

Clatskanie School District 6J  
PO Box 678  
Clatskanie OR 97016  
BOARD OF DIRECTORS' REGULAR BOARD MEETING  
June 18, 2018, 6:30 p.m., CES Library

MINUTES

Board Members present: Megan Evenson-Board Chair, Kathy Engel-Vice Chair, Chris Ouellette, Kara Harris  
Board Members absent: Ian Wiggins  
Admin Team present: Jim Carlile-Superintendent, Tami Burgher-Board Secretary, Jim Helmen-CMHS Asst Principal, Janice Essenberg-Business Manager  
Guests: Cody Mann-The Chief, Jackson Hogan-The Daily News

Public Budget Hearing opens 6:30 pm  
Public Budget Hearing closes 6:30 pm

- I. CALL TO ORDER: The meeting was called order by Megan Evenson-Board Chair at 6:30 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. Board Calendar for 2018-19 school year

**A motion was made to approve the Board Calendar as presented.**

**KH/KE - Unanimous**

- B. Budget Resolution – Adopting the Budget  
C. Budget Resolution – Making Appropriations  
D. Budget Resolution – Imposing the Tax  
E. Budget Resolution – Categorizing the Tax

**A motion was made to Adopt the Budget as stated, Make the Appropriations as stated, Impose the Tax as stated and Categorize the Tax as stated, in the attached resolution.**

**KE/CO - Unanimous**

IV. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report: Written

B. 7-12 Principal Report: J. Helmen presented the CMHS principal report. All 57 seniors graduated, with \$428,000 in scholarships. Graduation went smoothly and we thank all that had hand in that. Jim discussed our new teachers that have been hired, Language Arts, CTE/Forestry, Life Skills at the Middle/High and Elementary. No Guidance Counselor has been hired, may change the position to a Head Secretary/Registrar. Mental health is very important. Congratulations to our student athletes that got all-league and all-state recognition. There will be a new coaching handbook that is being put together along with new coach evaluation procedures.

- C. Superintendent Report

- Financial Report - Janice Essenberg: J. Essenberg presented the Financial Report. One thing to note is in the General Fund Revenue, there are no intermediate sources, we will transfer money from the CIP Fund. A big thank you to Janice for being our Business Manager for the many years, she is retiring and we wish her well.

- V. BOARD MEMBERS REPORTS: K. Harris expressed she was impressed with CMHS graduation, they have it down to a science and it was a great ceremony. C. Ouellette said he was encouraged by the integrity of the new board, they have a good professional feeling. He also discussed a possible app that could keep parents, administration and staff in touch. He will look into it. K. Engel would like to attend some staff meetings at CMHS to observe and possibly learn the direction the staff would like to go. M. Evenson thanked Janice Essenberg and Jim Carlile for taking us on and working with us. It has been frustrating so appreciate all they have done.
- VI. CONSENT AGENDA
- A. Financial Report
  - B. Budget Resolution – Transfer Appropriations within Funds
  - C. Hire CES teachers Amanda Tompkins, Kyla Van Voorst, Melissa Jones & CMHS Teacher McKenzie Garlock
  - D. Ryan Tompkins leave of absence
  - E. Administrative Contract Renewals
  - F. Approve Minutes of Special Board Meeting on 5/23/18, Regular Board Meeting on 5/29/18 and Special Board Meeting on 6/6/18

**A motion was made to approve the consent agenda items A-F.  
CO/KE - Unanimous**

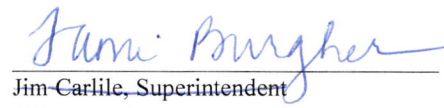
EXECUTIVE SESSION: Cancelled

192.660 2(a)

To consider employment of a public officer, employee, staff member or individual agent

ADJOURNMENT: 7:15 pm  
NEXT BOARD MEETING: June 20, 2018 at 7:30 am

  
Megan Evenson, Board Member

  
Jim Carlile, Superintendent  
Tami Burgher, Board Sec.

## Clatskanie Elementary School



Monday, June 18<sup>th</sup>, 2018

Dear Board of Directors,

I apologize for my absence this evening, my family and I are attending our son Connor's graduation at the University of Oregon - I cannot believe I am a father of a college graduate, it doesn't seem possible. Moving forward, I do not foresee myself missing any further Board meetings in the near future, and I appreciate the Board and Mr. Carlile for granting my leave for this meeting.

Below is a summary of the work accomplished and news to share over the past few weeks. Also, included below are some of the plans CES has for the beginning of the coming school year.

- ***Oregon State University - Campus Visit and Tour:*** On Tuesday, May 29<sup>th</sup> and Wednesday, May 30<sup>th</sup>, the 6th grade Cougars from CES traveled to Corvallis to visit the campus of Oregon State University and to participate in the OSU Science and Engineering Day. On Tuesday the 29<sup>th</sup> the students received a guided tour of campus with a variety of hands-on STEM activities throughout the day. In the evening Mrs. and Mr. Crawford hosted a pizza party and bowling social in the basement of the Memorial Union on campus. On Wednesday the 30<sup>th</sup>, our Cougars attended the OSU Science and Engineering day. This is a day full of hands-on science, engineering, and technology activities and a baseball game between the minor league Corvallis Knights and the Portland Sea Dogs. I would like to thank Mr. and Mrs. Crawford for organizing this truly rewarding experience; I look forward to this tradition continuing, and to offer more opportunities to engage our students in the exploration of post-graduation learning pathways. I would also like to thank the parent chaperones, Mrs. Thorud, and Jacks and Mouse for their time and support - we could not have done this trip without them.
- ***Response to Intervention - Spring Screening Completed:*** From May 17<sup>th</sup> through June 7<sup>th</sup>, the staff at CES conducted end of the year, EasyCBM Spring Screening assessments to determine the effectiveness of our Response to Intervention system. At CES students are screened three times a year to monitor all students academic progress. We use this data to determine the overall effectiveness of our instructional program, determine students' instructional needs, and to align resources to meet those needs.
- ***PSEA Field Day*** - On Friday, June 8<sup>th</sup> the PSEA hosted the annual CES Field Day. This year the PSEA scheduled each grade a full-day of activities, rather than a half-day as traditionally planned. Students were happily engaged in a variety of field day activities including tug-a-war, sack races, and the amazing CES slip-n-slide. We would like to thank our PSEA leadership and the numerous PSEA volunteers for making this day

possible. In addition, we would like to thank the Clatskanie Fire Department for once again providing the engines that make the slip-n-slide possible.

- **Academic Awards and 6th Grade Recognition** - On Monday, June 11<sup>th</sup> the staff at CES hosted the annual CES Academic Awards and 6th Grade Recognition in the Cardiff Gym. Many CES families and friends were in attendance to honor and celebrate the accomplishments of our achieving Cougars. Cougars were recognized for various reasons including academic achievement, improvement, attendance, and citizenship.
  - Joining us to celebrate our Cougars for their reading accomplishments were members of our local Masonic Lodge of Clatskanie. The Masons were in attendance to reward four bicycles for students that were selected from the Books for Bikes program - a partnership between the Masonic Lodge of Clatskanie and Clatskanie Elementary School. Books for Bikes is a reading incentive program that for all CES Cougars have the opportunity to participate by reading thirteen books at their reading level. In addition, the Clatskanie PSEA awarded two Kindles per grade level to students selected through the Books for Bikes Program. Thank you for support of the Masons, PSEA, and all the staff at CES for making this recognition assembly possible to join us in celebrating the culmination of another year.
  - The staff at CES also said goodbye to our wonderful 6th grade Cougars at the 6th grade recognition and reception. We will miss this group of students very much at Clatskanie Elementary School, and we wish them the best of luck as they advance in their education and continue to grow and learn.
  
- **Next Steps - Plans for the Start of 2018-2019:**
  - The CES staff has already been extremely busy planning and preparing for the next school year. Scheduling, plan implementation, and adjustments are already being made and developed as we look to improve our program and practices for the 2018-2019 school year.
  - Initial class placements for the 2018-2019 school year were made on June 4th, and will be finalized by June 29th. Students and families will be notified of class placements in August.
  - No staggered start for the 2018-2019 school year. CES has decided to eliminate the staggered start schedule for the first week of school that we have operated by for the past several years. All CES students will start on September 4th.
  - We would like to welcome the following staff members for the 2018-2019 school year:
    - Melissa Jones - Kindergarten - Melissa was with us for most of the 2017-2018 school year as a member of our kindergarten team as she was brought on to support the large class sizes we were faced with at the start of the year.
    - Amanda Tompkins - 1st Grade - Amanda was filling a long-term sub position for Mary Bauman for the remainder of the 2017-2018 school year. Amanda joins the CES team to fill the position vacated by the departure of Mrs. Burghardt to the student services role.
    - Kyla Van Voorst - 5th Grade - Kyla was brought on staff for the 2017-2018 school year as a one-year temporary contract. Kyla has accepted the position for a full-time, permanent contract teacher for the coming school year. We are grateful to have Mrs. V returning to CES.

- **Request for Time with Board** - I would like to request some time with the board at the July and August board meetings to educate the board on how our multi-tiered systems of support function at CES, a data review of CES with the board, and time to educate and debrief the board on the evaluation system processes and practices. Please let me know if this is possible.

Thank you again for your understanding concerning my absence at this evening's meeting, and I again thank you for your time and commitment to the children and families of the Clatskanie School District.

Thank you.

Brad Thorud

**Clatskanie School District  
Monthly Financial Report  
July 1, 2017 - May 31, 2018**

	<u>Budget</u>	<u>Year-to-Date 5/31/2018</u>	<u>Encumbered<sup>1</sup></u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<b>GENERAL FUND</b>					
<b>Revenue:</b>					
Property Taxes	\$ 3,640,000	\$ 3,344,001	\$ -	\$ 295,999	8.13%
Charges for Services	110,200	109,179	-	1,021	0.93%
Earnings on Investments	9,000	34,807	-	(25,807)	-286.74%
Intermediate Sources	13,000	-	-	13,000	100.00%
State Sources	3,848,080	4,212,764	-	(364,684)	- 9.48%
Other Sources	338,140	-	-	338,140	100.00%
Beginning Fund Balance	175,000	206,075	-	(31,075)	-17.76%
<b>Total Revenues</b>	<b>\$ 8,133,420</b>	<b>\$ 7,906,826</b>	<b>\$ -</b>	<b>\$ 226,594</b>	<b>2.79%</b>
<b>Expenditures:</b>					
Instruction	\$ 4,677,231	\$ 3,947,241	\$ 788,527	\$ (58,537)	- 1.25%
Support Services	3,161,189	2,824,249	404,400	(67,460)	- 2.13%
Transfer of Funds	95,000	-	-	95,000	100.00%
Contingency	200,000	-	-	200,000	100.00%
<b>Total Expenditures</b>	<b>\$ 8,133,420</b>	<b>\$ 6,771,490</b>	<b>\$ 1,192,927</b>	<b>\$ 169,003</b>	<b>2.08%</b>
<b>SPECIAL REVENUE FUNDS</b>					
<b>Revenue:</b>					
Charges for Services	\$ 713,938	\$ 648,051	\$ -	\$ 65,887	9.23%
State Sources	257,000	295,466	-	(38,466)	-14.97%
Federal Sources	530,763	387,786	-	142,977	26.94%
Interfund Transfers	95,000	-	-	95,000	100.00%
Beginning Fund Balance	234,741	75,467	-	159,274	67.85%
<b>Total Revenues</b>	<b>\$ 1,831,442</b>	<b>\$ 1,406,770</b>	<b>\$ -</b>	<b>\$ 424,672</b>	<b>23.19%</b>
<b>Expenditures:</b>					
Instruction	\$ 762,469	\$ 451,411	\$ 90,043	\$ 221,015	28.99%
Support Services	167,585	174,841	3,109	(10,365)	- 6.18%
Enterprise and Comm Services	427,688	266,151	76,521	85,016	19.88%
Transfer of Funds	348,140	-	-	348,140	100.00%
Other Uses	125,560	-	-	125,560	100.00%
<b>Total Expenditures</b>	<b>\$ 1,831,442</b>	<b>\$ 929,493</b>	<b>\$ 169,673</b>	<b>\$ 732,276</b>	<b>39.98%</b>

Note 1 - Encumbrances are primarily for payroll.

**Clatskanie School District Food Service Fund**  
**Monthly Financial Report**  
**July 1, 2017 - May 31, 2018**

	<u>Budget</u>	<u>Year-to-Date 5/31/2018</u>	<u>Encumbered<sup>1</sup></u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<b>Revenue:</b>					
Federal Reimbursement	\$ 235,000	\$ 179,570	\$ -	\$ 55,430	23.59%
Federal Commodities	23,000	-	-	23,000	100.00%
SSF Lunch Match	10,000	8,320	-	1,680	16.80%
Cash Sales	132,938	82,588	-	50,350	37.87%
Interest Income	-	-	-	-	0.00%
Transfers in	20,000	-	-	20,000	100.00%
Beginning Fund Balance	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>\$ 420,938</b>	<b>\$ 270,478</b>	<b>\$ -</b>	<b>\$ 150,460</b>	<b>35.74%</b>
<b>Expenditures:</b>					
Salaries	\$ 122,178	\$ 92,989	\$ 28,197	\$ 992	0.81%
Associated Payroll Costs	102,160	66,027	21,272	14,861	14.55%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	-	-	500	100.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	270	-	230	46.00%
Supplies/Cafeteria	9,000	6,708	1,020	1,272	14.13%
Food/Cafeteria	158,000	90,477	26,032	41,491	26.26%
Nonconsumable Supplies	-	323	-	(323)	0.00%
Commodities Used	-	-	-	-	0.00%
Computer Software	1,600	2,881	-	(1,281)	-80.06%
Other Objects	3,000	5,977	-	(2,977)	-99.23%
<b>Total Expenditures</b>	<b>\$ 420,938</b>	<b>\$ 265,652</b>	<b>\$ 76,521</b>	<b>\$ 78,765</b>	<b>18.71%</b>

Note 1 - Encumbrances are primarily for payroll.