



St. Helens School District

CORRECTIVE ACTION PLAN (CAP) 2025

ACTION AREA ONE: COMMUNITY ENGAGEMENT

1. Convene a Superintendent's Citizens Advisory Council

- a. **Who:** Created by the Superintendent via application to the public.
- b. **When:** March 17, 2025, applications go out, and the Council has its first meeting by the second week in April (Spring Break is March 24-28).
- c. **Accountability:** Meeting notes preserved.

2. Convene a secondary school Student Advisory Council

- a. **Who:** The Superintendent and High School Principal will convene a special student advisory council, which will be a part of the current SHHS Principal's Student Advisory Council, which was created by Dr. Ellis. The Superintendent will meet with the students and principal to discuss school environment issues and solutions.
- b. **When:** This will begin in March and be held one time per month until further notice.
- c. **Accountability:** Meeting notes to be preserved and action steps incorporated into meeting notes, and follow-up is required.

3. Continue quarterly Community Listening Sessions

- a. **Who:** The Superintendent and Communications Director will schedule the next listening sessions.
- b. **When:** Meetings will begin again in late May. These meetings will continue until further notice.
- c. **Accountability:** Meeting Notes will be preserved as well as a summary from the meeting as shared by the community and posted on our website.

4. Report ongoing progress of the Corrective Action Plan to the community.

- a. **Who:** The Superintendent will specifically report on progress at a board meeting during the Superintendent Update.
- b. **When:** Once a quarter beginning in June 2025 and continuing until further notice.
- c. **Accountability:** Board meeting official notes are to be preserved and posted online as part of the regular board meeting notes.

ACTION AREA TWO: LAW ENFORCEMENT

1. Re-establish the School Resource Officer program at St. Helens School District.

- a. **Who:** Superintendent and Chief Hogue (Current negotiations are underway, but it has stalled at the police attorney's office. The Board has already

approved this expenditure through Board action. The Superintendent and Chief have already met about this).

- b. **When:** As soon as police attorneys have completed their IGA review, the district and law enforcement will convene a hiring committee for the position to be hired and begin Fall 2025.
- c. **Accountability:** The superintendent will continue to monitor this process and make this happen along with police partners. This will be reported in the next edition of the CAP progress report in June 2025.

2. *Meet monthly with St. Helens Police Department Chief*

- a. **Who:** Superintendent (Executive Assistant Hall will schedule monthly meetings with the Police Chief and Superintendent).
- b. **When:** Monthly (already began February 2025).
- c. **Accountability:** The Superintendent and Chief will meet monthly, and calendars will be available to show that they indeed met.

3. *Continue First Responder Quarterly meetings*

- a. **Who:** Communications Director Mendoza will continue to host these quarterly meetings on behalf of the District.
- b. **When:** Quarterly (held one in March 2025).
- c. **Accountability:** Meeting notes and a summary will be provided to the Superintendent each quarter and reported as part of the quarterly CAP progress report notes during a Board meeting.

ACTION AREA THREE: POLICY, PROCEDURE, AND REPORTING

1. *Develop and provide training on “Maintaining Professional Staff/Student Boundaries” Policy and AR.*

- a. **Who:** Superintendent, Board, and Human Resources Director.
- b. **When:** First Reading by the April Regular Board Business Meeting (Second reading and approval at May Work Session). Training begins in May, following policy approval and continues into the 2025-26 school year.
- c. **Accountability:** Approved policy and AR posted on SHSD policy webpage on the district website.

2. *Conduct a district policy and procedure Needs Assessment by the Oregon School Board Association (OSBA).*

- a. **Who:** Superintendent and School Board (and OSBA).
- b. **When:** History: The Board did this in 2019. Since then, policies have not been updated regularly. In March, the Superintendent will contact OSBA and request a specific policy review of those policies updated between 2020-2024, particularly those related to sexual misconduct and reporting requirement policies.
- c. **Accountability:** The Superintendent will report to the Board what OSBA said about the assessment agreement, along with timelines and costs. This will be reported by the April Business Meeting of the Board for review and initiation.

3. *Continue what Every Employee Needs to Know, Erin's Law, mandatory reporting, annual training and documentation of that training.*

- a. **Who:** Superintendent, Human Resources Director, and PACE.
- b. **When:** The Superintendent and Human Resources Director will meet in April to review training already completed by staff and the Board of SHSD and determine what schools require what specific training. These trainings will begin by March 2025 and continue into the Fall 2025 and beyond until complete. Some are ongoing annually, and they will continue as well.
- c. **Accountability:** The Superintendent and Human Resources Director will schedule the required trainings with the help of Principals, and there will be participation sign-in lists for all trainings. People absent will be required to review the videos of the training and complete them in a timely manner.

4. *Ensure mandatory reporting documentation procedures are followed at all times.*

- a. **Who:** Superintendent, Human Resources Director, Building Administrators, and School Board.
- b. **When:** This requirement is continuous. All staff, administration, and contractors working with students must follow all Mandatory Reporting requirements and documentation at ALL times.
- c. **Accountability:** All staff, administration, contractors, and Board will be trained annually and sign in that they have completed the required training. There are no exceptions. Legally required discipline will be enforced following investigations that prove that district, state, and federally required Mandatory Reporting and subsequent documentation have been violated.

ACTION AREA FOUR: CULTURE, CLIMATE AND BELONGING

1. *Conduct an annual culture, climate, and belonging survey to be completed by parents/guardians/families and students in grades 6-12.*

- a. **Who:** The Assistant Superintendent will conduct this survey in cooperation with Principals.
- b. **When:** Twice annually. The best times would be the end of September and the end of May annually.
- c. **Accountability:** Results are to be reported to the School Board in each subsequent Business Meeting (e.g., September survey results will be reported in October; May survey results will be reported in June).

2. *Based on the twice-annual student survey data, implement a school-based culture, climate, and belonging annual improvement plan developed in partnership with secondary school administrators and student advisory councils.*

- a. **Who:** Superintendent, Principals, and Counselors of secondary schools, and student advisory council members.

- b. **When:** Following the September 2025 survey result data collection, this team will meet to develop an achievable and measurable plan to improve culture, climate, and a sense of belonging plan in each of our secondary schools.
- c. **Accountability:** Results will be measured via survey data and meeting notes of the plan developers on a quarterly basis. Results will be reported during the quarterly Board report about the progress of the CAP.

ACTION AREA FIVE: FAMILY ADVOCACY AND SUPPORT

1. *Contract School-Community Liaison position as part of our Family Resource Center model.*

- a. **Who:** Superintendent, Human Resources Director, and Assistant Superintendent.
- b. **When:** The position (which will be under the Family Resource Center umbrella) will begin in Fall 2025.
- c. **Accountability:** This position is designed to be a conduit between families and the school district to navigate and build a bridge between families and the district through communication and problem-solving. The Assistant Superintendent will oversee this program and will report directly to the superintendent regarding issues discovered through the Liaison process. Issues and solutions will be documented and preserved.

2. *Expand partnerships with Columbia County Mental Health (CCMH) service providers.*

- a. **Who:** The Superintendent will schedule appointments with the CCMH Department and develop a plan to expand our partnerships.
- b. **When:** The first meeting will be scheduled with members of the CCMH Department and the Superintendent by April 15, 2025. Meetings will be ongoing.
- c. **Accountability:** The Superintendent will report to the Board at the May Board meeting on how the work with expanding our partnership with the CCMH is progressing as a part of this CAP.

3. *Provide resources for Spanish-speaking families to assist them with navigating, reporting, and seeking administrative assistance.*

- a. **Who:** Assistant Superintendent will oversee the Family Resource Center.
- b. **When:** The FRC is being redesigned. By the Fall of 2025, the Family Resource Center school-community liaison position will be hired, and this person will also be responsible for making the connection for Spanish-speaking families to contact the district with important concerns and solutions to those concerns.
- c. **Accountability:** There will be a log kept by the FRC community-school liaison, and issues brought forward will be documented and shared with the Assistant Superintendent for reporting to the Board when the CAP is reviewed.

4. A St. Helens Comprehensive Counseling Plan will be developed and implemented district-wide.

- a. **Who:** Assistant Superintendent, Student Services Director, Secondary Principals, and Counselors.
- b. **When:** By November 2025, the SHSD will design and implement a Comprehensive Counseling Plan as modeled by the ODE.
- c. **Accountability:** The CCP will be presented to the Board for information and feedback at the November 2025 Board Business Meeting.

ACTION AREA SIX: ADMINISTRATIVE SERVICES AND ACCOUNTABILITY

1. Hire an Assistant Superintendent using funds from the two retiring Teaching and Learning administrators. This position will be overseeing and leading Teaching and Learning Pre K-12, while lending assistance to the Student Services Department.

- a. **Who:** Hired by the current Acting Superintendent.
- b. **When:** By May 1, 2025.
- c. **Accountability:** The direct supervisor is the Superintendent.

2. Improve documentation practices and provide training for all admins related to misconduct investigations while making sure to follow ALL progressive discipline steps to their full extent as outlined in employment contracts.

- a. **Who:** Human Resources Director and Superintendent.
- b. **When:** By May 1, 2025, the Human Resources Director will have contracted with an industry expert in investigations and provide training to all district administrators (I would suggest Dr. Tiana De Vries, Human Resources Director from Lincoln County School District, and the 2023 Human Resources Director of the Year).
- c. **Accountability:** The Superintendent will check that this has happened on time and with the proper expert. Supt to attend as well.

3. Examine the feasibility of periodically re-running background checks for current employees (check cost).

- a. **Who:** Human Resources Director.
- b. **When:** By May 1, 2025.
- c. **Accountability:** The Human Resources Director will report to the Superintendent, and the Superintendent will report this to the Board during the progress monitoring of the CAP this spring.

4. The Superintendent will meet with each and every staff of every school to review the finalized Corrective Action Plan and its steps.

- a. **Who:** Superintendent (with the scheduling assistance of the Executive Assistant and all Principals).

- b. **When:** Starting the week of March 24 and completed by April 25, 2025.
- c. **Accountability:** By April 25, 2025, the Superintendent will report this completion to the Board via an FYI ONLY email.