

St. Helens School District #502
Board of Directors Meeting
February 22, 2012

Following a 5:30 p.m. Executive Session in accordance with ORS 192.660 (2) (d) and ORS 192.660 (2) (i), the St. Helens School District Board of School District #502 convened in a Regular Meeting at 6:30 p.m. in the Administration Office of the District, County and State on February 22, 2012.

Those present were:

Alan King, Board Chair
Marshal Porter, Board Vice Chair
Matt Freeman, Board Member
Nathan Helwig, Board Member
Raymond Biggs, Board Member
Mark Davalos, Superintendent
Janine Salisbury, Business Manager
Amanda Stuber, Executive Session

Call to Order

Alan King called the regular session to order at 6:30 p.m. followed by the flag salute.

Agenda Approval

Nathan Helwig entered a motion to amend the agenda to:

- a) Remove and postpone agenda item 7.7 Approval of Resolution 2011-12 No. 10: Licensed and Administrative Staff Renewal/Nonrenewals due to the resolution not being received, and
- b) Approval of the 2010-2013 agreement between SHSD and SHEA.

Matt Freeman seconded. The motion approving the motion to amend the agenda as recommended unanimously carried.

Raymond Biggs entered a motion to approve the agenda as amended. Matt Freeman seconded. The motion approving the agenda as amended unanimously carried.

Public Comment

No public comment was provided.

Consent Agenda

Nathan Helwig entered a motion to approve as follows:

Minutes of Work Session – January 11, 2012
Human Resources Report – February 2012
General Fund Revenue & Expenditure Report
Student Enrollment/Attendance Information

Matt Freeman seconded. The motion approving the consent agenda unanimously carried.

Reports and Discussion

SHHS ASB Leadership Report

Amanda Katz announced Winter Ball Court Alex Smith and Cassidy Jones, Austin Sandford and Amy Masoni, Cole Charbonneau and Amanda Katz, Tyger Dolyniuk and Emily Bishop, and Will Lawrence & Michaela Munger. Alex Smith and Cassidy Jones were crowned King and Queen. Netted ticket sale profit was nearly \$5,000 and \$1,000 was donated to the St. Helens Student Foundation. Upcoming SHHS events announced included NWOC Drama Festival, Red Cross Blood Drive, Winter Sports Dessert, Star Search and Rachel's Challenge.

Mr. King recognized the SHHS Robotics Team who recently received Best of Show and THINK awards at the OSU FTC Tournament.

Superintendent Mark Davalos recognized SHHS student Kelsey Oliver for receipt of the President's Volunteer Service Award, Rosalie Sumsion for receipt of the South Columbia County Educator of the Year Award for St. Helens School District, and Alan King for receipt for the Outstanding Kiwanis Club Member Award at the SCC Chamber Annual Meeting and Awards Banquet.

District Configuration Boundary Criteria

Superintendent Davalos provided a brief overview of the boundary process timeline, boundary review committee makeup, and criteria presented at the February 8th Work Session and requested revisions or input from the Board.

Following Board discussion on criteria and committee make up, it was agreed to follow the state transportation rules applicable to the K-6 grade levels for boundary development criteria to preserve student travel time/distance. A Board Member will also be assigned to the committee to represent the Board.

Open Enrollment Recommendation

As follow up to the HB3681 open enrollment option, Superintendent Davalos requested input on the recommendation to accept six students in grades K-2 (2 students at kindergarten, 2 students at first grade and 2 students at second grade) as presented at the February 8th Work Session. Board interest on the ability to restrict applications to specific geographical regions was also confirmed.

Board discussion on the number of openings and grade level restrictions led to Board interest to restrict the six K-2 openings to Columbia County residents and six additional openings from non-Columbia County residents to grades 3 through 12.

2012-2013 District Revenue Forecast & Budget Priorities

Mrs. Salisbury provided the Board with a new revenue and expenditure report the board will receive on a monthly basis. The report will provide actual and estimated revenue and expenditure information by month, the budgeted amount for each item area on the report, and over or under variances.

Mrs. Salisbury also provided calculations for estimates on the 2012-2013 State School Fund Estimate formula then requested 2012-2013 budget priorities from the Board. Budget priorities from the Board included:

- Maintaining the current level of SHHS athletic program.
- Maintaining all SHHS activities/extra-curricular activities, reducing administrative staff (possibly through attrition), and maintaining a balanced/broad educational system.
- Facilities, safety and maintaining custodial staff.
- Balanced curriculum, retention of classroom teachers and maintaining class sizes.
- Lower K-2 class sizes, maintaining elementary specialists (PE, Music & Library) and balanced curriculum/activities/extra-curricular activities.

2012-2015 Audit Contract

Janine Salisbury reminded the Board of the recent RFP process for audit services and provided a brief review of the audit engagement letter that, if accepted, will require a strict timeline for the fiscal audit process. Based on the received agreement to the timeline and the auditing firm familiarity of the district's accounting software, etc., Mrs. Salisbury respectfully requested Board support of the presented 2012-2015 audit contract.

2012-2013 School Year Calendar

Superintendent Davalos provided a review of Board Policy that requires Board approval of the next school year instructional calendar prior to March 1st then explained the Calendar Committee make-up, process and criteria that steered the group. The proposed calendar includes:

- First day of school - September 4
- Continuation of early release Wednesdays
- Winter Break - December 24 through January 4
- Spring Break - March 25 through March 29
- Last day of school - June 13

Postponement of calendar adoption, continuation of weekly early release, and union representation on the committee was questioned by the Board. Superintendent Davalos recommended adoption now; the calendar can be revised at a later time if needed. The calendar Committee did include representation from all employee groups, and several options were reviewed. Superintendent Davalos also advocated for continuation of weekly early release time since districts have lost professional development days over the years; the early release time aids the districts investment and commitment in the professional development of staff.

Second Reading of Proposed Policy Revisions

During the second reading of policy IGBAB/JO – Education Records/Records of Students with Disabilities no input was provided.

Second Reading of Tabled Policies

During the second reading of tabled policies IGBHE – Expanded Options Program and JECB – Admission of Nonresident Students Superintendent Davalos explained the added text on page two of the policy was an old ruling that has been removed. In response to a question on flexibility on acceptance of students under expulsion from another district, it was explained the area in question does apply to students under expulsion as of the application date. District's have the option to not accept the application if they are under an expulsion during the application time.

School Beautification Projects

Marshall Porter requested compiling of a School Beautification Committee with a charge to improve the inside and outside appearance of St. Helens School District schools through volunteers.

Mr. King requested the Business Manager to gather additional information on the request for a recommendation at the March 21st Regular Board Meeting.

School Board Member Boundary Committee Appointment

Mr. King requested Board Member interest in serving as a representative of the Board on the Boundary Review Committee. Superintendent Davalos explained the committee will meet weekly starting February 23rd until the April 11th recommendation is made to the Board. The weekly meetings are in addition to the two public forums.

Mr. Porter and Mr. Biggs both expressed interest.

Mr. King appointed Mr. Porter to the Boundary Review Committee.

Home School Family Outreach

As follow-up to public comment on the district reaching out to the home school community Superintendent Davalos reported he plans to develop a communication plan for this and will be inviting the home school community for a meet and greet or community coffee. A timeline and dates for this gathering has not yet been established.

Public Participation Regarding Agenda Items

Community member Richard Demings introduced his family, shared some recent accomplishments by his son, and again highly recommended the district reaching out to the home school community.

Mr. Freeman applauded Mr. Demings' student for his accomplishments and agreed with Mr. Demings' request.

Keith Meeuwen spoke to the K-2 educational needs. The Board was encouraged to provide more staff support at the kindergarten level and to include this in future goals.

Action Items

Reconfiguration Boundary Criteria

Nathan Helwig entered a motion to approve Superintendent Davalos' boundary criteria.
Marshall Porter seconded.

Alan King requested an amended motion that would include criteria requiring students attend the school within the state requirement of walking distance from the resident school. Raymond Biggs moved on the amended motion request. Marshall Porter seconded.

Mr. Helwig questioned the exact distance of the requirement and requested this be clearly defined in the criteria.

Board discussion on the amendment, concluded with the amendment carrying as follows: Alan King, yes; Matt Freeman, yes; Marshall Porter, yes; Ray Biggs, yes; and Nathan Helwig, no.

The motion approving the boundary criteria as recommended by Superintendent Davalos with the approved amendment carried as follows: Alan King, yes; Matt Freeman, yes; Marshall Porter, yes; Ray Biggs, yes; and Nathan Helwig, no.

HB – 3681 Open Enrollment Recommendation

Nathan Helwig entered a motion to accept Superintendent Davalos recommendation to accept six open enrollment students from Columbia County by grade levels as recommended and six from outside of Columbia County.

Mr. Freeman expressed concern for elementary class sizes and the impact HB 3681 could have, especially since the district would not see immediate funding. Mr. Freeman also expressed interest in opening the additional 6 openings at the high school and requested Superintendent input.

Superintendent Davalos explained the Board could establish an agreed upon class size with a staffing backup plan to address class size concerns if the district experienced such because of the open enrollment option.

Mr. King entered a motion to amend the motion to include six from Columbia County by grade levels as Superintendent recommended and six from outside of Columbia County at the designated grade levels of 3 through 12.

Following no second to Mr. Helwig's original motion, the motion failed.

Mr. Helwig amended his motion to open six student slots for Columbia County residents with two openings in kindergarten, two openings in first grade and two openings in second grade and six additional student slots from outside of Columbia County for placement in grades 3 through 12. Matt Freeman seconded.

Following discussion on intent of the motion and the need to designate grade levels the motion carried as follows: Alan King, yes; Nathan Helwig, yes; Matt Freeman, yes; Marshall Porter, no; and Ray Biggs, no.

Superintendent Davalos added the information will be available online before March 1.

2012-2013 School Year Calendar

Matt Freeman entered a motion to approve the 2012-2013 school year calendar as recommended by Superintendent Davalos. Marshall Porter seconded. The motion unanimously carried.

Policy Revisions

Marshall Porter entered a motion to approve revised policies IBGAB/JO, IGBHE and JECB. Matt Freeman seconded. The motion unanimously carried.

Superintendent Evaluation

Marshall Porter entered a motion to approve Superintendent Davalos 2011-2012 evaluation. Nathan Helwig seconded.

Superintendent Davalos was commended for the great job he is doing and was encouraged to keep it up.

The motion unanimously carried.

Superintendent Contract Renewal

Nathan Helwig entered a motion to extend Superintendent Davalos' three year contract an additional year. Marshall Porter seconded. The motion unanimously carried.

Approval of 2011-2013 SHEA Contract

Alan King explained that at the start of the meeting SHEA president Keith Meeuwsen formally informed the Board of successful ratification of the tentatively agreed upon 2011-2013 contract between SHEA and the district.

Marshall Porter entered a motion to approve the 2011-2013 licensed agreement. Raymond Biggs seconded. The motion unanimously carried.

Action Item Agenda Amendment

Marshall Porter entered a motion to amend action agenda items to include addition of Retroactive Payment of Licensed Staff HSA Benefit. NH seconded. The motion unanimously carried.

Retroactive Payment of Licensed Staff HSA Benefit

Mr. King explained intent of the agenda item is to provide retroactive payment to staff who selected the Plan 9 and HSA option. However, due to IRS rules, the district is only able to retro back to January 2012. The total amount due would be \$1,684.

Mr. Helwig entered a motion to provide retroactive HSA payment in an amount not to exceed the due amount of \$1,684 to the employees covered as of January 1, 2012. Mr. Biggs seconded.

Mr. Porter explained the district attempted to provide the benefit earlier in the bargaining process through a Memorandum of Understanding, but this was not agreed to by other parties.

The motion unanimously carried.

SHHS Key Club Travel Request

Mr. King provided a brief review of the revised SHHS Key Club Travel Request and asked for questions. Following no questions by the Board, Mr. Helwig entered a motion to approve the SHHS Key Club Travel Request. Mr. Biggs seconded.

Mr. Helwig reminded the Board that out of state travel requests should come to the superintendent or Board from the principal for approval.

Mr. King then announced that due to his status of Key Club President, he declared a possible conflict of interest.

Motion carried as follows: Nathan Helwig, yes; Marshall Porter, yes; Raymond Biggs, yes; Matt Freeman, yes; and Alan King, abstain.

2012-2015 Audit Contract

Mr. Freeman entered a motion to approve the 2012-2015 audit contract. Mr. Porter seconded. The motion unanimously carried.

Upcoming Meeting Input

Mr. King announced a special meeting on February 29 to cover licensed/administrative staff renewals/nonrenewals, approval of administrative/confidential staff contracts, inclement weather make up day discussion, and recommendation to revise the 2011-2012 calendar. Janine Salisbury requested addition of 2011-2012 audit approval and discussion on Board representation on the transportation request for proposal review process.

Mr. King then requested Board representation on the transportation RFP. This was assigned to Mr. King and Mr. Freeman.

The Board also reviewed dates for a Spring Board Retreat. An agreed upon date was Saturday May 12th from 9:00 a.m. to 3:00 p.m. Location and agenda will be determined at a later time.

Upcoming agenda items for the March 21st Regular Board Meeting are:

- YAA contract renewal update
- Rachels Challenge
- PLC Report
- Superintendent contract revision
- School beautification committee

Adjournment

The Regular Board Meeting adjourned at 8:30 p.m.

Board Chair

Superintendent