

OFFICIAL



Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Monday, September 10, 2018

REGULAR SCHOOL BOARD MEETING MINUTES

Board Members Present: Scott Cooper, Patti Norris, Walt Wagner, Gwen Carr, Doug Smith
Administrators Present: Sara Johnson, Anna Logan, Stacy Smith, Sean Corrigan, Mona Boyd, Leland Bliss, Michael Allen, Jim Bates, Kimberly Bonner, Cheri Rasmussen, Kurt Sloper, Dana Rudy

1.0 CALL TO ORDER

- 1.1 Flag Salute
- 1.2 Roll Call to Establish a Quorum
- 1.3 Recognition of Visitors
- 1.4 Agenda Additions, Deletions, or Revisions & Agenda Approval

Board Chair Scott Cooper called the meeting to order at 6:30 p.m., the flag salute was recited, a quorum was established, and visitors recognized.

The following topics were added to the agenda: 4.4.4 Kaitlin Barnhart, Kindergarten Teacher – CRE; 4.6.1 Lalyna Wentzel, Secretary – CCHS; 5.0.A – Superintendent Update

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 – Patti Norris, Gwen Carr, Doug Smith, Scott Cooper, and Walt Wagner.

1.5 Student Performances or Presentations

Barnes Butte Elementary second graders sang a song they sang in August when the Governor was present in the Barnes Butte Wetlands presentation. They did an excellent job.

1.6 Public Recognitions

None.

2.0 PUBLIC COMMENTS

No comments.

3.0 OTHER AGENCY / DEPARTMENT REPORTS

None.

4.0 APPROVAL OF CONSENT AGENDA

- 4.1 August 13, 2018 Regular School Board Minutes
- 4.2 Donations
- 4.3 Enrollment
- 4.4 Hiring – Licensed and Administrative Staff
 - 4.4.1 John Ferraro, One Year Temporary 7th Grade Math Teacher - CCMS
 - 4.4.2 Rocky Miner, One-Year Interim Assistant Principal - CCMS
 - 4.4.3 Jordan Wilcox, Kindergarten Teacher - BBE
 - 4.4.4 Kaitlin Barnhart, Kindergarten Teacher - CRE
- 4.5 Resignations – Licensed Staff
 - 4.5.1 Nicole Raspotnik, CRE Kindergarten Teacher●

OFFICIAL

4.6 Hiring – Classified Staff
 4.6.1 Lalyna Wentzel, Secretary - CCHS

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

5.0.A SUPERINTENDENT UPDATE

Superintendent Johnson shared with the Board the “Big Priorities” document, which will become posters posted in all the school buildings.

- SHOW UP
- FACES
- SECURE AND HEALTHY LEARNERS
- OUTSTANDING LEARNING FOR ALL
- VOICES

Superintendent Johnson brought forward the start and stop times of the school day:

BBE: 7:55 am - 2:45 pm

CRE: 8:05 am – 2:55 pm

CCMS: 8:05 am – 3:00 pm

CCHS: 8:05 am – 3:17 pm

Superintendent Johnson provided information regarding two possible options for a policy update through OSBA. Patti Norris added a third option of continuing as we have been.

Option 1	Option 2	Option 3
Cost: \$8,250.	Cost: \$5,000.	Continue our current practice of bringing 3-5 policies each month to the Board.
+ Mileage, meals, lodging	No mileage, meals, lodging	
Meetings done on site with a policy committee or board - 4 – 6 Monthly Meetings	No meetings	
Portions edited two weeks prior to meeting - Meeting held to review and adopt	Manual edited – Shipped to district when complete	
Online policy subscription not required, but recommended.	Online policy subscription required - \$1,095. Annual - 600. Set Up Fee - CCSD already is enrolled in this - Another rewrite at the end of 4-Year cycle for \$1000.	
Two complete manuals; all files in Word	Two complete manuals; all files in Word	

Superintendent Johnson informed the Board that five high school leadership students are attending a legislative listening session in Redmond.

Scott asked Superintendent Johnson in the spirit of Show Up, could we find out our most attended day and our least attended day. Superintendent Johnson stated that we could extract that information and will report back to the Board.

Scott would also like an update on how many students are excused for sports. Superintendent Johnson added they could also look at the day before a sporting event to see what the attendance is because in

OFFICIAL

order to compete, the student must be present the day before. They can also pull up data on the number of students who miss 10 days or more.

5.0 OLD BUSINESS

5.1 Sub-Committee Appointments

5.1.1 – Dual Credit vs AP Committee Appointment

Superintendent Johnson introduced Joel Hoff and Michelle Jonas for a PowerPoint presentation regarding AP and Dual Credit.

<u>AP Course</u>	<u>Students Taking AP Course</u>	<u>Students Took AP test</u>	<u>Students passed AP test</u>	<u>Students Receiving Dual Credit</u>
AP English Language and Composition	23	1	0	21 – WR 121
AP English Literature and Composition	35	2	1	6 – ENG 106
AP Human Geography	14	10	8	-
AP United States Government and Politics	26	5	2	-
AP United States History	57	9	3	40 - HST 203
AP Calculus AB	18	7	1	12 - MATH 252
AP Calculus BC	1	1	1	-
AP Statistics	13	5	2	5 - MATH 243
AP Physics	13	11	6	-

AP CLASSES

Benefits	Drawbacks
Enhances College Applications	Non Uniform Acceptance
Boosts GPA	Exam Costs (\$94, \$0)
College Pre/Rigor	Course Difficulty & Workload
Potential Money Savings	Scheduling Constraints
	Incongruent Timeline

DUAL CREDIT

Less expensive or free	May not be accepted by all colleges
Reduces credits needed in college	May impact college GPA
Not based on a single, high-stakes test	Counts towards max financial aid award
Generally more support at CCHS compared to universities	Admissions offices may view dual credit less than AP
Staff from colleges work with CCHS staff throughout year	

Rather than appoint a sub-committee, the Board would like Joel and Michelle to come back to the Board in the spring with an updated report.

OFFICIAL

5.1.2 – Secure & Healthy Learners Committee Appointment

Superintendent Johnson stated the District wants to make sure the system we have in place is proactive and reactive. A School Board member will be appointed to the sub-committee. The role of the School Board Representative would be to:

- Serve as a representative to the Board from the Secure and Healthy Learners Committee;
- Review recommended Board action on Secure and Healthy Learners system in CCSD;
- Evaluate suggestions for Board policy that come from Secure and healthy Learners system;
- Establish priorities in policy review and adoption, in consultation with the Superintendent and the administration surrounding Secure and healthy Learners.

After Board discussion, it was decided that Scott Cooper would serve on this committee.

Scott Cooper added that he would also like to form a committee around Facilities. We need to look at what is next for facilities. There is still work to be done at the CCMS, Powell Butte and Pioneer Complex. Superintendent Johnson indicated a sub-committee would be appointed at the October meeting.

5.2 Facilities Report

5.2.1 Summer Projects Update

Leland Bliss reported on the status of the summer projects.

SUMMER PROJECTS IN PROGRESS:

- CCHS Life Skills Room
- CCHS DDC Controls
 - Classroom controllers are in and the system is running. Remaining work will be completed at night and on weekends
- Bradley Sink Improvements
- CCHS Restroom Remodel
- CRE Fencing Project
- Paulina Entryway Improvement (PBCCS also)
 - Tentative September 17th
- Paulina Exterior Area Walls
- Pioneer N Exterior Improvements
 - Finalizing the bids
- CCHS Office Upgrade

SUMMER PROJECTS COMPLETED:

- CCMS Several Steam Coils replaced
- CCMS Main Gym lighting Upgrade
 - Cost after incentives was \$615
 - Annual Savings of \$796
- Pioneer Gym Lighting Upgrade
 - Cost after incentives was \$196.
 - Annual Savings of \$351
- CCMS Small Gym Bleachers
- Parking Lot Painting – all lots painted arrows and crosswalks
- BBE Full Parking Lot Painting
- CCMS North Lot - Crack Seal, Seal Coat and Full Painting
- Paulina Gutter Replacement on Gym
- CCHS Irrigation Pump Replaced
- Pioneer South Water Heating Upgrade
 - New Circulating Pump and Tempering valve
- CCHS Main Gym B/Ball Hoop Upgrade
 - Safety Straps and Winch
- PBCCS Fence
- CCMS West Windows that lost seal were replaced
- Pioneer Campus Electrical Service upgraded

SUMMER MAINTENANCE PROJECTS:

- Drinking Fountain's
 - 4 @ CCMS 2 more to go
- CRE Records Office Upgrade
- Repairs to CCMS Boiler
 - Repair Mud leg – Temporary fix.
- Misc. Painting Projects
- CCHS restroom plumbing repairs as preventive maintenance
 - Tracking components and installation dates
- Annual cleaning and maintenance

Scott Cooper commented on the smoke issue this summer and athletes having to practice in the gym. The building was too hot and the water was too hot for drinking. Leland indicated what they did and how it will

OFFICIAL

be improved in the future. Superintendent Johnson added that ice and water was made available for the students to fill their water bottles.

On another note, Walt Wagner would like the air quality measured in the classroom once there is no more smoke in the air.

5.2.2 Safety & Security Update

HR Director Sean Corrigan & Leland Bliss presented information regarding safety and security.

- Fire Drill Procedures
 - Advance Notice to Staff & Students
 - Working on Exiting plan to deal with the possible use of the fire alarm as a diversionary tactic
- Fencing Projects are progressing
- District/Interagency Reunification Drill – February
- MS/HS PA- Clock Systems – More info coming when received. The Middle
- Paulina & PBCCS Entryway Projects are scheduled
- Summer Training on Standard Reunification Method
 - Several Administrators and Fire and Law Enforcement officials attended
 - Planning Staff Training this year School is an approved Capital Reserve project and we would like to update the scope of this project once more info is received

Sean Corrigan stated that on August 7, there were 18 staff members trained in student threat assessment. Ten people were trained in Level 2 threat assessment. The Level 2 group will meet every other week.

Leland is working on finding an architect to design how to enclose the modular at Paulina.

5.2.3 Standard Response Protocol vs Run, Hide, Fight

Easily Communicated to Staff and Students	YES	
May be Initiated by Anyone	YES	YES
Consistent with Neighboring Central Oregon Districts and First Responders	YES	NO
Encourages Staff and Students to Fight Back	YES	YES
Provides Staff and Students the Opportunity to Self-Evacuate if Safe to do so	YES	YES
Provides Staff and Students the Opportunity to Hide	YES	YES
"PACE" Sponsored Trainings	YES	NO
Primary Focus is on Schools	YES	NO

The Run, Hide, Fight method was not developed by schools, but rather the City of Houston to be used in public areas. SRP was created exclusively for use in schools and has expanded to Higher Ed. We need to work with staff on ways to protect themselves, and work with SROs. Our local Police Dept. will not support training students to fight back. The response time from the Police Department to any of our in-town schools is three minutes or less.

Audience member, Earl McKinney, added comments. He indicated that the kids hear about a school shooting and they are having nightmares and seeing themselves helpless. We need to show them how to fight back. Leland added that the “fight back” has become part of the training for SRP. SRO Jeff Coffman reiterated that the police would not endorse training students to “fight back”.

OFFICIAL

Scott Cooper asked SRO Coffman to get together with Mr. McKinney and set up an appointment with the Police Chief to discuss this topic.

5.3 Technology Update

5.3.1 Student Information System (SIS)

Technology Director Michael Allen reported on the success and struggles with initiating the new Student Information System, Synergy.

- 18 month project – currently on month 6
- Goal Met for Week 1: students in classes; ability for teachers to take attendance
- What Went Well:
 - First district to do online registration during the initial implementation year;
 - 1985 OLR registrations accepted;
 - Able to manually update some 3rd party programs (ORSSped, Versatrans, Intouch, SMCIAP, AgileMinds, Math 180, RenPlace);
 - Most staff accepting the changes well;
 - Student schedules looked professional;
 - Basic reports for schools available.
- Lessons Learned:
 - Users adapting to change;
 - Workload fluctuation;
 - Duplicate student issues with Online Registration.
- Next Steps:
 - Continue to create extracts to 3rd party programs (over 38 of these) and automate these;
 - Continue to audit and fix data issues;
 - Roll out studentVUE access;
 - Roll out ParentVUE access to all Parents with educational rights;
 - Building reports like we had in Schoolmaster;
 - Continue to load additional data and previous years of data;
 - Continue to develop graduation tracking features in Synergy;
 - Planning and scheduling the next series of training for staff;

Scott Cooper would like Superintendent Johnson to add to her weekly report what is being added to Synergy each week.

5.3.2 One-To-One Initiative

Michael Allen reported on the One-To-One Initiative.

- One-to-One Device Initiative
 - Do what we can to support our current level of technology
 - Key – and maintain what we have
 - Have a plan for replacement
- Intentional Spending Goal
 - Take tech reserve funding and stay within that every year without additional transfer of funds
 - Assumes continued transfers from General Fund as in current/past years
- CCHS: Take home one-to-one device; each student is assigned a ChromeBook to use for four years and take home during the school year
- CCMS: Stay At School one-to-one; each student is assigned their own Chromebook to use each day.
- CRE & BBE: Chrome Card (approximately 30) per grade level – depending on building distribution (over 210 per building; BBE has a ChromeBox Lab; CRE had to remove lab

OFFICIAL

this year to accommodate extra Kindergarten class; CRE (through PTC and fundraising) will have 1-1 at Fifth Grade (when they arrive); CRE and BBE 20 iPads in Kindergarten.

- Pioneer HS: With lab and Chrome Cards – one-to-one (unassigned) 96 devices
- Paulina: iPads for K-3 (assigned, stay-at-school)
- ChromeBook 4-8 (assigned; state-at-school)
- Brothers: 13 ChromeBooks (not assigned)
- Replacement Plan:
 - 4 Year Replacement Cycle on all Student Devices
 - Technology Goal:
 - Year 1 – 16-17: \$228,000 (\$285 per Chromebook, 800 students) needed to replace high school devices (once every 4 years)
 - Year 2 – 17-18; Year 3 – 18-19; and Year 4 – 19-20: Replace all other District ChromeBooks (\$93,000 this year)
 - Google Lifecycle for a Chromebook is 5 years. All Chromebooks purchased are to have at least a 4-year lifecycle
 - Striving to maintain and not overextend budget allotment
 - Remaining consistent – no decline, no increase unless budget allotment increases

5.4 Change to Saturday, October 6, 2018 Board Workshop

5.4.1 – Basic and Intermediate Roles and Responsibilities of Board and Superintendent – Facilitated by OSBA

5.4.2 – Superintendent to Bring Forward Draft of Updated Board Goals

Board Chair Scott Cooper reported on the change in the October 6 Board Workshop. Rene Sessler from OSBA will facilitate. The meeting will start at 8 am with a working lunch, and will end at 2 p.m.

6.0 NEW BUSINESS

6.1 Finance Report

Director of Business and Finance Anna Logan reported on the Finance Report. The projected ending fund balance for 2017-18 in the General Fund is about \$981,000 more than budgeted, after assuming that all budgeted transfers will occur. This excess balance will be helpful in offsetting revenue declines due to decreasing enrollment and future expense increases.

6.2 2017-18 Transfer Recommendation

As a continuation of topic 6.1, Anna explained that transfers are made with a journal entry, and recommendations for the final transfers are included in the packet. The Board is not required to approve the amount to transfer to each fund, but had requested to have the final decision on how much was transferred.

Doug Smith moved and Patti Norris seconded the Board take action on the recommendation as presented. The motion passed with a vote of 5-0 in favor as follows: Yea – Patti Norris, Walt Wagner, Scott Cooper, Gwen Carr, and Doug Smith.

7.0 BOARD POLICIES AND AR'S

- 7.1 GBC – Staff Ethics (second reading)
- 7.2 GBC-AR – Staff Ethics (second reading)
- 7.3 GCBG – Paid Leave (second reading)

POSSIBLE ACTION

The Board reviewed the changes made to the policies and AR since their first reading last month.

OFFICIAL

Doug Smith moved and Patti Norris seconded the Board approve Policy GBC – Staff Ethics; Policy AR GBC-AR – Staff Ethics, and Policy GCBG – Paid Leave, as presented. The motion passed with a vote of 5-0 in favor as follows: Yea – Patti Norris, Walt Wagner, Scott Cooper, Gwen Carr, and Doug Smith.

7.4 IBDJA – Relations with Home-Schooled Students (first reading)

The Board reviewed the minor updates to this policy that has not been updated since 2000.

Patti Norris moved and Doug Smith seconded the Board approve Policy IBDJA – Relations with Home-Schooled Students as presented. The motion passed with a vote of 5-0 in favor as follows: Yea – Patti Norris, Walt Wagner, Scott Cooper, Gwen Carr, and Doug Smith.

8.0 **FUTURE MEETINGS / IMPORTANT DATES**

The Board reviewed the upcoming meetings and important dates. Jan reminded the Board of the October 4 OSBA Fall Regional Meeting at the HDESD. She also asked the Board to complete the required information regarding the OSBA annual convention November 8-11 and return to her.

9.0 **ADJOURNMENT**

The meeting was adjourned at 9:11 p.m.

Scott Cooper

Scott Cooper, School Board Chair

Jan Martin

Jan Martin, Board Secretary

Date Minutes Approved: October 8, 2019