

The St. Helens School District Board of School District #502 convened in a Work Session at 6:30 p.m. in the District Office Board Room of the District, County and State on April 8, 2012.

Those present were:

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

#### **CALL TO ORDER**

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

#### **AGENDA APPROVAL**

Alan King entered a motion to approve the agenda. Nathan Helwig seconded.

Mr. Helwig questioned adding the resolution addressing Procurement Cards as an action item. Following a reminder of the need for a motion and second to the motion to discuss the item Mr. Helwig entered a motion to add action item 6.2 – Resolution 2012-13 Authorizing Issuance of Individual Procurement Cards. Raymond Biggs seconded.

Mr. King expressed opposition of the motion until a policy is in place.

Mr. Helwig expressed desire to move forward since the length of time to process paperwork and receipt of the cards is unknown.

Janine Salisbury explained after the paperwork is completed by the district the paperwork is sent to OASBO for processing which could take a couple of months. In the mean time district credit cards with employee names on them have been issued to various staff.

The motion to amend the agenda failed as follows: Raymond Biggs, yes; Nathan Helwig, yes; Alan King, no; and Marshall Porter abstained.

The motion approving the agenda failed as follows: Raymond Biggs, yes; Nathan Helwig, yes; Alan King, no; and Marshall Porter abstained.

Mr. King asked if Mr. Porter was voting or not voting.

Mr. Porter explained he will abstain from voting to remain neutral.

During discussion of Mr. Porter voting and not voting it was noted the Board Chair is a voting member of the Board and concern with abstention without a full Board present was raised. Mr. Porter also announced that unless he expresses otherwise, his silence during a vote means he is abstaining.

Alan King entered a motion to reconsider the previous motion. Nathan Helwig seconded. The motion to approve the reconsideration carried as follows: Raymond Biggs, yes; Nathan Helwig, yes; Ray Biggs, yes; and Marshall Porter abstained.

The motion approving the agenda as presented carried as follows: Raymond Biggs, yes; Nathan Helwig, yes; Ray Biggs, yes; and Marshall Porter abstained.

### **VISITORS TO ADDRESS THE BOARD**

Patrick Birkle, SHSD resident, commented on the need for each board member to clearly express their individual vote on action items and knowledge on how each board member votes on a topic is owed to the community.

### **REPORTS & DISCUSSION**

#### Procurement Card Fee Structure & Cost Analysis

Business Manager Janine Salisbury reviewed a memo addressing board questions on Procurement Cards. In the memo the following information was shared:

- Fiscal year 2011-12, 1,893 purchase orders were generated. 1,183 of the purchase orders were for amounts less than \$300. The use of Procurement Cars could have saved the district \$77,000 to \$189,000.
- OASBO manages the program. Prompt and total payment of statement charges on or before the due date results in no interest or service charges or card fees and there is no annual card fee.
- OASBO receives an annual rebate and keeps 10% of the total to cover operating costs for managing the program. The remaining balance is returned to the participating districts.
- OASBO provides a complete setup package for the program and agreement.

No additional information was requested by the Board.

#### Policy Updates

During the second reading of board policies in need of updates discussion occurred as follows:

BFC – Adoption of Revised Policies: No discussion occurred, policy will move forward as recommended.

CCC – Hiring of Licensed Administrators: No discussion occurred, policy will move forward as recommended.

DJFA – Use of District Credit Cards: It was recommended to revise “credit card” language to “cards” or “credit and procurement cards” and add “are property of the district” language to the last sentence of item 4.

CPA – Layoff/Recall – Administrative Personnel: Concern was raised with the inclusion of a Merit definition and Mr. Helwig recommended tabling the policy until the Merit Committee completes their work. Alan King expressed favoritism with administrative staff taking the lead on merit. Following discussion on the recommended revision, tabling the policy was favored.

EFA – Local Wellness Program: No discussion occurred, policy will move forward as recommended.

GBNAA/JFCFA – Cyberbullying: Prior to board action to delete, Mr. Helwig requested assurance that Cyberbullying language is included in JFCF.

GCBDC/GDBDC – Domestic Violence/Harassment/Sexual Assault/Stalking Leave: No discussion occurred, policy will move forward as recommended.

GBK/JFCG/KGC – Tobacco-Free Environment: Clarification on “under the jurisdiction of the school” language was requested and district personnel policing of campus use during the lunch hour was questioned. It was explained jurisdiction of the school occurs when the district is in loco parentis during the school day or during school sponsored events and/or activities. SHHS personnel, with assistance of the SRO, monitor both campus and off campus student behavior during school hours and address tobacco violations accordingly.

IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education: No discussion occurred, policy will move forward as recommended.

IGBAB/JO – Education Records/Records of Students with Disabilities: No discussion occurred, policy will move forward as recommended.

IKE – Promotion & Retention of Students: No discussion occurred, policy will move forward as recommended.

JEA – Compulsory Attendance: No discussion occurred, policy will move forward as recommended.

JEC – School Admissions: Need for the policy and need for specification of a birth certificate for proof of a student’s birth date was questioned. It was explained the policy is required and the language revision is to line board policy with what schools are accepting as proof of a birth date. Following no further discussion, the policy will move forward as recommended.

JFCF – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence – Student: Designation of a district employee to report to on page 3 was requested and menacing language was approved for inclusion in the update. The requested revisions will be made prior to the third reading.

JFCFA/GBNAA – Cyberbullying: Prior to board action to delete, Mr. Helwig requested assurance that Cyberbullying language is included in JFCF.

JFCG/KGC/GBK – Tobacco-Free Environment: No discussion occurred, policy will move forward as recommended.

JHFE – Reporting of Suspected Abuse of a Child: The need for volunteers to report suspected abuse of a child was questioned. It was explained the policy revisions address

employee abuse of a child and, at this time, does not require volunteers to report suspected abuse.

JHFF – Reporting Requirements Regarding Sexual Conduct with Students: No discussion occurred, policy will move forward as recommended.

JO/IGBAB – Education Records/Records of Students with Disabilities: No discussion occurred, policy will move forward as recommended.

JOA – Directory Information: No discussion occurred, policy will move forward as recommended.

JOB – Personally Identifiable Information: Mr. Porter questioned inclusion of biometric record listed item 4. Following discussion on retaining or removing the language and how information is stored, no revision was recommended. The policy will move forward as recommended.

KGC/GBK/JFCG - Tobacco-Free Environment: No discussion occurred, policy will move forward as recommended.

LBE – Public Charter Schools: No discussion occurred, policy will move forward as recommended.

The third reading of the board policies will be on the August 22<sup>nd</sup> meeting agenda for adoption.

#### Administrative & Confidential Staff Benefit & Compensation Plan

Superintendent Davalos presented the board with an administrative and confidential staff benefit and compensation plan and explained that, under advisement of legal counsel, benefit information for non-represented staff will not be presented to the board and staff in contract form. The board will continue to receive contract approval information for administrative staff and the business manager with salary information and contract duration. It was also explained that information highlighted in yellow is new information and is in-line with the licensed and classified staff.

#### **PUBLIC COMMENT REGARDING AGENDA ITEMS**

Patrick Birkle requested confirmation on failure of the earlier motion to amend the agenda. It was confirmed that due to no unanimous vote and an abstention of the four board members in attendance, the motion failed.

#### **ACTION ITEMS**

##### 2012-13 School Meal Prices

Alan King entered a motion to approve the 2012-13 school meal prices. Nathan Helwig seconded.

Alan King questioned any increase or decline in the prices. Superintendent Davalos explained there is no price increase for the 2012-2013 school year.

Alan King expressed concern with no price increase because of the increased price of food and the need to feed students fresh produce and healthier foods. Janine Salisbury added Misty Crawford, SHSD food services director, receives good pricing for the foods and explained each school has a nice salad bar that has been recognized by the state. It

was also explained the food choices are much healthier since implementation of the Local Wellness Program and Healthy, Hungry-Free Kids Act of 2010.

Ray Biggs requested explanation on the reduced price fee. Janine Salisbury explained the reduced price is income based for students who apply and qualify.

The motion approving the school meal prices carried as presented carried as follows: Raymond Biggs, yes; Nathan Helwig, yes; Ray Biggs, yes; and Marshall Porter abstained.

#### Agenda Item Addition

Alan King entered a motion to add tabling of policy CPA to action items as agenda item 6.2. Nathan Helwig seconded.

Mr. Biggs questioned policy tabling JFCFA/GBNAA – Cyberbullying. It was explained clarifying was requested.

The motion to add tabling of policy CPA to the agenda as action item 6.2 carried as follows: Raymond Biggs, yes; Nathan Helwig, yes; Ray Biggs, yes; and Marshall Porter abstained.

#### Tabling CPA Policy Updates

Nathan Helwig entered motion to approve tabling policy CPA. Ray Biggs seconded.

Nathan Helwig requested the policy be brought forward after Merit Committee work is completed.

The motion to table policy CPA carried as follows: Alan King, yes; Nathan Helwig, yes; Raymond Biggs, yes; and Marshall Porter, abstaining.

#### **UPCOMING MEETING INPUT**

August 22, 2012 meeting agenda items will include:

- Interdistrict Transfer Request Appeals
- Administrative Staff Introductions

Marshall Porter questioned interest in board establishment of a board report calendar with due dates and timelines of district business. Favorable input on the request by the board was received. Superintendent Davalos and Executive Assistant Amanda Stuber will compile a draft for board review. Items of interest recommended by the Board included a report on SHHS dropout rates and how they are being addressed and testing data.

Board members are encouraged to email other topics of interest to the Board Chair.

#### **ADJOURNMENT**

The August 9, 2012 Work Session adjourned at 7:40 p.m.

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Board Chair

SHSD Work Session – August 8, 2012

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Superintendent

