

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016

BOARD OF DIRECTORS' ORGANIZATIONAL BOARD MEETING
July 12, 2021, 6:30 pm via Zoom and in person at the Old Middle School Gym, 660 SW Bryant St
(see our main page at www.csd.k12.or.us for instructions on joining the meeting via Zoom)

ORGANIZATIONAL BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Kara Harris-Vice Chair, Ian Wiggins, Katherine Willis, Kathy Engel
Admin Team Present: Cathy Hurowitz-Superintendent, Maeve Mitchell-Business Manager, Mark Berghold, Tami Burgher-Board Secretary, Jim Helmen-Director of Student Services & Innovation, Kara Burghardt-CES Principal, Dr. Jeff Williamson-CMHS Principal
Guests: Albritton Family, Jacquelyn Holmes, Ken Kern, Diane Pohl, Lori Sherman, Donna Thompson, Paul Simmons, Tim Erwin, Kami Gray, Heather, Dawn Warren, Amanda Turner, Rebekah B.

- I. CALL TO ORDER: 6:30 pm
 - A. Pledge of Allegiance
 - B. Agenda Review: No changes
 - C. Approve Agenda

A motion was made to approve the agenda

K. Engel/K. Harris - UNANIMOUS

- II. COMMUNICATIONS AND HEARINGS OF INTERESTED PARTIES
 - A. Public Comment: Diane Pohl and Lori Sherman, owner of Piercing Arrow Private School, both spoke about their belief and wish that students from Piercing Arrow Private School be allowed to play sports for the Clatskanie School District. That request was made and denied during this school year. They believe that this is unfair and the decision should be reversed for the 21-22 school year.
This is the time for citizens to address the Board. All speakers should state their name prior to speaking. Speakers are asked to write their name, address, phone number and topic to be addressed on the registration card. Speaking time is limited to three minutes per speaker. Speakers may offer objective criticism of district operation and programs, but the Board will not hear any complaints concerning specific District personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. The right to address the Board does not exempt the speaker from any potential liability for defamation.
 - B. Student Body Report: None
 - C. Oregon School Employees Association Representative Report: None
 - D. Clatskanie Education Association Representative Report: T. Erwin wanted to thank Cathy and the rest of the negotiating team for working over email and online to get the contract finalized so teachers didn't have to worry about it over the break. C. Hurowitz thanked the teachers for working hard on getting this done and for always putting the kids first.
 - E. COVID Safety/Athletics Update - Ryan Tompkins: None

- III. OLD BUSINESS
 - A. None

- IV. NEW BUSINESS
 - A. NWRESA Zone 4 Election: There were a few candidates to choose from, one being our very own, Jim Helmen. There was a brief discussion on time commitment, which is one day a month, and why Jim wanted to be a part of it.

A motion was made to nominate Jim Helmen for the ESD Zone 4 position.

I. Wiggins/K. Willis - UNANIMOUS

- B. Elect 2021-2022 Chair

A motion was made to nominate Megan Evenson as Board Chair.

K. Harris/K. Engel - UNANIMOUS

C. Elect 2021-2022 Vice Chair

A motion was made to nominate Kara Harris as Vice Chair.

K. Engel/I. Wiggins - UNANIMOUS

D. Elect 2021-2022 Policy Committee

A motion was made to nominate Kathy Engel and Katherine Willis to continue on the policy committee.

K. Harris/I. Wiggins - UNANIMOUS

E. Elect 2021-2022 OSEA Negotiating Committee

A motion was made to nominate Kathy Engel and Ian Wiggins continue to serve on the OSEA Negotiating Committee

K. Harris/K. Willis - UNANIMOUS

F. Elect 2021-2022 CEA Negotiating Committee

A motion was made to nominate Kara Harris and Megan Evenson to remain on the CEA Negotiating Committee

K. Engel/K. Willis - UNANIMOUS

G. Approval of .5 FTE Business Manager, Maeve Mitchell (effective 7/1/21)

A motion was made to approve the .5 FTE Business Manager of Maeve Mitchell effective 7/1/21.

K. Willis/K. Harris - UNANIMOUS

H. Discuss Bond Accountability: Written.

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written.
- B. 7-12 Principal Report: Written.
- C. Student Services Report: Written.
- D. Superintendent Report: Written
- Financial Report: Written

VI. BOARD MEMBERS REPORTS: K. Willis was glad to see that the credit recovery went well and it will be exciting to hear how many credits were recovered; and thanks to John (Hazapis) and Mary (Sizemore) for taking that on. M. Evenson welcomed Jeff Williamson on staff. K. Engel discussed going to a meeting with the owner and president of Next Renewable Energy today. It was very exciting to listen to him. It was representatives of all the tax districts just sitting around a table with him and hearing about this project. They could ask any questions they wanted. The company will pay taxes immediately, and; with all of the workers coming into town, it will be like "throwing a bowling ball into a bathtub". It is hard on a community and they need to pay for the services that the community provides. The school district could possibly get off of the state formula when they hit 1.3 billion. They are going to start in 2024. C. Hurowitz then asked how we, as a school district, could support our own students to be able to apply for jobs that would be available at their facility. He was very positive about working together and going forward. Start planning in the next couple of years. Possibly a training facility in our school? He is committed to education and it is very exciting. There was a discussion about biodiesel vs. renewable.

VII. INFORMATION (no action needed)

- A. Grounds/landscaping: P. Simmons spoke about the lack of landscaping and groundskeeping and why that is happening. At this time, we have a ½ time groundskeeper and ½ time maintenance. He hasn't had a lot of time to spend on grounds when we have had such major maintenance issues i.e., floods, HVAC issues, etc. The custodians do pitch in when they can. They are hoping to brainstorm to see how to fix this issue; add a part time groundskeeper on a seasonal basis? Offer extra hours to employees? They also discussed how the district cannot spray any herbicides or pesticides without having a licensed person to do the application. This can be a union issue when hiring outside contractors to do a union job. They will come up with a plan.
- B. Critical Race Theory: There have been a lot of discussions regarding critical race theory in the public and on Facebook. It doesn't and shouldn't have any influence on our curriculum. We teach history, slavery, civil rights, we want our children to be independent thinkers. Our goal is for our children to have academic and athletic experience. There is no critical race curriculum, it seems to be more of a political issue. As a district we are

- ensuring that our students' civil rights aren't violated. There isn't a need for it. It has little impact on K-12 schools. Our teachers don't insert political opinions in their classroom, they just teach history.
- C. New State guidance, masks, transportation: There was a long discussion about whether to require masks next year. The state requires it on any public transportation, so it is required on the buses. C. Hurowitz sent out questions and information to both unions, but did not receive any feedback. The board can make it a requirement or optional. We have to submit a reentry plan to ODE by the first week of August. ODE strongly suggests using masks, but it is not required. Twelve and under are not able to get the vaccination yet, maybe this Fall? It was interesting that we were open in the height of the pandemic and we didn't have an outbreak in the littles. K. Willis thought we would get a lot of pushback from the community if it is required in school, but it isn't required outside of school. I. Wiggins would like to see masks used inside if staff/students aren't vaccinated. It is a small burden to wear a mask. M. Evenson would like to know what the staff thinks, as it is difficult to project your voice even further when you are wearing a mask. C. Hurowitz talked to several teachers that are teaching the littles. They are learning phonemic awareness and they are missing the facial expressions that go along with learning speech. Some have allergies and their masks are chronically wet. K. Burghardt has had mixed reviews from staff. There would be parental pushback if we require masks. Dr. Williamson agrees that it be optional and up to the parent whether their child wears a mask, especially if it is not required in the community. Their consensus is that it is strongly recommended, though we can't police it once the student is in the classroom. If there is an outbreak, parents need to know that if the situation changes, we could require masks once again. In the plan, the district will state that a mask is strongly recommended if you are not vaccinated, especially for the first month or two until the vaccines are available. Also, unvaccinated staff should wear a mask. This will be shared with the community in The Chief and social media.

VIII. CONSENT AGENDA

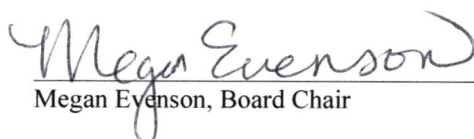
- A. Financial Report
- B. Approve Confidential/Administration Contracts
- C. Approve the 21-22 CEA Union Contract
- D. Organization of the Clatskanie School District
 1. Determine amounts of coverage of persons who shall be bonded (ORS 332.525). The Superintendent recommends the following: \$10,000-\$500,000 broad crime coverage that satisfies State of Oregon public official bond requirements through Brown & Brown Northwest, covering all employees.
 2. Designate officers and Agents of Record. The Superintendent recommends the following:
 - a) Cathy Hurowitz as Superintendent/Clerk
 - b) Maeve Mitchell as Custodian of Funds
 - c) Cathy Hurowitz as Budget Officer
 - d) Paul Simmons as AHERA designated person
 - e) Authorize the facsimile signatures of the Custodian of Funds
 - f) Official auditors for the school year (ORS 297.405, ORS 327.137, and ORS 328.465) - Pauly Rogers and CO PC
 - g) Depository for school funds - local branch of UMPQUA Bank (Clatskanie) and State Investment Pool (ORS 328.441, 294.805-294.895)
 - h) The Chief as the Newspaper of Record
 - i) Brown & Brown Northwest as Insurance Agent of Record
 - j) Garret, Hemann, Robertson, P.C. as Legal Counsel
 - k) Attorney General Model Public Contract Rules as the adopted District Contract Regulations
- E. Approve the June 14, 2021 board meeting minutes

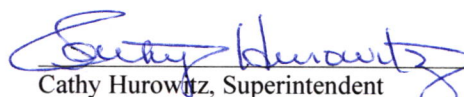
A motion was made to approve the consent agenda.

K. Harris/I. Wiggins - UNANIMOUS

NEXT BOARD MEETING: August 9, 2021

ADJOURNMENT: 7:29 pm


Megan Evenson, Board Chair


Cathy Hurowitz, Superintendent

CLATSKANIE SCHOOL DISTRICT

PUBLIC COMMENT FORM

I wish to address the board about an item that appears on tonight's agenda

I wish to speak about agenda item _____

I wish to address the board under agenda item "public comment"

Name: DIANE POHL
Address: P.O. BOX 1022, CLATSKANIE, OR 97016
Phone: 503-428-3258

All speakers should state their name prior to speaking. Speakers are asked to write their name, address, phone number and topic to be addressed on the registration card. Speaking time is limited to three minutes per speaker. Speakers may offer objective criticism of district operation and programs, but the Board will not hear any complaints concerning specific District personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. The right to address the Board does not exempt the speaker from any potential liability for defamation.

CLATSKANIE SCHOOL DISTRICT

PUBLIC COMMENT FORM

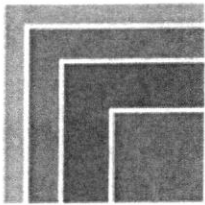
I wish to address the board about an item that appears on tonight's agenda

I wish to speak about agenda item _____

I wish to address the board under agenda item "public comment"

Name: Lori Sherman, Scott Reed
Address: 348 Nehalem Clatskanie OR 97016
Phone: 360-431-7910

All speakers should state their name prior to speaking. Speakers are asked to write their name, address, phone number and topic to be addressed on the registration card. Speaking time is limited to three minutes per speaker. Speakers may offer objective criticism of district operation and programs but the Board will not hear any complaints concerning specific District personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. The right to address the Board does not exempt the speaker from any potential liability for defamation.



Northwest Regional Education Service District

May 28, 2021

TO: Zone 4 Component District Boards

FR: Lauren Slyh O'Driscoll, Board Secretary

RE: Candidate Applications for NWRESD Board Zone 4 position

EXPLANATION: NWRESD board Zone 4 position is up for election to begin July 1, 2021. NWRESD has completed the application process for candidates and received three applications included in this packet.

As per board policy BBE, any vacancy on the NWRESD Board of an elected member from any numbered zone position shall be filled through election by the component district boards from within that zone. Each school board within Zone 4 will receive one vote for their candidate of choice.

Please find attached materials for:

- Anthony Erickson (Incumbent)
- Jim Helmen
- Benjamin Pelster

Thank you,

Lauren Slyh O'Driscoll
NWRESD Board Secretary

NWRESD Board of Directors Elected Position Application

Contact Information:

Name *

Anthony Erickson

Residing School District *

Scappoose

Email Address *

tonye@oregonaero.com

Home Phone Number and/or Cell Phone Number *

503-396-3363

Please select the elected position you are applying for: *

- Zone 2: Astoria, Banks, Forest Grove, Jewell, Knappa, Neah-Kah-Nie, Nestucca Valley, Seaside, Tillamook, and Warrenton-Hammond
- Zone 4: Beaverton (Partial), Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia

I currently reside within the boundaries of the zone I wish to represent and have for one (1) full year prior to this application. *

- Yes
- No

Request for Exception

NA

I am a registered voter within the boundaries of NWRESD. *

- Yes
- No

I will support the Constitution and laws of the United States and of the State of Oregon. *

Yes

No

Please check below to confirm you are not an employee of NWRESD. *

I am NOT an employee of NWRESD.

Please tell us about any employment or volunteer information relevant to this position. *

I am the Chief Operating Officer of Oregon Aero, Inc. Employed in and resident of Columbia county for 25+ years. I am a current board member of the NWRESD. I also volunteer as a board advisor for Oregon Outreach Inc., a non-profit school. I serve on the PCC foundation board. My two children spent their k-12 years in the Scappoose school district. My son is graduating this year.

Please share your educational background. *

High School and Aeronautical education.

Please share why you would like to be elected to the NWRESD Board of Directors. *

To continue supporting the ESD students, teachers and staff and the work they do in our communities. To keep working to support our equity work.

Anything else you would like to add?

High quality education, access to resources, and working with students and their families is key to the future success of our students and communities. NWRESD plays a very important role in achieving those goals. I volunteered to support these efforts.

NWRESD Board of Directors Elected Position Application

Contact Information:

Name *

Jim Helmen

Address *

Residing School District *

Clatskanie School District

Email Address *

jhelmen@csd.k12.or.us

Home Phone Number and/or Cell Phone Number *

5417014998

Please select the elected position you are applying for: *

- Zone 2: Astoria, Banks, Forest Grove, Jewell, Knappa, Neah-Kah-Nie, Nestucca Valley, Seaside, Tillamook, and Warrenton-Hammond
- Zone 4: Beaverton (Partial), Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia

I currently reside within the boundaries of the zone I wish to represent and have for one (1) full year prior to this application. *

- Yes
- No

Request for Exception

NA

I am a registered voter within the boundaries of NWRESD. *

- Yes
- No

I will support the Constitution and laws of the United States and of the State of Oregon. *

Yes

No

Please check below to confirm you are not an employee of NWRESD. *

I am NOT an employee of NWRESD.

Please tell us about any employment or volunteer information relevant to this position. *

I have been a school administrator in the Clatskanie School District for the past 6 years. I have also been on the ESD Budget Committee for the past three years.

Please share your educational background. *

School/District Office Administrator 7 years, regular education/ special education teacher 15 years

Please share why you would like to be elected to the NWRESD Board of Directors. *

I would like to be part of a team that supports school districts with equitable educational options. I am passionate about thinking outside the box in finding new ways to support instructional improvements.

Anything else you would like to add?

I Look forward to the consideration.

NWRESD Board of Directors Elected Position Application

Contact Information:

Name *

Benjamin Pelster

Residing School District *

Vernonia

Email Address *

bjpelster@gmail.com

Home Phone Number and/or Cell Phone Number *

5036809141

Please select the elected position you are applying for: *

- Zone 2: Astoria, Banks, Forest Grove, Jewell, Knappa, Neah-Kah-Nie, Nestucca Valley, Seaside, Tillamook, and Warrenton-Hammond
- Zone 4: Beaverton (Partial), Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia

I currently reside within the boundaries of the zone I wish to represent and have for one (1) full year prior to this application. *

- Yes
- No

Request for Exception

I am a registered voter within the boundaries of NWRESD. *

- Yes
- No

I will support the Constitution and laws of the United States and of the State of Oregon. *

Yes

No

Please check below to confirm you are not an employee of NWRESD. *

I am NOT an employee of NWRESD.

Please tell us about any employment or volunteer information relevant to this position. *

Employed as an electrician for the past 15 years, and entrepreneur/owner of my own business, I have the aptitude and experience to provide excellent guidance and experience which can benefit the NWESD in its pursuit of education of our youth. I have volunteered in my community and local schools, assisting when possible with the students and my own children.

Please share your educational background. *

Graduated HS from Benson Polytechnic School in Portland, entered into the Electrical Apprenticeship in 2001-2006, and became a licensed Journeyman Electrician in 2006, graduating top of my class. I hold an Oregon Supervisor license and also General Contracting for my own business.

Please share why you would like to be elected to the NWRESD Board of Directors. *

The biggest answer is to make a difference in the lives of our students and community. Along with the goal of the NWRESD to create culturally sustaining learning environments that ensure each student is safe, known, and connected, one of the biggest benefits I believe I can help provide is that bridge between the community and the schools to help develop authentic, reciprocal, and inclusive partnerships with our diverse students, families, and community partners. It is in bringing in the families and community partners into the educational arena that we can strengthen the programs we offer, and more fully support the learning of our students.

To: Board of Directors
From: Mark Bergthold, Business Manager
Subject: Bond Activity Report as of July 12, 2021

Since passage of the bond in May, we have been busy on several fronts with bond-related activities. Between meetings there are always documents to review and details to be discussed. Rick Becker has made himself available to work through issues as encountered, which has been a great help.

Key meeting dates --

June 4 – Zoom with Rick Becker/Mike Johnson of McKinstry, introductory meeting
June 8 – Reviewed the resolution with Courtney (attorney) and Cathy
June 16 – In person meeting with BLRB Architects, Rick Becker/Mike Johnson, Cathy here, kick off
June 19 – In person meeting with Rick Becker in Grants Pass OR re contract negotiations
July 1 – Zoom with Cathy, Mike Johnson, & Rick Flacco re Energy Trust
July 13 – Zoom scheduled with Lauren and Cathy to review documents required for bond rating

Ongoing tasks —

- Opening account with the state treasury for bond funds
- McKinstry's legal team should be done with their final review by tomorrow
- Preparing for the rating review

I will be submitting recaps of our weekly meetings to Cathy, which will become part of a monthly report to the Board. When there is financial activity, the monthly report will include that.

Respectfully submitted,

Mark Bergthold

Bond Project Manager

It has been a busy month moving and organizing materials/furniture into classrooms. Caleb Warren and James Helmen have the carpets cleaned and are working on classroom clean up and all interior needs before focusing their energies and time on the outside areas of the campus. We are pleased to get a storage container for the extra furniture so that we can open up different areas of the building for student and teacher use. We are also bringing in Gary Nolan sporadically to keep us on track and to capitalize on his wisdom and experience.

Sarah McClure and I have been working to get paperwork complete and last minute purchases registered. The summer grant money that was received is going to allow us to resurface the black top area of the playground, and construct a more user friendly playground area outside the Cardiff building. There will be more options for students with special needs/sensory issues. It will also be user friendly for the smaller grade level students to enjoy.

I am developing a unit of study for the entire CES staff that will focus on the book "Dare to Lead" by Brene' Brown. I will be utilizing it during professional development to start the year and throughout the fall. I think it will be a great next step for the staff as we continue to focus on building a positive climate at CES and to collaboratively make decisions for the betterment of the staff, students, and family/community partners. I have included the link of the video that I will be sharing with the staff on August 23.

Courage - Brene Brown

Billi Leinonen has jumped in with both feet into the Title I position and is already making great strides to rejuvenate the program and add her own spin to the role. We are purchasing more materials for the Cardiff building teachers to enhance their teaching of foundational reading skills. The Cardiff Project is developing and I think the students at the K-2 levels will benefit greatly from the focus that will be placed on their academic/personal/social-emotional development.

Submitted by:
Kara Burghardt
CES Principal

I am a
recovering
perfectionist
and an
aspiring
"Good-enoughist."
-Brene Brown

Middle/High School Principal Report

Jeff Williamson, July 12, 2021

I want to start my stating how excited I am to start the assignment as Principal and this report will be short due to start date of July 1.

I have been working on the following projects:

- Had a meeting with the Superintendent and other administrators to start thinking about how school will look like when we open in the end of August. The Superintendent gave updates from the state level and local on as related to Covid-19.
- Had numerous meetings with the Superintendent on various topics to help me get started as a new Principal – very helpful.
- Had one to one meeting with Jim H to go over various items to make sure the opening of the school is smooth. He provided me with past files to review and also had input on the current summer school grant: we are looking forward to possibly getting a district van that the school can use. Also, discussed the current Sped Teacher opening and our team effort to fill this assignment ASAP.
- Held a meeting with the front office admin staff, and went over questions and I was able to better understand the front office needs as we move forward- such as who does what to support the school.
- Held a meeting with cleaning staff – just to check in and ask how I can support them as we prepare for opening of the school. The district sent over grounds to cut the grass and weeds clean up in the front of the building.
- Set up a meeting for July 21 to meeting new Counselor and review the school schedule. The past counselor will also be able to come in and provide us input on the school schedule.
- Reviewing past files and data left by Acting Principal -she left amazing reports for me to follow up on and to start the school year.

My first few days have been very busy, and everyone is so helpful to me as I get started.

Thanks,

Jeff

Clatskanie School District

Student Services Department

CSD Board Report

Jim Helmen- Director of Student Services and Innovations

July 8, 2021

Special Education

1. During the 20-21 school year, we wanted to evaluate our special education program to determine what current systems in place were effective and which systems needed to be adjusted. The lens I used to evaluate ALL our special education program entities was, "Are we providing the best possible education to our students with special needs with what we are doing now?" This included,

- **Staff**

- District-wide staff (certified and classified)- Their character (Kids centered and "All in" focus on student achievement and support?
- What are their training needs and current academic, behavioral, and instructional skillsets?
- Instructional methods used (certified), instructional materials utilized (Do the materials used "Close the achievement gap?"
- Are they willing to support the system and process and the people in it? Are they a "We and not an I" person? Do they offer suggestions for improvements, or are they content on the negative?
- We have consistently evaluated staffing assignments and individual skills sets about the special education program needs.

- **System of performance and review (Paperwork process and content)**

- Our district's compliance with special education process laws (Paperwork)- state and federal.
- Throughout the school year, we provided numerous pieces of training. Discussion (Whole group and 1:1) focused on IDEA Practice, IDEA Policies and Procedures
- Through this training, we have consistently evaluated our case manager's proficiency in understanding and complying with sped policies and procedures that have driven our support focus.

Clatskanie School District

Student Services Department

CSD Board Report

Jim Helmen- Director of Student Services and Innovations

- We have developed systems and processes focused on meeting Oregon Administrative Rules for Special Education (The process associated with
- all components of the special education process from child find to eligibility to services and exit.

- **Curriculum and Programs**

- a. For the 21-22 school year, we will have a clearer vision and description of our special education and programs options.

- i. Resource K-12

- ii. Middle Level (we will be developing a new name) K-12

- iii. Life Skills K-12

**Please note that these programs are starting points for service options and can be interchangeable based on student(s) educational needs.

- b. We are adjusting our program to reflective a clearer continuum of services based on student needs. We are adding a "Middle Level" program in each building. The Middle-Level program will provide continued support for routines and adaptive/safety skills, and academics and allow for greater access to the general education setting. In the past, we have only had two separate programs, Resource and Life Skills. Having only two primary programs has been shown to limit students' access to same-age and ability-level peers and activities.

- c. We have identified specific online and paper-based curriculum for students

- 2. **Communication Services**

- We will be partnering with Presence Learning for the 21-22 school year.
 - Our focus is to provide the best services possible, and the Presence Learning platform has shown to be very effective in meeting the needs of our students.

- **Next Steps**

- We are currently developing a CSD Special Education Handbook. The goal of the handbook is to be a resource for staff and parents to understand the legal requirements and the way each aspect of special education is implemented.

Clatskanie School District

Student Services Department

CSD Board Report

Jim Helmen- Director of Student Services and Innovations

- Special education professional development and support will be provided for staff; we want to be clear that employees are responsible for procedures outlined in the handbook.
- This handbook will be completed reviewed by special education staff in August 2021.

Students Services

1. Student Study Team Process: The introduction of our district's Student Study Team Process presented some successes and challenges this year.
 - **Successes:**
 - The SST process provided each school with a formal system to share concerns and develop a plan for students facing academic, social-emotional, or behavioral challenges.
 - SST provided staff a format for data collection and evaluation of success, lack of progress, instructional interventions, and differentiation methods.
 - Allowed for collaboration around instructional priorities and benchmarks for each grade level and supports needed in the classroom to support progress towards meeting instructional goals.
 - **Challenges**
 - The SST process lens initially being viewed as a gatekeeper to the special education process- Cultural shift in thinking
 - Tying instructional interventions to classroom differentiation methods and articulating progress within those periods of interventions times specific to the skills deficits in priority standards or school-ready skills.
 - **Next steps:**
 - We are currently adjusting data collection and forms to be more user-friendly and tied to the RTI process.
 - Schedule staff training in August to review the SST process for teachers

Clatskanie School District

Student Services Department

CSD Board Report

Jim Helmen- Director of Student Services and Innovations

- Work with School principals on What are our district norms and expectations for the SST process.

Summer School

Grades 9-12- Credit recovery and Enrichment

- I want to thank Mary Sizemore and John Hazapis for doing a fantastic job this year running summer school.
- 20 students registered, and 17 students were served throughout the three-week program.
- 30 core class credits were attempted for recovery. Mary and John are currently evaluating student work and credit completion.

Grades 1-3 Extended School Year Summer Program

- The program focused on developing school readiness skills and routines for students with adaptive and sensory disabilities.
- This program will run in conjunction with CES Kinder Camp

Alternative School/ Home school program

- We are planning on hosting a "Fast Start" program for students registered as alternative school students within our summer school initiatives.
- We are also planning to reach out to Home School families to attend a Home school night which will review our program offering.

District-Wide Equity Team

There is a new Oregon legislation requirement for all school districts to develop a district-wide Equity Committee. CSD will be developing a district-wide Equity Team beginning September 2021. The Equity Team will include parents, CSD employees, students, and community members from the school board. The committee will advise the school district board and superintendent about the educational equity impacts of policy decisions and inform the school board and the superintendent of situations arising in a school that negatively impacts underrepresented students.

Clatskanie School District

Student Services Department

CSD Board Report

Jim Helmen- Director of Student Services and Innovations

"Educational equity" means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students and (2) eliminating the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories.² The concept of educational equity goes beyond formal equality -- where all students are treated the same -- to fostering a barrier-free environment where all students, regardless of their race, have the opportunity to benefit equally.

We are excited to get this work started.

Superintendent's Report **July 12, 2021**

Contract Negotiations: The teachers have accepted the District's proposal. The teacher's contract will be for one year. It was a pleasure working with the negotiation team and David White. During the negotiation process it was evident that our staff put students first. This also goes for the classified negotiation team. We are fortunate to have the staff that we have here in Clatskanie.

Summer Grants: Mr. Helmen in charge of our summer learning program. He has submitted capital projects summer learning grants for both buildings. Mr. Helmen worked with building administrators and staff and was able to get ODE approval for the following:

- Auto Scrubbers – one for each building
- K-3 Playground structure
- Adaptive saucer swing
- Dry Box – 2
- Ductless heating and cooling system for the alternative classrooms going into the maintenance building
- Resurface and repaint K-3 playground area
- Type 10 vehicle

Jim did a great job putting this together in a very short timeline. The funds are a separate grant and not our ESSER funds.

Bond: Tami, Mark, and I worked with Piper Sandler to complete our Preliminary Official Statement. We have due diligence calls scheduled Tuesday-Friday this week. Documents were signed and submitted to the Treasury Department. We also have our schedule for the regular design team meeting.

COSA Conference: Kara, Jim, and I attended the COSA Seaside conference (Jim attended remotely.) Kara and I were able to attend Brad Thorud's sessions on structured reading. The presentations were great and we came away with much knowledge and much to consider. For me what was striking was the statement that "Reading and literacy is a civil right!" I believe that we need to consider it our responsibility to ensure that every one of our students is entitled to reading and literacy.

Doug Fisher did a couple of key notes. He is the author of several books on teaching and learning. He had so much information and points to consider. Some of his information shared:

- 40% of instructional time is spent on things kids already know
- 10% of instructional time is spent on students waiting
- We had much unexpected learning teaching and leading during this pandemic
- Students don't need to be fixed, our systems and supports need to be fixed
- We need to be confident that if we put our own children in any district classroom that they will learn at high levels!

Nancy Hungerford, a well known school attorney shared the cliff we are heading to as the state expects us to use ESSER funds to backfill our budgets.

I believe if we adopt the culture across our district that literacy and reading is a civil right and that we would trust our own children in any one of our classrooms we will be well on our way to a high performing district.

Clatskanie School District

BR-General Fund - Rev & Exp/Assets OBJECT For the Period 07/01/2020 through 06/30/2021

Fiscal Year: 2020-2021

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
INCOME							
GENERAL FUND REVENUES							
Property Taxes (+)	\$3,765,785.00	\$3,575,097.27	\$3,575,097.27	\$190,687.73	\$0.00	\$190,687.73	5.1%
Charges for Services (+)	\$80,500.00	\$169,213.45	\$169,213.45	(\$88,713.45)	\$0.00	(\$88,713.45)	-110.2%
Earnings on Investments (+)	\$0.00	\$15,635.34	\$15,635.34	(\$15,635.34)	\$0.00	(\$15,635.34)	0.0%
Intermediate Sources (+)	\$31,000.00	\$107,246.63	\$107,246.63	(\$76,246.63)	\$0.00	(\$76,246.63)	-246.0%
State Sources (+)	\$5,006,649.00	\$5,214,194.43	\$5,214,194.43	(\$207,545.43)	\$0.00	(\$207,545.43)	-4.1%
Interfund Transfers (+)	\$445,673.00	\$0.00	\$0.00	\$445,673.00	\$0.00	\$445,673.00	100.0%
Beginning Fund Balance (+)	\$191,453.00	\$0.00	\$0.00	\$191,453.00	\$0.00	\$191,453.00	100.0%
Sub-total : GENERAL FUND REVENUES	\$9,521,060.00	\$9,081,387.12	\$9,081,387.12	\$439,672.88	\$0.00	\$439,672.88	4.6%
Total : INCOME	\$9,521,060.00	\$9,081,387.12	\$9,081,387.12	\$439,672.88	\$0.00	\$439,672.88	4.6%
EXPENSES							
GENERAL FUND EXPENDITURES							
Salaries (-)	\$4,775,827.00	\$4,386,817.90	\$4,386,817.90	\$389,009.10	\$346,899.53	\$42,109.57	0.9%
Benefits (-)	\$3,235,243.00	\$2,886,452.37	\$2,886,452.37	\$348,790.63	\$249,288.85	\$99,501.78	3.1%
Purchased Services (-)	\$803,005.00	\$768,003.51	\$768,003.51	\$35,001.49	\$31,873.85	\$3,127.64	0.4%
Supplies & Materials (-)	\$299,650.00	\$238,342.61	\$238,342.61	\$61,307.39	\$331.63	\$60,975.76	20.3%
Capital Outlay (-)	\$2,000.00	\$1,128.00	\$1,128.00	\$872.00	\$0.00	\$872.00	43.6%
Other Objects (-)	\$178,950.00	\$183,427.38	\$183,427.38	(\$4,477.38)	\$0.00	(\$4,477.38)	-2.5%
Transfers (-)	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	100.0%
Planned Reserve (Ending Fund Balance) (-)	\$151,385.00	\$0.00	\$0.00	\$151,385.00	\$0.00	\$151,385.00	100.0%
Sub-total : GENERAL FUND EXPENDITURES	(\$9,521,060.00)	(\$8,464,171.77)	(\$8,464,171.77)	(\$1,056,888.23)	(\$628,393.86)	(\$428,494.37)	-4.5%
Total : EXPENSES	(\$9,521,060.00)	(\$8,464,171.77)	(\$8,464,171.77)	(\$750,876.23)	(\$628,393.86)	(\$428,494.37)	-4.5%
NET ADDITION/(DEFICIT)	\$0.00	\$617,215.35	\$617,215.35	(\$275,759.00)	(\$628,393.86)	\$400,875.32	0.0%

End of Report

Operating Statement with Encumbrance

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016

BOARD OF DIRECTORS' REGULAR BOARD MEETING
June 14, 2021, 6:30 pm via Zoom and in person at the Old Middle School Gym, 660 SW Bryant St
(see our main page at www.csd.k12.or.us for instructions on joining the meeting via Zoom)

BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Kara Harris-Vice Chair, Ian Wiggins, Kathy Engel, Katherine Willis
Admin Team Present: Cathy Hurowitz-Superintendent, Mark Bergthold-Business Manager, Dr. Jim Helmen-Director of Student Support & Innovation, Tami Burgher-Board Secretary, Dr. Jeff Williamson-CMHS Principal, Kara Burghardt-CES Principal
Guests: Tim Erwin, Tara Kemp-Pauly Rogers, Maeve Mitchell

- I. CALL TO ORDER: 6:30 pm
 - A. Flag Salute
 - B. Agenda Review
 - C. Approve Agenda

A motion was made to approve the agenda.

K. Engel/K. Willis - UNANIMOUS

- II. COMMUNICATIONS AND HEARINGS OF INTERESTED PARTIES
 - A. Public Comment: None
This is the time for citizens to address the Board. All speakers should state their name prior to speaking. Speakers are asked to write their name, address, phone number and topic to be addressed on the registration card. Speaking time is limited to three minutes per speaker. Speakers may offer objective criticism of district operation and programs, but the Board will not hear any complaints concerning specific District personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. The right to address the Board does not exempt the speaker from any potential liability for defamation.
 - B. Student Body Report: None
 - C. Oregon School Employees Association Representative Report: None
 - D. Clatskanie Education Association Representative Report: None
 - E. COVID Safety/Athletics Update - Ryan Tompkins: None

- III. OLD BUSINESS
 - A. Pauly Rogers Audit Report - Tara Kemp, Auditor: T. Kemp gave the presentation of the 19-20 Clatskanie School District Audit. She went over the Governing Body Letter (see attached). The district is audited to make sure it is complying with all laws and regulations. See page 2. They gave the district an unmodified opinion on the financial statements. That is a clean opinion with no reservations, which is what the district wants. For state minimum standards, there was one comment noted on page 54 of the audit report. They also issued a Management Letter which reports significant deficiencies and material weaknesses as a result of audit procedures. The auditors did encounter difficulties in performing and completing the audit. It was a difficult year across the board for many districts due to COVID and the many changes that came about this year. Also, listed in the letter are Future Accounting and Auditing Issues and changes that we may need to be aware of that would affect our accounting processes for the next fiscal year. K. Engel had a couple of questions. When she was on another committee, they got a reconciliation report or a list of all debits/credits on a monthly basis, would that fulfill your need for oversight instead of Cathy reviewing? Typically standards recommend that Management be the one to go over bank statements and reconciliations as management is ultimately responsible. Governments often do what is suggested and that is an additional level of oversight, but would not relieve management of their financial responsibility. What audit requirements are needed for the bond? There are no separate audit requirements. The bond activity would be tested as a part of the financial statement audit, so they would pull a sample of transactions to ensure those fall in line with the purpose of the bond. K. Harris asked about the material findings of the report and how we are going to move

forward so it doesn't happen again. Are new procedures or processes being developed to avoid this issue? M. Bergthold responded that after having a year under his belt, there will be an interim audit conducted the week of July 12th. There will be a transition time for a new business manager and he will be able to work on those things. There are two phases of an audit, one is an interim, they come and do spot checks. Also conduct interviews to see if anything has changed with processes, approvals, personnel, etc. The majority of the audit cannot be done until after June 30th and the books are closed. There was a discussion about having the board "ratify" statements, checks, etc. He will have the bank recs caught up before June 30th. C. Hurowitz will review and approve them. K. Harris stated that the bank recs were recommended to be done within 30 days of the end of each month and asked if that had been done in the current year? No. C. Hurowitz stated that the business manager position has been posted. She also sits down with Maeve Mitchell and goes over payroll at the end of each month. The district will put more checks and balances in place. K. Engel stated that they give him a lot of grace for coming in during a pandemic year, so she gets the frustration and the amount of time it can take. There was a discussion about how to make sure that the reconciliations and reports are done in a timely manner. This isn't personal, this is making sure that we are accountable to the community, and that the board doesn't lose trust with the community. M. Evenson suggested adding bond accountability to our July agenda,

IV. NEW BUSINESS

A. Piper-Sandler Resolution

A motion was made to accept the Piper Sandler resolution 2021-3 (see attached).

K. Harris/I. Wiggins - UNANIMOUS

B. Determine the Bond Results

Motion: The results are in and the Board has determined that the Bond has passed.

A motion was made to approve the bond results.

K. Engel/K. Willis - UNANIMOUS

C. Determine the Election Results

Motion: The results are in and the Board declares Katherine Willis, Director Position 3, Kathy Engel, Director, Position 4, and Ian Wiggins, Director Position 5 winners in the May 18th, 2021 Clatskanie School Board election.

A motion was made to approve the results and the Board declares Katherine Will, Director Position 3, Kathy Engel, Director, Position 4, and Ian Wiggins, Director Position 5 winners in the May 18th, 2021 Clatskanie School Board election.

K. Harris/I. Wiggins - UNANIMOUS

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written. C. Hurowitz reviewed their Winter and Spring test results and our kids maintained and are at grade level. Very few kids came out in the red and only three or four didn't move forward. They have done a great job at keeping the kids at grade level. Kudos to the elementary school and their leadership!
- B. 7-12 Principal Report: Written. The board thanked her for her time and leadership, it was nice having a calm, knowledgeable presence in that building. They appreciate her and look forward to having her mentor Dr. Williamson and Ms. Burghardt.
- C. Student Services Report: Written. J. Helmen stated they just started summer school and submitted the application, as of today there are 14 students. The teachers are Mary Sizemore and John Hazapis.
- D. Superintendent Report: Written. M. Evenson asked about any news concerning moving the state school fund from \$9.3 million to \$9.6 million. K. Harris stated that there wasn't a lot of support for adding extra funding. C. Hurowitz said there is a last ditch effort to get the funding before the session ends. She is disappointed in the legislature not funding schools appropriately. K. Engel asked about the McKinstry contract and the hold up? M. Bergthold sent it to C. Hurowitz and she sent it to the attorney. They had questions and McKinstry will respond. It may be on the July agenda. McKinstry will be here on Thursday to gather more data. I. Wiggins asked how Summer School will look? There was a discussion as to where the funding comes from, ESSA and ESSER, but we would have to invest \$65,000 matching out of our general fund. There wasn't much interest in the enrichment program. Because we have been in school, they don't need the social part of it. J. Helmen discussed more specifics about summer school. The biggest barrier at this time is the lunch program.
- Financial Report: Written. K. Engel asked about less revenue than expected to finish out the year and we have expenses to finish out the year, so we will be in the hole \$343,000? M. Bergthold responded regarding additional funding and we will have a carryover and transfers.

VI. BOARD MEMBERS REPORTS: K. Willis spoke about 6th grade promotion at CES, it was very cute. Graduation went well and was a great end to the school year and she is glad that summer school has started as well. I. Wiggins congratulated the graduates especially this year. A lot of work goes into graduation! Softball team won state again, congratulations to them. Special thank you to Sheila for stepping in for the last part of the year. K. Harris agreed with Katherine and Ian. K. Engel thought graduation was awesome. I was impressed with the speakers, especially the one that wasn't a natural born leader. Good job to staff and teachers, have a great summer. C. Hurowitz interjected congratulations to our CES Leadership, they were recognized as one of the best in the state (one of thirteen recognized), it is exciting! M. Evenson said that Connie Sims' retirement party was awesome and Lisa Christen is very excited to become the Media Tech at CES! She felt very special and they did a great job.

VII. INFORMATION (no action needed)

- A. Enrollment Information: It will be interesting to see what happens in the Fall.
- B. Transfer of Bus Driver, Lisa Christen to CES Media Tech (effective 8/23/21)
- C. Hiring of .44 FTE CES Cook, Hali Cruz (effective 8/23/21)

VIII. CONSENT AGENDA

A. Financial Report

B. Declare items as surplus:

- 1. 13 - Empty instrument cases (various)
- 2. 6 - Auto harps
- 3. 2 - Melodeons
- 4. "Burnt" bell set
- 5. 2.5 - Clarinet pieces
- 6. 2 - Speakers (circa 1980)
- 7. 3 - Yamaha keyboards (to old to repair)
- 8. 100 or so - Marching band rain jackets (from 1978)
- 9. Various pieces of percussion stands/equipment
- 10. Used drum heads (various)

- C. Approve the hiring of CMHS PE Teacher, Judd Stutzman (effective 8/23/21)
- D. Approve the hiring of CES PE Teacher, Benjamin Bauman (effective 8/23/21)
- E. Approve the hiring of CES 2nd Grade Teacher, Trinity Cassel (effective 8/23/21)
- F. Approve the hiring of CES Kindergarten Teacher, Kami Gray (effective 8/23/21)
- G. Approve the hiring of CES Temporary Life Skills Teacher, Katie Burgher (effective 8/23/21 - 6/10/22)
- H. Approve the hiring of CES Music Teacher, Heather Wheeler (effective 8/23/21)
- I. Approve the hiring of CMHS Principal, Jeff Williamson (effective 7/1/21)
- J. Approve the hiring of CMHS Guidance Counselor, Erika Andrews (effective 8/23/21)
- K. Approve the May 10, 2021 board meeting minutes

A motion was made to approve the consent agenda.

K. Harris/K. Engel -UNANIMOUS

NEXT BOARD MEETING: July 12, 2021

ADJOURNMENT: 7:16 pm

Megan Evenson, Board Chair

Cathy Hurowitz, Superintendent