

St. Helens School District #502  
Board of Directors Meeting  
February 29, 2012

The District School Board of School District #502, Columbia County, Oregon convened in a Special Meeting at 6:30 p.m. in the Administration Office of the District, County and State on February 29, 2012.

Those present were:

Alan King, Board Chair  
Marshall 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 Assistant

**CALL TO ORDER**

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

**AGENDA APPROVAL**

Nathan Helwig entered a motion to approve the agenda. Marshall Porter seconded. The motion approving the agenda unanimously carried.

**REPORTS & DISCUSSION**

2011-2012 Calendar Recommendations

Superintendent Mark Davalos submitted a recommendation to:

- Add two inclement weather days of school closure on January 17 and January 18, 2012 back to the 2012-13 employee work calendars.
- Reduce the two makeup days for staff by removing the makeup days from each employee work calendar.
- Reduce one instructional day for K-6 students at the end of the school year to provide a paid packing day for K-6 staff.

Mr. Helwig requested clarification on staff being paid or not paid for weather related work days and asked how staff who worked on the inclement weather closed days will be impacted.

Superintendent explained the two day reduction will apply to all employee groups and staff across the district and staff who worked on January 21 and January 22 will need to work with their supervisor on when and how to take the two day calendar reduction.

Matt Freeman questioned impact on pay.

Superintendent Davalos explained it will result in a two day deduction in pay that will be spread over pay periods remaining in the 2011-12 school year.

Mr. King added verbal agreement with licensed staff was to have a response on 2011-2012 reduction in days would be determined and communicated sooner rather than later. The sooner the decision, the more pay periods the reduction can be spread over.

During reconfiguration packing, unpacking and moving discussion, concerns with classified staff taking a reduction because of the K-6 student day reduction, adding of the unpacking day to the 2012-2013 budget, and loss of K-6 instructional time because of the reconfiguration was expressed. Superintendent Davalos explained classified staff that works on student days only will not receive a reduction on the K-6 student day reduction. These staff will be required to work their regular daily hours and will be assigned work within the building.

#### 2011-2012 Administrative & Confidential Staff Contracts

Superintendent Davalos reminded the Board that administrative and confidential staff, like licensed and classified staff, has been working on a frozen contract. Contract revisions for administrative and confidential staff presented to the Board included:

- Addition of funding language reducing up to 3 days and receipt of a salary schedule step if applicable with no COLA.
- District contribution premium cap on OEGB plans as found in the licensed and classified agreements.
- Emergency closure language which eliminates requirement to report when school is closed.

Mr. King added to administrative contract discussion his intention to increase Superintendent Davalos' salary to the salary at Portland Public School District and explained he offered to do such, but Superintendent Davalos' declined. In lieu of the salary increase Mr. King encouraged the Board to accept a recommendation to add tuition reimbursement language to Superintendent Davalos' contract to assist with Superintendent Davalos' intent to pursue a doctorate which could benefit the district.

Mr. Helwig entered a motion to amend the agenda to add action item 5.9: Tuition Reimbursement Language in the Superintendent contract. Matt Freeman seconded.

The motion carried unanimously.

#### **ACTION**

##### 2011-2013 St. Helens School District and Oregon School Employees Association Agreement

Ray Biggs entered a motion to approve the ratified 2011-2013 St. Helens School District and Oregon School Employees Association Agreement. Mr. Freeman seconded.

The motion unanimously carried.

##### 2011-2012 Administrative & Confidential Staff Contracts

Mr. Helwig entered a motion to approve 2011-2012 administrative & confidential staff contracts as revised. Mr. Biggs seconded

Marshall Porter entered questioned administrative and confidential contract term and addition of day reduction language for 2012-2013.

Superintendent Davalos explained administrative and confidential contracts are approved annually. The 2012-2013 contracts will be brought to the Board before end of June 2012 with the same language as other staff.

The motion approving the 2011-2012 administrative and confidential contracts unanimously carried.

HR Report – February 2012 & 2011-2012 Resolution No.: Licensed/Administrative Staff 2012-2013 Renewals/Non-Renewals

Mr. Helwig entered a motion to approve the February 2012 human resources report and 2011-12 Resolution Number 10 approving licensed and administrative staff renewals/nonrenewals for 2012-13. Mr. Freeman seconded.

Mr. Porter entered a motion to approve the human resources report only and requested discussion on the non-extended employee listed on the renewal/nonrenewal resolution.

Mr. Helwig explained the Board is approving the superintendent's recommendation on and expressed concern on the Board interfering with superintendent and principal management of staff.

Point of order was called as there was no second to the motion which opens discussion. Mr. Biggs seconded the motion to continue discussion.

Mr. Freeman brought attention to the earlier received email with legal counsel notification to not discuss specific staff or details without first inviting staff to attend.

Superintendent Davalos also expressed caution on discussing specific employees without providing proper notice to the employee and reminded the Board of the March 15<sup>th</sup> obligation to provide licensed staff with the intent to renew/non-renew.

Mr. Porter's motion to remove Licensed/Administrative Staff 2012-2013 Renewals/Non-Renewals failed 4 – 1 (Marshall Porter, yes; Raymond Biggs, no; Nathan Helwig, no; Matt Freeman, no; and Alan King, no).

The motion approving the February 2012 human resources report and 2011-12 Resolution Number 10: Licensed/Administrative Staff 2012-2013 Renewals/Non-Renewals passed 4 – 1 (Raymond Biggs, yes; Nathan Helwig, yes; Matt Freeman, yes; and Alan King, yes; and Marshall Porter, no).

2010-11 Fiscal Year Audit

Prior to the February 29<sup>th</sup> Special Session the Board received a copy of the 2010-2011 Fiscal Year Audit. Following no questions from the Board on the audit contents, Mr. Biggs entered

a motion to accept the 2010-11 fiscal year audit. Mr. Helwig seconded. The motion approving the 2010-11 fiscal year audit unanimously carried.

#### Inclement Weather Days

Mr. Helwig entered a motion to approve the recommendation to add two inclement weather days of school closure on January 17 and January 18, 2012 back to the 2012-13 employee work calendars. Mr. Freeman seconded. The motion unanimously carried.

#### 2011-2012 School Year Calendar Reductions

Mr. Freeman entered a motion to reduce the 2011-2012 school year calendar two instructional days of January 17 and January 18 and to reduce the two staff inclement weather makeup days through the removal of the two make up days added to each employee work calendar. Mr. Biggs seconded.

The motion unanimously carried.

#### 2011-2012 School Year Calendar Revisions

Mr. Helwig entered a motion to release K-6 student on Wednesday, June 13, 2012 to accommodate K-6 staff packing for the reconfiguration and closure of Columbia City School. Mr. Freeman seconded. The motion carried 4 – 1 (Raymond Biggs, yes; Nathan Helwig, yes; Matt Freeman, yes; and Alan King, yes; and Marshall Porter, no).

#### 2011-2012 Superintendent Contract Revision

Mr. Helwig entered a motion to approve the recommendation to add tuition reimbursement language as included in the administrative staff contract to the Superintendent's contract. Mr. Biggs seconded.

Mr. Freeman commented on the difference between graduate and under-graduate rates and questioned language revision. Board discussion on the question found the requirement not being stipulated in other contracts. Tuition rates are set by the Oregon University System.

Mr. Freeman recommended language specifying a requirement that the credits improve district business. Following favorable Board input on the recommendation Mr. Freeman entered a motion to include language requiring credit use for a degree program to improve business of the district or the position.

Mr. Helwig seconded. The motion unanimously carried.

Discussion on the original motion that included tuition reimbursement language brainstorming concluded with Mr. Freeman entering a motion to amend the original motion to include the following language in the Superintendent contract:

Tuition Reimbursement: Subject to budgeted funds, the District will reimburse up to eight (8) hours tuition per year not to exceed the rate charged by Portland State University for classes toward a degree program or to benefit employee in current position with district.

Mr. Biggs seconded.

The motion carried 4 – 1 (Raymond Biggs, yes; Matt Freeman, yes; and Alan King, yes; Marshall Porter, yes; and Nathan Helwig, no.

Mr. Biggs entered a motion to amend the administrative contract to include the same tuition reimbursement language. Mr. Freeman seconded.

Mr. Helwig expressed concern with revision to the administrative contract at this time since the discussion was intended for the superintendent contract only. Mr. Helwig recommended postponing the item until a later time.

Mr. Freeman agreed and withdrew the motion to amend the administrative contract. The motion did not fail.

**PUBLIC COMMENT**

Diana Peterson complimented Superintendent Davalos for not accepting a pay raise but questioned the tuition rate of doctorate program credits.

Mr. Freeman looked at the PSU rate online and noted 8 credits are \$2,672.

**Adjournment**

The Special Meeting adjourned at 7:30 p.m.

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Board Chair

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Superintendent