

**UNAPPROVED**

**St. Helens School District #502  
Board of Directors Regular Meeting  
October 23, 2013**

The St. Helens School District Board of School District #502 convened in a Regular Meeting at 6:30 p.m. in the District Office Board Room of the District, County and State on October 23, 2013.

**PRESENT**

Those present were:

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

**CALL TO  
ORDER**

Marshall Porter called the Regular Board Meeting to order at 6:30 p.m. followed by the flag salute.

**AGENDA  
APPROVAL**

Ray Biggs entered a motion to amend the agenda moving agenda item 5.7.3 to Action Item 7.4.2. Gordon Jarman seconded.

Marshall Porter explained the motion to amend the agenda removes a third reading of the proposed deletion of board policy GBJ – Weapons in Schools – Staff. Mr. Porter also explained language in board policy BFC – Adoption and Revision of Policies gives the board authority to take action without a third reading.

The motion approving the agenda amendment unanimously carried.

Kellie Smith entered a motion to approve the amended agenda. Ray Biggs seconded. The motion approving the amended agenda unanimously carried.

**VISITORS  
ADDRESS  
THE BOARD**

Keith Meeuwsen addressed the Board regarding the Board's recently received proposal to return St. Helens Middle School athletics with reduced coaching stipend pay. Mr. Meeuwsen reported the SHEA membership vote to reduce coaching pay for the 2013-14 school year failed with approximately 60-75 members voting not in favor. Mr. Meeuwsen explained that SHEA membership is not against athletics, membership has concerns with not having a full school calendar and current class sizes which.

Melody Bates and Orin Graves, who recently moved into SHSD, addressed the Board regarding difficulty experienced while trying to obtain a release from compulsory attendance that will allow their almost 18-year-old daughter to obtain a GED. The Board asked Ms. Bates and Mr. Graves to leave contact information with the Board's Executive Assistant for immediate follow-up.

**CONSENT  
AGENDA**

Gordon Jarman entered a motion to approve the consent agenda as follows:  
September 2013 Enrollment/Attendance Report  
Revenue & Expenditures Report  
Revenue & Expenditures Projection

## Meeting Minutes – October 9, 2013 Work Session

Ray Biggs seconded. The motion approving the consent agenda unanimously carried.

### **REPORTS & DISCUSSION**

#### **SHHS ASB Report**

Due to absence of the SHHS ASB public relations officer, SHHS Assistant Principal commented on how well SHHS homecoming week went. Board Member Kellie Smith reported on SHHS's Think Pink Week to raise funds for cancer research, to create awareness, and to honor those who struggle with cancer. To achieve the high school's goal students are selling Think Pink T-shirts during the lunch break and selling biodegradable balloons to release at halftime.

#### **SHMS Athletics**

In light of Keith Meeuwsen's notification of SHEA's unfavorable vote to reduce SHMS coaching stipends, Superintendent Davalos recommended the Board table HMS athletic discussion until spring during the 2014-15 budget process. Mr. Jarman disagreed with Superintendent Davalos' recommendation to table discussion and stated that if the district budgeted for paving the high school parking lot, the district can fund SHMS coaching stipends. Mr. Jarman recommended paying head coaching stipends only while using volunteer assistant coaches. This recommendation led to discussion on coaching stipend expenses, the ability to use volunteer assistant coaches without violating the licensed agreement, and raising student participation fees. SHMS athletic discussion under Reports and Discussion concluded with Mr. Jarman requesting revised budget figures and Mr. Porter recommending legal counsel input on the use of volunteer assistant coaches versus paid coaches.

#### **2013-14 School Improvement Plans**

##### St. Helens High School

SHHS Principal BG Aguirre introduced SHHS Assistant Principals Cris Gwilliam and Bruce Carvalho and presented the SHHS School Improvement Plan for 2013-14. Areas of focus for improvement in SHHS's SIP action plan include All Content Areas for 9<sup>th</sup> grade students, Mathematics and Literacy. SMART goals for the three areas are:

- 9<sup>th</sup> grade students who are "on-track" using the criteria in the Achievement Compact will increase from 77% to 80%;
- 11<sup>th</sup> grade students meeting the state standard in Mathematics will improve from 68% to 75% as measured by the OAKS test when comparing reporter data from the 2012-13 and 2013-14 school years; and
- Student meeting the Reading state standard will improve from 87% to 90% and in Writing from 53% to 57% as measured by the OAKS test when comparing reporter data from the 2012-13 and 2013-14 school years.

Following no Board Member questions, Mr. Porter acknowledged and thanked SHHS teaching staff for their commitment and hard work.

##### St. Helens Middle School

SHMS Principal Carol Dowsett and Student Management Assistant Mark Janke presented the SHMS School Improvement Plan for 2013-14. Areas of focus for improvement in SHMS's SIP action plan include Reading/Literacy, Mathematics and Attendance. SMART goals for the three areas are:

## **REPORTS & DISCUSSION CONTINUED**

- 2013-2014 7th grade students who meet or exceed the 7th grade Reading and Literature OAKS will increase from 65.1% to 71%. The percent of 8th grade students who meet or exceed the 8th grade Reading and Literature OAKS will increase from 81% to 86%;
- Incoming 7<sup>th</sup> grade students who meet or exceed the 7<sup>th</sup> grade Math Standard will increase from 57.8% to 64%. Percent of 8<sup>th</sup> grade students who meet or exceed the 8<sup>th</sup> grade Math Standard will increase from 72% to 76%; and
- Students identified on the Academic Priority List for Attendance will make a 5% increase in attendance and students identified for Academics will make a 5% increase in identified areas of Oregon Assessment of Knowledge and Skills. Monitoring will occur at least two times per month to identify appropriate interventions.

### Lewis & Clark Elementary School

L&C Elementary School Principal Cathy Carson and L&C Assistant Principal Dustin Salisbury presented the L&C Elementary School 2013-14 School Improvement Plan. Areas of focus for improvement in the action plan include Reading, Mathematics and student Attendance. L&C's SMART goals for the three areas are:

- 71% of all 3<sup>rd</sup> grade students will meet the reading benchmark or reach adequate growth targets as measured by the state assessment;
- 55% of all 5<sup>th</sup> grade students will meet the math benchmark or reach adequate growth targets as measured by the state assessment; and
- 83% of all 6<sup>th</sup> grade students will not be chronically absent as measured by the state attendance report.

### McBride Elementary School

McBride Elementary School Principal Karla Thompson and Assistant Principal Lisa Tyler presented the McBride Elementary School 2013-14 School Improvement Plan. Areas of focus for improvement in McBride's action plan included Mathematics, Writing, and Family Involvement in School Community and Student Learning.

McBride's SMART goals for the three areas are:

- Percent of students meeting/exceeding the state assessment will increase by 5% in each grade level cohort. 5<sup>th</sup> grade will increase by 12% with a minimum of 50% meeting/exceeding as measured by final OAKS scores;
- 60% of students in each grade level will meet/exceed on an argument writing performance task by year end 2014 as measured by the K-2 Illustrated Beginning Writer's Rubric and the State Scoring Rubrics in grades 3-6; and
- 70% of all McBride students will have a parent/guardian attend at least one school event during the school year.

### **Tom's Driving Academy Facility Use**

In response to Board request for more information on Tom's Driving Academy's request to waive SHHS facility use fees Superintendent Davalos explained former SHHS Principal Andy Croley did not have any agreements to reduce or waive the fee. Since SHHS greatly benefit from TDA driver's education program for a reasonable rate and TDA's owner teaches the course and assumes fuel expenses, Superintendent Davalos entered a recommendation for the Board to waive the facility use fee.

**REPORTS &  
DISCUSSION  
CONTINUED**

**OSBA Resolution to Amend OSBA Constitution & Election Information**

The Board received information on an OSBA resolution to amend the OSBA Constitution to change OSBA's election process and OSBA election information. Marshall Porter asked the Board to review the materials for formal voting at the November Board Meeting.

Kellie Smith informed Executive Assistant Amanda Stuber of a printing error that resulted in missing information on a candidate information sheet and recommended Ray Biggs receive a corrected copy since he does not access the electronic packet.

**Board Policy Revisions - Second Readings**

Policy DJ: District Purchasing

Prior to Board discussion on board policy DJ Mr. Porter explained the District's current purchasing limit of \$100,000 without Board approval is under review after expressed concern with not having a Board notification requirement of large expenses. Mr. Porter expressed his favoritism with informing the Board of non-payroll expenses purchases through an accounts payable report of some kind.

Janine Salisbury requested clarification and asked if unexpected maintenance jobs where a \$16,000 part needs purchased to restore heat at a school would be postponed pending Board approval of the purchase. Kellie Smith explained provisions in the policy allow for emergency purchasing with Superintendent approval through the established purchasing process.

Mr. Biggs expressed preference not requiring Board approval of all purchases and support revising the limit. Kellie Smith explained the Board would not approve all purchases but receipt of the information would improve transparency.

Additional Board discussion about policy DJ included process and spending limits by other school districts and the District's current process. Policy DJ will be carried forward to the November 20th meeting for further discussion.

Janine Salisbury drew attention to the requested accounts payable report options and asked if the Board would like more information. The Board briefly reviewed the provided reports but not express which report was preferred.

GBJ: Weapons in Schools – Staff

Prior to Board discussion on the proposed deletion of policy Mr. Porter explained policy GBJ was brought forward for review by Board Member Ray Biggs and deletion of the policy would allow staff, volunteers and contracts with a concealed weapon permit to carry a firearm on district property while working. During Board Member discussion, Ray Biggs referenced the most recent school shooting and expressed preference in having the possibility of defensive weapons in the school rather than waiting for emergency personnel to arrive. Mr. Biggs also supported giving staff the same respect as private citizens who the current policy excludes.

Jeff Howell expressed strong preference to not give teachers the option to decide whether or not to open fire on an armed student. This is a decision no educator should have to make.

**REPORTS &  
DISCUSSION  
CONTINUED**

Kellie Smith explained that deletion of the policy isn't intended to invite teachers to carry a gun to school and may only affect a few SHSD teachers. Jeff Howell asked if a staff survey was conducted. Superintendent Davalos explained the Board did not request a survey and referenced a poll of teachers by SHEA prior to policy GBJ adoption in March. SHEA President Keith Meeuwssen explained the poll reflected some support on allowing teacher possession of a concealed weapon but the majority did not support allowing possession.

Kellie Smith clarified that deletion of the policy does not mean teachers are hired protection. A concealed weapon permit only allows people to protect themselves.

Jeff Howell questioned district liability if an employee fires a weapon for protection while teaching. Janine Salisbury explained the district insurance does not cover an employee who shoots someone. The employee would be liable and covered by their private insurance.

In response to the request for legal counsel input, Superintendent Davalos explained no recent legislative action has occurred on the matter that would make the policy as adopted a liability concern. Policy GBJ, as adopted, grants the employer permission to restrict employees from carrying concealed weapons while on the job. Superintendent Davalos did not disagree with the constitutional right and refrained from taking a constitutional position then explained that since it is the District's job to educate students and to do what is best for kids, he upheld his March 2012 recommendation supporting the policy adoption. Superintendent Davalos acknowledged staff discomfort and expressed desire that staff opinions will be heard and considered as done in a Democracy where majority rules.

Ray Biggs disagreed with Superintendent Davalos' Democracy reference and explained the difference between a Republic and Democracy. Mr. Biggs displayed a copy of the Constitution then stated the law is suppose to be followed, not the majority rules, and recited the Second Amendment.

Mr. Jarman clarified removal of the policy allows SHSD staff to carry a concealed weapon while performing their scope of work. Mr. Howell disagreed with the recommendation to delete the policy and presented statistic information on the accuracy of hitting an intended target.

Mr. Porter spoke about training on weapon use and explained the decision is about the Constitutional right. Mr. Howell expressed a desire to not increase weapons in schools and possibly jeopardize student safety.

Kellie Smith requested clarification of no legislative or district liability changes. Superintendent Davalos confirmed no recent legislative action has occurred and reminded the Board that staff use of a weapon while performing work duties would exclude the employee from district liability insurance coverage. Kellie Smith raised concern with possible district liability by restricting staff possession of a concealed weapon.

**KG: Community Use of District Facilities**

As requested at the October Work Session, Superintendent Davalos reported the search for a SHSD board policy with basic approval and appeal language that could

**REPORTS &  
DISCUSSION  
CONTINUED**

override current process language in policy KG was not located. Proposed language options from OSBA is not yet available but will be available for consideration for the third reading.

Policy Revisions – Third Reading

The Board requested no additional revisions for the third reading of the pending policies as listed under Action Items.

**VISITOR  
COMMENTS**

**VISITOR COMMENTS**

SHHS student Eric Lowry asked if staff would be required to report possession of a weapon if the Board takes action to delete policy GBJ.

Marshall Porter explained CWP holders have a right not to disclose possession of a weapon. Therefore, staff with a CWP would be exempt from reporting firearm possession to their employer.

**ACTION  
ITEMS**

**ACTION ITEMS**

SHMS Athletics

Jeff Howell entered a motion to explore moving forward with SHMS athletics at a minimal cost to the district.

Gordon Jarman questioned a proposed timeline since the Winter sports season begins November 1.

Since a second to Mr. Howell's motion was not called for and entered, Marshall Porter closed discussion and called for a second. A second to Mr. Howell's motion was not received which caused the motion to fail.

Gordon Jarman entered a motion for Mark Janke to research the cost of SHMS athletics to operate now until end of the school year. Jeff Howell seconded.

Janine Salisbury responded to Mr. Jarman's motion with a calculated unbudgeted cost of approximately \$20,000. The calculation included coaching stipends for SHMS Track, Volleyball, Girls and Boys Basketball, Wrestling and the athletic director stipend through the remainder of the school year. Input from Mark Janke about cost explained that his provided calculations include \$15,000 of the SHMS sports ASB account. Mr. Janke's input resulted in a recalculated unbudgeted cost of \$27,000.

Gordon Jarman questioned the St. Helens Boosters listed in the income area of the proposal. Mr. Janke explained the Boosters agreed to cover a maximum cost of \$5,000 per school year for supplies and uniform rotation.

Kellie Smith recommended athletic participant fundraising like the youth leagues. Jeff Howell expressed disagreement with fundraising since MS sport seasons are shorter and because of limited time outside of school and practices.

Marshall Porter expressed favoritism for the revised proposal with a \$100 user fee and no scholarships instead of the originally proposed \$90. Mr. Porter also acknowledged the input from the licensed staff and the pay cuts they have taken.

**ACTION  
ITEMS  
CONTINUED**

Ray Biggs reminded Mr. Porter of the motion on the floor which has been addressed.

Due to the proposed user fee increase, scholarship and multi-sport discount elimination, and reduction in number of paid coaching staff, Janine Salisbury provided a recalculated unbudgeted cost of \$16,800.

Gordon Jarman withdrew his motion. Jeff Howell seconded.

Jeff Howell entered a motion to provide the \$16,800 to implement SHMS athletics by November 1 with district funds as assigned by Business Manager Janine Salisbury. Ray Biggs seconded.

Marshall Porter clarified the new proposal includes a user participation fee of \$100 and no scholarships.

Marshall Porter expressed his lack of support because of still having a budget reduction day in the school year calendar.

Jeff Howell expressed desire to see SHSD teachers not take a cut in pay but SHSD students are first and foremost. Mr. Howell reminded the Board of the failed attempt to return a cost neutral SHMS athletics program and stressed District need to provide options (athletics) to keep out of trouble and to build leadership skills.

Kellie Smith expressed lack of support unless funding is available next school year and preference to address SHSD class sizes.

Jeff Howell noted the cost is minimal and referenced the argument for the district to absorb the SHMS football field watering cost recently heard by the board. Mr. Howell also stated that funding SHMS athletics is the best use of \$16,800.

Kellie Smith agreed with Mr. Howell's best use of \$16,800 statement, and strongly stressed desire and need for discussion about classroom numbers.

Jeff Howell requested call for vote. Marshall Porter honored Mr. Howell's request and called for vote to close discussion. The motion to close discussion failed as follows: Marshall Porter, no; Jeff Howell, yes; Gordon Jarman, yes; Ray Biggs, yes; and Kellie Smith abstained.

Marshall Porter argued against using budget funds to return SHMS athletics.

A motion to approve financing SHMS athletics in the amount of \$16,800 from line item 1,000 November 1 through end of the school year with a \$100 user fee and no scholarships was restated.

Kellie Smith entered a motion to amend the motion to increase the participation fee to \$200 with fundraising to cover the additional \$100. Marshall Porter seconded.

Jeff Howell and Gordon were strongly opposed to fundraising.

Ray Biggs drew attention to the unfriendly amendment to Mr. Howell's motion.

**ACTION  
ITEMS  
CONTINUED**

Kellie Smith's motion to amend Mr. Howell's motion with an increase in participation fees to \$200 with fundraising to cover the additional \$100 failed as follows: Gordon Jarman, no; Ray Biggs, no; Jeff Howell, no; Marshall Porter, yes; and Kellie Smith, yes.

The motion to approve funding SHMS athletics \$16,800 from line item 1,000 November 1 through end of the school year with a \$100 user fee and no scholarships carried as follows: Gordon Jarman, yes; Ray Biggs, yes; Jeff Howell, yes; Marshall Porter, no; and Kellie Smith, abstaining.

Tom's Driving Academy Facility Use

Mr. Biggs entered a motion to waive the fees of Tom's Driving Academy Facility Use. Jeff Howell seconded. The motion carried unanimously.

Board Policy Revisions

Ray Biggs entered a motion to approve revised school board policies:

CBA – Qualifications and Duties of the Superintendent

CCG – Licensed Evaluations – Administrators

DH – Bonded Employees

EGAC – Cell Phones

GBDA – Mother Friendly Workplace

IK – Academic Achievement

IKA – Grading System

IKAB – Student Progress Reports to Parents

JEA – Compulsory Attendance

JECA – Admissions of Resident Students

JHCCA – Students – HIV, HBV and AIDS

JHCCF – Pediculosis

JHFF – Reporting Requirements Regarding Sexual Conduct with Students

JOB – Personally Identifiable Information

Kellie Smith seconded. The motion unanimously carried.

Board Policy Deletions

JHCCB: Students – HIV, AIDS

Gordon Jarman entered a motion to delete board policy JHCCB. Jeff Howell seconded. The motion unanimously carried.

GBJ: Weapons in Schools - Staff

Ray Biggs entered a motion to delete policy GBJ: Weapons in Schools – Staff. Gordon Jarman seconded. The motion carried as follows: Ray Biggs, yes; Marshall Porter, yes; Kellie Smith, yes; Gordon Jarman, yes; and Jeff Howell, no.

**UPCOMING MEETING ITEMS & INPUT**

November 20, 2013 Regular Meeting agenda items will include:

Executive Session regarding Negotiations

Regular Meeting Items:

SHHS ASB Report

Superintendent Report

SHSD Class Sizes



SHEA Bargaining Agreement Article 17.4 Clarification  
SPED Inclusion Policy Request  
Policy Revisions – Third Reading (Discussion & Action)  
    DJ: District Purchasing  
    KG: Community Use of District Facilities  
OSBA Resolution & Elections (Discussion & Action)

**ADJOURN**

The October 23, 2013 Regular Meeting adjourned at 8:30 p.m.

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Board Chair

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Superintendent