

**St Helens School District #502
Board of Directors Organizational Meeting
July 11, 2012**

The District School Board of School District #502, Columbia County, Oregon convened a regular meeting at 6:40 p.m. in the Board Room of the administration office of the District, County and State on July 11, 2012.

Those present were:

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

Others present were:

Jared Plahn

CALL TO ORDER

Superintendent Mark Davalos called the meeting to order at 6:30 p.m. followed by the flag salute.

AGENDA APPROVAL

Marshall entered a motion to revise agenda item 7.3.11 correcting policy code IKE which was listed as IKEA. Nathan Helwig seconded. The motion revising agenda item 7.3.11 unanimously carried.

Nathan Helwig entered a motion to approve the agenda. Matt Freeman seconded. The motion approving the agenda unanimously carried.

ELECTION OF BOARD CHAIR

Nominations for Board Chair were opened by Superintendent Mark Davalos.

Ray Biggs entered a motion to nominate Marshall Porter as Board Chair for the 2012-2013 school year. Nathan Helwig seconded.

Nathan Helwig entered a motion to nominate Matt Freeman as Board Chair for the 2012-2013 school year. Ray Biggs seconded.

Following no additional nominations for Board Chair, nominations were closed.

The motion nominating Marshall Porter carried as follows: Nathan Helwig, yes; Marshall Porter, yes; Ray Biggs, yes; Alan King, no; and Marshall Porter abstaining.

The motion nominating Matt Freeman as Board Chair for the 2012-2013 school year failed as follows: Matt Freeman, yes; Alan King, yes; Nathan Helwig, no; Marshall Porter, no; and Ray Biggs, no.

ELECTION OF BOARD VICE CHAIR

Nominations for board vice chair were opened by Marshall Porter.

Matt Freeman nominated Nathan Helwig as board vice chair. Ray Biggs seconded.

Alan King entered a motion to vote Nathan Helwig as board vice chair by acclamation. Matt Freeman seconded.

The motion approving Nathan Helwig as board vice chair by acclamation unanimously carried.

REPORTS & DISCUSSION

2012-2013 Meeting Times, Dates and Location

The board discussed various dates for 2012-2013 board work sessions and regular board meetings. Following a variety of scheduling conflicts between board member schedules, retaining the meetings on the second and fourth Wednesday of the month was favorable.

School District Attorney of Record

Superintendent Davalos noted the lack of inclusion of designation of a school district attorney of record on the agenda and expressed desire to designate Attorney Bruce Zagar from Garrett, Hemann, Robertson, P.C. It was explained the district frequently uses Mr. Zagar, always receives immediate attention and Mr. Zagar is extremely knowledgeable on school law.

Mr. Freeman recommended Robert Salisbury, a local attorney but noted Mr. Salisbury would need more information prior to commitment.

Pros and cons on having a local attorney, out of town attorney and an attorney with specialized school law services were discussed, and discussion concluded with Alan King entering a motion to add agenda item 6.19 to designed school district attorney of record. Ray Biggs seconded.

The motion amending the agenda unanimously carried.

ACTION ITEMS

Resolution 2012-13 #1 - Authorizing the Chair and Vice Chair to sign any and all documents

Nathan Helwig entered a motion to approve resolution 2012-13 #1. Matt Freeman seconded.

Ray Biggs raised concern with the vague resolution language that allows the chair and vice-chair to sign any and all documents.

The motion carried as follows: Nathan Helwig, yes; Matt Freeman, yes; Ray Biggs, yes; and Alan King and Marshall Porter abstaining.

Resolution 2012-13 #2 - Designating Mark Davalos Chief Administrative Officer and School District Clerk

Alan King entered a motion to approve resolution 2012-13 #2. Nathan Helwig seconded.

The motion unanimously carried.

Resolution 2012-13 #3 - Appointing Janine Salisbury Business Manager/Deputy Clerk and Custodian of funds and District Budget officer in accordance with ORS 328.441

Matt Freeman entered a motion to approve resolution 2012-13 #3. Nathan Helwig seconded.

The motion unanimously carried.

Resolution 2012-13 #4 - Designating the depositories for school funds

Nathan Helwig entered a motion to approve resolution 2012-13 #4. Ray Biggs seconded.

Matt Freeman questioned total deposits with the bank and how far the district is from FDIC assurance.

Janine explained small amounts are in student body funds and the district is covered up to \$1.3 million.

The motion unanimously carried.

Resolution 2012-13 #5 - To require fidelity bonds in the amount of \$100,000 for Clerk and \$200,000 for Deputy Clerk

Ray Biggs entered a motion to approve resolution 2012-13 #5. Nathan Helwig seconded.

Ray Biggs requested information on the amounts and increasing the amounts.

Janine Salisbury explained the district has crime coverage in the amount of \$500,000 internal controls, etc.

The motion unanimously carried.

Resolution 2012-13 #6 - Approving St. Helens Middle School Student User Fees

Nathan Helwig entered a motion to approve resolution 2012-13 #6. Ray Biggs seconded.

The motion unanimously carried.

Resolution 2012-13 #7 - Designating Self-insurance Option for Workers Compensation Insurance

Matt Freeman entered a motion entered a motion to approve resolution 2012-13 #7. Nathan Helwig seconded.

The motion unanimously carried.

Resolution 2012-13 #8 - Extension of Workers' Compensation Insurance Volunteers

Nathan Helwig entered a motion to approve resolution 2012-13 #8. Alan King seconded.

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

Designation of Meeting Times, Dates and Location

Nathan Helwig entered a motion to approve the 2012-13 meeting calendar as presented. Alan King seconded.

The motion unanimously carried.

Authorize the Business Manager/Deputy Clerk to invest in securities consistent with the office of the State Treasurer, U.S. Government and Agency Securities for local Government Investment under ORS 294.035 and 294.040 provided pursuant to ORS 294.046

Ray Biggs entered a motion to authorize the SHSD Business Manager/Deputy Clerk to invest in securities consistent with the office of the State Treasurer, U.S. Government and Agency Securities for local Government Investment under ORS 294.035 and 294.040 provided pursuant to ORS 294.046. Nathan Helwig seconded.

The motion unanimously carried.

Authorize the Business Manager/Deputy Clerk to invest funds in the State Government Pool when interest rates are higher than can be found elsewhere

Nathan Helwig entered a motion to authorize the SHSD Business Manager/Deputy Clerk to invest funds in the State Government Pool when interest rates are higher than can be found elsewhere. Alan King seconded.

The motion unanimously carried.

Nathan Helwig entered a motion to approve agenda items 6.12 through 6.17 as listed:

Authorize Janine Salisbury, Business Manager/Deputy Clerk, to use a facsimile signature for District Clerk in accordance with ORS 328.445 (1)

Authorize Lisa Rawlings as District's Administrative Representative in charge of federal programs including but not limited to: Title I, Title ID, Title IIA and Title III

Authorize Jeri Deady as District's Administrative Representative in charge of the IDEA program

Designate "The Chronicle" as Newspapers of Record

Designate Beecher Carlson Insurance Agency, LLC as Insurance Agent of Record

Designate the firm of Grove, Mueller and Swank as District Auditor

Designation of District Asbestos SEA

Alan King entered a motion to designate Jared Plahn as SHSD District Asbestos LEA.

Nathan Helwig seconded.

The motion unanimously carried.

Designation of Garrett, Hemann, Robertson, P.C. as School District attorney of Record

Ray Biggs amended the motion to include Bruce Zagar as the designated attorney. No second.

The motion unanimously carried.

SPECIAL SESSION

Procurement Cards

Janine Salisbury provided an overview of Procurement Cards and requested implementation of the Procurement Card program through approval of the resolution received in the meeting materials.

SHSD Integrated Pest Management Plan

Jared Plan provided a brief summary of the Integrated Pest Management Plan.

Distribution of Policy Updates

The revised and/or new board policies distributed to the Board for a first reading at the August 8th Work Session were:

- BFC – Adoption of Revised Policies (Optional)
- CCC – Hiring of Licensed Administrators (Optional)
- DJFA – Use of District Credit Cards (Optional)
- CPA – Layoff/Recall – Administrative Personnel (Highly Recommended)
- EFA – Local Wellness Program (Required)
- GBNAA/JFCFA – Cyberbullying (Delete – included in JFCF)
- GCBDC/GDBDC – Domestic Violence/Harassment/Sexual Assault/Stalking Leave (Required)
- GBK/JFCG/KGC – Tobacco-Free Environment (Required)
- IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education (Policy Clean Up)
- IGBAB/JO – Education Records/Records of Students with Disabilities (Required)
- IKE – Promotion & Retention of Students (Policy Clean Up)
- JEA – Compulsory Attendance (Required)
- JEC – School Admissions (Optional Revision)
- JFCF – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence – Student (Required)
- JFCFA/GBNAA – Cyberbullying (Delete – included in JFCF)
- JFCG/KGC/GBK – Tobacco-Free Environment (Required)
- JHFE – Reporting of Suspected Abuse of a Child (Required)
- JHFF – Reporting Requirements Regarding Sexual Conduct with Students (Required)
- JO/IGBAB – Education Records/Records of Students with Disabilities (Required)
- JOA – Directory Information (Required)
- JOB – Personally Identifiable Information (Required)
- KGC/GBK/JFCG - Tobacco-Free Environment (Required)
- LBE – Public Charter Schools (Highly Recommended)

Public Comment on Non-Agenda and Agenda Items

No public comment was provided.

ACTION ITEMS

Resolution 2012-13 No. 9: Authorizing Issuance of Individual Procurement Cards

Matt Freeman entered a motion approving Resolution 2012-13 No. 9. Alan King seconded to allow for board discussion.

Nathan Helwig requested additional information on who will hold the cards, the amounts and where the cards can be used.

Matt Freeman expressed concern with the board overstepping boundaries but expressed interest in seeing a fee structure.

Mr. Helwig clarified he was interested in seeing a firm plan on implementation and the number of cards per building and positions of card holders.

Alan King entered a motion to table action on resolution 2012-13 until board policy revision is complete and a process is provided. Ray Biggs seconded.

Janine Salisbury noted to meet purchasing requirements, credit cards in employee names.

Nathan Helwig moved to question.

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

SHSD Integrated Pest Management Plan

Alan King entered a motion to approve the SHSD Integrated Pest Management Plan. Nathan Helwig seconded.

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

Upcoming Meeting Input for the August 8, 2012 Work Session

Agenda items scheduled for the August 8th Work Session are:

Policy updates

2012-13 school lunch prices

Interdistrict & Intradistrict Transfer Request Report/Updates

Administrative and Confidential Staff Benefit & Compensation Plan

The July 11, 2012 organizational meeting of the St. Helens School Board adjourned at 8:45 p.m.

Board Chair

Superintendent