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Crook County School District

Where Students Dream, Learn, & Succeed

CROOK COUNTY SCHOOL BOARD
Monday, July 8, 2019
Regular School Board Meeting Minutes

Board Members Present: Scott Cooper, Patti Norris, Doug Smith, Walt Wagner, Gwen Carr
Administrators Present: Sara Johnson, Anna Logan, Sean Corrigan, Leland Bliss, Michelle Jonas, Jake Huffman, Michael Allen

1.0 **CALL TO ORDER**

1.1 Flag Salute and Roll Call to Establish Quorum

Acting Board Chair Scott Cooper called the meeting to order, led the audience in the flag salute, and established a quorum.

1.2 Certification of Election Results

1.2.1 Doug Smith

1.2.2 Patti Norris

1.2.3 Walt Wagner

The Board reviewed the election results.

Gwen Carr moved and Scott Cooper seconded the Board certify the election results for Crook County and for Deschutes County as presented by the Crook and Deschutes County Clerks. The vote was unanimous in favor 5-0 as follows: Yea – Doug Smith, Patti Norris, Walt Wagner, Scott Cooper, and Gwen Carr.

1.3 Swearing In of Re-Elected Board Members

- Doug Smith, Zone 1
- Patti Norris, Zone 3
- Walt Wagner, Zone 4

Superintendent Sara Johnson led the swearing in of the returning School Board members, who were re-elected to their positions in May. DO Receptionist, Kayley Woosley, notarized their swearing in.

Board Chair Scott Cooper moved 1.8 and 1.9 to follow 1.3.

1.8 Recognition of Jim Roths, Club Pioneer (who hosts Senior Breakfast every year)

Scott Cooper called Jim Roths forward and presented him, along with his wife Donna, with a Certificate of Appreciation as follows:

JIM ROTHS: FOR YOUR DEDICATION AND COMMUNITY ORIENTED SPIRIT TO CROOK COUNTY, PRINEVILLE, AND ESPECIALLY TO CROOK COUNTY SCHOOL DISTRICT AND CROOK COUNTY HIGH SCHOOL. THE SCHOOL DISTRICT APPRECIATES YOUR YEAR-AFTER-YEAR HOSTING OF THE CCHS SENIOR BREAKFAST. THANK YOU!

Scott added that staff and the community appreciate the annual senior breakfast, which Jim has sponsored the last five or six years. He received a round of applause from the audience.

Jim thanked the School Board and superintendent for the recognition. He added that many times he is meeting future employees who are attending as seniors. He also appreciates the School Board members and staff being a part of the serving on that special day.

1.9 Recognition in Memoriam of former CCSD Budget Committee Member Diana Ewing (6-1/2 years' service)

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Scott Cooper recognized in memoriam one of the district's former Budget Committee members, Diana Ewing, who recently passed away. Diana served on the Budget Committee for six years and was a very diligent budget committee member. She has asked that contributions on her behalf be donated to the high school athletic program.

1.4 Election of Board Chair

Acting Board Chair Scott Cooper opened the floor for nominations for Board Chair.

Patti Norris nominated and Doug Smith seconded the nomination of Scott Cooper as Board Chair. The result of the vote: 5-0 in favor. Scott Cooper was re-elected as Board Chair.

1.5 Election of Board Vice-Chair

Scott Cooper opened the floor for nominations for Board Vice-Chair.

Scott Cooper nominated and Gwen Carr seconded the nomination of Patti Norris as Board Vice-Chair. The result of the vote: 5-0 in favor. Patti Norris was re-elected as Board Vice-Chair.

1.6 Recognition of Visitors

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

1.7 Agenda Additions, Deletions or Revisions & Agenda Approval

Add: 5.6.6 *Jake Shinkle, CCMS Social Studies, Lang. Arts Teacher*

5.6.7 *Jessamyn Lair, .5 Brothers Elementary Teacher*

Remove: 10.1 *Policy Re-Write Summary (deleted policies, new policies, policies with major changes). They will be presented next month.*

Doug Smith moved and Patti Norris 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.

2.0 PUBLIC COMMENTS

None.

3.0 BOARD ANNUAL ORGANIZATION ACTIONS

3.1 Resolution #01-2019-20 – Designations & Authorizations

3.2 Resolution #02-2019-20 – Annual Review Authorizing Short Term Inter-Fund Loans

Doug Smith moved and Walt Wagner seconded the Board adopt Resolution #01-2019-20 – Designations & Authorizations, and Resolution #02-2019-20 – Annual Review Authorizing Short Term Inter-Fund Loans. The vote was unanimous in favor 5-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

3.3 2019-20 School Board Meeting Schedule-Options 1, 2, or 3

Three options were presented to the Board as follows:

Option #1: Similar to last year's schedule, except moving Paulina from April to September.

Option #2: Do not travel to Brothers or Paulina, just in-town schools. The schools would make a school presentation at the District Office in September and March.

Option #3: All meetings at the District Office, with each school making a presentation on designated months.

After much discussion, the Board came up with a 4th option. All meetings would be held at the District Office . . . except Brothers and Paulina. The Board would travel to these two schools, and would push up the start of the meetings to 4 pm. Sara will follow-up regarding a 4 pm start time to see if that works for the two rural schools.

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The School Board Meeting Schedule will come back to the Board in August based on Option 4. The Board will also determine which day to hold the Board Meeting in November, since the second Monday in November is a Veteran's Day holiday.

3.4 2019-20 School Board Roster

Doug Smith moved and Patti Norris seconded the Board approve the 2019-20 School Board Roster as presented. The vote was unanimous in favor 5-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

5.0 **APPROVAL OF CONSENT AGENDA**

- 5.1 June 10, 2019 Budget Hearing and Regular School Board Minutes
- 5.2 June 17, 2019 Special School Board Minutes
- 5.3 Enrollment
- 5.4 Hiring – Classified Staff
 - 5.4.1 Patty Martin, BBE Building Engineer (*formerly CCHS Lead Custodian*)
 - 5.4.2 Jamie Anderson, Rimrock Alternative School IA/Secretary
 - 5.4.3 Charlotte Dye, CCHS IA II
 - 5.4.4 Jordan Rachor, CRE IA II
 - 5.4.5 Lisa Simono, CRE IA II
- 5.5 Resignations – Classified Staff / Confidential Staff
 - 5.5.1 Emanuel Pire, BBE Night Lead Custodian
 - 5.5.2 Lisa Robison, CCHS Special Ed IA II
 - 5.5.3 Kayley Woosley, CCSD Administration Office Receptionist, HR & Nutrition Services
- 5.6 Hiring – Licensed Staff
 - 5.6.1 Kara Adkisson, CCHS ESOL Teacher (*formerly temporary ESL teacher*)
 - 5.6.2 Reuben Steinglass, Rimrock Alternative School Teacher
 - 5.6.3 Lori Meadows, One-Year Temporary Paulina Elementary Teacher (*recently retired*)
 - 5.6.4 Kathryn Joyce, CCHS CTE – Health Occupations
 - 5.6.5 Joel Fisher, CCMS Special Ed Life Skills Teacher
 - 5.6.6 Jake Shinkle, CCMS Social Studies, Lang. Arts Teacher
 - 5.6.7 Jessamyn Lair, .5 Brothers Elementary Teacher
- 5.7 Resignations – Licensed Staff
 - 5.7.1 Dawna Spencer, CCMS ESOL
 - 5.7.2 Cheryl Sumerlin, BBE 4th Grade Teacher
- 5.8 Restraint & Seclusion Annual Review – 2018-19
- 5.9 School Health Services for CCSD Annual Report 2018-19

Patti Norris moved and Gwen Carr seconded the Board approve the Consent 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.

6.0 **SUPERINTENDENT UPDATE**

6.1 New Classes Planned for CCHS

CCHS Principal Michelle Jonas and Superintendent Johnson spoke about the following new classes that will be offered this upcoming school year.

- The Novel
- Intro to Screen Writing
- Game Design
- Sports Writing
- Honors Chemistry
- Video Production – CTE
- Law Enforcement - CTE
- Human Development - CTE
- Psychology / Sociology - CTE
- EMBRACE – YPAR Youth Participatory Action Research - CTE

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The following classes were added in 2018-19: Yoga, Robotics, Electric Guitar, Geometry in Construction, and Honors Biology.

The Board discussed the new classes. Michelle indicated many of the classes chosen were based on feedback from students.

One of the classes listed, Human Development, would be taught by Superintendent Johnson, along with assistance from Michelle Jonas. However, the Board needs to officially approve Superintendent Johnson teaching the class, which she is certified to teach. Board members were in favor of her teaching the class, but are concerned about her time availability.

Board members would like to receive the following information from Sara and Michelle at the August Board Meeting:

- Take a deeper look at the courses and what would be taught in each class and the purpose of the class
- Articulation and how these classes relate to COCC
- Are the classes designed so that students could enter the work field directly from high school?

The Board came to consensus to allow Superintendent Johnson to teach the Human Development class.

6.2 2019-20 Organizational Chart

The Board reviewed the Organizational Chart.

Patti Norris moved and Gwen Carr seconded the Board approve the 2019-20 Organizational Chart. The vote was unanimous in favor 5-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

7.0 FINANCE

7.1 Finance Report

Anna Logan reported that all June payrolls have been run but minor adjustments might still occur, such as grants, accruals, etc. Line 17 Transfers – shows over budget:

- The number here is adjusted to make line 24 exactly \$2 million.
- Transfers can be over budget if transferred to a 1xx fund.
- Additional changes to financial report will occur with year-end entries between now and October.
- Auditors will be on site Oct 10th – look for standard communication from them.

7.2 Annual re-adoption of Policy DFAA Short Form Investments-Bond Proceeds Only

Anna indicated she would like to table this topic until next month. In Section 12, it refers to an attachment that she does not have. This policy has been reviewed and approved by OSTF and has been in place since 2013. There may have been an attachment previously. She has asked for assistance but has not yet received a response.

7.3 403(b) Plan Adoption

The Board previously adopted this plan. The IRS is requiring a plan adoption by 3/31/2020. For most employers, including CCSD, this just requires a simple re-statement of the current plan options in the new pre-approved document format. This restatement does not change the offerings to employees.

Patti Norris moved and Gwen Carr seconded the Board adopt 403(b) Plan as presented. The vote was unanimous in favor 5-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, Walt Wagner, and Gwen Carr.

8.0 OLD BUSINESS

None.

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9.0 NEW BUSINESS

9.1 Healthy & Safe Schools Plan Adoption

Facilities Director Leland Bliss came forward. He indicated the Board originally adopted this plan in 2016. ODE and the Oregon Health Authority have since made changes and is requiring districts to re-adopt the plan. The change is in Item 3 – level of lead in drinking water. We are required to put our tests on six-year schedules. The next test is in 2021.

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

9.2 Budget Committee Openings

The District has two three-year Budget Committee Openings – Position #6 and Position #9. The district will advertise the openings.

10.0 BOARD POLICIES AND AR'S

10.1 Policy Re-Write Summary (*This topic was removed from the agenda until next month.*)

11.0 FUTURE MEETINGS

A schedule for the 2019-20 school year will be provided in August.

12.0 ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Scott Cooper

Scott Cooper, School Board Chair

Jan Martin

Jan Martin, Board Secretary

Date Minutes Approved: August 12, 2019