

**St Helens School District #502  
Board of Directors Organizational Meeting  
July 16, 2013**

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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 16, 2013.

Those present were:

Marshall Porter, Board Chair  
Gordon Jarman, Board Vice-Chair  
Jeff Howell, Board Member  
Raymond Biggs, Board Member  
Kellie Smith, Board Member  
Mark Davalos, Superintendent  
Janine Salisbury, Business Manager  
Amanda Stuber, Executive Assistant

**CALL TO ORDER**

Incumbent Board Chair Marshall Porter called the meeting to order at 6:30 p.m. followed by the flag salute.

**NEW BOARD MEMBERS OATH**

Superintendent Mark Davalos administered the oath to office to newly elected Board Members Kellie Smith and Gordon Jarman.

**AGENDA APPROVAL**

Raymond Biggs entered a motion to move agenda item 8.0 Public Comment to agenda item 4.0 and renumber agenda items 4.0 through 8.0. Kellie Smith seconded.

The motion approving the amended agenda unanimously carried.

**ELECTION OF BOARD CHAIR**

Marshall Porter called nominations for Board Chair open.

Ray Biggs entered a motion to nominate Marshall Porter as Board Chair for the 2013-2014 school year. Gordon Jarman seconded.

**NEW BOARD MEMBER OATH CONTINUED**

Newly elected Board Member Jeff Howell joined the meeting at 6:31 p.m. Election of Board Chair was placed on hold to allow administration of the oath to office to Mr. Howell.

Superintendent Mark Davalos administered the oath to office to newly elected Board Member Jeff Howell.

**ELECTION OF BOARD CHAIR RESUMED**

Following no additional nominations for Board Chair, Mr. Porter closed nominations for Board Chair. The motion nominating Marshall Porter as Board Chair unanimously carried.

## **ELECTION OF BOARD VICE CHAIR**

Marshall Porter called nominations for Board Vice-Chair open.

Jeff Howell nominated Gordon Jarman as Board Vice-Chair. Kellie Smith seconded.

The motion approving Gordon Jarman as Board Vice-Chair unanimously carried.

## **REPORTS & DISCUSSION**

### 2013-2014 Meeting Times, Dates and Location

The Board received a proposed 2013-14 meeting calendar with meetings at 6:30 p.m. on the second and fourth Wednesday of the month. Minor discussion to change the meeting start time to 6:00 p.m. occurred but did not continue for action.

Gordon Jarman requested microphones for future board meetings to assist the audience and other Board Members with hearing Board discussion and action. The School Board's Executive Assistant agreed to submit Mr. Jarman's request to technology for processing.

### School Board Retreat

Superintendent Davalos explained that after a large turnover of School Board Members it is common practice to hold a School Board Retreat and requested Board support to proceed with scheduling. The date timeline recommended by Superintendent Davalos included meeting in between the August Work Session and Regular Meeting.

Marshall Porter recalled setting district goals at former board retreats. Superintendent Davalos recommended holding School Board training before goal setting.

Kellie questioned being able to hold both sessions back to back. Superintendent Davalos noted it was dependent on the trainer.

Ray Biggs recommended meeting in the evening. District office staff will proceed with securing a trainer and training dates.

## **PUBLIC COMMENT**

Patrick Berkley recommended the Board begin 2014-2015 budget process discussion and the Board consider what they want to see SHSD schools look like as part of the budget discussion. Mr. Berkley also spoke to the need for community involvement in the process, as was done in previous years when the District pursued a bond, and recommended clear and increased communication with the community.

Mr. Jarman agreed with Mr. Berkley and requested input about the district budget process. Janine Salisbury and Superintendent Davalos explained the budget process used the last couple of budget cycles and explained the Board could change the process next year if they choose. Mrs. Salisbury also reviewed the decrease in the dollar amount available to the district if the District pursued a local option levy. Updated operating levy amounts will be available to the district in a few months.

St. Helens School District parent Julie Farrell questioned reductions in special education (SPED) funding. Janine Salisbury explained there was a reduction in Title funding but not SPED.

Superintendent Davalos also briefly noted the extra weighting for SPED students, which results in higher funding for SPED students.

Mr. Porter asked Mrs. Farrell to fill out a public comment card and asked Superintendent Davalos to meet with Mrs. Farrell to discuss SPED funding details.

### **ACTION ITEMS**

#### Resolution 2013-14 #1 - Authorizing the Chair and Vice Chair to Sign Any and All Documents

Ray Biggs entered a motion to approve Resolution 2013-14 #1 authorizing the Chair and Vice Chair to sign any and all documents. Kellie Smith seconded. The motion unanimously carried.

#### Resolution 2013-14 #2 - Designating Mark Davalos Chief Administrative Officer and School District Clerk

Ray Biggs entered a motion to approve Resolution 2013-14 #2 designating Mark Davalos Chief Administrative Officer and School District Clerk. Kellie Smith seconded. The motion unanimously carried.

#### Resolution 2013-14 #3 - Appointing Janine Salisbury Business Manager/Deputy Clerk and Custodian of funds and District Budget officer in accordance with ORS 328.441

Kellie Smith entered a motion to approve Resolution 2013-14 #3 appointing Janine Salisbury Business Manager/Deputy Clerk and Custodian of funds and District Budget officer in accordance with ORS 328.441. Ray Biggs seconded. The motion unanimously carried.

#### Resolution 2013-14 #4 - Designating the Depositories for School Funds

Kellie Smith entered a motion to approve resolution 2013-14 #4 designating the depositories for school funds. Ray Biggs seconded. The motion unanimously carried.

#### Resolution 2013-14 #5 - To Require Fidelity Bonds in the Amount of \$100,000 for Clerk and \$200,000 for Deputy Clerk

Kellie Smith entered a motion to approve resolution 2013-14 #5 to require fidelity bonds in the amount of \$100,000 for Clerk and \$200,000 for Deputy Clerk. Ray Biggs seconded. The motion unanimously carried.

#### Resolution 2013-14 #6 - Approving St. Helens Middle School Student User Fees

Kellie Smith entered a motion to approve resolution 2013-14 #6 approving St. Helens Middle School student user fees. Ray Biggs seconded. The motion unanimously carried.

#### Resolution 2013-14 #7 - Designating Self-insurance Option for Workers Compensation Insurance

Kellie Smith entered a motion to approve resolution 2013-14 #7 designating self-insurance option for Workers Compensation Insurance. Ray Biggs seconded. The motion unanimously carried.

#### Resolution 2013-14 #8 - Extension of Workers' Compensation Insurance to Volunteers

Kellie Smith entered a motion to approve resolution 2013-14 #8 extending Workers' Compensation Insurance to volunteers. Ray Biggs seconded. The motion unanimously carried.

#### Designation of Meeting Times, Dates and Location

Ray Biggs entered a motion to approve the 2013-14 meeting calendar on the second and fourth Monday of the month at 6:30 p.m. at the district office. Gordon Jarman 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

Kellie Smith 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. Jeff Howell 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

Ray Biggs 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. Kellie Smith seconded. The motion unanimously carried.

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

Ray Biggs moved to authorize Janine Salisbury, Business Manager/Deputy Clerk, to use a facsimile signature for District Clerk in accordance with ORS 328.445 (1). Kellie Smith seconded. The motion unanimously carried.

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

Ray Biggs moved to 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. Kellie Smith seconded. The motion unanimously carried.

Authorize Mary Mitchell as District's Administrative Representative in charge of the IDEA program

Ray Biggs moved to authorize Mary Mitchell as District's Administrative Representative in charge of the IDEA program. Kellie Smith seconded. The motion unanimously carried.

Designate "The Chronicle" as Newspapers of Record

Gordon Jarman entered a motion to designate The Chronicle as the SHSD Newspaper of Record. Kellie Smith seconded. The motion unanimously carried.

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

Ray Biggs entered a motion to designate Beecher Carlson Insurance Agency, LLC as the District's insurance agent of record. Kellie Smith seconded.

Mr. Jarman questioned why the district agent of record is no longer Insurance Services NW. Janine Salisbury explained the district saved \$10,000 with the move and Beecher Carlson specializes in education coverage.

Mrs. Smith questioned if the District seeks rate estimates each year. Mrs. Salisbury explained the district does not.

Mr. Biggs noted Mrs. Salisbury has experience with Beecher Carlson Insurance from when she was employed with Clatskanie School District, which is another reason the District made the change.

The motion unanimously carried.

Ray Biggs entered a motion to approve agenda items 7.17 through 7.20 to designate the firm of Grove, Mueller and Swank as District Auditor; designate Jared Plahn as the District's Asbestos LEA; designate Garrett, Hemann, Robertson, P.C. as the School District attorney of record; and approve the July 2013 human resources report. Kellie Smith seconded. The motion unanimously carried.

**UPCOMING MEETING INPUT**

Agenda items scheduled for the August 8<sup>th</sup> Work Session:

- Policy updates
- Enrollment report
- Budget
- Board retreat options

The July 16, 2013 organizational meeting of the St. Helens School Board adjourned at 7:20 p.m.

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Board Chair

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Superintendent