

**St. Helens School District #502  
Board of Directors Meeting  
December 16, 2008**

The District School Board of School District #502, Columbia County, Oregon convened in regular session at 3:30 p.m. in the Administration Office of the District, County and State on December 16, 2008.

Those present were:

David Morrisson, Board Chair  
Rebecca Wallace, Board Vice Chair  
Jana Mann, Board Member  
Benita Saatvedt, Board Member  
Patricia Adams, Superintendent  
Teri Burns, Director of Operations and Finance  
Marleen Zytniowski, Community Relations

Guests:

Nanette Hagen	Telka Peterson	Diana Peterson
Lori Thompson	Janell DePriest	Cecelia Haack, The Spotlight
Jay Groom		

**Call to Order**

The meeting was called to order at 3:30 p.m. followed by the flag salute.

**Agenda Approval**

Rebecca Wallace moved to approve the December 16, 2008 meeting agenda. Benita Saatvedt seconded. The motion carried unanimously.

**Public Comment on Non Agenda Items**

No public comment on non agenda items was provided.

**Consent Agenda**

Rebecca Wallace moved and Benita Saatvedt seconded to approve the consent agenda as follows:

Minutes of the Special Meeting - November 17, 2008  
Minutes of the Regular Meeting – November 24, 2008  
Human Resources Report – December 2008  
General Fund Revenue & Expenditure Report  
General Fund Revenue & Expenditure Projection  
School Nutrition Fund Report  
Student Enrollment/Attendance Information  
Accident Report – December 2008

Rebecca Wallace questioned the decline in student enrollment.

Mrs. Burns explained the decline is being seen across the district. It is believed to be associated with the economy but is being looked into further.

The motion carried unanimously.

## Reports and Discussions

### Budget

Superintendent Adams provided the board with a handout summarizing the financial impact of the proposed governor's budget and the different areas impacting the K-12 funding was reviewed. The 1.2% across the board reduction to the 2008-2009 governor's budget will result in an approximate \$400,000 decrease in SHSD's 2008-2009 budget. To end the 2008-2009 school year with a balanced budget, as required by law, the \$400,000 reduction will need to occur between the months of January 2009 and May 2009.

Based on the two projected 2009-2010 governor budgets of \$6.39 billion and \$6.55 billion, the per student allocations for the 2009-2010 school year would be \$6,520.15 or \$6,632.71. To maintain SHSD's current programs during the 2009-2010 school year, the ADMw needed is \$6,781.50. With the combined per student allocation reduction and the projected employee benefit and utility increases, the district could see a deficit of \$1,023,965 plus the \$47,372 loss of the school improvement fund or a \$584,141 deficit plus the \$47,274 loss of the school improvement fund.

Superintendent Adams explained the 2008-2009 insurance premium increase was budgeted at 15% and the final increase came in at 9% which has allowed for a cushion in that budget area. Superintendent Adams recommended that through the \$200,000 insurance cushion, \$150,000 from the capital project account; hiring and spending freezes; and a reduction in materials, supplies, and substitute use, the district absorb the \$400,000 reduction without the elimination of positions mid year and without the reduction in school days at this time. However, districts have been warned that the governor's figures could change in May. If there is another reduction in May, the district would seriously have to consider cutting a day from the end of the school year.

Superintendent Adams also explained that in January she will be compiling a financial team comprised of licensed, classified, and administrative staff; budget committee and board members; and parents from the boundary review committee. This team will be charged with the task to seek options on how to address the deficit the district will be facing next school year. Noted areas of possibilities for reduction next year include staffing, fewer school days, postponement of the Mathematics textbook adoption, and minimal substitute staff usage.

Mr. Morrisson noted that although the budget reduction process is never fair or fun, Superintendent Adam's recommendation is reasonable.

Superintendent Adams explained she wants to balance from within and also look at funds from the pending land swap while protecting the classroom as much as possible.

Mrs. Saatvedt questioned the board's responsibility during this time. Mr. Morrisson explained this is the time to air concerns, to state objections if there are any, and to provide advisement.

Mrs. Saatvedt inquired how possible scheduling changes could help. Superintendent Adams shared some pros and cons of four day work weeks and different work hours. It was noted that work days and hours are contract items that are negotiated with the various employee groups.

Discussion on how the School Improvement, Title I and Title II funds are spent also occurred. There are very strict parameters on the spending of the funds and if they are not spent they are lost. Money in those funds will continue to be spent within the parameters.

Superintendent Adams concluded the budget report with the notation that she had staff meetings scheduled at each of the buildings this week where she was planning to deliver this message to staff. However, due to the delay in the board receiving the information and the weather, the meetings have been cancelled. An all staff email will be delivered to staff from Superintendent Adams.

#### St. Helens High School Master Schedule

Superintendent Adams presented a review of the high school department heads, site council and administration findings of a seven period day versus the four period block schedule. The findings reflect the following:

- The current block schedule 5.75 FTE is allocated for tutorials because of the contractual prep time requirement. Staff only needs 45 minutes of the 90 minute periods for prep. This is in an approximate \$300,000 cost dedicated to tutorials.
- With 44 regular education teachers, on a block schedule there are 11 teachers on prep with 33 classes being taught. With the same number of teachers, the seven period day allows for 6.3 teachers prepping with 37.7 teachers teaching.
- The seven period day would gain SHHS students nearly five classes per period. Students would consistently have 243 minutes of instruction in each class as opposed to some currently getting 171 on a rotating weekly basis.
- The current schedule also allows for students to earn 32 credits at the high school while only 25 are required by SHHS and 24 by the state. This has created a culture of failure due to lack of urgency because the student can take the needed class later. On a seven period day students could only earn 28 credits which would make this a non-issue.
- For students taking math and language arts, a momentum is created from the continual instruction in the courses.

Superintendent Adams explained she and Principal Hagen were looking for board comments and noted she that she is in-favor of the schedule change should the high school choose to do so. The board discussed the high school schedule and Principal Hagen addressed board comments and questions.

Although it was noted that the majority of the high school staff are in support of the seven period day schedule, the math department is in support of the block schedule for the time allotment in each class. On behalf of himself, Mike Herdrich and Rory Lewno, Jay Groom commented they are passionate that the block schedule is the way to go and provided their reasoning behind the support.

In conclusion of the discussion, the board felt that in addition to the cost savings and additional days of instruction, the schedule change could be positive.

#### 403 (b) Plan Document and Personal Services Contract

The board received a 403 (b) plan document and contract for personal services in their board meeting packets and Mrs. Burns provided a summary of its contents. It was explained that a 403 (b) is similar to the 401K. The employer doesn't contribute to the 403 (b) if it is not in the contract to do so, this is an employee only contribution account. IRS has given direction to public entities to hire an overseer for the plan to make sure organizations are complying. Mrs. Burns also explained that Carruth Compliance Consulting, Inc. has been offered a contracted at a minimal cost per calendar year.

**ACTION ITEMS**

**Abstract of Votes**

Rebecca Wallace moved to approve the November 4, 2008 General Election Abstract of Votes. Benita Saatvedt seconded.

The motion carried unanimously.

**Resolution 2008-2009 No. 11- Resolution Agreement for Adoption of 403 (b) Plan Document**

Rebecca Wallace moved to approve Resolution 2008-2009 No. 11 – Resolution Agreement for Adoption of 403 (b) Plan Document. Jana Mann seconded.

The motion carried unanimously.

**Public Comments Regarding Agenda Items**

No public comment regarding agenda items was provided to the board.

**Superintendent and Board Communication & Correspondence**

Mr. Morrisson acknowledged receipt of the December board correspondence.

**Upcoming Meeting Input**

No agenda input to the January 12, 2009 work session was provided.

The meeting adjourned at 4:50 p.m.

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Board Chair

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Superintendent