

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
November 26, 2018, 6:30 p.m., CES Library

BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Kathy Engel-Vice Chair, Ian Wiggins, Chris Ouellette, Kara Harris
Admin Team Present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Principal, Brad Thorud-CES Principal, Tami Montague-Business Manager

- I. CALL TO ORDER: The meeting was called to order at 6:30 pm
 - 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: None
 - D. Clatskanie Education Association Representative Report: None

- III. OLD BUSINESS

- IV. NEW BUSINESS
 - A. Presentation on CASA for Children of Columbia County by Monica Rush (volunteer recruiter): Presentation on Court Appointed Special Advocate program. A CASA represents the child in foster situations, from the beginning of a case to the end. There are 126 children in need of CASA's in Columbia County (which equals about 60 CASAs) and there are only 23 CASAs at this time. They are looking for volunteers to go through a training program to become certified CASAs.
 - B. OSBA Conference debrief: Megan Evenson, Kara Harris, Chris Ouellette, Kathy Engel and Cathy Hurowitz all attended the conference. The keynote speaker, Matt Utterback from North Clackamas School District, was amazing and inspiring. Each board member attended different breakout sessions, such as, mental health, PERS, medicaid, managing Facebook, etc. The orchestra from North Clackamas that performed was excellent. It was an incredible experience.
 - C. OSBA Resolutions: These resolutions are basically about keeping control at the local level.

A motion was made to adopt the OSBA resolutions as presented

KH/CO - UNANIMOUS

- D. November Enrollment Information: There was discussion regarding the drop in students in the district and the interdistrict transfers. Where are they going? Twenty six kids have done inter-district transfers, how do we keep them here? We need to track data about why students are leaving the district. Several have left to attend the North Coast Academy that is affiliated with Rainier School District. Maybe we need to make some changes and offer similar programs to keep students. Do we use some Chronic Absenteeism money and Measure 98 and put a program together in the middle of the year? We will need to plan for a long term program as well. Jim Helmen is going to look into what it would take to get an alternative program started in the middle of the year.
- E. Policy Updates: There was discussion on adding some volunteers to the fingerprinting/extensive background checks that regular employees go through. The district will have to pay the \$59 fee for the background check. Schools will have to plan ahead to get the volunteers through the fingerprinting system, it can't be last minute.

It was decided to add overnight chaperones and unpaid assistant coaches to the Fingerprint list. The policy will be revised and presented at a future board meeting, after the Policy Committee can discuss the changes.

1. GCDA/GDDA – Criminal Records Checks and Fingerprinting
2. GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written report
- B. 7-12 Principal Report: Written report
- D. Special Education Report: C. Hurowitz attended the Special Ed Directors' Meeting. We are working on a Special Education Process/Procedures Manual. OIS Restraint System is going away, so the State of Oregon will be looking for a new system. As for now, Rainier can train until the year 2020.
- E. Superintendent Report: Written report.
- Financial Report: Written

VI. BOARD MEMBERS REPORTS: None, most made their comments during the OSBA debrief discussion.

VII. CONSENT AGENDA

- A. Financial Report
- B. June 2018 Policy Updates – 2nd Reading
 1. IKF – Graduation Requirements
 2. JBA/GBN – Sexual Harassment
 3. JBA/GBN-AR – Sexual Harassment
 4. JECA – Admission of Resident Students
 5. JHCD/JHCDA-AR – Medications
 6. JHFE-AR(1) – Reporting of Suspected Abuse of a Child
 7. JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises
 8. JHFF – Reporting requirements Regarding Sexual Conduct with Students
 9. KI – Public Solicitation in District Facilities
 10. KJ – Commercial Advertising
 11. KJ-AR – Commercial Advertising
 12. KJ – Advertising in District Facilities
 13. KN-AR(1) – Relations with Law Enforcement Agencies
 14. JFCG-AR – Discipline for Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems
 15. GBEDA-AR – Drug and Alcohol Testing – Transportation Personnel
 16. GBI – Gifts and Solicitations
 17. JHCA/JHCB – Immunizations, Physical Examination, Vision Screening/Eye Examination and Dental Screening.
- C. Approve Minutes of November 29, 2018 board meeting

A motion was made to approve the consent agenda items A-C

KE/CO - UNANIMOUS

Adjourned public meeting to executive session: 7:48 pm

VIII. Executive Session

ORS 192.660 2(b): To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

Adjourned executive session to public meeting: 9:29 pm

A motion was made to uphold the investigator's findings and conclusions regarding the allegations made in Mrs. Hartley's bullying complaint. The two recommendations made by the investigator are also accepted and are: Create a handbook or guidance document outlining how student discipline is to be handled by all staff members; and, hold a staff training educating all staff members about the guidance document or handbook and how disciplinary issues are to be handled, by the beginning of the 2019-2020 school year.

KE/KH - UNANIMOUS

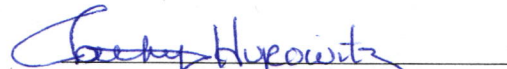
A motion was made to uphold the Superintendents findings regarding Mrs. Hartley's November 5th complaint. Cathy Hurowitz, Superintendent, will send a reminder to all staff about the appropriate use of district assets.

IW/CO - UNANIMOUS

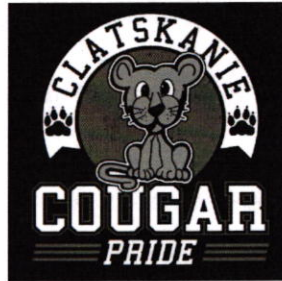
ADJOURNMENT: 9:30 pm

NEXT BOARD MEETING: December 10, 2018


Megan Evenson, Board Chair


Cathy Hurowitz, Superintendent

Clatskanie Elementary School



Monday, November 19th, 2018

Board Meeting: Monday, November 26th, 2018

- **Math RTI (Response to Intervention) Implementation:** On Monday, December 3rd 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.
- **CES Response to Intervention Systems:** On Tuesday, November 13th through Friday, November 16th, the teachers, support staff, specialists, and administration at CES conducted 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.
- **CES Conferences:** CES scheduled and hosted Parent-Teacher Conferences on Monday, November 19th from 8:00AM to 8:00PM. Our goal at CES is to always conference with 100% of our CES families. In order to meet this goal, the teachers at CES have scheduled four additional hours of flexible conference time to accommodate families that could not attend on Monday, November 19th.
- **Continuous Improvement Planning at CES:** OAR 581-022-2250 requires all Oregon districts and schools to develop Continuous Improvement Plans (CIP) over the course of the 2018-2019 school year, and submit completed plans to the Oregon Department of Education by June 28, 2019. The first step in the CIP process is to conduct a Comprehensive Needs Assessment in which a leadership team will analyze Student Outcome Data, Systems Health Data, and Stakeholder Perception Data to identify the areas for school improvement and establish a baseline for goal development. In order to accomplish this goal, the CES School Improvement Team will meet several times throughout the year to conduct the various components of the Comprehensive Needs Assessment, and develop a meaningful and effective school improvement plan for CES.

The CES School Improvement Team consists of certified and classified staff, administration, and parent representatives.

The CES School Improvement Team met on November 6th to begin this process by using the Oregon Integrated Systems Framework to analyze Systems Health Data at CES. On Monday, November 26th the School Improvement Team will meet to begin analyzing Student Outcome Data - the second component of a Comprehensive Needs Assessment. I appreciate each member of this team for their willingness and commitment to serve Clatskanie Elementary School through this process.

- **Trauma Informed Practices:** On Monday, November 5th a team from CES attended the Columbia County Trauma Informed Practices Learning Collaborative training featuring Rick Robinson. This training provided teams with skills and knowledge to develop self-regulation strategies for students that are impacted by trauma and stress. The training also provided district teams the opportunity to collaborate with other districts across the county on stages of implementation with Trauma Informed Practice.

- **Enrollment and Class Sizes:**
 - Total Enrollment = **387**
 - Kindergarten:
 - Jones = 23
 - Turner = 27
 - 1st Grade:
 - Corne = 28
 - Tompkins = 29
 - 2nd Grade:
 - Sittloh = 26
 - Tallman = 26
 - 3rd Grade:
 - Jones = 31
 - Bauman = 30
 - 4th Grade:
 - Rowland = 29
 - Horness = 30
 - 5th Grade:
 - Ingamells = 25
 - Van Voorst = 24
 - 6th Grade:
 - Crawford = 24
 - Weedin = 25
 - Alternative K-6th
 - Takalo/Warren = 10

- **November & December Events:**
 - **November PBIS Assembly** - CES will host our monthly PBIS Assembly on Friday, November 30th beginning at 1:00pm in the Cardiff gym. During PBIS Assemblies, the staff at CES recognizes many students for 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.

o ***Halloween Parade:***

- The Annual CES Halloween Parade took place on Wednesday, October 31st at 1:00 PM down Nehalem Street with many family and community members gathered to help us celebrate Halloween CES style. We would like to thank the Clatskanie Fire Department for their support - we cannot do this without them.

o ***Winter Program:***

- On Wednesday, December 19th, CES will host our annual Winter Program beginning at 1:00 PM in the Cardiff Gymnasium. All Cougars, kindergarten through sixth grade, will be performing a lineup of holiday songs to wish CES family and friends a happy holiday season.

Clatskanie Middle/High School

Home of the "Tigers"



Building Report: 11/29/2018

Jim Helmen- Principal

Current Events

In efforts to increase scores in Smarter Balanced State Assessment Math and ELA standards, decrease behavior incidences, and increase graduation rates, we have recently made some changes to systems here at CMHS.

- **Reduction in Class sizes:** CMHS has added additional sections in MS ELA 2, Algebra 1, and Occupational Math. Input from teachers, students, and parents regarding impacts
- **Added an Accelerated Math program at MS Level (Elective):** CMHS added a 5th period Cruise Course focused on accelerating specific Tier 2 students in math. The goal of this course is to provide deep math practice at the unique levels students need in order for them to grow—from foundational skills to grade-level standards.
- **John Hazapis** has moved into room 206 (Middle School wing) for support in supervision of MS hallway. Our data supports we have a larger number of incidences in that area of the school. John's presence alone has already shown to be a positive impact during transition times.
- **Tim Kamppi** will be moving into room 203 (Old CCRC RM) - This room provides a number of positive options for Tim for his Robotics, Occupational Math, and Study Hall classes. He will also be available to support in MS hallway during transition times and library bound students.
- **Anngie Froke** and College and Career Readiness Center will be moving to RM 101 (Downstairs) - The move will increased access for community members and agencies seeking to support CCRC.
- **Beth McDonald** will be supporting in managing students sent out of class for behavior issues.
- **Chris Boothe** will be moving to Rm 102- This move will allow additional space for her to increase small group and 1:1 supports utilizing collaborative problem solving (Think Kids Program) and increase confidentially for students and parents- move is from main office. Chris will maintain her duties as secretary-registrar and testing coordinator and will be working collaboratively with Anngie to support CCRC initiatives.
- **Room 107** will become the new Monday Staff Meeting Rm (Instead of the library) - I want to create a space where we can begin to create new systems establishing supports for all students to increase attendance, decrease behavior rates, increase grad rates
- **ISS Room** will be moving to the Library with oversight of Amy Mustola. A comprehensive ISS protocol has been developed.
- We are currently in the process of updating CMHS Events Calendar from schedule STAR and CMHS website to a Universal Google Calendar. This change will increase efficiency in systems here at CMHS.

Building Safety:

- AIPHONE- CMHS Front Door security system. Chown industry (Same company which installed CMHS key lock system) provided a total installation quote of \$6316.32. I have provided Stephen Tack with this quote and he is researching similar systems and pricing.
- Message on all doors. We are in the process of placing vinyl lettering on all doors indicating open and closure times with directions to access building during school hours. We recently had signs posted but they were ineffective due to falling off window mounts.

Professional Development

- Use of Willamette ESD District Dash Board- Training for all teachers- Monday PD times
Focus of training will be teaching teachers how to navigate dashboard, filter out attendance, smarter balanced assessment, essential skills data, and early intervention data on at risk students.

Administrator Professional Development

I recently attended two professional development trainings:

Collaborative problem Solving Tier I Intensive (Portland)- CPS views challenging behavior as a learning delay/disability of some very crucial cognitive (thinking) skills necessary to handle the demands of everyday life and not the result of a child's willfulness or poor parenting. Through a more empathetic and accurate understanding of what is getting in a child's way, educators are better able to intervene to support children through a trauma-informed, collaborative process of teaching skills and solving problems using dosing (positive reinforcement) and spacing that the brain can handle. In this training, we (Carol Shockley, Saul Tena, Caroline Alexander, and myself) practiced skills in applying the CPS model through a combination of informative instruction, role-playing, video and audio examples, and case presentations for educators from actual cases worked on by presenters.

Salem- Keizer Threat Assessment System (St. Helens)-Attended with Cathy and Brad--The Salem-Keizer Student Threat Assessment System (STAS) is set of assessment protocols and safety planning procedures administered by a collaborative team comprised of schools, law enforcement, public mental health, the judiciary and juvenile corrections to promote safe school environments. The primary goal of the STAS is to provide a systematic response to youth who pose a serious threat to commit violence to others, and to identify and assess threats of potentially harmful or lethal behavior and determine the level of concern and action required.

Athletics: We have some new faces in our coaching ranks here at CMHS:

Boys Varsity Basketball Head Coach: DeShaun Combs

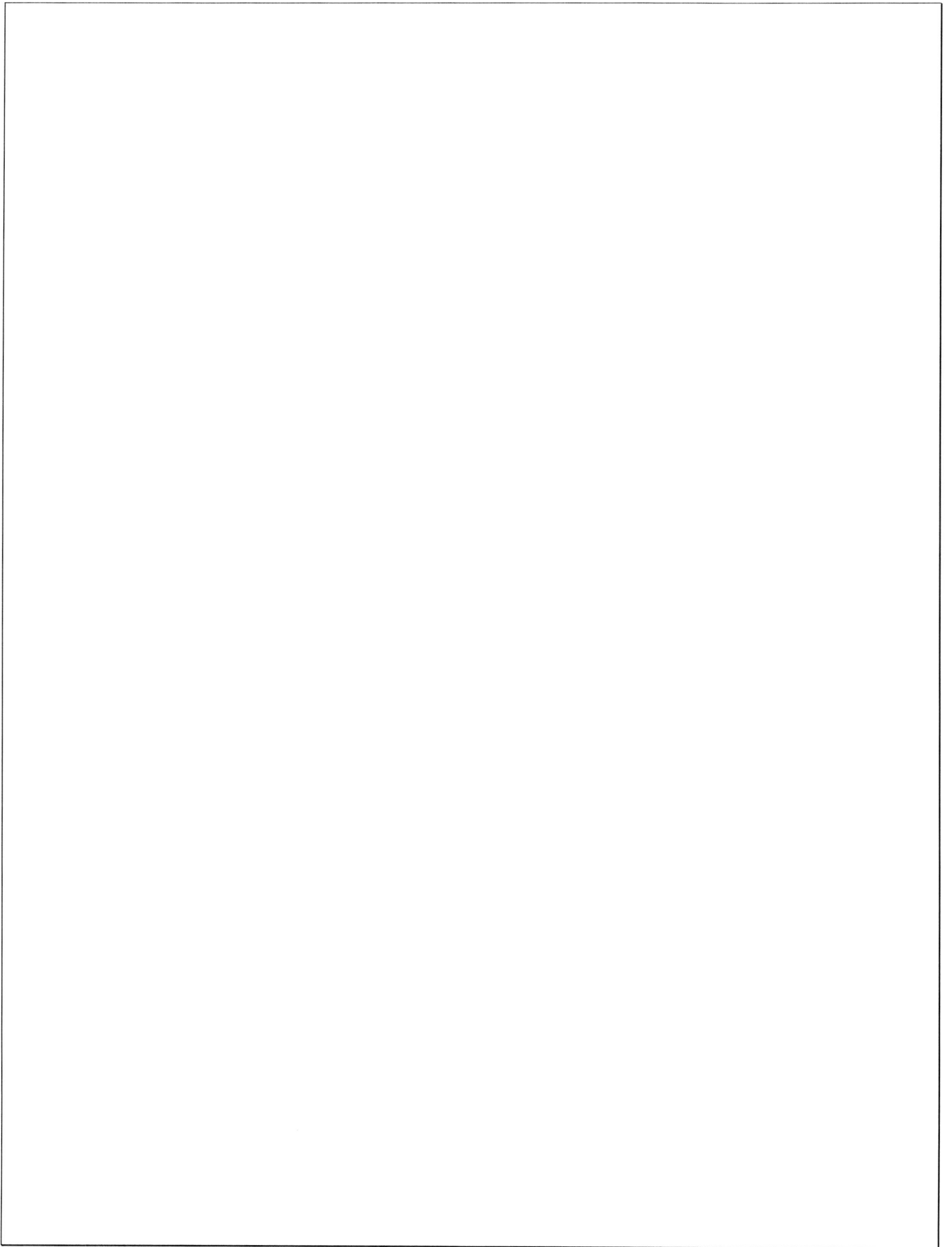
Girls Varsity Basketball Head Coach- John Blodgett

Varsity Wrestling Head Coach- Zach Davis

Middle School Boys Basketball- Matt Hadley

Middle School Girls Basketball- Jim Helmen

Middle School Wrestling- Jeff Jauron



Superintendent's Report
11/26/2018

Full Administration Meeting: During our full admin meeting we discussed maintenance and grounds keeping needs. Paul will take over supervision of maintenance, grounds, and custodial. Stephen will create a link for tracking work orders, and will work with our new maintenance/groundskeeper to do some training when hired. We discussed the need to have accurate phone numbers for our students and will work with the school secretaries to make sure records are accurate. We have a need to do an inventory of the maintenance shed. Paul will work with staff to plan on organizing and inventorying our equipment. This might be a good summer opportunity for some student workers. Julie noted that we can use the inventory system housed in the library at CMHS. Stephen has been working with CES staff and Synergy on creating new report cards. He also needs to update student photos in the system.

BINGO: BINGO was a big success. We estimate that there were over 250 in attendance. We will begin planning another event to happen after the holidays.

Chronic Absenteeism: We will have another community event. Jim, Brad, and I will be planning a joint professional development with staff from both schools, including assistants, to do some brainstorming and developing a district action plan for chronic absenteeism.

Technology: After meeting and negotiating with the ESD Stephen was able to reduce our costs from \$25,000. To \$8,500. Stephen has picked up much of the work that Larry did last year.

Association Leadership: I met with both presidents of the teachers association again this month. We discussed teacher morale, collaboration opportunities, building needs, and the alternative classroom at CES.

Labor Relations: The Labor Relations Committee met. This committee consists of two representatives from each building, two Board members, and the Superintendent. The committee discussed: a possible one year contract extension, cap on elementary classes, a visit to Oak Grove Academy (an alternative program in Hillsboro), and the need for an alternative school, a possible staff wellness grant, and the need for a calendar committee. The committee will seek to form a group to investigate alternate schools and programs and a calendar committee. Both groups will have representation from both schools and administration.

Threat Assessment: Brad, Jim, and I participated in Threat Assessment protocol training. A local sheriff deputy participated with the Clatskanie team as well. We now have training and protocols to use if we need to do a threat assessment on a student.

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

	<u>Budget</u>	<u>Year-to-Date 10/31/2018</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
GENERAL FUND					
Revenue:					
Property Taxes	\$ 3,640,000	\$ 229,135	\$ -	\$ 3,410,865	93.71%
Charges for Services	116,500	58,398	-	58,102	49.87%
Earnings on Investments	18,000	9,444	-	8,556	47.53%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	1,690,273	-	2,462,017	59.29%
Other Sources	340,000	-	-	340,000	100.00%
Beginning Fund Balance *	298,549	300,659	-	(2,110)	- 0.71%
Total Revenues	\$ 8,578,339	\$ 2,287,909	\$ -	\$ 6,290,430	73.33%
Expenditures:					
Instruction	\$ 5,044,818	\$ 1,077,793	\$ 3,367,003	\$ 600,022	11.89%
Support Services	3,238,521	991,035	1,893,480	354,006	10.93%
Transfer of Funds	95,000	-	-	95,000	100.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	\$ 8,578,339	\$ 2,068,828	\$ 5,260,483	\$ 1,249,028	14.56%
SPECIAL REVENUE FUNDS					
Revenue:					
Charges for Services	\$ 749,645	\$ 87,486	\$ -	\$ 662,159	88.33%
State Sources	202,613	26,662	-	175,951	86.84%
Federal Sources	551,000	15,800	-	535,200	97.13%
Interfund Transfers	95,000	-	-	95,000	100.00%
Beginning Fund Balance *	282,250	241,332	-	40,918	14.50%
Total Revenues	\$ 1,880,508	\$ 371,280	\$ -	\$ 1,509,228	80.26%
Expenditures:					
Instruction	\$ 765,779	\$ 125,149	\$ 269,704	\$ 370,926	48.44%
Support Services	207,334	84,481	41,190	81,663	39.39%
Enterprise and Comm Services	427,395	69,340	297,078	60,977	14.27%
Transfer of Funds	340,000	-	-	340,000	100.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 1,880,508	\$ 313,899	\$ 663,674	\$ 902,935	48.02%

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 - October 31, 2018**

	<u>Budget</u>	<u>Year-to-Date 10/31/2018</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ 9,966	\$ -	\$ 230,034	95.85%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	889	-	9,111	91.11%
Cash Sales	127,645	22,093	-	105,552	82.69%
Interest Income	-	-	-	-	0.00%
Transfers in	20,000	-	-	20,000	100.00%
Beginning Fund Balance *	-	(15,978)	-	-	0.00%
Total Revenues	\$ 420,645	\$ 16,970	\$ -	\$ 387,697	92.17%
Expenditures:					
Salaries	\$ 127,870	\$ 25,849	\$ 114,341	\$ (12,320)	- 9.64%
Associated Payroll Costs	93,174	18,484	83,614	(8,924)	- 9.58%
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	855	4,353	3,792	42.14%
Food/Cafeteria	158,000	16,769	93,085	48,146	30.47%
Nonconsumable Supplies	-	-	-	-	0.00%
Commodities Used	-	-	-	-	0.00%
Computer Software	1,600	2,623	-	(1,023)	-63.94%
Other Objects	6,000	1,986	1,536	2,478	41.30%
Total Expenditures	\$ 420,644	\$ 66,593	\$ 297,078	\$ 56,973	13.54%

Note 1 - Encumbrances are primarily for payroll.

* Fund balance available after completion of audit.