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Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Regular School Board Meeting Minutes

Monday, January 8, 2018

Board Members Present: Doug Smith, Patti Norris, Scott Cooper, Walt Wagner, Gwen Carr
Administrators Present: Duane Yecha, Anna Logan, Stacy Smith, Leland Bliss, Jim Bates, Adam Stefanek, Kurt Sloper, Joel Hoff, Michelle Jonas, 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

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

1.5 School Board Recognition Month

Superintendent Yecha stated that January is School Board Recognition month. He thanked the Board for their service to the schools and community. Each Board Member was presented with a “Super Hero” travel mug in honor of this year’s OSBA theme – School Board Super Heroes. CCMS, Brothers, Barnes Butte and Crooked River schools presented the Board with posters made by the students. CCHS principal Michelle Jonas presented thank you cards and candy to the Board signed by the CCHS leadership team.

2.0 **PUBLIC COMMENTS**

No comments.

3.0 **OTHER AGENCY / DEPARTMENT REPORTS**

3.1 Facilities Update

Facilities Supervisor Leland Bliss reported on the completion of projects that took place this past month as follows:

- CCMS gym painting project is completed
- Kindergarten cabinets for CRE are installed
- Tech Dept. has installed several security cameras at CCMS
- Gearing up for summer projects

Doug Smith would like to see a plan in place for the trees in the CCHS parking lot, which are causing root problems and breaking through the concrete. Patti Norris commented on the brightly lit high school parking lot with the new LED lights.

3.2 Wi-Fi on Buses

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Technology Director Michael Allen updated the Board on Wi-Fi on school buses. At the end of last school year, they did a pilot for Wi-Fi on buses. They received temporary equipment from a vendor that had to be returned at the end of the one-month trial. They chose the Powell Butte bus because it is one of the longer bus routes and carries all grades. They did a survey of the students to see how they used the Wi-Fi. Two students indicated they did homework. Most students used the Wi-Fi for social media and games. They allowed Facebook, but blocked Snapchat and a few other sites. A fair amount of students googled U-Tube sites. Overall, the students were excited to use it. Students were using tablets, Chromebooks, and phones.

Michael indicated they have applied for two grants. The first grant did not come through and the second one is through Facebook, who has not yet selected the grant winners. The equipment costs \$2,600 per bus. Wi-Fi cost per month is \$20 per bus, and filter cost is \$500 for 100 devices per year.

The question was asked how many seats all together are there for the 26 buses. Michael stated he would not want to put Wi-Fi on short routes. He indicated he could put together the total package cost per bus and get that information to the Board.

Doug would like to see a list of what sites need to be filtered. He asked administrators how they feel about Wi-Fi on the buses. Michelle Jonas indicated that Wi-Fi would be beneficial for trip buses, especially since their sports league is changing with longer travel time. It was determined that information regarding Wi-Fi on the bus did not reach the teachers in an effort for them to encourage students to do their homework while riding the bus.

There was discussion if having the Wi-Fi on the buses would cause discipline problems. Michael felt it would not create additional discipline problems. In talking with drivers, some were concerned this would be an added burden for the driver, while others thought it was a great idea.

Scott indicated he felt the Board's original direction was to try it out on trip buses, and for particular areas. He added that the Board agreed at the same time to support the program financially. Doug added that he would like to look at what the District has applied for in the Facebook grant.

This will be a topic of discussion at the January 22 Special Board Meeting.

4.0 **BOARD REVIEW / DISCUSSION / ACTION ITEMS**

4.1 Superintendent Search Update

4.1.1 Board Chair Report on Superintendent Qualifications

Doug Smith introduced Greg McKenzie, Superintendent Search Consultant. Greg indicated the Board needs to address some housekeeping items. He added that even though the position has not yet been posted, they have gotten the word out that the position would be open soon.

4.1.2 Public Comment on Qualifications

Greg stated they have been working on collecting information from various groups around the district. The online survey totaled approximately 300+ surveys. The meeting was then opened up to the public for comments on the qualifications for a new superintendent. There were no comments.

4.1.3 Board Discussion on Qualifications and Approval of Final Qualifications

Greg referred to Board policy CBA – Qualifications and Duties of the Superintendent. This will be posted on the District's website. Based on the data received from the surveys from administrators, supervisors, and district office staffing, Greg developed the "Consultant Recommendations" document he shared with the Board. This document would become the basis for the job description. He would like the Board to review this document, let him know what needs to be removed, what needs to be added.

After discussion with Board members, it was decided to make a few changes. Greg will make these changes and provide the Board with a new copy (*copy of the revised document is included in the Board Minutes Binder*).

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

4.1.4 Board Adopts Salary Range for Superintendent Position

Greg indicated it is important to post the salary when the position is posted. Each Board member stated their preference for a salary range as follows: \$120,000 - \$135,000; \$130,000 - \$145,000; and \$130,000 - \$150,000. After further discussion, the Board agreed upon a salary range of \$130,000 - \$150,000.

Scott Cooper moved and Patti Norris seconded the Board approve the Superintendent Salary Range of \$130,000 to \$150,000. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Gwen Carr, and Scott Cooper.

4.1.5 Superintendent Search Advertising Budget

Greg reviewed the advertising options as shown on the spreadsheet.

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

4.1.6 Selection of Screening Committee Members

The Board reviewed the Screening Committee applications and summary list of applications. The following people submitted applications: Stacy Smith, Joel Hoff, Rob Bonner, Anna Logan, Jan Martin, Jim Bates, Michael Allen, Sean Corrigan, Leland Bliss, Scott Buchanan, Michelle Powers, Ramona McCallister, Suzie Kristensen, Wage Flegel, Tiina Alias. It was also suggested that a student be selected to serve on the committee. CCHS Principal Michelle Jonas will contact students on Tuesday.

Scott Cooper moved and Gwen Carr seconded the Board approve the Screening Committee as presented with the addition of one student representative. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Gwen Carr, and Scott Cooper.

(The following day a student from the high school was chosen to serve on the screening committee: ASB president and senior Sarah Connolly).

4.2 Citizens Committee for Social Studies Review

There was discussion about what could be added to Social Studies topics and if there would be time in the school day for additional Social Studies teaching. Scott commented that he believes the community does not feel we have good content in our Social Studies program, and we do not have a very good assessment in Social Studies. He would like to see a committee formed to review the Social Students program.

Michelle is concerned about how involved this committee would be in making changes to the curriculum. Doug feels what they are looking for are some ideas on what we would like to see. Scott indicated they would start with state standards and national standards and see where the gaps are between the two.

Doug asked Scott Cooper, Stacy Smith, and Michelle Jonas to develop a draft charter for a Social Studies Committee to be appointed. This document would then come back to the Board for approval, and the Board would appoint a committee in February.

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4.3 Director of School Improvement – Approval of Job Description and Hiring of this New Position during the 2017-18 School Year

Patti asked what action would the Board be taking regarding this position, and if it is the Board's job to make this decision. She would like to see more work done on the job description. She would also like to wait and post the position for a July 1 hiring date.

Walt feels that with adding this position, it would take a load off of other administrators so they could concentrate more on our students. He would like to see the person in this position make more of a connection between elementary and middle school and between middle school and high school. This person could collaborate with the administrators and staff for a seamless transition with students as they move to the next level.

Scott would like to see a side-by-side review of the Curriculum Director job description and the Director of School Improvement job description. He also suggested that we do not point out specific programs in the job description, such as math or AVID, which may not be the programs of tomorrow.

Gwen stated she feels this position does not need to be rushed.

Doug asked HR Director Sean Corrigan to compare the two job descriptions and then go out to other school districts with comparable job descriptions. He would like Sean to report back at the January 22 Special Board Meeting.

Doug asked principals how they felt about adding this position. Jim Bates indicated he would not put this position above an elementary school counselor. Kurt Sloper stated he would need more time to review the job description in depth before he would have an opinion.

Doug feels one of our weaknesses is the curriculum is not necessarily aligned from school to school. He has heard that Storyline is very beneficial at BBE, but not at CRE. We need someone to work towards aligning both schools and their curriculum. He has also heard that math at the elementary level is not aligned for the move to middle school, and then not aligned for the move to the high school. If we are going to win this war from a good to a great school district, we need to get someone to help align curriculum and data, looking at it in the same manner. He added that he feels this position will make Stacy Smith's job much better because he will have fresh eyes on everything, and this will make the new superintendent's job easier. One of the reasons to start this position during this school year was to have this person spend four or five months under Duane's supervision to be established before the new superintendent starts in July.

Walt added that what these two positions can do together will be an improvement overall for the district. He would like to see this position started now.

Scott added that the timing could be flexible. However, he would first like to compare the two job descriptions.

Anna commented that the person who will be doing all the data work will be using our new Student Information System (SIS). The sooner this person is trained on the new system the better it will be for compiling the data in a timely manner.

Patti added that she does not want to go forward with this position at this time.

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4.4 Board Goals

The Board reviewed the updated Board Goals based on the results of the December 16 Board Work Session. Four goals were added and the language was updated during the meeting.

Changes were made to language in 1.5, 1.21, and 1.25.

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

5.0 SUPERINTENDENT REPORT

5.1 Standards for Public Elementary & Secondary Schools 2017-18 Assurances – Division 22 Annual Report

Superintendent Yecha reported on the 2017-18 Assurances – Division 22 Annual Report, as required by statute. The district is meeting the minimal requirements. The definition of instructional hours has changed. Therefore, we will need to increase the number of hours to meet the new requirements in the future.

6.0 APPROVAL OF CONSENT AGENDA

The Board reviewed the Consent Agenda.

6.1 December 11, 2017 Regular School Board Meeting Minutes

6.2 December 16, 2017 Board Work Session Minutes

6.3 Donations

6.4 Hiring – Classified:

6.4.1 – Mindi Nelson, Tech II

6.5 Resignations – Classified:

6.5.1 – Coleen Lamarre-Treagan, Bus Driver

6.6 Enrollment Report

Patti remarked on the decrease in enrollment and that we need to pay attention regarding future budgeting.

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, Walt Wagner, Gwen Carr, and Scott Cooper.

7.0 FINANCE

7.1 Finance Report

Ann Logan presented the Finance Report. Regarding Measure 101, we do not know at this point if our current budget will be affected if the measure is not approved by voters.

For the current fiscal year, we are projected a \$2 million ending fund balance. We are \$600,000+ ahead of what we projected.

7.2 January 22 Board Work Session

Anna Logan reviewed a list of factors that have contributed to the district's financial success over the last 7-8 years, and the future financial challenges to consider as we start the budget process. A "wish list" of budget additions has been started, which will grow and will be further explained at the January 22 Special Board Meeting. She will also be working with Stacy to create a list of resources needed to accomplish Board Goals.

The Board would like us to analyze possible reasons for our enrollment decreases in the current year.

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

- 8.1 KI – Public Solicitation In / On District Facilities (*second reading*)
- 8.2 EGA – Office Communications Services – FAX – DELETE (*first reading*)
- 8.3 EGAA – Printing And Duplicating Services – DELETE (*first reading*)

Patti Norris moved and Gwen Carr seconded the Board adopt revised policy KI – Public Solicitation In / On District Facilities as amended; and delete Policy EGA – Office Communications Services, and Policy EGAA – Printing And Duplicating Services, as presented. The vote was 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 upcoming meetings and important dates. The February 12 Board Meeting is at CCHS. The Board will recognize retiring Karen Johnson and Rosie Honl at the beginning of the meeting.

It was mentioned that a future Board Meeting topic should be keyboarding.

Patti indicated she will be attending her first OSBA meeting on January 19-20. She asked the Board if anyone had a topic they would like her to mention at the meeting. Scott Cooper indicated there is a move afoot within the legislature to force school districts to separate poverty weighting.

10.0 **ADJOURNMENT**

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

Doug Smith

Doug Smith, School Board Chair

Jan Martin

Jan Martin, Board Secretary

February 12, 2018

Date Minutes Approved