

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
August 12, 2019, 6:30 pm, CES Library

BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Kara Harris-Vice Chair, Ian Wiggins, Kathy Engel
Board Members Absent: Chris Ouellette
Admin Team Present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Principal, Tiffany O'Donnell-CES Principal, Mark Bergthold-Incoming Business Manager, Tami Montague-Current Business Manager
Guests: Duella Hill, Karen George, Megan Corne, Stephanie Gibbens

I. CALL TO ORDER: 6:31 pm

- A. Flag Salute
- B. Agenda Review: Need to add "Board Retreat" under New Business. Need to add "Approval of contract for new business manager, Mark Bergthold" and "Approval of contract for Jennifer Cooper as full time school psychologist" under Consent Agenda.

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: L. Jones reminded everyone about the CEA Bar-b-que on August 26th, 5 pm at the Crawford's house, families are welcome. More details to come. Also would like to work with Cathy to organize a 1st time new hire orientation from the union's side. Cathy will be happy to help. Mr. Jones also gave a brief update on the wellness grant. A survey was sent out and the team is going over the data. He is getting resources after meeting with the wellness grant contacts at the union conference in Bend recently. He would like to get another meeting before school starts. The Fall deadline is in November and there is also another chance in the Spring.

III. OLD BUSINESS: None

IV. NEW BUSINESS

A. 19-20 Superintendent Evaluation Timeline

A motion was made to adopt the Superintendent Evaluation Timeline

IW/KE - UNANIMOUS

- B. Discuss new superintendent evaluation goals for the upcoming year: Written report "Report on Leadership Standards". C. Hurowitz would like to begin working on a long term strategic plan for the district. She would also like to work on improving math instruction at the 8th grade level and revamp the teacher evaluation system. Cathy would like to have a teacher evaluation system that reflects our values as a district and to align it more with the ESSA (Every Student Succeeds Act) system. The team has been working with current coaches and have spent approximately 8 hrs revamping the teacher evaluation system. Once it has been developed it will be presented to the teachers for their input before implementing.
- C. Board Retreat: C. Hurowitz would like to have a board retreat in either August or September. She would like the current coaches that are working with the principals be the ones that facilitate the board retreat. We will try to narrow down some dates soon.

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written.
- B. 7-12 Principal Report: Written. The Alternative Program for CMHS is going to be housed in the old Middle School building. It is a large space and we will need to provide utilities. Different options are being discussed. Stephen Tack is getting the technology set up, it is pretty exciting. This weekend the Booster Club is partnering with the district to do a clean up at CMHS. The Fire Dept is going to spray walks, there will be weed eaters running, the bark dust will be removed, etc. Mr. Byrne's Green Club will be working on a plan to replace the bark dust with native plants and soil. The discussion then turned to safety measures and options at both CES and CMHS. T. O'Donnell talked about the new ACES Classroom and the changes that have occurred to accommodate this classroom. There was discussion of the different types of safety measures that can be used at the front doors of both schools. This is something that needs to be tackled in the near future.
- D. Special Education Report: C. Hurowitz handed out a booklet she received at the COSA conference that she attended. It is called "A Crisis of Disrupted Learning". She discussed the session she attended and how this should come into play when developing our strategic plan over the next few months. The importance of a site council was also discussed and the possibilities of getting one started at CSD.
- E. Superintendent Report
 - Financial Report: Written. T. Montague went over the report. There isn't much in the first couple of months of the fiscal year, payroll is small until August and September. There is a lot of work going on behind the scenes to close up last year's financials. C. Hurowitz then introduced our incoming business manager, Mark Bergthold. He comes to us with a lot of experience and will help us become more independent, which the NWRESD is supporting. We are hoping to have the transition completed by December.

VI. BOARD MEMBERS REPORTS: None

VII. CONSENT AGENDA

- A. Financial Report
- B. Policy Updates (February 2019)
 - 1. BBAA - Individual Board Member's Authority and Responsibilities
 - 2. ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone
 - 3. GBEBBA - Staff-HIV, AIDS and HBV
 - 4. GBH/JECAC - Staff/Student/Parent Relations
 - 5. GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying-Staff
 - 6. GCBDC/GDBDC - Domestic Violence, Violence, Harassment, Sexual Assault or Stalking Leave
 - 7. IGDJ - Interscholastic Activities
 - 8. IKF - Graduation Requirements
 - 9. IKF-AR - Graduation Requirements
 - 10. JEC - Admissions
 - 11. JECAC/GBH - Staff/Student/Parent Relations
 - 12. JECB - Admission of Nonresident Students
 - 13. JECB-AR(1) - Admission of Nonresident Students
 - 14. JECB-AR(3) - Admission of Nonresident Students
 - 15. JECF - Interdistrict Transfer of Resident Students
 - 16. JECF-AR - Interdistrict Transfer of Resident Students
 - 17. JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence-Student
 - 18. JFCF-AR - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence Reporting Procedures-Student
 - 19. LBE - Public Charter Schools
- ~~C. Approve 2019-2020 Clatskanie Education Association Contract~~
- D. Approve 2019-2021 Clatskanie OSEA Chapter 54 Contract
- E. Approve the hiring of CES ACE Classroom teacher, Matthew Thul
- F. Approve Minutes from July 8, 2019 board meeting
- G. Approve the contract hiring Jennifer Cooper as full time school psychologist (added at the beginning of the meeting)
- H. Approve the contract hiring Mark Bergthold, business manager (added at the beginning of the meeting)

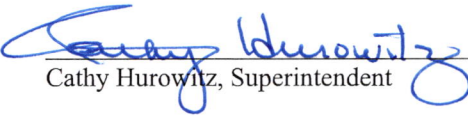
There was discussion about item C. The board members would like to read the fully executed version of the CEA Teacher's contract before voting on it.

A motion was made to approve the consent agenda with the exception of Item C. which will be moved to September's board meeting.
KE/KH - UNANIMOUS

ADJOURNMENT: 7:36 pm
NEXT BOARD MEETING: September 9, 2019



Megan Evenson, Board Chair



Cathy Hurowitz, Superintendent

Superintendent Evaluation Timeline/Process

2019-2020

<i>Action</i>	<i>Date</i>	<i>Person(s)</i>
<ul style="list-style-type: none"> Superintendent and Board set evaluation goals for the upcoming year (if any). Board/Superintendent review the evaluation process, standards, (additional goals, if any), forms and timelines to be used this school year. Board formally adopts all of these in open session 	8/12/19	Board & Superintendent
<ul style="list-style-type: none"> Superintendents reports interim progress on evaluation standards (also goals, if added to the standards) to the Board. Progress reported in open session, <i>any specific evaluative feedback from the Board to the Superintendent can be done in executive session.</i> (See note below) 	10/8/19, 1/13/20	Superintendent
<ul style="list-style-type: none"> Evaluation documents sent to Board/Superintendent to be completed and returned to the Board Secretary (or designee) by 2/3. Results must be compiled by 2/10 meeting. 	2/3/20	Board Secretary
<ul style="list-style-type: none"> <i>Superintendent presents their self-evaluation to the Board. Superintendent exits upon completion of the self-evaluation and follow-up questions by the board, if any.</i> <i>Board members discuss their individual evaluations and develops the Board's written summative evaluation.</i> 	2/10/20*	Board & Superintendent
<ul style="list-style-type: none"> <i>Board members meet to discuss their evaluations and develop the Board's official written summative evaluation document(s) that will be shared with the Superintendent. (If needed. Board may finish on 2/11)</i> 	2/18/20*	Board (if needed)
<ul style="list-style-type: none"> <i>Board and Superintendent meet to discuss and clarify the summative evaluation document. Superintendent exits executive session</i> <i>Changes to the evaluation may be made as a result of the discussions.</i> Board votes in open session to approve the summative evaluation and a short summary of the evaluation. A copy of the final written summative evaluation form is placed in the superintendent's personnel folder. 	3/9/20	Board & Superintendent
<ul style="list-style-type: none"> Notify Superintendent of their contract extension/non-extension (if applicable) 	3/9/20	Board
<ul style="list-style-type: none"> Superintendent/Board set evaluation goals for the upcoming year (Open session) Board/Superintendent review the evaluation process, standards, (additional goals, if any), forms and timelines to be used this school year. Board formally adopts all of these in open session. 	4/13/20	Board & Superintendent
<ul style="list-style-type: none"> Superintendent reports interim progress on evaluation goals/standards to the Board. Progress reported in open session, <i>any specific evaluative feedback from the board to the superintendent can be done in executive session.</i> 	7/??, 10/??, 1/??	Superintendent

Notes: "*" denotes a special meeting. All other meetings are regular meetings. Evaluation meetings may be held in executive session unless otherwise requested by the Superintendent to be done in open session ORS 192.660(2)(i). ***(This is denoted above with bold italics.)*** This adopted timeline shall serve as notice to the Superintendent of the pending stated executive sessions within this document.

Report on Leadership Standards

8/12/2019

Visionary Leadership:

10/29/18 We are working as a team with the community to develop a vision and direction for the District. Further, I am working with the principals to support a vision of a safe caring environment where all students can be successful. This includes planning for next year and beyond. As a team we keep student engagement and academic success as a focus.

8/12/19 I have been working with both principals to develop their School Improvement Plans as I work on the District Improvement Plan. The improvement will focus on improved attendance, engagement, relationships, and academic improvement. The school and district improvement plans will drive our instructional practices for the next 2 years.

We continued meeting with the community and Board. We will continue this practice into the upcoming years to ensure that the practice is sustainable and part of the culture of the District. There will be some changes to the work that will include artifacts and outcomes that align with the vision, mission and goals of the Board.

A board retreat will be scheduled to work on a District Strategic Plan that will include a long range 5 year plan.

It is my vision that we have both a short and long range District vision and a practical and achievable roadmap to get there. The plan will include: community, academics, facilities, leadership, and sustainability for the long haul.

Policy and Governance:

10/29/18 The Policy Committee meets monthly to review District policies. It is my intention that all District policies and association contracts are followed by staff and administration.

8/12/19 The Policy Committee continues monthly meetings. This year both classified and certified contract were successfully negotiated.

Communications and Community Relations:

10/29/18 I have monthly meetings with the presidents of the classified and certified presidents. I consult with the association and seek feedback when I am considering changes that may impact staff. I have scheduled meetings with the special education team that will have a professional development component. Julie, Jim, and I are working on developing a Special Education Handbook. The handbook will outline policy and procedures so that both buildings are implementing consistent practices when it comes to compliance paperwork.

Thanks in part to Board members and others that I have met in Clatskanie; I have participated in community activities getting to know our stakeholder community. I have joined the Kiwanis Club have attended their meetings.

I have weekly meetings with the Board Chair and a weekly mailing to all Board members to keep them updated as to what is happening in our District.

8/12/19 All of the above are continuing and are becoming part of the District Culture of transparency. I believe this transparency has allowed us to successfully negotiate the contracts with understanding and support from both sides of the isle.

I continue to make every effort to participate in both school and community activities. I have made connections with the Port of Columbia County and we are working in partnership on a couple projects. We are opening our Alternative Program in the Port Building with their cooperation and support.

Effective Management:

10/29/18 I follow a set of standard operating procedures keeping Board Policy and student expectations at the forefront. I hold myself and other accountable for conduct and job performance.

8/12/19 In the upcoming months we will be presenting the Board with a Staff Handbook. Tiffany O'Donnell provided the structure and I have been working with both Jim and Tiffany to get it ready to take to staff. This will support District and school management and expectations in line with District policy and Oregon law.

I meet with the full administrative and supervisory team monthly to keep the lines of communication open.

Curriculum Planning/Development:

10/29/18 I work with the principals and staff regarding planning for engaging Curriculum. I have provided suggestions of resources and have supported buildings in materials as needed.

8/12/19 The above work is continuing with more direct and specific feedback provided to the principals. Math and attendance will be the focus for improvement and curriculum planning. Teachers will have the support, training, and materials needed to improve student learning and engagement.

Instructional Leadership:

10/29/18 My strength is in the area of instruction. I am in the buildings walking through the classrooms and have provided feedback to principals. My focus is on what the students are doing in the classroom. I am not a "witch hunter but a treasure hunter" when it comes to my classroom visits. I like to see students engaged in their learning being taught best practices.

8/12/19 I have continued the practice of walk-throughs in the buildings. The practice will continue next year as well. Teachers are more comfortable with seeing me in the building and in their classrooms. I have provided the support to principals to become Instructional Leaders in their buildings. This is an ongoing process.

Resource Management:

10/29/18 I am working with our principals, local districts, and community stakeholders to create systems that put students first. I am transparent with administration, classified, and certified staff regarding our budget and resource management. It is my intention to work collaboratively with staff to solve problems and create innovative and sustainable solutions.

8/12/19 I have been able to provide the district with a full time school psychologist and a ¾ time business manager, and added a new kindergarten class without impact to the budget. Further we

posted for a counselor at the middle high school, opening an alternative program as well as keeping the current staffing levels.

Ethical Leadership:

10/29/18 I am by nature a reflective person and work to promote equity and democracy in District decisions. I value every staff, student, and family member in the District and endeavor to treat all with respect.

8/12/19 All decisions that are made are made with two questions in mind: Is it in line with District contracts and policy? and Is it the right thing to do? If there is conflict I rely on doing the right thing.

Labor Relations:

10/29/18 It is my intention that all administration follows negotiated contracts and District policy. I meet monthly with the presidents of both associations and am in the process of working with the association leadership to meet with the Labor Relations Committee.

8/12/19 I believe I have developed positive relationships with both association presidents. This is evidenced by the negotiation of both contract to the understanding and satisfaction of both District and association members. I will continue the monthly communication meetings with association presidents.

Clatskanie Elementary School

Building Report: Tiffany O'Donnell



Current school events

- Kinder Camp
 - August 12-16 Kinder Focus Group (10 highly at risk students receive extra support and pre-teaching.) All invited students showed up.
 - August 19-23 Whole Group (65 students)
- Registration Day 8/12/2019 7am to 3:30 pm

Staffing

- Matthew Thul is our new ACES Classroom Teacher. Matt just completed his Education Doctorate in Neuro-Education and has 3 years of teaching experience.
- Rachel Fuller is the new Resource Room Teacher. She has one year of special education teaching.

School Projects

Maintenance and custodial staff have had their hands full this summer with moving classrooms, putting in doors and opening up rooms. The building is on track to be completely ready for the start of school!

Updated Enrollment: 395

Teacher/Staff Handbook

Admin staff is currently in the process of development a staff handbook. Teachers will have the opportunity to review and make recommendations to handbook prior to finalization.

The Student/Parent Handbook rough draft is completed and will be finalized in the next 2 weeks after review and input from other staff.

The Volunteer Handbook rough draft is completed and is awaiting review and finalization.

Clatskanie Middle/High School

Home of the "Tigers"



Building Report: Jim Helmen

Current school events

- Registration Day 8/20/2109- 10am to 6 pm
*This is a single stop for full year academic, athletic and extracurricular sign-ups.
- Drivers Education course from Freedom Driver Academy is currently on Mon., Wed. and Friday from 12-3PM.
- Sports (Football, Volleyball, X-Country, Cheer Leading and Soccer) starting August 19th.
- GED Classes have continued through the summer. We currently have two students who have made significant progress toward completion during the summer months. This is the first summer that CMHS and Clatsop Community College have continued their partnership through the summer.

There are some changes that are expected for the 2019-20 school year:

Staffing:

- Ryan Tompkins is our new Dean of Students. He will remain our CMHS Athletic Director as well. As Dean of Students, Mr. Tompkins will oversee ALL 7-12 minor discipline and attendance issues.
- Anngie Froke has transitioned from our College and Career Readiness Facilitator to our new Main Office Head Secretary.
- Glenn Rhodes has been hired as our new Middle School Science/ PE Teacher. Glenn is a Clatskanie native who has been teaching in Washington State for the past few years. Mr. Rhodes brings with him a wealth of academic and coaching experience. Along with his teaching duties, Mr. Rhodes will *be our new MS football coach*.
- Dawn Warren (Teacher) and Betty Davis (Educational Assistant) have been hired as our new Alternative Education Program staff. Alt. Ed. will be at the "Old Middle School"-Instructional hours will be 9:30am-3pm. Mrs. Warren and Mrs. Davis have been working hard this summer to put together a Project-Based Learning program for students attending the program.

School Projects

Maintenance and custodial staff are working hard to complete projects around the CMHS Campus. We are on track to complete these updates before staff and students arrives back, but if you visit the building between now and then, please excuse our dust! The visit projects will be amazing.

Class Schedule:

CMHS will be on a Modified Block Schedule this year. The MBS will consist of block classes on Monday (Periods 1-3 with early release at 2:25) and Tuesday (Periods 4-7) being 90 minute class periods. Wednesday-Friday, students will have period 1-7 (50 minutes class periods.). The modified block schedule will allow teacher/student contact 8 days in a 10 day period.

Office Changes

The Main Office will handle **ALL** student body fees, activity fees, student check in/out, registration, medical, educational records, major discipline issues, all mental health needs, and graduation. All minor discipline and attendance issues will be addressed by Mr. Tompkins in Rm. 204.

Mrs. Wilcoxon will be handling all nutrition services with include applications and fees through CSD District Office Located at CMHS.

Course/ Program Additions

- Through researching the best possible companies providing online curriculum options, we have decided to partner again with Odysseyware online curriculum for credit recovery and Advanced Placement course needs. Foreign Language will continue through Oregon Virtual Education (ORVED)
- For students qualifying for CMHS Alternative School Options Program, they will be completing a combination of online, project based, and in class courses to meet academic graduation requirements.
- Computer-Aided Design and Drafting (CADD)/ CNC will be an additional curriculum element added to our Advanced Metals course.
- High School STEM with a primary focus on Computer Programming- curriculum provided by Oregon National Science Foundation (this is a new elective course)
- Senior Essential/Project course will be facilitated by Chris Boothe. Curriculum elements focused on meeting ODE Career-Related Learning Standards (CRLS).
- Character Strong Program imbedded in Career Advisory /Homeroom class. CMHS has a goal of utilizing and teaching Character Strong curriculum to teach students the importance of strengthening one's own character in order to improve relationships, increase academic achievement and overall improve the climate and culture of their schools.
- Middle School Drama has been moved to an after school program option for the 19-20 school year. Mrs. Erwin will be holding 2-3 play options for any MS students interested.

Teacher/Staff Handbook

Admin staff is currently in the process of development a staff handbook. Teachers will have the opportunity to review and make recommendations to handbook prior to finalization.

**Clatskanie School District
Monthly Financial Report
July 1, 2019 - July 31, 2019**

	Budget	Year-to-Date 7/31/2019	Encumbered ¹	Budget Remaining	Percent Remaining
GENERAL FUND					
Revenue:					
Property Taxes	\$ 3,720,799	\$ -	\$ -	\$ 3,720,799	100.00%
Charges for Services	125,000	6,216	-	118,784	95.03%
Earnings on Investments	55,000	4,676	-	50,324	91.50%
Intermediate Sources	98,000	-	-	98,000	100.00%
State Sources	4,745,636	-	-	4,745,636	100.00%
Other Sources	340,000	-	340,000	-	0.00%
Beginning Fund Balance	408,811	-	-	408,811	100.00%
Total Revenues	\$ 9,493,246	\$ 10,892	\$ 340,000	\$ 9,142,354	96.30%
Expenditures:					
Instruction	\$ 5,525,408	\$ 13,189	\$ 3,105,871	\$ 2,406,348	43.55%
Support Services	3,602,838	145,035	1,747,238	1,710,565	47.48%
Transfer of Funds	115,000	-	115,000	-	0.00%
Contingency	250,000	-	-	250,000	100.00%
Total Expenditures	\$ 9,493,246	\$ 158,224	\$ 4,968,109	\$ 4,366,913	46.00%
SPECIAL REVENUE FUNDS					
Revenue:					
Local Sources	\$ 847,000	\$ (386)	\$ -	\$ 847,386	100.05%
State Sources	548,437	-	-	548,437	100.00%
Federal Sources	599,785	-	-	599,785	100.00%
Lease Purchase Receipts	120,000	-	-	-	-
Interfund Transfers	115,000	-	115,000	-	0.00%
Beginning Fund Balance	283,100	-	-	283,100	100.00%
Total Revenues	\$ 2,513,322	\$ (386)	\$ 115,000	\$ 2,278,708	90.67%
Expenditures:					
Instruction	\$ 909,510	\$ -	\$ 340,284	\$ 569,226	62.59%
Support Services	537,512	1	2,355	535,156	99.56%
Enterprise and Comm Services	496,100	5,221	252,369	238,510	48.08%
Transfer of Funds	340,000	-	340,000	-	0.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 2,513,322	\$ 5,222	\$ 935,008	\$ 1,573,092	62.59%

Note 1 - Encumbrances are primarily for payroll.

Clatskanie School District Food Service Fund
Monthly Financial Report
July 1, 2019 - July 31, 2019

	<u>Budget</u>	<u>Year-to-Date 7/31/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 250,000	\$ -	\$ -	\$ 250,000	100.00%
Federal Commodities	30,000	-	-	30,000	100.00%
SSF Lunch Match	12,000	-	-	12,000	100.00%
Cash Sales	130,000	105	-	129,895	99.92%
Transfers in	40,000	-	40,000	-	0.00%
Beginning Fund Balance	-	-	-	-	0.00%
Total Revenues	<u>\$ 462,000</u>	<u>\$ 105</u>	<u>\$ 40,000</u>	<u>\$ 421,895</u>	<u>91.32%</u>
Expenditures:					
Salaries	\$ 151,105	\$ -	\$ 137,865	\$ 13,240	8.76%
Associated Payroll Costs	135,059	-	-	135,059	100.00%
Purchased Services:					
Professional & Technical	-	-	-	-	0.00%
Travel	500	-	-	500	100.00%
Supplies and Materials:					
Consumable Supplies & Materials	600	-	-	600	100.00%
Supplies/Cafeteria	9,000	98	4,804	4,098	45.53%
Food/Cafeteria	156,736	3,123	107,077	46,536	29.69%
Commodities	-	-	-	-	0.00%
Computer Software	3,000	1,536	2,623	(1,159)	-38.63%
Other Objects	6,000	465	-	5,535	92.25%
Total Expenditures	<u>\$ 462,000</u>	<u>\$ 5,222</u>	<u>\$ 252,369</u>	<u>\$ 204,409</u>	<u>44.24%</u>

Note 1 - Encumbrances are primarily for payroll.