

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
February 12, 2019, 6:15 p.m., CES Library

RESCHEDULED BOARD MEETING AGENDA

Board Members Present: Megan Evenson-Board Chair, Kathy Engel-Vice Chair, Ian Wiggins, Kara Harris
Board Member Absent: Chris Ouellette
Admin Team Present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Principal, Brad Thorud-CES Principal
Admin Team Absent: Tami Montague-Business Manager
Guests: Sarah Thorud, Gavin Thorud, Kara Burghardt, Yvonne Krause, Elsa Jauron, Lucius Jones

Executive Session called to order: 6:15 pm

Executive Session: ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
ORS 192.660(2)(f): To consider records exempt by law from public inspection.

Executive Session Adjourned: 6:27 pm

- I. CALL TO ORDER: 6:32 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 - Y. Krause and E. Jauron will be attending Legislative Education Day in Salem. Will be getting information and talking to Betsy Johnson and Brad Witt about the new opt out. Should be very informative.
 - D. Clatskanie Education Association Representative Report - L. Jones spoke a little about the employee wellness grant that we hope to apply for. There is a conference at the end of March in Bend, OR, he would like to send a team to that. The grant isn't due until November, so there is time to plan.

- III. OLD BUSINESS: None

- IV. NEW BUSINESS
 - A. Facility grant updates - C. Hurowitz discussed the three Facility grants we received. We have a year from December to do the studies required by the grant. C. Hurowitz met with Paul Simmons (Maintenance/Custodial Manager). He will take care of getting the contractors lined up to complete the studies. Probably will happen over the summer when school is not in session.
 - B. Elections information - 5 openings: All five of the School Board positions will be open for this May's election, due to 4 of the members being appointed to their positions last May. The window is Feb. 11th - Mar 21st for candidates to file their declaration of candidacy. T. Burgher will check on whether the board members that were appointed by the Northwest Regional Educational Service District last May will have to run for the positions they were appointed to at the time.
 - C. February Enrollment Information

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written. B. Thorud added that the CES Office mailed out an absentee profile for each student and information talking about chronic absenteeism to all of the student's parents. Along with the information, they sent out a magnet so parents can track absences.
- B. 7-12 Principal Report: Written
- D. Special Education Report: Written. There was a brief discussion about students coming into Clatskanie School District with out of state IEP's. J. Helmen and C. Hurowitz explained the process.
- E. Superintendent Report: Written. C. Hurowitz also discussed the meeting she had regarding the School Resource Officer sharing opportunity. It would cost the district close to \$40,000 for 10 hrs a week. There are school safety grants available. J. Helman has Sheriff Cody Pesio and his canine coming into CMHS once a week to be a presence and build relationships.
 - Financial Report

VI. BOARD MEMBERS REPORTS: I. Wiggins congratulated both girls' and boys' basketball teams on being league champions and CMHS for the write up in The Chief about their alternative program. K. Engel was sorry she missed last months meeting.

VII. CONSENT AGENDA

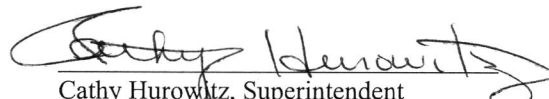
- A. Financial Report
- B. Approval of Temporary Special Education Teacher Contract for April Marcum
- C. Approval of Stephen Tack, Technology Coordinator Contract
- D. Approval of 19-20 NWRES D Service Plan
- E. Approve Minutes of January 14, 2019 board meeting

IW/KH - IW/KH/ME IN FAVOR, KE ABSTAINED

ADJOURNMENT: 7:15 PM

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

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

Clatskanie Elementary School



Monday, February 11th, 2019

- **Collaborative Problem Solving Training:** On Monday, January 28th through Wednesday, January 30th a six person team from CES participated in a three day training in Collaborative Problem Solving.
 - 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 rooted in the idea that kids will do well if they can, as opposed to kids do well if they will to. Skills, not will.
 - Collaborative Problem Solving is rooted in the neuroscience research of Dr. Stuart Ablon. Follow this link to listen to Dr. Ablon explain his approach:
 - 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.
 - Our goals for CPS implementation at CES:
 - Have entire staff trained in CPS.
 - Implement CPS approach in our Multi-Tiered Systems of Support through our Individual Problem Solving Team process.
 - Begin using CPS immediately with individuals in need of support.

- **PBIS Check-In:**
 - From Wednesday, February 27th through Friday, March 1st a team of six staff members will attend the Northwest PBIS Annual Conference in Portland.
 - The team will focus their learning on PBIS strategies that will target Chronic Attendance, ideas for student and staff wellness, and strategies targeting Social-Emotional learning.

- **Math RTI (Response to Intervention) Implementation:**
 - Depending on the weather, 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.

- **Enrollment and Class Sizes:**

- Total Enrollment = **380**
- Kindergarten:
 - Jones = 21
 - Turner = 26
- 1st Grade:
 - Corne = 26
 - Tompkins = 27
- 2nd Grade:
 - Sittloh = 26
 - Tallman = 26
- 3rd Grade:
 - Jones = 29
 - Bauman = 25
- 4th Grade:
 - Rowland = 30
 - Horness = 30
- 5th Grade:
 - Ingamells = 24
 - Van Voorst = 26
- 6th Grade:
 - Crawford = 23
 - Weedin = 25
- Kinder-6th Grade:
 - Takalo = 7
 - Warren = 9

- **February and March Events:**

- **February PBIS Assembly** - CES will host our monthly PBIS Assembly on Friday, February 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. Please join us.
- **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.

Home of the "Tigers"



Building Report: 2/11/19

Jim Helmen- Principal

- **Expansion of our Student Success Program-** We are seeing excellent progress in our 9th grade on track program- Student Success courses. We have expanded Students Success Program by adding an additional course 6th period based on the need many of our students receive additional academic behavior supports throughout the day. The continued focus for Student Success program is to provide students the opportunity, within an individual or small group setting, to develop effective strategies for self-control and self-regulation in stressful environments, develop strategies to increase advocacy skills with teachers and staff members, and increase access to all parts of school environments . We are currently in the process of developing a wellness room. The goal of the wellness room will be to develop strategies to lower the unhealthy stress in students who have experienced trauma. The wellness room will run in conjunction with the student success classes. A precursor to the development of the wellness room will be to support staff in gaining the knowledge and support they need to play a positive role in understanding trauma informed care practices. We are currently developing professional development opportunities for teachers to drum and form literature and practices through Rick Robinson, trauma informed care (TIC) Coordinator.
- **CMHS Alternative Program-** Alternative Education Program is doing extremely well. We currently have 10 students enrolled with two staff members- Certified and classified staff members. The program is funded out of two separate programs: Academic platform (Odysseyware) is funded through Alternative Education Fund and Staffing funded through Chronic Absenteeism Grant from ODE.
- **Honor Graduate Applications-** Honor Grad applications have been collected and are currently being reviewed by Mr. Helmen. Some of the Honor Grad course requirements, for a selection of students, will not be met until the end of semester 2 (prior to graduation). If a student is on track to meet Honor Grad at the end of semester 1, applications will be accepted with a statement indicating "Acceptance Pending" until completion of all required courses.
- **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
- CMHS will be taking students to **Apprenticeship Forum** on February 12th at St. Helen's High School. With baby boomers retiring in the near future, there is a need for more skilled trade employees, according to Youth Program Coordinator with WorkSource Oregon. There will be a presentation about ironworkers, carpenters, laborers, elevator constructors, electricians, masons, sheet metal workers and glaziers. The apprenticeship forum is a place to discover that students can, without a college degree, get a high paying job.

- **BACK TO SCHOOL NIGHT and CMHS Drama Variety Show Night** was a HUGE success!! We had approximately 85 students attend grades 9-12. Thank you to all staff, parents, and students who participated in coordination of event. A special thank you to community members who donated their time and materials. A very special thank you to Nina Brewer who goes above and beyond to support the students here at CMHS.
- **Senior Preview Day** at Clatsop Community College was held February 7th. 10 students were able to tour the campus and hear about the programs and degrees CCC offers.
- We have recently experienced some issues with sportsmanship and conduct of some of our players and fans at basketball games. I released this statement to CMHS parents prior to the Warrenton JV/V games:

Sporting Events: The job of an athlete parent and family member is tough and takes a lot of effort to do it well. The time commitment involved in the development of an athlete is extensive for both parent and athlete. Clatskanie has a rich history of athletics that flows through generations of our community members and current athletes. There is never a better conversation than that of a former player or coach remembering their time here at CMHS. The difficult conversations are those that revolve around incidents that occur at games which shed a negative light on our athletes or supporters. Often times these events are not one sided, nor isolated to a specific incident in a completion, but manifest themselves as poor sportsmanship. As the Principal at Clatskanie Middle High School, I carry the position with a tremendous amount of pride and reverence for our community members and students- some of which are my own. I would like to remind everyone the expectations for athletics or academic events here at CMHS.

1. Cheer for our team and your players. Opponents and referees deserve respect. Realize that players and officials will make mistakes. Your support is needed when things aren't going well.
2. Concentrate on what is best for the team, school and community. Preoccupation with things that cannot be controlled through emotional outburst can be very distracting.
3. Attempting to communicate with other coaches, players, or officials during a game only creates tension for those involved. Be a respectful spectator.
4. Conduct that draws unwanted attention to oneself usually leads to embarrassment for your athlete. Please keep their well-being in mind at all times. Don't jeopardize losing the opportunity to watch your athletes participate at events.

Upcoming events:

February Upcoming Events:

- February 14 = ValenTunes (J. Erwin); NHS student will be out of class making deliveries most of the day
- February 12 & 14 = Immunizations at SBHC 1:00 p.m. to 5:00 p.m. if needed (Nurse Annie)
- February 18 = President's Day – NO SCHOOL
- February 20 = Immunization Exclusion Day; if you are not current, you will not be able to attend school (Nurse Annie)
- February 20 = Western Oregon University; English III students (N. Brewer)
- February 21-23 = Oregon Logging Conference (Fatz)
- February 23 = Sweetheart's Ball @CMHS (N. Brewer)
- February 22-23 = Varsity Wrestling at Portland Memorial Coliseum (R. Tompkins)
- Feb 25-Mar 1 = Missoula Children's Theatre auditions, practice & performance (CAC)
- February 26 = District Band Festival at St. Helens HS (J. Erwin)
- February 26 = SERVUS Leadership Conference; Kent, WA (N. Brewer)
- February 28 = Start of High School Basketball State Playoff Games!
- February 28 = "Matilda" play at Jesuit High School (N. Brewer)

Tiger Tournaments

February 16 & 17, 2019 –Sponsored by Cross Country/Track

Superintendent's Report **2/11/2019**

New Superintendent Academy: I was able to attend the New Superintendent Academy before the Oregon Executive Administrator's Conference in Salishan. The focus was the budget process. Business managers were invited to participate. Daniliz was able to attend the work sessions with me. The sessions were really helpful for me to become more familiar with the process and begin planning for our upcoming budget. I was able to get a start on my budget message. I will develop my message focusing on our three areas to improve student achievement: Engagement, Community, and Instruction.

OSEA (Oregon School Executive Administrators) Conference: The conference began with an Off the Record meeting. The Legislative Update focused on the upcoming session. All school administrators and school board members are asked to contact their representatives in support of school funding. Templates and sample narratives will be coming out from OSBA and COSA. Legislative Days are coming up in Salem in February. Our Lobby Day is February 19. I will have more information on 2/11 as I will have attended a County and Regional Superintendent's meeting on 2/8. If you want to attend the Lobby Day and meet with our representatives, let me know. I think it would be a good idea if Clatskanie was represented.

The sessions that I attended were mainly around supporting CTE with Measure 98 funds (we will have more if it is fully funded), improving graduation rates, chronic absenteeism, and expanding learning opportunities for all students.

Professional Support/Coaching: I have contracted with Dr. Rob Hess to coach District Administration. Rob has a long and well documented successful history as a school principal, District Office Director, and a Superintendent. Rob will begin working with the principals on management vs. leadership. They will create an action research plan concerning a problem of practice that is of concern to them. Rob will act as a coach and support to both principals. He will have regular contact and visits with them. Rob will also provide some mentorship and coaching to me as well as a first year superintendent. On February 15th Rob and a colleague will be here to spend the day and begin our work together. During the afternoon of the 15th Rob will meet with Megan and me to talk about developing our Strategic Plan.

Our Chronic Absentee Coach will be here next week to help plan for the full staff professional development that will be held on 3/18.

School Improvement: Each three years every school and district must develop a School and District Improvement Plan and submit to ODE. Each year the plan is to be reviewed and revised and progress towards goals is reported to ODE. This year with the new Every Student Succeeds Act (ESSA) every district and school must submit a new plan with new requirements. CMHS has been targeted by the Department (ODE) as a school in need of support. We have additional funding from the ODE to support our District and CMHS in the improvement process. The funding is available to help form and implement an improvement plan. I have been concerned

that with everything that is on our plates that the intentions of the process, feedback from a variety of stakeholders, may be a bit overwhelming for Jim and the District. I have asked the ODE if I could use some funding from the grant to hire a facilitator to help us through the process. The ODE came back with some good news. They have offered to pay a facilitator for 10-15 hours of time to support our work (typically these types of facilitators charge approximately \$80/hour.) I have asked that Sandy McCleary be assigned as she has the experience (she has worked with St. Helen's facilitating their process for several years) and she is familiar with our district. Since Sandy is not being paid for out of the grant we can include support for the elementary school if they need it as well.

School Resource Officer: I will be meeting with the City Manager, Mayor, Rainier Superintendent and the Sheriff on 2/11 to discuss the possibility of a School Resource Officer. I received a final calculation from the City Manager and to have an officer here approximately 10 hours per week, our share would be almost \$37,000. My recommendation, at this time, is to hold off as it is a big expense for the return of time we would actually get from the officer. Rainier will be welcome to pay the Sheriff the full amount for a .5FTE School Resource Officer if they want to continue negotiations.

Other: I will be speaking to Kiwanis on 2/19. I will share all of the great things happening in our schools. Kathy Engle will also share that day regarding the work of the board and the goal/vision setting work that we are involved in.

I attended a Chamber breakfast and joined Chamber as a representative of the District.

Special Education Director Report
2/11/2019

My dual role as Special Education Director and Superintendent puts our district in a potential area of non-compliance. Typically if a parent or guardian does not agree with the team's decisions at an IEP meeting the parent or guardian may appeal to either the SpEd Director or Superintendent. Since I was attending most of the IEPs here at CMHS the only appeal would be to the Board. Jim and I have had conversations about the issue and he said he will take on most of the IEPs at CMHS. I will attend IEPs that have potential issues, like I do at CES, but Jim has taken on most of the IEP's.

We are in need of a School Psychologist more than 3 days per week. We currently contract with the ESD for our school psyc. Our school psyc is shared with Rainier and is on contract to the NWRES. She has mentioned that she would like to work at Clatskanie full time and would be able to do more for our students than testing. She is a licensed clinical psychologist with her PhD and can do groups and actual therapy. The staff at both schools would like to have her serving our students in a broader capacity. Currently she is in the Army Reserve and was a Colonel when she was serving. She has shared with me that she does not need health insurance or PERS retirement and would consider becoming an independent contractor with our District. We currently pay approximately \$76,000 for her services through the ESD. That gives us 3 days each week. I am investigating what it will take to bring her on board full time to serve our students. An additional consideration is that she is able to bill OHP (The Oregon Health Plan) for her services to the district. If this happens the district would recoup some of her salary. Please let me know if you have any concerns.

During our monthly Special Education meeting we discussed the process for new students from out of state. We came to agreement on the process and it will be added to our handbook as it is developed. I also provided some training and information on our State Reporting and file review mandates. Staff now realizes how critical it is for all of our IEPs to be in compliance. We also continued our discussion regarding the new rules around autism and the new Developmental Disability rules.

**Clatskanie School District
Monthly Financial Report
July 1, 2018 - January 31, 2019**

	<u>Budget</u>	<u>Year-to-Date 1/31/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<u>GENERAL FUND</u>					
Revenue:					
Property Taxes	\$ 3,640,000	\$ 3,270,995	\$ -	\$ 369,005	10.14%
Charges for Services	116,500	90,947	-	25,553	21.93%
Earnings on Investments	18,000	21,730	-	(3,730)	-20.72%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	2,710,032	-	1,442,258	34.73%
Other Sources	340,000	-	340,000	-	0.00%
Beginning Fund Balance	298,549	300,659	-	(2,110)	- 0.71%
Total Revenues	<u>\$ 8,578,339</u>	<u>\$ 6,394,363</u>	<u>\$ 340,000</u>	<u>\$ 1,843,976</u>	<u>21.50%</u>
Expenditures:					
Instruction	\$ 5,044,817	\$ 2,287,174	\$ 2,275,415	\$ 482,228	9.56%
Support Services	3,238,521	1,849,556	1,251,841	137,124	4.23%
Transfer of Funds	95,000	-	95,000	-	0.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	<u>\$ 8,578,338</u>	<u>\$ 4,136,730</u>	<u>\$ 3,622,256</u>	<u>\$ 819,352</u>	<u>9.55%</u>
<u>SPECIAL REVENUE FUNDS</u>					
Revenue:					
Charges for Services	\$ 749,645	\$ 513,751	\$ -	\$ 235,894	31.47%
State Sources	202,613	56,746	-	145,867	71.99%
Federal Sources	551,000	121,281	-	429,719	77.99%
Interfund Transfers	95,000	-	95,000	-	0.00%
Beginning Fund Balance	282,250	241,332	-	40,918	14.50%
Total Revenues	<u>\$ 1,880,508</u>	<u>\$ 933,110</u>	<u>\$ 95,000</u>	<u>\$ 852,398</u>	<u>45.33%</u>
Expenditures:					
Instruction	\$ 765,779	\$ 226,341	\$ 191,816	\$ 347,622	45.39%
Support Services	207,334	141,892	22,089	43,353	20.91%
Enterprise and Comm Services	427,395	171,594	210,843	44,958	10.52%
Transfer of Funds	340,000	-	340,000	-	0.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	<u>\$ 1,880,508</u>	<u>\$ 574,756</u>	<u>\$ 764,748</u>	<u>\$ 541,004</u>	<u>28.77%</u>

Note 1 - Encumbrances are primarily for payroll.

**Clatskanie School District Food Service Fund
Monthly Financial Report
July 1, 2018 - January 31, 2019**

	<u>Budget</u>	<u>Year-to-Date 1/31/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ 92,860	\$ -	\$ 147,140	61.31%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	1,774	-	8,226	82.26%
Cash Sales	127,645	45,006	-	82,639	64.74%
Miscellaneous	-	-	-	-	0.00%
Transfers in	20,000	-	20,000	-	0.00%
Beginning Fund Balance	-	(15,978)	-	-	0.00%
Total Revenues	\$ 420,645	\$ 123,662	\$ 20,000	\$ 261,005	62.05%
Expenditures:					
Salaries	\$ 127,870	\$ 61,503	\$ 78,149	\$ (11,782)	- 9.21%
Associated Payroll Costs	93,174	48,398	65,161	(20,385)	-21.88%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	150	275	75	15.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	116	145	239	47.80%
Supplies/Cafeteria	9,000	3,153	2,780	3,067	34.08%
Food/Cafeteria	158,000	47,875	62,658	47,467	30.04%
Nonconsumable Supplies	-	-	-	-	0.00%
Commodities Used	-	-	-	-	0.00%
Computer Software	1,600	2,623	-	(1,023)	-63.94%
Other Objects	6,000	4,823	1,676	(499)	- 8.32%
Total Expenditures	\$ 420,644	\$ 168,641	\$ 210,844	\$ 41,159	9.78%

Note 1 - Encumbrances are primarily for payroll.