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Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Monday, June 11, 2018
BUDGET HEARING MINUTES

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, Kimberly Bonner, Dana Rudy
Newly Hired Superintendent: Sara Johnson

1. CALL TO ORDER

Board Chair Doug Smith called the Budget Hearing to order at 6:15 pm.

2. OPPORTUNITY FOR PUBLIC INPUT

Board Chair Doug Smith opened the floor for public comment regarding the proposed budget.

There were no comments.

3. ADJOURNMENT OF BUDGET HEARING

The Budget Hearing was adjourned at 6:17 p.m.

In between the Budget Hearing and Board Meeting, the Board and audience celebrated Superintendent Duane Yecha's upcoming retirement effective June 30.

Doug Smith talked about the district's progress the last seven years, during Duane Yecha's tenure. Photos were taken and cake was cut and distributed to Board, staff, and audience.

REGULAR SCHOOL BOARD MEETING MINUTES

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, Rob Bonner
Newly Hired Superintendent: Sara Johnson

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 were no additions, deletions, or revisions to the Agenda.

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, Walt Wagner, Scott Cooper, and Gwen Carr.

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1.5 Recognition of retiring superintendent, Dr. Duane Yecha

Board Chair Doug Smith recognized Superintendent Dr. Duane Yecha for his 38 years in education and his seven years with CCSD. He reviewed where the district has come from over the last seven years, which has improved every year. Dr. Yecha is turning over to our new superintendent, Dr. Sara Johnson, a district in good shape. We have passed a bond, built a new school, and improved all our facilities. Student achievement has improved each year. CCHS had a 90% graduation rate this year. On behalf of himself and the Board members, he thanked Dr. Yecha for his service.

Doug presented Superintendent Yecha with his retirement plaque, which this year is a hydro-flask, which is inscribed with the district logo, his name and years in education. He was also presented with a gift card to Anthony's Restaurant in Bend from the school board. Jan Martin commented that the District Office staff, Administrators and Supervisors will also be presenting Superintendent Yecha with a retirement gift before his departure on June 29.

2.0 **PUBLIC COMMENTS**

None.

3.0 **OTHER AGENCY / DEPARTMENT REPORTS**

3.1 Program Evaluations – Powell Butte Community Charter School and COIC – Prineville Center

HDESD ALO Coordinator, Kathy McCollum, presented the Board with evaluation reports for PBCCS and COIC. She indicated both schools happily passed with flying colors. She then reviewed the report document provided to all Board Members.

John Bouchard, Director for COIC, and Amy York, teacher at COIC, came forward to report on the statistics of the COIC students. They then answered several questions from Board members.

Jen Berry-O'Shea, administrator for PBCCS, shared the positive results to their goals that were set for this year. She commented that she feels the school and staff are working much more collaboratively with CCSD staff than in the past.

<p>Patti Norris moved and Scott Cooper seconded the Board accept the Program Evaluations for COIC and PBCCS. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.</p>

3.2 Math Talk Training During the 2017-18 School Year

BBE Principal Jim Bates and CRE Principal Cheri Rasmussen came forward and introduced Melinda Knapp, OSU Cascades. Melinda then described the process and reported on the success of the Math Talk Training that took place during the school year. They have trained half the teachers from BBE and half the teachers from CRE. Next year they will work with the other half of elementary teachers in both schools and rural schools.

Kerry Lysne, BBE 2nd grade Dual Language teacher, and CRE Kindergarten teacher Ashley Smith, came forward to talk about the positive experiences they have had with their students this year relating to the new math program. They both thanked the Board for their support of this valuable math training that took place this year and for next year.

Jim Bates also thanked the Board for their investment. He indicated this math training has been very valuable.

3.3 Facilities Dept. Update

Facilities Manager Leland Bliss reported on facilities upgrades over the last seven years, including the passage of the 2013 \$33.5 million bond for a new elementary school and district-wide renovations. Bond projects that were completed include the following:

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- **New Elementary School**
- **CCMS**
 - Asbestos abatement (Floors)
 - Roofing on Gym
 - Gym Floor Refinished
 - HVAC Upgrades/Repairs
 - Ductwork cleaning throughout building
 - Renovation of Boys/Girls restroom near front entrance
 - New fire alarm system
 - New classroom doors
 - Casework upgrades/renovations where needed
 - Painting of hallways & lockers
 - Painting of exterior
 - Parking lot renovation and new bus turnout
 - New fencing
 - New grass over old tennis court
 - Chimney shortened for safety
- **Cecil Sly/Crooked River Remodel**
 - Remodeled offices
 - Controls Upgrade
 - Parking lot Renovation
 - Lockers and Hallways painted
 - New Furniture
 - New front entry with added security
 - Additional 3 classrooms
 - New classroom cabinetry
 - New windows throughout school
 - New flooring throughout school
 - New lockers
 - New Teaching walls
 - Painting of interior and exterior
 - New blinds
 - Additional boys and girls restroom
- New enclosed walkway linking classroom wings
- All new heating ventilators in classrooms
- Fire alarm system upgrade
- Data system upgrade
- New Paging & Clock System
- **Powell Butte**
 - Well replaced
 - New Roof
 - Window Upgrades
 - Roof/Attic improvements
- **CCHS**
 - Security Cameras
 - Gyms painted
 - Gym Floors Refinished
 - New bleachers
 - Stadium Track Replaced
 - High school Tennis Courts
 - Stadium Bleacher Renovation
 - Parking Lot Renovation
- VOIP Phone System Upgraded District-wide
- Heating oil tank removal at CCMS, Tech, Pioneer, Ochoco, Crooked River, Cecil Sly.
- Crooked River /Pioneer Remodel
 - Asbestos Abatement
 - New ADA Storefront
 - Renovate for IT
 - Modify restrooms on west end of school to be ADA compliant and add shower room and washer/dryer for Pioneer students
 - Production kitchen structural modifications
 - New cooler/freezer & dishwasher

Other Achievements between 2016-2018:

- Reopened Brothers Elementary
- Installed New Interior Door Locks
- Installed Underground Irrigation at CRE
- Installed Landscaping at CRE
- Installed New Reader Board at CRE
- Installed New Bleachers at BBE
- Painted CCMS Gyms
- Installed Remote Door Access at Pioneer
- Installed New Well in Brothers
- Created a district records area for archived records
- New Snow removal equipment
- Installed New Irrigation Pump at CCHS
- Renovated CCMS North Wall
- Improved Teacherage at Brothers
- Improved Fencing at CRE
- Replaced Multiple Areas of concrete
- Renovated Sewer Line at CCMS
- Installed New Gas Lines at CCHS for Culinary Arts
- Replaced Parking Lot Lights at CCHS
- Adopted a new maintenance work order system
- Started water and radon testing programs
- Middle School Seismic upgrades

3.3.1 Radon Testing

As part of our radon testing program we tested the High School for radon and found that all occupied spaces are safe from radon. Almost all of the tests came back at <0.3 pCi/L. The highest reading was 0.6 ± 0.2 pCi/L and the action level is 4.0 pCi/L. The High School will not need to be tested again for 10 years and we will continue testing the buildings each year to meet the state requirements.

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3.3.2 Capital Reserve Projects

Leland presented the Board with a list of Capital Reserve Projects he would like the Board to approve for funding. Items included the following:

Safety and Security Projects

Fencing Phase 1	\$ 48,000
Paulina Entryway	\$ 18,000
Cameras	\$ 35,000
Paulina Wells	\$ 30,000
MS PA system	\$ 26,000
HS Gate Projects	\$ 5,000
A & E	<u>\$ 6,000</u>
Total	\$168,000

Pioneer North

Exterior Repairs	\$ 8,000
Paint	\$40,000
Concrete Work	<u>\$15,000</u>
Total	\$63,000

Patti Norris moved and Gwen Carr seconded the Board approve the Capital Reserve Projects as presented with a total for safety and security projects in the amount of \$168,000, and projects at Pioneer North totaling \$63,000. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

3.4 HDESD Board Highlights

The Board reviewed the HDESD Board Highlights.

4.0 **SUPERINTENDENT REPORT**

4.1 Education Space Availability at Elementary Schools

Superintendent Yecha reported on elementary class sizes and what kind of space would be available if needed in the future. For the most part, we are fully utilizing all our current classrooms. He then reviewed the enrollment numbers for each classroom. There are 11 classrooms available in the north wing of the former CRE building. We have four modulars. We may be able to gain another classroom at CRE by moving a computer lab to the library and turning the room into a classroom.

5.0 **APPROVAL OF CONSENT AGENDA.**

- 5.1 May 14, 2018 Regular School Board Minutes
- 5.2 Donations
- 5.3 Enrollment
- 5.4 Resignations / Retirements
 - 5.4.1 Esmeralda Figuero – CCHS Juntos Coordinator (Classified)
 - 5.4.2 Colin Hester – CCHS College Readiness Coordinator (Classified)
 - 5.4.3 Mathew Asher – CCMS Custodian (Classified)
 - 5.4.4 Ken Cook – Transportation Dept. Lead Mechanic (Classified – Retirement)
 - 5.4.5 Efraim Coronado, BBE IAII (Classified)
- 5.5 Hiring – Licensed Staff
 - 5.5.1 Colin Hester – CRE Counselor
 - 5.5.2 Kathryn Koch – CCMS Art Teacher
- 5.6 Hiring – Classified Staff
 - 5.6.1 Patty Martin – CCHS Lead Night Custodian
 - 5.6.2 Chelsea Ramsey – CCHS IAII
 - 5.6.3 Kevin Whaling – CRE Lead Custodian
- 5.7 Finance Report

Patti Norris moved and Walt Wager 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 Contract Review and Approval - COIC

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Anna Logan presented the COIC contract for the 2018-19 school year. Since the contract could exceed \$150,000, it requires Board approval. There are no changes except for dates.

Walt Wagner moved and Scott Cooper seconded the Board approve the Memorandum Between the Central Oregon Intergovernmental Council and Crook County School District. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

6.2 Resolution #07-2017-18 – Year End Budget Adjustments

Anna Logan presented the resolution for appropriations transfers. Because of unexpected savings in the current fiscal year, the General Fund is expected to have an ending balance in excess of the minimum required for the following year's beginning balance. The excess could be up to \$500,000, and the appropriations transfer will allow the district to transfer up to that amount to other funds. Additionally, a furniture purchase that was approved from the General Fund will need to be purchased from a reserve fund because the vendor is unsure if the furniture can be delivered by June 30. Therefore, a total increase of \$700,000 is recommended for the Transfers function in the General Fund.

Patti Norris moved and Scott Cooper seconded the Board approve Resolution #07-2017-18 - Year-End Budget Adjustments as presented. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

6.3 2018-19 Budget Approval:

6.3.1 Budget Adoption Recommendations

Anna Logan presented possible budget adoption recommendations, which is different from what the Budget Committee approved. She explained that the Budget Committee voted to add a transfer expense of \$190,000 from the 100 Funds, but during that meeting, she did not realize we also needed to increase the requirements in the 200 Funds because of the money transferred in. A recommendation for expending the \$190,000 was made to the Board as described in the Board packet. If the Board were to expend the \$190,000 as recommended, the correction to the 200 Funds would not be needed.

Scott Cooper moved and seconded by Walt Wagner to modify the budget committee recommendations as follows: Increase the Revenue in the 200 Funds by \$190,000, and increase Contingencies in the 200 Funds by \$190,000 The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

6.3.2 Resolution #08-2017-18 – Adopting The Budget - \$51,820,129

6.3.3 Resolution #09-2017-18 – Making Appropriations

6.3.4 Resolution #10-2017-18 – Imposing and Categorizing Taxes – Combined – \$1,944,980

Anna Logan presented the Budget Adoption Resolutions with amounts that include adjustments as described in the previous motion.

Scott Cooper moved and Gwen Carr seconded the Board adopt adjusted Resolution #08-2017-18 – Adopting The Budget at \$51,820,219. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

Patti Norris and moved and Gwen Carr seconded the Board adopt the adjusted Resolution #09-2017-18 – Making Appropriations – \$51,820,129, and adjusted Resolution #10-2017-18 – Imposing and Categorizing Taxes – Combined - \$1,944,800. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

6.4 PBCCS Bus Contract

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Anna Logan presented the proposed intergovernmental agency agreement between CCSD and PBCCS for bus services. This is currently in draft form. PBCCS Board has not yet reviewed this. The draft is currently set up as a one-year agreement.

Patti had a question regarding enrollment numbers. She asked Jen if they would have an estimated enrollment number by June 1. Jen indicated they make their estimated enrollment numbers for the upcoming year in March, which has been done. She asked if the contract should include a requirement for PBCCS to have staff members to help load and unload students, and Anna agreed that we could add that requirement.

Regarding busing, Transportation Supervisor Michelle Saavedra indicated that we will be retaining the bus driver in Powell Butte and our goal is to have two routes (staffing allowing) servicing the students in Powell Butte and one route bringing the students in Prineville to and from Powell Butte. Our hope is that by offering shorter bus routes and some flexibility with shorter routes, more families will utilize transportation and help alleviate the traffic congestion and safety concerns. We currently have plans to stripe the bus-loading zone to ensure that the area is open to buses at all times.

The School Board is in agreement with the administrative team working on this agreement to go forward after hearing from the PBCCS Board.

7.0 BOARD REVIEW / DISCUSSION / ACTION ITEMS

7.1 Date for November 2018 Board Meeting

Board secretary Jan Martin pointed out to the Board that the second Monday in November is Veterans' Day, which is a holiday. She is asking the Board to choose a Board Meeting date for November. After discussion, the Board decided to have the meeting on Monday, November 5.

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

8.1 TAG Policies and AR's Review and Approval

- a) IGBB – Talented & Gifted Philosophy (*approved 3/12/18*)
- b) IGBBA – Identification – Talented & Gifted (*approved 3/12/18*)
- c) IGBBA-AR – Appeal Procedure for Talented & Gifted Student Identification and Placement (*approved 3/12/18*)
- d) IGBBB – Identification – Talented & Gifted Students Among Non-Typical Populations (deleted) (*approved 3/12/18*)
- e) IGBBC – Programs & Services – Talented & Gifted (*approved 3/12/18*)
- f) IGBBC-AR – Complaints Regarding the Talented & Gifted program (*approved 3/12/18*)
- g) IGBBD – Parent Notification & Participation (*delete*) (*reviewed 5/14/18*)
- h) IGBBE – Education Records – Talented & Gifted Programs (*delete*) (*reviewed 5/14/18*)
- i) IGBBF – Re-Evaluation of Student Eligibility/Parent Notification of Termination of Instruction, Program and/or Services (*delete*) (*reviewed 5/14/18*)

Curriculum Director Stacy Smith explained that TAG policies a) b) c) d) e) and f) were adopted on March 12, 2018. There were three additional old policies brought forward at the May 14 Board Meeting to be deleted. The Board wanted Stacy to bring all the policies and ARs back to the Board in June and describe how the information in the final three policies were included elsewhere. Stacy explained the following:

IGBBD – Parent Notification & Participation • (*delete*) (*reviewed 5/14/18*)

*The information in this policy does not exist in the newly adopted policies from the March Board meeting. The information from this policy is in OAR 581-022-2330 and in the CCSD TAG Plan on page 9 under "Communication with Parents".

IGBBE – Education Records – Talented & Gifted Programs • (*delete*) (*reviewed 5/14/18*)

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*The information in this policy also does not occur in any of the approved policies from the March board meeting. However, it does occur in CCSD Policies JO and IGBAB

IGBBF – Re-Evaluation of Student Eligibility/Parent Notification of Termination of Instruction, Program and/or Services • (*delete*) (*reviewed 5/14/18*)

*The information in this policy occurs in policy IGBBA and IGBBA-AR that were newly adopted last March.

Patti Norris moved and Gwen Carr seconded the Board approve deleting IGBBD – Parent Notification & Participation; IGBBE – Education Records – Talented & Gifted Programs; and IGBBF – Re-Evaluation of Student Eligibility/Parent Notification of Termination of Instruction, Program and/or Services as presented. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

Stacy indicated this will now allow the TAG committee to complete their TAG plan report to submit to ODE. Once this has been done and approved by ODE, the TAG policies will be posted on the web.

- 8.2 KG – Community Use of District Facilities (*first reading*)
- 8.3 EGACA-AR – Mobile Communication Devices (*first reading*)
- 8.4 GCAB – Personal Electronic Devices & Social Media - Staff (*first reading*)
- 8.5 EIA – Insurance Programs (*first reading*)

Patti Norris moved and Scott Cooper seconded the Board approve changes as presented to KG – Community Use of District Facilities, EGACA-AR – Mobile Communication Devices; EIA – Insurance Programs, The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

Policy GCAB needs further discussion. Jan Martin will provide the Board with other versions of this policy that may more closely fit our current practice. We will bring this back to the Board in July or August. The Board would like to get staff and administrator feedback regarding this policy. They especially would like feedback from staff members who actively use social media for educational and sports announcements.

- 8.6 GCD-AR – Hiring of Licensed Staff – Extra Duty Contracts (*delete*) (*first reading*)

Jan Martin stated that GCD-AR states that extra-duty contracts come to the board for approval. Extra-duty contracts do not come to the Board for approval, and have never come forward to the Board during her 13 years with the District.

Patti moved and Gwen seconded the Board delete GCD-AR – Extra Duty Contracts. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

9.0 FUTURE MEETINGS / IMPORTANT DATES

The Board reviewed the upcoming meetings and important dates.

10.0 ADJOURNMENT

The meeting was adjourned at 9:33 p.m.

Scott Cooper

Scott Cooper, School Board Chair

Jan Martin

Jan Martin, Board Secretary

Date Minutes Approved: **July 9, 2018**