

# MEETING MINUTES

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – April 13, 2023 Mist Elementary School, 69163 Hwy. 47, Mist, OR 97016

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:01 p.m. by Stacey Pelster. MEETING CALLED TO ORDER
- Board Present:** Susan Wagner, Amy Cieloha, Greg Kintz, Stacey Pelster, Joanie Jones, Scott Rickard BOARD PRESENT
- Board Absent:** Javoss McGuire BOARD ABSENT
- Staff Present:** Jim Helmen, Superintendent; Marie Knight, Business Manager; Michelle Eagleson, Elementary Principal; Rachel Wilson, K-12 Vice Principal; Susanne Myers, Special Education Director; and Kendra Schlegel, Licensed Staff. STAFF PRESENT
- Visitors Present:** Julie Ramsey, Doris Buchholz, Scott Laird, Thomas Jones, Tony Holmes, Shirley Kyser, Zak Smith, and Beau Smith. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Amy Cieloha moved to approve the agenda as amended. Susan Wagner seconded the motion. Motion passed unanimously. AGENDA REVIEW
- 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
- Scott Rickard asked Michelle Eagleson about when Star data will be available, Michelle is working on it and plans to have it ready for the next board meeting. Jim Helmen stated that both administrators will have a presentation for next month.
- Joanie Jones asked about standards. Michelle explained what they are working on with staff and that they are seeing good outcomes.
- Michelle was complimented on the bulletin board.
- Greg Kintz, volunteered to help review resumes at the Columbia County Career Center. This is the first CTE location he will be visiting.
- Athletics: Susan Wagner asked about OHSET, they are going to state and nothing is on the report.
- Student Beau Smith who wants to play soccer at Banks introduced himself and explained his desire to play soccer at Banks. The board discussed the process for the co-op agreement.
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** The Board reviewed the Superintendent report prior to the meeting. SUPERINTENDENT REPORT
- No questions regarding the superintendent report.
- Jim Helmen shared that summer learning funds are directed at mental health supports rather than academic summer school. The Board discussed summer school and Susan Wagner brought up that summer school is good for homeless students to keep connection to school. Amy Cieloha asked about summer options for high school students to make up credits. Specifically for math. Acellus has been implemented recently for students who are behind.

Jim Helmen worked with the administrative team on the school day schedule for the 2023-24 school year. Students will be on the same daily start and end times. Elementary PE schedule is being altered to allow for this. The District will save approximately \$100,000 with reduction to transportation.

**5.1.1 Strategic Plan Update:** Strategic plan is the integrated guidance plan that is on the website. Continuous improvement plan will be presented later.

STRATEGIC PLAN  
UPDATE

Scott Rickard asked about staff attending the educator fairs this week. Michelle Eagleson discussed going to the WOU educator fair with Susanne Myers. They met a lot of great candidates. Jim Helmen stated that the District does have applicants for the tier III position. We have other openings as listed by Jim.

Amy Cieloha asked Jim Helmen to explain how vape detectors work. He explained this and how things might work. Policies will be needed to implement the program. Staff are working to educate kids on dangerous behaviors.

**5.2 Financial Report:** Marie Knight's report was provided to the Board prior to the meeting. There were no questions.

FINANCIAL REPORT

**5.2.1 Presentation of 2021-22 Audit:** Marie Knight shared the 2021-22 Financial Audit highlighting items in the audit letter. Board questions were answered. Greg Kintz noted that the district name was incorrect on the audit document. Marie will follow up with the auditors on this issue.

2021-22 FINANCIAL  
AUDIT PRESENTED

**5.2.2 Budget Committee Application:** Tony Holmes was present at the meeting and introduced himself. The board welcomed him.

**5.3 Maintenance Report:** Mark Brown's report was provided to the Board prior to the meeting. A bus radio has been installed at Mist and security cameras have been ordered that can be accessed from Vernonia Schools. Board chair requested that latches be installed on the gym restroom doors.

MAINTENANCE REPORT

## **6.0 BOARD REPORTS/ BOARD DEVELOPMENT:**

BOARD REPORTS  
COMMITTEE UPDATES

### **6.1 Committee Reports:**

**Safety Committee:** Susan Wagner attended the safety committee meeting and explained that the committee is actively moving forward with several things. Committee reviewed the training from Monday and discussed the student meetings.

Amy Cieloha asked about why the student meetings were done in Zoom. This was to allow students to be in their small advisory groups rather than having a large assembly. It also allowed for group surveys regarding student opinions. Zoom meetings like this are facilitated with a large screen for all.

**6.1.1 Policy Committee:** Jim Helmen explained five policies have been reviewed and the color-coding on each policy. Yellow is accepted, blue is changes. OFLA policy was discussed.

**6.1.2 Scholarship Committee –** Amy Cieloha commented that the committee is looking at doing a pancake breakfast in the fall. Scott Rickard got some information from the Banks fire department. The information is that it's not a money maker, but done for outreach. Susan Wagner encouraged the committee to not be concerned about competing with other fund raisers as she has experience with this. The committee will revisit this idea. Greg Kintz explained the scholarship history to the audience.

### **6.1.3 Superintendent Contract Negotiations – Board Appointee:**

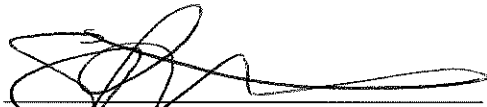
Stacy Pelster stated that she will negotiate the Superintendent's contract if there are no objections from the board.

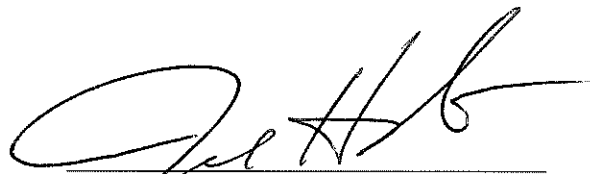
## **7.0 OTHER INFORMATION and DISCUSSION**

**7.1 2023-24 Instructional Calendar:** Jim Helmen reviewed and explained the calendar and the calendar development process and rationale.

2023-24 INSTRUCTIONAL  
CALENDAR PRESENTED

- |   |   |   |
|---|---|---|
| 7.2   | <b>Policy Updates – 1<sup>st</sup> Reading:</b><br>Policy updates were discussed.   | POLICY UPDATES – 1 <sup>st</sup><br>READING       |
| <br>  |   |   |
| 8.0   | <b>ACTION ITEMS</b>   |   |
| 8.1   | <b>2023-24 Instructional Calendar:</b> Susan Wagner moved to approve the 2023-24 Instructional Calendar as presented. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance.   | OUT OF STATE TRAVEL<br>APPROVED                   |
| 8.2   | <b>Superintendent Contract Negotiations Board Appointee:</b> Scott Rickard moved to appoint Stacey Pelster to negotiate Superintendent Jim Helmen’s contract on behalf of the Board. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance. | 2022-23 CALENDAR<br>REVISION APPROVED             |
| 8.3   | <b>Athletic Co-op Agreement:</b> Joanie Jones moved to approve the athletic coop agreement with Banks High School for Fall 2023 Soccer. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance..  | ATHLETIC CO-OP WITH<br>BANKS FOR 2023<br>APPROVED |
| 8.4   | <b>Budget Committee Appointment:</b> Amy Cieloha moved to appoint Tony Holmes to a 3-year term to the VSD Budget Committee. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance.   |   |
| <br>  |   |   |
| 9.0   | <b>MONITORING BOARD PERFORMANCE:</b><br>Stacey Pelster encouraged board members to attend the Board meetings in person if at all possible. Greg Kintz discussed the legislature in session.   | MONITORING BOARD<br>PERFORMANCE                   |
| <br>  |   |   |
| 10.0  | <b>CONSENT AGENDA:</b>  | CONSENT AGENDA                                    |
| 10.1  | Minutes of 03/09/23 Regular Meeting and 04/03/23 Scholarship Committee Meeting.   | MINUTES   |
|   | Susan Wagner moved to approve the consent agenda as presented. Scott Rickard seconded the motion. Motion passed unanimously with those in attendance.   | CONSENT AGENDA<br>APPROVED                        |
| <br>  |   |   |
| 14.0  | <b>OTHER ISSUES:</b> None.  | OTHER ISSUES                                      |
| <br>  |   |   |
|   | <b>14.1 Agenda Setting Meeting for Next Month:</b> Amy Cieloha volunteered to meet with Stacey Pelster and Jim Helmen.  |   |
| <br>  |   |   |
| 15.0  | <b>MEETING ADJOURNED</b> at 7:33 p.m.   | ADJOURNED   |
| <br>  |   |   |
| Submitted by Marie Knight, Business Manager |   |   |

  
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 Board Chair

  
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 District Clerk

