

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – April 14, 2022 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 6:01 p.m. by Stacey Pelster. MEETING CALLED TO ORDER
- Board Present:** Stacey Pelster, Joanie Jones, Amy Cieloha, Scott Rickard, Javoss McGuire, Susan and Greg Kintz. Susan Wagner arrived at 6:27 p.m. BOARD PRESENT
- Board Absent:** None BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Barb Carr, Administrative Assistant; Marie Knight, Business Manager; Nate Underwood, MS/HS Principal; Michelle Eagleson, Elementary Principal; Juliet Safier, Kendra Schlegel, Ashley Ward and Justin Ward, Licensed Staff; and Elizabeth Kintz and Camrin Eyrrick, Classified Staff. STAFF PRESENT
- Visitors Present:** Allison McLeod, Thomas Jones, Greg McCallum, Danielle Manning, Julie Ramsey, Jeana Gump, Sydney Smith and Scott Laird. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Action Item 8.1 Administrative Contract Renewal it was noted that the word “Revised” needed to be noted prior to Resolution 2022-02. It was also shared that the name Terri Ann Stavens needs to be added to Action Item 8.2. Scott Rickard moved to approve the agenda as amended. Javoss McGuire seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 3.0 SHOWCASING OF SCHOOLS:**
- 3.1** Michelle Eagleson highlighted her written report to the Board:
- She has hired two teachers to complete the remainder of this year. Allison McLeod 3rd grade and hired Terri Ann Stavens 1st grade. ELEMENTARY SCHOOL PRINCIPAL REPORT
 - Student of the Month recognition recently announced. Congratulations to all.
 - A Kindergarten transition grant for \$11,000 has been received. This grant will support Kindercamp August 8-19, 2022 for 3 ½ hours in the morning. Kindercamp is open to any students who register.
 - Kindergarten registration for the 2022-23 year will be held on Thursday, May 5th from 6-7 pm
 - Plans are underway for a STEAM night on May 26th from 5-6:30 p.m. She noted that this time is a change from what was published initially in her Board report.
- Nate Underwood in addition to his written report, shared the following:
- Next month he will provide a proposal to the Board for the consideration of creating a honor’s diploma
 - ACT / PRE ACT testing results have been returned but not yet analyzed
 - HS Renaissance assembly was recently held
- Amy Cieloha asked for the date of the 8th grade promotion – June 14
- 3.2 Student Reports:** Sydney Smith shared the following with the Board: STUDENT REPORTS
- HS Leadership worked with the Elementary students and collected 800 lbs. of food for the local food bank
 - Field trips happening this Spring
 - Various class activities were highlighted
 - Yearbook students met their deadline for the main publication and are now working on the Spring supplement
- 3.3 Grad Coach Update:** Ashley Rogers-Ward, VHS Graduation Coach, reported on her work in the following areas: GRAD COACH REPORT

1. Careers & Curriculum
2. Field Trips / Visitors to the school
3. Testing
4. Scholarships
5. Service Hours
6. Communication Plan
7. Extra Info, and
8. Upcoming items

4.0	PUBLIC COMMENT ON NON-AGENDA ITEMS: None	PUBLIC COMMENT
5.0	BUSINESS REPORTS:	
5.1	<p>Financial Report: Marie Knight reported that she is finalizing the budget in preparation of next week's first Budget Committee meeting. She is holding a new member training on 4/19/22 and confirmed who plans to attend this meeting. Both Stacey Pelster and Susan Wagner will be unable to attend the first Budget Committee meeting.</p> <p>The April payment of the SSF will see an increase which she has estimated on this report. The current ending fund balance for the 22-23 year is approximately \$558,000. She is budgeting a starting balance for 23-24 at \$600,000.</p> <p>Scott Rickard asked about the \$300,000 ending fund balance contingency. According to Marie, this includes the transfers out of the general fund into other funds to cover the debt service and the food service program.</p> <p>5.1.1 Budget Committee Application: Marie Knight shared that an application to serve as a member of the Budget Committee has been received from Janice Cockrell.</p>	FINANCIAL REPORT
5.2	<p>Maintenance Report: Mark Brown's report was reviewed by the Board. There were no questions.</p>	MAINTENANCE REPORT
5.3	<p>Superintendent Report: Aaron Miller, in addition to his written report, updated the Board on the following:</p> <ul style="list-style-type: none"> • Currently VSD has zero students or staff on the quarantine list. • Having received the CTE grant for \$125,000, the District is waiting on bids to start the Forestry building. They hope to have a competitive forestry team active again next year. • Surprisingly, on Monday, April 11th school was cancelled due to snow. This will be a topic at the May meeting to discuss. <p>Scott Rickard asked about the enrollment document showing 20% of the District's students being identified as special education. This number seems high, is this average? According to Mr. Miller, yes this is high but it is an average across the state. The state provides districts additional funding for up to 11%. Anything above that is the responsibility of the District to fund.</p>	SUPERINTENDENT REPORT
6.0	BOARD REPORTS/ BOARD DEVELOPMENT:	
6.1	<p>Committee Reports: Greg Kintz shared that he recently returned from the National School Boards Association conference in San Diego. He will have a report on the meetings he attended at the next Board meeting. He also has a Legislative Policy meeting for OSBA this weekend and will report on that next month as well.</p> <p>6.1.1 Scholarship Committee: Greg Kintz, Javoss McGuire and Scott Laird serve on this committee. They have deferred their work until next Fall and will meet with Ashley Ward at that time to develop and create the Board Scholarship.</p>	BOARD MEMBER REPORTS
6.2	<p>Rescheduling DEMSP #4: Discussion was held on rescheduling the training. The dates proposed by OSBA does not work for the Board or the staff. Stacey Pelster asked Barb Carr to reach back to OSBA to get additional dates or a different trainer. Once other options are determined another Doodle Poll will be sent out to the Board and the participating staff members.</p>	SCHOLARSHIP COMMITTEE DEFERRED WORK UNTIL FALL 2022
		DISCUSSION HELD ON RESCHEDULING DEMSP #4

7.0 OTHER INFORMATION and DISCUSSION

- 7.1 **Administrative Contract Renewal:** Aaron Miller shared the revised Resolution #2022-02 and explained that names were inadvertently left off the resolution at a previous meeting. This was an oversight. Amy Cieloha asked for clarification on the SEL director. She didn't remember handling her hire the same way. It was noted that the SEL Director was already working in the District when Amy became a board member. ADMIN CONTRACT RENEWAL REVISED RESOLUTION
- 7.2 **Staff Update – New Hire/Resignations/Retirements:** Aaron Miller shared that there are two new hires. Allison McLeod 3rd grade and Terri Ann Stavens, 1st grade. There are also resignations effective at the end of the year from Heidi Brown, District Nurse, and Kaitlyn Carr-Kiprotich MS/HS Art. Marilyn Landers, Food Service Manager, and Beth Kintz, Transition Specialist will be retiring. STAFF UPDATE-NEW HIRE, RESIGNATIONS, RETIREMENTS SHARED
- 7.3 **2022-2023 Instructional Calendar:** Aaron Miller shared the 2022-23 draft instructional calendar indicating that the number of student and staff days remain the same as this year. The late start Wednesdays is also remaining as it is currently. 2022-23 INSTRUCTIONAL CALENDAR SHARED
- Amy Cieloha asked if the plan is to still run the alternate bussing schedule next year. Yes, according to Mr. Miller. The administrative team discussed this and felt it was a benefit to continue. The number of referrals on busses has dropped considerably not having the older kids with the younger kids. Also, elementary students are not required to have as many instructional minutes as the older students, therefore they don't need to be here as early. This is also a benefit in that it allows all elementary teachers to have prep at the same time. SPLIT BUS ROUTES WILL CONTINUE IN 2022-23
- Amy feels it is a hardship for families that have kids in different levels and an unnecessary cost to the District for the additional fuel to run the busses twice.
- 7.4 **New Superintendent Introduction:** Stacey Pelster announced that the Board has selected a new superintendent to start July 1st. James "Jim" Helmen from Clatskanie will replace Aaron Miller who is retiring. Aaron shared that he is meeting weekly with Jim and having him attend the County Superintendent monthly meetings. He will also likely attend the upcoming State Superintendent meeting. The transition has started and is going well. JIM HELMEN HIRED AS NEXT SUPERINTENDENT BEGINNING JULY 1st.
- 7.5 **Student Travel Discussion:** Nate Underwood shared that in a regular year we have two out of state trips which requires board approval - 8th grade Close Up trip to DC and Senior Trip to Disneyland. These trips have been cancelled the last two years. Next year these are back on as well as a trip to Germany with German teacher Olivia Keister. He will be seeking approval for these out of state trips for the 22-23 year at next month's board meeting so that planning and fundraising can begin soon. STUDENT OUT OF STATE TRAVEL FOR 2022-23 TO BE ON THE MAY AGENDA

8.0 ACTION ITEMS

- 8.1 **Administration Contract Renewal:** Scott Rickard moved to approve probationary administrative contract extensions as presented in revised resolution 2022-02. Greg Kintz seconded the motion. Motion passed unanimously. ADMIN CONTRACT EXTENSION/REVISED RESOLUTION APPROVED
- 8.2 **New Hire:** Amy Cieloha moved to approve the Superintendent recommendation to hire Allison McLeod, 3rd grade teacher and Terri Ann Stavens, 1st Grade teacher effective immediately. Javoss McGuire seconded the motion. Motion passed unanimously. MCLEOD AND STAVENS HIRED
- 8.3 **Staff Retirements / Resignations:** Susan Wagner moved to accept the retirement of Marilyn Landers, Food Service Manager (7/1/2022) and Beth Kintz, Transition Specialist (6/30/2022) and the resignation of Kaitlyn Carr-Kiprotich (6/30/2022). Javoss McGuire seconded the motion. Motion passed unanimously. LANDERS & KINTZ RETIRE. CARR RESIGNS.
- 8.4 **2022-23 Instructional Calendar:** Susan Wagner moved to approve the 2022-23 Instructional Calendar as presented. Javoss McGuire seconded the motion. Motion passed unanimously. 2022-23 INSTRUCTIONAL CALENDAR APPROVED
- 8.5 **Budget Committee Appointment:** Javoss McGuire moved to appoint Janice Cockrell to a three year term on the Budget Committee. Scott Rickard seconded the motion. Motion passed unanimously. COCKRELL APPOINTED TO THE BUDGET COMMITTEE

9.0 **MONITORING BOARD PERFORMANCE:** None

10.0 **CONSENT AGENDA:**

CONSENT AGENDA

10.1 Minutes of 03/10/22 Regular Meeting and the 03/14/22, 03/18/22, and 03/21/22 Special Meetings.

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

CONSENT AGENDA APPROVED

11.0 **OTHER ISSUES:** Susan Wagner suggested recording the Board meetings. Stacey Pelster indicated she will contact OSBA about pros and cons.

OTHER ISSUES

Amy Cieloha mentioned the comments received from retiring staff and felt they deserved consideration.

12.0 **MEETING ADJOURNED** at 7:34 p.m.

ADJOURNED

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



Board Chair

District Clerk