

# AGENDA

## VERNONIA SCHOOL BOARD WORKSHOP

Thursday, August 14, 2025

4:30 – 6:00 p.m.

Vernonia Schools Library, 1000 Missouri Avenue, Vernonia, OR 97064

Join Zoom Meeting

<https://us06web.zoom.us/j/89581523916?pwd=y2qG0YUSseyfFHk6WJl8LZr6q0El0S.1>

Meeting ID: 895 8152 3916

Passcode: h3i3mv

1. **Call Workshop to Order**
2. **Board Member Roles & Responsibilities**
3. **Adjourn**

# AGENDA

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS

### Public Meeting

Thursday, August 14, 2025 – 6:00 p.m.  
Vernonia Schools, 1000 Missouri Avenue, Vernonia, OR 97064

#### Join Zoom Meeting

<https://us06web.zoom.us/j/85320737486?pwd=3cajC2kU1tajpAkX0X1s0ccCSuD53P.1>

Meeting ID: 853 2073 7486

Passcode: 8Cjijf

**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](mailto: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 NON-AGENDA ITEMS

This is a time for public comment on items not on the agenda. 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 BUSINESS REPORTS

###### 4.1 Administrator Reports .....

###### 4.2 Superintendent ..... Jim Helmen

###### 4.2.1 Superintendent Goals 2025-26

###### 4.2.2 2024-25 Year in Review Presentation

###### 4.3 Financial ..... Marie Knight

###### 4.4 Maintenance ..... Mark Brown

##### 5.0 BOARD REPORTS / BOARD DEVELOPMENT..... Chair

###### 5.1 Committee Reports

###### 5.1.1 Policy Committee

###### 5.1.2 Safety Committee

###### 5.1.3 Scholarship Committee

###### 5.2 OSBA Board of Directors Regional Member Nomination

**6.0     OTHER INFORMATION and DISCUSSION**

- 6.1**     Policies Presented as 2<sup>nd</sup> Reading
  - 6.1.1**   EBBB – Illness or Injury Reports
  - 6.1.2**   GBNAA-JHFF – Suspected Sexual Conduct with Students and Reporting Requirements
  - 6.1.3**   IKJ – Artificial Intelligence
  - 6.1.4**   JHCD - Medications
- 6.2**     Superintendent Evaluation Schedule
- 6.3**     Cell Phone Ban Update

**7.0     ACTION ITEMS**

- 7.1**     **Policy Approval**  
*I move to approve policies presented in item 6.1.*
- 7.2**     **2025-26 Superintendent Evaluation Schedule**  
*I move to approve the 2025-26 Superintendent Evaluation schedule as presented.*
- 7.3**     **OSBA Regional Member Nomination**  
*I move to nominate (insert name) to a position on the OSBA Board of Directors for North Coast Region.*

**8.0     MONITORING BOARD PERFORMANCE ..... Chair**

**9.0     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.

- 9.1**     Minutes of the 07/10/2025 Regular Meeting  
*I move to approve the consent agenda as presented.*

**10.0    OTHER ISSUES ..... Chair**

- 10.1**    Agenda Setting Meeting Next Month

**11.0    ADJOURN .....Chair**

**UPCOMING DATES**

August 28, 2025                   Meet the Family Night – 5:00 – 7:00 p.m.  
September 11, 2025             School Board Meeting – 6:00 p.m.  
*(Dates and times are subject to change. Please check the district web site at [www.vernoniak12.org](http://www.vernoniak12.org) for the most up-to-date information)*

# VERNONIA AND MIST ELEMENTARY BOARD REPORT

August 14, 2025



"Building Bridges, Clearing Paths"

We are busy preparing for the 2025-2026 school year and excited for a great school year with our students. Our goals for the year are:

- High quality instruction in all content areas with a focus on reading, writing and math
- Multiple student engagement opportunities for all
- Effective PLCs focused on data
- Consistent behavior systems: PBIS & Love and Logic

## New Staff and Staff Changes

Welcome to our new staff members joining Logger Nation:

- Sara Goodman- 1st Grade
- Angel Ortiz- 5th Grade
- Julie Jenkins- Instructional Assistant, Special Education

## Summer Enrichment Program

Mrs. Woolsey and Mrs. Eyrrick did a phenomenal job with our students who attended our summer enrichment program. Reading, writing, math and SEL were the focus of the program. Students had fun, showed growth and built positive relationships with peers and staff.

## Kindercamp

Kindercamp for VES and Mist students is August 11-15 and 18-22. The emphasis of kindercamp is to prepare our students for kindergarten. They will build relationships with staff and classmates, learn school routines and become familiar with the building, develop social emotional learning skills and have fun learning and growing together.



**August 2025**

**VHS/VMS Board Report–  
Greetings Board!  
Welcome to Logger Nation!**

### **MS/HS News**

We are still in preparation mode but are definitely excited for the 2025-26 school year! Not a whole lot of information to report as everybody just recently got back from Summer Vacation:) Highlights since last meeting

### **Math**

We are excited to welcome **Kristin Hansen**. Kristin comes to us from Glencoe High School by way of Western Oregon University. She will be teaching math at the high school.

### **Summer School**

Thank you to **Rachel Plummer, Jenn Schram**, and **Courtney Ferguson**, with assistance from **Brianna Warren, Katreasa Beattie, Raynett Mann**, and **Ashli Ray** for providing 4 weeks of summer learning, with enrichment and intervention activities focused on reading, writing, and math. This was the first time in a number of years that we were able to provide live teaching for credit recovery, high school readiness, and enrichment, and interventions. The students that took advantage of this opportunity were quite successful.

### **2025-26 Planning**

District Wide Goals and Focus include:

- High Quality Instruction in all subjects (content?) with a focus on Reading, Writing and Math
- Multiple Student Engagement Opportunities for All
- Effective PLCs Focused on Data
- Consistent Behavior Systems: PBIS & Love and Logic

## **Athletics**

- **Coach Roady** has been facilitating group runs 3 days a week throughout the summer
- **Coach Williams** just completed a volleyball skills camp with over 30 players in attendance (not counting returning varsity volleyball players).
- **Coach Bilodeau** has a football camp scheduled for the week of August 11-14, from 5:30-8:00 PM.

## **Summer Work**

Thanks to all our custodial staff for the hard work they have put in this summer to ensure the building is clean, safe, and ready for kids. Four of our high school transition students are getting some valuable work experience as part of the summer crew.

Thanks to **Stephanie Hernandez** for working with these students.

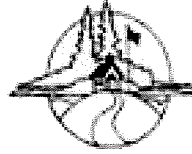
**HAVE A GREAT MONTH LOGGER NATION!**



"Building Bridges, Clearing Paths"



# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
Board Report  
August, 2025  
*70 - 70 - 90*  
*"Not Me, We"*

## **Our core philosophy will once again guide the 2025–2026 school year in Vernonia School District: "Not Me, We!"**

This belief reflects our commitment to working together, board members, administrators, teachers, staff, students, families, and the Vernonia and Mist communities, toward shared goals. Over the past three years, this spirit of collaboration has helped us make meaningful progress for our students.

### **Working Together Toward Shared Goals**

We're focused on helping every student succeed by aligning our academic, social-emotional, and CTE priorities. Teamwork across grade levels and departments helps us solve challenges together, and we celebrate both our shared successes and the lessons learned along the way.

### **Leadership and Equity for All**

We believe leadership comes from every corner of our district. By listening to teachers, students, families, and community members, we ensure that every voice helps shape our direction. We are committed to providing equitable access to excellent instruction, resources, and support for all students.

### **Supporting Growth**

We build one another up, encouraging colleagues, empowering student voice, and recognizing achievements big and small. Ongoing training and professional development help our staff grow and strengthen learning across the district.

### **Community and Culture**

Strong partnerships with families, local businesses, and community organizations create richer learning opportunities and stronger support systems. We work to maintain a culture of empathy, respect, and care, knowing that student and staff well-being is essential for learning.



# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
Board Report  
August, 2025  
**70 - 70 - 90**  
***“Not Me, We”***

## **Unified Vision**

Every initiative, from attendance to academic achievement, is connected to our Continuous Improvement Plan (CIP). By keeping our classrooms and schools aligned, we create a safe, stable, and effective environment where both students and staff can thrive.

## **Superintendent Goals Overview – Vernonia School District (2025–2026)**

*Please see the superintendent's goals attached*

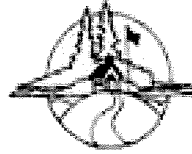
For the 2025–26 school year, the superintendent’s goals focus on supporting the priorities set by the Vernonia School District Board of Directors. Our work centers on making sure people, money, and resources are used wisely, with fiscal responsibility as a foundation, while helping our students succeed.

These goals align closely with the Board’s key areas: improving student achievement, growing Career and Technical Education (CTE) programs, strengthening social-emotional supports for students, and moving closer to our 70-70-90 targets: 70% ELA Proficiency, 70% Math proficiency, 90% Attendance rates, and 90% Graduation rates.

We will maintain a balanced budget to fund programs that enhance attendance, introduce more dual credit and AP courses, expand online education options, and offer additional support in reading, math, and science. We’ll review budgets regularly with the Board to stay transparent and make sure resources are going where they’re needed most. We’re also setting up systems to keep student body accounts accurate to make the most of our funding.

On the teaching side, all staff will receive training in culturally responsive teaching, adequate literacy and math strategies, and ways to meet the needs of all students, including English Learners and those in special education. These efforts aim to raise student performance on state tests by at least 5% across the district.

# VERNONIA SCHOOL DISTRICT 47J



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*70 -70 - 90*  
*"Not Me, We"*

Keeping great teachers is a priority. We'll continue mentoring new teachers, recognizing staff contributions, and offering professional growth opportunities to maintain a strong, committed team.

We also know how important social-emotional and mental health supports are for our students. That's why we're fully implementing programs like PBIS and SEL K-12, working closely with county mental health resources, and improving attendance through data-driven strategies. We aim to increase attendance by 3%, lower chronic absenteeism by 10%, and increase student involvement in extracurricular activities by 10%.

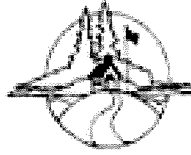
Finally, we want to continue building strong connections with families and the community through regular events and clear communication. We'll keep the Board informed with easy-to-understand reports and stay active in professional groups that support small districts like ours. Our goal is for at least 80% of families and community members to feel satisfied with how we engage and communicate.

These goals set the stage for a successful year focused on student growth, well-being, and preparing all students for the future.

## **VSD After School Program**

The federal funds for the Title IV 21st Century Grant have been reinstated, ensuring ongoing support for our after-school program facilitated by Camp Cedar Ridge. This crucial funding guarantees that local students will have access to enriching activities, academic assistance, and safe, supervised environments beyond the regular school hours. We appreciate the renewal of this grant, which is essential for helping our students succeed both inside and outside the classroom. We are currently preparing the contract for services to rehire Camp Cedar Ridge to operate our after-school program for 25-26.

# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
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## **2025 Summer Learning Program**

The Vernonia School District's 2025 Summer Learning Program was an enormous success, serving an average of 60 students daily across all grade levels. Designed to provide enrichment, intervention, credit recovery, and an academic boost, the program supported students in meeting grade-level standards with a strong focus on ELA, math, science, and STEAM.

Running from July 7 to August 8, 2025, the program offered structured classroom time, small-group instruction, and engaging enrichment activities, along with family engagement events and memorable field trips; grades 6–8 visited the Oregon Coast, while grades K–5 explored the Oregon Zoo.

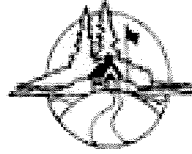
Eligibility was open to students identified by teachers or encouraged by parents, with no cost to families thanks to district programming. Breakfast and lunch were provided free to all participants, with bus riders enjoying meals before heading home.

The program's success was made possible by the dedication of staff, bus drivers, and volunteers, including Elizabeth Woolsey, Camrin Eyyrick, Rachel Plummer, Breanna Warren, Jen Schram, Courtney Ferguson, Crystal Smith, Julie Jenkins, Ashley Rae, Ray Mann, Katreasa Beattie, Kendra Schlegel, the Curls Bus Company, and many community volunteers. Their hard work and commitment created a summer of meaningful learning, strong connections, and lasting memories for Vernonia students.

## **District Improvement Planning (CIP and SIP)**

School administration has completed their review and update of the current Strategic Investment Program (SIP) and the Continuous Improvement Plan (CIP), developed instructional programming goals and a professional development plan for their staff, and prepared it for submission to ODE for the 25-26 school year.

# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
Board Report  
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*"Not Me, We"*

## **State Report Cards**

VSD has received the embargoed Oregon State Report Card information for district review. Once the information is publicly released, we will share it with the school board and our Vernonia community. I am pleased with the progress our district has made across all areas of the report card.

## **Transportation Agreement 25-26**

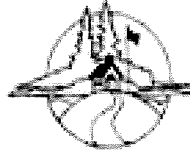
Vernonia School District (VSD) has extended its transportation contract with Curl Transportation Company by an additional two years, making it a total five-year agreement. The contract includes a 3% Cost of Living Allowance (COLA) increase for the next two years, with plans to renegotiate the contract in 2028.

## **Governor Cell Phone Ban- VSD Plan**

*Please see the attached plan.*

Vernonia School District will fully comply with Governor Kotek's Executive Order 25-09 on cell phone restrictions by implementing a clear, districtwide policy that prioritizes a safe, focused learning environment while maintaining essential communication between students and families. Under this plan, cell phones and similar devices must be turned off and stored in lockers or backpacks during school hours, 8:00 a.m. to 2:00 p.m. on Mondays and 8:00 a.m. to 3:00 p.m. Tuesday through Thursday, with no use allowed during passing periods or lunch. The policy includes defined communication alternatives, such as office and classroom phones, designated student email access for grades 6–12, and pre-arranged check-ins. Accommodations for medical, educational, or language needs are addressed through documented IEP or 504 plans. All staff will receive training to ensure consistent enforcement, and progressive consequences are in place for violations. Families, students, and staff will be informed through multiple communication channels to ensure transparency and support for this initiative.

# VERNONIA SCHOOL DISTRICT 47J



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## **Student Success Program VHS 25-26**

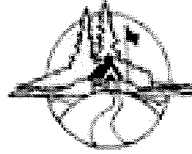
The newly developed Student Success Program, facilitated by Mrs. Ward, is designed to provide structured, supportive opportunities for students to engage in personalized learning that meets their academic and post-secondary goals. Replacing the former Independent Student Program, this initiative will offer designated class periods throughout the school day where students can complete online coursework in a supervised, success-oriented environment. The program will serve multiple pathways, including credit recovery for students who need to get back on track for graduation, online enrichment courses for students seeking to explore advanced topics, dual credit opportunities to earn college credit while in high school, and structured time for college and career readiness planning.

Built on best practices for successful online learning, the program will emphasize clear expectations, consistent monitoring, and proactive communication between students, staff, and families. Students will receive individualized academic planning, goal setting, and progress tracking, ensuring they stay on pace and are supported with timely interventions when needed. By providing access to rigorous, standards-aligned online courses and pairing them with in-person mentoring, the Student Success Program will help students develop critical skills such as time management, self-advocacy, and digital literacy—skills that are essential for success in both higher education and the workforce. The ultimate goal of the program is to increase graduation rates, close learning gaps, and equip every student with a clear, actionable post-secondary plan that positions them for success in college, career, and life.

## **Adjustments to Vernonia Family Academy**

The Vernonia Family Academy (VFA) continues to serve as an essential option for students and families seeking a flexible, online educational experience within the Vernonia School District. This year, we have developed a VFA Handbook to provide transparent processes and systems that support both student success and strong communication between home and school.

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Families will notice several important updates to the program ( All other program options will remain):

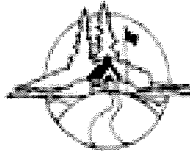
- Internet Services: The district will no longer pay for internet services as part of VFA programming. However, to ensure access is not a barrier, families with financial needs may apply for program support.
- Program Model: VFA will no longer support hybrid programming (formerly known as the Independent Student Program). All new families requesting VFA services must first register as brick-and-mortar students in the district and then complete a VFA alternative placement application.
- Placement Process: Building teams, in collaboration with VFA staff, will meet with families to determine if VFA is the most appropriate placement for the student.
- Academic Expectations & Support: To promote graduation readiness, students in grades 9–12 will be required to enroll in seven courses each semester and complete them by the semester's end. A progress monitoring system has been developed to track student achievement and engagement. Students who are not making adequate progress will be offered a progressive system of three intervention options before being exited from VFA services.

The goal of these updates is to maintain a high-quality online learning environment that supports credit completion, prepares students for post-secondary pathways, and ensures VFA remains a strong, effective option for Vernonia families.

## **25-26 Teacher In-Service Schedule**

The 2025–2026 Vernonia School District Staff In-Service will provide a comprehensive, week-long kickoff focused on equipping staff with the tools, strategies, and relationships needed to ensure student success. Beginning August 21, new staff will receive targeted onboarding, including emergency procedures, wellness resources, and technology systems training. August 25–29 will bring all licensed and classified staff together for districtwide professional

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development on high-impact instructional strategies, social-emotional learning (SEL) programming, PBIS systems, and strategies for supporting student attendance. Superintendent Helmen's annual address will set the tone for collaboration, followed by district operations updates, emergency training, benefits enrollment, and wellness initiatives. Staff will engage in SEL scheduling sessions by grade level, ClassDojo training, discipline and attendance procedures, Synergy and accommodations training, and WayFinder curriculum training for secondary staff. Instructional strategies PD will be differentiated for K–5 and 6–12 educators, with time built in for collaborative planning and classroom preparation. The week will culminate with a community Engagement Night, giving families a chance to meet teachers and explore classrooms before the first day of school, ensuring a united start to the academic year.

## **25-26 Kick-Off- Meet the Family Night**

Vernonia Schools K–12 will host Meet the Family Night on Thursday, August 28, 2025. The evening will begin with a Taco Bar Dinner from 5:00–6:00 PM, followed by classroom visits and supply drop-off from 6:00–7:00 PM. All school board members are invited to come and support the event.

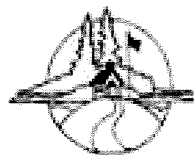
Families will also have the opportunity to stop by a variety of information stations, including Student Registration Information, VSD Athletics with Logger swag available for purchase, Curls School Bus Service, Columbia Health Services, an introduction to our school nurse, and Food Service.

Please note that Mist Elementary's Family Night will be scheduled for a later date.

## **Summer Meals Programming**

Our Summer Meals Program is currently serving nutritious meals to 145 Vernonia children each week and will continue through August 21st. This program helps ensure that children who might otherwise go without during the summer months have access to healthy meals, while also easing stress and anxiety for families concerned about food security.

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Looking ahead to the 2025–2026 school year, all Vernonia students will continue to receive free breakfast and lunch through the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Programs.

Our summer meals program supported summer learning students and played a significant role in the success of summer programs. A huge thank you goes out to the summer meals program staff, Summer Gonzalez, Karen Roberts, and Julie Atha, along with student summer worker Hudson Hargrave.

## **State Report Cards**

VSD has received the embargoed Oregon State Report Card information for district review. We will provide information to Vernonia Community once report cards are unembargoed. We have provided report card data on the VSD year-in-review presentation at the last board meeting.

## **Staffing:**

VSD is fully staffed for the 25-26 school year.

## **VSD Registration**

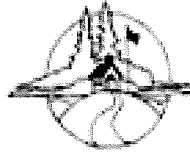
VSD online registration is open for the 25-26 school year. Information has been sent out to families. Families can access the registration portal through our website under the "Student Registration" page—<https://www.vernoniak12.org/registrationinformation>

## **VSD Maintenance and Facilities**

I thank the maintenance and ground crew for their exceptional work this summer, preparing for the upcoming school year. Our custodial and maintenance team is fully staffed with highly qualified and motivated staff. The buildings will be ready, and our students and staff will be prepared as the year starts.



# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
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*"Not Me, We"*

## Important Dates

- School Schedule:
  - MONDAY: K-12 8:00 a.m.-2:15 p.m.
  - TUESDAY-FRIDAY: K-12 8:00 a.m.-3:00 p.m.
- August 11-15 and 18-22      Kindercamp ( Mist students attend Vernonia Schools)
- August 20, 2025, VMS      Registration
- August 21, 2025, VHS      Registration/Foreign Exchange Orientation-Placement
- August 28, 2025 (5-7 p.m)      Meet the Family Night- Students bring supplies
- September 2, 2025      First Day of School - All schools & grades
- September 8, 2025      After School Program Begins at Vernonia Schools

# Vernonia School District ( DRAFT)

## Cell Phone Policy Implementation Plan

In Response to Oregon Governor's Executive Order 25-09

- Hours of Restriction:
  - Monday: Cell phones must be off and away from 8:00 AM to 2:00 PM.
  - Tuesday through Thursday: Cell phones must be turned off and kept away (in lockers or backpacks) from 8:00 AM to 3:00 PM.
- During Passing Time and Lunch:

Cell phone use is not allowed during passing periods between classes or during lunch breaks.
- Storage Requirement:

Students must store phones in lockers or backpacks and ensure phones remain off and out of sight during the restricted hours.

## 2. Communication Between Families and Students During the School Day

- Office Phone: Families can call the school office and leave messages for students.
- Message Delivery: Student TAs will deliver messages once per class period to minimize disruptions.
- School Phones: Students may use classroom or office phones for urgent calls during the day.
- Email Access (Grades 6-12): Students will have designated times during the day to check and send emails to families.
- Pre-Arranged Check-ins: Families and students are encouraged to schedule regular check-ins before or after school hours for non-urgent communication.

## 3. Accommodations and Exceptions

- Students with documented medical or health needs, translation services, educational accommodations/modifications, or social regulation supports are exempt as specified in their Individualized Education Program (IEP) or 504 plans.
- All accommodations must be formally documented to ensure compliance and support.

## 4. Staff Responsibilities

- All staff, including substitutes, must enforce the cell phone policy consistently throughout the school day.
- Staff cell phone use is restricted to educational purposes only, such as:
  - Using ClassDojo or other approved communication tools to connect with families.

- Taking photos or videos to document school activities.
- Personal use of cell phones by staff during school hours is prohibited.

#### 5. Student Consequences for Cell Phone Violations

- 1st Offense: Phone confiscated; student may pick it up from the principal's office at the end of the day.
- 2nd Offense: Phone confiscated; parent/guardian meeting with administration required before phone is returned.
- 3rd Offense: Phone confiscated and held until the end of the school year, returned only by an administrator.

#### 6. Prohibited Devices and Usage

- No use of smartwatches (e.g., Apple Watch), earbuds/headphones, iPads, or other devices that access the internet or text messaging is allowed during the restricted hours.
- These devices present similar distractions and violate the intent of the cell phone ban.
- Any exceptions must be included in IEP/504 plans and properly documented.

#### 7. Communication and Training

- The District will provide clear communication to families, students, and staff regarding this policy through handbooks, newsletters, websites, and orientations.
- Staff will receive training on policy enforcement and support procedures to ensure consistency.
- Families are encouraged to support the policy by reinforcing appropriate phone use habits at home.

#### Summary

This plan ensures a safe, focused learning environment by minimizing distractions while maintaining clear channels for essential communication. Accommodations ensure equitable access and support for all students, and staff enforcement guarantees consistent implementation districtwide.

# VERNONIA SCHOOL DISTRICT 47J



## Superintendent Goals – Vernonia School District (2025–2026)

The superintendent's goals ensure that human, financial, and capital resources are efficiently and effectively allocated according to the priorities set by the Vernonia School District Board of Directors, with fiscal integrity as the cornerstone of the Continuous Improvement Plan (CIP).

### **Goal 1: Operate the District in a Fiscally Prudent Manner While Balancing Educational Needs and Opportunities**

#### **Standards: 1, 2, 7, 8**

- Maintain a balanced budget with no deficit spending while preserving a minimum 5% ending fund balance.
- Align resource allocation to support increased attendance, expanded dual credit/AP opportunities, online alternative education programming, and targeted ELA, math, and science improvement efforts.
- Conduct quarterly budget reviews with the Board to ensure transparency and timely adjustments.
- Direct capital and grant resources toward instructional materials, materials updates, and facility maintenance that directly support CIP goals.
- Develop and implement a complete, auditable system to manage accurate student body accounts, ensuring financial integrity and compliance with state requirements.

#### **Success Measure:**

Maintain fiscal stability while funding at least one new dual credit or AP course offering, allocating resources for increased intervention in ELA, math, and science, and ensuring 100% accuracy in student body account records during annual audits.

### **Goal 2: Ensure Instruction Utilizes Culturally Responsive Practices with All Staff Trained**

#### **Standards: 1, 2, 4**

- Provide Professional Development training in culturally responsive teaching, effective writing and math instructional strategies, differentiated instruction, and Universal Design for Learning (UDL) to 100% of certified staff.
- Support PLC and instructional teams in integrating Depth of Knowledge (DOK) questioning and proven instructional practices into classroom teaching, aligned with John Hattie's Visible Learning, Mike Schmoker's Effective Instruction, and the 5 Pillars Evaluation system.
- Ensure that MTSS, intervention, and enrichment programs are culturally responsive, linguistically suitable, and accessible to meet the needs of all K–12 learners, including English Learners, students receiving Special Education services, Talented and Gifted students, and other diverse student groups.

#### **Success Measure:**

By spring 2026, increase the percentage of students meeting or exceeding standards on the Smarter Balanced ELA, math, and science assessments by 5% districtwide, with performance gains across all student groups.

# VERNONIA SCHOOL DISTRICT 47J



## **Goal 3: Implement Structures to Help Hire and Retain Quality Personnel**

**Standards: 1, 2, 3, 6, 8**

- Continue the Mentor Program for all teachers in their first three years, providing targeted coaching in instructional best practices and student engagement strategies.
- Implement staff recognition programs and regular feedback loops to strengthen retention.
- Develop a “stay interview” process to identify and address factors affecting teacher retention.
- Expand professional development opportunities aligned to district goals, ensuring equitable access for all staff.

### **Success Measure:**

Maintain a teacher retention rate of at least 90% for the 2025–26 school year.

## **Goal 4: Increase K–12 Students’ Social-Emotional, Mental, and Behavioral Health Supports**

**Standards: 2, 3, 4**

- Maintain full implementation of PBIS and SEL programming across all grade levels.
- Provide annual SEL training for all staff, with emphasis on trauma-informed practices.
- Strengthen connections to County-based mental health resources and expand student access to school-based counseling and mental health groups.
- Develop and implement data-driven systems to improve student attendance, including early warning indicators, parent engagement strategies, and incentive programs.
- Develop extracurricular leadership opportunities that build confidence, teamwork, and belonging.

### **Success Measure:**

Increase average daily attendance by 3% over the previous year, reduce chronic absenteeism by 10%, and increase student participation in extracurricular activities by 10%.

## **Goal 5: Ensure Effective District Governance Through Positive Board and Community Relations**

**Standards: 2, 5, 7, 8**

- Conduct three community engagement events and expand the community engagement program by developing “Coffee with the Superintendent” to maintain open communication and transparency.
- Provide the Board with clear, accessible student achievement and outcome reports tied to district goals.
- Maintain active involvement in professional organizations (OSBA, COSA, NWRESA, Oregon Small Schools Association) to advocate for the needs of small districts.
- Enhance communication via emails, social media, participation in community and school events, and local partnerships to showcase district achievements and opportunities.

### **Success Measure:**

Achieve at least 80% “satisfied or very satisfied” responses on family and community engagement questions in the annual stakeholder survey.

# Vernonia School District

## Cell Phone Policy Implementation Plan

In Response to Oregon Governor's Executive Order 25-09

- Hours of Restriction:
  - Monday: Cell phones must be off and away from 8:00 AM to 2:00 PM.
  - Tuesday through Thursday: Cell phones must be turned off and kept away (in lockers or backpacks) from 8:00 AM to 3:00 PM.
- During Passing Time and Lunch:

Cell phone use is not allowed during passing periods between classes or during lunch breaks.
- Storage Requirement:

Students must store phones in lockers or backpacks and ensure phones remain off and out of sight during the restricted hours.

### 2. Communication Between Families and Students During the School Day

- Office Phone: Families can call the school office and leave messages for students.
- Message Delivery: Student TAs will deliver messages once per class period to minimize disruptions.
- School Phones: Students may use classroom or office phones for urgent calls during the day.
- Email Access (Grades 6-12): Students will have designated times during the day to check and send emails to families.
- Pre-Arranged Check-ins: Families and students are encouraged to schedule regular check-ins before or after school hours for non-urgent communication.

### 3. Accommodations and Exceptions

- Students with documented medical or health needs, translation services, educational accommodations/modifications, or social regulation supports are exempt as specified in their Individualized Education Program (IEP) or 504 plans.
- All accommodations must be formally documented to ensure compliance and support.

### 4. Staff Responsibilities

- All staff, including substitutes, must enforce the cell phone policy consistently throughout the school day.
- Staff cell phone use is restricted to educational purposes only, such as:
  - Using ClassDojo or other approved communication tools to connect with families.

- Taking photos or videos to document school activities.
- Personal use of cell phones by staff during school hours is prohibited.

## 5. Student Consequences for Cell Phone Violations

- 1st Offense: Phone confiscated; student may pick it up from the principal's office at the end of the day.
- 2nd Offense: Phone confiscated; parent/guardian meeting with administration required before phone is returned.
- 3rd Offense: Phone confiscated and held until the end of the school year, returned only by an administrator.

## 6. Prohibited Devices and Usage

- No use of smartwatches (e.g., Apple Watch), earbuds/headphones, iPads, or other devices that access the internet or text messaging is allowed during the restricted hours.
- These devices present similar distractions and violate the intent of the cell phone ban.
- Any exceptions must be included in IEP/504 plans and properly documented.

## 7. Communication and Training

- The District will provide clear communication to families, students, and staff regarding this policy through handbooks, newsletters, websites, and orientations.
- Staff will receive training on policy enforcement and support procedures to ensure consistency.
- Families are encouraged to support the policy by reinforcing appropriate phone use habits at home.

## Summary

This plan ensures a safe, focused learning environment by minimizing distractions while maintaining clear channels for essential communication. Accommodations ensure equitable access and support for all students, and staff enforcement guarantees consistent implementation districtwide.

# memo

## **Vernonia School District 47J**

To: Vernonia School District Board of Directors, Superintendent Jim Helmen  
From: Marie Knight  
Date: 8/14/2025  
Re: August 2025 financial information

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### Comments:

There is no financial report for the August school board meeting due to recently starting the new year and having very little activity.

We had our first payroll for 2025-2026 and have been doing work for the audit as well as supporting Summer Learning and Summer Meals.

Thanks!

-Marie Knight

Business Manager, Vernonia School District 47J



## **July 2025 Maintenance Report**

### **Alarm Related Calls:**

**12**

### **Facility Use:**

Board meeting, summer volleyball/basketball, fall sports training, summer school program, National Night Out. Drum and Bugle Corp, stadium meetings.

### **Projects/Work for the Month**

- \*Board report.
  - \*We are still down a full time person and will be at least through August.
  - \* prepped and waxed all the floors with the exception of the main entry and chair storage. Will have to find a time before registration.
  - \*Cleaned and returned all furniture that was removed for cleaning and waxing.
  - \*replaced stained ceiling tiles in 134.
  - \*relocated confidential file cabinets to secure locations. Thank you Barb....
  - \*Spread playground bark chips.
  - \*Deep clean basement athletic areas, locker rooms, showers etc.
  - \*Helped with ground work on new pergola being installed.
  - \*Installed door sweeps on a couple of exterior classrooms that needed them.
  - \*Power wash plastic cans and items needing cleaned.
  - \* This summer has probably been the most challenging summer for our team in as many years as I have been doing this. My team has really stepped up. The main reason for this has been us being down a full time person in Jared. The amount of summer help we usually remember is less this year. And working around added summer programs for the first time. Next year we can apply changes that will both support the program and the summer cleaning process. We should plan a meeting to debrief while it's fresh.
  - \*Supporting summer school program
  - \*Mist: With the road closed we have not been able to spend much time at all. We have been out once to do some grounds work, take water samples and inspect the facility.
  - \*Grounds: Summer is always a busy time for grounds. Sprinkler systems, seed and fertilize the football field.
  - \*Fire Marshals: All work completed
  - \*Football field: We seem to have lost some water pressure so coverage is challenging. I will check with the city to see what might be done about this. It only needs to drop less than 10psi to impact us.
  - \*Repaired swings at the main school.
  - \* Completed annual fire/safety inspection for school sprinkler systems and strobes.
  - \*Installed new AEDs for the district, old ones were outdated.
  - \*Cleaned small gym/ bleachers
  - \*A little extra help with the house as that transitions.
  - \*Had the septic pump adjusted and cleaned out at Snack Shack.
  - \*Thank you Tiffany for helping the kids in the YTP program this year.
  - \*Thank you Justin B for the extra help.
- Thank you Debbie J. for your leadership this summer. Well done!

\*Thank you to my team for really stepping up this year. What you got done with the resources you had was outstanding. This will be one to remember and try to forget...lol!

### **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 & custodial work. (2 employees, two hours a day)
- \*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. Cover custodial while we deliver lunch to Mist and do our daily custodial duties.

### **Vandalism:**

I am glad to report we have had no vandalism this past month.

Thank you

Mark Brown

Facility/Maintenance/Grounds Supervisor/IPM Coordinator

Vernonia School District

971-297-6403

# Vernonia School District 47J

Code: **EBBB**  
Adopted: 02/12/87  
Readopted: 08/14/25  
Orig. Code(s): EBBB

## Injury or Illness Reports

All injuries or illnesses<sup>1</sup> sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. Staff members will report self-administered first-aid<sup>2</sup> treatment to an immediate supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>3</sup> illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion<sup>4</sup>, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>5</sup> shall be reported<sup>6</sup> to OSHA within eight hours.

**ALL** injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records on injuries, illnesses, and accidents involving district property, employees, students or visiting public.

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<sup>1</sup> The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

<sup>3</sup> An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0700(6))

<sup>4</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

<sup>5</sup> Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

<sup>6</sup> Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0704](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2225](#)

## **Suspected Sexual Conduct with Students and Reporting Requirements \***

Sexual conduct by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students<sup>4</sup> are subject to this policy.

<sup>5</sup>“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee<sup>6</sup>, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student

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<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

<sup>5</sup> This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

<sup>6</sup> The following language contractor, agent or volunteer, is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.

shall immediately report such suspected sexual conduct to the <sup>7</sup>designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the <sup>8</sup>designated licensed administrator who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

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<sup>7</sup> ORS 339.372 requires the district to have a policy that designates the licensed administrators and requires the district to post the names and contact information of the designees in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>8</sup> A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).  
House Bill 4160 (2024).





## Artificial Intelligence

The Board believes that artificial intelligence (including generative artificial intelligence) is a useful tool. The Board also recognizes that generative artificial intelligence involves risk, including input and output bias, inaccuracies, and hallucinations. As such, it is critical that staff and student use is conducted responsibly.

### Independent Student Use

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Teachers should consider the following in establishing these rules:

1. Accessibility of programs and technology for all students outside of school;<sup>1</sup>
2. Student awareness of bias and inaccuracies and student ability to responsibly address those concerns; and
3. The teacher's ability to detect usage accurately and consistently.

Failure to follow these rules may result in incomplete credit or disciplinary action.

### Student Use as Part of Class

Teachers may use generative artificial intelligence as part of instruction to further course objectives. Only applications approved by the district's IT Department will be allowed to be used as part of the class. All Terms of Use will be followed, along with any additional rules established by the IT Department or the teacher. Students are not allowed to share logins or passwords.

Prior to allowing students to use generative artificial intelligence as part of a class the teacher will provide notice to parents with an explanation of its use. The school will provide notice to parents regarding student use of generative artificial intelligence as part of classes.

### Staff Use

District staff are authorized to use generative artificial intelligence to perform various work functions. Staff are responsible for ensuring their use complies with all laws, including, but not limited to copyright and privacy laws.

### Staff Professional Development

The district will seek out professional development opportunities for staff to learn how to use generative artificial intelligence for various work functions.

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<sup>1</sup> For example, do all students have access to computers and internet away from school; does the age of the students affect their ability to access generative artificial intelligence?

## **FERPA and Confidentiality**

All laws regarding student records, confidentiality, privacy, and student internet use will be followed at all times. District staff are prohibited from sharing personally identifiable information (PII) with any generative artificial intelligence application.

## **Violations**

Students and staff in violation of policy or related rules may be subject to discipline and may be referred to law enforcement.

END OF POLICY

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### **Legal Reference(s):**

#### **ORS 332.107**

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133.

Children's Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501-6505

Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Protection of Pupil Rights, 20 U.S.C. § 1232h.

## **Medications\*\*/\***

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 339.866 - 339.871](#)  
[ORS 433.800 - 433.830](#)  
[ORS 689.800](#)  
[OAR 166-400-0010\(17\)](#)  
[OAR 166-400-0060\(29\)](#)  
[OAR 333-055-0000 - 0035](#)  
[OAR 581-021-0037](#)  
[OAR 581-022-2220](#)  
[OAR 851-047-0000 - 0030](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

House Bill 1552 (2024).

# Vernonia School District

## Superintendent Evaluation Timeline for 2025-26

ACTION	DATE	PERSON(S)
Board/superintendent review the evaluation process standards, (additional goals, if any), and timelines to be used this school year. Board formally adopts all of these in open session.	8/14/25	Board & Superintendent
Superintendent reports interim progress on evaluation standards (also goals, if any) to the board. Any specific feedback from board to the superintendent can be done in executive session. (see below)	10/09/25 11/13/25 12/11/25	Superintendent
Evaluation documents are sent to individual board members for their individual evaluation of the superintendent.	1/08/26	Board Secretary or designee
Evaluation documents sent to board /superintendent to be completed and returned to the board secretary (or designee) by 2/1. Results must be compiled by the 2/12/26 board meeting.	2/1/26	Board Secretary or designee
<b>Superintendent presents their self-evaluation and/or “artifacts of evidence” of performance to the Board. Superintendent exits upon completion. Board members discuss their individual evaluations and develop the board’s written summative evaluation. (speak with one voice).</b>	2/12/26	Board & Superintendent
<b>ONLY IF NEEDED &amp; NOT FINISHED ON 2/12: Board members meet to discuss their evaluations and develop the board’s official written summative evaluation document(s) that will be shared with the superintendent.</b>	2/26/26*	Board
Board chair or designee presents draft of the summative evaluation to Supt. prior to the 3/12/26 board meeting. Details of the evaluation will be discussed with the whole board at the upcoming executive session. This is a preview copy.	3/5/26	Board Chair (or designee)
<b>Board and superintendent meet to discuss and clarify the summative evaluation document. Superintendent exits executive session. Changes to the evaluation may be made at this time.</b> Board votes in open session to approve the summative evaluation. A copy of the final written summative evaluation form is placed in the superintendent’s personnel folder.	3/12/26	Board & Superintendent
Notify superintendent of contract extension/non-extension (if applicable)	3/15/26	Board
Superintendent/board set evaluation goals for upcoming year. (open session). Board/superintendent review the evaluation process (including feedback from targeted feedback survey if being used), standards (additional goals if any) and timelines to be used this school year. Board formally adopts all of these in open session.	4/09/26	Board & Superintendent
Superintendent reports interim progress on evaluation goals/standards to the board. Any specific evaluative feedback from the board to the superintendent can be done in executive session.	7/09/26	Superintendent

\*denotes a special meeting. All other meetings are regular meetings. Evaluation meetings may be held in executive session unless otherwise requested by the superintendent to be done in open session ORS 192.660 (2) (i). **(This is noted above with bold italics.)** This adopted timeline shall serve as notice to the superintendent of the pending stated executive sessions within this document.

# MEETING MINUTES

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – July 10, 2025 Vernonia Schools Library, 1000 Missouri Avenue, Vernonia

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:01p.m. by Greg Kintz. MEETING CALLED TO ORDER
- Board Present:** Greg Kintz, Joanie Jones, Javoss McGuire (virtual), Tony Holmes, Amy Cieloha, Lisa Curry, and Alicia Mahoney. BOARD PRESENT
- Board Absent:** None BOARD ABSENT
- Staff Present:** Jim Helmen, Superintendent; Nate Underwood, Middle/High School Principal (virtual); Barb Carr, Administrative Assistant; and Brett Costley, Licensed Staff. STAFF PRESENT
- Visitors Present:** Scott Laird and Douglas (no last name), and Solana Helmen (virtual). VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 Oath of Office:** Superintendent Jim Helmen administered the Oath of Office to the following individuals elected to the Board in the May 2025 election: Alicia Mahoney, Lisa Curry, Joan Jones, and Javoss McGuire serving a 4-year term; and Tony Holmes serving a two-year term. OATH OF OFFICE ADMINISTERED
- 3.0 AGENDA REVIEW:** Joanie Jones moved to approve the agenda as amended (date adjusted in item 8.1). Amy Cieloha seconded the motion. Motion passed unanimously. AGENDA REVIEW
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** Brett Costley, VHS Engineering Teacher, shared that the VEA elected him as President for 2025-26. Juliet Safier will serve as Vice President and Rachel Brown, Secretary. PUBLIC COMMENT
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** Jim Helmen's report was provided to the Board prior to the meeting. SUPERINTENDENT REPORT
- Cell Phone Mandate: Jim has sent out a survey to parents and will send it out again. Phase 1 of the plan is obtaining community input. More information will be available at the August board meeting.
- Summer Learning Program: Jim shared that at the K-5 level students are working on literacy skills. The middle and high school is operating as a credit recovery as well as enrichment activities and math intervention. Currently 68 students and 12 staff are attending. Students are transported to and from and are provided breakfast and lunch.
- 5.1.1 Staffing Update:** Karen Roberts submitted her notice of retirement on paper from PERS. This position will be reposted and she has indicated she will apply to work back. STAFFING UPDATE
- 5.2 Financial Report:** No report provided this month FINANCIAL REPORT
- 5.3 Maintenance Report:** Mark Brown's report was provided to the Board prior to the meeting. MAINTENANCE REPORT
- Jim Helmen shared that next year Porta-Potties will be on site at Mist to mitigate health conditions if they run out of water again. Additional water bottles will be on hand as well. The District is planning to do another system check to try and determine why they run out of water.
- Javoss McGuire offered suggestions and it was agreed that he and Mr. Helmen will discuss the situation further. Checking the County Well Report was also suggested.
- 6.0 BOARD REPORTS/ BOARD DEVELOPMENT:**
- 6.1 Committee Reports:** COMMITTEE REPORTS
- 6.1.1 Policy Committee:** 2<sup>nd</sup> reading of policies presented in June will be on next month's 07-10-2025

agenda.

**6.1.2 Safety Committee:** No report.

**6.1.3 Scholarship Committee:** Javoss McGuire stated the Board needs to look at potential fundraising to continue the scholarship.

Greg Kintz provided a report on the work OSBA is doing in reference to upcoming bills currently in the hands of legislators. Concern was expressed regarding the bill that could eliminate funding for the after school program. This would be challenging for families to find childcare. Notice should go out to families as soon as possible if this bill does not move forward.

KINTZ'S OSBA REPORT

## 7.0 OTHER INFORMATION and DISCUSSION

**7.1 Superintendent Advisory Assignments:** A maximum of 3 boards can participate on each committee.

**7.1.1 Safety Committee.** Reviews safety concerns, accident reports, and shares information from the committee meetings with the board. Meetings are normally held online and in the morning. Amy Cieloha volunteered.

SAFETY COMMITTEE

**7.1.2 Policy Committee:** Works with Mr. Helmen to review OSBA suggestions to current policies. Javoss McGuire, Joanie Jones, and Alicia Mahoney volunteered.

POLICY COMMITTEE

**7.2 Board Assignments:** These committees can have an unlimited amount of board members as they must be noticed and minutes taken.

**7.2.1 Negotiations Team:** Alicia Manoney, Greg Kintz, and Lisa Curry volunteered.

NEGOTIATIONS TEAM

**7.2.2 Scholarship Committee:** Javoss McGuire, Amy Cieloha, Tony Holmes, and Joanie Jones volunteered.

SCHOLARSHIP COMMITTEE

**7.3 2025-26 Substitute Teacher Pay:** Last year the District paid \$212.00 daily to substitute teachers. This year the State minimum is \$221.02 and the daily rate for a long-term sub (10 consecutive days) is \$247.81.

2025-26 SUBSTITUTE TEACHER PAY REVIEWED

**7.4 2025-26 Board Meeting Schedule:** Discussion was held on potential workshop dates and it was determined to hold a workshop on August 14, 2025 prior to the board meeting. Time will be 4:30 – 6:00 p.m.

2025-26 BOARD MEETING SCHEDULE REVIEWED

**7.5 2025-26 Fee Schedule:** The only increase to this year's fee schedule is to meals prices.

2025-26 FEE SCHEDULE

## 8.0 ACTION ITEMS

**8.1 Board Committee Assignments:** Joanie Jones moved to appoint Alicia Mahoney, Greg Kintz, Lisa Curry and the 2025-26 Chair (if not one of the three mentioned) to the Board Negotiations Team and Javoss McGuire, Amy Cieloha, Tony Holmes and Joanie Jones to the Board Scholarship Committee for 2025-26. Lisa Curry seconded the motion. Motion passed unanimously.

BOARD COMMITTEE ASSIGNMENTS APPOINTED

**8.2 2025-26 Substitute Teacher Pay:** Lisa Curry moved to set the substitute teacher pay for 2025-26 at \$221.02 per day. Joanie Jones seconded the motion. Motion passed unanimously.

2025-26 SUBSTITUTE TEACHER PAY APPROVED

**8.3 2025-26 Board Meeting Schedule:** Tony Holmes moved to approve the 2025-26 Board Meeting Schedule as amended (adding a workshop on 8/14 starting at 4:30 and a back-up date of October 30 if needed). Amy Cieloha seconded the motion. Motion passed unanimously.

2025-26 BOARD MEETING SCHEDULE APPROVED

**8.4 Fee Schedule:** Alicia Mahoney moved to approve the 2025-26 fee schedule as presented. Amy Cieloha seconded the motion. Motion passed unanimously.

2025-26 FEE SCHEDULE APPROVED

**8.5 Staff Retirement:** Joanie Jones moved to approve the retirement of Karen Roberts effective August 1, 2025. Tony Holmes seconded the motion. Motion passed unanimously.

ROBERTS RETIREMENT ACCEPTED

## 9.0 MONITORING BOARD PERFORMANCE: None

## 10.0 ELECTION OF BOARD CHAIR and VICE CHAIR.

**10.1 Election of 2025-26 Board Chair:** Greg Kintz self-nominated. There were no other nominations. A vote was called and a unanimous vote for Greg Kintz for Chair was given.

KINTZ ELECTED CHAIR FOR 2025-26

**10.2 Election of 2025-26 Board Vice Chair:** Joanie Jones self-nominated. There were no other nominations. A vote was called and a unanimous vote for Joanie Jones for Vice Chair was given.

JONES ELECTED VICE  
CHAIR FOR 2025-26

**11.0 CONSENT AGENDA:**

CONSENT AGENDA

**11.1** Minutes of 06/12/2025 Regular Meeting.

**11.2** Designate:

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

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

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

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

**11.2.5** District Auditors: Clear Trail CPAs, LLC

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

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

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

**11.3** Set:

**11.3.1** Borrowing Limit - \$150,000

Amy Cieloha moved to approve the consent agenda as presented. Tony Holmes seconded the motion. Motion passed unanimously.

CONSENT AGENDA  
APPROVED

**12.0 OTHER ISSUES:**

OTHER ISSUES

An email was sent out to parents on July 9<sup>th</sup> regarding camps and sporting events over the summer. The email was not timely, as some events had already passed and some had already begun. Jim Helmen shared that VHS will be looking at extra-curricular activities and how to improve culture by getting kids involved and more engaged this next year.

The school supply list will be out next week or as soon as the Spanish version is available. If parents need assistance with school supplies, they should contact the main school office. Donations to this program are gladly accepted.

Oregon Government Ethics Commission (OGE) filing requirement is once per term. All board members that went through the Spring election cycle are required to do this. OSBA offers a training on this if needed.

Next Meeting August 14<sup>th</sup>/ A workshop will begin at 4:30 and the regular board meeting will start at 6:00 p.m.

**13.0 MEETING ADJOURNED** at 8:03 p.m.

ADJOURNED

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

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Board Chair

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District Clerk