

**St. Helens School District #502  
Board of Directors  
Organizational Meeting/Work Session  
July 08, 2015**

The St. Helens School District #502 Board of Directors convened in an Organization Meeting and Work Session on July 8, 2015 at 6:30 p.m. in the District Office Board Room in Columbia County, Oregon.

**PRESENT**

Those present were:

- Gordon Jarman, Board Chair
- Bill Amos, Board Vice Chair
- Kellie Smith, Board Member
- Jeff Howell, Board Member
- Melody Killens, Board Member Elect
- Scot Stockwell, Superintendent
- Jessica Pickett, Business Manager
- Kathi Gobel, Executive Assistant

**CALL TO ORDER**

Gordon Jarman called the Organizational Meeting to order at 6:30 p.m. followed by the flag salute. Chair Jarman asked for adjustments to agenda; none were presented.

**SEATING OF NEW BOARD MEMBERS**

- Superintendent Stockwell swore William Amos and Melody Killens into office.

**AGENDA APPROVAL**

Bill Amos moved to approve the agenda as presented – Kellie Smith seconded the motion. The motion to approve the agenda as presented carried unanimously.

**CONSENT AGENDA**

- 4.1 Approval of June 24, 2015 Meeting Minutes Summary
- 4.2 Designate Brown & Brown Northwest Insurance as Insurance Agent of Record (formerly Beecher Carlson Insurance Agency)
- 4.3 Designate the firm of Grove, Mueller and Swank as District Auditor ORS 328.465, 327.137, 297.405
- 4.4 Designate Garrett, Hemman, Robertson as SHSD attorney with services on an “as needed” basis

Bill Amos moved to approve the Consent Agenda, Jeff Howell seconded the motion; the motion carried unanimously.

**PUBLIC COMMENTS**

- None presented

**SCHOOL BOARD COMMENTS**

- Board member Melody Killens asked that the Board website be updated to reflect the 2019 expiration date for the two new Board members.
- There was some discussion about the auditing process that Jessica Pickett provided clarification on.

**ORGANIZATIONAL/ANNUAL PROCEDURAL BUSINESS**

- 7.1 Election of 2015-16 Board Chair ORS 332.005(2), 332.040..... Chair Jarman

- Kellie Smith moved to retain Chair Jarman, Jeff Howell seconded the motion. A question was raised if policy allowed repeat duration of office; the answer was affirmative (policy BCB allows for no more than two consecutive years). No other nominations were made. All voted in favor of retaining Chair Jarman.
- 7.2 Election of 2015-16 Board Vice-Chair ORS 332.005(2), 332.040 ..... Chair Jarman
  - Jeff Howell moved to retain Bill Amos, Melody Killens seconded the motion. All voted in favor of retaining Vice-Chair Amos.
- 7.3 Determine 2015-16 School Board Meeting Calendar
  - Bill Amos moved to discuss the calendar, Kellie Smith seconded the motion; all were in favor.
  - The Board agreed upon the second & fourth Wednesdays of each month at 6:30pm to begin July 29 with a regular meeting. A special exceptions for the following months that will have only one regular meeting are:
    - November 18
    - December 16
    - March 16
  - Summer Planning Work Session will take place during the work day with a Work Session to follow that evening.
    - The date will be August 12 – a half day OSBA training (9am-noon), working lunch (noon-1pm), and the afternoon portion (1-4pm) in workshop format was agreed upon with the evening work session to follow.
    - It was agreed that a Strategic Planning Training/workshop should be held on a different date; a trainer will be hired.
    - Superintendent Stockwell suggested a possible follow-up combination Work Session be held in February to continue both workshops.
    - Bill Amos asked if we can proactively investigate collective bargaining training; discussion ensued.
- 7.4 Local Public Contract Review Board is currently the SHSD School Board.
  - There was no disapproval for the School Board to continue service in this capacity.
- 7.5 District’s Administrative Representative for IDEA program has been Lori Thompson.
  - There was positive result feedback and approval to retain Lori Thompson in this position.
- 7.6 Coordinator of Federal Programs has been Lisa Rawlings.
  - The Board members, superintendent, and Business Manager discussed the history of the position and how an appointment was determined, as well as the demands of the position and the future desired direction. It was agreed upon to retain Lisa Rawlings in this position.
- 7.7 District Asbestos LEA Representative has been Jared Plahn.
  - It was agreed to retain Jared Plahn in this position.
- 7.8 District Safety Officer has been Jessica Pickett.
  - It was agreed to retain Jessica Pickett in this position.
- 7.9 Newspaper of Record has been South County Spotlight
  - There was no disapproval to retain The South County Spotlight as the Newspaper of Record.

**ACTION ITEMS**

***8.1 Resolution 2015-16 #1 designating Scot Stockwell Chief Administrative Office and School District Clerk ORS 332.515***

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Item#	Motion	Board Member	Yes	No	Notes
8.1		William Amos	X		
8.1	Moved to accept	Melody Killens	X		
8.1		Jeff Howell	X		
8.1		Gordon Jarman	X		
8.1	Seconded the motion	Kellie Smith	X		

**8.2 Resolution 2015-16 #2 designating Jessica Pickett Business Manager/Deputy Clerk, Budget Officer and Custodian of Funds ORS 328.441, 328.445, 294.331**

- There was a question if the superintendent was appointed as the Custodian of Funds last year; the July 9, 2014 meeting minutes did not state that to be the case.

Item#	Motion	Board Member	Yes	No	Notes
8.2		William Amos	X		
8.2	Seconded the motion	Melody Killens	X		
8.2	Moved to accept	Jeff Howell	X		
8.2		Gordon Jarman	X		
8.2		Kellie Smith	X		

**8.3 Resolution 2015-16 #3 authorizing the Board Chair and Board Vice Chair to sign any and all documents**

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Item#	Motion	Board Member	Yes	No	Notes
8.3		William Amos	X		
8.3	Seconded the motion	Melody Killens	X		
8.3		Jeff Howell	X		
8.3		Gordon Jarman	X		
8.3	Moved to accept	Kellie Smith	X		

**8.4 Resolution 2015-16 #4 designating Bank of the West, St Helens Community Credit Union, and State of Local Government Investment Pool as Depositories for School Funds**

- It was asked if business with these entities has been favorable; Jessica Pickett assured the Board that all is well with them. *(recording stopped at this point)*

Item#	Motion	Board Member	Yes	No	Notes
8.4		William Amos	X		
8.4	Seconded the motion	Melody Killens	X		
8.4	Moved to accept	Jeff Howell	X		
8.4		Gordon Jarman	X		
8.4		Kellie Smith	X		

**8.5 Resolution 2015-16 #5 designating self-insurance option for workers**

- Jessica Pickett confirmed to the Board members this Resolution is an exact carry-over from last year and there is no change from prior year practice.

Item#	Motion	Board Member	Yes	No	Notes
8.5		William Amos	X		
8.5	Seconded the motion	Melody Killens	X		
8.5	Moved to adopt	Jeff Howell	X		
8.5		Gordon Jarman	X		

8.5		Kellie Smith	X		
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**8.6 Resolution 2015-16 #6 extension of workers' compensation insurance to volunteers**

- Jessica Pickett confirmed to the Board members this Resolution is an exact carry-over from last year.

Item#	Motion	Board Member	Yes	No	Notes
8.6		William Amos	X		
8.6	Seconded the motion	Melody Killens	X		
8.6	Moved to adopt	Jeff Howell	X		
8.6		Gordon Jarman	X		
8.6		Kellie Smith	X		

**8.7 Adopt 2015-16 School Board Meeting Calendar**

- It was confirmed that the adopted calendar dates will be sent to the Board members.

Item#	Motion	Board Member	Yes	No	Notes
8.7		William Amos	X		
8.7	Seconded the motion	Melody Killens	X		
8.7	Moved to adopt	Jeff Howell	X		
8.7		Gordon Jarman	X		
8.7		Kellie Smith	X		

**8.8 Designate the St. Helens School District Board of Directors as Local Public Contract Review Board**

- Kellie Smith moved to combine Action Items 8.8 through 8.13 as one action item, Jeff Howell seconded the motion; the motion carried unanimously.

Item#	Motion	Board Member	Yes	No	Notes
8.8		William Amos	X		
8.8		Melody Killens	X		
8.8	Seconded the motion	Jeff Howell	X		
8.8		Gordon Jarman	X		
8.8	Motioned to adopt	Kellie Smith	x		

**8.9 Designate Lori Thompson as District's Administrative Representative in charge of the IDEA program**

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Item#	Motion	Board Member	Yes	No	Notes
8.9		William Amos	X		
8.9		Melody Killens	X		
8.9	Seconded motion	Jeff Howell	X		
8.9		Gordon Jarman	X		
8.9	Moved to adopt	Kellie Smith	X		

**8.10 Designate Lisa Rawlings as Coordinator of Federal Programs**

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<b>Item#</b>	<b>Motion</b>	<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
8.10		William Amos	X		
8.10		Melody Killens	X		
8.10	Seconded the motion	Jeff Howell	X		
8.10		Gordon Jarman	X		
8.10	Moved to adopt	Kellie Smith	X		

**8.11 Designate Jared Plahn as District Asbestos LEA Representative**

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<b>Item#</b>	<b>Motion</b>	<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
8.11		William Amos	X		
8.11		Melody Killens	X		
8.11	Seconded the motion	Jeff Howell	X		
8.11		Gordon Jarman	X		
8.11	Moved to adopt	Kellie Smith	X		

**8.12 Designate Jessica Pickett as District Safety Officer**

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<b>Item#</b>	<b>Motion</b>	<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
8.12		William Amos	X		
8.12		Melody Killens	X		
8.12	Seconded the motion	Jeff Howell	X		
8.12		Gordon Jarman	X		
8.12	Moved to adopt	Kellie Smith	X		

**8.13 Designating Newspaper of Record**

• As discussed.

<b>Item#</b>	<b>Motion</b>	<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
8.13		William Amos	X		
8.13		Melody Killens	X		
8.13	Seconded the motion	Jeff Howell	X		
8.13		Gordon Jarman	X		
8.13	Moved to adopt	Kellie Smith	X		

**WORK SESSION**

## **REPORTS & DISCUSSION ITEMS**

### Summer Board Planning Work Session Agenda Items:

- A question was raised if discussion about Strategic Planning should be included in the summer planning session and all agreed that it should be included. A presenter/trainer will be explored for a later date.
- Superintendent goals were discussed; continued discussion to be held at the next July meeting.
- Policy updates were discussed and it was agreed to include this topic in the planning work session.
- Attendance Focus was discussed and agreed to be included on the August 12 planning session agenda with discussion points of setting attendance goals, creating freshman interventions, exploring a summer program, partnerships with neighboring school districts and other potential collaborators, and student engagement tactics.
  - 9.1.1 SHSD Strategic Planning discussion to be included – August 12 Planning Session
  - 9.1.2 Superintendent Goals – added to the next July meeting
  - 9.1.3 OSBA Policy Updates to be included – August 12 Planning Session
  - 9.1.4 District Wide Attendance Focus to be included – August 12 Planning Session
  - 9.1.5 Board Advisory Facilities Committee – add as discussion item to the next July meeting
    - Kellie Smith asked if the committee members could rotate between months. Discussion of a long term facility planning committee being helpful ensued. (*recording resumed at this point*) Bill Amos suggested that a possible split between a) immediate needs and b) long range planning would be helpful which raised the question of the need for a second committee for Long Range Facilities Planning.
      - It was discussed and agreed that Kellie Smith & Bill Amos will attend the Facilities meeting tomorrow at 10am and report to the Board at large (Jessica will confirm meeting time).
  - 9.1.6 Other Board appointed committees to be included – August 12 Planning Session
    - Budget
    - Negotiations (explore training options) (*recorded stopped at this point*)
  - 9.1.7 Building Rotation Schedule to be included – August 12 Planning Session
    - Superintendent Stockwell recommended revamping to 30 second school updates once a month, and replacing the full reports with recognitions. Topic specific full school reports would be provided upon request from the Board.
    - A discussion on the various ways to push info out to public were discussed – district webpage, social media, newspaper, etc.
    - A request was made to check on SHMS enrollment –vs- FTE to be reported by the August 12 Planning Session (possibly review district projections as well).

## **PUBLIC COMMENT**

- None presented

## **SCHOOL BOARD COMMENTS**

- Melody Killens asked for clarification on the former combined Action Items 8.8 through 8.13, specifically if the Spotlight was named as the Newspaper of Record in item 8.13.
  - Bill Amos moved to adopt The Spotlight as official Newspaper of Record, Melody Killens seconded the motion; the motion carried unanimously.

## **UPCOMING MEETING INPUT**

- July 17-19 - 2015 OSBA Summer Board Conference in Bend Oregon
- July 29 – Regular Meeting Business Report to include Procurement Card Policy & Employee Handbook
- August 13 - Summer Board Planning Work Session @ DO. A full day to include OSBA training first half with focuses to include:
  - Board & Superintendent working relationships
  - Developing community relationships
  - Effective business practices and models

- Afternoon workshop items:
  - Technical Training – Ed Leader
  - Strategic Planning discussion (presenter/trainer/date)
  - Superintendent Goals
  - Attendance Focus
    - Setting attendance goals, creating freshman interventions, exploring a summer program, partnerships with neighboring school districts and other potential collaborators, and student engagement tactics.
  - Long Range Facilities Planning
  - Credit recovery
  - 2016-17 academic calendar to be set before the end of October (the calendar committee will need to begin in September). Jessica Picket pointed out that negotiations and testing schedules will present road blocks to this accelerated goal.
  - Partnering with Scappoose for summer school.
  - Budget Committee
  - Negotiations Committee and potential training
  - Building Report Rotation Schedule
  - District PR plan
  - Welcome Back to School Staff Event
  - Policy Updates – Decide if we will internally review policy for updates, or
    - a) hire OSBA for a full Policy Analysis report (\$2,200) *This money can later be credited to a Policy Rewrite.*
    - b) hire OSBA for a full Policy Rewrite (\$8250) *The fee can be billed over two fiscal years; last rewrite was 2008.*
  - Carry-over OSBA Policy Updates from 2014-15:
    - ✓ EFA & EFA-AR Local Wellness Program
    - ✓ JFG & JFG-AR Student Searches
    - ✓ JHCD Nonprescription Medication
    - ✓ JHCDA Prescription Medication
    - ✓ JHCD/JHCDA-AR Nonprescription/Prescription Medication
    - ✓ LBEA Resident Student Denial for Virtual Public Charter School Attendance
  - New OSBA Policy Updates from June Summary:
    - ✓ AC – Nondiscrimination (Required)
    - ✓ AC-AR – Discrimination Complaint Procedure (Required)
    - ✓ GBK/JFCG/KGC – Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems (Version 1 or 2; includes JFCG/KGC/GBK in section J and KGC/GBK/JFCG in section KL) (Required)
    - ✓ GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave (Required)
    - ✓ GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave (Required)
    - ✓ GCDA/GDDA – Criminal Records Checks/Fingerprinting (Version 1 and 2) (Required)
    - ✓ JEDA – Truancy (Version 1 or 2) (Required)
    - ✓ JFC – Student Conduct (Version 1- *No Change*) (Required)
    - ✓ JFC – Student Conduct and Discipline (Version 2 – *See Changes*) (Required)
    - ✓ JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems (Required)
    - ✓ JFCG-AR – Discipline for Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems (Version 1 and 2) (Required)
    - ✓ JG – Student Discipline (Required)
    - ✓ JGD – Suspension (Required)
    - ✓ JGE – Expulsion (Required)
    - ✓ JHCDA – Prescription Medication (Required)

- ✓ JHCD/JHCDA-AR – Prescription/Nonprescription Medication (Required)
- ✓ *There are four “Highly Recommended” updates as well*

Board members asked about planning for the “Welcome Back to School Staff Event” in September. A request to provide inspirational content and include brief updates from school Administrators would be beneficial. This topic will be discussed further at the August 12 Planning Session.

Jessica Pickett informed the Board members that a live feed video has been installed at the high school construction site, and a time lapse video of the project will be created.

### **ADJOURNMENT**

Chair Jarman adjourned the Regular Board of Directors Meeting at 8:00 p.m.

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Gordon Jarman, Board Chair

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Scot Stockwell, Superintendent