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Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Regular School Board Meeting Minutes

Monday, January 9, 2017

Board Members Present: Doug Smith, Patti Norris, Gwen Carr, Scott Cooper

Board Member Absent: Walt Wagner

Administrators Present: Duane Yecha, Anna Logan, Stacy Smith, Mona Boyd, Leland Bliss, Jim Bates, Cheri Rasmussen, Kurt Sloper, Joel Hoff, Michelle Saavedra, and Dana Rudy, Michael Allen

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, a quorum was established, and visitors recognized.

1.4 Agenda Additions, Deletions or Revisions & Agenda Approval

The following changes were made to the agenda:

Add: 4.2 – Early Construction Request

4.3 – Special Ed Parent Survey Results

5.6. – Positions Ending – Jerry Milstead and Heidi Freeman

7.4 becomes 3.4 – Update on School Bus Fleet

7.5 becomes 3.5 – Food Service Participation Numbers

Delete: 8.3 – JEC-AR – Eligibility for Attending School Events & Activities

Pattie Norris moved and Gwen Carr seconded the Board approve the agenda as amended. The vote was unanimous in favor 4-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr.

1.5 School Board Recognition Month

Superintendent Yecha recognized the School Board during School Board Recognition Month. They were each presented with a Certificate of Appreciation signed by Douglas Nelson, OSBA President and Betsy Miller-Jones, OSBA Executive Director. Posters from Brothers Elementary, Barnes Butte Elementary, and CCMS were also presented to the Board and will be displayed on the wall in the District Office conference room.

2.0 PUBLIC COMMENTS

None.

3.0 OTHER AGENCY / DEPARTMENT REPORTS

3.1 Construction Update

Jerry indicated this is his last board meeting. He thanked the Board for their support during the construction process. He then reviewed several photos showing the remodeling progress at the Pioneer Complex.

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3.2 Evaluation of Crooked River Elementary (formerly Cecil Sly Elementary) Project

Jerry Milstead reported on the CM/GC evaluation of the CRE (CSE) remodel project.

Doug Smith thanked Jerry and Heidi for their work on this Bond project indicating the entire process has been very successful. Superintendent Yecha then took a few moments to recognize Heidi and Jerry for their contribution to the Bond projects that allowed the building of a new school - Barnes Butte Elementary, remodel of existing schools, Pioneer Complex upgrades, and numerous remodeling projects throughout the district. They were each presented with an Exemplary Service Award.

3.3 HDESD Board Meeting Highlights

The Board reviewed the highlights.

3.4 Update on School Bus Fleet

Transportation Supervisor Michelle Saavedra reported on the status of our school bus fleet. We currently have 27 large buses; 10 small buses; and four (4) Type 20 buses. We need to meet the emissions standards by 2025. In order to do that, we need to start purchasing three buses a year, rather than two buses a year. The average age of our buses is 2002. We end up spending more to maintain the older buses. We still have two stick shift buses, which requires a special license to drive. We are currently not using those buses on a regular basis. Reimbursements from the state are only good for 10 years. We have 18 busses that are pre-2000. We have 15 buses that do not meet the 2025 emissions standards. Our elementary student ridership has increased and the buses are running full with some overload on occasion. We are "band-aiding" the problems to get to what needs to be done. We need another Special Ed bus as well as add to our regular fleet of buses. Not having reliable spares requires a lot of maintenance. We need to make sure we have good reliable buses on our long trips.

Doug Smith asked how many buses are running every day. Michelle indicated we have 25 Regular Ed routes and three Special Ed routes. Three of the Regular Ed routes use the smaller buses.

Regarding the cost for new buses, the Type 20 buses are \$60,000 - \$70,000; Special; Ed Bus - \$116,000; the large buses are \$125,000; the extra-large buses with more cargo space are about \$130,000. We currently have \$48,000 in bus reserve account.

Michelle would like to be able to purchase three buses next year. She would like one of the extra-large buses at \$130,000; a Special Ed bus at \$116,000; and a Type 20 bus at \$60,000.

Patti Norris indicated the district would probably need to put \$300,000 on the "wish list" for new buses. Michelle added that with new buses our repair cost will go down. She just purchased two propane buses, which cost less to operate. The fuel cost is about 40% less per year than it is to run the diesel buses. They are slightly more expensive than diesel buses, but we would recoup that extra cost in fuel savings.

There was discussion about the congestion at all the schools in the morning and afternoon because of the many cars driven by parents dropping off and picking up students. This discussion led to possible ways to increase ridership on the buses. Michelle suggested that if the buses had Wi-Fi connections for students you would probably increase ridership. Also, there is an app that parents can get to keep track of where the bus is and if it is running late so the students would not have to wait outside as long.

Doug asked Michelle Saavedra and Michael Allen to research these concepts and come back to the Board in March with possibilities based on these two ideas.

3.5 Food Service Participation Numbers

Dana Rudy reported on breakfast and lunch participation comparing the last three years.

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The Board asked how our participation numbers compare regionally and nationally. Dana did not have that information with her but will e-mail the requested information to the Board. She added that free and reduced meals average 58% of those participating. Fifty-eight percent (58%) of our total student population qualifies for free & reduced meals. Fifty-four percent (54%) of our total student population eats lunch and 26% eat breakfast.

New sodium regulations go into effect July 1, 2017. We participate in the Farm to School program. We serve local bread. We get the beef from the Crook County Stock Growers, "Ranchers Feeding Kids" program.

Patti asked about students working in the cafeteria at lunch time. Dana indicated that we have students at the middle school who work in the kitchen and get free lunches. She has been working with the counselors to find high school students who would like to work in the kitchen for free lunch. Some students do not qualify for free and reduced but need the free lunch.

4.0 SUPERINTENDENT REPORT

4.1 Status of Ochoco School Property

Superintendent Yecha indicated there was a false alarm with signing closing paperwork on the Ochoco property. The Title company indicated the papers needed to be signed by December 31. Doug Smith arranged to sign the papers on Friday, December 30, only to find out that the buyers were not ready to sign. The Title company had incorrect information because of a change in personnel.

4.2 Early Construction Request

Superintendent Yecha indicated the Ochoco property buyer would like to have access to the building to determine how much work would need to be done. They need to open up some walls throughout the building to check on what kind and how extensive the work would be to remodel the building. They would not repair the walls with the understanding they plan to purchase the building.

Board members expressed concern that if they open the walls and find something they don't like, they may choose not to purchase the property . . . and we would be left with exposed walls. The Board would like to see a legal document written up indicating that if they find something and choose not to buy the building, they would forfeit the earnest money. Anna reminded the Board that the potential buyers are currently paying \$5,000 a month and have done so for quite some time. Because of this she feels the buyers are serious about purchasing the building.

Patti would like to see the scope of work they plan to do. Doug would like Leland to review the scope of work and approve what they are planning to do. Superintendent Yecha indicated he will talk with Sharon Smith regarding a legal document.

Scott Cooper reminded the Board of his potential conflict of interest because his employer is working with the potential buyers.

4.3 Special Ed Parent Survey Results

Special Ed Director Mona Boyd reported on the results of a Special Ed Parent Survey. Last time this survey was done by the state for CCSD was in 2005-06. At that time our percentage was 27% of parents who agreed or strongly agreed that the program facilitated their involvement. Our goal in this recent survey, was 76.73%. The State average score was 78.12%. Crook County's score was 86.21%. The Board asked how our results compared to the Central Oregon region. Mona indicated other local districts were not surveyed. It is done about every 10 years and not by region. We will now have published for the next 10 years or so a favorable report that will be recorded each year. The survey has indicated that we have improved our overall result. Our strength is communication with parents with a score of 90.5%. Our opportunity for improvement is in our work with transition age students with a 79% score. Even though we met the target for this category we will continue to work on improvements in this area.

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5.0 APPROVAL OF CONSENT AGENDA

The Board reviewed the Consent Agenda.

- 5.1 December 12, 2016 Regular School Board Minutes
- 5.2 December 12, 2016 Board Work Session Minutes
- 5.3 Resignations – Classified:
 - 5.3.1 Yolanda Uriarte-Pickett, IA II
- 5.4 Donations
- 5.5 Enrollment
- 5.6 Positions Ending
 - 5.6.1 Jerry Milstead, Construction Project Manager
 - 5.6.2 Heidi Freeman, Project Support Specialist

Patti Norris moved and Gwen Carr seconded the Board approve the Consent Agenda as amended. The vote was unanimous in favor 4 - 0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Scott Cooper.

6.0 FINANCE

6.1 Finance Report

Anna Logan reviewed the Finance Report and answered questions.

6.2 Create Bargaining Team Members – Licensed and Classified

Anna Logan indicated the district will be bargaining with both the Licensed association and Classified association this year. It is time to select two Board members to serve on each bargaining team. The first meeting will probably happen in April.

The following appointments were agreed upon:

Licensed Bargaining Team - Doug Smith, Patti Norris

Classified Bargaining Team – Gwen Carr, Scott Cooper

7.0 BOARD REVIEW / DISCUSSION / ACTION ITEMS

7.1 Superintendent Evaluation 2016-17

Doug Smith reported the Board met in executive session and finalized Superintendent Yecha's evaluation.

Patti Norris moved and Scott Cooper seconded the Board approve the 2016-17 Evaluation for Superintendent Duane Yecha as agreed upon during an earlier Executive Session. This document will become the official evaluation document, signed and dated January 9, 2017. The vote was unanimous in favor 4-0 as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, and Gwen Carr.

7.2 Board Goals

The Board reviewed the two goals documents provided in the Board packets. The first showed what changes or deletions were made at the last board work session. The second document is the clean updated document. Last month the Board asked Anna to come back to the Board with possible new Financial Goals. Anna presented some suggested new Financial Goals.

- At the end of each fiscal year, estimated ending fund balance in the General Fund in excess of 6% (or another %) of expenditures will be transferred out to funds chosen by the Board;

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- The district's General Fund labor costs per enrolled student will remain at or below x% of the estimated State School Fund revenue per enrolled student.
- The average length of stay (student enrollment) will increase over time.
- Instructional staffing will be designed such that budgeted class sizes do not exceed an average number of students per teacher for various grade levels. The final decision would be up to the Board. The Board was not in favor of a goal for class size because there are too many variables.

Doug thanked Anna for her proposed financial goals suggestions. The Board would need some time to fine-tune these possible financial goals. In the meantime, he suggested the Board adopt the goals as presented at the last work session on December 7, 2016.

Scott Cooper moved and Patti Norris seconded the Board adopt the 2016-17 Board Goals as finalized at the December 7, 2017 Board Work Session. The vote was unanimous 4-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr.

7.3 May 16, 2017 District Election – Deadline for Filing for School Board Positions – March 16, 2017, 5 p.m. – Zone 2 (NE area and At-Large Positions up for election)

Board Secretary Jan Martin indicated that Zone 2, currently held by Scott Cooper, and the At-Large position, currently held by Gwen Carr, are both up for election this coming May 16, 2017. Anyone interested in running for these positions must submit their filing paperwork to the County Clerk by March 16, 2017.

~~7.4 Update on School Bus Fleet (moved to 3.4)~~

~~7.5 Food Service Participation Numbers (moved to 3.5)~~

7.6 Instructional Hours

Curriculum Director Stacy Smith reviewed Instructional Hours. Below are the state requirements:

Grade 12 – 966 hours

Grades 9-11 – 990 hours

Grades K-8 – 900 hours

The district currently does not have enough instructional hours to cover the three no-school days because of the weather. *(the day following the Board Meeting on January 9, the district had an additional snow day for a total of 4 missed days.)*

Stacy indicated the administration is looking at ways to make up instructional hours' time, while working with the labor unions. This can be done by working with originally scheduled staff development days and/or conference days without adding additional days at the end of the school year. Superintendent Yecha indicated he is in favor of making up the school days missed by students.

Scott Cooper moved and Gwen Carr seconded the Board authorize CCSD Administration to make up lost hours of instructional time without extending the school year, including the option to utilize up to 30 hours of professional development and parent/teacher conference time. The vote was 3-1 in favor as follows: Yea – Scott Cooper, Gwen Carr, Doug Smith; Nay – Patti Norris.

7.7 Not Chronically Absent Data

Stacy reported on the not chronically absent data. The administration has made this a major focus. Administrators report on their data at every Administration Meeting. The assistant principals in each of the buildings make a lot of phone calls in an attempt to get the students to school. The schools send attendance letters to parents, they call the parents, and they are providing rewards at the elementary level. We need

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to sell the parents on the value of getting an education. We are possibly a year or two ahead of other districts in this process.

Here is the data:

Grade Level	Total Students		Total Not Chronically Absent		Percent Not Chronically Absent	
	14-15	15-16	14-15	15-16	14-15	15-16
Total	2996	2770	2187	2244	73	81
K-3	882	893	722	742	81.9	83.1
4th - 5th	437	420	367	375	84	89.3
6th - 8th	687	649	529	544	77	83.8
9th - 12th	990	808	569	583	57.5	72.2
K	198	205	143	152	72.2	74.1
1	234	215	195	179	83.3	83.3
2	222	242	186	214	83.8	88.4
3	228	231	198	197	86.8	85.3
4	203	217	171	191	84.2	88
5	234	203	196	184	83.8	90.6
6	210	224	177	194	84.3	86.6
7	245	199	185	171	75.5	85.9
8	232	226	167	179	72	79.2
9	241	208	160	158	66.4	76
10	266	205	153	148	57.5	72.2
11	265	200	152	146	57.4	73
12	218	195	104	131	47.7	67.2

Patti Norris asked if we know which Kindergarten students also attended pre-school and if they have the improved attendance. Stacy indicated we do not have that data but he will collect the data and provide it to the Board.

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

8.1 BD/BDA – School Board Meetings (third reading)

Patti Norris moved and Scott Cooper seconded the Board approve policy BD/BDA – School Board Meetings, as presented. The vote was unanimous 4-0 in favor as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, and Scott Cooper.

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8.2 BDDH – Public Comments At Board Meetings

Patti Norris moved and Gwen Carr seconded the Board approve policy BDDH – Public Comments at Board Meetings, as presented. The vote was unanimous 4-0 in favor as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, and Scott Cooper.

~~8.3 JEC-AR – Eligibility for Attending School Events & Activities (removed from agenda)~~

8.4 GBA – Equal Employment Opportunity

The only changes were adding a definition for veterans' status, along with updating the ORS's and OAR's in the legal references.

Scott Cooper moved and Gwen Carr seconded the Board approve policy GBA – Equal Employment Opportunity. The vote was 4-0 in favor as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, and 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 9:25 p.m.

Doug Smith

Doug Smith, School Board Chair

Jan Martin

Jan Martin, Board Secretary

February 13, 2017

Date Minutes Approve