons who are "in loco parentis".

2. Child:

- a. For the purposes of OFLA, "child" means a biological, adopted, foster child or stepchild of the employee, the child of the employee's same-gender domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
- b. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

² "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

³ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable; and
3. A statement from the employee that no other family member of the child is willing and able to care for the child. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁴ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

⁵ "Spouse" means individuals in a marriage, including "common law" marriage, same-sex marriage or same sex individuals with a Certificate of Registered Domestic Partnership.

3. In loco parentis:

For the purposes of OFLA, “in loco parentis” means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Public health emergency:

For OFLA a public health emergency means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period, the district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave]. The same method for calculating the 12-month period for OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA shall be dependent on the start of any such regardless of the district’s designated 12-month leave period described above.

Leave Duration

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district’s designated leave period. However, an eligible employee is entitled to an additional full 12 weeks of parental leave during the district’s designated leave period following the birth of a child, regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the district’s designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the district designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA during the district’s designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.⁶ OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.⁷

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee’s leave entitlement during the district’s designated leave period.

Except as otherwise noted above, qualified leave under OFLA for an eligible employee will run concurrently during the district’s designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee’s leave, leave entitlement is calculated by multiplying the number of

⁶ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

⁷ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family members want to take bereavement leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

hours the eligible employee normally works per week by 12⁸. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave, which must be taken in one continuous block of time, an eligible employee is permitted under OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (hours, days, weeks, etc.) rather than in one continuous block of time and/or requires a modified or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an employee is eligible for OFLA leave the employer:

1. May allow an exempt employee, as defined by state and federal law, with accrued paid time off to take OFLA leave in blocks of less than a full day, but;
2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.

An employee's OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation are not counted against the eligible employee's intermittent leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in OFLA; and
5. The transfer is not used to discourage the employee from taking OFLA leave for a serious health condition or to create a hardship for the employee.

⁸ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

⁹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

The district may transfer an eligible employee who is on a foreseeable intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state law, including but not limited to the protections provided for in OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family members with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two week period before the end of the school year.
- c. For the purposes of OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

OFLA does not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in any applicable collective bargaining agreement, ^{10} [an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period.] [the district requires the eligible employee to use any available accrued sick leave, vacation or personal leave days (or other available paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district and before taking OFLA leave without pay during the leave period.] [the district requires the eligible employee to use any available accrued paid leave, including personal and sick leave or available accrued vacation leave before taking OFLA leave without pay during the leave period. The employee may select the order in which the available paid leave is used.]

The district will notify the eligible employee that the requested leave has been designated as OFLA leave and, if required by the district, that available accrued paid leave shall be used during the OFLA leave period. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the eligible employee of its intent to designate the leave as such regardless of whether a request has been made by the eligible employee. Such notification will be given to the eligible employee prior to the

¹⁰ {The district must choose one of the following from the three available bracketed options to complete this paragraph, and delete the other two.}

commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave, whichever is sooner.

When the district does not have sufficient information to make a determination of whether the leave qualifies as OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other employer's policy provide otherwise.¹¹ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provides otherwise.

For the purposes of OFLA, the school district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as an OFLA leave. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

For the purposes of OFLA qualified leave, any out of pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

Application

An eligible employee requesting OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to

¹¹ See also ORS 342.934(4)(d) in reduction force situations.

schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as OFLA leave. The district may designate the employee as provisionally on OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The district [may] [shall] require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for the leave, other than to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. The district will provide written notification to employees of this requirement within three working days of employee's request for leave. If the employee does not provide 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Second and Third Opinions

For the purposes of OFLA and except for leave related to sick child leave under OFLA, the district may require the employee to obtain a second opinion from a health care provider designated by the district. If the first and second verifications conflict, the employer may require the two health care providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

Notification

Any notice required by state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the [superintendent] [District Office].

Record Keeping/Posted Notice

The district will maintain all records as required by state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of OFLA¹² requirements.

¹² Poster available at <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>.

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS
Regular Meeting – March 9, 2023
Vernonia Schools, 1000 Missouri Avenue, Vernonia, OR 97064

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:01 p.m. by Stacey Pelster, Chair. MEETING CALLED TO ORDER
- Board Present:** Stacey Pelster, Greg Kintz, Amy Cieloha, Javoss McGuire, and Joanie Jones
Susan Wagner and Scott Rickard joined virtually. BOARD PRESENT
- Board Absent:** None BOARD ABSENT
- Staff Present:** Jim Helmen, Superintendent; Nate Underwood, Middle/High School Principal; Michelle Eagleson, Elementary Principal; Susanne Myers, Special Education Director; Marie Knight, Business Manager; and Barb Carr, Administrative Assistant. Rachel Brown and Juliet Safier, Licensed Staff joined virtually. STAFF PRESENT
- Visitors Present:** Scott Laird VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Added language “potential Robotics competition in Washington for 2022/23 year” for action item 8.1 and added language ‘HS PE Teacher Chuck Calhoun effective February 9, 2023” to action item 8.7. AGENDA REVIEW
- Amy Cieloha moved to approve the agenda as amended. Javoss McGuire seconded the motion. Motion passed unanimously.
- 3.0 PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS:** None PUBLIC COMMENT
- 4.0 SHOWCASING OF SCHOOLS:**
- 4.1 Administrator Reports:** The Board reviewed the administrative reports prior to the meeting. ADMINISTRATOR REPORTS
- Nate Underwood shared that the Close Up 8th grade trip to D.C. and the Senior trip to Disneyland have been traditional student trips occurring annually. They have had to postpone student trips the last couple of years. The Germany trip, that was planned for 2022, has been rescheduled for 2024. Currently there are 5 students signed up. Students going on the Senior trip to Disneyland this year benefited from COVID years’ fundraising. Any individual money deposited for the trip was reimbursed to the student but group fundraising money was carried forward.
- There were no questions from the Board.
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** The Board reviewed the Superintendent report prior to the meeting. SUPERINTENDENT REPORT
- Susan Wagner commented on the Care Solace Partnership, expressing her concern over the bullet that states they will help families find local service providers, complete paperwork, and schedule appointments. Local providers are very limited in our area. She also wants to make sure there are no barriers accessing services to those without insurance coverage.
- Scott Rickard asked if the District knows what the 2023-24 budget shortfall will be and if the District has started a plan to address the shortfall. Yes, the District started at the beginning of the year with the thought process and has a general understanding of the amount of deficit to expect. Currently, it looks as though the District should be able to maintain staffing and offer an increase in salary with the proposed deficit.

5.1.1 Strategic Plan Update: Strategic Plan and Integrated Guidance plan adjustments were shared by Jim Helmen. The adjustment occurred in the focal group used to update our target goals. The update combined special education and regular education students in poverty. This group was not part of the original document presented last month. Baseline Targets and Reach Targets were shared over the next 5 years in the following areas:

STRATEGIC PLAN
UPDATE

- Four-Year Graduation Rate
- Five-Year completion
- 3rd Grade English Language Arts
- 9th Grade On-Track
- Regular Attendance

The State will use the Integrated Guidance document to determine our progress and to ensure the District is using state funds correctly.

Our preliminary 4 year Strategic Plan is to get to 70-70-90. 70% Smarter Balance pass rate in English Language Arts, 70% Smarter Balance pass rate in Math, and 90% K-12 student attendance and reflective in making progress as the top 10% of Districts in the State. The document shared outlines how the District will reach the targets identified in the target areas above. It was noted that the x's listed on this document reflect the activities funded by a grant.

Superintendent Helmen also shared a Summary of the District's Strategic Plan and Integrated Guidance application. This document is the result of the last 4 ½ months of work.

The final piece is to take information back to staff for discussion on who is responsible for what growth we've made and how do we know when we hit the targets.

5.1.2 2022-2023 Calendar Update: Jim Helmen stated that the District has had a total of five snow days this school year. The first snow make-up day in our calendar has already been converted to a school day. This leaves two remaining snow make-up days in the calendar. The District will convert the final two snow make-up days to school days. Superintendent Helmen is proposing adding two additional school days at the end of the year to make of the remaining two days of missed instruction.

SNOW MAKE-UP DAYS
CHANGED TO REGULAR
SCHOOL DAY ON
CALENDAR

DISCUSSION ON ADDING
TWO DAYS AT THE END
OF THE YEAR

Stacey Pelster commented that last year the staff were very tired after adding days at the end of the year. She commented that Districts in the Eastern U.S. start school in August and get out in May.

Amy Cieloha shared that she is very much an advocate for not shorting our kids any days of instruction.

Susan Wagner asked if the additional days have any impact on temporary teachers. No.

Scott Rickard shared he is in favor of extending two days at the end of the year.

A question was raised if the District could do online school on snow days? This has been discussed and there are extenuating circumstances that would prohibit all students having equitable access.

The 2023-24 calendar is under construction with the committee. The calendar will be presented to the Board at the April meeting for approval.

5.2 Financial Report: Marie Knight's report was provided to the Board prior to the meeting.

FINANCIAL REPORT

Marie shared that she received a draft the 2021-22 Audit this week and she is currently reviewing it with her ESD colleagues. The audit will be presented at the April board meeting.

Jim Helmen and Marie Knight went to the OASBO symposium. They heard messages from ODE and other sources of funding. It was valuable to attend.

<p>5.2.1 Budget Mtg. Calendar: Marie Knight shared the Budget Committee meeting calendar. There are two meetings scheduled. If the committee needs, additional meetings can be added at the end.</p>	<p>BUDGET COMMITTEE CALENDAR PRESENTED</p>
<p>5.3 Maintenance Report: Mark Brown's report was provided to the Board prior to the meeting. There were no questions from the Board.</p>	<p>MAINTENANCE REPORT</p>
<p>A comment on the graffiti and vandalism was made. Rachel Wilson shared they closed down the bathroom and are addressing the issue.</p>	
<p>6.0 BOARD REPORTS/ BOARD DEVELOPMENT:</p>	<p>BOARD REPORTS COMMITTEE UPDATES SCHOLARSHIP COMMITTEE TO WORK ON ANNUAL FUNDRAISING EVENT</p>
<p>6.1 Committee Reports: 6.1.1 Policy Committee – A meeting date will be set and sent out to the committee. 6.1.2 Scholarship Committee - Scott Rickard shared that the committee is looking to hold an annual fundraising event to continue to supply funds for the Board scholarships. He is in support of a pancake breakfast. Discussion was held on the time of year and location. The Scholarship Committee will meet separately to create a plan and present to the Board at the next meeting.</p>	
<p>7.0 OTHER INFORMATION and DISCUSSION</p>	
<p>7.1 Licensed and Administrative Staff Contract Renewal: Jim Helmen stated that all licensed and administrative staff are being recommended for renewal. He noted that there are a couple of staff that are currently working in their 2nd year of employment with VSD however, they are listed on the resolution as 1st year. This is due to a late year hire last year and they did not complete 135 days. It was noted that there are more teachers in probationary status than in contract status.</p>	<p>LICENSED AND ADMINISTRATIVE CONTRACT RENEWAL</p>
<p>7.2 Integrated Guidance: Discussion was held earlier in the meeting in item #5.1.1. Once the document is submitted to ODE, the District will likely have items that need to be revised.</p>	<p>INTEGRATED GUIDANCE</p>
<p>7.3 Staffing Update: Jim Helmen shared that Nita Blodgett has been selected as the Structured Learning Center (SLC) teacher. There are two staff resignations, Megan Peterson Middle/High School Band/Choir teacher effective April 14th, and Chuck Calhoun, High School PE Teacher effective February 9th.</p>	<p>STAFFING UPDATE</p>
<p>8.0 ACTION ITEMS</p>	
<p>8.1 Out of State Travel: Javoss McGuire moved to approve out of state travel for the high school Germany trip, Senior trip to Disneyland for 2023-24 and potential Robotics competition in Washington for 2022-23, and the 8th grade D.C. trip for 2023-24. Amy Cieloha seconded the motion. Motion passed unanimously.</p>	<p>OUT OF STATE TRAVEL APPROVED</p>
<p>8.2 2022-23 Calendar Adjustment: Amy Celoha moved to approve the revised 2022-23 instructional calendar as presented with April 21 and May 26 converting to school days and extending the year by adding June 15 and 16 as school days. Javoss McGuire seconded the motion. Motion passed unanimously.</p>	<p>2022-23 CALENDAR REVISION APPROVED</p>
<p>8.3 Budget Committee Meeting Calendar: Joanie Jones moved to approve the Budget Committee Meeting Calendar as presented. Javoss McGuire seconded the motion. Motion passed unanimously.</p>	<p>BUDGET COMMITTEE MEETING CALENDAR APPROVED</p>
<p>8.4 Licensed and Administrative Contracts: Greg Kintz moved to approve Administrative Contract Extension Resolution #2023-02 and Licensed Staff Extension Resolution #2023-03 as presented. Joanie Jones seconded the motion. Motion passed unanimously.</p>	<p>LICENSED AND ADMINISTRATIVE CONTRACTS RENEWED</p>
<p>8.5 Integrated Guidance: Joanie Jones moved to approve the Integrated Guidance document as presented. Amy Cieloha seconded the motion. Motion passed unanimously.</p>	<p>INTEGRATED GUIDANCE DOCUMENT APPROVED</p>
<p>8.6 New Hire: Javoss McGuire moved to approve the Superintendent's recommendation to hire Lita Blodgett as K-12 Structured Learning Center teacher. Greg Kintz seconded the motion. Motion passed unanimously.</p>	<p>BLODGETT HIRED AS K-12 SLC TEACHER</p>
<p>8.7 Resignation: Greg Kintz moved to accept the resignation of HS PE Teacher Chuck Calhoun</p>	<p>CALHOUN & PETERSON</p>

effective February 9, 2023 and MS/HS Band/Music teacher Megan Peterson effective April 14, 2023. Javoss McGuire seconded the motion. Motion passed unanimously.

RESIGN

9.0 MONITORING BOARD PERFORMANCE: Nothing noted.

MONITORING BOARD PERFORMANCE

10.0 CONSENT AGENDA:

CONSENT AGENDA

10.1 Minutes of 02/09/23 Regular Meeting and 02/17/23 Special Meeting

MINUTES

Javoss McGuire moved to approve the consent agenda as amended. Joanie Jones seconded the motion. Motion passed unanimously.

CONSENT AGENDA APPROVED

11.0 RECESSED to EXECUTIVE SESSION Under O.R.S. 192.660 at 7:08 p.m. The evaluation of Superintendent Jim Helmen was discussed.

RECESSED TO EXECUTIVE SESSION

12.0 RETURN to REGULAR SESSION at 7:36

RETURNED TO REGULAR SESSION

13.0 ACTION ITEM:

13.1 Superintendent Annual Evaluation: Amy Cieloha moved to approve the 2022-23 annual evaluation of Superintendent Jim Helmen as discussed. Greg Kintz seconded the motion. Motion passed unanimously.

SUPT HELMEN ANNUAL EVALUATION APPROVED

14.0 OTHER ISSUES:

OTHER ISSUES

This week Classified Staff have been recognized during Classified Employee Appreciation week. The Robotics team, under the direction of Brett Costley, is doing well.

Thursday, April 13th is PACE Day and is free to their membership.

The Summer Board Conference will be held in Salem this year and plans are underway to offer 5 or 6 very basic roles and responsibilities training for board members.

14.1 Agenda Setting Meeting for Next Month: Joanie Jones volunteered to meet with Stacey Pelster and Jim Helmen.

15.0 MEETING ADJOURNED at 7:42 p.m.

ADJOURNED

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

Board Chair

District Clerk

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Committee Meeting – April 3, 2023 Vernonia Schools, 1000 Missouri Avenue, Vernonia

1. **CALL TO ORDER:** The Scholarship Committee of the Board of Directors of Vernonia School District 47J, Columbia County, Oregon came to order at 4:35 p.m. MEETING CALLED TO ORDER

Board Present: Greg Kintz, Scott Rickard, and Amy Cieloha BOARD PRESENT

Board Absent: Javoss McGuire BOARD ABSENT

Staff Present: Jim Helmen, Superintendent and Barb Carr, Administrative Assistant. STAFF PRESENT

Visitors Present: None VISITORS PRESENT

2. Scholarship Annual Fundraiser Discussion:

After discussion, the committee decided on holding an annual Pancake Breakfast for the community as a way to continue to add funds to the School Board Scholarships account, held in September or October. To avoid any conflict with a potential Vernonia Fire Department event, Amy Cieloha offered to contact them. As soon as the Board is in consensus of the event a date will be scheduled.

ANNUAL
PANCAKE
BREAKFAST
FUNDRAISER
DISCUSSION

The event will be held in the Vernonia Schools Commons. Scott Rickard offered to contact the Banks Fire Department to get an idea of what the attendance has been at their Pancake Breakfast event and to ask what they have charged. Having a donation jar available was suggested.

Menu and needed items.

- Pancake mix
- Sausage
- Milk
- Coffee, creamer, sugar
- Syrup
- Butter
- Paper products
- Large Coffee Pots – District has one, Amy Cieloha can obtain another
- Griddles (kitchen does not have a large flat top)

Next meeting of the Scholarship Committee is April 26, 2023 at 4:40 p.m.

Agenda items:

- Set date of event
- Preliminary planning of event
- 2022-23 Scholarship Award preparation – scoring matrix discussion

NEXT MEETING

3 **ADJOURNED:** Committee meeting adjourned at 5:20 p.m.

ADJOURNED

Board Chair

District Clerk

