

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
August 27, 2018, 6:30 p.m., CES Library

MINUTES

Board Members Present: Megan Evenson-Board Chair, Kathy Engel-Vice Chair, Chris Ouellette, Ian Wiggins
Board Members Absent: 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: Megan Evenson-Board Chair, called the meeting to order at 6:35 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

- III. NEW BUSINESS
 - A. OSBA Fall Conference, Nov. 9-11, 2018: The conference was discussed and who wanted to attend. It was decided that Kara Harris, Megan Evenson and Chris Ouellette will attend.
 - B. Appoint Committee Members: There was a brief discussion about these committees.
 1. Policy Committee: The board appointed Kathy Engel and Ian Wiggins to the Policy Committee.
 2. Classified Negotiation Team: This was tabled until all of the board members are in attendance.
 3. Certified Negotiation Team: This was tabled until all of the board members are in attendance.
 - C. February 2018 Policy Updates – 1st Reading: The policy procedure was discussed. The first reading is sent out in the board packets. Then, at that meeting board members are to come with any questions or comments about the policies. Between the first and second reading meetings, the policy committee will meet with the superintendent and board secretary to discuss/make changes to the policy. Then those changes will be sent to the board in the board packet before the second reading meeting. They will be able to ask questions and discuss the changes before voting on the policy changes or, if needed, there can be a third reading meeting.
 1. CM – Compliance and Reporting on Standards
 2. GBH/JECAC (also JECAC/GBH) –Staff/Student/Parent Relations
 3. GBK/KGC (also KGC/GBK) – Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
 4. IGAC – Teaching about Religion
 5. IGACA – Recognition of Religious Beliefs and Customs
 6. IGACA-AR – Recognition of Religious Beliefs and Customs
 7. IGAC – Religion and Schools
 8. IGAC-AR – Recognition of Religious Beliefs and Customs
 9. IBDJA – Relations with Homeschooled Students
 10. IGDJ - Interscholastic Activities
 - D. Board Packets: How the board packets are distributed was discussed. It was decided that C. Ouellette, K. Engel and M. Evenson would receive mailed packets and I. Wiggins will get them via e-mail. K. Harris was absent.

- IV. SUPERINTENDENT'S REPORT
 - A. K-6 Principal Report: Written, see attached.
 - B. 7-12 Principal Report: Written, see attached.
 - C. Superintendent Report: Written, see attached. There was some discussion around Chronic Absenteeism, intervention strategies and the two year grant received to address those issues.

- Financial Report: Written, see attached. T. Montague presented the financial report. The July report doesn't have any of the encumbrances for payroll in it yet, those will be posted in September, with the first big payroll. Our budget is tight and we will have to discuss possible options with the upcoming PERS funding issues. There was discussion surrounding possible new industry coming to the area and how that could affect how the school district is funded. Tax levies vs. a general obligation bond for extra funding was discussed and the positives and negatives of each.

V. BOARD MEMBERS REPORTS: C. Ouellette is excited about the new board and the new vision, really appreciated the board training with OSBA, and enjoyed this mornings All Staff Day. K. Engel also appreciated the board training with OSBA and is looking forward to the board retreat on Sept. 11th. I. Wiggins enjoyed the board training, All Staff Day and the video that was shown. M. Evenson echoed all of their comments and is also looking forward to the Board Retreat that will be held at her house.

VI. CONSENT AGENDA

- A. Financial Report
- B. Cafeteria Paper, Dairy and Produce Supplies Bids
- C. Approve hiring of Robin Haulk, .7 FTE CMHS Teacher
- D. Approve Minutes of July 23, 2018 board meeting

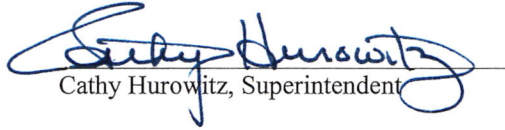
A motion was made to approve the consent agenda.

CO/KE – Unanimous

ADJOURNMENT: 7:25 pm

NEXT BOARD MEETING: September 24, 2018


Megan Evenson, Board Chair


Cathy Hurowitz, Superintendent

Clatskanie Elementary School



Monday, August 27th, 2018

Dear Board of Directors,

Below is a summary of the current work underway at CES.

- ***Kinder Kamp Debrief:*** The staff at CES hosted our 4th Annual Kinder Kamp throughout the week of Monday, August 20th through Friday, August 24th. CES served 52 of the 53 enrolled kindergarteners over the course of the week. Students were engaged in various learning activities aimed to prepare our new kinders for the routines, expectations, and practices needed to be successful here at Clatskanie Elementary School. I would like to thank the staff and volunteers that worked many hours to make this year's Kinder Kamp a huge success. I would also like to send a special thank you to our wonderful 6th grade mentors who gave a week of their summer to support our new Cougar friends; and, they worked to create a "Cougar Way" video that will be used to teach each and every Cougar expected behaviors at CES.
- ***New Initiatives = New Systems*** - The staff at CES would like to inform the Board of the new initiatives that will be driving the work of implementation and leadership teams at CES this coming year. First, CES will be implementing a Culture of Care - Trauma Informed School processes and practices to support the social-emotional learning of all CES Cougars, especially those who have suffered Adverse Childhood Experiences. Second, in collaboration with Mr. Helman and CMHS, CES will be developing processes and practices to target Chronic Absenteeism at Clatskanie Elementary School and throughout the District. Chronically Absent refers to a student who has missed 10% or more of school days for any reason - excused or unexcused. Chronic Absenteeism is a top indicator of a students chances of becoming at grade-level for reading by 3rd grade and for potential dropout. We are also excited to have the opportunity to implement RTI systems and practices in the area of mathematics at CES through our involvement in the Oregon RTIi Math Cadre 2 work. Finally, CES, through the work of the School Improvement team, will be developing a Continuous Improvement Plan as outlined and required in Executive Numbered Memo 007-2017-18. In order to effectively implement these new initiatives, CES understands the importance of solid and efficient systems. For each of the above stated initiatives, CES will be developing and maintaining Multi-Tiered Systems approaches to this work. CES looks forward to informing the Board of how Multi-Tiered Systems of Support are implemented and how they function at CES.
- ***MindUP*** - On Tuesday, August 28th the Certified Staff at CES, and facilitated by a trainer from the Hawn Foundation, will be trained to implement the MindUP curriculum created by the Hawn Foundation and published by Scholastic. MindUP will be a critical Tier I component of our Social-Emotional: Trauma Informed School system. We are

truly excited about this opportunity to provide this important learning to all our CES Cougars. Once again, MindUP is a groundbreaking curriculum and framework that is built on the four foundations of: neuroscience, mindful awareness, positive psychology, and social-emotional learning.

- **Enrollment and Class Sizes:**
 - Total Enrollment = **380**
 - Kindergarten:
 - Jones = 26
 - Turner = 27
 - 1st Grade:
 - Corne = 29
 - Tompkins = 31
 - 2nd Grade:
 - Sittloh = 26
 - Tallman = 25
 - 3rd Grade:
 - Jones = 29
 - Bauman = 29
 - 4th Grade:
 - Rowland = 28
 - Horness = 28
 - 5th Grade:
 - Ingamells = 26
 - Van Voorst = 25
 - 6th Grade:
 - Crawford = 23
 - Weedin = 23

- **September Events:**
 - **PBIS Welcome Back Kickoff Assembly** - CES will host a Welcome Back to School Kickoff Assembly for all Cougars on Tuesday, September 4th at 1:00 in the Cardiff Gym. We will kick off the year with fun activities, teaching of expectations, and setting the purpose for the year. You are all welcome to attend.
 - **Cougar Dens** - All CES students and Staff will meet in Cougar Dens on Friday, September 7th. Cougar Dens are across grade-level “families” that meet once a week to focus on community building, relationship fostering, and social-emotional learning. Cougar Dens will meet every Friday that does not have an already scheduled event, i.e. - PBIS Assembly.
 - **Back to School Night** - This year CES will host a Back to School Night on Tuesday, September 11th from 5:00PM-7:00PM, rather than the traditional Open House we have offered in the past. Back to School Night will welcome all CES families to Clatskanie Elementary School to attend one of two classroom workshops hosted by each teacher (either 6:00 or 6:30), a CES Parent Information Meeting (5:30 in the Cardiff Gym), PSEA Pizza (5:00-7:00), a book sell, and a community resources fair. You are all invited to attend this year’s Back to School Night.
 - **September PBIS Assembly** - CES will host our first end-of-the-month PBIS Recognition Assembly on Friday, September 28th beginning at 1:00pm in the Cardiff gym. PBIS Recognition Assemblies are a monthly schedule assembly to honor Cougars accomplishments and to celebrate the amazing things they do.

Clatskanie Middle/High School

Home of the "Tigers"



Building Report: 2018-19 Planning Outline

Current school events

- Registration Day 8/21/2108- this was a very successful event this year have been approximately 280 families attend registration. We had a lot of really positive feedback about our registration process, the professionalism of staff and the efficiency of the system.
- Adams family musical- Approximately 18 students (give or take one or two dependent on family vacations) have attended the Adams Family Musical training this summer with Jamie Erwin. We will have a number of other students involved in this production once school starts.
- Open house is scheduled for September 19 from 6:30 PM to 7:30 PM. Teachers will be in their classrooms and staff will be present to welcome families, explore curiosities about school functions, and answer any questions community members may have. We are really looking forward to this event.
- Currently have 22 new students registered- these are numbers directly from registration day on 8/21. We are anticipating more students transferring based on conversations with family/community members.
- All sports have been practicing indoors this week due to the quality air index indicating hazardous levels.

Office Changes

DO has moved to CMHS- Positive feedback from community members regarding the move and accessibility.

Courses

- MS Cruise Classes will be changing this year and will now consist of STEM, Computer Applications, School Orientation, and Health courses for all middle school students. Mr. Kammppi (CTE/Metals) and Mr. Erwin (Engineering/STEM) attended the Oregon Manufacturing Innovation Center (OMIC) conference in Scappoose. Located in Columbia County, Oregon, OMIC focuses on applied research and advanced manufacturing for industrial companies. It works with manufacturers, metals manufacturing suppliers, and higher education partners. University and company researchers work with undergraduate and graduate student assistants on problem sets defined by OMIC R&D's industry members. OMIC benefits include: three to five years of

Drivers Education

- Drivers Education course is complete and it was very successful. Due to the success of the program, I am working with the Driver's Education Company to continue offering the classes every summer for an ongoing basis.

CMHS Landscape/ Interior

- It has been an eventful summer with lots of new changes to CHMS! The maintenance and custodial crews have worked tirelessly to prepare the building and grounds for the 2018-19 school year. Some of the exciting changes you will see are: New landscaping in the front of school, new driveway (entrance only-baby steps :>), freshly painted interior walls, a re-organization of the District Office and staff, and restructuring of classroom assignments/locations to meet student and staffing needs. I would like to thank the entire summer crew for making so much of this happen!

Generator project-

- The Generator project in collaboration with PUD is complete.

July Athletics Board Report

Fall sports are well under way with great turnout for all sports.

Football: 37 athletes currently on roster with more trickling in when school starts.

Volleyball: 20 athletes currently on roster

Soccer: 12 athletes registered and practicing

X-Country: 7 Athletes currently on team.

Superintendent's Board Report
8/27/2018

Summer Institute:

I attended the Assessment Institute in Eugene with Brad, Sara, and Jim. We caught up on the latest issues, concerns, and best practices implemented across the state. We need to pay special attention to the changes that are to be implemented with the new federal Every Students Succeeds Act (ESSA). We will begin forming teams to work on school and district improvement plans that are required of all districts by June 2019.

New Superintendent Academy:

COSA (Confederation of Oregon School Administrators) sponsored training for new superintendents and superintendents new to position or state. I attended the first 2 day training in Salem. Our cohort meets monthly during the year. Most of the meetings are coordinated with other COSA events. Each meeting covers topics relevant to district leadership. Unfortunately I will not be able to attend the September meeting as it is at the same time as the ESD's first quarterly superintendent's meeting. I will be able to catch up with materials from COSA.

Budget:

I spent several hours with our budget and finance support at NWRESA. I have a much clearer picture of our budget and how it was developed last year. Our budget is very tight and we have significant overages in last year's budget that will impact our ending fund balance and carryover from last year. This will play a role in our budgets for this year. For now we are in survival mode watching every expenditure. Brad, Jim, and I have a meeting scheduled on Thursday 8/23 with Daniliz Ortiz from the ESD. Together we can develop a game plan for this year.

On a positive note the elementary school is growing. So far there have been 28 new students enrolled at CES.

Facilities:

All of the narratives have been approved and signed off by the ODE for our assessment grants. I have contact information for a company that can do our assessments. We will post an rfp for the work. All work is to be completed by 12/31/2019.

Communication:

I will be forming a Superintendent's Advisory Council consisting of community/parent members from each school. We will meet monthly and discuss non negotiated concerns and suggestions for district improvements.

I will also be scheduling Coffee with the Superintendent for the community. I will schedule regular times where anyone can drop by to ask questions, seek clarification, and make suggestions. Two Board members may participate each time.

Chronic Absenteeism:

Because our chronic absentee rate is high the Clatskanie School District was awarded funds from the state to come up with a district plan to combat absenteeism. Brad, Jim, and I met with a representative from the ODE to learn about support options and how we may use the funds, approximately \$56,000. We have a draft report from the ODE with suggested goals. We will also have access to a trained

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

	Budget	Year-to-Date 7/31/2018	Encumbered ¹	Budget Remaining	Percent Remaining
<u>GENERAL FUND</u>					
Revenue:					
Property Taxes	\$ 3,640,000	\$ -	\$ -	\$ 3,640,000	100.00%
Charges for Services	116,500	200	-	116,300	99.83%
Earnings on Investments	18,000	2,261	-	15,739	87.44%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	681,474	-	3,470,816	83.59%
Other Sources	340,000	-	-	340,000	100.00%
Beginning Fund Balance *	298,549	-	-	298,549	100.00%
Total Revenues	\$ 8,578,339	\$ 683,935	\$ -	\$ 7,894,404	92.03%
Expenditures:					
Instruction	\$ 5,044,818	\$ 5,551	\$ 2,280,799	\$ 2,758,468	54.68%
Support Services	3,238,521	246,831	1,069,730	1,921,960	59.35%
Transfer of Funds	95,000	-	-	95,000	100.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	\$ 8,578,339	\$ 252,382	\$ 3,350,529	\$ 4,975,428	58.00%
<u>SPECIAL REVENUE FUNDS</u>					
Revenue:					
Charges for Services	\$ 749,645	\$ 256	\$ -	\$ 749,389	99.97%
State Sources	202,613	-	-	202,613	100.00%
Federal Sources	551,000	-	-	551,000	100.00%
Interfund Transfers	95,000	-	-	95,000	100.00%
Beginning Fund Balance *	282,250	-	-	282,250	100.00%
Total Revenues	\$ 1,880,508	\$ 256	\$ -	\$ 1,880,252	99.99%
Expenditures:					
Instruction	\$ 765,779	\$ 2,001	\$ 185,591	\$ 578,187	75.50%
Support Services	207,334	3,300	22,089	181,945	87.75%
Enterprise and Comm Services	427,395	1,773	128,813	296,809	69.45%
Transfer of Funds	340,000	-	-	340,000	100.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 1,880,508	\$ 7,074	\$ 392,195	\$ 1,481,239	78.77%

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 - July 31, 2018**

	<u>Budget</u>	<u>Year-to-Date 7/31/2018</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ -	\$ -	\$ 240,000	100.00%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	-	-	10,000	100.00%
Cash Sales	127,645	56	-	127,589	99.96%
Interest Income	-	-	-	-	0.00%
Transfers in	20,000	-	-	20,000	100.00%
Beginning Fund Balance *	-	-	-	-	0.00%
Total Revenues	<u>\$ 420,645</u>	<u>\$ 56</u>	<u>\$ -</u>	<u>\$ 420,589</u>	<u>99.99%</u>
Expenditures:					
Salaries	\$ 127,870	\$ -	\$ 114	\$ 127,756	99.91%
Associated Payroll Costs	93,175	-	-	93,175	100.00%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	-	-	500	100.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	-	-	500	100.00%
Supplies/Cafeteria	9,000	-	4,800	4,200	46.67%
Food/Cafeteria	158,000	237	122,363	35,400	22.41%
Nonconsumable Supplies	-	-	-	-	0.00%
Commodities Used	-	-	-	-	0.00%
Computer Software	1,600	-	-	1,600	100.00%
Other Objects	6,000	1,536	1,536	2,928	48.80%
Total Expenditures	<u>\$ 420,645</u>	<u>\$ 1,773</u>	<u>\$ 128,813</u>	<u>\$ 290,059</u>	<u>68.96%</u>

Note 1 - Encumbrances are primarily for payroll.

* Fund balance available after completion of audit.