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Crook County School District

Where Students Dream, Learn, & Succeed

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**November 18, 2013**  
**School Board Meeting Minutes**

Board Members Present: Patti Norris, Doug Smith, Gwen Carr, Walt Wagner, Scott Cooper  
Administrators Present: Duane Yecha, Anna Logan, Mona Boyd, Jim Bates, David Robinson, Cheri Rasmussen, Michelle Jonas, Joel Hoff, Bruce Hahn, Kimberly Bonner, Kurt Sloper, Lance Queen

1.0 CALL TO ORDER

1.1 Flag Salute 1.2 Roll Call to Establish Quorum 1.3 Recognition of Visitors

Patti Norris called the meeting to order at 6:30 p.m., led the audience in the flag salute, a quorum was established, and visitors were recognized and asked to sign the sign-in sheet.

1.4 Agenda Additions, Deletions or Revisions and Agenda Approval

**Agenda Additions:**

7.3 **Hiring of .5 Construction Project Manager (*Action*)**

7.4 **OSBA Election (*Action*)**

<p><b>Doug Smith moved and Scott Cooper seconded the Board approve the agenda as amended. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.</b></p>
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1.5 Cecil Sly Elementary Presentation

Principal Jim Bates introduced 8<sup>th</sup> grade teacher Jennifer O’Gorman who explained the 8<sup>th</sup> Grade Reading Buddies program, along with 1<sup>st</sup> grade teachers Merilee Smith, Denby Durham and Janelle Deedon. This program has been in place for several years, and continues to change and improve each year. Eighth grade students and first grade students were also present to talk about the program.

NON-AGENDA TOPIC: CCHS State Championship Volleyball team recognition. Athletic Director Rob Bonner, introduced Kristy Struck, assistant coach. Kristy recognized the Volleyball Team for their eighth straight state championship. Team members present included: Aspen Christiansen, Jennifer McCallister, Samantha Kaonis, Katherine Kaonis, Cheyenne Camara.

**FIVE-MINUTE BREAK**

2.0 PUBLIC COMMENTS

None.

3.0 OTHER AGENCY / DEPARTMENT REPORTS

3.1 Construction Update / Architect Presentation

Jerry Milstead, Construction Project Manager, updated the Board on the construction process to date. Next week they plan to have geo techs on site to do test borings. Regarding the CM/GC process: the District received five proposals from contractors. The committee is working on their evaluation process. Jerry is hoping to have a contract to bring to the Board at the December Board meeting for approval for hiring the CM/GC. They have started to look at the HS track; have done some preliminary work regarding security at the middle school and high school. Jerry then introduced BLRB Architects Lee Fenton, Mike Gorman, Dave Pool and Greg McCracken. The team spent the day at CSE today talking with students, staff and parents. They will be doing the same thing this week at both CRE and Ochoco. Each evening there is an opportunity for the public to view the progress and comment. Mike

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Gorman talked about the possible location of the school, road access for entrance and exit, and showed sample drawings of what the school might look like.

Scott Cooper commented that the extensive remodel that will take place for Cecil Sly is almost equivalent to building a new school. He would like to see the upgrade to CSE promoted as such. Students, parents, and staff at CSE would also have the feeling of a new school.

**3.2 ACT - EXPLORE**

CCHS Principal, Michelle Jonas, explained why the High School has chosen to go with ACT. The ACT series provides very detailed information back to the schools. There is information not only on how the students scored academically but also on career and college interest. The data from last year's students has been shared with both the middle and high school staff. They are using this data as a formative assessment

**3.3 CCHS Associated Student Body Report**

CCHS ASB president Shelby Duncan and ASB vice-president Emily Harris presented a PowerPoint to the School Board and audience outlining all the activities and projects the ASB work on and take part in throughout the year.

The Board then asked the students several questions including things they would like to see changed. One topic was the wearing of hats. The majority of students would like to be able to wear hats. Currently they cannot wear hats in the hallways or during class. Scott Cooper stated that 1/3 of the students who start as freshmen do not graduate with their class. He asked what could be done to motivate these students. Principal Jonas indicated they are working with Freshmen who are not passing their classes to get them the assistance they need.

**3.4 HDESD Board Report**

The Board reviewed the HDESD Board Report. Board Chair Norris indicated that John Lang, who serves as the district's representative to the ESD Board, would like to meet with the Board regarding upcoming strategic planning at the ESD.

**4.0 SUPERINTENDENT REPORT**

**4.1 Reporting Student Progress On Standards**

Superintendent Yecha reported on student progress on standards by presenting a PowerPoint. He explained the requirements of HB2220, which are: (1) At least one time each year, provide parents with a report indicating their student's achievement measured against Oregon State standards at the student's grade level; and (2) The above mentioned grade must be based solely on the student's academic performance and cannot be influenced by student behavior. In other words, the final grade that appears on a student's transcript can still include any criteria the district deems appropriate, including a combined academic and behavioral grade as per current practice. Superintendent Yecha went on to explain in more depth about Standards Based Grading.

**5.0 APPROVAL OF CONSENT AGENDA**

**Scott Cooper moved and Doug Smith seconded the Board approve the Consent Agenda as presented.**

- 5.1 Minutes Approval
  - 5.1.1 October 21, 2013 Local Contract Review Board & Public Hearing Meeting Minutes
  - 5.1.2 October 21, 2013 Regular School Board Meeting Minutes
- 5.2 Classified Resignations
  - 5.2.1 Karen Smith, Educational Assistant, PBCCS
- 5.3 Confidential Hiring
  - 5.3.1 Heidi Freeman, Project Support Specialist
- 5.4 Licensed Resignations
  - 5.4.1 Susan Kearns, Speech Pathologist – Insight Online Charter School
- 5.5 Licensed Hiring:
  - 5.5.1 Leisha Vogl, Speech Pathologist – Insight Online Charter School
- 5.6 Design Committee Minutes
- 5.7 Enrollment Report
- 5.8 Finance Report
- 5.9 Donations

20.00	Pumpkins for CSE Kindergarten class	Erickson's Thriftway
30.00	CCHS Dance Team Sponsorships	ABC Fence Co.
45.00	Value keyboards and paper for CCHS	Gordon & Mary Moore

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50.00	CCHS Dance Team Sponsorships	James Minturn
65.00	CCHS NJROTC Drill Team	Ladies of the Elks
45.00	Value keyboards and paper for CCHS	Gordon & Mary Moore
50.00	CCHS Dance Team Sponsorships	James Minturn
65.00	CCHS NJROTC Drill Team	Ladies of the Elks
100.00	Mini Grant for Katrina Cross CRE Classroom	Mid Oregon Credit Union
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100.00	CCHS Dance Team Sponsorships	Armstrong Surveying
100.00	CCHS Dance Team Sponsorships	Joe Floyd & Sons Inc.
100.00	CCHS Dance Team Sponsorships	Weeks Family Medicine
100.00	CCHS Dance Team Sponsorships	Hometown Animal Hospital
100.00	CCHS Dance Team Sponsorships	RMC Contracting
100.00	CCHS Dance Team Sponsorships	Sunset Hearth & Home
100.00	CCHS Dance Team Sponsorships	Smith & Smith Farms
100.00	CCHS Dance Team Sponsorships	Posie Shoppe - Judy Holliday
100.00	CCHS Dance Team Sponsorships	Cowgirls Trends
100.00	CCHS Dance Team Sponsorships	Barbara Burns
100.00	CCHS Dance Team Sponsorships	Clinic Pharmacy
100.00	CCHS Dance Team Sponsorships	Ochoco Family Dental
100.00	CCHS Dance Team Sponsorships	Executive Inn
200.00	CCHS Dance Team Sponsorships	Dunn Bros. Fencing
200.00	CCHS Weight / Muscle Machine-gym	Charles Boothe
200.00	Ochoco School Supplies	William Garrett
220.00	CCHS Staff and Student Use - Binders	Amanda Ruiz
250.00	CCHS \$50 ea to Football, Boys' Soccer, Girls' Soccer and \$100 to Cross Country	James & Barbara Minturn
300.00	CCHS Music Program - Clarinet	Linda Evans
300.00	CCHS Softball Program - Bat	Marles Vizenor
300.00	CCHS FFA Program	Central Oregon Ranch Supply
300.00	CRE - 75 books for Accelerated Reader Program	The Semas Family
331.00	CCMS 7 handheld football shields	Ron Cholin
350.00	CRE PBIS Awards	RA Beattie
600.00	CCHS NJROTC Drill Team	Northwest Rodeo Association
1,000.00	Paulina Educator's Grant-General Operating Support	Wells Fargo
1,000.00	CCHS Mac laptop computer	Earl Lau
12,000.00	CCMS Outdoor School Program	Gray Family Foundation
<b>19,161.00</b>	<b>TOTAL</b>	

**The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

6.0 FINANCE

6.1 Annual Audit Review for 2012-13

Anna Logan presented the audited financial statements for 2012-2013. She explained that the report begins with a letter from the auditors stating that they judged the financial statements to be fairly presented. Because there were no findings or issues of concern, the Board Chair did not request the auditors' presence at the Board meeting. Anna pointed out particular areas in the audit report which she felt needed an explanation.

**Scott Cooper moved and Doug Smith seconded the Board accept and approve the audit as presented. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

6.2 Food Service Discussion

Anna Logan presented a PowerPoint outlining the Food Service Program. The program has been in transition since May, as the District has moved toward a centralized food preparation model. The top priorities for this school year and last school year were to bring the program into compliance and to establish consistency between locations. As this transition has unfolded, we have identified additional challenges and opportunities for improvement. Management has identified the main issues and categorized them into groups in order to maximize the effort on issues we can control, and to either creatively enrich or educate on issues we cannot control. Additional staff training has occurred within the last month to reinforce knowledge on policies that were already in place.

Gwen Carr shared some information she received from the Bend/LaPine Nutrition Services Manager regarding their food service program. She would like to see the District talk with the Manager regarding their program for ideas on

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how we could improve our program. Gwen indicated the Manager is willing to sit down with representatives from CCSD to talk about the program.

Anna added that there will be some changes soon in the management of our food service program. Liane Kaiser has been serving as Nutrition Services Supervisor for two days a week through Shared Services with Redmond SD. Redmond has now indicated they need to pull Liane back to Redmond five days a week. CCSD will be posting a position soon for a fulltime Nutrition Services Supervisor. The Board was in agreement with the District hiring their own Supervisor vs. using Shared Services.

### 6.3 Budget Committee Appointments

There are two vacant Budget Committee positions. After advertising these positions, the District received only 1 application from Diana Ewing, who finished a vacant term that ended June 2013. The Board was in agreement they would like to see Diana serve a full three-year term.

**Scott Cooper moved and Doug Smith seconded the Board appoint Diana Ewing to fill Budget Committee Position #6. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

The Board has asked the Board Secretary to open the posting again for a Budget Committee member and advertise it as “open until filled”.

### 6.4 Budget Calendar

Anna Logan presented a proposed Budget Committee Calendar. After much discussion the Board was in agreement to shorten the length of time for budget discussion and approval by the Budget Committee before the Budget goes to the Board for adoption. They would like to see the process, once started, go for one week only. The target date for Budget approval by the committee would be April 30. The required deadline date for Budget Adoption by the School Board is June 30, 2014.

**Scott Cooper moved and Doug Smith seconded the Board approve the Budget Calendar as amended this evening. The vote was 4-1 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr; Nay - Walt Wagner.**

## 7.0 BOARD REVIEW / DISCUSSION / ACTION ITEMS

### 7.1 Review District Communication Priorities

Superintendent Yecha recommended the District put out a school communication survey on our website, send home to parents, etc. The Board was in agreement with the sample communication survey they reviewed and instructed the Superintendent to go forward.

### 7.2 Master School Calendar Change

CCMS Principal Kurt Sloper indicated the school calendar shows a staff development day on May 23, which falls on the last week of 6<sup>th</sup> grade Outdoor School. Kurt presented two options to the Board: move the Staff Development Day from May 23 to May 27 or May 2. The Board agreed on May 27.

**Scott Cooper moved and Gwen Carr seconded the Board approve a change to the 2013-14 School Calendar by moving a Staff Development Day from May 23 to May 27. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

### 7.3 Hiring of .5 Construction Project Manager

Jerry Milstead discussed the process for posting and interviewing for the position for the .5 Construction Project Manager. Three applicants were interviewed and Brett Hudson received the highest score. He is currently working for the Redmond School District in the same position. Redmond would like to offer Bret to CCSD through a Shared Services Agreement.

**Scott Cooper moved and Doug Smith seconded the Board approve the hiring of Brett Hudson through Shared Services with Redmond School District. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

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7.4 OSBA Election

The Board reviewed the two OSBA ballot items: Voting for Cheri Helt, current Bend/LaPine School Board member, to fill the Legislative Policy Committee position representing the Central region; Resolution 1 – Amends constitution to correct inconsistencies in election procedures.

**Scott Cooper moved and Doug Smith seconded the Board vote “yes” for Cheri Helt to serve on the Legislative Policy Committee and vote “yes” for Resolution 1 amending the constitution to correct inconsistencies in election procedures. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

8.0 BOARD POLICIES AND AR’s – First Reading and/or Second Reading of New or Updated Policies & AR’s

8.1 DJB-AR – Petty Cash Accounts (change requested by Business Office)

Anna Logan described the reasoning in changing the current Petty Cash Accounts AR to the revised AR presented this evening.

- 8.2 GCBDA/GDBDA - Federal Family and Medical Leave/State Family Medical Leave (required by law)
- 8.3 GCBDA/GDBDA-AR(1)-Federal Family and Medical Leave/State Family Medical Leave(required/law)
- 8.4 GCBDA/GDBDA-AR (2) – Request for Family and Medical Leave (required by law)
- 8.5 GCBDA/GDBDA-AR (3) – Military Family Leave (required by law)
- 8.6 GCBDA/GDBDA-AR (4) – FMLA/OFLA Eligibility Notice to Employee (required by law)
- 8.7 IGBAF – Special Education – Individualized Education Program (IEP)(required by law)
- 8.8 IGBAF-AR – Special Education - Individualized Education Program (IEP)(required by law)
- 8.9 EBBB – Accident Prevention & Safety Procedures & Accident/Injury/Illness Reports (required by law)
- 8.10 JGAB – Use of Physical Restraint & Seclusion (required by law)

All the requested changes to the remainder of the policies and AR’s are new changes and regulations required by law.

**Scott Cooper moved and Doug Smith seconded the Board approve the following policies and ARs as presented: GCBDA/GDBDA - Federal Family and Medical Leave/State Family Medical Leave; GCBDA/GDBDA-AR(1)-Federal Family and Medical Leave/State Family Medical Leave; GCBDA/GDBDA-AR (2) – Request for Family and Medical Leave; GCBDA/GDBDA-AR (3) – Military Family Leave; GCBDA/GDBDA-AR (4) – FMLA/OFLA Eligibility Notice to Employee; IGBAF – Special Education – Individualized Education Program (IEP); IGBAF-AR – Special Education - Individualized Education Program (IEP); EBBB – Accident Prevention & Safety Procedures & Accident/Injury/Illness Reports; JGAB – Use of Physical Restraint & Seclusion. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner.**

9.0 FUTURE MEETINGS / IMPORTANT DATES

The Board reviewed the upcoming meeting dates.

10.0 ADJOURNMENT

The meeting was adjourned at 9:35 p.m.

*Patti Norris*

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Patti Norris, Board Chair

*Jan Martin*

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Jan Martin, Board Secretary

**November 18, 2013**

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Date Minutes Approved