

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:</p>	
<p>6.1.1 Policy Committee – A meeting date will be set and sent out to the committee.</p>	
<p>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>BLODGET HIRE 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.

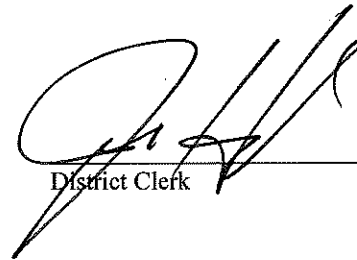
15.0 **MEETING ADJOURNED** at 7:42 p.m.

ADJOURNED

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



Board Chair



District Clerk