

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
October 29, 2018, 6:30 p.m., CES Library

BOARD MEETING MINUTES

Board Members Present: Megan Evenson-Board Chair, Kathy Engel-Vice Chair, Ian Wiggins, Kara Harris, Chris Ouellette
Admin Team Present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Principal, Tami Montague-Business Manager
Admin Team Absent: Brad Thorud-CES Principal
Guests: Foster Evenson-CHS Student Body President, Lucius Jones-CEA Union Co-president, Katherine Willis, Dennis Hurowitz, Cyndi Warren, Ryan Tompkins

- I. CALL TO ORDER: 6:30 pm, Megan Evenson-Board Chair called the meeting to order
 - 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: Foster Evenson gave this report. Homecoming was very successful, they even made \$350 on the dance. October 25th was Bingo Night, it was very successful as well, approximately 250 people attended, he heard no complaints and everyone had fun! CMHS is selling Hydroflasks as a fundraiser. They will be available to order through the end of this week. On November 9th, the freshman class will be hosting a movie/game night. They will show the Incredibles 2. Should be fun for all. This weekend is the Student Council Fall Conference. Foster will be giving a presentation at the conference regarding executive council. CMHS is also looking into holiday service opportunities. C. Ouellette mentioned possibly helping the elderly put up their holiday decorations? He also thanked the Leadership class for their help at Bingo Night.
 - C. Oregon School Employees Association Representative Report: None
 - D. Clatskanie Education Association Representative Report: L. Jones started off by speaking for the union on how much the staff enjoyed the Collaborative Goal Setting Workshop on Oct. 23rd. It was very valuable and they felt their voices were heard. They look forward to more collaborative work. Also, since CES is looking at getting a behavior room put in place, the union has been looking at job descriptions and making sure that procedures are followed.

- III. OLD BUSINESS: M. Evenson asked if there were any updates on the quote regarding School Safety that was discussed at last meeting. There are none at this time.

- IV. NEW BUSINESS
 - A. Swim Co-Op with Rainier: R. Tompkins would like to join a swim co-op with Rainier. He has spoken to Rainier and they have agreed. The students that participate would self-transport and pay the sports fees that Rainier charges. They need School Board approval to move forward with the co-op. This is a one year agreement and any student from CMHS can participate. He is always looking for ways to include more girls in sports.

A motion was made to approve the swim co-op with Rainier.

IW/CO - UNANIMOUS

- B. October Enrollment Information: Student enrollment is up 11 students from last year at this time. We hope the trend continues, but housing is in short supply in Clatskanie, so families must be doubling up.
- C. Report on interim progress on evaluation standards by the Superintendent: Written report
- D. State Assessment: C. Hurowitz distributed the CES, CMHS & the District Report Cards. Statewide testing is very important. School data is posted on many websites for parents to see before moving in to the area. We are also held accountable to the state for our scores. They are trending downward. A discussion followed on

possible reasons for low test scores, such as, staff not putting importance on testing, parents opting their kids out of testing, negative information being spread about testing, etc. State test scores can ebb and flow, but Clatskanie should at least be at the state level and we are, mostly, well below.

- E. Discussion Debrief from the Collaborative Goal Setting Workshop on October 23rd, 2018: C. Huowitz presented the debrief notes from the meeting. Feedback on the meeting was very good, words used, “amazing opportunity”, “great facilitator”, “very valuable”, etc. Instruction, engagement and community were the main focus of the meeting with supporting items under each heading, see attached.
- F. GCDA/GDDA – Criminal Records Checks and Fingerprinting: Will send to the Policy Committee to discuss new information received regarding fingerprinting.
- G. GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting: Will send to the Policy Committee to discuss new information received regarding fingerprinting.
- H. June 2018 Policy Updates – 1st Reading
 - 1. IGBHE – Expanded Options Program
 - 2. IGBHE-AR(1) – Annual Expanded Options Program Notification
 - 3. IICC – Volunteers
 - 4. IKF – Graduation Requirements
 - 5. JBA/GBN – Sexual Harassment
 - 6. JBA/GBN-AR – Sexual Harassment
 - 7. JECA – Admission of Resident Students
 - 8. JHCD/JHCDA-AR – Medications
 - 9. JHFE-AR(1) – Reporting of Suspected Abuse of a Child
 - 10. JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises
 - 11. JHFF – Reporting requirements Regarding Sexual Conduct with Students
 - 12. KI – Public Solicitation in District Facilities
 - 13. KJ – Commercial Advertising
 - 14. KJ-AR – Commercial Advertising
 - 15. KJ – Advertising in District Facilities
 - 16. KN-AR(1) – Relations with Law Enforcement Agencies
 - 17. JFCG-AR – Discipline for Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems
 - 18. GBEDA-AR – Drug and Alcohol Testing – Transportation Personnel
 - 19. GBI – Gifts and Solicitations

V. SUPERINTENDENT’S REPORT

- A. K-6 Principal Report: See written report
- B. 7-12 Principal Report: See written report. Also J. Helmen added some information regarding the district applying for a Youth Transition Program. They will be applying for a grant to hire a .5 FTE YTP coordinator to help get kids in the community for transition. It is very important program that our kids could really benefit from.
- D. Special Education Report: See written report
- E. Superintendent Report: See written report
 - Financial Report: T. Montague presented the financial report. This report ends the 1st quarter of fiscal operation. The Beginning Fund Balance is not yet entered, as the audit has not yet wrapped up but will soon. The good news is there is a little more money than expected, but that will help cover the deficit from last year. If all stays the same, we should have an ending balance of around \$200,000. Not great, but not terrible. Any increase in enrollment helps the bottom line.

- VI. BOARD MEMBERS REPORTS: I. Wiggins commended the administration and staff on Bingo Night, it was fun! Also to Jaime Erwin for the play, it was great and we had a good time. C. Ouellette dittoed what was said by I. Wiggins. K. Engel dittoes what was said by I. Wiggins and added it was all exciting stuff...the collaborative goal setting evening, the play, bingo and football. K. Harris dittoed what was said. M. Evenson agreed and added she enjoyed going to Mt. St. Helens with her daughter’s class and will go to a play next week. She really enjoys those opportunities.

VII. CONSENT AGENDA

- A. Financial Report
- B. February/June 2018 Policy Updates – 2nd Reading
 - 1. IKF – Graduation Requirements
 - 2. IKF-AR – Graduation Requirements
 - 3. JHCA/JHCB – Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening
 - 4. JHFE-AR(1) – Reporting of Suspected Abuse of a Child
 - 5. KBA-AR – Public Records

6. GBC – Staff Ethics
7. GBC-AR – Staff Ethics
8. GBN/JBA – Sexual Harassment
9. GBN/JBA-AR – Sexual Harassment
10. GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault or Stalking Leave
11. GCBDC/GDBDC-AR – Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave
12. ~~GCD A/GDDA – Criminal Records Checks and Fingerprinting~~
13. ~~GCD A/GDDA -AR – Criminal Records Checks and Fingerprinting~~
14. IGBA – Students with Disabilities–Child Identification Procedures
15. IGBA G-AR – Special Education-Procedural Safeguards
16. IGBA H – Special Education–Evaluation Procedures
17. IGBA J – Special Education-Free Appropriate Public Education (FAPE)
18. IGBA J-AR – Special Education-Free Appropriate Public Education (FAPE)

C. Approve Minutes of September 24, 2018 board meeting

A motion was made to approve the consent agenda as presented.

CO/IW

The motion was amended to approve the consent agenda excluding items 12 and 13.

KE/KH - UNANIMOUS

The public session was adjourned to executive session at 7:55 pm

VIII. Executive Session

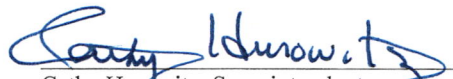
ORS 192.660 2(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The executive session adjourned to public session at 8:25 pm

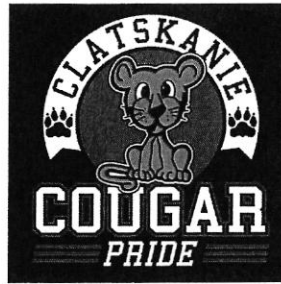
ADJOURNMENT: 8:25 pm

NEXT BOARD MEETING: November 26, 2018


Megan Evenson, Board Chair


Cathy Hurowitz, Superintendent

Clatskanie Elementary School



Monday, October 22nd, 2018

Board Meeting: Monday, October 29th, 2018

- **Math RTI (Response to Intervention) Implementation:** On Monday, October 29th and Tuesday, October 30th a group from the CES RTI leadership team will be traveling to Eugene for the Oregon Response to Intervention and Instruction initial Math RTI training. This critical training will allow CES to extend and apply our current RTI systems in the area of mathematics. The team is eager to begin taking these necessary steps to address math instruction and achievement through a school-wide lens.
- **CES Conferences:** CES will be scheduling parent teacher conferences for the day of Monday, November 19th from 8:00AM to 8:00PM. For those families that cannot attend on November 19th, CES teachers will schedule four additional hours of conference time to accommodate families' schedules and staff goals.
- **Initial Evaluation Conferences:** During the month of October, CES teachers and I met for the Initial Evaluation Conferences. As a part of the Clatskanie School District educator evaluation system, administration and teachers meet at the beginning of the year to set Student Learning Goals, Professional Practice Goals, and Professional Responsibility Goals for each educator's goal and evaluation plan. Administration and teachers will meet again mid-year to analyze data collected through observations and other sources of evidence that reflect teachers' growth towards their goals. Finally, administration and teachers will meet for summative evaluation conferences at the end of the year to determine progress towards goals.
- **Trauma Informed Care/Social-Emotional Learning: Calming Corners, MindUP, & Rick Robinson**
 - *Calming Corners* - An important component of our trauma informed care practices are calming corners. The goal of calming corners is to provide students a safe place to self-regulate within the classroom. Students will be taught how to use the calming corners and they will also be explicitly taught self-regulation strategies they can use. Our goal was for every classroom to have a calming corner by October 1st - currently each classroom has installed and are implementing this practice into their classroom culture.
 - *MindUP* - CES is continuing to implement our MindUP curriculum for all CES students. MindUP is our Tier I curriculum of our Social-Emotional Learning system that is rooted in neuroscience, mindful awareness, positive psychology, and social-emotional learning.
 - *Rick Robinson* - On Friday, September 28th Rick Robinson, CES's Trauma Informed Care (TIC) practices coach visited CES throughout the day. Rick

observed CES's progress on the implementation of TIC practices, and provided feedback to CES at an all-staff meeting in the afternoon.

- **Enrollment and Class Sizes:**

- Total Enrollment = **386**
- Kindergarten:
 - Jones = 24
 - Turner = 27
- 1st Grade:
 - Corne = 27
 - Tompkins = 30
- 2nd Grade:
 - Sittloh = 26
 - Tallman = 26
- 3rd Grade:
 - Jones = 31
 - Bauman = 29
- 4th Grade:
 - Rowland = 29
 - Horness = 29
- 5th Grade:
 - Ingamells = 25
 - Van Voorst = 24
- 6th Grade:
 - Crawford = 24
 - Weedin = 25
- Alternative K-6th
 - Takalo/Warren = 10

- **October Events:**

- **October PBIS Assembly** - CES will host our first end-of-the-month PBIS Recognition Assembly on Friday, October 26th 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.

Special Education Director Report
10/29/2018

OIS Restraint Training: OIS (Oregon Intervention System) is a training for special education staff who might have to restrain a student. Staffs are required to be trained every two years with refresher training after one year. Recently special education directors were notified that OIS will no longer train Oregon staff and have discontinued their contract. This has put the State in a bind as training is federally mandated. While the state transitions over to a new training provider OIS trainers are able to train staff until April 2019. Rainier School District has a certified trainer who will be training our special education staff that needs training. I am going to schedule the training for November or early December. Rainier is only charging us for the substitute cost of the trainer.

Functional Behavior Assessments: I am working with Jen Cooper, our school psychologist, on developing protocols for an FBA that is in alignment to our District's approach to student behavior and HB3318. We are working to develop protocols through the lens of Trauma Informed Practices and building student skills and resilience. We have come to an agreement on a protocol and we will train teachers on how to use it during our monthly special education meeting.

Monthly Meeting: It has been difficult to get the meetings scheduled. We have our first meeting scheduled for November 14th. Monthly meetings have been scheduled until the end of the school year.

IEPs (Individual Education Plans): IEPs have been scheduled after school. This has become problematic as every day there is at least 1 IEP scheduled. We are going to begin scheduling IEP days to eliminate the daily after school meetings. Changing the schedule will allow Jim, Brad, and I to better manage our after school schedules and duties.

Legislation: Several new bills that impact special education services are to be implemented. Revisions to Autism Spectrum Disorder, FBAs, and expanding Developmental Disability can impact us both positively and negatively. I am keeping track with the changes and updating staff as needed.

Special Education Conference: I attended the SpEd conference in Eugene. I concentrated my session attendance on upcoming changes in the law and the Oregon Department of Education's expectations. We have a new Consolidated Plan to submit by June 19th and additional data points to report. We are also required to submit new School and District Improvement Plans by June 30. Many of us attending the ODE sessions have requested that both plans be merged to avoid duplication of efforts. I attended a session on common areas for litigation and am in the process of checking our protocols and IEPs to ensure we are not in danger of potential litigation.

Process and Procedures: Julie, Jim, and I are developing processes and procedures for a variety of special education situations. The paperwork associated with special education is confusing. Our intention is to develop a special education handbook with our policies and procedures that meet state and federal mandates and guidelines.

Superintendent's Report
10/29/2018

Full Administration Meeting: We had our first full District Administration meeting on 9/24. We will meet every month before the board meeting to keep the lines of communication open. Some of the topics discussed include: snow days and FLASH Alert, MHS Kitchen review – all went well, unpaid cafeteria balances, and the development of a district technology team. These meetings are meant to keep the lines of communication open and problem solve. Our next meeting is 10/29/2018 at 3:00 in room 11 at the elementary school.

Disaster Plan: I am working collaboratively with the other Columbia County superintendents to develop a District Disaster Plan and reunification process. We are modeling our plan after the Hillsboro Model.

Technology: Stephen and I met with Aaron, a technology consultant from the ESD. We had a contract for services with the ESD. The proposal was created last spring when Larry from Rainier decided he no longer wished to work in Clatskanie. At that time Stephen was not consulted on the scope of work needed. We met with Aaron and it was determined that we need significantly less support as Stephen has taken up many of the duties when Larry left. A new scope of support was developed with Stephen that should save us some funding. Stephen will begin attending the regional technology meetings and will coordinate with any support the ESD provides. The goal is that we will not need ESD support, other than eRate and server support.

Association Leadership: I have met separately with the leadership of both classified and certified associations. We plan to meet monthly to keep the lines of communication open and the rumor mill at bay. Both associations have been instrumental in supporting the Collaborative Goal Setting meeting by obtaining names of participants. I really appreciated their help. The classified association has given us notice of their intent to bargain this spring and have asked for budget documents which have been submitted.

Behavior Class: We are continuing to move forward with plans to have the class up and running before Christmas. Posting for the positions should happen this week.

Off the Record Meeting: Brad and I attended the Off the Record meeting on Friday. The COSA lobbyist shared information on the upcoming Ballot Measures that COSA (Confederation of Oregon School Administrators) is or is not supporting. The next biennium budget was discussed. COSA informed us that we will need 9.2 Billion to maintain current programs without expanding; the Governor's budget is coming in, as of now, at about 8.7 Billion. COSA is hoping to work with the Governor to get closer to starting at 9 Billion. PERS and health insurance coverage through OEBS is causing significant increases to budgets.

Threat Assessment: The District does not have protocols for when a student poses a threat to themselves or others. Districts need to have a Threat Assessment and a plan to keep the student and/or potential victims safe. Jim, Brad, and I will be attending a community wide workshop on Level 1 and Level 2 Threats. The workshop is sponsored by St. Helen's School District. They are funding the full day event on Saturday November 17th. We are invited to send a team as a guest of St. Helen's.

Chronic Absenteeism: We are continuing to meet with our coach to plan and support both schools to improve attendance. Cody wrote a comprehensive article in The Chief reporting our District-wide efforts.

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

	Budget	Year-to-Date 9/30/2018	Encumbered ¹	Budget Remaining	Percent Remaining
GENERAL FUND					
Revenue:					
Property Taxes	\$ 3,640,000	\$ 44,495	\$ -	\$ 3,595,505	98.78%
Charges for Services	116,500	46,315	-	70,185	60.24%
Earnings on Investments	18,000	7,392	-	10,608	58.93%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	4,152,290	1,356,140	-	2,796,150	67.34%
Other Sources	340,000	-	-	340,000	100.00%
Beginning Fund Balance *	298,549	-	-	298,549	100.00%
Total Revenues	\$ 8,578,339	\$ 1,454,342	\$ -	\$ 7,123,997	83.05%
Expenditures:					
Instruction	\$ 5,044,817	\$ 668,977	\$ 4,066,175	\$ 309,665	6.14%
Support Services	3,238,521	736,213	2,308,104	194,204	6.00%
Transfer of Funds	95,000	-	-	95,000	100.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	\$ 8,578,338	\$ 1,405,190	\$ 6,374,279	\$ 798,869	9.31%
SPECIAL REVENUE FUNDS					
Revenue:					
Charges for Services	\$ 749,645	\$ 71,632	\$ -	\$ 678,013	90.44%
State Sources	202,613	7,289	-	195,324	96.40%
Federal Sources	551,000	4,752	-	546,248	99.14%
Interfund Transfers	95,000	-	-	95,000	100.00%
Beginning Fund Balance *	282,250	241,332	-	40,918	14.50%
Total Revenues	\$ 1,880,508	\$ 325,005	\$ -	\$ 1,555,503	82.72%
Expenditures:					
Instruction	\$ 765,779	\$ 86,614	\$ 351,090	\$ 328,075	42.84%
Support Services	207,334	34,846	46,805	125,683	60.62%
Enterprise and Comm Services	427,395	35,810	369,402	22,183	5.19%
Transfer of Funds	340,000	-	-	340,000	100.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 1,880,508	\$ 192,199	\$ 822,999	\$ 865,310	46.01%

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 - September 30, 2018**

	<u>Budget</u>	<u>Year-to-Date 9/30/2018</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ 4,752	\$ -	\$ 235,248	98.02%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	889	-	9,111	91.11%
Cash Sales	127,645	13,092	-	114,553	89.74%
Interest Income	-	-	-	-	0.00%
Transfers in	20,000	-	-	20,000	100.00%
Beginning Fund Balance *	-	(15,978)	-	-	0.00%
Total Revenues	<u>\$ 420,645</u>	<u>\$ 2,755</u>	<u>\$ -</u>	<u>\$ 401,912</u>	<u>95.55%</u>
Expenditures:					
Salaries	\$ 127,870	\$ 13,135	\$ 141,119	\$ (26,384)	-20.63%
Associated Payroll Costs	93,174	9,821	101,383	(18,030)	-19.35%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	-	-	500	100.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	27	-	473	94.60%
Supplies/Cafeteria	9,000	357	4,663	3,980	44.22%
Food/Cafeteria	158,000	5,114	120,701	32,185	20.37%
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	<u>\$ 420,644</u>	<u>\$ 33,063</u>	<u>\$ 369,402</u>	<u>\$ 18,179</u>	<u>4.32%</u>

Note 1 - Encumbrances are primarily for payroll.

* Fund balance available after completion of audit.