

Clatskanie School District 6J  
PO Box 678  
Clatskanie OR 97016  
BOARD OF DIRECTORS' REGULAR BOARD MEETING  
December 10, 2018, 6:30 p.m., CES Library

BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Kathy Engel-Vice Chair, Chris Ouellette, Kara Harris  
Board Members Absent: Ian Wiggins  
Admin Team Present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Principal, Brad Thorud-CES Principal, Tami Montague-Business Manager  
Guests: Doug Aske, Sheri Crape, Chris Edison, Tiffany Elvrum, Yvonne Krause, Tim Erwin, Jaime Erwin, Cody Mann-The Chief

- 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 noted that there is a leadership conference next month that she will be attending, she is hoping to get another person to attend with her. The union will also be getting their negotiating team together in preparation for the upcoming negotiations.
  - D. Clatskanie Education Association Representative Report: None
  
- III. OLD BUSINESS: None
  
- IV. NEW BUSINESS
  - A. Tiffany Elvrum - Pauly Rogers Audit Report: Ms. Elvrum went over the audit letter with the board. It was a "clean" audit with no reservations. The expenditures were within appropriations. The only issue they identified was two teachers were under reported in their experience in the Staff Position Report. That is not uncommon.

**A motion was made to accept the audit as presented.**

**KH/CO - Unanimous**

- B. Information on Chronic Absenteeism/Inter-district Transfers/Behavior Program: J. Helmen gave a brief presentation. See the attached pages for a breakdown of the information presented. There have been gains, there are less kids chronically absent then last month. Very positive information. Mr. Helmen also presented information on inter-district transfers. The whole sophomore class took the PSAT. Our 10th graders scored a 907. That state average score was 908 and the nationwide score was 933. The PSAT is rigorous and our kids performed very well. These are incredible numbers and it shows how well our teachers are doing in the classroom preparing our kids for college. Are we preparing our students? These numbers say we are on track. Lastly was behavior at the middle high school. There have been some shuffling of staff to address the issues that have come up, especially in the middle school. This has reduced class size. They have also interviewed all of the Freshman to see if they have a connection to at least one person in the school and that they relate to at least one positive thing. Out of 54 kids, one did not attach to someone and two didn't attach to anything positive. Mr. Tim Erwin discussed 9th Grade On Track, the training they have had. They are working on building connections with students. They meet once a month to discuss attendance and grades for all Freshman. They will expand to other classes next The board really appreciated being presented this important data and

look forward to more information on these topics, especially as related to the Collaborative Goal Setting of Instruction/Community/Engagement.

- C. Possible Board Meeting Calendar Changes: C. Hurowitz approached the board about changing the board meetings to the 2nd Monday of the month instead of the 4th Monday for the rest of the year. The board secretary has a conflict with payroll during that last week and it is causing late nights. The board discussed the proposed change.

**A motion was made to adopt the new board meeting calendar as presented, to the 2nd monday of the month, unless otherwise noted.**

**KE/CO - Unanimous**

- D. OSBA Collaborative Goal Setting Workshop debrief: The Goal Setting Meeting was facilitated by Steve Kelly of Oregon School Boards Association. The board's general feeling about the 2nd Collaborative Goal Setting Workshop was similar to the first. It is such a good practice to include the community and to hear other opinions and voices. They are hoping to have at least two more Goal Setting Meetings with the same group before the end of the year.
- E. December Enrollment Information: There are four more students overall than last year at this time, we are up at CES and down at CMHS.

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written
- B. 7-12 Principal Report: Presentation to board, see above
- D. Special Education Report: None
- E. Superintendent Report: Written Also, had a brief discussion on the status of the TAP Grants (building seismic grants).
  - Financial Report: T. Montague gave a brief summary of the financial statement. Most of the property tax money has come in & we have expended or encumbered about 14% of our budget so far. Food service is doing about the same. It takes time to get the state reimbursements.

VI. BOARD MEMBERS REPORTS: None

VII. CONSENT AGENDA

- A. Financial Report
- B. Approve Minutes of November 26, 2018 board meeting

**A motion was made to approve the November 26th board meeting minutes and financial report.**

**KE/KH - Unanimous**

Adjourned public meeting at 7:33 pm

VIII. Executive Session: Opened at 7:37 pm

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.

Executive session called back into public session at 8:37 pm

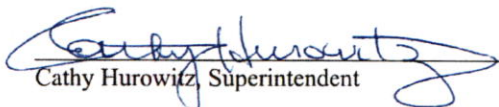
**A motion was made to support the superintendent's findings and termination of Doug Aske.**

**KE/KH - Unanimous**

ADJOURNMENT: 8:38 pm

NEXT BOARD MEETING: January 14, 2018

  
Megan Everson, Board Chair

  
Cathy Hurowitz, Superintendent

CLATSKANIE SCHOOL DISTRICT 6J  
PO BOX 678  
CLATSKANIE, OR 97016

BOARD OF DIRECTORS' MEETING SCHEDULE FOR 2018-2019  
(SECOND Monday unless otherwise noted)

All meetings begin at 6:30 p.m. unless otherwise noted

All meetings are held at 6:30 p.m. in CES Library, located at 815 S Nehalem, Clatskanie, OR 97016 unless otherwise stated.

July 23, 2018	Board Workshop Meeting (Organizational)
August 27, 2018	Board Meeting
September 24, 2018	Board Meeting
October 29, 2018	Board Meeting
November 26, 2018	Board Meeting
December 10, 2018	Board Meeting (2 <sup>nd</sup> Monday due to Winter Break)
January 14, 2019	Board Meeting
February 11, 2019	Board Meeting
March 11, 2019	Board Meeting
April 8, 2019	Board Meeting
May 13, 2019	Board Meeting
June 10, 2019	Board Meeting

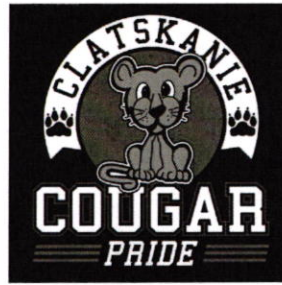
Revised and Adopted: December 10, 2018

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

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

# Clatskanie Elementary School



Thursday, December 6<sup>th</sup>, 2018

Board Meeting: Monday, December 10<sup>th</sup>, 2018

- **Chronic Absenteeism Update:** Currently 77% of the 387 students at Clatskanie Elementary School are “Regular Attenders” and 23% of the 387 are “Chronically Absent.”
  
- **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
  
- **December Events:**
  - **Winter Program** - On Wednesday, December 19<sup>th</sup>, 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.
  
  - **December PBIS Assembly** - CES will host our monthly PBIS Assembly on Thursday, December 20<sup>th</sup> beginning at 9:00AM 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.

**Superintendent's Board Report**  
**12/10/2018**

This report will focus on information gained at the School Law Conference and the Off the Record Meeting.

**Governor's Budget:** The Governor is proposing a \$8.97 billion + \$100 million for PERS. The \$100 million to PERS does not cover the entire PERS increase. Additionally she has proposed a School Improvement Fund of \$793 million. A menu will be developed to allow flexibility for the use of funds.. Measure 98 will be fully funded at an additional \$303 million. This comes to a total for K-12 funding of \$10.166 billion. This budget does not include \$200 million for capital funding or \$285 million for early learning. Finally, some good news on the K-12 budget front. The Governor is asking for Districts to create plans as to how they would use the additional School Improvement Funds and to send the proposals to her office. Clatskanie school District may see a gain of up to \$571 per student which would add (conservatively) \$416,830 to our budget. This is her proposal, the budget needs to go through the legislature. COSA and OSBA are going to ask that no new carve outs come out of the budget.

**180 Day School Year:** The Governor is proposing that school districts move to a 180 student day calendar. This may have a significant impact on our budget. We currently have 172 days with students and 3 teacher work/conference days that are counted as student work days.

**Health Insurance:** It looks as if OEGB premiums will increase again this year.

**Board Information:** A new Board Self Evaluation tool will be available to all districts, at no charge, in January. The upcoming Board Conference this summer in Bend will focus on the nuts and bolts of being a board member. It will be different from the November conference which is more general in nature. Quarterly reviews of Superintendent-Board Working Agreements are recommended as a best practice.

**Alternative School:** Tim Sweeney, Superintendent at Coquille, has increased student enrollment by close to 500 students since opening up their alternative school, Winter Lakes. Superintendent Sweeney has offered to show us how to support nontraditional students. I will coordinate a visit for Jim Helmen to spend a day with the principal and superintendent.

**Calendar:** I will work with our associations to get a calendar committee together to work on next year's calendar.

**School Improvement:** As a District and at the Schools we need to begin working on our improvement plans for next year. The ODE has provided districts and schools with tools to do a needs assessment. Each school needs to develop an Improvement Team and begin the process. This does not have to be a new team it could be a Site Council or another working team in a building. There are specific requirements as to the members including most stakeholders.



**Clatskanie School District Food Service Fund**  
**Monthly Financial Report**  
**July 1, 2018 - November 30, 2018**

	<u>Budget</u>	<u>Year-to-Date 11/30/2018</u>	<u>Encumbered<sup>1</sup></u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<b>Revenue:</b>					
Federal Reimbursement	\$ 240,000	\$ 37,395	\$ -	\$ 202,605	84.42%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	889	-	9,111	91.11%
Cash Sales	127,645	28,326	-	99,319	77.81%
Interest Income	-	-	-	-	0.00%
Transfers in	20,000	-	-	20,000	100.00%
Beginning Fund Balance *	-	(15,978)	-	-	0.00%
<b>Total Revenues</b>	<b><u>\$ 420,645</u></b>	<b><u>\$ 50,632</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 354,035</u></b>	<b><u>84.16%</u></b>
<b>Expenditures:</b>					
Salaries	\$ 127,870	\$ 37,801	\$ 102,907	\$ (12,838)	-10.04%
Associated Payroll Costs	93,174	27,940	75,247	(10,013)	-10.75%
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	1,749	247	7,004	77.82%
Food/Cafeteria	158,000	31,959	31,418	94,623	59.89%
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%
<b>Total Expenditures</b>	<b><u>\$ 420,644</u></b>	<b><u>\$ 104,235</u></b>	<b><u>\$ 211,355</u></b>	<b><u>\$ 105,054</u></b>	<b><u>24.97%</u></b>

Note 1 - Encumbrances are primarily for payroll.

\* Fund balance available after completion of audit.



**Clatskanie School District  
Monthly Financial Report  
July 1, 2018 - November 30, 2018**

	<u>Budget</u>	<u>Year-to-Date 11/30/2018</u>	<u>Encumbered<sup>1</sup></u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<b>GENERAL FUND</b>					
<b>Revenue:</b>					
Property Taxes	\$ 3,640,000	\$ 2,813,029	\$ -	\$ 826,971	22.72%
Charges for Services	116,500	65,650	-	50,850	43.65%
Earnings on Investments	18,000	9,444	-	8,556	47.53%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	2,025,903	-	2,126,387	51.21%
Other Sources	340,000	-	-	340,000	100.00%
Beginning Fund Balance *	298,549	300,659	-	(2,110)	- 0.71%
<b>Total Revenues</b>	<b>\$ 8,578,339</b>	<b>\$ 5,214,685</b>	<b>\$ -</b>	<b>\$ 3,363,654</b>	<b>39.21%</b>
<b>Expenditures:</b>					
Instruction	\$ 5,044,817	\$ 1,501,751	\$ 2,984,735	\$ 558,331	11.07%
Support Services	3,238,521	1,260,994	1,673,565	303,962	9.39%
Transfer of Funds	95,000	-	-	95,000	100.00%
Contingency	200,000	-	-	200,000	100.00%
<b>Total Expenditures</b>	<b>\$ 8,578,338</b>	<b>\$ 2,762,745</b>	<b>\$ 4,658,300</b>	<b>\$ 1,157,293</b>	<b>13.49%</b>
<b>SPECIAL REVENUE FUNDS</b>					
<b>Revenue:</b>					
Charges for Services	\$ 749,645	\$ 95,577	\$ (128)	\$ 654,068	87.25%
State Sources	202,613	33,062	-	169,551	83.68%
Federal Sources	551,000	43,228	-	507,772	92.15%
Interfund Transfers	95,000	-	-	95,000	100.00%
Beginning Fund Balance *	282,250	241,332	-	40,918	14.50%
<b>Total Revenues</b>	<b>\$ 1,880,508</b>	<b>\$ 413,199</b>	<b>\$ (128)</b>	<b>\$ 1,467,309</b>	<b>78.03%</b>
<b>Expenditures:</b>					
Instruction	\$ 765,779	\$ 164,378	\$ 247,617	\$ 353,784	46.20%
Support Services	207,334	103,841	23,192	80,301	38.73%
Enterprise and Comm Services	427,395	106,983	211,354	109,058	25.52%
Transfer of Funds	340,000	-	-	340,000	100.00%
Other Uses	125,000	-	-	125,000	100.00%
<b>Total Expenditures</b>	<b>\$ 1,880,508</b>	<b>\$ 410,131</b>	<b>\$ 482,163</b>	<b>\$ 988,214</b>	<b>52.55%</b>

Note 1 - Encumbrances are primarily for payroll.

\* Fund balance available after completion of audit.