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**CROOK COUNTY SCHOOL BOARD
CCSD ADMINISTRATION OFFICE – 471 NE OCHOCO PLAZA DR.**

**Monday, August 12, 2019
School Board Minutes**

BOARD MEMBERS PRESENT: Patti Norris, Gwen Carr, Doug Smith, Walt Wagner

BOARD MEMBER ABSENT: Scott Cooper

ADMINISTRATORS PRESENT: Sara Johnson, Anna Logan, Stacy Smith, Joel Hoff, Mona Boyd, Sean Corrigan, Michelle Jonas, Jake Huffman, Kurt Sloper, Jim Bates, Kimberly Bonner, Leland Bliss, Denny Bauldree, Michelle Williams

1.0 CALL TO ORDER

- 1.1 Flag Salute
- 1.2 Roll Call to Establish a Quorum
- 1.3 Recognition of Visitors

Board Vice-Chair Patti Norris called the meeting to order, led the audience in the flag salute, established a quorum, and recognized visitors.

1.4 Agenda Additions, Deletions, or Revisions & Agenda Approval

The following topic was pulled from the Consent Agenda and becomes

- 6.7 Administrator/Director/Manager/Confidential Salary Proposal

1.5 Summer School Students & Staff Recognition

Several teachers and students came forward who took part in the summer school programs. The students all got Dairy Queen Blizzard coupons, donated by Dairy Queen.

- Kiwanis Summer School – Natalie Godat, Maarissa Stafford, Kaylee Sutton, teachers; Hazey Hammack and Laine Winebarger, students.
- ESY Summer School – Jihan Nelson and Ciera Hensley – teachers; Audie Edwards – student.
- Jump Start – Kim Crofcheck, teacher.
- High School Math Summer School – Teachers Jonny Oelkers and Kersey Booster were not able to attend. Joel Hoff, Coordinator, talked about the program.
- Math / Garden Summer School – Joel Hoff talked about the program for 8th graders moving to 9th grade. Teachers Matt Fischer and Kersey Booster were not able to attend. Student Ashton Martinez was present.

1.6 Dan McNary, CCHS Agriculture Teacher Recognition (Nominated for Oregon Ag Teacher of the Year)

Dan McNary was honored for his great work with the Agriculture classes and FFA. Some of his accomplishments have been: 5th Year Central Oregon District Advisor for the Oregon FFA Board of Advisors; Just completed serving as President of the Oregon Agriculture Association; and was recently nominated for Oregon Ag Teacher of the Year.

1.7 Ryan Cochran, CCHS Football Coach – Recognition (Coached East-West Shriner's Game August 3)

Ryan Cochran, CCHS Student Services Coordinator and Head Football Coach, was chosen as 4A Football Coach for the 2019 East-West Shriner's Game that took place August 3. This was his second return to the East-West Shriner's Game. Ryan played in the game as a graduated high school senior.

2.0 PUBLIC COMMENTS

None.

3.0 OTHER AGENCY / DEPARTMENT REPORTS

- 3.1 HDESD Board Highlights

4.0 APPROVAL OF CONSENT AGENDA – 7:10 pm

- 4.1 July 8, 2019 Regular School Board Meeting Minutes
- 4.2 July 22, 2019 Special Board Meeting Minutes

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- 4.3 Donations
- 4.4 Resignations – Classified Staff
 - 4.4.1 Katie Catterson, CCHS Cafeteria Attendant
- 4.5 Retirements –Classified Staff
 - 4.5.1 Terry Coonse, CCHS Custodian (*last day October 31, 2019*)
- 4.6 Retirement – Confidential Staff
 - 4.6.1 Trish Robideau, DO Staff Accountant (*last day December 31, 2019*)
- 4.7 Hiring - Classified Staff
 - 4.7.1 Kami Ontoko, Paulina Custodian
 - 4.7.2 Lyndsie Ramos, CCMS Lead Nutrition Services (*transfer from BBE attendant*)
 - 4.7.3 Lisa Johnson, BBE Secretary
- 4.8 Hiring – Confidential Staff
 - 4.8.1 Tera Rozewski, DO Receptionist/Nutrition Services (*transfer from BBE secretary*)
- 4.9 Hiring – Licensed Staff
 - 4.9.1 Kim Schmidt, CRE Life Skill Teacher
 - 4.9.2 Rex Allison, District School Psychologist
 - 4.9.3 Melissa Waltjen, CCMS ESOL Teacher
 - 4.9.4 Greg Schmidt, CCMS Life Skills Teacher

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

5.0 SUPERINTENDENT UPDATE

Superintendent Johnson reported on the purpose of the topic “Superintendent Update” on the Board Agenda. In case anything has happened that needs to be reported to the Board between the agenda setting and the Board meeting, this is where it would be reported. She then highlighted the Administrator/Manager meeting the prior week where they focused on the same five top priorities initiated last year. Tomorrow a group of elementary teachers will be working on our instruction standards to get them more aligned.

6.0 FINANCE

6.1 Finance Report

Anna Logan updated the Board on the finances for the prior year. She will have a current year report in October. The superintendent and Anna will be researching what the Student Success Act means for our district.

6.2 School Bus Purchases

Because we are purchasing two buses, which amount to over \$150,000, the Board needs to approve the purchase. This is a straight-forward purchase this year. It coincides with our long-term fleet plan. Doug Smith was concerned that the district would not meet the new bus requirements by the time they become effective because we are only purchasing two buses. The Board originally approved the District purchasing three buses a year to meet the deadline. Anna and Michelle Williams assured the Board that we are on track to meet the deadline. However, they will review again and report back to the Board.

6.3 Budget Committee Appointment

The district currently has two Budget Committee openings. Mark James filled Position 9, which expired June 30. He has reapplied for the Budget Committee, Position 9. Position 7 remains open.

Doug Smith moved and Walt Wagner seconded the Board appoint Mark James to Position 9 on the CCSD Budget Committee. The vote was unanimous in favor 4-0 as follows: Yea – Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

6.4 Real Property Purchase

The Board met in Executive Session prior to the Regular Board Meeting this evening to discuss a possible property purchase, in which the board came to an agreement. If the Board approves the purchase, the closing would be August 23 (*changed later to August 20*).

Doug Smith moved and Walt Wagner seconded the School Board purchase the property at 1330 SE Lynn Blvd, 1.36 acres, adjacent to Crook County High School, for the price of \$300,000, which has been accepted by the buyer. The funds are to come from Capital Reserve. The vote was unanimous in favor 4-0 as follows: Yea – Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

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6.5 DFAA – Short Form Investments – Bond Proceeds Only - *Deletion Recommended*

The rules have changed regarding the need for this policy. It now states the policy is to specifically name the current bond issue proceeds. We no longer have a bond. Therefore, the policy is no longer needed.

Doug Smith moved and Gwen Carr seconded the Board delete Policy DFAA – Short Form Investments – Bond Proceeds Only. The vote was unanimous in favor 4-0 as follows: Yea – Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

6.6 Updated Policy DLC-AR – Business Travel & Expense Reimbursement – *Revision*

Two changes were made to this policy. The tip allowance was raised from 15% to 20%; and the dessert exclusion was eliminated.

Doug Smith moved and Gwen Carr seconded the Board adopt Policy DLC-AR – Business Travel & Expense Reimbursement as presented. The vote was unanimous in favor 4-0 as follows: Yea – Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

6.7 Administrator / Director / Manager / Supervisor / Confidential Salary Proposal

Anna Logan reported that normally she would present salary changes in May. However, it is our practice to wait until negotiations have settled with labor associations on bargaining years, which took place this year. The salary increases shown for each unit have been developed in line with settlements made with the two bargaining units. She is looking for Board approval this evening.

Doug Smith moved and Gwen Carr seconded the Board approve the revised salary schedules for the Administrator / Director / Manager / Supervisor / Confidential groups. The vote was unanimous in favor 4-0 as follows: Yea – Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

7.0 BOARD POLICIES AND AR's

7.1 Review of Recommended Deleted Policies and Changed Policies, including an OSBA Summary and Board Member Comments

The Board has previously reviewed the policy changes and deletions for Policy groups – A-B, C, D, E, F. There were no comments. Next month they will review policies G, I, J, K-L. The hope is they will be able to adopt all the policies by the October 14 Board Meeting. This will complete the OSBA Policy Re-Write process. OSBA will provide the finished product.

8.0 FUTURE MEETINGS / IMPORTANT DATES

8.1 Updated Board Meeting Schedule for 2019-20

The Board reviewed Draft #4, which moves all Board Meetings to the District Office Conference Room, except for Paulina and Brothers. We would visit these two schools in September and October, with a start time of 4pm. The in-town schools would each have a Board meeting night assigned to them to make a presentation to the Board. The date for the November Board Meeting was not decided. The second Monday is the Veteran's Day Holiday. The Board will decide in September the date for the November meeting and will finalize the meeting schedule. It was decided to go forward with the September meeting in Paulina.

8.2 August 22 – New Staff Orientation – CCHS Commons (7:30 am) *Board Invited*

8.3 August 26 – All Staff Inservice – CCHS Auditorium (7:30 am) *Board Invited*

The Board has been invited for the beginning introductions for these two gatherings at CCHS.

8.4 October 7 – Board Work Session – Goal Setting (1:30 pm – 5:30 pm)

This is a reminder to the School Board to be sure and get this date and time on their calendars for the Board Work Session regarding Goal Setting.

9.0 ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

Patti Norris

Patti Norris, Board Vice-Chair

Jan Martin

Jan Martin, Board Secretary

September 9, 2019

Date Minutes Approved