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Crook County School District

Where Students Dream, Learn, & Succeed

**CROOK COUNTY SCHOOL BOARD**  
**Regular School Board Meeting Minutes**

**Monday, September 11, 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, Joel Hoff, Michelle Jonas

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

There was one addition to the agenda. Scott Cooper wanted to add a discussion regarding the recent policy AR that was approved – IK-AR – Assessment, Grading, Coursework and Format. This will become 7.4.

**Patti Norris moved and Gwen Carr 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, Walt Wagner, and Scott Cooper.**

1.5 Paulina Elementary School Presentation

Because of the situation in Paulina today (no water), the meeting was moved to the District Administration Office. We will go to Paulina April 9 and move Barnes Butte to December 11 (instead of the meeting being held at the District Administration Office in December).

2.0 **PUBLIC COMMENTS**

No comments.

3.0 **OTHER AGENCY / DEPARTMENT REPORTS**

- 3.1 Construction Update
  - 3.1.1 Brothers Playground Area

Facilities Supervisor Leland Bliss does not have an exact plan in place; however, he has done some research. The District has spent \$15,000 so far on the well. The cost to drill a new well would be between \$20,000 and \$25,000. There is not enough water to run the irrigation system. Leland and some of his staff will go out next week to do some tests and research what can be done. They have looked at the possibility of decreasing the size of the lawn. A new well would need to go down to 550 feet.

The Board came to consensus that they approve the drilling of a new well if that is what is needed, if there are no other solutions.

3.1.2 Remaining Bond Funds

The Construction Committee met and reviewed the maintenance projects on the Wish List as follows:

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- \$23,502 Cafeteria tables – CRE
- \$ 6,851 Kindergarten cabinets – CRE
- \$25,000 Interior gym paint – CCMS
- \$29,000 Irrigation upgrade – CRE
- \$84,353 Total

Other items included 4-way Surveillance Cameras at CCMS (\$2,000 each) and single surveillance cameras at CCMS (\$600 each).

Other potential projects included:

- \$130,000 Parking Lot – CRE

There was considerable discussion regarding the parking areas around CRE, and the possibility of leveling the ground, and covering it with gravel, expand and gravel the south lot, put some gravel to smooth out the west lot. We would widen the connector road and put sidewalks on both sides, and then add an access road to 5<sup>th</sup> St.

**Patti Norris moved and Scott Cooper seconded the Board approve an expenditure up to \$130,000 for the removal of the bulb out and parking lot repairs at CRE. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper.**

- \$ 52,000 Upgrade locksets – CCHS
- \$ 8,000 Upgrade Locksets – CRE

Leland would like to change the locksets at CCHS and CRE so that the doors can be locked from the inside. Right now, they have to step out into the hall and lock the doors from the outside of the rooms.

- \$ 24,000 Cost for total surveillance upgrade at CCMS
- \$ 14,000 Roof at Pioneer Boiler /Records Storage Room
- \$ 98,000

**Scott Cooper moved and Gwen Carr seconded the Board approve up to \$98,000 from Capital Reserve for locksets, cameras, and roof repair at Pioneer Boiler/Records Storage Room. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper.**

**4.0 SUPERINTENDENT REPORT**

**4.1 Eclipse Follow-up**

Superintendent Yecha reported the impact on the school district was minimal, with no major issues.

**4.2 Air Quality recommendations & Requirements (OSAA & Oregon Health Authority)**

Superintendent Yecha reported on the air quality index. To date, we have been looking at the numbers in the morning to determine what can be done outside. We look again in the afternoon regarding sports activities. We have put two documents in place. One is the OHA indicating the smoke level. We have had a few unhealthy days. According to records, we had five days in a row with poor air quality. OSAA put out a document to create a set of expectations for all sports regulated by OSAA. We have been using this information as well. After the first few days, they adjusted the document showing a higher level of concern for air quality than originally posted.

Walt expressed his concern regarding soccer practice last week. He felt there was too much smoke in the air for the players to be on the field. Superintendent Yecha indicated the weather could change frequently. It is difficult to gauge. Scott indicated he feels administrators, not necessarily the coaches, should make the decision. Duane indicated that administrators have been making these decisions. Kurt Sloper indicated the middle school is in close contact with the high school regarding restrictions. Gwen Carr indicated she

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feels there has been a learning curve regarding the smoke. She feels the district and community are much more informed now than they were a few weeks ago.

### 4.3 Bus Driver Shortage

Superintendent Yecha reported we have seven routes short of regular drivers. Substitutes, mechanics, the dispatcher, and Michelle Saavedra are filling these routes.

Transportation Supervisor Michelle Saavedra indicated we have no more CDL trained drivers available. We have one testing this week. We have two more in the permit testing process. They received four new applications over the weekend, and they plan to interview Wednesday and Thursday.

Michelle has been making contact with other Transportation Departments to see what they are doing to recruit drivers. She will be making contact with the local unemployment office and will provide them with a bus driver job description. Some schools have held job fairs for drivers; have posted signs that are similar to political signs.

A challenge we face is the routes are less than three hours per day, so drivers are working 15 hours a week or less. This makes it difficult to keep drivers, when they can go out and find a job with more hours. We need to look at some long-term solutions as to how we make these positions sustainable. Some districts do back-to-back routes. They pick up elementary students in their first run, and then go out a second time to pick up secondary students. This would result in fewer drivers needed and longer bus driving time for drivers.

Doug Smith asked Michelle to put something together in writing regarding possible ideas dealing with routes, etc. and bring it to the Board.

### 4.4 September 14 Board Work Session – Superintendent Search

Superintendent Yecha asked the Board if they would like him to attend the September 14 work session or would they rather he were not present. The Board agreed they would like Duane to be present and to provide input as needed.

## 5.0 **APPROVAL OF CONSENT AGENDA**

The Board reviewed the Consent Agenda.

5.1 August 14, 2017 Regular School Board Meeting Minutes

5.2 Donations

5.3 Hiring - Classified:

5.3.1 – Patricia Bates, YTP Specialist (Youth Transition Program Specialist) - CCHS

5.3.2 – Kylee Watson, Instructional Assistant - CCMS

5.3.3 – Miranda Smith, Instructional Assistant – BBE

5.3.4 – Kesia Larson, Welcome Center Coordinator – BBE

5.3.5 – Nikki Bennight, IA II – CRE

5.3.6 – Collin Hester, College Readiness Coordinator - CCHS

5.4 Hiring – Licensed

5.4.1 – John Cripe, 7<sup>th</sup> Grade Math - CCMS

5.4.2 – Kaitlyn Duncan, One-Year Temporary Middle School Health – CCM

5.5 Hiring – Supervisor

5.5.1 – Colette Smith, Secondary School Office Supervisor - CCHS

5.6 Resignations – Classified:

5.6.1 – Kaitlyn French, .5 School Secretary - CCHS

5.7 Enrollment Report

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**Scott Cooper moved and Gwen Carr seconded the Board approve the Consent Agenda as presented. 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 Bus Purchases (purchases over \$150,000)

Anna Logan reported on the school buses that need to be purchased. She needs Board approval because the cost is over \$150,000.

**Patti Norris moved and Walt Wagner seconded the Board approve the purchase of the three school buses as presented for 2017-18 for a total purchase of \$291,989. The vote was in 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 Paulina Elementary Principal Stipend

Cheri Rasmussen has talked with Duane and Anna regarding rural schools stipends. She enjoys her job as Paulina Principal; however, she feels the stipend is too small. Her current stipend is \$4,280. She goes out to Paulina during the day. In order to do that she starts work early at CRE and works late at CRE. She goes out during the evening several times a year. She indicated the head football coach makes \$5,100. She feels that the football coach stipend being higher than her stipend as a rural principal is not equitable.

Superintendent Yecha indicated that the stipend is based on 10 extra days tacked onto her regular 220-day contract.

7.2 Math Improvement

Curriculum Director Stacy Smith presented a PowerPoint regarding the District progress towards math improvement. In July, the Board approved \$300,000 to be spent on Math improvement. Stacy and Duane discussed the parameters. They determined outside help would be needed; employee buy-in from both leadership and staff is needed; we must include embedded coaching over time rather than sit and get; the training should not interfere with AVID, RTI, or other improvement efforts.

Stacy was able to meet with several statewide math consultants and ODE math specialists to see what might be available. After meeting with them, the following people agreed to work with CCSD if they were chosen:

- Shannon McCaw – author of “Oregon Focus on Math” with a history of working with CSD math teachers at the secondary level;
- Laura Nelson – Partner with Shannon McCaw with a focus on Elementary math and Engage NY in particular;
- Angela Allen – current state TAG Coordinator, former math instructor with expertise in differentiation.
- Another possible connection would be Melinda Knapp, who has worked with Barnes Butte through the Teacher Candidate Program at OSU/Cascades. She is a former Bend math coach and worked as a fellow with Teachers Development Group (OMLI). Jim Bates reported that SBAC scores increased for teachers who worked with Melinda. Teachers have indicated that the coaching they received has changed their practice.

The OSU/Cascades Proposal would cost \$40,000 a year and would take two years to train all staff:

- Enroll 10 teachers from each elementary each year in an OSU/Cascades class taught by Melinda. Up to three consecutive years to train all teachers;
- District pays each teacher’s tuition;
- Coursework is completed during the workday, with a possible option of an added Saturday intensive workday;
- Various options available with embedded coaching over time;
- Focus is on math labs, math discourse and small group differentiated instruction;
- Elementary math manipulatives need to be purchased, regardless of path chosen.

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Angela Allen would work with secondary teachers and Laura Nelson would work with elementary teachers. Shannon McCaw is highly sought after. The district could probably implement Melinda’s program quickly.

The Administration team will look at proposals and determine what they feel would be most effective, and then proceed with the chosen plan.

**7.3 Communication Plan**

Anna Logan indicated she has been working on a plan to improve communication. She would like to form a Communications Plan Committee, with a Board Member serving on this committee. Anna and Michael Allen are also working on a Website Committee, and are looking for a Board Member to serve on this committee. Gwen Carr indicated she would serve on the Communication Committee, and Patti Norris indicated she would serve on the Website Committee.

**7.4 Implementation of IK-AR – Assessment, Grading, Coursework and Format.**

Scott Cooper indicated he has read 28 syllabi. His observation is some teachers have read the new policy AR, while some teachers do not appear to know it exists. He would like to know what the plan is for emphasis on the policy AR.

CCHS Principal Michelle Jonas indicated they have talked with Benchmark Coordinators, who then took the information to their departments. It will take a bit of time because it was approved over the summer and teachers are just now back. It would have been more effective had the policy AR been approved in the spring. They would have had more time to prepare. They have given it their best effort, but over time we need to re-evaluate. It was not easy getting this out to teachers over a short period of time. Joel Hoff feels the shift is turning in the right direction, but it will take a while to get everyone there.

CCMS Principal Kurt Sloper indicated they plan to follow-up with teachers during their goal setting process in September. They will sit with teachers on an individual basis as well as hold Department meetings. They are working on developing strategies for each tenant. They are working with Benchmark Coordinators. If there are gaps, he would like to know.

Scott indicated his guess is about 60% of staff got it, 20% did not, with another 20% working on it. He suggested the district have a staff development day to instruct teachers on how to write a syllabus.

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

**8.1 AC-AR – Discrimination Complaint Procedure**

In January 2016, the School Board re-adopted this policy AR. We now need to include additional language to the first sentence as follows: Complaints regarding discrimination or harassment, on any basis protected by law, and complaints alleging retaliation for engaging in activities protected under federal and state civil rights laws, shall be processed in accordance with the following procedures.

**Patti Norris moved and Scott Cooper seconded the Board adopt revised policy AR – AC-AR – Discrimination Complaint Procedure as presented. 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 9:00 p.m.

*Doug Smith*

Doug Smith, School Board Chair

*Jan Martin*

Jan Martin, Board Secretary

**October 9, 2017**

Date Minutes Approved