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Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Regular School Board Meeting Minutes

Monday, April 9, 2018

Board Members Present: Doug Smith, Patti Norris, Walt Wagner, Gwen Carr, Scott Cooper
Administrators Present: Duane Yecha, Anna Logan, Stacy Smith, Mona Boyd, Sean Corrigan, Leland Bliss, Jim Bates, Cheri Rasmussen, Kurt Sloper, Michelle Jonas, Joel Hoff

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

The following agenda adjustments were made:

- Add 7.4 Five-Day Contract for Services with Klamath County SD for Sara Johnson.
- Add **ACTION** to 6.3 - Furnishings

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

1.5 Paulina Elementary Presentation

Principal Cheri Rasmussen introduced teacher Jamie Bedortha, who presented a video of the students, each saying why they like Paulina School.

2.0 **PUBLIC COMMENTS**

None.

3.0 **OTHER AGENCY / DEPARTMENT REPORTS**

3.1 Facilities Dept. Update

Facilities Supervisor, Leland Bliss, updated the Board on facilities projects. There is now a functioning well at Brothers. Irrigation and a drinking fountain will be functioning this coming Monday. Regarding the lawn, there is a lot of turf that Leland feels will grow back once watering starts. In other areas, they will replace the lawn.

3.2 HDESD Board Highlights

The Board reviewed the HDESD Board Highlights.

4.0 **SUPERINTENDENT REPORT**

4.1 OSBA Annual Convention call for Workshop Proposals

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Superintendent Yecha described the process for workshop proposals for the OSBA annual convention in November. Ideas that were mentioned as possible topics:

- Alternative middle school program
- Special Ed Program at the Pioneer Complex
- All students learn policy

5.0 APPROVAL OF CONSENT AGENDA.

5.1 March 12, 2018 Regular School Board Meeting Minutes

5.2 Donations

5.3 Enrollment Report

5.4 Resignations / Retirements – Classified:

5.4.1 Cindy Wiggins, BBE IAll (*retirement*)

5.4.2 Jim Anderson, CCHS Lead Custodian (*retirement*)

5.4.3 Kathy Hayes, CRE Records Clerk (*retirement*)

5.5 Resignations / Retirements – Licensed:

5.5.1 Jessica Andrews – TOSA Behavior Specialist (*resignation-has been on one-year LOA*)

5.5.2 Dustin Byers, CCMS SS/LA Teacher (*resignation*)

5.5.3 Susan Simmons – CCMS Social Studies Teacher (*retirement-has been on one-year LOA*)

5.6 Hiring – Classified:

5.6.1 Jennifer Crandall, Cafeteria Attendant

There was a question regarding the tutored category on the Enrollment Report. The number seems high because it includes kids who are also counted by the hour. They could be home schooled students but attend a class or two in the school district. Anna indicated she would be adjusting that calculation so that it appears more realistic.

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, Walt Wagner, Scott Cooper, and Gwen Carr.

6.0 FINANCE

6.1 Finance Report

Anna Logan reported on the district's current financial position. Forest fees will be restored, retroactively. After the additional revenue flows through the State School Fund calculation, the District may receive an additional \$30,000 per year from the Forest Fee revenue.

Our Ending Fund Balance will be \$2.4 million.

6.2 Budget Preview

Anna indicated the budget is done and in the fine-tuning stage. She hopes to get it out to the Budget Committee two weeks prior to the budget meeting on May 1. With a \$2.4 million Beginning Fund Balance, the budget is balanced. We know our revenue and labor costs. She has assumed a continuation of the math initiative. She has included a CCHS Dean of Students. The Ending Fund Balance is higher than necessary. We may have an additional \$100,000 for the budget committee to decide whether and how to spend in the budget. At this time, an elementary counselor is not in the budget because of its position on the Board's initial ranking.

6.3 Furniture Purchase

Last year we did a furniture assessment and spent \$200,000 on new furniture to replace the items that were categorized as "poor". A recommendation was made to spend an additional \$200,000 in the current fiscal year to replace old furnishings that were categorized as "fair" or have since been broken or worn out.

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Scott Cooper moved and Patti Norris seconded the Board approve up to \$200,000 in furniture purchases Districtwide from the General Fund. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

6.4 Resolution #06 – 2017-18 – Appropriations Transfer

Anna informed the Board that an appropriations transfer may be needed because of the difference in budgeted vs. projected expenses in the 1000 and 2000 functions. Over the summer, the Board had designated \$250,000 math improvement, but at that time, we were unsure of exactly how the money would be spent or to which function it would be coded. In addition, if we end up with excess General Fund Balance, we will be recommending a transfer to the Maintenance reserve. Walt asked where the budget for safety is included. Anna stated that the proposed budget would include appropriations of \$500,000 earmarked for safety and security in Fund 217 - Capital Reserve.

Scott Cooper indicated that it was his understanding that the \$500,000 was to be split between safety and student engagement. Board members agreed. The list of items were presented at the April 5, 2018 meeting.

7.0 BOARD REVIEW / DISCUSSION / ACTION ITEMS

7.1 Board Goal Follow-Up: 1.11 - Implement best practices for our district regarding suspension and expulsion of students.

Joel Hoff, CCHS Assistant Principal, presented a PowerPoint on expulsions and suspensions in our district demographically, and compared to other school districts. The document will become part of the minutes. Joel will send the PowerPoint presentation to the Board electronically because it was difficult to read when displayed on the wall.

Doug would like to see some data on 9th graders who were expelled. Did they end up graduating? Joel will prepare this information.

7.2 Kiwanis Summer School 2018

Stacy Smith reported on the success of the Kiwanis Summer School that has taken place the past four years. The Kiwanis is asking for Board support for year #5. Kiwanis provides funding for teachers and Instructional Assistant salaries, and the District would provide funding for transportation and Associated Payroll Costs. The District cost would be approximately \$10,000.

Patti Norris moved and Scott Cooper seconded the Board approve the continuation of the Kiwanis Summer School 2018 with a cost of approximately \$10,000. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

7.3 Administrator Salary Advancement Proposal

HR Director, Sean Corrigan, presented the Board with an updated salary advancement proposal for administrators, and is looking for Board approval. Next month salary schedules will be brought forward for administrators, supervisors, and confidential staff. The current schedule is made up of five columns. The last two columns tended to be fairly hard to define. Also, some of the criteria used for advancement in these columns is no longer required or provided by the State. The District is looking to provide more clarity to the salary schedule. Therefore, Sean has brought forward a proposed schedule showing three columns – Preliminary Administrator (first three years of an administrator license), Professional Administrator (earned after three years as a Preliminary Administrator plus the additional 27 graduate credits required), and Professional Proficient Administrator (requires administrator to score at least 90% “proficient” ratings on most recent performance evaluation with no ratings of “unsatisfactory”, and not currently in the disciplinary process.

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Patti Norris moved and Gwen Carr seconded the Board approve the Administrator Salary Advancement Proposal as presented. The motion passed in favor 3-0 as follows: Yea – Doug Smith, Patti Norris, and Gwen Carr; Nay - Scott Cooper Walt Wagner

7.4 Five-Day Contract for Services with Klamath County SD for Sara Johnson.

Doug indicated they would like to have Sara in the district while Duane is still on board for up to five days. The District would contract with Klamath County School District to pay up to five days' of Sara's salary while she spends time in our district between now and June 30.

Scott Cooper moved and Patti Norris seconded the Board spend up to \$400 day in contracting with Klamath County School District for five days of Dr. Johnson's time. The vote was 5-0 in favor 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 GBC – Staff Ethics
- 8.2 GBC-AR – Staff Ethics
- 8.3 EBBB – Accident Prevention & Safety Procedures
- 8.4 IIBB – Volunteers – DELETE

Patti Norris moved and Gwen Carr seconded the Board adopt GBC – Staff Ethics, GBC-AR – Staff Ethics, EBBB – Accident Prevention & Safety Procedures, and delete IIBB - Volunteers. The vote was 5-0 in favor as follows: Yea – Doug Smith, Patti Norris, Gwen Carr, Walt Wagner, and Scott Cooper

8.5 IICC – Volunteers (*replaces IIBB*)

Policy IIBB is being replaced by Policy IICC – Volunteers. Patti had questions regarding policy IICC, which does not include many of the areas covered in policy IIBB.

Jan Martin will check with OSBA as to why IIBB is being deleted, where some of the items in IIBB are covered in other policies, and if there is an AR that goes with IICC. She will report to the Board at the May 14 Board Meeting.

8.0 **FUTURE MEETINGS / IMPORTANT DATES**

The Board reviewed the upcoming meetings and important dates.

9.0 **ADJOURNMENT**

The meeting was adjourned at 8:12 p.m.

Doug Smith

Doug Smith, School Board Chair

Jan Martin

Jan Martin, Board Secretary

Date Minutes Approved: May 14, 2018