

MEETING MINUTES

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

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:00 p.m. by Stacey Pelster, Chair. MEETING CALLED TO ORDER
- Board Present:** Stacey Pelster, Susan Wagner, Greg Kintz, Amy Cieloha, Joanie Jones, Scott Rickard, and Javoss McGuire. BOARD PRESENT
- Board Absent:** None BOARD ABSENT
- Staff Present:** Jim Helmen, Superintendent; Michelle Eagleson, Elementary Principal; Rachel Wilson, K-12 Vice Principal; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; Mark Brown, Maintenance Supervisor, Kendra Schlegel, Licensed Staff and Camrin Eyrrick, Classified Staff (virtually). STAFF PRESENT
- Visitors Present:** Scott Laird VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Susan Wagner moved to approve the agenda as presented. Javoss McGuire seconded the motion. Motion passed unanimously. AGENDA REVIEW
Susan Wagner amended her motion to approve the agenda as amended (adding minutes of Workshop 01/19/2023 to item 10.1). Javoss McGuire seconded the motion. Motion passed unanimously.
- 3.0 PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS:** None PUBLIC COMMENT
- 4.0 SHOWCASING OF SCHOOLS:**
- 4.1 Administrator Reports:** The Board reviewed the administrative reports prior to the meeting. ADMINISTRATOR REPORTS
- Amy Cieloha inquired about the return of the elementary Bee Bucks program? According to Mrs. Eagleson, discussion has taken place about bringing back that program in the future. The Golden Awards have just started back up.
- Rachel Wilson shared some information on the Menstrual Dignity Act. She stated that products are running out due to not having enough staff time to handle the refills. Len Hamilton, the school nurse, is willing to take over the refilling task but he is not available yet. Comments were made about the vandalism to this program, and Jim Helmen shared that more education is needed. He does not believe the District has exhausted all options for education.
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** Jim Helmen’s report is provided to the Board prior to the meeting. There were no questions from the Board. SUPERINTENDENT REPORT
- Mr. Helmen presented his work from the past three months, putting together the Integrated Guidance Plan required by ODE. This plan consolidates the SIA and high school success grants. This plan is presented as a draft and satisfies the requirement to have an initial reading. A secondary reading and approval will occur at a future meeting. INTEGRATED GUIDANCE DOCUMENT 1ST READING
- This document represents a great deal of time and work and Mr. Helmen feels it is valuable. The community surveys, community forums, thought exchange, data team, diving deep into where our district is and planning for the next two years, has proven to be a valuable process.
- Areas of the document were highlighted:
Growth Goals: primary indicators of state report cards are reviewed and targets are identified.
Equity Advanced – evaluation of every component of the district

Engaged Community – creative ways to get parents into the school.
 Integrated Guidance Fiscal Planning –looked at State projections for next year and compare to what we paying for with the grant funds. Does this align with the District’s priorities?
 Artifacts – evidence of data

The Integrated Guidance Plan will be presented at the March School Board meeting for a second reading and subsequent vote.

5.1.1 Strategic Plan Update: Nothing specific to the Strategic Plan was shared. STRATEGIC PLAN UPDATE

5.1.2 Calendar Update: The current school year calendar has three snow days embedded within the calendar. The District was closed in December due to weather therefore the first of the three potential snow make-up days, March 3rd, will now be a regular school day. POTENTIAL SNOW DAY CHANGED TO REGULAR SCHOOL DAY ON CALENDAR

5.2 Financial Report: Marie Knight’s report was provided to the Board prior to the meeting. Marie shared that the District financial audit for last year is nearing the end. She is hoping to present the audit at the March Board meeting. Currently work is underway on the budget and the beginning set up for next school year. FINANCIAL REPORT

5.2.1 Upcoming Budget Mtg. Process / Draft Calendar: Marie Knight shared a draft budget committee meeting calendar. The layout and timeline of the calendar works well and the dates were rolled forward. The calendar will be presented in March for adoption. BUDGET PROCESS & MTG CALENDAR DRAFT REVIEWED

Marie also shared that she has entered all board members into the government ethics reporting system. An email was sent to the Board with instructions and a link to the site. Each board members needs to log on and set up a personal profile before March 15th. On March 15th another email will be sent letting you know that it is time to go in and complete your ethics / financial reporting. This must be completed by April 15th and if not, fines will be assessed. \$10.00 per day for 14 days then the fine increases to \$50.00 per day. GOVERNMENT ETHICS REPORTING REQUIRED FOR ALL BOARD MEMBERS

5.3 Maintenance Report: Mark Brown’s report was provided to the Board prior to the meeting. There were no questions from the Board. MAINTENANCE REPORT

5.3.1 New IPM Coordinator: Mark Brown shared that the IPM coordinator duty is transferring from him to another staff member. Integrated Pest Management (IPM) is a requirement of the State that regulates and limits the amount of pesticide focused prevention. The Board approved the District’s IPM Plan therefore Mark wanted to inform the Board of the change in oversight. The new coordinator will take over effective July 1st. IPM COORDINATOR TO CHANGE EFFECTIVE JULY 1, 2023.

6.0 BOARD REPORTS/ BOARD DEVELOPMENT: BOARD REPORTS COMMITTEE UPDATES

6.1 Committee Reports:

6.1.1 Policy Committee – The committee scheduled their next meeting on Feb. 21st.

6.2 Superintendent Evaluation: Board members need to return their personal comments to Barb Carr. A Special Meeting is scheduled for February 16th at 6:00 p.m. At this meeting, the Board will work collectively to review all comments and come up with a single voice response. Mr. Helmen’s evaluation will be presented at the March 9th board meeting. SUPT EVALUATION PROCESS REVIEWED

7.0 OTHER INFORMATION and DISCUSSION

7.1 Policy Updates – 2nd Reading: The following policies were presented for approval. POLICIES PRESENTED FOR SECOND READING

- AC – Nondiscrimination
- AC-AR – Discrimination Complaint Procedure
- BBAA – Individual Board Member’s Authority and Responsibilities
- BD/BDA – Board Meetings
- BDDH - Public Comment at Board Meetings
- BDDH-AR – Public Comment at Board Meetings
- CM – Compliance and Reporting on Standards

- DJC – Bidding Requirements
- GBA – Equal Employment Opportunity
- GBEA – Workplace Harassment
- GBNA-AR – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures – Staff
- GBNAA/JHFF – Suspected Sexual Conduct with Student and Reporting Requirements
- GBNAA/JHFF-AR – Suspected Sexual Conduct Report Procedures and Forms
- GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements
- GBNAB/JHFE-AR - Reporting of Suspected Abuse of a Child
- IA/IAA - Instructional Goals
- IB – Freedom of Expression
- IGBHA – Alternative Education Programs
- IGBHA-AR – Evaluation of Alternative Education Programs
- IGBI – Bilingual Education
- IIA – Instructional Resources / Instructional Materials
- IJ – School Counseling Program

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| 7.2 | Student Transfer Limits for 2022-23: Jim Helmen explained that this is done annually and historically the number of students transferring into Vernonia has been established at 3 students per grade. | STUDENT TRANSFER LIMITS FOR 2022-23 DISCUSSED |
| 7.3 | Licensed Staff Contract Renewal for 2022-23: Jim Helmen indicated that at the next meeting Administrators will be presenting their recommendations for contract renewal. | NOTIFICATION OF LICENSED CONTRACT EXTENSIONS |
| 7.4 | NWRESD Local Service Plan: Jim Helmen shared NWRESD’s benefits and services the Vernonia School District takes advantage of as well as the cost for those services. As a small school district we rely on the ability to share services with other school districts. The presented Local Service Plan identifies the services available to Vernonia for the next school year. Mr. Helmen recommends approval. | NWRESD LOCAL SERVICE PLAN SHARED |
| 7.5 | ODE Integrated Guidance 1st Reading: This information was presented during the Superintendent Report (item 5.1) earlier in the meeting. | ODE INTEGRATED GUIDANCE 1 ST READING |
| 8.0 | ACTION ITEMS | |
| 8.1 | Policy Updates Approval: Susan Wagner moved to approve the policy updates as amended in discussion item 7.2. Amy Cieloha seconded the motion. Motion passed unanimously. | POLICIES APPROVED |
| 8.2 | Student Transfer Limits for 2022-23: Susan Wagner moved to approve the incoming transfer limits for the 2023-24 school year at 3 per grade. Scott Rickard seconded the motion. Motion passed unanimously. | TRANSFER LIMITS FOR 2023-24 SET |
| 8.3 | NWRESD Local Service Plan: Greg Kintz moved to approve the NWRESD Local Service Plan as shared. Joanie Jones seconded the motion. Motion passed unanimously. | NWRESD LOCAL SERVICE PLAN APPROVED++++ |
| 9.0 | MONITORING BOARD PERFORMANCE:
Greg Kintz shared that he is looking into visiting other district CTE programs. Clackamas Community College is offering coursework in March that would be advantageous to our forestry and sawmill program. | MONITORING BOARD PERFORMANCE |
| 10.0 | CONSENT AGENDA: | CONSENT AGENDA |
| 10.1 | Minutes of 01/12/23 Regular Meeting and 01/19/23 Workshop | MINUTES |
| | Greg Kintz moved to approve the consent agenda as amended. Scott Rickard seconded the motion. Motion passed unanimously. | CONSENT AGENDA APPROVED |
| 11.0 | OTHER ISSUES:
Agenda setting meeting next month will be Stacey Pelster and Amy Cieloha. | OTHER ISSUES |

February 22, 2023 the District is holding a Re-Engagement Night for our families. Dinner will be provided along with door prizes and a discussion on the importance of attendance. Proceeds from the Re-Engagement grant the District received will support this event.

Scott Rickard asked that discussion on a potential Scholarship Committee fundraiser be added to the March meeting agenda.

12.0 MEETING ADJOURNED at 7:18 p.m.

ADJOURNED

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


Board Chair


District Clerk