

**St. Helens School District #502  
Board of Directors  
Regular Board Meeting  
April 30, 2015**

The St. Helens School District Board of School District #502 convened in a Regular Board Meeting at 5:30 p.m. in the District Office Board Room of the District, County and State on April 30, 2015.

**PRESENT**

Those present were:

Gordon Jarman, Board Chair  
Bill Amos, Board Vice Chair  
Kellie Smith, Board Member  
Ray Biggs, Board Member  
Jeff Howell, Board Member  
Kathi Gobel, Executive Assistant  
Laura Jackson, Human Resources  
Carol Dowsett, SHMS Principal  
BG Aguirre, SHHS Principal  
Gail Martyn, OSEA Representative  
Keith Meeuwsen, SHEA Representative  
Trinity Monahan, Budge Committee Member  
Dustin Salisbury, Lewis & Clark Vice Principal  
Joe Strandjord, parent  
Lori Thompson, SPED Director  
Lisa Tyler, McBride Vice Principal  
Kristi Ward, Federal Programs Secretary  
Melody Killens, community member

**CALL TO ORDER**

Gordon Jarman called the Regular Board Meeting to order at 5:30 p.m. followed by the flag salute. Gordon Jarman asked for an adjustment to the agenda to include Item 3.2 Reference Check Training for School Board.

**AGENDA APPROVAL**

Ray Biggs entered a motion to approve the adjusted agenda as presented. Jeff Howell seconded the motion. The motion to approve the agenda as presented carried unanimously.

**REPORTS AND DISCUSSION**

- 3.1 Superintendent Search Committee Interview Training
  - Laura Jackson conducted training:
    - All members were asked to sign and submit the Confidentiality Waiver before proceeding if they have not already done so
    - Ramifications of maintaining confidentiality throughout the process were explained
    - Questions that should NOT be asked of candidates were reviewed

- Fourteen questions will be used, one question for each member of the committee, no deviation from the questions are allowed
  - Interviews will allow for questions from the candidate as well
  - The interview binder and interview schedule was reviewed
  - Committee members may not view any documentation prior to the date of interviews beginning at 8:00am
  - All notes taken by committee members will be collected, sealed, and stored for three years
  - Q&A from committee ensued
- 3.2 Reference Check Training for School Board
    - Laura Jackson conducted training:
      - A scripted form will be used for all reference checks
      - Only finalists will need reference checks; a minimum of two finalists preferred
      - Do's and Don'ts questions were reviewed
      - Unsolicited reference protocol was provided
      - Q&A ensued

#### VISITORS TO ADDRESS THE BOARD

- No comments

#### UPCOMING MEETING INPUT

- May 5 Budget Committee Meeting at 6:30pm, Columbia City School
- May 6 Executive Session at 8:30am; Columbia City School – Round 1 Superintendent Interviews

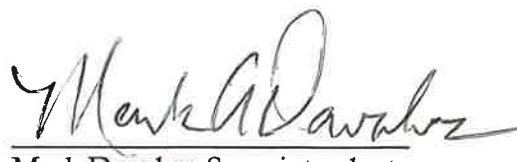
#### May 13 Board Regular Meeting Agenda Items:

- School Updates: McBride/Lewis and Clark, CCEC, CRYC
- Add Laura Jackson to agenda for Superintendent Search Update
- Adopt Policy Updates
  - EBB – Integrated Pest Management
  - EEA – Student Transportation Services
  - EFA – Local Wellness Program
  - EFAA – District Nutrition and Food Services
  - EFAA-AR – Reimbursable School Meals and Milk Program
  - GBDA – Mother Friendly Workplace
  - GBM – Staff Complaints
- Credit Card Expenditures – review historical data
- Columbia City School Discussion – minimal budget overview

#### ADJOURNMENT

Gordon Jarman adjourned the Regular Board of Directors Meeting at 6:10 p.m.

  
Gordon Jarman, Board Chair

  
Mark Davalos, Superintendent