

# AGENDA

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS

### Public Meeting

Thursday, September 14, 2023 – 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](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 SHOWCASING OF SCHOOLS**

4.1 Administrative Reports

**5.0 BUSINESS REPORTS**

5.1 Superintendent ..... Jim Helmen

5.2 Financial ..... Marie Knight

5.3 Maintenance ..... Mark Brown

**6.0 BOARD REPORTS / BOARD DEVELOPMENT..... Chair**

6.1 Committee Reports

6.1.1 Safety Committee

6.1.2 Policy Committee

6.1.3 Scholarship Committee

6.2 OSBA Board of Directors Nomination

**7.0 OTHER INFORMATION and DISCUSSION**

7.1 Staff Resignations

7.2 New Hires

7.3 MOU Athletic Director Salary

7.4 Surplus Item

**8.0 ACTION ITEMS**

**8.1 Staff Resignations:**

*I move to approve resignations from Frank Falkowksi, VES 5<sup>th</sup> Grade effective Aug. 24, 2023 and Colin Gilbert, VMS Social Studies effective Aug. 25, 2023.*

**8.2 New Hires**

*I move to approve the Superintendent's recommendation to hire Amanda Stonier, VES 4<sup>th</sup> Grade; Heidamarie Rice, VES 3<sup>rd</sup> Grade; and Satori Albee, VMS Social Studies.*

**8.3 OSBA Board of Directors Nomination**

*I move to nominate Greg Kintz to the OSBA Board of Directors North Coast Region position #14.*

**8.4 MOU Athletic Director Salary**

*I move to approve the MOU for Athletic Director Salary as discussed.*

**8.5 Surplus Item**

*I move to declare the cheerleading mats as presented as surplus property.*

**9.0 MONITORING BOARD PERFORMANCE ..... Chair**

**10.0 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.

**10.1 Minutes of the 08/10/2023 Regular Meeting and the 08/17/2023 Special Meeting**

*I move to approve the consent agenda as presented.*

**11.0 OTHER ISSUES ..... Chair**

**11.1 District Legal Representation**

**12.0 ADJOURN ..... Chair**

**UPCOMING DATES**

*(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)*

October 12, 2023

School Board Meeting at Mist – 6:00 p.m.



**September 2023  
VHS/VMS  
Board Report–**

**Greetings Board!**

**September’s Board Report** mostly covers information pertaining to the start of the new year and Schoolwide Professional Goals.

**Professional Development**

- August 2-4, Vernonia Administration attended a COSA Conference in Eugene. The conference motto is “ **Leveraging Leadership; Learning Together** “. It is a good time for us to get together, celebrate success, and plan for the upcoming year.

**MS/HS Focus**

**Instruction:** Administrators and Teachers had joint training on the **5 Pillars of Effective Instruction** Training and with an online Evaluation Format.

- Pillar I: Positive Relationships
  - Targets
    - 1-Knowledge of Students
    - 2-Trauma Informed Practices
    - 3-Connections
- Pillar II: High Expectations
  - Target
    - 1-Performance Culture
    - 2-Data-Driven
    - 3-Equity Based
- Pillar III: Quality Curriculum
  - Targets
    - Prioritized Standards

- Essential Questions and Learning Targets
- Pillar IV: Engaging Instruction
  - Targets
    - Pacing
    - Engagement
    - Success Criteria
- Pillar V: Meaningful Assessment
  - Targets
    - Formative Assessment
    - Summative Assessment
    - Self-Assessment

Teachers have completed their first “Self Assessment”, ranking themselves in “Areas of Strengths” or “Opportunities for Growth”

**PLCs:** Professional Learning Communities that focus on Instruction, Curriculum, Lesson Planning, and Assessments in content area collaborative groups.

**Data Teams:** Grade level teams to meet to discuss student data, including grades, behavior, and attendance.

**9th on Track:** 9th on Track (9th Success/AVID)-which focuses on strategies to assist students on being “On-Track” to graduate. Data indicates that the 9th grade year is a true, early indicator of success in high school and the likelihood of graduating on time with a plan for success.

### Staffing Update

- **Justin Ward** and **Teresa Williams** have been hired as the District’s new Co-Athletic Directors.
- **Justin Ward** will also be transitioning to new role-”Dean of Students, grades 6-8
- **Kait Eyrrick**, an Instructional Assistant last year, and a former student, will be the Middle School’s new Math Teacher, with 1 section of HS Algebra I
- **Dylan Hammond**, most recently a teacher in Portland, is joining VHS as a Social Studies teacher.
- **Cecilia (Cece) Fuller**, originally from Scappoose and most recently a teacher in the Jefferson County School District is taking over as Director of Band/Music.
- **Ashley Ward:** Though not new and still focusing on College and Career Readiness in her role as the College and Career Specialist, will be teaching HS Science classes as well.

- **Satori Albee**, a recent graduate of the University of Oregon, will be teaching Social Studies at VMS
- **Brianna Warren**, also a former graduate, will be an Instructional Assistant in the Special Education Department.
- Instructional Assistant Alexis Scott, who last year helped out in a pinch as a HS math teacher

**Miscellaneous:**

**Outdoor School**-6th graders spent the week of September 5-8 at Camp Cedar Ridge for Outdoor School. Thanks to Ashley Ward, Justin Ward, and David Rigall, students had a fun week of outdoor learning, bonding, games, and fun!

**Homecoming 2023**-The way the scheduling worked out this year, Homecoming will be earlier this year; the week September 25-29. The Homecoming game will be Friday night, September 29 @ 7:00 PM, with the dance to follow.

Be sure to check the website for Logger Athletic Events and come support you Loggers.

Volleyball **Theme Nights!:**

September 12-**Tropical**

September 14-**Western/Camo**

September 26-**White Out**

September 30-**USA**

October 10-**Blue and Gold**

October 12-**Pink Out-Senior Night**

Thank you. We are looking forward to a great year. Go Loggers!

**HAVE A GREAT MONTH LOGGER NATION!**



"Building Bridges, Clearing Paths"



# VERNONIA AND MIST ELEMENTARY BOARD REPORT

September 14, 2023



"Building Bridges, Clearing Paths"

We are busy preparing for the 2023-2024 school year and excited for a great school year with our students. The goals we will be focused on for the 2023-2024 school year:

- Implement Step-Up to Writing and 6 +1 Traits of Writing
- Train on 5 Pillars Evaluation System & Walkthroughs
- Implement PLCs (Professional Learning Communities)
- Implement PBIS (Positive Behavior Intervention Systems)

Data from PLCs, walkthroughs, observations, referrals and attendance will be shared monthly on our progress of these goals.

## New Staff and Staff Changes

Welcome to our new staff members:

- Dawn Rhoads-Jay- 2nd Grade
- Heidi Rice- 3rd Grade
- Amanda Stonier- 4th Grade
- Katie Budge- Mist Instructional Assistant
- Amy Barton- PE Instructional Assistant
- Rachel Plummer- Title Instructional Assistant

Congratulations to the following staff members moving into different positions this year:

- TaBetha Groshong- K-2 Mist Teacher
- Raynett Mann- Tier 3 Teacher
- James Helmen- PE Teacher

- Jenessa MacDonald- K-5 Behavior Specialist

We are excited to have these individuals join Logger Nation!

### Kindercamp

We had 18 incoming kindergarten students attend Kindercamp during the weeks of August 14-18 and 21-25th. The emphasis of kindercamp was to prepare our students for kindergarten. Our kindergarteners had a great time building relationships with staff and classmates, learning school routines, developing social emotional learning skills and learning and growing together. Thank you to our families for sending their amazing children to kindercamp! Thank you to Ms. Wall, Mrs. Leonetti, Mrs. Schlegel, Ms. Blodgett, Ms. Myers, Mrs. MacDonald, Trixie and Damian for making kindercamp a wonderful experience for our kindergarten students!

### Professional Development

During inservice, Vernonia Elementary Staff received training on implementation of PBIS (Positive Behavior Intervention and Supports). We are explicitly teaching and reteaching class and school wide expectations.

Students are earning Loggers (reward tickets) for demonstrating the expectations:

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

Loggers will be entered into drawings for individual, class and school wide rewards. Students have been excited about earning these for following the school expectations.

We have had an incredible first week of school!



## Special Education Report

September 2023

Our special education team is off to a quick start this year. Several student projects are picking up from last year. High school students will re-open the concession stand and coffee cart soon. We were able to purchase an espresso machine with the help of YTP, which will give students an introduction to highly transferable and practical job skills. Beginning this month, high school students will also continue to deliver Vernonia's Voice to staff as well as in the community.

The Structured Learning Classroom, which serves some of our highest need students, continues to be a focus for development this year. We have been able to keep consistent staff in this program since last year, which brings tremendous advantage to our students and families as the trust and relationships that started last year can continue to grow. Over the next two weeks, the SLC staff will receive ten hours of extra training to boost their professional development early in the school year. Training will focus on building research-based skills and strategies that we know are foundational to a strong life skills program.

Vernonia will complete ODE's cyclical monitoring process throughout the school year. As the process begins, we are working to ensure that our special education systems and processes meet the standards of best practices and ODE requirements. We are currently working through the initial requirements of Senate Bill 819, new legislation that requires school districts to work closely with families to ensure that all students have meaningful access to a full school day schedule to the greatest extent possible. Special education teachers recently completed in-house training to learn the requirements of the bill and are currently reaching out to families to help them understand the new process.



# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
Board Report  
September, 2023  
*70 -70 - 90*

## **Start of the 23-24 school year**

The academic year has been off to a fantastic start. Our procedures are well-established, and we maintain constant and effective communication with families. Our newly-appointed educators are fostering positive relationships with students, demonstrating a high level of accountability, and setting rigorous expectations. Additionally, our recently hired staff members are seamlessly integrating into our community and making meaningful contributions to our students' growth and development. Overall, we are thrilled with our progress so far and look forward to continuing to provide a supportive and enriching environment for our students.

## **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) K-12 Is well underway, with our elementary staff implementing Curriculum-based measure fluency assessments, walk-to-read programming, and Positive behavior intervention supports (PIBS). I am very encouraged by the work that her elementary administration, behavior specialist, and staff are doing in identifying.
- During a recent professional development session, Dr. Rob Hess provided comprehensive insights on creating and managing successful Professional Learning Communities (PLCs) in K-12 schools. These communities are designed and organized to enhance students' reading, writing, and math skills and are facilitated by well-equipped professionals. The session provided valuable insights on effectively implementing and leading these communities to achieve the best possible student outcomes.
- VSD has provided certified staff training on implementing the 5 Pillars Evaluation framework. The framework supports administrators collaborating with teachers to improve academic and social-emotional growth teaching practices.

## **VSD 23-24 Grants**

- The Check and Connect Mentor Program Planning is well underway. Dr. Jen Cooper, school psychologist and SEL director will facilitate our program for the next two years.
  - Current progress:

# VERNONIA SCHOOL DISTRICT 47J



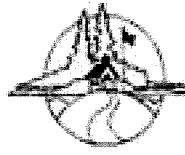
Jim Helmen-Superintendent  
Board Report  
September, 2023  
*70 -70 - 90*

- To check and connect primary mentors hired to work with students up to 30 hours per week.
- We have approximately 17 applications for up to five hours a week mentors.
- The initial program kickoff meeting with the Oregon Department of Education is September 21. WeOurentor hires and students should be identified by the end of September.
- Last year, we had approximately 100 students participate in the program, ages 14 to 21. We anticipate the same amount for the 23-24 school year. The program is voluntary for students and families, and students involved in the program are shown to have difficulty with attendance, passing all classes, or having social-emotional needs that are providing barriers to graduation.
- Community Resilience and Trauma Informed Care Impact grant for 2023. This \$50,000 grant will support the K-12 Social Emotional Learning program options for the 23-24 school year.
  - Grant awardees will be officially announced in mid-September.
  - This grant will cover the cost of the social-emotional learning curriculum, positive action curriculum for K- 5, and Character-strong curriculum for grades 6-12, along with associated materials and oversight costs.
- As we announced, VSD has been awarded the 23-28 ODE 21st Century CCLC Grant announcement.
  - VST will coordinate with community partner Cedar Ridge Campground to provide afterschool and summer programming options for K-12 students.
  - On September 14th, Marie Knight, Kasey Wilson, and I will be attending the kickoff meeting for 21st-century grant awardees. This meeting will provide us with the information we need to begin planning.

## **SG: Goals 3 and 4.**

- VSD's new teacher mentor program is being implemented again this year and focused on supporting our new teachers in navigating Mentor and training programs for early career teachers in our district. Guidance materials from the Oregon Department of Education and season teacher instructional experience will support our newly hired teachers' continuous newly hired teachers'improvement and successful developing of a teacher mentor program to provide real-time classroom support. The program will focus on retired staff members who have been successful in their teaching careers. Since there is a need to hire teachers with restricted or emergency licenses, this program will act as a teaching partner to provide personalized professional development. The program will function as a pseudo-student teaching experience,

# VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent  
Board Report  
September, 2023  
*70 - 70 - 90*

where the new teacher's successes will be celebrated, and their frustrations and exhaustion will be addressed. The mentor will also encourage developing and practicing effective planning and instructional strategies. The new program will start at Vernonia Middle School during the 2023-2024 academic year, initially involving two newly hired teachers. It is expected to expand over time to meet growing needs. This new program will begin at Vernonia Middle School in the 23-24 school year, working with two of our new teacher hires. The program is then anticipated to expand as needs arise.

## **Mental Health Supports**

- VSD has increased access to therapy support for K-12 students by adding a therapist from Columbia Health Services five days a week. We've been working on this since the beginning of the 22-23 school.
  - Apart from having a therapist, we ensure that social and emotional learning programs are available in all classrooms daily for elementary students and weekly for secondary students. We also offer access to a school counselor, a behavior specialist for elementary students, and a licensed clinical psychologist/therapist.
  - VSD will also start monthly parenting classes to support families with children with ADD/ADHD and help develop strategies for coping with daily stress and anxiety.

## Behavior and Attendance support at the secondary level

- To support increased attendance and reduced behavior at the secondary level, we have introduced edema students and support staff-Justin Ward and Victoria Leonetti.
  - Justin and Teresa are committed to helping students struggling with behavior and attendance by providing daily monitoring and intervention. They will offer in-class support, one-on-one support, and small group support, as well as reaching out to parents and offering incentive programs. The key to success will be providing students and teachers with immediate feedback and support.



# memo

## **Vernonia School District 47J**

To: Vernonia School District Board of Directors, Superintendent Jim Helmen  
From: Marie Knight  
Date: 9/14/2023  
Re: September 2023 financial information

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Comments:

The September financial report is mainly based on estimates for the year. We are in the process of completeing set up for pay and benefits as well as getting the recurring annual purchases entered.

This week I am working with the auditors on the audit for 2022-2023.

Thank you!!

-Marie Knight

Business Manager, Vernonia School District 47J





VERNONIA SCHOOL DISTRICT 47J  
FUND 100 (GENERAL FUND) 2023-2024

OVER  
(UNDER)

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	BUDGET	ACTUAL/E ST.
<b>REVENUES</b>															
1111 Current Year Taxes	-	-	10,000	10,000	2,800,000	50,000	30,000	10,000	10,000	10,000	15,000	5,000	2,925,000	2,925,000	-
1112 Prior Year Taxes	-	-	10,000	10,000	20,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	75,000	75,000	-
1190 Penalties&Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1500 Interest Income	3,025	500	975	1,000	1,000	1,000	500	500	5,000	5,000	5,000	1,000	20,000	20,000	(0)
1710 Revenue - Admissions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1740 Revenue - Fees	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000	10,000	-
1910 Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1920 Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1960 Prior Year Refunds	193	1,580	-	-	-	-	-	-	-	-	3,228	15,000	20,000	20,000	0
1961 Current Year Refunds	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000	-
1980 Fees Charged to Grants	-	-	-	-	-	-	-	-	-	-	-	67,000	10,000	10,000	-
1990 Miscellaneous	113	-	-	-	-	-	-	-	-	-	-	84,887	60,700	60,700	-
1994 Medicaid Admin Claim	-	-	-	-	-	-	-	-	-	-	-	46,500	10,000	10,000	-
1995 E-Rate	-	-	-	-	-	-	-	-	-	-	-	75,000	46,500	46,500	-
2101 County School Fund	-	-	-	-	-	-	-	-	-	-	-	60,000	85,000	85,000	(0)
2102 General Ed.Service Dist	-	-	-	-	-	-	-	-	-	-	-	60,000	75,000	75,000	-
2105 Natural Gas and Minerals	-	-	-	-	-	-	-	-	-	-	-	20,000	60,000	60,000	-
2201 NW ESD Credits	-	-	-	-	-	-	-	-	-	-	-	61,032	20,000	20,000	-
3101 State School Fund Grant	784,695	392,112	392,269	392,269	392,269	392,269	392,269	392,269	392,269	392,269	392,269	-	4,707,228	4,423,526	283,702
3103 Common School Fund	-	-	-	-	-	-	-	-	-	-	-	75,563	75,563	75,563	-
3104 State Timber Revenue	-	-	-	-	-	-	-	-	-	-	-	650,000	650,000	650,000	-
3199 Other Un-Restricted Grants-in-aid	-	-	-	-	-	-	-	-	-	-	-	35,000	35,000	35,000	-
3299 Other Restricted Grants-in-aid	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	50,000	-
5200 Transfer of Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5400 Beginning Fund Balance	-	-	800,000	-	-	-	-	-	-	-	-	-	800,000	800,000	-
<b>TOTAL REVENUE</b>	<b>788,025</b>	<b>394,192</b>	<b>1,204,244</b>	<b>404,269</b>	<b>3,214,269</b>	<b>449,269</b>	<b>428,769</b>	<b>408,769</b>	<b>408,769</b>	<b>413,269</b>	<b>421,497</b>	<b>1,319,982</b>	<b>9,856,322</b>	<b>9,565,321</b>	<b>283,701</b>

<b>EXPENDITURES</b>															
100-Salaries	44,767	75,217	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	975,000	4,019,984	4,128,820	108,836
200-Payroll Costs	23,371	42,268	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	500,000	2,365,640	2,395,891	30,251
300-Contracted Services	35,252	97,162	150,000	175,000	175,000	175,000	175,000	175,000	200,000	200,000	200,000	204,924	1,962,338	1,962,338	0
400-Supplies	11,459	77,640	25,000	25,000	25,000	25,000	25,000	10,000	10,000	10,000	5,000	5,211	254,309	254,309	(0)
500-Equipment	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	10,000	-
600-Other (ins., fees)	136,628	7,792	-	-	-	-	-	-	-	-	-	681	145,100	145,100	(0)
700-Transfers	-	-	-	-	-	-	-	-	-	-	-	168,863	168,863	168,863	-
contingency/unappropriated	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000	500,000	-
<b>TOTAL EXPENDITURES</b>	<b>251,477</b>	<b>300,078</b>	<b>700,000</b>	<b>725,000</b>	<b>725,000</b>	<b>725,000</b>	<b>725,000</b>	<b>710,000</b>	<b>735,000</b>	<b>735,000</b>	<b>730,000</b>	<b>2,364,679</b>	<b>9,426,234</b>	<b>9,565,321</b>	<b>283,701</b>

<b>PROFIT/LOSS</b>	<b>536,548</b>	<b>94,113</b>	<b>504,244</b>	<b>(320,731)</b>	<b>2,489,269</b>	<b>(275,731)</b>	<b>(296,231)</b>	<b>(301,231)</b>	<b>(326,231)</b>	<b>(321,731)</b>	<b>(308,503)</b>	<b>(1,044,697)</b>	<b>429,088</b>		
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<b>RUNNING TOTAL</b>	<b>630,661</b>	<b>1,134,905</b>	<b>814,174</b>	<b>3,303,443</b>	<b>3,027,712</b>	<b>2,731,481</b>	<b>2,430,250</b>	<b>1,782,288</b>	<b>1,473,785</b>	<b>429,088</b>					
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projected ending  
fund balance



## September 2023 Maintenance Report

### Alarm Related Calls:

11

### Facility Use:

Fall sports, Board meeting, Meet the family night

### Projects/Work for the Month

- \*Mist summer cleaning inside and out has been completed.
- \*Painted 90% of the areas that needed attention.
- \*Initial painting of football, we have also already had to repaint on a weekly basis. That is about a five hour job.
- \*Board report.
- \* District office construction: Almost done.
- \*Programming and key setup for new staff, addition for this report
- \* Working on two new Tap grants: Still researching what we can actually use the funds for and companies who can help us.
- \*replace broken glass in the blue hall.
- \*Power Washed all entrances and sidewalks.
- \*Painted playground equipment at Mist.
- \*clean exterior windows, cleaned camera lenses and adjusted. Gutters at shops and did some roof work with the lift.
- \*Bleachers and backstops inspected and repaired.
- \*Organized chair storage area, again...lol!
- \*Deep/summer cleaned house
- \*Moved some "more" classrooms.
- \*Replace walk-in thermostats in the kitchen with units that will email us if temps go above set points.
- \*Trimm front hedges, lots of ground work this summer, we continued this month up until the last week of August with ground work. Laid down another 100 sq/yds of mulch.
- \*Cleaned out boiler rooms
- \* repaired lights in the band room.
- \*I was on vacation for 4 days
- \*Stage and assemble SLC furniture
- \*Cleaned out storage under the stairs
- \*Install cork boards and other miscellaneous requests in various classrooms.
- \*Remove and replace various desks. chairs, tables etc. as requested by teachers and staff.
- \*Seed and fertilize areas on the football field.
- \*Repair pad on big gym & wrestling room
- \*Killed large bees nests in the play area, VRFD assisted.
- \*Set up scaffolding and support for home football games.
- \*Clean up and organize our maintenance area.
- \*a couple trips to the Hillsboro areas for supplies

**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
- \*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.

**Vandalism:**

Graffiti, damage to Miscellaneous bathroom equipment and fixtures.

Thank you

Mark Brown

Facility/Maintenance/Grounds Supervisor/IPM Coordinator

Vernonia School District

971-297-6403

# NOMINATION FORM OSBA BOARD OF DIRECTORS REGIONAL MEMBER

Date: 09/14/2023

TO: Sami Al-Abdrabbuh, OSBA President-Elect  
Oregon School Boards Association  
1201 Court St NE, #400  
Salem, OR 97301  
Fax: 503-588-2813  
E-mail: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)

**Nominations are due by 5 pm,  
September 29, 2023**

Return this form and all candidate information forms to the OSBA office by email at [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Sami Al-Abdrabbuh:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the North Coast Region, Position # 14.

## BOARD CANDIDATE INFORMATION

Name: Greg Kintz  
District/ESD/Community College: Vernonia School District  
Address: 54240 Nehalem Hwy. S.  
City: Vernonia Oregon ZIP: 97064  
E-mail: gkintz@vernoniak12.org Phone: 503 987 2784

**This nomination was approved by official action of our board of directors at a duly called meeting on 09/14/2023 (date).**

\_\_\_\_\_  
(Board Chair signature)

Board Chair name: Scott Rickard  
District: Vernonia School District  
Address: 1201 Texas Avenue  
City, State, Zip: Vernonia, OR 97064



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## Fwd: Resignation

1 message

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**Eagleson, Michelle** <meagleson@vernoniak12.org>

Thu, Aug 24, 2023 at 6:13 AM

To: Barb Carr <bcarr@vernoniak12.org>

----- Forwarded message -----

From: **Falkowski, Frank** <ffalkowski@vernoniak12.org>

Date: Wed, Aug 23, 2023 at 8:41 PM

Subject: Resignation

To: Eagleson, Michelle <meagleson@vernoniak12.org>, Helmen, Jim <jhelmen@vernoniak12.org>

Hi there,

With reservation and sadness, I am resigning from my position at Vernonia Schools due to financial and medical reasons from this summer. I have enjoyed and learned a lot from my time in Vernonia the past two years. Thank you for your support and I hope that I contributed to Vernonia's vision.

I will be there tomorrow, after lunch, to get my things and turn in my chromebook, etc.

Frank Falkowski

--

Michelle Eagleson

Principal

Vernonia Elementary School & Mist Grade School

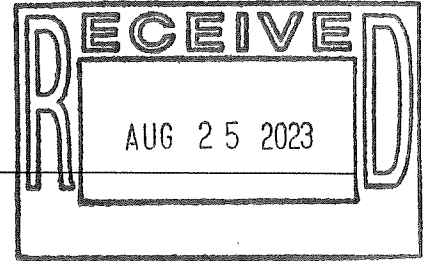
(503) 429-1333 ext. 1365





## Letter of Resignation

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Dear Vernonia School District,

This letter is written to inform you that effective immediately, I will be resigning my position as Social Studies teacher at Vernonia Middle School. I am resigning this position because I have signed a hiring letter for a different position in the Oregon City School District. I will always treasure my time at Vernonia and will not forget the experiences and people that made me into the educator I am today. Thank you for the wonderful opportunity to work in such an amazing school and district.

Sincilery,

A handwritten signature in black ink, appearing to read "Colin Gilbert". The signature is written in a cursive style with a long horizontal stroke at the end.

Colin Gilbert







September 7, 2023

Dear Board Members:

In efforts to allow for more storage space and get rid of items that are no longer in use or usable we are asking the following items be approved for surplus:

**Item # 1**

Cheer stunt mats: 6, 6'x42' cheerleading mats.

The cheer mats were purchased in 2014 for 700.00 from Roseburg High School. During the programs duration it was stunting competition based. Between 2015-2019 the program was spirit/cheer leading based without the stunting. The cheer program has not been active since 2019. In efforts to free up much needed space in our building we are asking the mats be moved to surplus. We have had an offer from the coach that originally purchased them from the student body cheer funds to purchase them for the program she is currently running at North Marion, in the amount of 400.00. The funds will go directly back into the cheer account for a future program, hopefully coming soon!





## Item #2

Girls Basketball Uniforms: 12 reversible basketball uniforms.

These uniforms were purchased roughly 12 years ago for the varsity girls' basketball team. The uniforms have not been worn in several years due to the wear and tear. We ask that these items be moved to surplus as well so they can be discarded. Cost for each set was roughly 45.00 (540.00).



Please feel free to contact me with any other questions regarding these items.

*Thank you,*

*Teresa Williams*

Administrative Assistant to the Principal  
Athletic Director  
Vernonia High/ Middle School  
1000 Missouri Ave.  
Vernonia, Or 97064  
(P) 503.429.1340 (F) 503.429.4622





# MEETING MINUTES

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – August 10, 2023 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 6:05 p.m. by Scott Rickard. MEETING CALLED TO ORDER
- Board Present:** Scott Rickard, Amy Cieloha, Joanie Jones, and Stacey Pelster. Javoss McGuire arrived at 6:08 p.m. BOARD PRESENT
- Board Absent:** Susan Wagner and Greg Kintz BOARD ABSENT
- Staff Present:** Jim Helmen, Superintendent; Marie Knight, Business Manager; Barb Carr, Administrative Assistant, Michelle Eagleson, Elementary Principal; Susanne Myers, Special Education Director; Kendra Schlegel, Licensed Staff; and Camrin Eyrrick, Classified Staff. Karla Myatt, Rachel Brown, and Juliet Safier attended virtually. STAFF PRESENT
- Visitors Present:** Scott Laird VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** The following additions to the agenda were shared: AGENDA REVIEW
- 7.0 Other Information and Discussion**
- 7.5 Athletic Co-Op Agreement with Jewell
  - 7.6 VEA Collective Bargaining Agreement
- 8.0 Action Items**
- 8.5 New Hire Action language amended to include recent new hires
  - 8.6 Athletic Co-OP Agreement Action – motion to approve
  - 8.7 VEA Collective Bargaining Agreement Action – motion to approve
- Scott Richard asked the Board if there were any objections to stated amendments. Seeing none, the vote was called for.
- Stacey Pelster moved to approve the agenda as amended. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance.
- 4.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** Scott Laird shared his appreciation for the hard work to the appearance of the school campus. The parking lot painting, the bark dust, all enhance the curb appeal of the District. He is proud to be supporting this school. PUBLIC COMMENT
- 5.0 BUSINESS REPORTS:**
- 5.1 Superintendent Report:** Report was provided to the Board prior to the meeting. SUPERINTENDENT REPORT
- Amy Cieloha asked who is running the summer meal program? Summer Gonzales with the help of a couple former students, and is doing a great job.
- Jim Helman gave an update on grants.
- YDD Grant – the District has received this again. It is a very competitive grant and the District is fortunate to be able to help students for the next two years. This grant funds the Check and Connect program that helps to increase attendance and graduation.
  - Community Resilience TIC Grant – this grant will pay for all social emotion learning (SEL) for 3 years.
  - 21<sup>st</sup> Century Grant – the District is still waiting to hear on this grant. If received, it will fund after school programming for 5 years.
- Stacey Pelster asked if there are other grants available that the District could apply for? Jim Helmen shared he is always looking for other grants that support the goals of the District.

Jim Helmen asked if there were any questions on the transportation agreement? Stacey Pelster asked if there are any impacts to the budget? The increase was anticipated during the budgeting process so it is included in the budget. Scott Rickard asked if the CPI goes negative will there be a reduction? No. This agreement is to keep us steady for the next 5 years. It benefits Curls School Bus Services as well. They can guarantee staff salaries for the next 5 years.

**5.1.1 2023-24 Superintendent Goals:** Jim Helmen shared his goals. The Board was allowed to remove, adjust, or add additional goals. Consensus of the Board was that the goals were thorough and achievable.

- 5.2 **Financial Report:** Marie Knight shared that there is no report this month. It is too early in the year. She shared an Oregon Audits Division letter that reminds board members of their responsibilities and highlights the importance of the work members due as part of a school board. FINANCIAL REPORT
- 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

Jim Helmen shared that Mark Brown and his crew are unbelievable. They have been working hard to ensure everything is ready for when kids enter the building. The District made the decision to pay a company to come in and do primary cleaning over the summer. This has been a great benefit as it allowed the crew extra time to do overdue maintenance. The crew will be going out to Mist to repaint the playground equipment and repair the gym floor. The plan is to repaint the sign as well.

Javoss McGuire asked about the Tap grants mentioned in the report. Marie Knight shared that one is for assessment and one for the creation of a long-term facilities plan. The District has a huge HVAC system and the grants will help to get a plan in place for maintenance.

**6.0 BOARD REPORTS/ BOARD DEVELOPMENT:**

- 6.1 **Committee Reports:** COMMITTEE REPORTS
  - 6.1.1 Safety Committee – no report given
  - 6.1.2 Policy Committee – no report given
  - 6.1.3 Scholarship Committee – no report given

**7.0 OTHER INFORMATION and DISCUSSION**

- 7.1 **Superintendent and Board Operating Agreement:** The agreement was reviewed and minor typos were adjusted. All board members were in agreement with the document. SUPT./BOARD OPERATING AGREEMENT DISCUSSED
- 7.2 **Superintendent Evaluation Process and Timeline for 2023-24:** The process and timeline was shared and briefly reviewed. There were no questions or concerns. SUPT. EVALUATION PROCESS & TIMELINE DISCUSSED
- 7.3 **Staff Resignations:** Jim Helmen shared that 4<sup>th</sup> Grade teacher Kristen Johnston has submitted her resignation. There were no questions. STAFF RESIGNATION SHARED
- 7.4 **New Hires:** Michelle Eagleson spoke about her new hires and shared that she now has a full staff. Leslie Newell will join the staff as a 4<sup>th</sup> grade teacher and Tabetha Groshong has been hired as the K-2 teacher at Mist. NEW HIRES SHARED

Amy Cieloha asked about the hiring of the new teacher at Mist without any teaching experience. It was explained that both Michelle Eagleson and Kendra Schlegel will be at Mist once a week and the instructional assistant is now full time to provide increased assistance.

All teachers must be able to obtain licensure with TSPC. A teacher with a restricted license has 3 years to complete training for regular certification. Emergency licenses no longer require work towards a degree and are only good for one year.

- 7.5 **Athletic Co-Op with Jewell:** Jim Helmen shared that Justin Ward was contacted by the Jewell School District Athletic Director. Jewell does not enough players to field a Football team and would like to coop with Vernonia. They have 4 or 5 players coming from Jewell. Joanie Jones asked if Jewell’s coach will come as well? No, this is not a requirement of the Coop Agreement. Jewell players are responsible for their own transportation to Vernonia. ATHLETIC CO-OP WITH JEWELL SHARED
- 7.6 **VEA 2023-26 Collective Bargaining Agreement:** Jim Helmen provided a summary of the language changes and asked initially if there were any questions from the Board? Stacey Pelster asked about the 3 days of work place sick leave. It was explained that when there is a workman’s comp claim, staff must use 3 personal sick leave days for the 3 day waiting period. The District felt that they should cover those 3 days if the claim is a true workman’s comp covered claim. VEA COLLECTIVE BARGAINING AGREEMENT SHARED
- Jim Helmen shared overall it was a great process. Both unions came to the table looking out for the entire union group. The 16% over 3 years in COLA increases gets the District closer to being competitive with surrounding districts. The first two steps were deleted off the salary schedule and not added to the end. This will ensure new teachers are being paid more. Other contract highlights include:
- Addition of two annual sick leave days. Total is now 12.
  - Sick leave can now be used for personal or family member mental health
  - Insurance cap increased \$50 each year of contract
  - Language written for involuntary transfers to have conversations about the decision. The final decision is still up to the District
  - Language adjusted to remove the requirement of a 10 minute a.m. and p.m. break. Language now states if a medical reason exists an ADA accommodation to support will be created.
- 8.0 **ACTION ITEMS**
- 8.1 **Superintendent Goals:** Stacey Pelster moved to approve Superintendent Jim Helmen’s goals for 2023-24 as presented. Javoss McGuire seconded the motion. Motion passed unanimously with those in attendance. SUPT. HELMEN’S GOALS APPROVED FOR 23-24
- 8.2 **Superintendent and Board Operating Agreement:** Amy Cieloha moved to approve the Superintendent and Board Operating Agreement for 2023-24 as presented. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance. SUPERINTENDENT / BOARD OPERATING AGREEMENT APPROVED
- 8.3 **Superintendent Evaluation Process and Timeline for 2023-24:** Javoss McGuire moved to approve the Superintendent evaluation process and timeline for 2023-24 as discussed. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance. SUPERINTENDENT EVALUATION PROCESS & TIMELINE APPROVED
- 8.4 **Staff Resignation:** Amy Cieloha moved to accept the resignation of Kristen Johnston 4<sup>th</sup> Grade Teacher effective July 26, 2023. Amy Jones seconded the motion. Motion passed unanimously with those in attendance. JOHNSTON RESIGNS
- 8.5 **New Hires:** Stacey Pelster moved to approve the Superintendent’s recommendation to hire Kaitlyn Eyrrick, Middle School Math Teacher, Dylan Hammond, High School Social Sciences Teacher; Tabetha Groshong, Mist K-2 Teacher, and Leslie Newell, VES 4<sup>th</sup> Grade Teacher. Javoss McGuire seconded the motion. Joanie Jones abstained from vote. All others voted yes. Motion passed. EYRRICK, HAMMOND, GROSHONG and NEWELL HIRED
- 8.6 **Athletic Co-Op Agreement with Jewell:** Joanie Jones moved to approve the Athletic Co-Op Agreement with Jewell as presented. Stacey Pelster seconded the motion. Motion passed unanimously with those in attendance. ATHLETIC CO-OP AGREEMENT WITH JEWELL APPROVED
- 8.7 **VEA Collective Bargaining Agreement:** Javoss McGuire moved to approve the VEA 2023-26 Collective Bargaining Agreement as presented. Joanie Jones seconded the motion. Motion passed unanimously with those in attendance. VEA AGREEMENT APPROVED

- 9.0 MONITORING BOARD PERFORMANCE:**  
 It was noted that the Board’s August 31<sup>st</sup> workshop date conflicts with the District’s Meet the Family Night. The Board could hold a special meeting to review and approve the OSEA Classified Bargaining Agreement. Discussion was held on holding a virtual meeting. A date was set for Thursday August 17<sup>th</sup> 6pm for a virtual meeting. SPECIAL MEETING SCHEDULED
- 10.0 CONSENT AGENDA:** CONSENT AGENDA  
**10.1** Minutes of 07/13/2023 Regular Meeting.  
 Stacey Pelster 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  
 Jim Helmen formally invited all Board to the Welcome Back staff breakfast on August 29<sup>th</sup> and the Meet the Family Night on August 31<sup>st</sup>.
- 13.0 MEETING ADJOURNED** at 7:19 p.m. ADJOURNED

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

\_\_\_\_\_  
 Board Chair

\_\_\_\_\_  
 District Clerk

# MEETING MINUTES

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Special Meeting – August 17, 2023 Vernonia Schools, 1000 Missouri Avenue, Vernonia

**1. CALL TO ORDER:** A Special Meeting of the Board of Directors of Vernonia School District 47J, Columbia County, Oregon was called to order virtually at 6:05 p.m. by Scott Rickard. MEETING CALLED TO ORDER

**Board Present:** Scott Rickard, Amy Cieloha, Joanie Jones, Greg Kintz, Susan Wagner, Stacey Pelster, and Javoss McGuire. BOARD PRESENT

**Board Absent:** None BOARD ABSENT

**Staff Present:** Jim Helmen, Superintendent; Michelle Eagleson, Elementary Principal; Marie Knight, Business Manager; Barb Carr, Administrative Assistant; Allison McLeod, Caroline Alexander, Olivia Keister and Juliet Safier, Licensed Staff; and Camrin Eyrrick, Classified Staff. STAFF PRESENT

**Visitors Present:** None VISITORS PRESENT

Scott Rickard proposed to amend the agenda to add new item #4 allowing Greg Kintz to speak to the approval of the Board/Superintendent Operating Agreement approved at the 08/10/2023 meeting. This addition would renumber adjournment to #5. AGENDA APPROVED

Joanie Jones moved to amend the agenda as discussed. Amy Cieloha seconded the motion. Motion carried unanimously.

**2. OSEA Classified Union Collective Bargaining Agreement Review & Discussion:** Jim Helmen shared that a summary of language adjustments had been sent out to all Board identifying in each article the changes that were made. Greg Kintz indicated he responded to the email indicating where he had noticed typos in the document. Jim Helmen indicated a final version will be sent out capturing the adjustments. OSEA CLASSIFIED COLLECTIVE BARGAINING AGREEMENT SHARED & DISCUSSED

A summary of the contract agreement changes include:

- Addition of two sick leave days. Total is now 12.
- Adjusted the employee probationary days from 90 days to 13 months
- Added Article 4.1.4 Labor Management Committee to increase collaboration with the union and school board
- Addition of monthly paycheck options, 12 equal monthly checks or month by month during the school year
- Insurance cap increase of \$50 each year of contract
- Salary increases each year of the contract

Amy Cieloha stated she is in support of the District's attempt to close the pay gap but how will this affect our budget for next few years? Jim Helmen stated that initially the State School Fund (SSF) was expected to be \$9.9 Billion. The final SSF landed at \$10.2 Billion providing more revenue than expected. This is the first year of the biennium providing 49% of the budget. Next year will be 51%. The SSF for 2025-27 biennium is anticipated to also increase.

With the proposed salary increases, the District is able to maintain a 5% ending fund/beginning fund balance and maintain current levels of staffing as well as project growth. During the 2022-23 year, the District was strategic in reducing and consolidating programs, SPED positions, reduced administrative staff and consolidated a position into a teacher wage position. Additionally, the Student Investment Account (SIA) and High School Success Act (HSSA) brings in \$724K annually. The \$250K YDD grant also came in. It was also noted that this budget is based on the ratio of 20:1. There is some flexibility should it be needed. Staff can be combined or reduced without fully impacting students.

At the conclusion of discussion, before moving to a vote, Scott Rickard asked that Greg's email comments on the typo adjustments be brought into the motion as amended. He read the list aloud.

**3. ACTION ITEM:**

**3.1 OSEA Classified Union Collection Bargaining Agreement**

Stacey Pelster moved to approve the 2023-26 CBA as discussed and with the noted amendments from Greg Kintz’s email. Javoss McGuire seconded the motion. Motion passed unanimously.

2023-26 OSEA CBA  
APPROVED

**4. Board – Superintendent Operating Agreement:** At the August 10<sup>th</sup> Board meeting the Board approved the Board Superintendent Operating Agreement. Greg Kintz asked for discussion as he had asked that an adjustment to the document be made prior to approval and the adjustment wasn’t made. He was not in attendance at that meeting and asked for an explanation. He felt that there are two lines in the document that have duplicate language that is not necessary.

BOARD / SUPT  
OPERATING  
AGREEMENT  
APPROVAL  
DISCUSSED

Scott Rickard stated that he does not feel it needs to be opened up and corrected. Item #2 addresses a collaborative respect to the board’s responsibility to establish policy and the superintendent’s responsibility to manage policy. Item #5 addresses board members recognizing and respecting the Superintendent’s responsibility.

Greg Kintz indicated he does not need it opened up again, he just wanted an explanation. Susan Wagner suggested discussing at the next meeting. No other board members weighed in on the topic.

Jim Helmen suggested leaving it as is, stating it can always be opened up in the future.

**5. ADJOURNED:** Special Meeting adjourned at 6:41 p. m.

ADJOURNED

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
District Clerk