

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
March 11, 2019, 6:30 p.m., CES Library

BOARD MEETING MINUTES

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

- I. CALL TO ORDER: 6:34 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: L. Jones reported the union is gearing up for and looking forward to negotiations. They have discovered some things that might benefit everyone. Some of the teachers went to a PBIS conference and learned some worthwhile things. One being a tip line sponsored by SAFE Oregon. Once a school signs up for it, tips can come into the school (regarding a threat, suicide, etc). The tip is then diverted by Oregon State Police to the correct department. It is pretty powerful and other districts are finding it worthwhile.

III. OLD BUSINESS

- A. Policy Updates: The board discussed briefly the two policies. They voted on the Criminal Records Checks and Fingerprinting as a 2nd reading, and referred the Pediculosis (Head Lice) policy to Nurse Anne Dines for review before voting.
1. GCDA/GDDA – Criminal Records Checks and Fingerprinting
 2. GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting

A motion was made to accept the criminal records check and fingerprinting policy with one suggested change.
(page 2, paragraph 5 - keep the words *and/or fingerprinting*)

KH/IA - Unanimous

3. JHCFF - Pediculosis (Head Lice)
4. JHCFF-AR - Pediculosis (Head Lice)

IV. NEW BUSINESS

- A. Bond workshop discussion: C. Hurowitz discussed the current bond and the possibility of going out for another before the previous one runs out. The final payment on the current bond is 6/2021. There are many building issues (HVAC, roof, parking lots, etc) that need attention. If we would like to apply for the up to \$4 million match from the Oregon Dept of Education, we would need to get started soon. To have this bond on the November 2020 ballot, we would need to have all matching fund application information to ODE by March 2020. To have it on the May 2021 ballot, the deadline is August 2020. Paul Simmons will start the facilities assessments in the Spring. The folks from PiperJaffray (the same group that helped us with the previous bond) will come do a board workshop with us and discuss operating levies and bonds. Cathy suggested April 15th for a board work session to meet with PiperJaffray. All agreed to that date.

- B. Budget Calendar discussion: T. Montague mentioned that we will not have a budget proposal by April 8th (the proposed first budget meeting). Since we have so many new budget/board members, she suggested using that day as a Budget 101 Workshop for board/budget committee members. The board reviewed the new budget committee as presented.

A motion was made to approve the budget calendar as presented.

IW/KE - Unanimous

- C. ~~February~~^{March 18} Enrollment Information: We are down 10 kids from last month. It was mentioned that the Interdistrict Transfer information was printed under February's column instead of March's. That will be corrected for next month. Jim Helmen was asked about the enrollment at the new Alternative Classroom at CMHS. There are two kids from the outside that have come back and eight from inside CMHS. Those were kids that were going to possibly drop out. C. Ouellette mentioned he had a parent of a student in the alternative classroom tell him how wonderful the program is.

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written
B. 7-12 Principal Report: Written
D. Special Education Report: Written
E. Superintendent Report: Written. K. Engel asked C. Hurowitz about the possibility of hiring of a business manager in the district office again. What would that look like? The district office is trying to figure out how it should be configured to fill some gaps. Different possibilities are being discussed in preparation for budget season. They are also looking at different possible scenarios for Special Education. We will be looking at other successful schools that are similar in size and see what we can come up with.
- Financial Report: Written. T. Montague reported this month is pretty straight forward and we are on track. The state school fund for 19-20 was based on the Governor's budget. We need to have a Plan B in case it comes in less than that. Right now, barring any surprises, we should have an ending fund balance of \$300,000. If our spending stays on the conservative side, we could end up with a little more. Food Service is lagging behind, so we could have to transfer from the general fund to cover any deficit, which isn't uncommon.

- VI. BOARD MEMBERS REPORTS: I. Wiggins wanted to remind everyone of the auction at CES this weekend. C. Ouellette was very impressed and excited for basketball. It was amazing to win the state championship. It was brought up the K. Harris wrote a grant for hygiene products at CMHS and it was granted for \$2,000 from the Portland Trailblazer organization. M. Evenson and K. Engel went to lobby day in Salem. They talked to a lot of people that agreed with them. It was interesting and frustrating at the same time. Also, congratulations to Denise Rowland, she had her baby this morning.

VII. CONSENT AGENDA

- A. Financial Report
B. 18-19 PACE Joinder to Trust Agreement
C. Approve the Alternative Education Programs - GED, ACE program, FOCUS (credit recovery), Alternative Program at CMHS
D. Set Inter-District Transfer to 50 students for the 2019-20 school year
E. Teacher/Admin contract renewals
F. Approve Minutes of February 12, 2019 board meeting
G. Approve resignations of Sarah Weedon and Melissa Jones, CES Teachers.

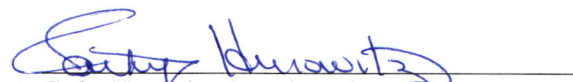
A motion was made to approve the consent agenda with the addition of the resignations of Ms. Jones and Ms. Weedon.

KE/KH - Unanimous

ADJOURNMENT: 7:49 pm

NEXT BOARD MEETING: April 8, 2019


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	2/6/19	3/6/19	4/3/19	5/19	6/19
K	62	55	54	52	52	53	52	49	48			
1	49	51	58	58	59	59	56	56	57			
2	56	53	53	54	53	53	53	53	51			
3	56	55	59	59	60	61	58	58	57			
4	53	54	58	59	59	59	60	61	58			
5	40	40	53	53	52	53	53	54	52			
6	53	50	48	49	50	51	49	49	46			
<i>Elementary Total</i>	369	358	383	384	385	389	381	380	369			
7	58	61	55	55	54	55	58	55	55			
8	50	51	63	62	59	60	63	62	63			
9	76	76	49	51	49	47	47	46	45			
10	52	53	74	73	71	72	72	69	70			
11	50	48	50	49	48	48	48	49	49			
12	69	57	55	57	55	54	56	54	54			
TR	2	2	0	0	0	0	0	0	0			
<i>Mid/High Total</i>	357	348	346	347	336	336	344	335	336			
SCHOOL TOTALS	726	706	729	731	721	725	725	715	705			
17-18 TOTALS			726	720	722	721	719	717	721	709	710	706
CES In						3	3	3	3			
CMHS In						3	3	3	3			
Total IDT In*	16	17	4	4	5	6	6	6	6			
CES Out						12	13	14	16			
CMHS Out						16	16	16	16			
IDT Out**	18	26	21	23	26	28	29	30	32			

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

Clatskanie Elementary School



Monday, March 11th, 2019

- **Collaborative Problem Solving Training:** My goal for CES is to have every staff member trained in Collaborative Problem Solving by the end of the 2019-2020 school year. To achieve this goal, a team from CES will travel to the Northwest Regional ESD to take part in a three day training in Collaborative Problem Solving. Once again...
 - Collaborative Problem Solving (CPS) is a trauma informed approach to support students with challenging behaviors to develop the critical thinking skills to manage the situations that lead to the behavior.
 - Collaborative Problem Solving is a critical missing piece to our Positive Behavior Interventions and Supports (PBIS) system, our Trauma Informed Care approach, and our Individual Problem Solving processes.
- **Math RTI (Response to Intervention) Implementation:**
 - The weather happened...So, on Tuesday, March 12th the teaching staff at CES, along with support from Lisa Bates our Oregon Response to Intervention and Instruction implementation coach, will begin work on establishing 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 System:** On Tuesday, March 5th through Friday, January 8th, 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 = **375**
- Kindergarten:
 - Jones = 20
 - Turner = 26
- 1st Grade:
 - Corne = 27
 - Tompkins = 27
- 2nd Grade:
 - Sittloh = 25
 - Tallman = 26
- 3rd Grade:
 - Jones = 29
 - Bauman = 25
- 4th Grade:
 - Rowland = 28
 - Horness = 29
- 5th Grade:
 - Ingamells = 24
 - Van Voorst = 25
- 6th Grade:
 - Crawford = 23
 - Weedin = 21
- Kinder-6th Grade:
 - Takalo = 8
 - Warren = 8

- **February and March Events:**

- **March PBIS Assembly** - CES will host our monthly PBIS Assembly on Friday, March 22nd 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.
- **Read Across America:**
 - In celebration of Dr. Seuss's birthday, CES will participate in Read Across America over the week of Monday, March 4th through Friday, March 8th. The week will consist of simple, but fun dress up days to honor favorite Seuss titles, a drop everything and Read Across America celebration, and partake in a lunch service of green eggs and ham.
- **7th Annual CES Spring Fundraising Auction**
 - The CES Spring Fundraising Auction is scheduled for **Saturday, March 16th**, beginning at 5:00 PM in the Cardiff Gymnasium. The money raised at this year's auction will fund an increase in technology access at CES.

Clatskanie Middle/High School

Home of the "Tigers"



Building Report: 3/6/19

Jim Helmen- Principal

CMHS Activities Update:

- 3A Girls Basket State Champions!!! There was a large number Clatskanie Residents in Coos Bay. A special Thank you to Dona Thompson and Phil Hazen for providing funds to feed our Rooter Bus students for two days.
- Congratulations to our Boys Basketball tea for making it to the 3A State Tournament and representing Clatskanie very well.
- Congratulations to Trent Bernsten for placing 6th and at the state 3A wrestling Championships at the Memorial Coliseum.
- Congratulations to the Forestry Team for taking 2nd in the recent Knappa Forestry Competition. CMHS had only 14 students in the competition (Due to students supporting basketball) when there typically is 30. CMHS still outperformed four other teams in the competition. CMHS has placed in the top 2 in the last 3 competitions.
- Our CMHS Band performed well at the HS District band Festival @ St. Helens HS on February 26th. On March 12th , CMHS Choir will travel to St. Helens for choir districts.
- We would like to thank Jessica Fetner and Jaime Erwin for putting on our first ever ART show. It was extremely successful and well attended.
- 3A Girls Basket State Championship celebration went well. The following people presented:
 - ❖ Mayor Bob Brajcich- Declaration of Tiger Basketball Day for the City Of Clatskanie
 - ❖ Debi Smiley-Heritage Days/WFCU invitation
 - ❖ John Blodgett/Team- Medal presentation to Carl Blodgett
 - ❖ Nina Brewer- Commemorative slide show
 - ❖ Ryan Tompkins- Ring unveil, Bracket and Ball signing.The championship rings are not paid for by the school or OSAA. The total cost for each ring is \$146. Mr. Tompkins has set up a donation account with Roxanne Wilcoxon for anyone who would like to donate to support purchase of the rings for the players.

- We are inviting the Freedom Driver Education program back to CMHS in August. The teen driver course is for students ages 15-17 with learners permit and focuses on basic vehicle skills and advanced strategies for risk reduction.

- Middle School Play next weekend Attack of the Pom Pom Vombie's March 15th @ 7Pm and March 16th @ 2PM. Mrs. Erwin and the students have been working extremely hard and play and it will be a great night. Please come join us if you can.
- Abby's Closet will be giving away prom dresses for our CMHS students for the 2019 senior prom at Oregon Convention Center in Portland on Saturday, April 6th, 8:00 am-4:00 pm; Sunday, April 7th, 9:00 am-2:00 pm in the Exhibit Hall D. for more information, please go to <https://abbyscloset.org/prom-dress-giveaway/>
- Laurel Coe, CMHS Senior will be facilitating a clothing swap Saturday 16th 10AM-1PM in the CMHS Commons. This event is part of her senior project. Donations are accepted on that day at CMHS. Please contact Beth McDonald at bmcDonald@csd.k12.or.us if you would like to donate.
- Share Shed has been utilized by a large number of students and continues to be a valuable resource for supporting our students here at CMHS. The Share Shed has been funded by a large number of community donations and a grant provided PGE. On March 23rd, the Share Shed has received another grant for \$2,000 from the Trail Blazers Foundation Take it to the Court school grant which was written by our own Kara Harris- A huge thank you to Kara!!
- School Based Health Center in flourishing- Therapist, MD and Nurses are available for support Tuesday and Thursday all day for appointments. We have a large number of students utilizing this service.
- **Senior projects** are due March 29th. Presentations to panels will be on April 18th. Senior projects are required for graduation. If School Board Members are interested in attending Senior Project presentations, please contact Mary Sizemore at msizemore@csd.k12.or.us

Upcoming Events:

- March 9th – Forestry Skills Day – Sweet Home (Flatz)
- March 9th – Spring Sports Clean Up – Weather Permitting (Tompkins)
- March 10th – Daylight Savings Time begins (SPRING AHEAD)
- March 11th – Masonic Luncheon – Honor Roll
- March 14th – Senior Project Clothing Swap in the Commons
- March 15th & 16th – Speech & Debate Districts (Sizemore)
- March 16th – Forestry Skills Day – Philomath (Flatz)
- March 22nd – Talent Show (N. Brewer)
- March 25th – March 29th -
- School resumes Monday, April 1st

Superintendent's Report

3/1`1/2018

Break-Through Consulting: Our principals had their first session with their coach from Break-Through Consulting. From what I have heard the principals enjoyed the consultation and want to continue working with the coaches. Megan and I met with Rob Hess to talk about needs and how he can help us develop our long range strategic plan. I will be contracting with them to continue monthly coaching with our principals and I will continue working with Rob (he will be my coach in all things superintendent.)

Negotiations: We have notice from both associations to begin negotiations. The teachers association is asking that we begin negotiations shortly after spring break. I will look at some dates and times for us to begin. I have not heard anything regarding dates from the classified association.

Budget: The State School Fund budget projection has been posted. The projections were based on the Governor's Budget not the Legislatures. This could be troublesome. The Governor's budget will allow us to maintain current levels of support. The Legislature is indicating that a lower budget is possible. If that occurs then all districts will be cutting even in our growing economy.

I have cost projections that Tami M. and I discussed. We have additional needs at CMHS that could increase our budget by \$350,000 and about \$100,000 at CES.

In looking at the funds that we expend at our ESD for a Business Manager, it might be the right time to post for a full time Business Manager. We typically get 2-4 days per month on site service from the ESD which costs us close to \$60,000. We also have discretionary funds that we could add to that to support a full time Business Manager. Tami M did a little research for us and for districts our size we would be in the ball park as far as using the ESD funds and with no impact on our budget.

I am working on a contract for Jen Cooper, school psychologist. We currently have her 3 days per week and I would like to use our ESD funds to bring her on full time. This would have no impact on our budget.

Chronic Absenteeism: I have been working with our coach to plan for an all staff workshop on March 18th. We will meet at CMHS for 2 hours. Sandy, the principals, and I will facilitate. You are welcome to join as this issue concerns all of us.

School Improvement Targeted Fund: We have \$45,000 available from ODE targeting CSMH. The funds are to be used for improving student achievement. Right now we are in the planning stage and with the support of an improvement coach and ODE we should have a 3 year plan in place by the end of this year. Jim has been working on gathering the data needed to determine the school needs and goals.

New Superintendent Academy: This was held in Salem 2/28 and 3/1. These sessions are extremely valuable. I learned that our bond is ending in June of 2021. I have put an item on the agenda to further discuss moving forward.

One of my protégés was a guest speaker, Aaron Bayer. Aaron has been the superintendent of Oregon Trail SD for about 9 years. He is an unconventional leader making great gains in his district. I hired him

and mentored him during his first administrative job and supported his move to Oregon trail. It was great to see him.

Special Education Director Report
3/11/2019

CMHS: Jim has been working with the staff at CMHS on developing systems that work for the building. Julie and I continue to work with the whole group on developing a District Handbook that will allow for uniformity and consistency between the schools. We meet as a team monthly. I have been supporting CES system development and monitoring our programs there.

Sub: I had the pleasure of subbing in our ACE classroom at CES for 3 days. It was great to work with the students and staff as well as see how far the students in the program have come.

Special Education Report Cards: The report cards will be made public on April 3rd. A District preview will be available March 11-15 on the ODE secure site. I will keep you posted.

**Clatskanie School District
Monthly Financial Report
July 1, 2018 - February 28, 2019**

	<u>Budget</u>	<u>Year-to-Date 2/28/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<u>GENERAL FUND</u>					
Revenue:					
Property Taxes	\$ 3,640,000	\$ 3,292,445	\$ -	\$ 347,555	9.55%
Charges for Services	116,500	104,942	-	11,558	9.92%
Earnings on Investments	18,000	38,669	-	(20,669)	-114.83%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	3,058,910	-	1,093,380	26.33%
Other Sources	340,000	-	340,000	-	0.00%
Beginning Fund Balance	298,549	300,659	-	(2,110)	- 0.71%
Total Revenues	\$ 8,578,339	\$ 6,795,625	\$ 340,000	\$ 1,442,714	16.82%
Expenditures:					
Instruction	\$ 5,044,817	\$ 2,712,784	\$ 1,933,586	\$ 398,447	7.90%
Support Services	3,238,521	2,108,408	1,030,491	99,622	3.08%
Transfer of Funds	95,000	-	95,000	-	0.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	\$ 8,578,338	\$ 4,821,192	\$ 3,059,077	\$ 698,069	8.14%
<u>SPECIAL REVENUE FUNDS</u>					
Revenue:					
Local Sources	\$ 749,645	\$ 532,603	\$ -	\$ 217,042	28.95%
State Sources	202,613	83,299	-	119,314	58.89%
Federal Sources	551,000	204,238	-	346,762	62.93%
Interfund Transfers	95,000	-	95,000	-	0.00%
Beginning Fund Balance	282,250	241,332	-	40,918	14.50%
Total Revenues	\$ 1,880,508	\$ 1,061,472	\$ 95,000	\$ 724,036	38.50%
Expenditures:					
Instruction	\$ 765,779	\$ 262,856	\$ 165,639	\$ 337,284	44.04%
Support Services	207,334	150,137	14,486	42,711	20.60%
Enterprise and Comm Services	427,395	204,555	176,951	45,889	10.74%
Transfer of Funds	340,000	-	340,000	-	0.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 1,880,508	\$ 652,477	\$ 697,076	\$ 530,955	28.23%

Note 1 - Encumbrances are primarily for payroll.

Clatskanie School District Food Service Fund
Monthly Financial Report
July 1, 2018 - February 28, 2019

	<u>Budget</u>	<u>Year-to-Date 2/28/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ 112,889	\$ -	\$ 127,111	52.96%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	3,531	-	6,469	64.69%
Cash Sales	127,645	53,788	-	73,857	57.86%
Miscellaneous	-	-	-	-	0.00%
Transfers in	20,000	-	20,000	-	0.00%
Beginning Fund Balance	-	(15,978)	-	-	0.00%
Total Revenues	<u>\$ 420,645</u>	<u>\$ 154,230</u>	<u>\$ 20,000</u>	<u>\$ 230,437</u>	<u>54.78%</u>
Expenditures:					
Salaries	\$ 127,870	\$ 72,712	\$ 64,786	\$ (9,628)	- 7.53%
Associated Payroll Costs	93,174	58,514	55,850	(21,190)	-22.74%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	150	275	75	15.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	181	80	239	47.80%
Supplies/Cafeteria	9,000	3,403	2,529	3,068	34.09%
Food/Cafeteria	158,000	58,786	51,755	47,459	30.04%
Nonconsumable Supplies	-	-	-	-	0.00%
Commodities Used	-	-	-	-	0.00%
Computer Software	1,600	2,623	-	(1,023)	-63.94%
Other Objects	6,000	5,234	1,676	(910)	-15.17%
Total Expenditures	<u>\$ 420,644</u>	<u>\$ 201,603</u>	<u>\$ 176,951</u>	<u>\$ 42,090</u>	<u>10.01%</u>

Note 1 - Encumbrances are primarily for payroll.