

**St. Helens School District #502  
Board of Directors Meeting  
November 9, 2011**

The District School Board of School District #502, Columbia County, Oregon convened in a Work Session at 6:30 p.m. in the Administration Office of the District, County and State on November 9, 2011.

Those present were:

Alan King, Board Chair  
Marshall Porter, Board Vice Chair  
Raymond Biggs, Board Member  
Matthew Freeman, Board Member  
Mark Davalos, Superintendent  
Janine Salisbury, Business Manager  
Amanda Stuber, Executive Assistant

**Call To Order**

The Work Session was called to order at 6:30 p.m. followed by the flag salute.

**Agenda Approval**

Ray Biggs entered a motion to approve the agenda. Matthew Porter seconded.

Mr. Porter discussed including public input at all meetings of the Board. A concern with accepting public comment at Regular Board Meetings only was raised as policy specifies comment will be taken at public meetings of the board.

Mr. Freeman noted the item appeared to be addressed in an earlier email and reminded others that a discussion item on the item should be added through action to amend the agenda.

Ray Biggs amended the agenda to add the discussion of public comment at all meetings of the Board. Marshall Porter seconded.

The motion approving the agenda as amended unanimously carried.

**Public Comment**

Patrick Birkle expressed favor for the Board accepting public comment at all meetings of the Board, and shared information from the Oregon School Board Association websites' Ask Betsy section that discusses Board Meetings and public comment.

**Reports & Discussion**

**Superintendent Report**

Superintendent Davalos reported on the November 9 SCORE Award Ceremony; recognized the SHHS varsity football team, volleyball and boys soccer; and various community meetings he has attended.

### Superintendent Goals

Superintendent Mark Davalos presented a copy of his proposed goals in SMART goal format as follows:

- INSTRUCTIONAL LEADERSHIP- Build an effective school leadership team that drives goal setting and professional development based on comprehensive data analysis and thorough examination of effective instructional practices.
- EVALUATION - Use the elements of a Professional Learning Community to unify, develop and share effective observation and evaluation practices by Administrators and Directors.
- BUDGET AND STAFFING PROCESS - Develop, promote and lead effective budget management and process development throughout the year. Develop and apply a more transparent and formula driven staffing process for schools.

### District Reconfiguration Update

Superintendent Davalos provided a copy of the projected configuration timeline and a copy of the Reconfiguration Design Committee invitation letter that will be distributed tomorrow. Makeup of the design committee will include a principal from each building, Superintendent Davalos, district office administrative staff, representation from the classified and licensed associations, and Board Chair Alan King. The first meeting of the design committee is scheduled in the district office board room at 3:00 p.m. on Monday November 21st.

### Budget Committee Vacancy

Mr. King brought attention to the budget committee position currently vacant and formally declared the position vacant. Following discussion on the application process and recruiting options the Board set a December 30<sup>th</sup> application deadline with applicant interviews at the January 11<sup>th</sup> Work Session.

Marshall Porter entered a motion setting the December 30<sup>th</sup> application deadline publishing through the website, email distribution lists, the local paper, and other communication avenues available to the Board's Executive Assistant.

Question was raised on the acceptance of applications postmarked December 30 but not received until after the closing date. The Board agreed applications would be accepted if they are mailed and postmarked December 30<sup>th</sup>.

Mr. Freeman amended the motion to include acceptance of budget committee applications by delivery on or before December 30<sup>th</sup> or postmarked December 30<sup>th</sup> if sent via US postal mail. Ray Biggs seconded.

The motion unanimously carried.

### November 23, 2011 Meeting

Chari King requested input on the cancelling of the November 23, 2011 Regular Meeting. November 23 is a no school day and non-contract day for a majority of staff so there could be a low audience with the meeting being the evening before Thanksgiving.

The Board was in favor of cancelling the November 23, 2011 Regular Board Meeting.

### OSBA Annual Convention

Information on the November 10-13, 2011 Oregon School Board Association's Annual Convention was provided in the Board packet. Three of the five Board members are attending. Items covered during the discussion include mileage and parking reimbursement and reporting out to the Board on workshops attended.

### Action Items

#### Superintendent Goals

Following Board discussion on the concern of rating certain areas of the superintendent's evaluation on emotion and adopting a different model, input from Superintendent Davalos was requested.

Superintendent Davalos explained the administrative team is using the model they previously adopted but is working with the team on revising the evaluation model for next year. Superintendent Davalos recommended the Board use the current model superintendent evaluation model for the 2011-2012 school year then move to a different model the next year. An evaluation model Superintendent Davalos provided as an example, as inquired on by Chair King, is a 360 Degree Evaluation Process.

Mr. Freeman expressed a concern with the goals and evaluation model discussion was two separate items, and recommended the Board take action on the goal approval at this time.

Out of respect for Mr. Helwig's preferences expressed at the October 26 meeting, Mr. King brought attention to the OSBA qualifications document received in the Board's October 26 meeting packet. It was noted the standards in the current evaluation address those areas.

Mr. Freeman entered a motion to approve the superintendent goals as submitted. Ray Biggs seconded.

Before a vote on the motion, Mr. Porter added the evaluation model be looked at closer for the next evaluation cycle.

The motion approving the superintendent's goals unanimously carried.

#### Licensed Staff Horizontal Salary Schedule Movement

Matt Freeman entered a motion to approve the 2011-2012 licensed staff horizontal salary schedule movement for staff who completed college course work which allows them to move on the salary schedule. Marshall Porter seconded.

During discussion Mr. Porter requested information on the financial impact on the salary schedule movements from the business manager.

Janine Salisbury explained the cost of the increases with benefits is \$46,000 and the amount was not budgeted. However, the item is contractually required.

The motion approving the licensed staff horizontal salary schedule movements unanimously carried.

November 23, 2011 Regular Meeting

Matt Freeman entered a motion to move the November 23<sup>rd</sup> meeting to November 30<sup>th</sup>. Raymond Biggs seconded.

After Board Members expressing November 30<sup>th</sup> scheduling conflicts Mr. Biggs then inquired about was pressing business that needed resolved before the December 14<sup>th</sup> Regular Meeting.

With the inability to reach an alternate date for all Board Members to attend, Mr. Freeman amended the motion to cancel the November 23<sup>rd</sup> meeting. Mr. Biggs seconded the motion.

The motion canceling the November 23<sup>rd</sup> meeting unanimously carried.

Amendment to the Work Session Template

Marshall Porter entered a motion to amend all public board meetings to include a Visitors Comments agenda item. Matt Freeman seconded.

The motion unanimously carried.

Upcoming Meeting Agenda Input

Raymond Biggs complimented Jeri Deady on the SHINE program presentation delivered at the November 9<sup>th</sup> NWRESA dinner meeting.

Marshall Porter brought attention to a student question regarding the class size of an advanced placement class at the high school. The student was concerned with the large size of the class.

Mr. Davalos explained class sizes are driven by budget and noted that some of the higher level courses are larger as there tends to be less behavior issues in those courses.

Meeting adjourned at 8:09 p.m.

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Board Chair

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Superintendent