

# OFFICIAL



## Crook County School District

Where Students Dream, Learn, & Succeed

### CROOK COUNTY SCHOOL BOARD MEETING MINUTES MONDAY, JUNE 13, 2016

Board Present: Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, Scott Cooper  
Admin. Present: Duane Yecha, Anna Logan, Stacy Smith, Mona Boyd, Michelle Jonas, Joel Hoff, Rob Bonner, Kurt Sloper, Jim Bates, Cheri Rasmussen, Carrie Shinkle

#### 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, the flag salute was recited, a quorum was established, and visitors were recognized.

1.4 Recognition of Deen Hylton, Facilities and Transportation Director

Superintendent Yecha recognized Deen Hylton for his 20 years' service to CCSD. He was presented with a card and a retirement plaque.

1.5 Agenda additions as follows: Add to agenda – 5.2.3; 5.2.7; 5.3.6; and 5.3.7

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

#### 2.0 PUBLIC COMMENTS

There were none.

#### 3.0 OTHER AGENCY / DEPARTMENT REPORTS

3.1 Alternative Learning Options Annual Report

(1) – COIC – Prineville Center; (2) Powell Butte Community Charter School  
Dave Holmberg, Alternative Options Learning Coordinator for the HDESD, presented his annual evaluation report for COIC and PBCCS. Jackie LaFrenz of PBCCS and Kevin Bradley of COIC were present to answer a variety of questions from Board members. Jackie also showed a 5-minute video of PBCCS students. Dave's recommendation was for the District to continue with the agreements for both programs.

**Scott Cooper moved and Gwen Carr seconded the Board accept the COIC and PBCCS evaluations for 2015-16. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.**

3.2 Construction Update

Cecil Sly Remodel – Much of the interior painting is done and will be completed in early July. The exterior painting will continue through mid-July. New cabinetry has been delivered and is being installed, new heating units are being installed, and the new front entry work has begun.

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Cecil Sly Traffic Project – Keeton King Contracting was selected as the low bidder for this project. The old IT building will soon be ready to demolish and all the utilities have been disconnected.

First Street Remodel – The staff at both First Street and Third Street buildings have been packing and getting ready for the move to the remodeled Cecil Sly (to be renamed Crooked River Elementary). By June 20, the contents of the First Street building will be moved to the Third Street building so that asbestos abatement of all the floors can begin. The abatement work should be done by late July so that construction work can begin.

Powell Butte – Work to replace the roof and the windows on the main building will begin right after school is out for the summer and will be completed before school starts in September.

Patti Norris added that she toured the Cecil Sly building with Jerry. The remodel is well underway with lots of work yet to be completed.

- 3.3 HDES Board Meeting Highlights  
The HDES Board Highlights were reviewed.

#### 4.0 **SUPERINTENDENT REPORT**

- 4.1 Board Goals Assessment  
Superintendent Yecha reviewed the Board goals that have been reported on this year. In July or August he will fine-tune how we measure the goals.

#### 5.0 **APPROVAL OF CONSENT AGENDA**

- 5.1 May 9, 2016 Regular School Board Minutes
- 5.2 Hiring:
  - 5.2.1 Stephen McCorkle, District Speech Pathologist
  - 5.2.2 Maribel Jimenez, BBE Dual Language Teacher
  - 5.2.3 Natalie Eberhard, CCHS Math Teacher
  - 5.2.4 Jason Dornhecker, CRE Grade 5 Teacher
  - 5.2.5 Jen Norman, CRE Kindergarten Teacher
  - 5.2.6 Troy Hulin, CRE One-Year Temp. Grade 3 Teacher
  - 5.2.7 Sandra Howe, BBE Cafeteria Attendant
- 5.3 Resignations:
  - 5.3.1 Randel Hutchins, CCHS College Readiness Coordinator
  - 5.3.2 Chesney Davey, CCMS Lang. Arts/Soc. Studies Teacher
  - 5.3.3 Lessley Sartell, BBE Instructional Assistant II
  - 5.3.4 Carol Wright, Bus Driver
  - 5.3.5 Sherry Joseph, Payroll Specialist
  - 5.3.6 Jordyn Cristiano, BBE Teacher
  - 5.3.7 Adriana Tapia-Villagomez, BBE IA II
- 5.4 Retirements:
  - 5.4.1 Gary King, District – Maintenance II
  - 5.4.2 Julie Koon, Print Shop - IMC Assistant II
- 5.5 Certified One-Year Unpaid Leave Of Absence Approval:
  - 5.5.1 Cathy Fall, Dual Language Grade 3 Teacher
- 5.6 Donations
- 5.7 Enrollment
- 5.8 Finance Report

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**Patti Norris moved and Scott Cooper seconded the Consent Agenda be approved as amended with the additions of 5.2.3, 5.2.7, 5.3.6, 5.3.7. 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 Resolution #05-2015-16: 2016-17 School Fees

Anna Logan reviewed the proposed School Fees for 2016-17 showing the typical fees collected and related expenditures as requested by the Board last month.

Board members asked several questions regarding the fees that are charged vs. the dollar amounts spent.

**Patti Norris moved the Board adopt Resolution #05-2015-16 – 2016-17 School Fees with removal of First Response fee for CCHS.**

The motion died for a lack of a second.

**Doug Smith moved and Walt Wagner seconded the Board adopt Resolution #05-2015-16 – 2016-17 School Fees with the following changes: Remove all class fees for CCHS (baking, band, costume design, culinary arts, first response, sports medicine, welding/manufacturing & engineering) and for CCMS (art and shop). The vote passed in favor 4-1 as follows: Yea – Doug Smith, Gwen Carr, Scott Cooper, and Walt Wagner; Nay - Patti Norris.**

6.2 Bus Purchases 2016-17

The Budget Committee approved a budget that included appropriations for the purchase of buses for a total of up to \$320,000. Since any purchase over \$150,000, must be approved by the Board, Anna is asking the Board to approve a purchase of up to \$320,000 for two or three buses. The district placed an advertisement for bids, which is due later in the week. The number of buses to purchase will depend on the prices.

**Scott Cooper moved and Walt Wagner seconded the Board approve the purchase of up to three buses not to exceed \$320,000. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Scott Cooper, and Walt Wagner.**

6.3 2016-17 Budget Adjustments

Anna Logan reviewed the list of budget items that were not included in the proposed/approved budget. She indicated the Board may wish to add additional items to the budget, increasing the overall budget.

The Board discussed the items on the budget initiatives list.

6.4 Resolution #07-2015-16 – Adopting The Budget

6.5 Resolution #08-2015-16 – Making Appropriations

6.6 Resolution #09-2015-16 – Imposing and Categorizing Taxes - Combined

Anna Logan reviewed the three resolutions required to adopt the budget, making appropriations and imposing and categorizing taxes – combined. She explained an issue that has arisen regarding the taxes assessed for bonded indebtedness. This is the tax assessment outside of property tax limitations. In the current year (2015-16), the taxes assessed to provide revenue for the bond debt service fund should have been sufficient. However, due to the tax collections being lower than anticipated, and the district's desire to tax the absolute minimum necessary, the taxes

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collected will not be sufficient to cover the required principal and interest payments. Therefore, it will be necessary for the debt service fund to “borrow” from the General Fund and repay that loan in the following fiscal year. Further, it is anticipated that the amount approved by the budget committee for taxation in the next fiscal year (2016-17) will also be insufficient, and an additional amount will need to be assessed to make up for the current year’s deficit. To correct this problem, the Board can hold an additional meeting prior to June 30 in which a revised tax amount can be assessed. The meeting must be advertised as a budget hearing and must occur subsequent to tonight’s meeting. After the Board reviewed their schedules it was decided to hold a Budget Hearing and Board Meeting on June 27, 5 p.m. at the District Office. Anna will post the meeting notice on Friday, June 17.

An amendment was made to the 2016-17 approved budget to allow for the repayment of the interfund loan. An additional \$40,000 was added to Fund 300.

Because the Board decided to eliminate class fees, the related supplies and materials must now be purchased from the General Fund. An amendment to the budget was made to increase Fund 100, Function 1000, by \$16,730 to allow for the purchase of class materials from the General Fund, with a corresponding decrease to Fund 100, Function 7000 (unappropriated ending fund balance).

There was considerable discussion regarding changing the pass-thru dollars to PBCCS, currently at 80%.

Scott Cooper suggested the Board raise it to 84% or 85%. Anna calculated the dollar impact to the district using various percentages.

**Scott Cooper moved and Walt Wagner seconded the Board set the State School Fund pass-through to PBCCS at 83% and amend the approved 2016-17 budget by increasing Fund 100, Function 1000 by \$42,653.36 and reducing the unappropriated ending fund balance. The vote passed in favor 4-1 as follows: Yea – Doug Smith, Gwen Carr, Scott Cooper, and Walt Wagner; Nay - Patti Norris.**

**Patti Norris moved and Scott Cooper seconded the Board approve the budget as amended for Resolution #07-2015-16 – Adopting the Budget as amended - \$53,665,226; Resolution #08-2015-16 – Making Appropriations as amended. The vote passed in favor 4-1 as follows: Yea – Doug Smith, Gwen Carr, Scott Cooper, and Walt Wagner; Nay - Patti Norris.**

### 6.7 Stadium Repairs

Anna Logan reviewed the potential costs for repairing the stadium. The engineering design will cost less than \$1,500, with an approximate cost of repairs totaling \$100,000.

### 6.8 Resolution #10-2015-16 – Interfund Loan & Resolution #11-2015-16 – Year-End Budget Adjustments

Anna Logan reviewed Resolution #10, which allows for an interfund loan from the General Fund to the debt service fund 320. As discussed in 6.6 above, the taxes collected in the current year are insufficient to cover the required debt payments.

**Patti Norris moved and Scott Cooper seconded the Board adopt Resolution #10-2015-16 – Interfund Loan. The vote was unanimous in favor 5-0 as follows: Yea – Patti Norris, Scott Cooper, Walt Wagner, Doug Smith, and Gwen Carr.**

Resolution #11 transfers all appropriations currently in Fund 100, Function 6000 (Contingencies) to Function 5200 (Transfers). This will allow the Board the option to

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transfer funds out of the General Fund if any excess fund balance exists after processing year-end journal entries. No transfers are proposed at this time, and any proposed will be presented to the Board for decision in August or September.

**Scott Cooper moved and Gwen Carr seconded the Board adopt Resolution #11 – Year-End Budget Adjustments to preserve flexibility. The vote was unanimous in favor 5-0 as follows: Yea – Patti Norris, Scott Cooper, Walt Wagner, Doug Smith, and Gwen Carr.**

### 7.0 BOARD REVIEW / DISCUSSION / ACTION ITEMS

#### 7.1 Student Insurance for One-to-One Program

Technology Director Michael Allen reviewed the changes to the student insurance for the one-to-one program. They will promote the insurance heavily at registration at both the middle school and high school.

#### 7.2 Electronic Communications System – IIBGA and IIGBA-AR

Michael Allen reviewed the revised policy and AR and explained the new AR covers the previous AR (1) (1/2) (3) and (4). The updated revisions in the policy and AR have changed the word “student” to “minor” according to OBSA sample policy and AR. The Board would like to leave the word “student” in the policy and AR. Jan Martin will check with OSBA as to the reasoning of changing the word to “minor”. The policy and AR will come to the Board in July for a second reading.

#### 7.3 2016-17 Salary / Benefits for Non-Represented Staff

HR Director Jayel Hayden recommended salary and benefits for non-represented staff, based on salary and benefits that were bargained with classified and licensed staff. Jayel is recommending the following: Confidential staff be awarded a one-step movement on the Confidential salary schedule along with a \$10 increase in the insurance CAP; Supervisors be awarded a one-step movement on the Supervisor salary schedule; and Administrators receive a 3% COLA and \$10 insurance CAP.

**Scott Cooper moved and Patti Norris seconded the Board approve the requested 2016-17 Salary and Benefits for Non-Represented Staff as presented. The vote passed in favor 4-1 as follows: Yea – Doug Smith, Gwen Carr, Scott Cooper, and Patti Norris; Nay - Walt Wagner.**

### 8.0 BOARD POLICIES AND AR’S – FIRST AND / OR SECOND READING OF NEW OR UPDATED POLICIES AND AR’S

#### 8.1 JFCH - Alcohol

#### 8.2 JFCI – Substance / Drug Abuse

Superintendent Yecha referenced the current combined policies JFCH/JFCI – Use of Alcohol & Drugs. The policy has been separated into two policies.

Where the policy references parents the Board would like “guardians” to be added. Also, there was a choice in the policy to say “will” or “may” regarding punishment related to possession or use. The Board would like the policy to reference “may”. The policy and AR will come to the Board for the second reading in July.

### 9.0 FUTURE MEETINGS / IMPORTANT DATES

The Board reviewed the meetings and important dates schedule. Doug Smith reminded the Board of the June 27, 5 p.m. Budget Hearing / Board Meeting that was scheduled earlier in the meeting.

### 10.0 ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

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*Doug Smith*

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Doug Smith, School Board Chair

*Jan Martin*

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Jan Martin, Board Secretary

June 13, 2016

Date Minutes Approved