

Clatskanie School District 6J
PO Box 678
Clatskanie OR 97016
BOARD OF DIRECTORS' REGULAR BOARD MEETING
September 9, 2019, 6:30 pm, CES Library

BOARD MEETING MINUTES

Board Members present: Megan Evenson-Board Chair, Kara Harris-Vice Chair, Ian Wiggins, Chris Ouellette, Kathy Engel
Admin Team present: Cathy Hurowitz-Superintendent, Tami Burgher-Board Secretary, Mark Bergthold-Business Manager, Tiffany O'Donnell-CES Principal, Jim Helmen-CMHS Principal
Guests: Becki White, Rob Hess, Frank Bechdoldt, Wendy Isaacson, Heidi Isaacson, Ryan Tompkins

- I. CALL TO ORDER: 6:30 pm
 - A. Flag Salute
 - B. Agenda Review: Added the discussion of closing the walking trail/CES campus to dog walkers during the school day as item G. under new business. Added, Approve the hiring of Maeve Mitchell, payroll clerk to the consent agenda as item F.

- II. COMMUNICATIONS AND HEARINGS OF INTERESTED PARTIES
 - A. Public Comment: Becki White discussed school safety and requesting a proactive, objective, written policy that empowers the board to take action when necessary.
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: None
 - D. Clatskanie Education Association Representative Report: Mr. Jones was pleased with the district bbq and new hire luncheon that occurred this year. Discussed a possible New Hire Professional Day for new staff/teachers. It could be done during the inservice week.. The wellness grant is on track and the next step is to build an overarching goal and smart goals related to what we want to do. Discussed the possible need for a mentor program for new teachers.

- III. OLD BUSINESS: None

- IV. NEW BUSINESS
 - A. Rob Hess presentation on Teacher Evaluations: Mr. Hess, a consultant for Breakthrough consulting, gave a presentation on a new evaluation system for teachers. He presented a handout and discussed how the new system works and how it gives back meaningful feedback to the teachers.
 - B. Rob Hess discussion on Strategic Planning: Mr. Hess talked about the district's need for a strategic plan. The district has a very good start with the goals that the board came up with over the last year. This can be done at a Board Retreat. Dates were discussed and a consensus of Oct. 21st from 9 am to 4 pm at Megan Evenson's house was agreed upon.
 - C. Girl's soccer co-op with Rainier School District-Ryan Tompkins: Mr. Tompkins outlined the need for and the reasons for wanting to join a co-op with Rainier School District in girl's soccer. Numbers have been declining in both districts. This is a year long agreement and will be re-evaluated next year. The team will be coached by both Rainier and Clatskanie and the extra duty contracts for coaches will remain the same as they co-coach.

A motion was made to approve the cooperative soccer program of Rainier and Clatskanie
KE/IW - UNANIMOUS

 - D. OSBA 73rd Annual Convention, November 14-17, 2019, Portland OR: A discussion was had regarding the value of the conference and who would like to attend. M. Evenson, K. Engel, K. Harris and C. Ouellette will attend. I. Wiggins will be out of town that weekend.
 - E. Review Board Superintendent Working Agreement: The board reviewed the agreement.

A motion was made to continue the Board-Superintendent Working Agreement for this school year

KH/CO - UNANIMOUS

- F. Enrollment information: Discussed enrollment issues and where students are going. Next month the report will include where students are transferring to. Discussed a little bit about our increasing enrollment at the elementary and what some possible options are.
- G. Discuss closing CES walking trail/campus to walkers/dog walkers during the school day. T. O'Donnell discussed the need for this action. It is a safety issue, people are walking dogs and coming through campus during the day. There is dog feces, that children have fallen in. They are hoping to make it easy for people to be responsible. There will be signage about the trail being closed during the day and places along the way with garbage cans and plastic bags for dog feces (for after the school day is over and the trail is open again). They will get the word out and that is all that is usually needed.

A motion was made to close the CES grounds/walking trail to public access during the day.

CO/KE - UNANIMOUS

V. SUPERINTENDENT'S REPORT

- A. K-6 Principal Report
- B. 7-12 Principal Report
- C. Special Education Report
- D. Superintendent Report: C. Hurowitz discussed the possibility of Perry Tech coming to Columbia County. They are looking at Kalama as well. They are looking to expand to another area. Betsy Johnson was there along with all five superintendents from the area. They were impressed with the willingness of the communities to work with them. The monastery in Quincy Mayger is interested in starting up a marimba band at the district. They are also looking into offering yoga classes, mindfulness classes, etc.
 - 1. Financial Report: M. Bergthold, our new business manager, discussed the financial report. There have been a lot of PO's generated, but that is normal in the first few months of school. He is working with the ESD to transition business services back to the district, he is very impressed with the ESD and the Clatskanie team.

- VI. BOARD MEMBERS REPORTS: I. Wiggins thanked Lucius Jones for helping organize the barbeque, it was a lot of fun. K. Harris is excited about the Alternative Program at CMHS, we are going to rival any alternative school anywhere. It is well thought out, a great environment and we are really proud of that. M. Evenson talked to some 7th graders and they were very excited about their first year at the mid/high, especially about having a locker!

VII. CONSENT AGENDA

- A. Financial Report
- B. Cafeteria Paper, Dairy and Produce Supply bids
- C. 2019-2020 Clatskanie Education Association Contract
- D. Approve the hiring of CMHS Counselor, Joanne Kallunki and CMHS Life Skills Teacher, David Ramsey
- E. Approve Minutes from August 12, 2019 board meeting
- F. Approve the hiring of Maeve' Mitchell, payroll clerk.

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

IW/KE - UNANIMOUS

ADJOURNMENT: 8:04 pm

NEXT BOARD MEETING: October 14, 2019


Megan Evenson, Board Chair


Cathy Hurowitz, Superintendent

CLATSKANIE SCHOOL DISTRICT
 Student Enrollment Numbers by Grade Level
 2019-2020

Grade Level	2018-2019		2019-2020									
	9/18/18	6/4/19	9/4/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20
K	54	49	69									
1	58	58	52									
2	53	53	61									
3	59	57	50									
4	58	59	58									
5	53	53	63									
6	48	48	57									
<i>Elementary Total</i>	383	377	410									
7	55	53	45									
8	63	62	49									
9	49	46	57									
10	74	73	44									
11	50	50	76									
12	55	54	52									
TR	0	0	0									
<i>Mid/High Total</i>	346	338	323									
SCHOOL TOTALS	729	715	743									
18-19 TOTALS												
CES In		3	2									
CMHS In		3	1									
Total IDT In*	16	6	3									
CES Out		18	7									
CMHS Out		14	9									
IDT Out**	18	32	16									

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

Clatskanie Elementary School

Building Report: Tiffany O'Donnell

September 9, 2019



Current school events

- Back to School Night tomorrow
Tuesday, September 10 from 5:00 to 7:00. Fliers went home on Friday

Staffing

- We have posted the Educational Assistant position that Billi Leinonen vacated.
- We will be posting a part time position (stipend) for a person to maintain attendance data for Every Day Matters!

Adjustments

We are looking at the morning schedule to get kids in and eating breakfast earlier. This may involve changing bus times.

School Projects

There are two projects not yet completed for the start of school. One is a window in the office door so that the secretary can see people entering the building. Another is a window in the principal's office so the principal can see the office. These two projects will be started this week.

Updated Enrollment: 407 Kinder 70

Handbooks

The Staff Handbook is being finalized by CES staff and administration. The process has gone smoothly.

The Student/Parent Handbook is finalized and posted and most reactions have been positive.

The Volunteer Handbook rough draft is completed and is awaiting review and finalization.

Clatskanie Middle/High School

Home of the "Tigers"

Building Report: Jim Helmen

Current school events

- Registration day was a huge success- we had over 200 families attend.
- Current Enrollment: 310 with new students registering daily.

CMHS focus on Math Instruction for 2019-20 school year

- Curriculum Mapping: Currently there are no formal curriculum maps, and each teacher decides the scope and sequence of every class that they teach. Teachers will be provided 2 Mondays per month spent on curriculum time focused on improving and adjusting scope and sequence as well as making sure that all Math (Priority) Standards are taught with fidelity for each grade level.
- State Testing Protocol: While the testing schedule should be revised this year, teachers believe that testing should happen in classrooms and that it should include State Test Practice.
- Assessment Revision: PD focus on Summative Assessments matching both the state standards, the correct Achievement Level Descriptors, and DOK.
- 9th grade pre-algebra intervention course has been developed to support development of math skills and success prior to Algebra 1.

PD: Instructional Model- We have currently completed teachers planning around effective teaching practices focused on developing high leverage teaching strategies and effective instructional practices; have consistent and clear language among teachers and students which will ultimately positively impact SBAC, PSAT/SAT, ACT, ASVAB, and college entrance exams.

Staffing: The addition of a school counselor and dean of students along with adjustments to supervision have already shown a considerable impact on student behavior and interactions within the hallways and classrooms.

CTE/STEM/Robotics/Manufacturing- we have received all of the equipment in which we have planned for and ordered this last school year- CNC machine (Industrial), robotics kits and software, Computer Science grade computer systems/software, Fire Science equipment and training, and upgrades to Health Occupations program. We are very excited about the amounts of CTE offerings within CMHS allowing students exposure to soft and hard skills related to postsecondary choices in various partnerships and occupations.

College and career readiness services have been combined with senior essentials adding a one stop shop for meeting Career Learning Target Standards. The goal of the program is for students to be proficient in collaborating, communicating and presenting information, and using research to make informed judgments about their post-secondary plans.

Board Report
9/9/19

Medicaid: Staff in the DO participated in Medicaid Training. We are getting ready to bill for specialists serving our students: speech pathologists, psychologist, nurse, and occupational and physical therapy. Billing will provide additional funding to support students in our district. When we bill the funds go into our general fund. We are taking it slow and obtaining permission to bill as we have student IEPs.

Active Shooter: I will be developing a schedule based on principal recommendations for staff to attend 3 hours of training. When the schedule is developed I will share with Board if you wish to participate.

Zen Monastery: I met with 2 members who are interested in starting up the music program afterschool for the 4th grade class. They are also willing to support the teacher's association's wellness grant as a community partner. They are going to provide me with secular programs and offerings that they are able to provide. This might include Mindfulness, yoga, self-regulation, and nutrition.

Perry Tech: I attended a meeting with the Port of Columbia County and OMIC in support of bringing a Perry Tech satellite campus in Columbia County. The Port would like the school to use land they have available in St. Helens. I am going to attend a meeting on Monday 9/9 with the president of Perry Tech and others to discuss the possibilities and area needs. More information will be available at the Board Meeting.

Trauma Informed: The district will continue to participate with other county schools in Trauma Informed Care. The ESD has a grant to continue. Staffs from both schools attended a training on 8/23. Teams will meet throughout the year for training and planning.

Back to School: The Paper Tigers video was shown to all staff, this was the beginning of the move to Trauma Informed Practices in education. Several teachers participated in two days of math training and will continue working with the specialists throughout the year. CES staff participated in additional Mind Up training and CCMH worked on best instructional practices. I was able to visit every classroom during the first two days with students.

Health Fair: A community Health Fair will be held at CCMH on 9/28. I have been participating in the planning and Jim is coordinating the facilities at the school and Paul is working with the fire dept. for generator demonstration.

NEXT: Kathy, Megan and I had the opportunity to testify at the Port Commissioners Meeting in support of NEXT leasing land at Port Westward. The Commissioners voted to allow NEXT to lease the land. If this goes through the school will benefit from additional revenue and support from the corporation. We will hopefully see additional students in our schools.

Facilities: Mark will be helping Paul with the facilities review. We have until December to finish the activities.

Special Education Report

Nothing to report at this time other than we are making arrangements for new staff to participate in State mandated training.

**Clatskanie School District
Monthly Financial Report
July 1, 2018 - June 30, 2019**

	<u>Budget</u>	<u>Year-to-Date 6/30/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
GENERAL FUND					
Revenue:					
Property Taxes	\$ 3,640,000	\$ 3,547,404	\$ -	\$ 92,596	2.54%
Charges for Services	116,500	158,372	-	(41,872)	-35.94%
Earnings on Investments	18,000	66,294	-	(48,294)	-268.30%
Intermediate Sources	13,000	80,374	-	(67,374)	-518.26%
State Sources	4,152,290	4,500,435	-	(348,145)	- 8.38%
Federal Sources	-	36,627	-	(36,627)	0.00%
Other Sources	340,000	-	-	340,000	100.00%
Beginning Fund Balance	298,549	300,659	-	(2,110)	- 0.71%
Total Revenues	\$ 8,578,339	\$ 8,690,165	\$ -	\$ (111,826)	- 1.30%
Expenditures:					
Instruction	\$ 5,044,817	\$ 4,863,125	\$ -	\$ 181,692	3.60%
Support Services	3,238,521	3,309,421	-	(70,900)	- 2.19%
Transfer of Funds	95,000	95,000	-	-	0.00%
Contingency	200,000	-	-	200,000	100.00%
Total Expenditures	\$ 8,578,338	\$ 8,267,546	\$ -	\$ 310,792	3.62%
SPECIAL REVENUE FUNDS					
Revenue:					
Local Sources	\$ 749,645	\$ 661,655	\$ -	\$ 87,990	11.74%
State Sources	339,613	261,839	-	77,774	22.90%
Federal Sources	551,000	517,036	-	33,964	6.16%
Interfund Transfers	95,000	171,777	-	(76,777)	-80.82%
Lease Purchase Receipts	222,892	222,892	-	-	-
Beginning Fund Balance	282,250	241,332	-	40,918	14.50%
Total Revenues	\$ 2,240,400	\$ 2,076,531	\$ -	\$ 163,869	7.31%
Expenditures:					
Instruction	\$ 745,779	\$ 530,257	\$ -	\$ 215,522	28.90%
Support Services	567,226	471,120	-	96,106	16.94%
Enterprise and Comm Services	427,395	406,474	-	20,921	4.90%
Facilities and Acquisition	35,000	34,929	-	71	0.20%
Transfer of Funds	340,000	76,777	-	263,223	77.42%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 2,240,400	\$ 1,519,557	\$ -	\$ 720,843	32.17%

Note 1 - Encumbrances are primarily for payroll.

**Clatskanie School District Food Service Fund
Monthly Financial Report
July 1, 2018 - June 30, 2019**

	<u>Budget</u>	<u>Year-to-Date 6/30/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 240,000	\$ 209,490	\$ -	\$ 30,510	12.71%
Federal Commodities	23,000	26,006	-	(3,006)	-13.07%
SSF Lunch Match	10,000	12,017	-	(2,017)	-20.17%
Cash Sales	127,645	84,798	-	42,847	33.57%
Miscellaneous	-	616	-	(616)	0.00%
Transfers in	20,000	86,777	-	(66,777)	-333.89%
Beginning Fund Balance	-	(15,978)	-	-	0.00%
Total Revenues	\$ 420,645	\$ 403,726	\$ -	\$ 941	0.22%
Expenditures:					
Salaries	\$ 127,871	\$ 140,791	\$ -	\$ (12,920)	-10.10%
Associated Payroll Costs	93,174	120,429	-	(27,255)	-29.25%
Purchased Services:					
Professional & Technical	24,000	-	-	24,000	100.00%
Travel	500	150	-	350	70.00%
Supplies and Materials:					
Consumable Supplies & Materials	500	337	-	163	32.60%
Supplies/Cafeteria	9,000	5,927	-	3,073	34.14%
Food/Cafeteria	158,000	101,409	-	56,591	35.82%
Commodities	-	26,006	-	(26,006)	0.00%
Computer Software	1,600	2,623	-	(1,023)	-63.94%
Other Objects	6,000	6,054	-	(54)	- 0.90%
Total Expenditures	\$ 420,645	\$ 403,726	\$ -	\$ 16,919	4.02%

Note 1 - Encumbrances are primarily for payroll.

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

	<u>Budget</u>	<u>Year-to-Date 8/31/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
<u>GENERAL FUND</u>					
Revenue:					
Property Taxes	\$ 3,720,799	\$ -	\$ -	\$ 3,720,799	100.00%
Charges for Services	125,000	9,966	-	115,034	92.03%
Earnings on Investments	55,000	4,676	-	50,324	91.50%
Intermediate Sources	98,000	-	-	98,000	100.00%
State Sources	4,745,636	1,140,059	-	3,605,577	75.98%
Other Sources	340,000	-	340,000	-	0.00%
Beginning Fund Balance	408,811	-	-	408,811	100.00%
Total Revenues	\$ 9,493,246	\$ 1,154,701	\$ 340,000	\$ 7,998,545	84.26%
Expenditures:					
Instruction	\$ 5,525,408	\$ 329,052	\$ 4,487,811	\$ 708,545	12.82%
Support Services	3,602,838	389,193	2,650,021	563,624	15.64%
Transfer of Funds	115,000	-	115,000	-	0.00%
Contingency	250,000	-	-	250,000	100.00%
Total Expenditures	\$ 9,493,246	\$ 718,245	\$ 7,252,832	\$ 1,522,169	16.03%
<u>SPECIAL REVENUE FUNDS</u>					
Revenue:					
Local Sources	\$ 847,000	\$ 6,436	\$ -	\$ 840,564	99.24%
State Sources	548,437	19,352	-	529,085	96.47%
Federal Sources	599,785	-	-	599,785	100.00%
Lease Purchase Receipts	120,000	-	-	-	-
Interfund Transfers	115,000	-	115,000	-	0.00%
Beginning Fund Balance	283,100	-	-	283,100	100.00%
Total Revenues	\$ 2,513,322	\$ 25,788	\$ 115,000	\$ 2,252,534	89.62%
Expenditures:					
Instruction	\$ 909,510	\$ 18,026	\$ 379,424	\$ 512,060	56.30%
Support Services	537,512	28,019	-	509,493	94.79%
Enterprise and Comm Services	496,100	8,167	354,198	133,735	26.96%
Transfer of Funds	340,000	-	340,000	-	0.00%
Other Uses	125,000	-	-	125,000	100.00%
Total Expenditures	\$ 2,513,322	\$ 54,212	\$ 1,073,622	\$ 1,385,488	55.13%

Note 1 - Encumbrances are primarily for payroll.

Clatskanie School District Food Service Fund
Monthly Financial Report
July 1, 2019 - August 31, 2019

	<u>Budget</u>	<u>Year-to-Date 8/31/2019</u>	<u>Encumbered¹</u>	<u>Budget Remaining</u>	<u>Percent Remaining</u>
Revenue:					
Federal Reimbursement	\$ 250,000	\$ -	\$ -	\$ 250,000	100.00%
Federal Commodities	30,000	-	-	30,000	100.00%
SSF Lunch Match	12,000	-	-	12,000	100.00%
Cash Sales	130,000	782	-	129,218	99.40%
Transfers in	40,000	-	40,000	-	0.00%
Beginning Fund Balance	-	-	-	-	0.00%
Total Revenues	\$ 462,000	\$ 782	\$ 40,000	\$ 421,218	91.17%
Expenditures:					
Salaries	\$ 151,105	\$ 143	\$ 125,773	\$ 25,189	16.67%
Associated Payroll Costs	135,059	62	116,443	18,554	13.74%
Purchased Services:					
Professional & Technical	-	-	-	-	0.00%
Travel	500	-	-	500	100.00%
Supplies and Materials:					
Consumable Supplies & Materials	600	-	109	491	81.83%
Supplies/Cafeteria	9,000	199	4,812	3,989	44.32%
Food/Cafeteria	156,736	3,139	107,061	46,536	29.69%
Commodities	-	-	-	-	0.00%
Computer Software	3,000	4,159	-	(1,159)	-38.63%
Other Objects	6,000	465	-	5,535	92.25%
Total Expenditures	\$ 462,000	\$ 8,167	\$ 354,198	\$ 99,635	21.57%

Note 1 - Encumbrances are primarily for payroll.