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Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Regular School Board Meeting Minutes

Monday, November 13, 2017

Board Members Present: Doug Smith, Patti Norris, Gwen Carr, Scott Cooper, Walt Wagner
Administrators Present: Duane Yecha, Anna Logan, Stacy Smith, Mona Boyd, Jayel Hayden, Leland Bliss, Jim Bates, Cheri Rasmussen, 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

Scott Cooper asked to move 7.5 and 7.6 up on the agenda so that Jayel Hayden does not have to wait until much later in the agenda for his two topics (*since he lives in Redmond*). The Board agreed and Doug Smith moved the topics to: 3.6 - Hiring Recommendation – HR Director; and 3.7 – Ratification of OSEA/CCSD Collective Bargaining Agreement.

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 Crook County Middle School Presentation

Principal Kurt Sloper talked about the after school programs that take place at the middle school, such as drama club, art club, and games club. He then introduced Dawna Spencer, Jim Crouch, and Matt Fischer who came forward to talk about the after school math club and how they work with the students and what a great opportunity this is for students. They are able to work on their homework and feel successful. They have seen these students now feel comfortable in raising their hands in class to answer math questions.

Doug Smith indicated he would like Kurt to bring information back to the Board regarding the success of the program once they have data results.

Stacy Smith and Kurt Sloper thanked these three excellent teachers for going above and beyond to help these students. Doug congratulated the teachers for looking outside the box to help these students.

2.0 PUBLIC COMMENTS

Buzzy Nielsen, Executive Director of Crook County Library, came forward to thank the school board and the CCSD staff who have been fantastic to work with and he appreciates their support. The Library has a staff member who goes to preschools and all the elementary schools in Crook County for a story time program. They also work with the middle school. They have started a program called Full Steam Ahead that takes place at the Library on inservice days for students.

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They are starting a new program called Dolly Parton's Imagination Library, where they would send a book to a child once a month up to age five. They are working with the Early Learning Hub and several local clubs on this program.

Walt Wagner thanked Buzzy and told him he had a great staff at the library.

3.0 OTHER AGENCY / DEPARTMENT REPORTS

3.1 Kiwanis Summer School Program

Kiwanis representative Wayne Looney gave a report on the Kiwanis Summer School Program. Wayne indicated this has been a great program. This past summer they completed year four of the K-3 summer school program. They have made a few changes along the way, mostly teacher driven and the changes have been successful. They do pre and post-testing of the students, which has shown the program is successful. They have some funds left over from last summer. Kiwanis would like to continue with the summer school program next summer if they are able to secure additional funding and the school district is willing to continue with their commitment towards the program.

Wayne indicated they were a little disappointed in the turnout last summer and would work on increasing the enrollment next summer if possible.

Doug Smith thanked Wayne for his continued work on this worthwhile program.

3.2 Facilities Update

3.2.1 PBCCS Lead Testing Results

Facilities Supervisor Leland Bliss reviewed the lead testing results at PBCCS. He indicated he was very pleased with the results. He is required to report the results to the school board and will then report to ODE. The only school we have left to test is Brothers.

3.2.2 CCSD Energy Guidelines

Leland Bliss reviewed the CCSD Energy Guidelines draft. If the Board would want this as an AR to policy ECF- Energy/Water Conservation, we can do that.

Leland then talked about the Strategic Energy Management Program, of which CCSD is a member. They meet once a month to talk about energy conservation and how they can make changes. For each milestone we complete, the district receives \$1,000. Leland stated that the district could receive rebates when purchasing heavy-duty kitchen equipment if they meet certain requirements. Patti Norris would like to see these guidelines attached to purchasing policies to make sure the purchases meet the requirements.

(Additional Topics)

Brothers Well

It was determined that Brothers needs a new well. Leland is working on putting a plan together for bids to bring forward at the December Board Meeting. There was continued discussion on the poor operation of the well and what needs to be done. The cost could be up to \$38,000, which was a rough estimate given to him. He is hoping that official bids come in a little lower.

CRE Parking Lot

Demolition work on the CRE parking lot is starting this week with paving next week, providing the weather allows.

CCMS Gym

They are scheduled to paint the middle school gym and upper half of the cafeteria. This may now be completed since the seismic project is finished.

CRE Reader Boards

The reader board should be arriving soon.

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Energy Incentive Rebates

Energy incentive projects include replacing all the HS parking lot lights, steam traps, and new LED lamps at the middle school gym.

3.3 English Language Learners Program Improvements

Curriculum Director Stacy Smith reported on the improvements of our ELL program.

ELD Personnel:

- Increased from 2 ELD teachers to 3.5;
- Addressed an increase in EL's;
- Addressed a change in state requirements regarding monitoring (2 years to 4 years);
- Increased capacity and service time for ELD students;
- Allows for Co-teaching which increases the opportunity for strategic ELD instruction to occur in every classroom.

ISSUES RELATED TO OCR COMPLAINT:

Creation of the Crook County School District Welcome Center and the development of a District Language Assistance Plan:

- Addition of two Welcome Center Coordinators, one at elementary, one at secondary level;
- Provides interpretation and translation services for families that need language assistance;
- Excellent support for enrollment and conferencing;
- Continuous and real-time translation services (along with various district websites);
- Provides system support for families that need language assistance;
- Includes a process to determine which district families need assistance, and what kind;
- Keeps a record of these families as well as every document translated for teacher and district purposes;
- Juntos Facilitators at CCMS and CCHS.

ADDITIONAL SUPPORT USING HB 3499 AND TITLE III FUNDS

- After-school math tutoring for 6th – 8th EL's;
- Newcomer support and supplies (library books/ technology);
- Professional development on language acquisition;
- Parent Literacy Program – elementary level;
- EL Summer School (Brain Boost) – elementary level.

PROPOSED SUPPORTS NOT YET APPROVED FOR HB 3499

- STEM Elective and Robotics class at CCMS;
- Latino Success Mentor – secondary level.

3.4 Annual EL Outcomes Report

Stacy Smith reviewed the annual EL Outcomes Report (data year 2015-16), comparing the district to the state, reporting on the following topics:

- Financial Data (CCSD ratio: 153.41)
- Percent of Current ELLs by District (CCSD: -5%)
- Percent of Current ELLs who are Economically Disadvantaged (CCSD: 93.5%)
- Mobile ELLs (CCSD: 9%)
- Homeless ELLs (CCSD: -5%)
- Migrant ELLs (CCSD: 10%)
- Recent Arrivers (CCSD: less than 76 students)
- Small Area Income and Poverty (CCSD: 21%)
- Most Common Home Language (CCSD: Spanish)
- Growth as Measured by ELPA (CCSD: 65% Reading; 72% Writing; 73% Listening; 64% Speaking)
- Median Mathematics Growth Percentile, 6th – 8th grade (CCSD: 44%)
- Math Achievement (CCSD: 8%)
- ELA Achievement (CCSD: 12%)

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- Average Years Enrolled in an EL Program (CCSD: 3.10)
- Percent of Current ELLs that also Receive Special Ed Services (CCSD: 14%)
- Not Chronically Absent ELLs (CCSD: 90.1%)
- Percent of ELLs that are Freshman On-Track (CCSD: – less than 6 students)
- Dropout Rate for ELLs (CCSD: 14.29%)
- ELLs with Discipline Incidents (CCSD: 6.5%)

3.5 HDESD Board Highlights

For Board review.

3.6 Hiring Recommendation – HR Director

HR Director Jayel Hayden presented the information regarding the hiring committee's first choice – Sean Corrigan. Sean is currently from the Bend/LaPine SD serving as an assistant principal at Mt. View HS since 2006. Prior to that he was a teacher in Bend/LaPine from 1985-2006. His first teaching job was at CCHS in 1984. Jayel is looking for Board approval on the salary along with the hiring of Sean Corrigan based on the information provided.

Patti Norris moved and Scott Cooper seconded the Board approve the hiring and salary for Sean Corrigan, as CCSD HR Director with a start date of January 2, 2018. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper.

3.7 Ratification of OSEA / CCSD Collective Bargaining Agreement

Jayel Hayden reported on the bargaining process for a two-year OSEA/CSD CBA. The Classified union ratified the contract today. Jayel is asking the School Board to ratify the CBA this evening.

Scott Cooper moved and Patti Norris seconded the Board ratify the OSEA / CCSD Collective Bargaining Agreement. 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 Data Update – 2016-17 Board Goals

Superintendent Yecha commented on the documents provided for the Board to review. He suggested the Board schedule a work session to discuss the goals in depth.

After Board Members reviewed their calendars it was decided to hold a work session on Saturday, December 16, 8 a.m. – 11 a.m. Doug asked the Board to review the goals and all documents provided by the district ahead of time. Also, he added that if Board members have additional goals they would like to see, the work session would be a good time to bring them forward.

5.0 **APPROVAL OF CONSENT AGENDA**

The Board reviewed the Consent Agenda.

5.1 October 9, 2017 Regular School Board Meeting Minutes

5.2 Donations

5.3 Hiring – Classified:

5.3.1 – Donna Rash, CRE Cafeteria Attendant and Supper Attendant

5.3.2 – Sandra Howe, Nutrition Services Supper Attendant

5.3.3 – Mark Teasdale, Bus Driver

5.3.4 – Colleen LaMarre-Treagan, Bus Driver

5.3.5 – Cody Standiford, Substitute Bus Driver

5.4 Hiring – Certified:

5.4.1 – Ed Hagan, Brothers Elementary .5 Teacher

5.5 Resignations – Classified:

5.5.1 – Darlene Coddington, BBE IA II

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5.5.2 – Aneisha Sheridan, Bus Driver

5.5.3 – Jodi Kerr, Brothers Elementary Secretary and IA

5.6 Enrollment Report

5.7 Finance Report

Scott Cooper had a question about the October minutes that did not refer to the Board approving \$25,000 towards a new well in Brothers. It was pointed out that the Board had the discussion and came to consensus of approving the cost of the new well at the September Board meeting.

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

6.0 FINANCE

6.1 Annual Audited Financial Report – 2016-17

Anna Logan reviewed the Annual Audited Financial Report. She reported on a couple areas in the audit and answered questions.

Scott Cooper moved and Gwen Carr seconded the Board approve the 2016-17 Audited Financial Report. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper.

6.2 Budget Preparation Calendar

Anna Logan reviewed the draft Budget Calendar. She has included two possible dates for work sessions prior to the budget process based on the Board's desire to start reviewing budgetary items earlier than usual. The Board approved both dates: January 22, 6:30 p.m., and February 21, 6:30 p.m. Doug indicated that the February 21 work session may be canceled once the superintendent search process begins if that date becomes a conflict. The Board agreed.

Patti Norris moved and Gwen Carr seconded the Board adopt the 2018-19 Budget Calendar as presented. The vote was unanimous 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 PBCCS Discussion Regarding November 16, 2017 Meeting

Board Chair Doug Smith reported that on Thursday, November 16, Doug and Scott will be attending a PBCCS meeting to help facilitate the possibility of the school coming back to CCSD. The current facility is probably the most challenging building left in the district for repairs. If we were looking at a bond in five to six years, it would have a better chance of passing if the school were a part of CCSD.

7.2 College Readiness Coordinator – Duties, Challenges

Stacy Smith, Michelle Jonas, and Joel Hoff clarified the assignments of staff members we have at the high school who are charged with preparing students for after high school.

CCHS has two counselors. Eighty percent of their time is spent triaging mental health and student issues along with class scheduling. They do help individual students with college readiness, but that is not their daily job. There is one fulltime College Readiness Coordinator. That person is in charge of college readiness for the building, setting up college visits, scheduling colleges and trade schools to come to the school, trains mentors, takes students on visits, helps with college applications beyond high school night. These three positions are paid out of the general fund.

They have a school-to-work coordinator who does not deal with college preparation or counseling. He places students in internships, job shadows working in evenings and summers that can apply towards high school credits. This position is paid through the ESD using Local Service Plan dollars.

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Most high schools have people that work with the local Chamber of Commerce. Currently CCHS does not have such a program. However, they are working with Better Together for resources to do this.

The dropout recovery program and the Welcome Center do not work with students for college readiness.

Walt Wagner indicated he would like to see the position called college/career readiness. He would like to see an emphasis on vocations. Michelle Jonas indicated that Joe Becker, the school-to-work person, is that person. He brings in trade people to meet with the students. We also have the Careers class, which is not just for college bound students.

Scott indicated there are four people available for students. We have one person who works with students for college readiness. He feels the programs are not coordinated.

Joel and Michelle referred to the Careers class. Our two counselors give seniors guidance during these classes.

Walt is concerned there is not enough focus on vocations vs college. There are a large number of vocations and careers that have specific requirements. Does the school-to-work person have all that information? Michelle indicated that they have information on a variety of careers. Walt would like to come see the documents. Michelle indicated the students use CIS (Career Information System) online programs.

Scott Cooper would like to see Michelle do a survey. Ask 10 kids what they plan to do after high school. That will tell if we have a functioning system in place providing after high school information to our students.

7.3 2017 OSBA Elections

Superintendent Yecha reviewed the ballot, which included Patti Norris running for the Central Region Position 3; Cheri Helt from Bend/LaPine running for LPC Position 3; and Resolution 1 regarding the requested non-profit status of OSBA.

The vote was as follows:

- **Board of Directors Position 3 – Patti Norris** **Vote: YES**
- **LPC Position – Cheri Helt** **Vote: YES**
- **Resolution 1: Recognizes the OSBA as a non-profit corporation and adopts the proposed 2017 bylaws** **Vote: NO ACTION TAKEN**

Jan will submit the ballot to OSBA on November 14.

74 Superintendent Search Update – Search Consultant

Anna Logan reported that Doug and Patti selected a search firm from the three proposals received. Doug indicated they had a phone conference with NextUp Leadership. If the Board approves the search consultants, Doug, Patti, Anna, Duane and Jan will meet with them on December 1 to discuss what they will be doing vs. what the district will be doing for the superintendent search process.

Scott Cooper moved and Gwen Carr seconded the Board accept the proposal from NextUp Leadership to assist in the Superintendent Search. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper.

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

- 8.1 JO/IGBAB – Education Records/Records of Students with Disabilities
- 8.2 JO/IGBAB-AR – Records of Students With Disabilities Management
- 8.3 JOA – Directory Information
- 8.4 JOB – Personally Identifiable Information
- 8.5 KBA – Public Records
- 8.6 KBA-AR – Public Records

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The Board reviewed the policies and ARs. Patti had a concern with wording on KBA-AR. It was decided the word in question should be “when” rather than “if”. Jan will change the wording.

Walt expressed his concern regarding state regulations vs. federal regulations as referenced in some of the policies.

Patti Norris moved and Gwen Carr seconded the Board adopt revised policy JO/IGBAB – Education Records/Records of Students with Disabilities; JO/IGBAB-AR – Records of Students With Disabilities Management; JOA – Directory Information; JOB – Personally Identifiable Information; KBA – Public Records presented; KBA-AR – Public Records as amended. The vote was 4-1 in favor as follows: Yea – Doug Smith, Patti Norris, Scott Cooper, Gwen Carr; Nay - Walt Wagner. However, because this is a first reading of all policies and ARs, the vote must be unanimous. Therefore, the policies and AR will come back to the Board in December.

9.0 FUTURE MEETINGS / IMPORTANT DATES

The Board reviewed the upcoming meetings and important dates. Doug reminded the Board of the December 16 Board Work Session regarding Board Goals.

10.0 ADJOURNMENT

The meeting was adjourned at 9:36 p.m.

Doug Smith

Doug Smith, School Board Chair

Jan Martin

Jan Martin, Board Secretary

December 11, 2017

Date Minutes Approved