



Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016

BOARD OF DIRECTORS' BOARD MEETING

September 12, 2023, 6:30 pm via Zoom and in person at the Clatskanie Elementary Library, 815 S Nehalem
(see our main page at www.csd.k12.or.us for instructions on joining the meeting via Zoom)

CLATSKANIE SCHOOL DISTRICT BOARD MEETING AGENDA

I. CALL TO ORDER

- A. Pledge of Allegiance
 - Presenter: Megan Evenson
- B. Agenda Review
 - Presenter: Megan Evenson
- C. Approve Agenda
 - Presenter: Megan Evenson

II. COMMENTS

- A. Recognition: District Custodian Appreciation Day, October 2, 2023
 - Presenter: Megan Evenson
- B. Enrollment
 - Presenter: Danielle Hudson

III. REPORTS AND COMMUNICATION

- A. Bond Report
 - Presenter: Mark Bergthold
- B. CES Seismic Upgrade Construction Manager/General Contractor
 - Presenter: Mark Bergthold
- C. Financial Report
 - Presenter: Jennifer Collins
- D. CES Report
 - Presenter Kara Burghardt
- E. CMHS Report
 - Presenter Laurie Maughan
- F. Review of Superintendent Evaluation Standards and Timeline
 - Presenter: Megan Evenson
- G. Review Board and Superintendent Working Agreements
 - Presenter: Megan Evenson

IV. PUBLIC COMMENT

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.

V. ACTION

- A. CONSENT AGENDA

- i. Approve August 14th board meeting minutes
- ii. Approve Superintendent evaluation standards for 23-24 school year
- iii. Approve Superintendent evaluation timeline for the 23-24 school year
- iv. Approve Board and Superintendent Working Agreements
- v. Approve hiring of Natalie Krick as CMHS Counselor
- vi. Approve hiring Hali Cruz as District Nutrition Services Coordinator
- vii. Approve hiring Amanda Bennett as Human Resources Coordinator/ Program Specialist
- viii. Approve Kitchen Bids
 - a) Cafeteria Paper Supplies
 - b) Cafeteria Produce Supplies
 - c) Cafeteria Supplemental Food
 - d) Cafeteria Dairy Supplies
- ix. Approve selection of CES Seismic Upgrade Construction Manager/General Contractor

VI. BOARD/SUPERINTENDENT COMMENTS

- A. Board Members
- B. Superintendent Danielle Hudson

VII. ADJOURNMENT

- A. NEXT BOARD MEETING: October 10, 2023



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CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

TOPIC

DATE:

September 12, 2023

PRESENTOR:

Megan Evenson, Board Chair

POLICY ISSUE/ SITUATION:

Recognition of District Custodian Appreciation Day on October 2nd.

RECOMMENDATION:

Issue a proclamation recognizing CSD's District Custodian Appreciation Day.

DOCUMENT(S):

- District Custodian Appreciation Day Proclamation



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DATE: September 12, 2023

TO: School Board Members

FROM: Danielle Hudson, Ed.D.

SUBJECT: District Custodian Appreciation Day Proclamation

WHEREAS: Clatskanie School District realizes that our buildings represent a significant investment on the part of the public that must be kept clean and in good repair. October 2, 2023 has been designated as District Custodian Appreciation Day by the Clatskanie School District Board of Trustees; and

WHEREAS: Custodians are responsible for the daily care and safe operation of all facilities and buildings on a year-round basis; and

WHEREAS: Custodians are partners within our schools who take pride in ensuring that our students are provided with a clean learning environment. Our custodians care about our buildings, teachers and most importantly students. They are always there to reach out with a helping hand. Their hard work and dedication is appreciated and noticed by the staff, parents and students alike; and

WHEREAS: It is the District's commitment that every custodian is shown appreciation and thanks for all they do for our district and students. To work together to support student learning, meaningfully involved in the preparation of the learning environment; and know that their jobs really matter.

NOW, THEREFORE, I, Megan Evenson, Clatskanie School District School Board Chair, on this 12th day of September 2023, do hereby proclaim October 2, 2023, as **Custodial Appreciation Day** in Clatskanie School District and urge all to participate with the recognition of the custodial staff within this district and to support and participate in creative ways to thank the custodial staff at your campuses.



CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

SEPTEMBER 2023 ENROLLMENT

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Danielle Hudson, Superintendent

POLICY ISSUE/ SITUATION:

Discuss September 2023 Enrollment for CES and CMHS.

RECOMMENDATION:

Review enrollment for September 2023.

DOCUMENT(S):

- September enrollment report.

CLATSkanie SCHOOL DISTRICT

Student Enrollment Numbers by Grade Level

		2022-2023		2023-2024									
Grade Level	6/7/22	6/7/23	8/14/23	9/12/23	10	11	12	1	2	3	4	5	
K	67	48	45	49									
1	57	72	47	47									
2	61	63	72	61									
3	51	63	63	64									
4	54	56	64	61									
5	45	57	56	52									
6	51	53	57	56									
Elementary Total	386	412	404	390									
7	63	51	52	53									
8	52	57	51	53									
9	44	52	58	60									
10	36	39	52	52									
11	46	36	39	39									
12	49	57	35	35									
Foreign Exchange				4									
Mid/High Total	290	231	287	306									
CFA		61											
TOTAL	676	704	691	696									
TRANSFERS													
CES In	0	1		5									
CMHS In	2	1		9									
Total IDT In*	2	2		14									
CES Out	2	2		19									
CMHS Out	0	1		0									
Homeschool	1	0		2									
IDT Out**	3	3		21									

Interdistrict Transfers out of our district



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CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

BOND PROGRESS REPORT AND FINANCIALS

DATE:

Regular Board Meeting on September 12, 2023

PRESENTOR:

Mark Bergthold, Bond Project Manager

POLICY ISSUE/ SITUATION:

Update to the School board on the bond project and bond financials.

RECOMMENDATION:

The school board review the bond report and bond financials.

DOCUMENT(S):

- Bond Report
- Bond Financial Report



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DATE: September 12, 2023

TO: School Board Members

FROM: Mark Bergthold

SUBJECT: Bond Progress Report and Bond Financial Report

This summer's bond projects are nearing completion. Classroom carpet has been installed, and teachers are busy preparing their room for incoming students. 1st floor lockers that were removed for flooring replacement will be re-installed today (9/7). First floor student bathrooms are expected to be completed tomorrow. The stairways are in process, one at a time will be closed while they're being redone. 1st floor student bathrooms will be ready by Monday, then the staff bathrooms will be done.

Over the next four days, hallways will be waxed and the building will receive a final cleaning. While several projects will continue until completed, the building's facelift looks amazing. The new stair treads have a fresh look and the consistent wall color throughout ties it all together.

We're looking forward to seeing staff and students back in the building, enjoying the enhancements and new color scheme.

Clatskanie School District

Board Report - Bond Fund For the Period 07/01/2023 through 08/31/2023

Fiscal Year: 2023-2024

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>
INCOME						
BOND FUND REVENUES						
Earnings on Investments (+)	\$15,000.00	\$34,888.60	\$34,888.60	(\$19,888.60)	\$0.00	(\$19,888.60) -132.6%
Beginning Fund Balance (+)	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00	\$0.00	\$5,000,000.00 100.0%
Sub-total : BOND FUND REVENUES	\$5,015,000.00	\$34,888.60	\$34,888.60	\$4,980,111.40	\$0.00	\$4,980,111.40 99.3%
Total : INCOME	\$5,015,000.00	\$34,888.60	\$34,888.60	\$4,980,111.40	\$0.00	\$4,980,111.40 99.3%
EXPENSES						
BOND FUND EXPENDITURES						
Purchased Services (-)	\$30,000.00	\$36,225.70	\$36,225.70	(\$6,225.70)	\$31,500.00	(\$37,725.70) -125.8%
Supplies & Materials (-)	\$0.00	\$4,672.81	\$4,672.81	(\$4,672.81)	\$5,845.08	(\$10,517.89) 0.0%
Capital Outlay (-)	\$4,985,000.00	\$52,371.57	\$52,371.57	\$4,932,628.43	\$802,978.84	\$4,129,649.59 82.8%
Dues and Fees (-)	\$0.00	\$8,044.95	\$8,044.95	(\$8,044.95)	\$6,955.40	(\$15,000.35) 0.0%
Sub-total : BOND FUND EXPENDITURES	(\$5,015,000.00)	(\$101,315.03)	(\$101,315.03)	(\$4,913,684.97)	(\$847,279.32)	(\$4,066,405.65) 81.1%
Total : EXPENSES	(\$5,015,000.00)	(\$101,315.03)	(\$101,315.03)	(\$4,913,684.97)	(\$847,279.32)	(\$4,066,405.65) 81.1%
NET ADDITION/(DEFICIT)	\$0.00	(\$66,426.43)	(\$66,426.43)	\$66,426.43	(\$847,279.32)	\$913,705.75 0.0%

End of Report



CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET
CES SEISMIC UPGRADE CONSTRUCTION PROJECT

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Mark Bergthold, Project Manager

POLICY ISSUE/ SITUATION:

Four firms were interviewed for the CES seismic construction upgrade project and the selection committee is making a recommendation regarding which firm the School Board should select to complete the project.

RECOMMENDATION:

It is recommended that the Board award the CES Seismic Upgrade Contract to the firm identified by the selection committee.

DOCUMENT(S):

- CES Seismic Upgrade Construction Manager/ General Contract Selection Report



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DATE: September 12, 2023

TO: School Board Members

FROM: Mark Bergthold

SUBJECT: CES Seismic Upgrade Construction Manager/ General Contractor Selection

The district released an RFP for CM/GC on August 4th, with responses due August 31st. Four firms responded - CB Construction, DSL, O'Brien, and P&C Construction. All four firms were found to be competent and able to complete this project in collaboration with WRK Engineering, who will be providing project management. The district rating committee has evaluated and rated each firm's proposal, interviewed the project supervisor each firm has designated for the Cardiff Gym seismic rehabilitation project, and selected the firm they believe to be the best suited for this important project. The committee unanimously selected CB Construction for the CES Seismic CM/GC project.



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CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

SEPTEMBER 2023 FINANCIAL REPORT

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Jennifer Collins, Business Manager

POLICY ISSUE/ SITUATION:

RECOMMENDATION:

DOCUMENT(S):

- Financial Report



CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

SEPTEMBER 2023 CLATSKANIE ELEMENTARY REPORT

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Kara Burghardt, Principal

POLICY ISSUE/ SITUATION:

Share a CES school update from August to September 6th with the school board.

RECOMMENDATION:

Review the school report.

DOCUMENT(S):

- CES School Report



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DATE: September 12, 2023
TO: School Board Members
FROM: Kara Burghardt
SUBJECT: Clatskanie Elementary School Principal's Report to the CSD School Board

This report covers the period from **August 2023 to September 6, 2023**. I will outline key achievements, challenges, and initiatives within this timeframe.

1. Academic Excellence:

- CES will be implementing a new assessment platform **AIMSWEB to complement our RTI practices**. Staff participated in three hours of training during inservice and Billi Leinonen is championing the cause to ensure that the change in processes is as smooth, effective, and flawless as possible. For this platform there are measures for both reading and math that support CES's efforts to facilitate improved learning opportunities for all students.

- With grant dollars, CES was able to purchase a **Social Studies curriculum platform** that is elementary friendly and is based on Oregon State Standards. The certified were very thankful for the additional opportunities it provides. There is a similar opportunity in science but we are waiting on decisions on curriculum that will be enacted as the survey and planning process develops district wide. <https://www.studiesweekly.com/social-studies/>

2. Staff Development:

- During district and school specific in-services in August, professional practices and improvement were topics of discussion. Three areas that will be focal points are **dress code, cell phone use, and arrival/departure times**. The staff also reviewed a previously developed document of CES Professional Expectations based on the PBIS Model that is implemented schoolwide.

- **Mary Bauman** did a superb job instructing and leading a professional development with Certified Employees on a successful start to classroom management and schoolwide expectations. She and her team are setting up the behavior support plan for the school and she has also tackled supporting the RTI/academics, as well. She will be meeting with the Classified Staff on September 6th during the first early release to share the same information with that group with a twist as their roles are not exactly the same as classroom teachers.

3. Infrastructure and Facilities:

- **Cholla Grigsby and Clayton Hanson** worked diligently this summer and the CES building and surrounding area looks amazing. It is scrubbed from head to toe. All hallways, classrooms, general areas, and more are ready for an amazing school year. I cannot thank them both

enough for their willingness to go the extra mile.

- The new rock wall in the Cardiff gym is under construction the week of August 28-31. This is a new component for CES that was purchased with some new teacher grant funds. **Ben Bauman** and **Jason Krause** will be central to its completion and all CES students will be able to have access to it during PE specials.

- Huge thank you to the **City of Clatskanie, Clatskanie PUD, Missy and Dan Smith**, and the **PSEA** for their contributions to the playground improvements. There was significant damage to the upper and lower playground logs so that removal was necessary. The new playground structure near the Cardiff building is now complete, as well.

4. Student Engagement and Well-being:

- As **Mary Bauman** continues to develop her new position and support program, students will be receiving SEL/Behavior support directly from her team. They will be utilizing the stage area as a "recalibration" and/or debriefing area for students that is consistent.

-SEL instruction will continue to be developed through the **Character Strong: Purposeful People** curriculum that was purchased for CES. The character trait for September is: RESPECT.

5. Community Partnerships:

- Paul Knickerbocker who is on the Board of Directors for the **Snapdragon Book Foundation** reached out to **Lisa Christen** in the library and informed her that "while we did not have enough funds to award your grant in May, we were so impressed with your application and dedication to serving students that we have selected Clatskanie Elementary School as our "Next Up" school. "Next Up" is a Snapdragon program that will directly fund our showcase school (Clatskanie Elementary School in 2023!). All donation dollars that the Snapdragon Book Foundation receives during the month of September will go towards funding your project, "SEL Matters!" What a tremendous honor and credit to Lisa's innovative efforts to create additional opportunities for CES to serve its students better. We appreciate her more than she could know.

6. Upcoming Events

- | | |
|-----------------|----------------------------------|
| ● September 5: | CES K-6 First Day of School |
| ● September 14: | School Picture Day |
| ● September 19: | Open House 6:00-7:00 |
| ● September 29: | PBIS Assembly @ 1:30 Cardiff Gym |

7. Conclusion:

- Thank you for your continued support and attention to the highlights and needs of Clatskanie Elementary School. Your support and guidance do not go unnoticed. The CES staff will continue to strive to ensure that the students we serve get the best opportunities for academic success and development into strong, well-rounded human beings.

Respectfully submitted, Kara Burghardt; CES Principal



CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

SEPTEMBER 2023 CLATSKANIE MIDDLE HIGH SCHOOL REPORT

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Laurie Maughan, Principal

POLICY ISSUE/ SITUATION:

Share a CMHS school update from August to September 16, 2023 with the school board.

RECOMMENDATION:

Review the school report.

DOCUMENT(S):

- CMHS School Report



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DATE: September 12, 2023

TO: School Board Members

FROM: Laurie Maughan, Principal CMHS

SUBJECT: CMHS Principal's Report to the CSD School Board

This report covers the period from August –September 16.

Academic Excellence:

-We are ready to have students back in the building on September 11.

Staff Development:

- CMHS staff did a deep dive into how we support students in developing GRIT during our August 29th pre-service day.

- Our staff is looking forward to utilizing late start Wednesday to dig into teaching strategies and Response to Intervention.

Infrastructure and Facilities:

- Thank you to the board for your support as we have been madly working to prepare the building for students and classes!

- I will give an update on where we are on September 12th.

Student Engagement and Well-being:

- 7th, 9th, and New student orientation on September 11th:

- Fun activities
- Tours
- a little time to meet teachers
- get oriented
- and figure out their lockers.

- We have a new school counselor starting on September 25! Excited to have Natalie Krick coming to join us.

Challenges and Mitigation:

- Construction and timing has been an issue. There have been continuous delays and so many reasons why projects can't be completed on time. It was disheartening to push school back a week. I am so grateful to the CMHS staff who have pitched in to move stuff, clean spaces and support one another as we have been reclaiming the building.

- Since last week we have had two Special Education EA's resign. We have one Assistant cook resign and one submit her retirement notice. We still have some hiring to do! The SPED staff is working together to make sure needs are met while we hire.

7. Extracurricular:

- Fall Sports are in full swing! Come watch the Clatskanie Tigers compete.

Tuesday September 12th

- MS Football @ Knappa: Dismiss 2pm Depart 2:15pm Start 4pm Return 7:00pm
- HS Volleyball vs. Knappa: Start 5:00 (JV)/6:30(V)

Wednesday September 13th

- HS Cross Country @ Silver Falls: Dismiss 11:30 am Depart 12pm Start 4pm Return 8 pm

Thursday September 14th

- HS Volleyball @ Mannahouse: Dismiss 2:15 Depart 2:30pm Start 5:00 (JV)/6:30 (V)
Return 10:00 pm
- HS Girls Soccer @ Corbett: Dismiss 1:15 Depart 1:45pm (from Rainier) Start 6:00 pm
Return 9pm (in Rainier)

Friday September 15th

- HS V Football @ Gaston: Dismiss 2:15 Depart 2:30 Start 7pm Return 11:30 pm

Saturday September 16th

- HS Cross Country @ Lake Sacajawea: Depart 11am Start 12pm Return 4:30 pm
- HS JV Volleyball Tournament @ Seaside: Depart 6:30 am Start 9:00 am Return 6:00pm

Conclusion:

- Thank you so much for your continued support during these last few weeks of construction. This has been a stressful time and we are all anxious about getting students in the building and starting classes.

It has been a pleasure to start to get to know the staff here at Clatskanie Middle High School. I look forward to being part of the team dedicated to making sure that students have excellent opportunities to learn!



"Commitment to Quality – Education for All"

CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

SUPERINTENDENT EVALUATION STANDARDS AND TIMELINE

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Megan Evenson, Board Chair

POLICY ISSUE/ SITUATION:

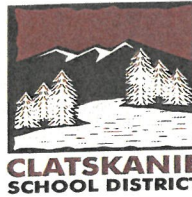
The Clatskanie School Board must adopt the standards that will be used to evaluate the Superintendent and a timeline for the Superintendent's evaluation.

RECOMMENDATION:

It is recommended that the Board approve the Superintendent evaluation standards and evaluation timeline.

DOCUMENTS:

- OSBA Superintendent's Evaluation Workbook
- Draft Superintendent's Evaluation Timeline



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CLATSKANIE SCHOOL DISTRICT SCHOOL BOARD MEETING SITUATION SHEET

SCHOOL BOARD AND SUPERINTENDENT WORKING AGREEMENTS

Meeting Type and Date:

Board Meeting on September 12, 2023

PRESENTOR:

Megan Evenson, Chair

POLICY ISSUE/ SITUATION:

The Clatskanie School Board will adopt School Board and Superintendent working agreements.

RECOMMENDATION:

It is recommended that the School Board adopt the draft Superintendent and Board working agreements.

DOCUMENTS:

1. CSD School Board and Superintendent working agreement notes.
2. Draft CSD School Board and Superintendent working agreements with changes.
3. OSBA School Board and Superintendent working agreements sample.