



**CROOK COUNTY SCHOOL BOARD**  
**Monday, December 10, 2018**  
**REGULAR SCHOOL BOARD MEETING MINUTES**

Board Members Present: Scott Cooper, Patti Norris, Walt Wagner, Doug Smith, Gwen Carr

6:40 pm: Walt Wagner had to leave because of a family emergency.

Administrators Present: Sara Johnson, Anna Logan, Stacy Smith, Jim Bates, Kimberly Bonner, Kurt Sloper, Joel Hoff, Michael Allen, Jake Huffman, Cheri Rasmussen

1.0 **CALL TO ORDER** – Board Chair Scott Cooper called the meeting to order at 6:30 p.m.

1.1 Flag Salute (NJROTC to Present the Colors)

The NJROTC cadets presented the colors and the flag salute was repeated.

1.2 Roll Call To Establish A Quorum

Board Chair Scott Cooper established a quorum.

1.3 Public Recognition:

• NJROTC Cadets

NJROTC instructors Donny Jackson and Russ Robison came forward and recognized the NJROTC cadets: Uber Gonzalez and Clayton Arrington.

Superintendent Dr. Sara Johnson came forward to recognize both Donny and Russ for their outstanding service to the school district, and handed out star pins to the cadets and to Donny and Russ.

• SRO Officers – Jeff Coffman & Jordan Zamora

Joel Hoff and Jake Huffman came forward to recognize our two SRO Officers, Jeff Coffman and Jordan Zamora. Jordan was hired this fall. Superintendent Johnson presented them with star pins.

1.4 Recognition of Visitors

Board Chair Scott Cooper recognized visitors and asked them to be sure to sign the sign-in sheet.

1.5 Agenda Additions, Deletions, or Revisions & Agenda Approval

The following topic was added to the agenda: 7.4 – Budget Committee Application Review – *ACTION*.

**Doug Smith moved and Patti Norris seconded the Board approve the Agenda as amended. The vote was unanimous in favor 4-0 as follows: Yea: Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.**

2.0 **PUBLIC COMMENTS**

Board Chair Scott Cooper asked if there were any Public Comments. There were no public comments.

3.0 **OTHER DEPARTMENT OR AGENCY REPORTS**

3.1 NJROTC Bridge Program

Instructors Donny Jackson & Russ Robison came forward to introduce the Bridge Program. The NROTC prep program will be available to high school NJROTC Cadets/students beginning in the 2019-2020 school year. The program is designed to provide selected students a preparatory year, similar to the Naval Academy Prep School, at one of several participating universities. The goal is to ensure they are academically prepared for a full four-year university workload. Students will be awarded a full four-year NROTC scholarship, following successful completion of their prep year, and be commissioned a Naval Officer following graduation. Selection will be based upon GPA, school and community related activities, and community service. Of particular note is that standardized test scores, SAT and ACT, will not be used in the selection process, as they are for Naval Academy and NROTC direct appointments.

3.2 School Safety

SRO Officers Jeff Coffman & Jordan Zamora came forward, along with CCHS Assistant Principal Joel Hoff and CCHS Dean of Students Jake Hoffman. A PowerPoint presentation included the following:

- Three-Legged Stool: Treatment (mental health/positive culture); Prevention (infrastructure/procedure improvements); Enforcement (security personnel)
- Officer Jordan Zamora monitors CCHS and PAHS; Officer Jeff Coffman monitors CCMS, BBE, and CRE.
- There has been an increase in the following areas: Presence in all schools; depth of response and action; time devoted to youth substance prevention program; community policing...mentoring and relationship building; classroom visits; positive interactions between police officer and students.
- There has been a decrease in the following areas: Response time to emergency situations; wait time for cases to be filed; police as strangers for students; crime, due to police presence.
- Secure & Healthy Learners: Character Strong; Positive Behavior Intervention & Support Team; Alternative Discipline Options; Anonymous Text Line; Culture of Caring.

Officer Coffman came forward to thank the Board for their support in helping to increase the safety aspects of each school.

Officer Zamora thanked the board for the second position. He has met most of the people here and they have been very professional. He stated this is a first class district. He will do the best job he can to assist the District and Officer Coffman. His biggest goal is to have the kids come talk to him rather than not coming to him.

Officer Coffman also thanked the Board for hiring Officer Zamora. He added that the district has a rock star group of administrators.

3.3 HDESD Board Report – November

The Board reviewed the HDESD Board Report.

## OFFICIAL

### 4.0 APPROVAL OF CONSENT AGENDA

- 4.1 November 5, 2018 Regular School Board Minutes
- 4.2 Donations
- 4.3 Hiring – Classified Staff
  - 4.3.1 Melissa Lopez, IA II TLC
  - 4.3.2 Krystin Smith, IA II TLC
  - 4.3.3 Daisy Olivera, IA II ESL Migrant CCHS and CCMS
- 4.4 Resignations – Classified Staff
  - 4.4.1 Jason Stubblefield, Bus Driver
- 4.5 Retirements – Licensed Staff
  - 4.5.1 Russ Robison, CCHS Naval Science Teacher
- 4.6 Enrollment

**Patti Norris moved and Doug Smith seconded the Board approve the Consent Agenda as presented. The vote was unanimous in favor 4-0 as follows: Yea: Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.**

### 5.0 SUPERINTENDENT UPDATE

#### 5.1 SHOW UP Report

Curriculum Director Stacy Smith and School Improvement Director Joel Hoff presented information regarding attendance at CCSD, along with comparison to other Central Oregon school districts. The following information was shared:

- Regular Attenders are students who were present 10% or more of the school days in a given year.
- Chronically Absent are students who were absent 10% or more of the school days in a given year.

Comparison with other Central Oregon schools for 2017-18:

- CCSD #1 for Central Oregon
- CCHS #2 for Regional High Schools
- CCMS #1 for Regional Middle Schools
- Elementary Schools: Paulina #1; BBE #6; Crooked River #18; Powell Butte #19; Brothers #34

#### 5.2 Positive Programs for CCSD Students

Superintendent Johnson displayed on the overhead projector a list of positive programs happening in our schools:

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| <ul style="list-style-type: none"><li>• Attendance Awards</li><li>• Attendance Competitions</li><li>• Focus Calls Home</li><li>• Expanded Electives</li><li>• After School Opportunities including clubs</li><li>• Weekly Colt Kudos Drawings</li><li>• Focus/Homeroom Class (an adult who notices you)</li><li>• Adult Oversight and Supervision</li><li>• Conflict Resolution Process</li><li>• Mentoring</li></ul> | <ul style="list-style-type: none"><li>• Hearing the Student Voice</li><li>• Counseling</li><li>• Greet Every Student Every Day</li><li>• Engaging Instruction</li><li>• Have a “Trauma” Lens</li><li>• Individual Incentives</li><li>• Buddy System</li><li>• Check In/Check Out</li><li>• Wellness Room</li><li>• Calm Corners</li></ul> |
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### 6.0

#### OLD BUSINESS

- 6.1 Long Range Facilities Planning Committee Meeting Update  
Committee Chair Doug Smith reported on the first Long Range Facilities Planning Committee meeting held December 5. Topics of interest included:
- Discussion of purpose and process for meetings, including desired outcomes
  - Current Maintenance and Repair Schedule
  - Funding Sources
  - Enrollment Growth and Projections
  - CTE Discussion
  - Topics for the next meeting on January 19 include: construction needs, CTE, enrollment/capacity issues.
- 6.2 Secure & Healthy Learners Committee Meeting Update  
Superintendent Johnson reported on the first Secure and Healthy Learners Committee Meeting on November 28. Topics of interest included:
- Why / Root of Committee
  - Theory of Action Framework
  - Wants for Students
  - Uptick in Mental Health Needs
- 6.3 OSBA November 9-11 Annual Convention Report  
Board Members reported on the positive take-away from the annual OSBA convention held November 9-11. Scott Cooper stated that he would like to see presentations from CCSD next year because we have some very successful and positive programs throughout the district.

### 7.0 NEW BUSINESS

- 7.1 Finance Report  
Director of Business & Finance Anna Logan presented the Finance Report. General Fund revenue YTD is higher than last year by 9%, or almost \$1.6 million, because property tax revenue is mostly received in November. This does affect the projection for SSF, resulting in a projection of total GF revenue being slightly under budget.
- Expenses are projected to be very close to budget. We did not budget any transfers into Maintenance Reserve this year with hopes that we would underspend in the General Fund as we have in the past and could decide later in the year if we can transfer funds. That may still happen but we need more time to pass. We could still do a transfer, since the Ending Fund Balance is projected to be larger than needed, but we may need to do a supplemental budget since expenditures are so close.
- Anna has added a statistical page in the report on page 7. She has plans to continue growing this page to present even more information. She will have more information next month
- 7.2 Audited Financial Statement  
Anna Logan presented the audited Financial Statement for 2017-18. There were no findings, no management comments, and no audit entries. There was only one comment from the auditor that we need to document our technology systems. We are continuing to develop documentation and are working with auditors to put in a framework before next audit.

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Final numbers are very close to the estimate presented in Sept 2018, with small changes due to year-end entries. There is new information regarding PERS with new requirements. She invited Board Members to contact her directly if they should have any questions.

**Doug Smith moved and Patti Norris seconded the Board adopt the 2017-18 Audited Financial Report. The vote was unanimous in favor 4-0 as follows: Yea: Scott Cooper, Patti Norris, Doug Smith, Gwen Car.**

Superintendent Johnson complimented Anna Logan on the outstanding job she does as Director of Business & Finance, and told her she really appreciates her attention to detail.

**7.3 Governor’s Education Budget**

Anna Logan reviewed the development of the current biennium budget for the State of Oregon’s education funding and related that information to where we are in the process for the next biennium’s budget. The budget presented by the Governor will likely be adjusted through the legislative session.

**7.4 Budget Committee Application Review**

Anna Logan reported on the Budget Committee Application the District received from Susan Crawford. The Board deliberated on the application. There are currently three Budget Committee openings, two with two years remaining, and one opening for a full three-year term.

**Doug Smith moved and Patti Norris seconded the Board approve the application of Susan Crawford to Budget Committee position #10, a three-year term. The vote was unanimous in favor 4-0 as follows: Yea: Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.**

**8.0 BOARD POLICIES AND AR’S (8:50 pm)**

- 8.1 ACA – Americans With Disabilities Act
- 8.2 ACA-AR(1) – Americans With Disabilities Act
- 8.3 ACA-AR(2) – ADA Grievance Procedure

The Board reviewed the updated policy and AR’s.

**Patti Norris moved and Gwen Carr seconded the Board adopt revised policy ACA and ACA- AR- 1 – Americans With Disabilities, and policy AR ACA-AR-2 – ADA Grievance Procedures, as presented. The vote was unanimous in favor 4-0 as follows: Yea: Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.**

**9.0 FUTURE MEETINGS / IMPORTANT DATES**

The Board reviewed the upcoming meetings. There will be a Board Workshop regarding Board Goals on January 7.

**10.0 ADJOURNMENT**

The meeting was adjourned at 8:28 p.m.

*Scott Cooper*

Scott Cooper, School Board Chair

*Jan Martin*

Jan Martin, Board Secretary

Date Minutes Approved: **January 14, 2019**