

**St. Helens School District #502  
Board of Directors Regular Meeting  
January 27, 2016**

The St. Helens School District #502 Board of Directors convened in a Regular Meeting on January 27, 2016 at 6:30 p.m. at the District Office Board Room in Columbia County, Oregon. A recording of the meeting is available on the District web-page.

**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  
Scot Stockwell, Superintendent  
Jessica Pickett, Business Manager  
Kathi Gobel, Executive Assistant

Those absent were:

**CALL TO ORDER**

The Board Chair called the Regular Meeting to order at 6:30 p.m. followed by the Pledge of Allegiance. Chair Jarman asked for adjustments to the agenda; none were presented.

**2.0 AGENDA APPROVAL**

- The agenda was accepted as presented

**3.0 SHHS CHOIR STUDENT PRESENTATION**

- Choir was not able to be present

**4.0 BOARD RECOGNITION**

- Inaugural I.D.E.A. Award (Innovation, Dedication, Example, Achievement):
  - Tonya Arnold & Jared Phillips were presented certificates in recognition of their leadership roles launching the college/post-secondary readiness AVID Program (Advancement Via Individual Determination) at SHHS.
- Superintendent Stockwell presented the School Board members with OSBA certificates, district and governors' proclamations, and small tokens of appreciation in honor of their service to students, staff, and the community at large.

**5.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS**

- None presented

**6.0 CONSENT AGENDA**

- **6.1 General Fund Revenue & Expenditures Projection**
- **6.2 Operating Disbursement Report**
- **6.3 Human Resources Report January 2016**
- **6.4 Meeting Minutes Summary from December 16, 2015 and January 13, 2016**

Melody Killens moved to approve the Consent Agenda, Kellie Smith seconded the motion; the motion carried unanimously.

## **7.0 OLD BUSINESS**

- Columbia City School Update .....Scot Stockwell
  - A report on the potential costs of opening & operating the school, and potential unknown funding parameters (at this time) were presented. The unknowns make it difficult to project beyond the 2016-17 school year.
  - A discussion ensued about the financials, potential options for opening the school, and long term operational stability. The Board requested continued research to open the school and a subsequent report at the February Work Session.

## **8.0 NEW BUSINESS**

- 8.1 SHHS ASB Public Relations Report:
  - John Chabala reported on the recent Winter Ball, AVID Kick-Off Dinner, and a field trip to PCC. An upcoming play on Feb. 18-20<sup>th</sup>, a blood drive on Feb. 27<sup>th</sup>, and an overview of the Aspire Program.
- 8.2 CCEC Student Public Relations Report:
  - Devon Ducre reported on the recent CCEC Student Silent Auction, and their ongoing service learning project efforts and requirements.
- 8.3 CRYC Student Public Relations Report:
  - Cyan Morrison-Gray & Ben Tack reported on an effort to recruit more females into the program, the success of sophomore recruitment, student college visits and efforts to receive college funding, and participation in the Veteran's Day parade. An overview of the field work crew projects students participate in and the lessons they provide were discussed.
- 8.4 Building Briefs:
  - High School – BG Aguirre reported on the recent AVID Launch Party, an Aspire Workshop, the new Gear-Up affiliation which provides funding for free college visitations, and the food & clothing project.
  - Middle School – Carol Dowsett reported on attendance update, MLK Jr. service projects, community action team dinner, an article in The Spotlight, and the SLAMBOO Team.
  - Lewis & Clark Elementary – Dustin Salisbury reported on Kiwanis BUG Program (**B**ringing **U**p Grades), second quarter awards assembly, attendance awards, PBIS Way To Be awards, and the upcoming after school programs.
  - McBride Elementary – Lisa Rawlings reported on special education students, and the expanded Peer Mentor program.
- 8.5 SHHS Proposed Fees for 2016-17
  - BG Aguirre recapped the proposed fee schedule and clarified that there is a \$300/student cap on fees; also a family cap is provided.
- 8.6 SHSD 502 Business Report
  - 8.6.1 Larry Grant from Grove, Mueller, & Swank summarized the provided report on the recent district audit and answered questions. The overall audit was favorable.
  - Jessica Pickett presented the following items and answered questions:
    - 8.6.2 Supplemental Budget #2
    - 8.6.3 Declaration of Surplus Property at SHHS – Wood Shop
    - 8.6.4 Budget Committee calendar & committee vacancies
- 8.7 Superintendent Report:
  - 8.7.1 School closure make-up days; Jeff Howell stated his preference that missed days should be made up 1 for 1. Gordon Jarman agreed. Discussion about ratios of make-up days, potential years with excessive snow, and pros and cons of timing of make-up days ensued. There was a general preference of the Board for up to two days to be made up 1 for 1, and for clear and timely communication to staff be pursued. Beyond the two days will be discussed and decided upon as needed, including any potential readoption of a calendar.

- 8.7.2 2016-17 & 2017-18 School Community Calendar process explained and the final version of the calendars were presented.
- 8.7.3 2016-17 NWRESD Local Service Agreement was reviewed
- An update on the direction of the upcoming contract negotiations was provided
- 8.8 Policy Updates – First Reading..... Gordon Jarman  
 There was no discussion of the following policy updates:
  - 8.8.1 DJFA Use of District Credit and Procurement Cards
  - 8.8.2 EB Safety Program
  - 8.8.3 EFA Local Wellness Program
  - 8.8.4 IGBAC Special Education – Personnel
  - 8.8.5 IGBAF Special Education – Individualized Education Program (IEP)
  - 8.8.6 IGBAL Special Education – Services for Home-Schooled Students with Disabilities
  - 8.8.7 JFCF Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/ Domestic Violence - Student

**9.0 PUBLIC COMMENTS ON AGENDA ITEMS**

- Keith Meeuwesen provided comment on the positive feedback he has received regarding the upcoming contract negotiations.

**10.0 ACTION ITEMS**

***10.1 RESOLUTION 2015-16 NO. 20 Supplemental Budget #2***

- A discussion on the need for this action took place, and an explanation was provided by Bill Amos & Jessica Pickett.

| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.1  | Moved to approve    | William Amos   | X   |    |       |
| 10.1  | Seconded the motion | Melody Killens | X   |    |       |
| 10.1  |                     | Jeff Howell    | X   |    |       |
| 10.1  |                     | Gordon Jarman  | X   |    |       |
| 10.1  |                     | Kellie Smith   | X   |    |       |

***10.2 RESOLUTION 2015-16 NO. 21 Declaration of Surplus Property***

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| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.2  |                     | William Amos   | X   |    |       |
| 10.2  | Seconded the motion | Melody Killens | X   |    |       |
| 10.2  | Moved to approve    | Jeff Howell    | X   |    |       |
| 10.2  |                     | Gordon Jarman  | X   |    |       |
| 10.2  |                     | Kellie Smith   | X   |    |       |

***10.3 2016-17 NWRESD Local Service Plan***

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| Item# | Motion           | Board Member | Yes | No | Notes |
|-------|------------------|--------------|-----|----|-------|
| 10.3  | Moved to approve | William Amos | X   |    |       |

|      |                     |                |   |  |  |
|------|---------------------|----------------|---|--|--|
| 10.3 |                     | Melody Killens | X |  |  |
| 10.3 | Seconded the motion | Jeff Howell    | X |  |  |
| 10.3 |                     | Gordon Jarman  | X |  |  |
| 10.3 |                     | Kellie Smith   | X |  |  |

**10.4 2016-17 SHHS Fee Schedule**

- Melody Killens posed a question about further plans to assist families with fees; BG Aguirre provided positive feedback.

| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.4  |                     | William Amos   | X   |    |       |
| 10.4  | Seconded the motion | Melody Killens | X   |    |       |
| 10.4  |                     | Jeff Howell    | X   |    |       |
| 10.4  |                     | Gordon Jarman  | X   |    |       |
| 10.4  | Moved to approve    | Kellie Smith   | X   |    |       |

**10.5 2015-16 Audit Report by Grove, Mueller and Swank**

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| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.5  |                     | William Amos   | X   |    |       |
| 10.5  | Moved to approve    | Melody Killens | X   |    |       |
| 10.5  |                     | Jeff Howell    | X   |    |       |
| 10.5  |                     | Gordon Jarman  | X   |    |       |
| 10.5  | Seconded the motion | Kellie Smith   | X   |    |       |

**10.6 2016-17 School Calendar**

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| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.6  | Seconded the motion | William Amos   | X   |    |       |
| 10.6  | Moved to approve    | Melody Killens | X   |    |       |
| 10.6  |                     | Jeff Howell    | X   |    |       |
| 10.6  |                     | Gordon Jarman  | X   |    |       |
| 10.6  |                     | Kellie Smith   | X   |    |       |

**10.7 2017-18 School Calendar**

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| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.7  | Moved to approve    | William Amos   | X   |    |       |
| 10.7  | Seconded the motion | Melody Killens | X   |    |       |
| 10.7  |                     | Jeff Howell    | X   |    |       |

|      |  |               |   |  |  |
|------|--|---------------|---|--|--|
| 10.7 |  | Gordon Jarman | X |  |  |
| 10.7 |  | Kellie Smith  | X |  |  |

**10.8 ADDITION OF ACTION ITEM 10.9**

- Jessica Pickett requested the addition of an Action Item to approve the Budget Calendar.
  - Melody Killens made a motion to add Item 10.8 to the agenda to approve the addition of "Action Item 10.9 Budget Calendar", Bill Amos seconded the motion; the motion carried unanimously.

***10.9 2016-17 Budget Calendar***

- Jessica Pickett made the request that all meetings be held at the District Office rather than at Columbia City School.

| Item# | Motion              | Board Member   | Yes | No | Notes |
|-------|---------------------|----------------|-----|----|-------|
| 10.9  |                     | William Amos   | X   |    |       |
| 10.9  | Moved to approve    | Melody Killens | X   |    |       |
| 10.9  | Seconded the motion | Jeff Howell    | X   |    |       |
| 10.9  |                     | Gordon Jarman  | X   |    |       |
| 10.9  |                     | Kellie Smith   | X   |    |       |

**UPCOMING MEETING INPUT**

February 10, 2016 – Work Session at 6:30 p.m. at the District Office

- Policy Updates: Second Reading
  - DJFA Use of District Credit and Procurement Cards
  - EB Safety Program
  - EFA Local Wellness Program
  - IGBAC Special Education – Personnel
  - IGBAF Special Education – Individualized Education Program (IEP)
  - IGBAL Special Education – Services for Home-Schooled Students with Disabilities
  - JFCF Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/ Domestic Violence – Student
- Board Operating Agreement & Self Evaluation
- Subsequent Columbia City School Update
- Invite SHHS choir to February 24<sup>th</sup> meeting

**ADIJOURNMENT**

Chair Jarman adjourned the Board of Directors Regular Meeting at 8:17 p.m.

  
 Gordon Jarman, Board Chair

  
 Scot Stockwell, Superintendent

Dated: 2/24/2016

Dated: 2-24-16