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**CROOK COUNTY SCHOOL BOARD**  
**Regular School Board Meeting Minutes**  
**Monday, November 14, 2016**

Board Members Present: Patti Norris, Scott Cooper, Gwen Carr, Walt Wagner, Doug Smith  
Administrators Present: Duane Yecha, Anna Logan, Stacy Smith, Mona Boyd, Leland Bliss, Jim Bates, Cheri Rasmussen, Kurt Sloper, Michelle Jonas, Joel Hoff, Michael Allen, Kimberly Bonner

- 1.0 **CALL TO ORDER**
  - 1.1 Flag Salute
  - 1.2 Roll Call to Establish Quorum
  - 1.3 Recognition of Visitors

Board Chair Doug Smith called the meeting to order at 6:30 p.m., the flag salute was recited, and a quorum was established, and visitors recognized.

- 1.4 Agenda Additions, Deletions or Revisions & Agenda Approval  
The following was added to the agenda:

- 4.3 PBCCS Charter Enrollment Count
- 6.4 Salary Scale Change

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

- 1.5 CCMS Presentation  
CCMS Principal Kurt Sloper introduced Kimberly Bonner, Assistant Principal, and students involved with the Elder Tech Program as part of the AVID Program where students work with seniors in the community to teach them about their tech devices.

- 1.6 Recess Board Meeting for Local Contract Review Board & Public Hearing  
Board Chair Doug Smith recessed the Regular Board Meeting to enter into a Local Contract Review Board Meeting & Public Hearing.

**LOCAL CONTRACT REVIEW BOARD MEETING**

- 1.0 **CALL TO ORDER**  
Board Chair Doug Smith called the Review Board to order at 7:00 pm.

- 2.0 **REVIEW OF AMENDED PUBLIC CONTRACTING RULES AND PROCEDURES**  
Construction Project Manager Jerry Milstead and Anna Logan, Director of Business & Finance, reviewed Resolution #03-2016-17 – Adopting Amended Public Contracting Rules and Procedures. The statutes have not changed but the following changes are being proposed:

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- Change Architect & Engineer selection to use a Request for Proposal (RFP) method for selection of those services in lieu of Request for Qualifications (RFQ). Other school districts have had some difficulties with this. This change would do away with the RFQ.
- Currently, purchases from \$5,000 to \$100,000 require getting 3 quotes. Proposal to change to upper limit to \$150,000. Anything over \$150,000 would be advertised for bid.
- Exhibit B special class exemptions for purchasing foodstuffs for culinary arts classes. It isn't necessary to have that exemption. This will actually make it more restrictive.

### 2.1 Public Comments

Troy Wilson is a contractor working in the area and lives in the Crow Applegate School District. His district just passed a bond and he wanted to glean information from our district. He asked how to avoid having the district issue multiple \$4,000 purchase orders to the same contractor to avoid going out to bid. Jerry recommended making sure the Model Contract rules are current with the statutes. Anna explained that the rules don't allow purchases to be artificially separated to avoid getting three bids. Doug said it is very important to have open lines of communication and oversight between the Board and those making decisions regarding the use of bond funds.

### 2.2 Adoption of Resolution #03-2016-17 - Adopting Amended Public Contracting Rules and Procedures.

Scott Cooper would rather keep the \$100,000 limit.

**Patti Norris moved and Walt Wagner seconded the Board adopt Resolution #03-2016-17 – Adopting Amended Public Contracting Rules and Procedures. The vote was 4-0 in favor as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, and Walt Wagner; One Abstention – Scott Cooper.**

## 3.0 **ADJOURNMENT**

Board Chair Doug Smith adjourned the Local Contract Review Board Meeting at 7:17 pm.

Board Chair Doug Smith reconvened the Regular School Board Meeting at 7:18 p.m.

## 2.0 **PUBLIC COMMENTS**

Joe Hight is an advocate of the bilingual program at Barnes Butte and for the homeless and the hungry. He said there is a problem with the bilingual program regarding discrimination in the classrooms. His son, who is a third-grader, has been harassed for the last 3 years. Joe stated his son was accused of being a racist because his dad is a Trump supporter. He wants to address the hostility that is happening in the library during reading in front of the teacher. He claims nothing was ever brought to his attention until his son came home crying and saying he didn't want to go to school anymore. Joe did talk to the principal but he would like to call for an independent investigation into this situation. Doug Smith asked Dr. Yecha to look into this.

*(Follow-up result of this complaint: Mr. Hight met with HR Director, Jayel Hayden, the following day. The student has been transferred to a 3<sup>rd</sup> grade class at CRE. Both the student and parent are pleased with the change in schools.)*

## 3.0 **OTHER AGENCY / DEPARTMENT REPORTS**

### 3.1 Construction Update

The Middle School is complete except for some control systems and minor Punch List items. Cecil Sly/Crooked River has a few remaining items left to complete including the ceiling that connects the two wings, some control issues with the heating systems, and tweaks to the security cameras and the alarm system. Next month he will have an evaluation of these two projects. The First Street project has just begun. The ramp to the front entry on First Street is being constructed. The plan is to have IT and Pioneer moved in by Christmas break. Scott asked about the parking lot to the east of the building that is in poor

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condition. Jerry said it is not currently in the scope of work. Doug said we will add that to the wish-list to bring back to the Board.

### 3.2 Evaluation of Paulina CM/GC

Jerry Milstead reviewed this project as required by law. The original budget was \$940,000 and we processed two change orders for \$51,436. The total project cost was \$1,024,614 which includes permits, costs to move the electrical service, and other miscellaneous direct costs. The power company's area distribution cable was directly over the school building and needed to be moved to the public right-of-way. The extra cost to move this cable would have been the same regardless of being bid as a CM/GC or a competitively bid project.

### 3.3 Seismic Grant Work at CCMS

A \$1 million grant with the state to improve the gymnasium was approved earlier this year. In order to get the grant, we had an engineer design a fix for the issue which was approved by the state as well as a budget of \$1,003,120. The original plan was to get this work done last summer while we had a contractor on-site working. It took longer to get the contract from the state and it was determined that the work would take approximately four months to complete and was fairly intrusive. We asked the engineer to find a less intrusive design. This new design was approved by the state. Then, we had to go back to the architect and engineer to determine new budget allocations. The total budget amount is the same; we just reallocated amounts to each category. The state has approved our new budget as long as we get it approved by our Board Chair. The new design includes a three-month timeline so it can be completed next summer. We hope to eventually have the gym repainted after the seismic work is done. This, however, would not be paid by this grant.

**Scott Cooper moved and Gwen Carr seconded the Board approve Amendment #1 to the CCMS Seismic Grant. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Scott Cooper, and Walt Wagner.**

### 3.4 Report on Lead Testing / Remedy

Leland Bliss explained there are two different numbers when looking at results. The EPA requires fixtures to be shut down if the result is 20 parts per billion or higher. The Clean Water Act requires action if it is 15 parts per billion for water coming into a building. Leland has chosen to use this result to shut down a fixture. Leland is writing very specific protocols on steps to take.

Random testing was done at Barnes Butte Elementary since it's a new school. They were all really low numbers. In the future, he plans to test fixtures during the last 2 weeks of school so that repairs can be made during the summer. Powell Butte was tested in 2014 so it's due this coming summer.

A question was asked about the Stadium stairs. Leland is looking at installing safety walk, which is a tape with a rough surface.

### 3.5 HDESD Board Meeting Highlights

The Board reviewed the HDESD highlights.

## 4.0 **SUPERINTENDENT REPORT**

### 4.1 Ochoco Property Projected Closing

Superintendent Yecha explained that we know from a report from Tom Kemper that the state has funded their project so the sale should close sometime in the near future.

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### 4.2 School Furnishings Update & Process

Superintendent Yecha explained that we need more time to do a good job on creating a list of needed furniture. We plan to bring in a furniture specialist to review the furniture.

### 4.3 PBCCS Enrollment Cap

Superintendent Yecha suggested that if we entertain a change to the enrollment cap that we do it during the spring budget discussion so that PBCCS and the district can both properly prepare their respective budgets.

## 5.0 APPROVAL OF CONSENT AGENDA

The Board reviewed the Consent Agenda.

### 5.1 October 10, 2016 Regular School Board Minutes

#### 5.2 Hiring – Classified:

5.2.1 Donnie George, Bus Driver

5.2.2 Nicole Lee, Temp. Rural Preschool Teacher (PK-3 Grant)

#### 5.3 Retirement – Classified:

5.3.1 Cyndee Rizzardini, CCMS Library Tech

#### 5.4 Enrollment

#### 5.5 Donations

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

## 6.0 FINANCE

### 6.1 Finance Report

Anna Logan explained that the finance report is looking very similar to last year. There have been no major changes and is very stable right now. Line 12 for Payroll Taxes and Benefits are under budget by over \$500,000. We again had a lot of new hires which were budgeted as mid-range salaries but the actual hires were mostly in the low range. Also, we offer an HSA plan that allows employees to put their remaining cap in the HSA which isn't being fully utilized. The early projection is for a 10% ending fund balance. Looking forward, we need to look at several things such as the increasing PERS rates (an extra \$400,000 expense per year), increasing PERS debt service, and decreasing state school fund revenue. It is likely that Measure 98 that just passed, which dedicates funds for CTE and dropout prevention, will be a "carve-out" from the state school fund, in effect reducing the general education funds. Since we already have many CTE classes, it's not clear how that will affect us. However, we have been preparing for all these changes so we are in a good position for the short term.

Anna had hoped the audited financial statements would be here for tonight's meeting but they did not arrive. She will have it for the next meeting.

The lead testing has been fairly expensive; approximately \$7,000-\$8,000 for labor and tests. ODE is offering financial assistance with some of the testing costs which is being pursued.

We had a small electrical fire in one of our ovens at Crooked River. A few days before the fire we found out we were receiving a grant from ODE to replace some of these ovens. Only four school districts in the state were awarded this grant. We will be replacing ovens in three locations.

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Property tax statements – the current rate per thousand on the school bond is \$0.96, which is less than the \$1.03 anticipated when the bond measure was presented to the public for vote.

### 6.2 Budget Calendar Adoption

Anna reviewed the Budget Calendar. It is very similar to last year.

**Patti Norris moved and Scott Cooper seconded the Board approve the Budget Calendar for the 2017-18 Budget as presented. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Scott Cooper, and Walt Wagner.**

### 6.3 Budget Committee Appointments

We have not received any applications for the three Budget Committee openings. We have posted the openings on our website and Facebook, it has been published in the *Central Oregonian*, we sent the notice to Crook County Foundation and asked them to pass on to the most recent graduates of the Leadership Program sponsored through CCF, and we have the notice and application available at our reception desk in the District Office.

### 6.4 Salary Scale Change

Anna Logan would like to propose changing the salary scale for the Nutrition Services Manager to be the same as the Transportation and the Maintenance supervisor. Originally, it was anticipated that Anna would do a lot of supervisory work and we were trying to save money because the Nutrition fund was not very healthy. As it turns out, Anna has not had to do a lot of the supervisory work and has been considering making this change over the last year. Also, the overtime law changes on December 1<sup>st</sup> which will require anyone making over \$47,476 to be considered overtime exempt. Options are to make this person hourly anticipating that there would be overtime or we make the position overtime exempt and pay the higher salary. This is paid from the Nutrition Fund which is now healthy. Doug would like to know what the Nutrition Supervisor makes at similar sized districts to be completely fair.

No action was taken. The Board would like a more complete analysis so that a decision can be made at the December meeting.

## 7.0 **BOARD REVIEW / DISCUSSION / ACTION ITEMS**

### 7.1 PBCCS Reserve Funds Request for Data Wiring

Powell Butte is in the process of rewiring their building for better connectivity. They are proposing to take \$45,000 out of their reserves and requesting \$5,000 from the district to fund this effort. Superintendent Yecha encouraged the Board's support to assist them on this project. Michael Allen said the wiring in that building is very inadequate and that he believes this would be a parity investment similar to what has been done in our other schools. He did feel that the cost might be on the high side.

Although the Board expressed a desire to support this proposal, since we aren't sure what the bidding process is and if this is the best possible price, it was suggested we get more information before proceeding.

### 7.2 Superintendent Evaluation Process

Doug Smith has added a sixth item to the evaluation and asked Board members to submit their response to Jan Martin by December 16th for approval at the January Board meeting. The six areas are: Board Communications, Leadership, District Operation, Organizational Management, Meeting Expectations, and the new area added is Innovative Ideas.

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### 7.3 OSBA Conference Highlights

Gwen Carr – good conversation about absenteeism.

Scott Cooper – very inspired by speaker on 2<sup>nd</sup> day about strategies with kids in poverty, special education, etc. The revenue proposal should be very interesting.

Patti Norris – a lot of discussion about personalizing education for kids, about high-touch, importance of relationships over content, creating mentoring opportunities, bridging grade levels, a push for after school programs, etc., dealing with high-poverty barriers, and having everyone take responsibility for kids' success.

Doug Smith – when students aren't in class they don't learn, when teachers aren't in class the students don't learn as well. A teacher that teaches with passion and creativity is getting through to the kids. The highly motivated teacher is probably doing the best job of educating our kids.

### 7.4 OSBA Elections/Resolutions: Resolution 1: Adopts the Proposed 2017-18 OSBA Legislative Priorities and Policies

OSBA is asking their members to vote on Resolution 1, which adopts the proposed 2017-18 OSBA Legislative Priorities and Policies.

The Resolution died for a lack of a motion.

### 7.5 Fair Dismissal Appeals Board Vacancies

The State of Oregon is looking for school board members to fill vacant positions on the Fair Dismissal Appeals Board (FDAB). OSBA Legislative Specialist, Richard Donovan, is assisting the State in bringing forward volunteers. If there is a Board member who would like to sit on the Board the Board secretary will submit your name Mr. Donovan. No Board members expressed an interest at this time.

## **8.0 BOARD POLICIES AND AR's – First And / Or Second Reading of New or Updated Policies & AR's**

8.1 BBAA – Individual Board Member's Authority and Responsibilities (*first reading*)

8.2 BD/BDA – School Board Meetings (*first reading*)

8.3 BDC – Executive Sessions (*first reading*)

8.4 BDDH - Public Comments At Board Meetings (*first reading*)

8.5 BF – Policy Development (*first reading*)

8.6 BFCA – Administrative Regulations (*first reading*)

8.7 JEC-AR – Eligibility for Attending School Events & Activities (*first review*)

The Board discussed each of these policies. They discussed amending policy BBAA section 1, last sentence to read "Requests for the generation of reports or information which requires additional expense to the district in excess of \$50 must be submitted to the Superintendent and Board Chair and may be referred to the Board for consideration".

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**Patti Norris moved and Gwen Carr seconded the Board approve policy BBAA – Individual Board Member’s Authority and Responsibilities as amended. The vote was 4-0 in favor as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, and Walt Wagner; One Abstention – Scott Cooper.**

9.0 **FUTURE MEETINGS / IMPORTANT DATES**

The board reviewed the list of future meetings and important dates.

10.0 **ADJOURNMENT**

The meeting was adjourned at 9:37 p.m.

*Doug Smith*

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Doug Smith, School Board Chair

*Heidi Freeman*

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Heidi Freeman, Acting Board Secretary

**December 12, 20167**

Date Minutes Approved