

AGENDA

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS

Public Meeting

Thursday, August 8, 2024 – 6:00 p.m.

Vernonia Schools, 1000 Missouri Avenue, Vernonia, OR 97064

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 ORDERChair

1.1 Flag Salute

2.0 AGENDA REVIEWChair

2.1 Action to Approve the Agenda

3.0 PUBLIC COMMENT ON NON-AGENDA ITEMS

This is a time for public comment on items on and 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 SHOWCASING OF SCHOOLS

4.1

5.0 BUSINESS REPORTS

5.1 SuperintendentJim Helmen

5.1.1 2024-25 Superintendent Goals

5.1.2 Staffing Update (new hires / resignation)

5.2 FinancialMarie Knight

5.3 MaintenanceMark Brown

6.0 BOARD REPORTS / BOARD DEVELOPMENTChair

6.1 Committee Reports

6.1.1 Safety Committee

6.1.2 Policy Committee

6.1.3 Scholarship Committee

6.2 Board Member Items

7.0 OTHER INFORMATION and DISCUSSION

7.1 Superintendent and Board Operating Agreement

7.2 Superintendent Evaluation Process and Timeline for 2024-25

7.3 Athletic Co-op with Jewell

8.0 ACTION ITEMS

8.1 Superintendent Goals for 2024-25

I move to approve Superintendent Jim Helmen’s goals for 2024-25 as presented.

8.2 Superintendent and Board Operating Agreement

I move to approve the Superintendent and Board Operating Agreement for 2024-25 as presented.

8.3 Superintendent Evaluation Process and Timeline for 2024-25

I move to approve the Superintendent evaluation process and timeline for 2024-25 as discussed.

8.4 Staff Resignation

I move to accept the resignation of Ian Rogers, MS Health/PE Teacher effective July 29, 2024.

8.5 New Hires

I move to approve the Superintendent’s recommendation to hire Nicholas Console, MS Science Teacher and Denise Rowland, K-5 Behavior Specialist.

8.6 Athletic Co-Op Agreement w/Jewell

I move to approve the Athletic Co-op agreement with Jewell as presented.

9.0 MONITORING BOARD PERFORMANCEChair

9.1 August Workshop Review

10.0 CONSENT AGENDAChair

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 07/11/2024 Regular Meeting

I move to approve the consent agenda as presented.

11.0 OTHER ISSUES Chair

11.1 Next Agenda Setting

11.2 Help at August 29th Meet the Families Night Event

12.0 UPCOMING DATES

August 27, 2024	Welcome Back Breakfast – 7:45 a.m.
August 29, 2024	“Meet the Families” night – 5:00 – 7:00 p.m.
August 29, 2024	Board Workshop - 7:00 p.m.
September 12, 2024	Board Meeting - 6:00 p.m.

(Dates and times are subject to change. Please check the district web site at www.veroniak12.org for the most up-to-date information)

13.0 ADJOURN Chair

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
August, 2024
70 -70 - 90
"Not Me, We"

The introduction of the online registration platform has already been sent to families. The following steps and detailed information for families to set up and begin registering will be available during the first week of August. Families will also have access to live support in the district on identified days.

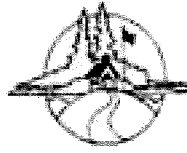
VSD Maintenance and Facilities

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 ready as the year starts.

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 12-16 and 19-23 Kindercamp
- August 21, 2024, VMS Registration
- August 22, 2024, VHS Registration/Foreign Exchange Orientation-Placement
- August 29, 2024: Meet the Family Night
- September 3, 2024, First Day of School - All schools & grades

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
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“Not Me, We”

- Professional Development: Provide ongoing professional development opportunities that support teachers in enhancing their skills, staying current with educational best practices, and advancing their careers.
- Competitive Compensation and Benefits: To attract and retain high-quality educators, offer competitive salaries and comprehensive benefits packages.
- Supportive Work Environment: Foster a positive and collaborative work environment where teachers feel valued and supported. Implement mentorship programs, provide resources for classroom management, and ensure a healthy work-life balance.
- Innovative Recruitment Strategies: Partner with COSA and universities, participate in job fairs and leverage social media and other digital platforms to reach a wider audience.
- Community Engagement: Strengthen partnerships with parents, local businesses, and community organizations to create a supportive network for teachers. Encourage community involvement in school activities and recognize the contributions of our educators.

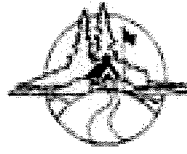
New Registration Process for VSD

We are excited to announce that VSD is transitioning to an online registration system using Synergy, our current Student Information System. This new process is designed to be more convenient, efficient, and user-friendly, ensuring your child's registration experience is as smooth as possible.

Transitioning to online registration will allow our families to:

- A more secure and streamlined way to manage student information, providing parents and guardians with the ability to:
- Ease in registering new and returning students online from any home or mobile device.
- Update student information at any time.
- Review current students' educational and medical information at the time.
- Parents can already use a single system to check grades and attendance.

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"Not Me, We"

Transportation Agreement 24-25

- VSD has entered its second year of a 5-year transportation contract with Curl Transportation Company, agreeing to a 5-year contract with a 3% Cost of Living Allowance (COLA) increase per year.

Summer Meals Programming

- Our Summer Meals Program continues to meet the needs of 130-150 Vernonia children weekly. It will continue through Aug. 18th. Our summer meals program has provided nutritious meals to our children who might otherwise go without during the summer months and alleviates stress and anxiety for both children and parents who may be worried about food security.
- For the 24-25 school year, Vernonia students will continue to receive free breakfast and lunches through the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Programs.

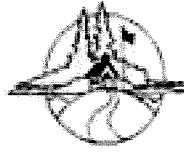
Staffing Focus:

Currently, VES is fully staffed, and an Enrichment program for K-5 (Music, Art, and STEAM) is being expanded. Elementary music and STEAM (Science, Technology, Engineering, Arts, and Mathematics) education play significant roles in children's development.

Vernonia Middle High School currently has 1 High School Math, 1 Mid-High Health/PE opening, and a Tier III Behavior and Alternative Education Program. We currently have a viable applicant for the Tier III program, and the health and PE position has recently been posted.

I am very optimistic as our district remains committed to maintaining highly qualified and dedicated teaching staff while actively recruiting top-tier educators to join our team. We acknowledge that the foundation of a successful educational environment lies in the hands of our teachers. To achieve this goal, we continue to focus on the following key areas:

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
August, 2024
70 -70 - 90
"Not Me, We"

The superintendent's goals are strategically formulated to ensure efficient and effective human, financial, and capital resource allocation aligned with the Vernonia School District Board of Directors' established priorities. Upholding the fiscal integrity of the District stands as the fundamental prerequisite of the Continuous Improvement Plan. For specific objectives related to each goal, please refer to the Superintendent Goals document.)

- Goal 1: Operate the school district in a fiscally prudent manner while balancing educational needs and opportunities.
- Goal 2: Ensure instruction throughout the district utilizes culturally responsive practices and that all staff are trained.
- Goal 3: Implement structures to help hire and retain quality personnel in all positions.
- Goal 4: Increase K-12 students' Social-Emotional, Mental, and Behavioral health supports.
- Goal 5: Ensure effective District governance through positive Board and community relations.

District Improvement Planning (CIP and SIP)

- We are working with the school administration to review and update the current Strategic Investment Program (SIP) Continuous Improvement Plan (CIP) for September Board review and submission to ODE for the 24-25 school year.

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 happy with the progress our district has made in all areas of the report card on all report card areas.

VERNONIA SCHOOL DISTRICT 47J



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"Not Me, We"

Community Engagement

- **Parent and Community Involvement:** Actively involving Vernonia and Mist's parents and community members in school activities and decision-making processes creates a supportive student network.
- **Partnerships:** Building partnerships with local organizations, businesses, and institutions enriches the educational experience and provides additional resources.

Positive School Culture

- **Empathy and Respect:** Promoting a culture of empathy, respect, and understanding among all school community members fosters a positive and collaborative atmosphere.
- **Collective Well-being:** Prioritizing the well-being of everyone in the school community ensures a healthier, more productive environment.

Unified Vision

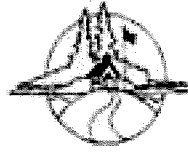
- **Aligned Efforts:** Ensuring that everyone is working towards the same vision and goals aligns efforts and maximizes the impact of initiatives.
- **Consistency:** A unified approach ensures consistency in policies, practices, and expectations, providing a stable and predictable environment for students and staff.

In essence, "Not Me, We" reflects a commitment to working together for the common good, recognizing that the school district's success depends on the collective efforts and contributions of all its members.

Superintendent Goals for the 2024-25 School Year

I am excited to begin my 3rd year as the Superintendent of Vernonia School District. I sincerely appreciate the trust placed in me and consider it an honor to lead in this capacity. The core objective for the forthcoming year is to prioritize the success of our students, cultivate a positive staff culture, and establish trust within the community. My commitment lies in equipping our students with the essential skills required for their post-high school pursuits.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
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"Not Me, We"

This year's Vernonia School District Focus will be the idea behind, "Not Me, We!"

"**Not Me, We**" embodies a school district's philosophy of collective effort and shared responsibility. This idea emphasizes the importance of collaboration and unity among all school board members, teachers, administrators, staff, students, parents, and the community. Here's what it means in practical terms:

Collaboration and Teamwork

- **Shared Goals:** Emphasizing common objectives, such as improving student outcomes, fosters a sense of collective purpose.
- **Interdisciplinary Cooperation:** Collaboration between departments and disciplines enhances problem-solving and innovation.

Shared Responsibility

- **Collective Accountability:** The group owns Successes and challenges rather than individuals. This shared accountability promotes a supportive environment.
- **Distributed Leadership:** Empowering various school community members to take leadership roles ensures diverse perspectives and ideas are considered.

Inclusivity and Equity

- **Diverse Voices:** Valuing and integrating input from all stakeholders ensures that diverse viewpoints are represented in decision-making processes.
- **Equitable Opportunities:** Working together to ensure all students access the same resources and opportunities fosters a more inclusive educational environment.

Support and Encouragement

- **Mutual Support:** Encouraging a culture where colleagues support each other through challenges and celebrate successes strengthens team cohesion.
- **Professional Development:** Providing continuous learning and growth opportunities benefits the entire district, as shared knowledge and skills elevate overall performance.

VERNONIA SCHOOL DISTRICT 47J



Superintendent Goals 24-25 Jim Helmen, Superintendent of Schools

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

Goal 1: Operate the school district in a fiscally prudent manner while balancing educational needs and opportunities:

Standards: 1,2,7,8

- Develop and maintain a fiscally responsible budget for the school district, maintaining consistent informal budget audits.
- Align resources to achieve district goals: staffing, academic achievement, college and career technical education, and social-emotional learning to enhance student access to post-secondary opportunities in college and career.

Goal 2: Ensure instruction throughout the district utilizes culturally responsive practices and that all staff are trained.

Standards: 1,2,4

- Development and implementation of A multi-tiered system of support (MTSS) in grades 6-8.
- Professional Learning Communities (PLC) system implementation K-12.
- Implementation of Depth of Knowledge (DOK) level of questions Increases Instructional Rigor on classroom formative assessments in grades K-12.
- Implementation of equity audits for grades through the student input platform for grades 5-12

Goal 3: Implement structures to help hire and retain quality personnel in all positions

Standards: 1,2,3,6,8

- Develop and implement a Mentor and training program for Year 1-3 teachers.
- Implementation of SEL programming for K-12 staff.

Goal 4: Increase K-12 students' Social-Emotional, Mental, and Behavioral health supports.

Standards: 2,3,4

- Implementation of Positive Behavioral Intervention Supports (PBIS) K-12

Goal 5: Ensure effective District governance through positive Board and community relations:

Standards: 2,5,7,8

- School District, Full Policy Update, aligned with OSBA
- Develop and maintain consistent communication channels with the Vernonia/ Mist community via newsletters, open houses, engagement activities, and attendance at school functions.
- Meaningful interpretive reports of student achievement data delivered in accessible language to the school board and community.
- Attendance of professional development opportunities through attendance of state off-the-record meetings, legislative priority meetings, Coalition of Oregon School Administrators (COSA,) Oregon Department of Education(ODE), and Northwest Regional Education Services District (NWRES D)- Collaboration with external partners.

memo

Vernonia School District 47J

To: Vernonia School District Board of Directors, Superintendent Jim Helmen
From: Marie Knight
Date: 8/8/2024
Re: August 2024 financial information

Comments:

There is no financial report for the August school board meeting due to being so early in the new year. We are in the process of finishing up work for 2023-2024 and starting to work in 2024-2025. Work on the audit for 2023-2024 is underway with our audit scheduled for the week of September 23-27.

Summer is a busy time with setting up payroll for the new year as well as getting orders processed in preparation for the fall.

Thanks!

-Marie Knight

Business Manager, Vernonia School District 47J

July 2024 Maintenance Report

Alarm Related Calls:

21

Facility Use:

Board meeting, Seattle Cascade Drum & Buckle Corp. celebrations of life. basketball and football camps

Projects/Work for the Month

*Board report.

*Snack Shack: progress is being made, we have had several people out to look at the issue. The last guys were here on the 29th as of this report (the 30th) I will follow up to see what they^t found. they seem active now in getting this resolved. The door issue has not moved forward since the last report. I am told it is a parts issue. I will continue to follow up with every moment I can spare.

*Two new hires: first week is training of summer cleaning

* A very large amount of time this month has been trying to get the school ready to teach, now just in a few weeks. progress is being made but slow as the floors have needed much more prep work before applying wax. We are done with the upstairs and basement as of this report time. We are pushing hard to get the main level completed before service week.

*Security monitoring has been switched to "Innova we will meet the 1st of August to load operating program over with Freya so we can actually do data input and final controls

* Replaced door access locks with district locks at the snack shack.

*Program new employee cards and keys, more this month.

* Lost of grounds work

*Custodial support

*replaced all filters in roof units

*Empty all classrooms of furniture, clean, scrap food items and adhesives from tape and stickers being placed on the floor. Prep floor for wax and wax each classroom and hall in the building. clean all furniture and replace it back in class/rooms and halls.

*Help with zone testing for the new alarm company.

*repairs ceiling tiles and drywall from the leak in the supply pipe in commons and basement stairwell.

*Remove, clear and reinstall two toilets that got stuff jammed down them at the end of the year.

*Lots of bees this year to deal with.

*Replaced batteries in older T5 units.

*cleaned all light fixtures and inside glass in commons

*Meeting with contractors for quotes on hot water heater replacement (needs new wiring done) and quotes on refinishing the small gym floor.

*biomass annual service.

*replace the oil sensor in Walker mower.

*Spread out more bark mulch.

*Replaced damaged floor tiles in the basement.

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:

Thank you

Mark Brown

Facility/Maintenance/Grounds Supervisor/IPM Coordinator

Vernonia School District

971-297-6403

VERNONIA SCHOOL DISTRICT

BOARD – SUPERINTENDENT OPERATING AGREEMENT

PURPOSE:

The Board of Directors is the educational policymaking body for the Vernonia School District. To effectively meet the systems challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

We will work collectively for the benefit of students in the district and agree to keep children at the focus of our work and decisions.

COLLABORATIVE GOVERNANCE:

1. Place the district's mission, vision, and goals above personal interests.
2. Respect the board's responsibility to establish policy and the superintendent's responsibility to manage the district.
3. Maintain appropriate confidentiality with district information.
4. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
5. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
6. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
7. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take action on behalf of the board.

COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board members shall communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises, with any member of the board-superintendent team as appropriate.
4. In order to avoid surprises, board members will communicate directly with the superintendent whenever possible:
 - When a question, concern or complaint is voiced by a staff member, student, parent, community member or by an individual board member.
 - When a board member has a concern about the superintendent.
 - Prior to meetings of the board to address questions or concerns about agenda items, and when possible at least one business day prior to the meeting.
 - When an individual board member requests district information and documents outside the meeting
5. The superintendent will communicate directly with the board:
 - In a regularly established scheduled communication process for information sharing.
 - When an individual board member requests information, it shall be disseminated to all members of the board.
 - In anticipation of an adverse event or adverse media coverage.

- When a serious incident involving staff, students, parents or community members occurs.
- When the superintendent has concern about an individual board member.
- When requested to do so by a majority of the board.

Individual board members make statements as individuals. If a statement is made on behalf of the board, the designation of a spokesperson shall follow policy BCB. If an individual response to constituents is made, the board member has the responsibility to make it clear that they are speaking as an individual and not on behalf of the board.

The following expectations are to be a priority for the school year 2023-24.

BOARD EXPECTATIONS OF THE SUPERINTENDENT	SUPERINTENDENT EXPECTATIONS OF THE BOARD
<ul style="list-style-type: none"> • Create and/or sustain a district-wide climate of respect and inclusivity among students, staff, parents, and community members. • Provide the board with the information analysis, and sound professional advice it needs in formulating policy and monitoring district operations/student achievement. • Provide visionary leadership enabling the district to continually improve the educational experiences of students and achieving the goals which have been established. 	<ul style="list-style-type: none"> • Integrity of the highest order • Willingness to acknowledge and follow the chain of command of the school district • Practice of avoiding surprise items at board meetings

DISTRICT PRIORITIES:

1. Improve Academic Proficiency Levels for All Students
2. Innovative Career Pathways
3. Inclusive / Equitable Programs and Opportunities

GUIDING PRINCIPLES:

We believe in providing a safe caring environment which celebrates and honors differences.

We believe in preparing students to become confident, productive citizens in the global community.

We believe our school should inspire our students to become life-long learners through quality instruction based on meaningful, challenging, and exciting experiences.

We believe in building a collaborative relationship with our community based on respect, trust, honest and open communication.

Adopted this 10th day of August, 2023

Scott Rickard, Chair

Jim Helmen, Superintendent

Greg Kintz, Vice Chair

Susan Wagner

Joan Jones

Amy Cieloha

Stacey Pelster

Javoss McGuire

Vernonia School District

Superintendent Evaluation Timeline for 2024-25

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.	8/08/24	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)	10/10/24 11/14/24 12/12/24	Superintendent
Evaluation documents are sent to individual board members for their individual evaluation of the superintendent.	1/09/25	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 2/13 board meeting.	2/1/25	Board Secretary or designee
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).	2/13/25	Board & Superintendent
ONLY IF NEEDED & NOT FINISHED ON 2/13: 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.	2/27/25*	Board
Board chair or designee presents draft of the summative evaluation to Supt. prior to the 3/13 board meeting. Details of the evaluation will be discussed with the whole board at the upcoming executive session. This is a preview copy.	3/7/25	Board Chair (or designee)
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. 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.	3/13/25	Board & Superintendent
Notify superintendent of contract extension/non-extension (if applicable)	3/15/25	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.	4/10/25	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.	7/10/25	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 11, 2024 Vernonia Schools Library, 1000 Missouri Avenue, Vernonia

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:02 p.m. by Scott Rickard. MEETING CALLED TO ORDER
- Board Present:** Susan Wagner, Amy Cieloha, Scott Rickard, Greg Kintz, and Joanie Jones BOARD PRESENT
Board Absent: Stacey Pelster and Javoss McGuire BOARD ABSENT
Staff Present: Jim Helmen, Superintendent; Nate Underwood, Middle/High School Principal (virtual); Michelle Eagleson, Elementary Principal (virtual); Susanne Myers (virtual); Barb Carr, Administrative Assistant; and Lee Costanzo, Licensed staff (virtual). STAFF PRESENT
- Visitors Present:** Scott Laird VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Joanie Jones moved to approve the agenda as presented. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None. PUBLIC COMMENT
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** Jim Helmen’s report was provided to the Board prior to the meeting. SUPERINTENDENT REPORT
- 5.1.1 Staffing Update:** Jenessa MacDonald, K-5 Behavior Specialist has resigned. Interviews to fill this position are scheduled for next Monday. STAFFING UPDATE
- Amy Cielohas asked if there are current staff that could fill any of the open positions at the high school. According to Jim Helmen, yes, there are options.
- 5.2 Financial Report:** No report provided this month FINANCIAL REPORT
- 5.3 Maintenance Report:** Mark Brown’s report was provided to the Board prior to the meeting. MAINTENANCE REPORT
- Jim Helmen shared that he has talked with a number of people regarding the Logger Concession building. 5Star Builders will be on site next Tuesday, walking through and looking at everything in the building. Amy Cieloha expressed her concern that it has taken so long and is still on-going.
- A question was raised about bathroom door vandalism. Jim stated that he believes this is simply normal wear and tear on the doors and the work was noted under the vandalism heading.
- Scott Rickard asked if there are concerns with the Mist well? No, the testing of the well is an annual requirement.
- 6.0 BOARD REPORTS/ BOARD DEVELOPMENT:**
- 6.1 Committee Reports:** COMMITTEE UPDATE
- 6.1.1 Policy Committee:** Nothing discussed.
6.1.2 Safety Committee: Nothing discussed.
6.1.3 Scholarship Committee: Greg Kintz shared the status of current funds and offered suggestions for sustaining the scholarship. He’d like to ask other local donors and board members to contribute to the scholarship. SCHOLARSHIP COMMITTEE DISCUSSION
- Amy Cieloha brought up again her concerns about the quality of the packets going out to the community. Jim Helmen commented that it is ultimately the responsibility of the student and we have services available to provide support. Students are being told they need to revise and edit.

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

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

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

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

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

FILLING THE VACANT DIRECTOR POSITIOIN WAS DISCUSSED AND DETERMINED

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

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

7.0 OTHER INFORMATION and DISCUSSION

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

ADMINISTRATIVE EMPLOYEE GROUP MEMORANDUM OF AGREEMENT DISCUSSED

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

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

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

SUPT ADVISORY ASSIGNMENTS DISCUSSED

7.2.1 Safety Committee:

7.2.2 Policy Review Committee:

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

BOARD ASSIGNMENTS DISCUSSED NEGOTIATIONS TEAM

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

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

SCHOLARSHIP COMMITTEE

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

2024-25 SUBSTITUTE

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

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

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

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

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

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

8.0 ACTION ITEMS

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

9.0 MONITORING BOARD PERFORMANCE: None

10.0 ELECTION OF BOARD CHAIR and VICE CHAIR

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

WAGNER ELECTED
CHAIR FOR 2024-25

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

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

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

Susan Wagner will be the board chair 2024-25.

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

KINTZ ELECTED VICE
CHAIR FOR 2024-25

11.0 CONSENT AGENDA:

CONSENT AGENDA

11.1 Minutes of 06/13/2024 Regular Meeting.

11.2 Designate:

11.2.1 Chief Administrative & Budget Officer/Clerk: James Helmen

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

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

11.2.4 Depository of Funds: US Bank & Government Pool

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

11.2.6 Insurance Agent of Record: Brown & Brown Northwest

11.2.7 Attorney of Record: Garrett, Hemann, Robertson, Jennings, Comstock & 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. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance.

CONSENT AGENDA
APPROVED

12.0 OTHER ISSUES:

OTHER ISSUES

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

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

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

13.0 MEETING ADJOURNED at 8:59 p.m.

ADJOURNED

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

Board Chair

District Clerk

07-11-2024

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