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CROOK COUNTY SCHOOL BOARD
Regular School Board Meeting Minutes

Monday, August 14, 2017

Board Members Present: Doug Smith, Patti Norris, Gwen Carr, Scott Cooper, Walt Wagner
Administrators Present: Duane Yecha, Anna Logan, Stacy Smith, Mona Boyd, Leland Bliss, Michael Allen, Jim Bates, Jayel Hayden, Kurt Sloper, Dana Rudy, Joel Hoff, Michelle Jonas, Rob 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, a quorum was established, and visitors recognized.

Doug Smith called CCMS Principal Kurt Sloper forward to introduce CCMS Teacher Fred Hisaw to be recognized for his 35 years of service to CCSD with his retirement at the end of the 2016-17 school year. Doug Smith presented Fred with a 35-year service award pin. Kurt Sloper presented Fred with a retirement plaque. The Board then asked Fred a few questions about his experience over his many years of service to the district.

1.4 Agenda Additions, Deletions or Revisions & Agenda Approval

The following changes were made to the agenda:

Classified Hiring: 5.4.6 – Elvie Gaskey, Building Engineer III - CCHS

Licensed Hiring: 5.5.11- Kristy Struck, Art/CTE Graphic Design Teacher - CCHS

Classified Resignations: 5.6.5 – Kyla Salmond, College Readiness Coordinator – CCHS; 5.6.6 – Angela Luelling, Cafeteria Attendant – CRE

Supervisor Resignations: 5.7.4 – Kristy Struck, Secondary School Office Supervisor - CCHS

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

2.0 **PUBLIC COMMENTS**

No comments.

3.0 **OTHER AGENCY / DEPARTMENT REPORTS**

3.1 Construction Update

Maintenance Supervisor Leland Bliss reviewed the latest drawings that came from Dowl Engineering for the restructuring of the CRE entrance and exit by cars, buses, and pedestrians. There was considerable discussion regarding congestion created with after school sports events, and the possibility of additional parking being made available. Based on today's drawings, the cost would be \$657,359. He would like to start soon on the bulb out removal. This plan will be presented to the Construction Committee on August 16. Doug commented that the Board probably would not want to spend the \$600,000 plus for this project.

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Leland reported that landscaping at CRE is underway and fences are due to start this week.

Lots of new concrete work has taken place, about \$49,000 worth. They have fixed the north side of the wall at CCMS. Scott asked about the State disaster relief funding for buildings damaged during the snow. Crook County did not make the list of counties who could apply for disaster relief.

There was discussion about the grounds at Brothers, with no green grass. Leland Bliss indicated the well is not available for watering the grounds. Doug would like to see a plan to provide the students with proper grounds on which to play. He asked Leland to come back to the Board with a plan on how to provide proper grounds in the playground area.

3.2 HDESD Board Meeting Highlights

The Board reviewed the highlights.

4.0 **SUPERINTENDENT REPORT**

4.1 CCSD Eclipse Plan

Superintendent Yecha reported on the District's plan for the day of the Eclipse, August 21. All buildings will be closed to the public even though there will be some staff working. School Registration has been moved to this week rather than the standard week, which would have been the week of the Eclipse. We are expecting there may still be travel issues on Tuesday, August 22. It was decided to open BBE and CCHS parking lots Monday morning and close them again in the evening. CCMS and CRE parking lots will remain closed. All parking lots will be closed over the weekend, but will open at 5 a.m. on Monday, August 21.

4.2 2017-18 Staffing Report

Superintendent Yecha reported on the hiring that has taken place this summer, as we get ready for the beginning of the 2017-18 school year. He also presented a report on the remaining open positions.

Patti Norris would like to see the College Readiness Coordinator position move from .5 to 1.0 FTE. There was continued discussion about our students being exposed to four-year universities vs. two-year community colleges. Anna will look into the possibility of enough funding in the Measure 98 money that the District could finance the proposed increase in FTE from .5 to 1.0. Doug wants to know what this person is capable of, what the challenges are, and what is currently not covered elsewhere.

Michelle indicated that when she moved to the high school, it was the year many programs and staff were cut. She replaced two people when she came. They lost two out of four counselors. When they had two fulltime people doing College Readiness there was a lot of help for students. Now with only a .5 FTE, that person cannot provide enough help.

Anna will review to make sure the additional .5 can be paid for from Measure 98. Administrators will also prepare a document that explains what this person would do and what needs to be done.

4.3 2017 OSBA Annual Convention

Superintendent Yecha asked the Board to let Jan know if they are planning to attend the OSBA annual convention in Portland November 10-11-12. Registration is now open. Lodging will be open in September. CCSD will be represented with two presentations as reported last month: Proven Intervention & Tracking Systems for At-Risk Student Populations – Joel Hoff, CCHS; Elementary K-5 Math and Writing Short Cycle Assessments - Supporting Staff And Student Growth – Jim Bates, BB Principal. All Board members plan to attend and provided Jan with the dates they would need lodging.

5.0 **APPROVAL OF CONSENT AGENDA**

The Board reviewed the Consent Agenda.

5.1 July 10, 2017 Regular School Board Meeting Minutes

5.2 July 17, 2017 Special School Board Meeting Minutes

5.3 Donations

5.4 Hiring - Classified:

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- 5.4.1 – Jennifer Hayes, IA-II – PBCCS (additional .5 position)
- 5.4.2 – Chelsea Ramsey, IA-II - CCHS
- 5.4.3 – Kaitlyn French, .5 School Secretary - CCHS
- 5.4.4 – Jodi Kerr, Secretary/IA – Brothers Elementary
- 5.4.5 – Kimberly Ulm, IA II – CCMS
- 5.4.6 – Elvie Gaskey, Building Engineer III - CCHS
- 5.5 Hiring – Licensed
 - 5.5.1 – Sarah Klann, Academic Coach – BBE (*Transferring from CRE*)
 - 5.5.2 – Scott Waite, Elementary ESL Teacher – BBE / CRE
 - 5.5.3 – Lori Simonsen, Academic Coach – CRE
 - 5.5.4 – Adam Stefanek, Assistant Principal – CRE (*Transferring from CCMS Math Teacher*)
 - 5.5.5 – Lorri Harnden, One-Year Temporary Grade 1 Teacher - CRE
 - 5.5.6 – McKenzie Kudlac, Drop-Out Prevention Coordinator – CCHS (*Transferring from BBE*)
 - 5.5.7 – Patty Schmitz, Elementary Counselor – BBE/CRE
 - 5.5.8 – Chris Schreiner, Spanish Teacher – CCHS
 - 5.5.9 – Amy Bussell, Dual Language Grade 1 Teacher – BBE
 - 5.5.10- Nicole Raspotnik, Kindergarten Teacher – CRE
 - 5.5.11- Kristy Struck, Art/CTE Graphic Design Teacher - CCHS
- 5.6 Resignations / Retirements– Classified:
 - 5.6.1 – Casie Allen, Tech 1 – Technology Dept. (*resignation*)
 - 5.6.2 – Molly James, YTP Program - CCHS (*resignation*)
 - 5.6.3 – Michelle Holliday, IA II - CCMS (*resignation*)
 - 5.6.4 – Mike Taaffe, Building Engineer III – CCHS (*retirement*)
 - 5.6.5 – Kyla Salmond, College Readiness Coordinator – CCHS (*resignation*)
 - 5.6.6 – Angela Luelling, Cafeteria Attendant – CRE (*resignation*)
- 5.7 Resignations – Licensed / Supervisor:
 - 5.7.1 – Carrie Shinkle, Assistant Principal - CRE
 - 5.7.2 – Cathy Fall, Dual Language Teacher - BBE
 - 5.7.3 – Jen Norman, Kindergarten Teacher – CRE
 - 5.7.4 – Kristy Struck, Secondary School Office Supervisor - CCHS

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

6.0 FINANCE

6.1 Finance Report

Anna Logan reviewed the Finance Report. She provided a graph that showed future principle and interest payments on the District's outstanding debt. She also provided a graph showing the General Fund Balance History along with the State Revenue History.

6.2 Resolution #03-2017-18

Anna Logan reviewed the resolution for a supplemental budget for the 2017-2018 school year.

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Patti Norris moved and Scott Cooper seconded the Board adopt Resolution #03-2017-18 – Supplemental Budget 2017-18 as presented. The vote was unanimous favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper.

7.0 BOARD REVIEW / DISCUSSION / ACTION ITEMS

7.1 Superintendent Retirement (end of 2017-18 school year)

Superintendent Yecha referred to his retirement letter included in the Board packet. The Board agreed to schedule a work session regarding the process for hiring a superintendent. A Work Session was scheduled for September 14 at 8 a.m. in the District Office. The Board thanked Duane for his six years' of service as he completes his seventh year. They appreciated the early notification providing them to start the search early in the year.

Scott Cooper moved and Gwen Carr seconded the Board accept the retirement of Superintendent Duane Yecha effective June 30, 2018. The vote was unanimous 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.

7.2 Advanced Placement Testing

High School Principal Michelle Jonas and Assistant Principal Joel Hoff reviewed the data of the AP testing results. AP classes are offered along with dual credit classes. One takeaway is our scores are going up. The Pre-AP class trainings are coming to Oregon for teachers to take so they can better help students taking these classes.

The Board would like staff to look closer at these classes, what is being offered, and how better these classes can be offered. The District needs to get more creative on how to provide a better learning process for students.

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

8.1 GCD/GDDA-AR – Criminal History Records Checks / Fingerprinting

Board Secretary Jan Martin reported on the minor changes in the AR relating to the fingerprint/criminal history process. As required by ODE all fingerprinting will now be handled electronically through FieldPrint, whose operation is located inside Goff Computers on NE Main St., rather than sending people to the Sheriff's Dept. to be fingerprinted. So far, the new process has been running smoothly, except for an upgrading problem at ODE. We received information last week that due to a last minute change to HB 2992 by the Oregon Legislature, ODE needs a data base upgrade, which is taking longer than expected. This has resulted in the final portion of the fingerprinting/criminal history process handled at ODE not being up and running until October. Therefore, the approvals will not come through until then. By law, our new employees have always been able to start work prior to receiving the approvals from ODE, so there should be no problem with our newly hired classified staff starting at the end of August. Teachers go through the fingerprinting process before they can obtain their license, so all new teachers come to the District having already passed the fingerprinting/criminal history process.

Patti Norris moved and Scott Cooper seconded the Board adopt revised policy AR – GCD/GDDA-AR – Criminal History Records Checks / Fingerprinting as presented. The vote was unanimous 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.

8.2 IIBGA-AR – Electronic Communications System – Acceptable Use Policy

Michael Allen reported on the two minor changes to the student/parent portion of this policy AR.

Patti Norris moved and Scott Cooper seconded the Board adopt revised policy AR – IIBGA-AR – Electronic Communications System – Acceptable Use Policy as presented. The vote was unanimous 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.

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8.3 EFA – Local Wellness Program

Nutrition Services Supervisor Dana Rudy presented the revised policy based on changes made at the Board appointed Wellness Committee.

There was considerable discussion regarding the following wording regarding Physical Activity & Physical Education: *“Physical activity during the school day will be provided daily.”*

Patti Norris moved and Walt Wagner seconded the Board adopt revised policy EFA – Local Wellness Program as presented. The motion did not pass by a vote 3-2 in opposition as follows: Yea - Patti Norris and Walt Wagner; Nay – Scott Cooper, Gwen Carr, and Doug Smith.

Scott Cooper moved to amend the third paragraph in policy EFA by restoring the language appearing in blue as follows: “Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.” The motion died for a lack of a “second”.

Scott Cooper moved and Patti Norris seconded the Board adopt revised policy EFA – Local Wellness Program with the following change in language under “Physical Activity & Physical Education” - *Physical activity will be provided throughout the school day in accordance with best practices.* The vote was unanimous 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.

8.4 IK-AR – Assessment, Grading, Coursework And Format

Joel Hoff and Kurt Sloper presented the changes made to this AR based on the Board appointed committee’s recommendations. The updated AR deals with best practices. We are looking for feedback from the board if they feel we are heading in the right direction. After considerable discussion, the following motion was approved.

Scott Cooper moved and Gwen Carr seconded the Board adopt revised policy IK-AR – Assessment, Grading, Coursework and Format, by adding the following to Tenent 4: *“Grades and testing for courses being taken for college credit will be graded in accordance with the standards of the credit-granting institution.”* The vote was unanimous 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.

8.5 IGD-AR – Athletic Participation Policy Procedures

Athletic Director Rob Bonner reported on the minor changes to this AR. There was considerable discussion regarding the wording. After taking input, Rob indicated he would rewrite this section based on Board input.

Scott Cooper moved and Walt Wagner seconded the Board adopt revised policy AR – IGD-AR – Athletic Participation Policy Procedures with the changes discussed tonight. Rob Bonner was given the latitude to provide the rewrite and e-mail to the Board the following day. The vote was unanimous 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr, and Walt Wagner.

9.0 **FUTURE MEETINGS / IMPORTANT DATES**

The Board reviewed the list of meetings and important dates.

10.0 **ADJOURNMENT**

The meeting was adjourned at 10:00 p.m.

Doug Smith

Doug Smith, School Board Chair

Jan Martin

Jan Martin, Board Secretary

September 11, 2017

Date Minutes Approved