

St. Helens School District #502  
Board of Directors Meeting  
March 21, 2012

The St. Helens School District Board of School District #502 convened in a Special and Regular Meeting at 6:00 p.m. in the Administration Office of the District, County and State on March 21, 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 Assistant

**CALL TO ORDER SPECIAL SESSION**

Alan King called the special session to order at 6:00 p.m. followed by the flag salute.

**SHEA GRIEVANCE – Article 10**

Prior to presentation of the level III grievance on Article 10 Mr. King explained the Board will hear the grievance, accept input from others in level I and II if needed, and convene five minutes prior to the regular session if the hearing is not complete.

SHEA representative Keith Meeuwsen apologized for the time spent on the matter and expressed the associations' hopefulness to settle the matter at level I and level II. The association did not understand why the item has not been an issue for 17 years since article 10 has been in the contract, expressed concern for practice of article 10 not being consistent across the district, and questioned why an issue now.

The Board questioned if the employee in question had the arrangement previously approved. SHEA representation did not have this information. Lori Thompson, supervisor of the grieving employee, shared that the employee had not. This is a new request.

Mr. King questioned the untimely notation in level I. Michelle Johnson explained she and Mr. Meeuwsen met with Superintendent Davalos to discuss what they felt at that time was a misunderstanding of article 10. Upon leaving the meeting Ms. Johnson and Mr. Meeuwsen were under the impression the request would be granted and was surprised to learn the request was denied. Following learning of denial of the request the association filed a level I grievance.

Articles 3, 10, and 29 were discussed, analyzed by the Board and association and the timeliness of the grievance was and disagreed upon. Superintendent Davalos explained his interpretation of 10.5 and provided input on discussions he had with the association when the item originally came to his attention.

The special session recessed at 6:30 p.m. and the Regular Meeting of the St. Helens School District's Board of Directors was called to order at 6:35 p.m.

### **AGENDA APPROVAL**

Nathan Helwig entered a motion to amend the agenda to add SHHS Out of State Travel Request to Costa Rica. Matt Freeman seconded.

The motion unanimously carried.

Nathan Helwig entered a motion to approve the agenda. Raymond Biggs seconded. The motion approving the agenda unanimously carried.

### **PUBLIC COMMENT**

Laura Bracke-Kelly, SHSD resident, provided comment on her TAG experience with the district fall of 2009, scolded the district for the current number of TAG identified students at McBride Elementary School, and informed the Board that she will be watching this area very closely.

### **CONSENT AGENDA**

Mr. Helwig entered a motion to approve the consent agenda as follows:

- Minutes of Work Session – January 25, 2012
- Minutes of Work Session – February 8, 2012
- Minutes of Regular Session – February 22, 2012
- Human Resources Report – February 2012
- General Fund Revenue & Expenditure Report
- Student Enrollment/Attendance Information

Mr. Biggs seconded.

Marshall Porter commented on Board denial of his request to remove an item from consent agenda at the last meeting and stated the Board is in violation of Board policy BDDC.

The motion approving the consent agenda unanimously carried.

### **SPECIAL RECOGNITIONS**

#### **SHHS Robotics Team**

Members of the SHHS Robotics team was recognized for recent receipt of second place in the State Championship and the team provided a demonstration.

Recognition of the SHHS Auto Tech Program will occur at the April 11<sup>th</sup> Work Session and recognition for the Lewis & Clark Intermediate Recycling achievement will be held late May when the lead employee returns from leave.

### **PUBLIC HEARING K – 6 – ATTENDANCE BOUNDARIES**

Superintendent Davalos provided a brief review of the Boundary Review Committee work and the public meetings held on March 13 and March 15. During the public hearing no public comment was provided.

Mr. Porter thanked PTO president Mike Cornell for presentation of the material at the public forums and technology for availability at a station to demonstrate the software showing parents their assigned K-6 school.

## **REPORTS & DISCUSSION**

### SHHS ASB Leadership Report

Cassidy Jones reported on the successful SHHS blood drive where 79 units were gathered which beat the goal of 74 units, Star Search was last week with the Sophomore class winning, and week after spring break is 2012-2013 ASB campaign week with elections the following week.

### Superintendent Report

Superintendent Mark Davalos recognized SHHS administration and St. Helens Police Department for the successful closing of the SHHS threat situation, then reported on the following events:

- March 2<sup>nd</sup> was Dr. Seuss Read Across America Day where he read to Mrs. Miller's kindergarten class,
- RTI training at SHHS,
- Observation of Mr. Orr's 3<sup>rd</sup> grade class Loud & Clear lesson,
- SHSD sponsored Koffee Klatch at district office, and
- Various community events and superintendent meetings.

### SHHS Out of State Travel Request

SHHS teachers John Prunty and Joe Osorio requested permission for out of state travel to Costa Rica Spring Break 2012-2013 as an opportunity to obtain hands on science and Spanish lessons and a cultural experience. Details of the trip proposal reviewed included:

- Travel agent EF Tours,
- Six students per chaperone with an estimate of 18 -24 students on a first come first serve basis,
- Cost is \$2,100 per student which covers transportation, trip and insurance, and
- Open to junior and senior students.

Items the Board discussed with Mr. Prunty and Mr. Osorio included the requirement of non-district staff chaperones having a valid background check done through the district, medical insurance, a previous unfavorable experience with EF Tours, and a contingency fund.

To address the Board discussion items Mr. Prunty and Mr. Osorio explained:

Each chaperone would be required to complete and pass the required background check.

They would be participating in a three day safety and medical training.

The trip package includes meals and activities, medical/emergency plan that covers medical expenses, and an insurance plan that covers theft and loss.

The out of state travel request concluded with the Board expressing discomfort with approving the trip this time. Comfort with tentatively approving the trip to proceed with fundraising and gathering of more information was expressed. Mr. Osorio and Mr. Prunty agreed to invite EF Tours for an orientation and Mrs. Salisbury agreed to attend. More information will be brought forward to the Board at the April 25<sup>th</sup> Regular Board Meeting.

### Columbia City School Facility

Mr. King opened discussion on the future use of Columbia City School.

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Mr. Biggs commented on declining enrollment in the younger grades where he did not see the immediate reopening of the school. Mr. Biggs also expressed interest in maintaining the current level of custodial staff to maintain the facility.

Mrs. Salisbury addressed the matter of long-term shuttering of the building and impact on the district's liability coverage. The insurance impact could be lessened with a written long term plan that includes the length of time the building will be closed and agreement to maintain the building as specified by the insurance carrier.

Superintendent Davalos expressed hope to re-open Columbia City School in two years. He agreed to develop a vision and pursue funding to keep the building and re-open the school. Superintendent Davalos also explained the district had been approached by parties interested in renting the facility, but the request was withdrawn.

Mr. Freeman expressed interest in opening the facility up to rental due to the lack of industry growth and declining enrollment. Mr. Helwig also expressed interest in leasing the facility with a vacate within one year contingency if the district needed to re-use the facility.

Mrs. Salisbury noted the district would lose tax exemption on the property if the facility was rented and used by a for profit organization.

Following much discussion on the economy, declining enrollment, declining property rates and the conversation was tabled for continuation at a later meeting.

#### Yankton Arthur Academy Contract Renewal

Superintendent Davalos reminded the Board of the upcoming Arthur Academy public hearing at the April 11<sup>th</sup> Board Work Session. Director of Instruction and Curriculum Lisa Rawlings presented information on operations, safety, budget and curriculum/instruction that the district is reviewing to ensure Arthur Academy's compliance for the contract renewal.

Following lengthy discussion on the contract renewal, the Board requested Board Meeting minutes from YAA and a copy of the entire contract.

#### 2011-2012 PLC Report

Director of Curriculum and Instruction Lisa Rawlings provided a report on PLC work in the district. The report included history on professional development days that over a number of years included full day in-service days, late start and early release. The 2011-12 PLT focus for increased student learning includes the areas of instruction, assessment, intervention, CCS and proficiency-based grading.

Following the expressing of a strong interest to continue grade level PLT conversation in 2012-13, the Board expressed a desire to have K-6 PLT conversations and collaboration continued and questioned classified staff use of time was questioned. Mrs. Rawlings explained classified staff that are working during this time of the day are able to attend some of the conversations if this is applicable to their assignment, and confirmed the district plans to continue K-6 grade level

conversations and collaboration. However, due to the current status of the reconfiguration process the plan to achieve this has not yet been established.

Mr. Porter expressed strong concern with lack of a completed plan if the intent is to continue.

Mrs. Rawlings and Principal Cathy Carson explained the conversations have been occurring and a plan will be developed when they set their 2012-13 calendars prior to summer break.

Mr. Freeman reminded the Board that the K-6 configuration was formally adopted by the Board late February which means staff hasn't had adequate time to develop such plan.

Mr. Helwig brought attention to the remaining items on the agenda and requested Board review. During agenda review, Nathan Helwig entered a motion to remove agenda items 7.6, 7.7, 9.1 and 9.2. Mr. Porter seconded.

The motion unanimously carried.

#### PUBLIC PARTICIPATION REGARDING AGENDA ITEMS

Keith Meeuwssen questioned PCC interest in using Columbia City School.

#### **ACTION ITEMS**

##### Columbia City School Use

Mr. Helwig expressed interest on postponing the action item. Discussion occurred on rental agreements, need or no need for RFP to lease the building and holding rental discussion in Executive Session. Following the notation that no official motion occurred, Mr. Helwig entered a motion to table action on Columbia City School use. Mr. King seconded.

Discussion on holding Executive Session on Columbia City School use occurred but the current topic is not an Executive Session discussion item. Negotiating a rental agreement or real estate transaction could be held in Executive Session. Information on preliminary market rental fees and the need to confirm acceptable use of the school was shared by Mrs. Salisbury.

The motion to table the action item failed 4 - 1 (Ray Biggs, no; Alan King, no; Marshall Porter, yes; Matt Freeman, no; and Nathan Helwig, yes).

Mr. King entered a motion to temporarily mothball Columbia City School with the intent or reopening it as a school at the soonest reasonable opportunity. Mr. Helwig noted the district already acted on mothballing and acting on the matter at this time without legal consultation was not favored. Due to no second to the motion, the motion failed.

Mr. Biggs entered a motion to look into leasing Columbia City School. Mr. Porter seconded.

Mr. King entered a motion to amend the motion to stipulate in the lease agreement a one-year opt out. Point of order was called. Due to no second to Mr. King's motion, the motion failed.

The motion to look into leasing Columbia City School carried 3 -2 (Ray Biggs, yes; Marshall Porter, yes; Matt Freeman, yes; Alan King, no; and Nathan Helwig, no).

#### SHHS Out of State Travel Request

Mr. Helwig entered a motion to tentatively approve the out of state travel request to Costa Rica with the stipulation the requestors report back to the Board at the end of the school year. Mr. Biggs seconded.

Discussion with the tentative approval was expressed concern and more information from the travel agency was requested. Following lengthy discussion on the item, question was called and moved by Mr. Helwig.

The motion ending discussion carried 3 -2 (Ray Biggs, yes; Matt Freeman, yes; Nathan Helwig, yes; Alan King, no; and Marshall Porter, no).

The motion tentatively approving the out of state travel request to Costa Rica with the stipulation the requestors report back to the Board at the end of the school year failed 4 -1 (Ray Biggs, no; Matt Freeman, no; Nathan Helwig, yes; Alan King, no; and Marshall Porter, no).

Mr. King entered a motion to approve the trip with the addition of a 5% contingency fund and the addition of medical that includes treatment and evacuation are included. Due to no second, the motion failed.

#### **RECESS**

At 9:00 p.m. a 5 minute recess was called.

#### **RECONVENING**

The Board reconvened at 9:05 p.m. with continuation of

Mr. Freeman entered a motion to table. Mr. Biggs seconded.

Mr. Helwig entered a motion to amend the motion to table action and grant permission to begin fundraising. The Board then reviewed Board policy and administrative rule on out of state travel request addressing fundraising. The motion failed due to no second.

Mr. Meeuwsen spoke in favor of the travel agency and expressed his positive experience with an out of country medical emergency.

The motion to table action failed 4 -1 (Ray Biggs, yes; Matt Freeman, no; Nathan Helwig, no; Alan King, no; and Marshall Porter, no).

During review of the administrative rule, it was noticed the language granting the principal to approve fundraising was discussed.

Mr. Biggs entered a motion to approve the trip subject to satisfactory presentation by the travel company in April. Mr. Freeman seconded.

Mr. Porter entered a motion to amend the motion to include a 5% contingency fund. Due to no second to Mr. Porter's motion to amend, the motion failed.

The motion to approve the trip subject to satisfactory presentation by the travel company in April failed 4 – 1 (Ray Biggs, yes; Matt Freeman, no; Nathan Helwig, no; Alan King, no; and Marshall Porter, no).

Mr. Freeman entered a motion to table discussion on the out of state travel request subject to a recommendation from Superintendent Davalos. Nathan Helwig seconded. The motion unanimously carried.

### **ADJOURNMENT - REGULAR MEETING**

The Regular Board Meeting adjourned at 9:30 p.m. and reconvened in special session at 9:31 p.m.

### **SPECIAL SESSION**

Mr. Freeman questioned an extenuating need for this employee in the grievance to be in the building which prohibits approval of the request.

Mr. Helwig questioned the employee supervising another student or person and if the supervisor is in the building at the requested time. It was responded the employee does not and the supervisor is not always in the building in the early morning when the employee would be reporting.

Mr. King expressed need for the district to retain management rights.

Mr. Biggs expressed the need for following of timelines which he stated was not met. He also cautioned SHEA representatives on the ability for an arbitrator to go either way and, based on his arbitration experience that exceeds their years of experience combined, is certain an arbitrator would feel the same.

Superintendent Davalos requested the clearing up of contract language on the matter during the next contract negotiations.

Mr. Helwig felt the district did not follow item 10.5 by not having the request arranged with the building principal, not the supervisor and he didn't feel the association met the timeline. However, he was not supportive of the request.

Mr. Freeman questioned if the initial request went to the principal. Mrs. Thompson explained the initial request of 6:45 – 2:45 did go to the Principal. The principal responded as agreed upon by the administrative team on flexible hours and denied the initial request. The September request was forwarded to Special Education since the employee is a special education teacher. Ms. Thompson reviewed the request, classroom needs, and supervision of instructional assistants which led to the denial.

Discussion on the timeline concluded with Mr. Biggs strongly stressing his disagreement with meeting the timeline. Mr. Meeuwsen and Mrs. Johnson strongly disagreed with Mr. Biggs.

Mr. Meeuwsen asked how high school staff is able to come to work at 7:30 and leave 15 minutes after school dismisses but this person can't and expressed un-equitability.

Mr. King moved to deny the level III grievance and affirm Superintendent Davalos' February 27<sup>TH</sup> decision denying at level II. Matt Freeman seconded.

The motion carried as follows Matt Freeman, yes; Ray Biggs, yes; Alan King, yes; Marshall Porter, no; and Nathan Helwig, no.

**ADJOURNMENT**

The special session adjourned at 9:35 p.m.

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Board Chair

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Superintendent