

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
January 14, 2019, 6:30 p.m., CES Library

BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Ian Wiggins, Chris Ouellette, Kara Harris
Board Members Absent: Kathy Engel-Vice Chair
Admin Team Present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Principal, Brad Thorud-CES Principal, Tami Montague-Business Manager
Guests: Morris Malakoff-The Chief, Yvonne Krause, Anne Dines, Elsa Jauron, Lucius Jones, Stephen Tack

- I. CALL TO ORDER: 6:30 pm by Megan Evenson-Board Chair
 - A. Flag Salute
 - B. Agenda Review

- 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: Yvonne Krause, interim president, announced that the previous president had resigned. Yvonne is now the interim president and Elsa Jauron is the interim vice president. There will be new elections in the Spring. They both attended the Leadership Summit Conference this past week. Their focus is to communicate with the current classified how important the union is and why it is so important to pay union dues. After the recent JANUS decision, they want members to know why it is important to pay their fair share.
 - D. Clatskanie Education Association Representative Report: Lucius Jones presented information on the possibility of having an Employee Wellness Program. The board read the information based on the Bandon School District and how they were able to secure grant money from the OEA Choice Trust to begin their wellness program. A discussion followed about the best way to begin looking into the program. The board and administration thought this was a very worthwhile endeavor that would be very valuable to the staff. It was decided to begin with an email to key players with the information, form a committee with interested members (all staff is eligible) and survey staff on what they would want the program to look like. Mr. Jones believed that the deadline for the grant application is in November for a 4 yr \$100,000 grant.

- III. OLD BUSINESS

- IV. NEW BUSINESS

- A. Policy Review - Nurse Anne Dines: Nurse Dines presented information on other schools' lice policy and ODE's recommendation. Most schools are moving away from exclusion (which is our policy at this time). Lice is not life threatening, just an inconvenience. In light of our chronic absenteeism rate, we would like to move away from exclusion as well. There have been a lot of myths about lice that have been disproven in the past few years. It is not as easily spread as once believed, you need actual contact for there to be a potential for passing them between kids. Also, live lice cannot survive longer than 24 hrs off of a host. The best way to get rid of lice is to use the lice comb and be diligent about removing nits and live lice. Using the shampoo doesn't always work and is very expensive. At this time, due to our policy, we exclude and give the parents information on dealing with an infestation at home. The board asked for Nurse Dines' recommendation. She believes that if there are just nits, they can stay in school. As for live lice, the board will have to decide. There

was a discussion on what, if anything, a school can do to help families that have a chronic lice problem. At this time, the policy was referred to the board policy committee for review. They will meet in February and come up with some different possible samples and present them to the other board members for discussion.

1. JHCCF - Pediculosis (Head Lice)
 2. JHCCF-AR - Pediculosis (Head Lice)
- B. Division 22 Assurances: These are a yearly occurrence. We go through our policy and make sure that we meet each standard listed in the Division 22 Assurances. If we answer no to any of them, we need to have a plan of correction. At this time, we meet all of the standards.
- C. School Resource Officer: C. Hurowitz presented information she received at a recent meeting in St. Helens regarding having a School Resource Officer in our district for 10 hrs per week. At this time, The City of Clatskanie would provide .5 FTE funding for an SRO. Clatskanie and Rainier would split the cost of the other .5 FTE, which would come to \$30,000 per district for 10 hrs per week of an SRO. A discussion followed as to whether the \$30,000 would be better spent in other ways. Cathy deferred to the principals as to whether they thought an SRO was needed, as they know their buildings. This is something that needs to be discussed further after looking at next year's budget and the other needs of each building.
- D. PACE Trust Agreement Changes

A motion was made to accept the PACE agreement changes.

IW/KH - UNANIMOUS

- E. OSBA Resolution to Support Student Funding

A motion was made to accept the OSBA resolution.

CO/IA - UNANIMOUS

- F. Revised dates for Superintendent Evaluation Timeline

A motion was made to adopt the Superintendent Evaluation Timeline revision

KH/CO - UNANIMOUS

- G. Possible Dates to meet with S. Kelley from OSBA (data/budgeting): There was discussion about what dates may work. It was decided to go to Steve Kelley and get dates he is available and then bring it back to the board.
- H. January Enrollment Information: Looks like CES lost and CMHS gained the same number of kids. Though, CES is far above what they started the year with.
- I. National Board Appreciation Month: The board received thanks from the district and both buildings for their service with cards, posters, cookies and coffee from staff and students.

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written report, see attached. It was added that the CES Spring Auction is raising money for technology, specifically, COWs (computers on wheels).
- B. 7-12 Principal Report: Written report, see attached. It was added that CMHS has received another \$45,000 tied to chronic absenteeism grant. It is to help with achievement. A support person for chronic absenteeism will come and give guidance. Right now, the district is hoping to use the money to present a workshop to all staff on chronic absenteeism on March 18th.
- D. Special Education Report: Written report, see attached.
- E. Superintendent Report: Written report, see attached.
- Financial Report: Things are looking pretty normal. T. Montague went through the report; she pointed out that 90% of property tax revenue was received by the end of December. There is nothing major or out of the ordinary at this time. Food services is a little behind in revenues, which is normal, due to the delay in reimbursements from ODE.

- VI. BOARD MEMBERS REPORTS:** K. Harris was really proud of the boys' basketball team for beating Rainier in a very exciting game, is very happy for them. She, also, will be serving on an ESD committee for low incidence disabilities. It should be very interesting and she will report back to our board; the next meeting is in February or March. M. Evenson noted that some people were very angry about the lack of delay for snow and ice last Monday. The weather changed quickly, it was fine at 5 am, but quickly changed in about a half hour. P. Simmons and C. Hurowitz did their due diligence. We have the best bus drivers and are very thankful for them, they do a good job.

VII. CONSENT AGENDA

- A. Financial Report
- B. Paul Simmons, Transportation/Maintenance Supervisor Contract: Need to change the HAS to HSA in paragraph two under Salary and Other Provisions.

- C. Stephen Tack, Technology Coordinator Contract: Need to change the HAS to HSA in paragraph two under Salary and Other Provisions.
- D. Approval of District Office physical address change to: 471 SW Bel Air Dr, Clatskanie OR 97016
- E. Approve Minutes of December 10, 2018 board meeting

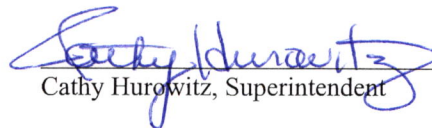
**A motion was made to accept the consent agenda as presented with the typo corrections on the two contracts.
KH/CO - UNANIMOUS**

ADJOURNMENT: 8:06 PM

NEXT BOARD MEETING: February 11, 2018



Megan Evenson, Board Chair



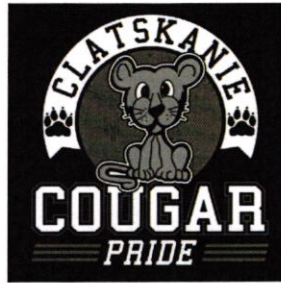
Cathy Hurowitz, Superintendent

CLATSKANIE SCHOOL DISTRICT
Student Enrollment Numbers by Grade Level
2018-2019

Grade Level	2017-2018		2018-2019									
	9/18/17	6/4/18	9/18/18	10/18/18	11/19/18	12/6/18	1/9/19	2/19	3/19	4/19	5/19	6/19
K	62	55	54	52	52	53	52					
1	49	51	58	58	59	59	56					
2	56	53	53	54	53	53	53					
3	56	55	59	59	60	61	58					
4	53	54	58	59	59	59	60					
5	40	40	53	53	52	53	53					
6	53	50	48	49	50	51	49					
<i>Elementary Total</i>	369	358	383	384	385	389	381					
7	58	61	55	55	54	55	58					
8	50	51	63	62	59	60	63					
9	76	76	49	51	49	47	47					
10	52	53	74	73	71	72	72					
11	50	48	50	49	48	48	48					
12	69	57	55	57	55	54	56					
TR	2	2	0	0	0	0	0					
<i>Mid/High Total</i>	357	348	346	347	336	336	344					
SCHOOL TOTALS	726	706	729	731	721	725	725					
17-18 TOTALS			726	720	722	721	719	717	721	709	710	706
CES In						3	3					
CMHS In						3	3					
Total IDT In*	16	17	4	4	5	6	6					
CES Out						12	13					
CMHS Out						16	16					
IDT Out**	18	26	21	23	26	28	29					

* Interdistrict Transfers into our district
 ** Interdistrict Transfers out of our district

Clatskanie Elementary School



Monday, January 14th, 2019

- **Collaborative Problem Solving Training:** On Monday, January 28th through Wednesday, January 30th a six person team from CES will participate in a three day training focused on Collaborative Problem Solving. Collaborative Problem Solving (CPS) is a trauma informed approach to support students with challenging behaviors. CPS training will provide the CES team with processes to align interventions to student need, and will offer strategies to work with students to build skills in the areas of chronic behavior challenges.
- **Math RTI (Response to Intervention) Implementation:**
 - On Monday, February 11th the staff at CES, along with support from Lisa Bates our Oregon Response to Intervention and Instruction implementation coach, will work collaboratively to establish Standards of Practice for math instruction at CES. Standards of Practice are a set of expectations collaboratively developed amongst staff that identify the effective practices that teachers should use on a consistent basis to ensure quality performance. Establishing Standards of Practice is the first step in the development of Tier I practices within a Response to Intervention system. This workshop was originally scheduled for December 3rd but had to be rescheduled due to an illness.
 - On Thursday, January 24th a group from the CES RTI leadership team will be traveling to Eugene for the Oregon Response to Intervention and Instruction Day 3 Math RTI training. This critical training will allow CES to extend and apply our current RTI systems in the area of mathematics. The team is eager to continue this important work.
- **CES Response to Intervention System:** On Tuesday, January 15th through Friday, January 18th, the teachers, support staff, specialists, and administration at CES will conduct Intervention Review Meetings. Intervention Review Meetings are a critical component of Tier II in our RTI system. During Intervention Review Meetings grade level teams along with specialists, support staff, and administration meet to analyze group and individual progress monitoring data to determine if they are responding to interventions, and make necessary adjustments to intervention plans being implemented with instructional groups or individuals.

- **Enrollment and Class Sizes:**

- Total Enrollment = **379**
- Kindergarten:
 - Jones = 22
 - Turner = 26
- 1st Grade:
 - Corne = 26
 - Tompkins = 27
- 2nd Grade:
 - Sittloh = 26
 - Tallman = 26
- 3rd Grade:
 - Jones = 29
 - Bauman = 25
- 4th Grade:
 - Rowland = 29
 - Horness = 30
- 5th Grade:
 - Ingamells = 25
 - Van Voorst = 24
- 6th Grade:
 - Crawford = 23
 - Weedon = 25
- Alternative K-6
 - Takalo/Warren = 16

- **January Events:**

- **January PBIS Assembly** - CES will host our monthly PBIS Assembly on Friday, January 25th beginning at 1:00PM in the Cardiff gym. During PBIS Assemblies, the staff at CES recognizes numerous Cougars for their positive behavior, leadership qualities demonstrated throughout the month, attendance, and other successes. In addition, the 6th grade leadership students, with support from Jacks, develop skits known as PBIS Moments to re-teach behavior expectations and they organize fun, engaging activities to celebrate our success. Please join us.

Clatskanie Middle/High School

Home of the "Tigers"



Building Report: 1/14/19

Jim Helmen- Principal

- **Attendance-** We continue to see progress with our Chronic Absenteeism- CMHS staff placed a great deal of emphasis on attendance the final ½ of school by collaboratively developing an Activity/Academic Day. The 3 previous school years, we averaged around 55% attendance for final day of school before break. This year, we had 80% attendance.
- **CMHS Alternative Program:** We are excited to announce that CMHS Alternative Program is starting on 1/14/2019. The program runs from 9:30 AM to 3 PM with separate bussing for students. We currently have six students enrolled in the program. Kathy Jackson and Sherri McCoy are on 90 days temporary contracts individually supporting five days per week.

The mission of the CMHS Alternative Program is to provide an environment that will encourage and maximize academic and behavioral potential by developing positive attitudes, a sense of self-worth, and a vision of becoming successful and productive citizens in the community. In this safe, structured environment students will gain academic and social skills as well as develop self-discipline in order to earn admission back into the regular Program setting, or catch up academically. The CMHS Alternative Program will demonstrate respect and commitment to any student regardless of previous academic performance, economic status, race, gender, age, or other unique personal qualities.

Goals

The goals of the Alternative program are as follows:

1. Facilitate in developing skills to be successful in regular Program setting.
 2. Facilitate in developing skills of self-discipline and taking responsibility for personal actions.
 3. Facilitate in improving academic skills.
- **9th Grade on Track-** We are seeing excellent progress in our 9th grade on track program. Currently all students (8) are passing all of their classes and attending regularly.
 - **ODE Grants-** We have recently received two grants for our CTE program: ODE PERKINS Grant for \$4,826 and Secondary Career Pathway Grant for \$5,574.
 - **Scholarship options for CCRS-** Currently open are Fibre and Wauna Credit Union Scholarships.
 - **Immunization time-** It is that time of year for everyone to get up-to-date with their immunizations. January 16th is the first report to Columbia County. Please update your child's health records in our office soon. Oregon's exclusion date is February 20th. Clatskanie SBHC (School Based Health Center) should have immunizations available for students. Please call 503-728-5181. Some people choose not to vaccinate for personal, religious, or philosophical reasons and they can claim a non- medical exemption to some or all immunizations. To claim a nonmedical exemption for children in child care, preschool, K-12, or college, visit healthoregon.org/vaccine-exemption.

- **Honor Graduate Applications-** Student must apply in written form by the last day of the first semester of their senior year to the high school principal's office for review and approval. Proof of all met criteria must be turned into the main office at the end of the first semester of their senior year. Honor Grad Applications have been provided to all seniors
- **End of the first semester** is January 25th with teacher workday on January 28th (No School for Students.) All student grades will be posted on January 28th. Once a student grade is posted and submitted for transcription, the grade cannot be changed without the student retaking the course either in general education course or online through credit recovery process.

Upcoming events:

- January 16- CMHS will be hosting our annual Red Cross Blood Drive from 12-5PM in the upstairs gym.
- January 18- The Senior Class will be having a Spaghetti Feed @4 PM in the CMHS commons-This is a fundraiser for the Senior Class.
- January 18th & 19th- OMEA District 3 Honor Band at St. Helens High School for selected band members. For more information, please contact Jaime Erwin at jerwin@csd.k12.or.us.
- January 19- Senior Ball at 8PM @ CMHS Commons
- January 21- No School-MLK Jr. Day
- January 25- End of first semester
- January 26- Back to School Night-High School Students
- January 25/26- High School Drama Variety Show 7 PM in Auditorium
- January 28- No School-Teacher Workday
- January 29- Start of second semester; schedule changes are complete
- January 30- Music Concert at 7 PM-CES band, concert band, symphonic band, and concert choir in Auditorium- Art Show in the hall way
- Tiger Tournaments
January 26 & 27, February 2, and February 16 & 17

Thank you!

School Board

Appreciation Month

Special Education Report
1/14/2019

Staff Meeting: A staff meeting was held on 12/12 at CES. We worked on our Procedure manual and I distributed changes in Special Education eligibility around autism spectrum disorder and developmental disability.

County Special education Meeting: We met in St. Helen's on 12/14. Our agenda included a discussion around bullying of special education students.

OIS Training: I have made arrangements with the trainers at Rainier School District to train and/or update our staff on student restraint. Our staff must be trained and updated every 2 years. Staff is scheduled for a 1 day training on 1/11 and there is a 2 day training on 1/17 & 1/18.

Other: I will be attending a County and Regional Special Education Director's meeting on 1/18 in Hillsboro. I continue to attend as many IEP meetings as possible at both CES and CMHS.

Superintendent's Report
1/14/2019

School Resource Officer: Sheriff Pixley invited the Rainer Superintendent and me to a meeting in St. Helen's on 12/20 to discuss the possibility of the two districts sharing a School Resource Officer. A School Resource Officer (SRO) is usually a shared position between law enforcement and a school district. The SRO is housed at the school and is there to support the school. The SRO is able to handle any law enforcement needs at the school but most importantly is there to build relationships with students. What and how the SRO does on our campuses is up to us as a district to decide. The SRO does not get involved with discipline issues. The Sheriff Office in Clatskanie has funding for a .5 Deputy to serve in Clatskanie. The proposal is to split the cost of a .5 Deputy to serve as a SRO in Rainier and Clatskanie. That means that Clatskanie School District would have a Deputy on campus for approximately 10 hours per week. The cost for our District would be approximately \$30,000 for the school year. We need to have further discussion on this matter and I will see if I can get some costs and services from other districts that have an SRO.

Every Student Succeeds Act (ESSA) Targeted Support: Clatskanie Middle High School has been identified under ESSA as eligible for additional support in its school improvement efforts. Support is being made available to the District to help CMHS meet improvement goals. There is approximately \$45,000 available for the District and CMHS to improve school performance. I was contacted by our ODE contact who will meet with Jim and I to discuss our improvement objectives. The notice of our status was initially sent to Lloyd Hartley and this week was the first that I am hearing of the funding source. We must develop a plan to use the funding and submit for ODE approval. I will be working with Jim as he develops his Improvement Team and move through a Needs Assessment. The data that is to be reviewed in the Needs Assessments consists of 3 data components: 1. Review of State and local data, 2. Information from a broad range of stakeholders, and 3. Information on evidence-based practices. As we move forward in the process I will have additional updates.

Teacher Association Leadership Meeting: I met with the co-presidents of the Teacher Association. They are going to get 2 volunteers from each school to serve on a calendar committee. They would like to have administration and a Board member on the committee as well. They are also going to put a team together to research alternative programs that may better support our students. I shared with them some of the programs that I am aware of. We also discussed moving forward with our plan to have a joint professional development to address chronic absenteeism..Our idea is to have all staff, including classified, participate in a 2 hour professional development work session to address absenteeism. The purpose is twofold. We want to address the chronic absentee issue as well as bring both staffs together to work towards a common goal. I will be meeting with our coach to get her support in putting the professional development together and will work with Brad and Jim to find a Monday that works. We can use the absentee funds to pay classified staff to participate.

Other:

- 1/11 – County and Regional Superintendent's meeting – Hillsboro
- 1/23 – New Superintendent Academy 8:00-3:00 – Salishan
- 1/23 – Budget training with our Business Manager 4:00-6:00 P.M. – Salishan
- 1/23-1/26 – Oregon Executive Administrators Conference – Salishan
- 1/29 & 1/30 – Acting Principal at CES while Brad and Team attend Collaborative Problem Solving PD

**Clatskanie School District
Monthly Financial Report
July 1, 2018 - December 31, 2018**

	Budget	Year-to-Date 12/31/2018	Encumbered ¹	Budget Remaining	Percent Remaining
GENERAL FUND					
Revenue:					
Property Taxes	\$ 3,640,000	\$ 3,226,855	\$ -	\$ 413,145	11.35%
Charges for Services	116,500	83,287	-	33,213	28.51%
Earnings on Investments	18,000	21,730	-	(3,730)	-20.72%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	2,374,402	-	1,777,888	42.82%
Other Sources	340,000	-	-	340,000	100.00%
Beginning Fund Balance *	298,549	300,659	-	(2,110)	- 0.71%
Total Revenues	\$ 8,578,339	\$ 6,006,933	\$ -	\$ 2,571,406	29.98%
Expenditures:					
Instruction	\$ 5,044,817	\$ 1,891,752	\$ 2,621,018	\$ 532,047	10.55%
Support Services	3,238,521	1,599,400	1,448,222	190,899	5.89%
Transfer of Funds	95,000	-	-	95,000	100.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	\$ 8,578,338	\$ 3,491,152	\$ 4,069,240	\$ 1,017,946	11.87%
SPECIAL REVENUE FUNDS					
Revenue:					
Charges for Services	\$ 749,645	\$ 116,861	\$ -	\$ 632,784	84.41%
State Sources	202,613	49,462	-	153,151	75.59%
Federal Sources	551,000	104,913	-	446,087	80.96%
Interfund Transfers	95,000	-	-	95,000	100.00%
Beginning Fund Balance *	282,250	241,332	-	40,918	14.50%
Total Revenues	\$ 1,880,508	\$ 512,568	\$ -	\$ 1,367,940	72.74%
Expenditures:					
Instruction	\$ 765,779	\$ 193,870	\$ 214,738	\$ 357,171	46.64%
Support Services	207,334	108,205	19,963	79,166	38.18%
Enterprise and Comm Services	427,395	139,247	234,216	53,932	12.62%
Transfer of Funds	340,000	-	-	340,000	100.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 1,880,508	\$ 476,251	\$ 468,917	\$ 935,340	49.74%

Note 1 - Encumbrances are primarily for payroll.

* Fund balance available after completion of audit.

**Clatskanie School District Food Service Fund
Monthly Financial Report
July 1, 2018 - December 31, 2018**

	<u>Budget</u>	<u>Year-to-Date 12/31/2018</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ 76,491	\$ -	\$ 163,509	68.13%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	889	-	9,111	91.11%
Cash Sales	127,645	36,765	-	90,880	71.20%
Interest Income	-	-	-	-	0.00%
Transfers in	20,000	-	-	20,000	100.00%
Beginning Fund Balance *	-	(15,978)	-	-	0.00%
Total Revenues	\$ 420,645	\$ 98,167	\$ -	\$ 306,500	72.86%
Expenditures:					
Salaries	\$ 127,870	\$ 50,131	\$ 91,473	\$ (13,734)	-10.74%
Associated Payroll Costs	93,174	37,565	66,883	(11,274)	-12.10%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	150	-	350	70.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	27	-	473	94.60%
Supplies/Cafeteria	9,000	2,083	3,849	3,068	34.09%
Food/Cafeteria	158,000	40,016	70,475	47,509	30.07%
Nonconsumable Supplies	-	-	-	-	0.00%
Commodities Used	-	-	-	-	0.00%
Computer Software	1,600	2,623	-	(1,023)	-63.94%
Other Objects	6,000	3,698	1,536	766	12.77%
Total Expenditures	\$ 420,644	\$ 136,293	\$ 234,216	\$ 50,135	11.92%

Note 1 - Encumbrances are primarily for payroll.

* Fund balance available after completion of audit.