

St. Helens School District #502
Board of Directors
Organizational Meeting & Work Session
July 9, 2014

The St. Helens School District Board of School District #502 convened in an Organizational Meeting and Work Session at 6:35 p.m. in the District Office Board Room of the District, County and State on July 9, 2014.

PRESENT Those present were:
 Gordon Jarman, Board Chair
 Marshall Porter, Board Vice Chair
 Kellie Smith, Board Member
 Jeff Howell, Board Member
 Ray Biggs, Board Member
 Mark Davalos, Superintendent
 Amanda Stuber, Executive Assistant

CALL TO ORDER **Call to Order**
Incumbent Board Chair Marshall Porter called the Organizational Meeting and Work Session to order at 6:35 p.m. followed by the flag salute.

AGENDA APPROVAL **Agenda Approval**
Ray Biggs entered a motion to move Action Pertaining to Executive Session from 6.12 to 6.1. Kellie Smith seconded.

Mr. Porter explained the request for a motion was to move Action Pertaining to Executive Session immediately after Agenda Approval.

Ray Biggs amended his motion to move Action Pertaining to Executive Session from 6.12 to 2.1. Kellie Smith seconded the motion amendment.

The motion approving the agenda as amended unanimously carried.

EXECUTIVE SESSION ACTION **Action Pertaining to Executive Session**
Ray Biggs entered a motion to uphold Superintendent Mark Davalos decision as reviewed during Executive Session. Kellie Smith Seconded.

The motion to uphold Superintendent Mark Davalos decision as reviewed during Executive Session unanimously carried.

BOARD CHAIR ELECTION **Election of Board Chair for 2014-15**
Marshall Porter called for Board Chair nominations.

Ray Biggs nominated Gordon Jarman for Board Chair. Following no additional nominations, Ray Biggs entered a motion to close nominations. Jeff Howell seconded. The motion to close nominations unanimously carried.

Nomination of Gordon Jarman for Board Chair unanimously carried.

**BOARD
VICE-CHAIR
ELECTION**

Election of Board Vice-Chair for 2014-15

Gordon Jarman called for Board Vice-Chair nominations.

Ray Biggs nominated Marshall Porter for Board Vice-Chair. Jeff Howell seconded.

Marshall Porter nominated Kellie Smith. Kellie Smith declined the nomination.

Ray Biggs entered a motion to close nominations. Jeff Howell seconded. The motion to close nominations unanimously carried.

Nomination of Marshall Porter for Board Vice-Chair unanimously carried.

**DISCUSSION
ITEM**

Organizational Meeting Discussion Item

A draft calendar of 2014-15 School Board Meetings with meetings on the second and fourth Wednesday in August, September, October, January, February, April, May and June was included in the meeting packet. The November, December and March School Board Meetings are on the third Wednesday. Brief discussion about Board Meeting dates concluded with preference to retain meetings as included in the draft calendar.

**ACTION
ITEMS**

Organizational Meeting Action Items

Marshall Porter entered a motion to approve agenda items 6.1 through 6.4 as follows:

RESOLUTION 2014-15 #1 authorizing the Chair and Vice Chair to sign any and all documents

RESOLUTION 2014-15 #2 designating Mark Davalos Chief Administrative Officer and School District Clerk

RESOLUTION 2014-15 #3 designating self-insurance option for workers compensation insurance

RESOLUTION 2014-15 #4 extension of workers' compensation insurance to volunteers

Ray Biggs seconded. The motion to approve agenda items 6.1 through 6.4 unanimously carried.

2014-15 Meeting Times

Marshall Porter entered a motion to designate 2014-15 meeting times at 6:30 p.m. at the SHSD District Office on the second and fourth Wednesday of the month in August, September, October, January, February, April, May and June and the third Wednesday in November, December and March. Kellie Smith second. The motion unanimously carried.

IDEA Program District Representative

Marshall Porter entered a motion to authorize Mary Mitchell as the District's Administrative Representative in charge of the IDEA program. Ray Biggs seconded. The motion unanimously carried.

Newspaper of Record

Ray Biggs entered a motion to designate “The Chronicle” as Newspaper of Record. Kellie Smith second.

Following Board Member discussion about local media coverage of SHSD School Board Meetings during the 2013-14 school year, Ray Biggs entered a motion to the designate The Spotlight as SHSD’s Newspaper of Record.

Marshall Porter noted Mr. Biggs error in the motion and entered a motion to amended Mr. Biggs original motion to designate The Spotlight as Newspaper of Record. Kellie Smith seconded. The motion to designate The Spotlight as Newspaper of Record unanimously carried.

Insurance Agent of Record

Marshall Porter entered a motion to designate Beecher Carlson Insurance Agency, LLC as Insurance Agent of Record. Gordon Jarman seconded.

Board Member discussion about the District insurance agent of record included Board interest to postpone designation until after the hire of a new business manager. Superintendent Davalos provided reason for the move to Beecher Carlson and, since ramifications of postponing designation was unknown at the time of the meeting, recommended proceeding with the designation.

The motion to designate Beecher Carlson Insurance Agency, LLC as Insurance Agent of Record unanimously carried.

District Auditor

Kellie Smith entered a motion to designate the firm of Grove, Mueller and Swank as District Auditor. Marshall Porter seconded.

Marshall Porter questioned the location of Grove, Mueller and Swank and moving another auditing firm closer to St. Helens. Superintendent Davalos explained the company office is in Salem and did not recommend changing since the company specializes in school district auditing and they are familiar with our accounting system.

The motion to designate the firm of Grove, Mueller and Swank as District auditor unanimously carried.

Attorney of Record

Ray Biggs entered a motion to designate Garrett, Hemman, Robertson as SHSD attorney of record with services on an “as needed” basis. Marshall Porter seconded. The motion to designate Garrett, Hemman, Robertson as SHSD attorney of record with services on an “as needed” basis unanimously carried.

Ray Biggs entered a motion to designate Jared Plahn as District Asbestos LEA. Marshall Porter seconded. The motion to designate Jared Plahn as District Asbestos LEA unanimously carried.

**WORK
SESSION**

WORK SESSION

Public Comment on Agenda & Non-Agenda Items

Meeting attendees gave no public comment.

**REPORTS &
DISCUSSION**

Reports & Discussion Items

SHSD Strategic Planning

Superintendent Davalos provided copies of the 2009-2014 Blueprint for Success and introduced Vision Creation Consulting Consultant Mike Dugas who led Forest Grove School District's Strategic Planning process. Mr. Dugas reviewed the seven stages of the strategic planning process he uses with school districts and accepted questions from the Board.

The Board questioned Mr. Dugas availability and Mr. Dugas responded.

Superintendent Davalos shared favorable comments about Mr. Dugas' process from Forest Grove School District's Superintendent and recommended the Board discuss next steps further at the School Board Retreat. The Board was in agreement with Superintendent Davalos recommendation.

School Board Retreat

Superintendent Davalos proposed a Summer School Board Retreat Meeting date and time of July 23 from 10:00 a.m. - 4:00 p.m. Board Member availability on the proposed date was unanimous and the meeting location was set the district office in the boardroom.

District Wide Attendance Focus & Counseling

Jeff Howell applauded Cathy Carson and Lewis & Clark Elementary School's team for their work on attendance and encouraged the same work at other SHSD schools. Mr. Howell recommended a motion to provide district funding to ensure continuation of the attendance work at Lewis & Clark School and to provide district funding for an attendance committee.

SHHS Painting Bid Action

Ray Biggs explained he spent approximately two days speaking with contractors who did not submit a bid for the SHHS Painting Project and invited the contractors to the meeting for discussion. Mr. Biggs referenced the "competitive bidding" language in School Board policy DJC and questioned District compliance with policy. With intent to improve the District's bidding process, Mr. Biggs recommended the following:

- revise policy to require a minimum of three bids before contract award,
- give serious consideration to in-County contractors,
- perform work between November and February (when possible) to avoid contractor heavy work seasons,
- pay on contracts a minimum of one time per month,
- withhold 10% of the award amount until the job is satisfactorily complete,
- hire a general contractor at 10% of the total bid to oversee the project,
- hire companies who specialize in construction contract writing to write District contracts, and

- divide large projects by craft (ie. electrical, painting, etc.) to avoid contractor use of subcontractors.

Mr. Biggs concluded his recommendation with the offer to have the attending contractor answer questions to assist with improving the number of bids received on future projects.

Jeff Howell questioned other school district contract payment procedures. Mr. Biggs explained that some districts require a three-bid minimum and payment procedures vary. Mr. Biggs claimed that by adjusting contract payment schedules, especially during the summer, contractor interest to bid on district projects would improve and the district could save money on winter projects since contractors often accept winter jobs without making a profit to retain good workers.

Marshall Porter informed Mr. Biggs that direction to improve RFP communication and to consider contract payment flexibility was issued at the June 17th Special Meeting. Mr. Porter expressed concern with projects moving forward, especially emergency projects, with board policy requiring a three-bid minimum. In response to the request for in-County contractor consideration, Mr. Porter explained this could have legal ramifications and intent of awarding to the lowest responsible bidder is to receive the best cost for projects. Mr. Porter agreed with necessity to receive more bids and reminded Mr. Biggs of the numerous restrictions to performing certain work during the school year.

Mr. Biggs clarified that his recommendation excludes emergencies and explained how to communicate in-County contractor preference without including such in the RFP. Mr. Biggs referenced the highway 30 projects and compared the Wauna Federal Credit Union project to the St. Helens Federal Credit Union project. During the comparison Mr. Biggs claimed the WFCU project hired local contractors who pay local property taxes and probably hired community workers and the SHFCU project hired illegal aliens and out of town contractors.

Kellie Smith recalled Rich Bailey as the SHFCU project contractor. Mr. Biggs confirmed Rich Bailey as the SHFCU project contractor then stated that Bailey is pro-illegal alien from the get-go.

Mr. Biggs' response to input from Mr. Porter clarified that accepting the lowest bid is not a purchasing requirement and the RFP process assures bidding requirements have been met. Mr. Biggs also described how smaller contractors need to secure financing for projects without a regular payment schedule and shared concern with this increasing district cost on contracts. Mr. Biggs re-stated that his intent is to improve the district's bidding process and clarified that his example to schedule work during the winter included reference to school not being in session.

Mr. Porter reminded Mr. Biggs that WAUNA & SHFCU are not public entities with the same legal requirements/restrictions as the district. Mr. Biggs clarified that his reference to the two projects was to support his argument

that the district has choices. Mr. Porter agreed with the district having choices but argued that the district could award projects to local contractors if they submit a good bid, but the district is not able to give preference to them. Mr. Biggs claimed the district could give preference to local contractors by improving the bid process then named some local contractors and referenced various areas of the HS painting project they could bid on.

Mrs. Smith asked Mr. Biggs if his three-bid minimum recommendation means the district would need three bids for each of the jobs in his examples and if there are enough local contractors to meet a three-bid minimum requirement. Mr. Biggs explained how breaking down projects would increase the likelihood of receiving three bids but he did not have the number of local contractors in the various areas.

Mrs. Smith explained she wanted to speak with the contractors who did not bid on the HS painting project and asked for information about why they did not bid. Mr. Biggs explained they had multiple reasons but one was timing after seeing scope of the project and another was a bonding issue for such a large project. Mrs. Smith shared that the Special Meeting vote was for the students.

Mr. Biggs concluded his discussion with recommendations to hire a project quality inspector and to change project warranty requirements the requested opening dialogue with the contractors in attendance.

Mr. Jarman denied opening dialogue with the audience and recommended that discussion about the request to revise board policy be part of goal setting at the Board's retreat.

Mr. Howell agreed with not being able to include RFP language preferring local contracts the need to receive more bids.

Adjournment for Executive Session

The July 9, 2014 Organizational Meeting Work Session adjourned at 8:23 p.m. and met in Executive Session in accordance with ORS 192.660 (i) to review and evaluate the employment related performance of the Superintendent.

Adjournment

The public meeting was called back to order after the Executive Session then adjourned at 9:10 p.m.

Gordon Jarman, Board Chair

Mark Davalos, Superintendent