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**CROOK COUNTY SCHOOL BOARD
OCTOBER 14, 2019
School Board Minutes**

BOARD MEMBERS PRESENT: Scott Cooper, Patti Norris, Doug Smith, Gwen Carr
BOARD MEMBER ABSENT: Walt Wagner
ADMINISTRATORS PRESENT: Sara Johnson, Anna Logan, Mona Boyd, Jim Bates, Leland Bliss, Denny Baldree, Kurt Sloper, Joel Hoff, Jason Ritter, Sean Corrigan

1.0 CALL TO ORDER

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

Board Chair Scott Cooper 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

- Remove: 4.2 ~~October 7, 2019 School Board Work Session Minutes~~
- Add: 4.4 Hiring – Classified Staff & Confidential
 - 4.4.4 Kari Hamlin – TLC Behavior Program IA II
 - 4.4.5 Kyra Smith – District Office Staff Accountant
- Add: 4.8 Retirements – Licensed and Classified
 - 4.8.1 Les Parker – CCMS Teacher (*retirement date 6/11/20*)
 - 4.8.2 Dianne Prink – BBE IA II (*retirement date 12/20/19*)
- Add: 6.4 Re-Adoption of CCSD Vision and Mission
- Add: 6.5 OSBA 2019 Election

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

1.5 Recognition and Presentation by Brothers Staff and Students

Principal Jim Bates welcomed everyone. He started by introducing and sharing information about the staff: Head Teacher Gretchen Stack; Part-time Teacher Jesssamy Watt-Liar; Secretary/IA/Nutrition Services Cindy Jones; Grounds/Custodial/Bus Driver/ Nutrition Services Louie Chandler.

Gretchen Stack came forward and stated that after being inspired by a poetry contest on OPB, the Brothers students each wrote an individual poem which reflects their lives out on ranches in Brothers and Hampton. The poems definitely have strong leanings toward local topics like family life, chickens, goats and other animals, being outside, combining in the field, arrowhead and horn hunting, trapping coyotes and riding dirt bikes. Each student, from kindergarten through seventh grade, read his/her own to the audience. These plucky Bobcats were a great hit with their audience of adults! Students who came forward to share their poems were: Kindergarten - Paycie Smith; 1st Grade – Addie Roth; 2nd Grade – Syris Smith and Mara West, 3rd Grade – Alex Roth; 4th Grade- Peyton Smith, and 7th Grade – Lilley Smith.

2.0 PUBLIC COMMENTS

No comments.

3.0 OTHER AGENCY / DEPARTMENT REPORTS

3.1 Introduction of Dr. Laurie Chesley, COCC President

Board Chair Scott Cooper introduced the new President of COCC, Dr. Laurie Chesley. Dr. Chesley came forward and talked about what brought her to Central Oregon. . . strong support of COCC by the community, beauty of area, all the great elements the community and region has to offer. She was looking for a change, but choosy about where she would go. She has been here four months, coming from Grand Rapids, Michigan. People have shared with her there are opportunities for COCC to do better. There are several areas we can improve on. One is the service we provide

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to our rural areas. She sees an opportunity to partner with all our local districts. Both Doug Smith and Scott Cooper thanked Dr. Chesley for taking the time to visit Brothers School and the CCSD Board Meeting.

3.2 Academic Achievement Data

Director of School Improvement Joel Hoff presented Report Card data. The following quote was from the local *Central Oregonian*. "Crook County schools tested among the highest in Central Oregon for language arts and math according to recently released data by Oregon Department of Education." District and individual school data, that could be released, was provided to the Board. Next steps: Full data information will be released by ODE on October 17; Regular Attenders Rate; 9th Grade on Track; Suspensions/Expulsions. Continued work: ELA & Math Alignment; Math Improvement Work; Attendance Work; Teachers working together to improve teaching; Student Success Act.

Board members expressed they would like to see data information on Kindergarten Readiness for both in-town elementary schools. There was discussion regarding the data provided by ODE and its accuracy.

3.3 HDESD Board Highlights

The Board reviewed the HDESD Board Highlights.

4.0 APPROVAL OF CONSENT AGENDA

- 4.1 September 9, 2019 Regular School Board Meeting Minutes
- ~~4.2 October 7, 2019 School Board Workshop Meeting Minutes~~
- 4.3 Donations
- 4.4 Hiring – Classified Staff & Confidential Staff
 - 4.4.1 Julie DeRoest – CCHS IA II
 - 4.4.2 Jennifer Waetjen – CRE Temp. IA II
 - 4.4.3 Kretha Stefanek – BBE Temp. IA II
 - 4.4.4 Kari Hamlin – TLC Behavior Program IA II
 - 4.4.5 Kyra Smith – District Office Staff Accountant
- 4.5 Resignations – Classified Staff
 - 4.5.1 Kathryn Heath – Pioneer South IA II
 - 4.5.2 Michael Miller – School Bus Driver
 - 4.5.3 Vanessa Harper – CCHS IA II
 - 4.5.4 Samantha Herinckx – Pioneer South Cafeteria Attendant
- 4.6 Leave of Absence – Classified Staff
 - 4.6.1 Amber Smuin, CRE IA II
- 4.7 Hiring – Licensed Staff
 - 4.7.1 Kaitlin Sparks – Temp. Spec. Ed Teacher at CRE
 - 4.7.2 Madeline Bernard – Temp. Kindergarten Teacher at CRE
 - 4.7.3 Casey Hagan – Temp. Social Studies Teacher at CCMS
 - 4.7.4 Jessica Andres – Temp. 1st Grade Teacher at BBE
- 4.8 Retirements – Licensed and Classified
 - 4.8.1 Les Parker – CCMS Teacher (*retirement date 6/11/20*)
 - 4.8.2 Dianne Prink – BBE IA II (*retirement date 12/20/19*)

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

5.0 SUPERINTENDENT UPDATE

Superintendent Johnson reported on the \$200,000 grant received from Facebook for CTE programs. Purchase orders are ready to go forward to order the materials to be paid by this grant funding.

5.1 Education Foundation Report

There is a gap between the existing Crook County Foundation and the newly formed CCSD Education Foundation and what they can offer. They had their first Education Foundation meeting on October 3. The Board of Directors include: Wayne Looney, Elaina Huffman, Vikki Breese-Iverson, Kimberly Bonner, Sara Johnson, Eric Klann, Anna Logan, and Holly Scholz. Our next step is to work through the step-by-step process in order to file for 501(c)3.

5.2 Response to Enrollment Increase

5.2.1 Enrollment Report and Projections

Superintendent Johnson stated we have hired new teachers and staff to handle the increase in the number of students. There is a new teacher at CRE and BBE; added one IA for the Kindergarten level; 7th grade Social Studies teacher, Sp. Ed teacher, and three temporary Special Ed staff; and moved a program to CRE from BBE.

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Anna reported on the enrollment history and projections as outlined on the chart provided in the board packet.

On another topic, Gwen Carr commented on a program that she heard about this past weekend in Washington. It is called Running Start. Running Start is intended to provide students a program option consisting of attendance at certain institutions of higher education while at the same time earning high school and college/university credit.

Audience member Talya Taitano, grandmother of a Brothers student, stated that she would highly recommend this program. Her students went through the program when they lived in Washington and it was very successful.

6.0 SCHOOL BOARD UPDATE

6.1 October 7 Board Work Session Report

Scott Cooper reported on the topics discussed at the work session. He indicated there was a great conversation regarding the Student Success Act. Joel updated the Board on results of the Board Goals. Some changes will be made to the Board Goals. The Board's Vision, Mission and Values statements were reviewed. The Board will readopt these documents at the October 14 Board Meeting. The Board reviewed the monthly calendar agenda topics. Superintendent Johnson's evaluation will take place on December 9, prior to the regular Board Meeting.

6.2 AP Committee Update

Joel Hoff reported on the purpose of forming the AP Committee. Their first meeting will be Thursday, October 24. They will be comparing CCSD data with state and national data. They will look for refinements, additional supports and strategies, issues relating to student choice of dual credit vs. AP testing, while also looking for "outside the box" strategies. Patti and Scott will represent the Board on this committee.

6.3 Facilities Committee Update

Doug Smith reported on the latest Facilities Committee meeting, which met on October 10. They continue to meet on a weekly basis. They have determined that there are three areas that should be addressed now.

- Recent growth in the elementary schools has eliminated any space to grow. We will need to make additional space available for the 2020-21 school year.
- The population of CCMS is nearing the level of full capacity, which would be 700 students. Current student population is 674 for grades 6-7-8.
- With the recent growth in the district (5%), this has put us in a position where we are reaching capacity and need to review all CCSD facilities to determine what our needs are and will be in the near future if we were to seek a construction bond.

Doug then reviewed the committee's work at the elementary level. We are now at maximum class size K-5. We currently have 24 students in our Kindergarten classrooms, which is not acceptable. Pioneer North has 10 full size classrooms and one smaller classroom. We also have access to four modular classrooms on the Pioneer property that will require minor work to be reactivated. Currently this complex houses the district Prep Food Services Kitchen. There is a cafeteria in the Pioneer South Building. There is also a gymnasium on site. They would like to get started now on what needs to be done to Pioneer North and South as we look at putting additional programs in those buildings.

Scott would like a formal communication go out to staff stating what the District is looking at. Perhaps we could also provide a Q & A time to answer questions.

6.3.1 – Pioneer North Maintenance and Repair Expenditures

Doug stated work needs to start immediately to prepare Pioneer North for occupancy for the 2020-21 school year. They are estimating the cost to prepare this complex will be close to \$1 million. The Facilities Committee would like to hire an architect / engineer to complete a more accurate estimate. The committee is also suggesting the Board allocate funding from the Capitol Reserve now to begin the work at Pioneer North. We would start with the following areas: Engineer / Architect to assist in design and abatement work; asbestos survey; test the water for contaminants; begin asbestos abatement ASAP; work on ADA requirements; begin work on modular classrooms.

Patti Norris moved and Gwen Carr seconded the Board approve an expenditure up to \$500,000 from Capital Reserve to begin the renovation of Pioneer North. The vote was unanimous in favor 4-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.

Scott encouraged the committee to appoint someone from COCC to serve on the Facilities Committee. Doug agreed and stated they are getting ready to add community members to the committee.

6.4 Re-adoption of CCSD Vision and Mission

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Scott stated that for the Student Success Act, the Board needs to document they have had discussion regarding their Vision and Mission, which has taken place. This evening, he would like the Board to re-affirm the Vision and Mission statements.

Doug Smith moved and Gwen Carr seconded the Board readopt the CCSD Vision & Mission Statement. The vote was unanimous in favor 4-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.

Patti stated she would like further discussion on this topic at a later date.

6.5 OSBA 2019 Election

The Board reviewed the Election ballot. This is not a year for Region 3 to vote for their representative, which currently is being filled by Patti. The LPC Position 3 is open with one candidate – Courtney Snead, Jefferson Co 509J.

Doug Smith moved and Gwen Carr seconded the Board vote in favor of Courtney Snead to LPC Position #3. The vote was unanimous in favor 4-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.

7.0 FINANCE

7.1 Meadows Scholarship Trust

Anna Logan reported on the Trust. Byron Wayne Meadows, a 1955 graduate of Crook County High School, created a trust that named CCSD as the beneficiary. Mr. Meadows informed CCSD in 1994 of the trust's existence, and met in person with CCSD representatives in 2007. The trust consisted of a property in California that was to be sold after the death of two individuals. The proceeds from the sale are to be donated to CCSD for the purpose of a scholarship fund. The property has been sold and the proceeds are being held in the care of the trustee.

Local resident Jerry Culpepper is the Trustee and has consulted with Jim Van Voorhees, an attorney in Prineville. Mr. Culpepper has been in contact with CCSD. The District is prepared to accept and administer the funds. We have consulted our own legal counsel who specializes in trusts and is licensed in CA.

Our first step is to set up a Scholarship Fund through the adoption of a Board resolution. This will give assurance to the trustee that the funds will be used in accordance with the donor's wishes. We have considered the possibility of forwarding the funds to the Crook County Foundation to administer, and we still could do that in the future. However, managing the funds in-house is feasible. The longer we take to get everything set up, the more legal costs may be incurred against the proceeds. Anna would like to bring a resolution to the Board in November for Board adoption.

Anna is requesting a sub-committee of the Board to review all of the details and create documentation describing how the funds will be managed. Scott and Patti have volunteered to serve on the committee.

7.2 Finance Report

Anna reported on the District's finances.

Line 4 - SSF Revenue is projected at 5% over budget but this may be overstated. Next month she will explain why an increase in students may not cause an increase in revenue.

Line 11 - Salaries and Wages is projected almost \$500K over budget. Labor negotiations resulted in higher increases than anticipated. Plus, with our increased enrollment, additional staff have been hired.

Line 12 - Payroll Taxes and Benefits. It is currently projected under budget; caused by staff turnover (PERS) and health insurance costs were budgeted as though the opt-out stipend would be eliminated, which did not happen.

7.3 Budget Committee Appointment

Glenifer Fields, retired CCSD teacher, has submitted an application to be on the Budget Committee. Position #6 is currently vacant. Anna Logan is recommending to the Board to appoint Glenifer Fields to Position #6.

Patti Norris moved and Doug Smith seconded the Board appoint Glenifer Fields to the CCSD Budget Committee. The vote was unanimous in favor 4-0 as follows: Yea – Scott Cooper, Patti Norris, Doug Smith, and Gwen Carr.

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8.0 BOARD POLICIES AND AR's

- 8.1 Board Policy Re-Write
 - 8.1.1 Policies with Questions for Final Review
 - 8.1.2 Policies Pending Based on Additional Information Required
 - 8.1.3 Policies Ready to Adopt

The Board reviewed the following policies and AR's:

- AB – The People and their School Board;**
- AD – Educational Philosophy;**
- BA – School Board Goals.**

After discussion, the Board agreed to address these policies again in November.

CBA – Qualification and Duties of the Superintendent

This policy has been recommended for deletion. The committee felt it should be a job description rather than a policy. The HR Dept. will develop a job description based on this policy, with updated data, and will bring to the Board in November for adoption. Once that is done, the Board can then delete this policy.

CCC – Hiring and Assigning Licensed Administrators

This policy was put on hold for further discussion in November.

CM – Compliance and Reporting on Standards

This policy to be approved in November.

CPA and CPA-AR – Layoff/Recall – Administrative Personnel

There are still some changes to be made to this policy and AR. The HR Dept. will bring this policy and AR forward for Board review in November.

DA – Fiscal Management Goals and Policies

OSBA has recommended deletion of this policy. There was concern by some Board members about removing the Board goal of a 2% contingency and 6% ending fund balance. OSBA has recommended the adoption of policy DBDB – Fund Balance. Anna will bring forward to the Board in November a revised version of the OSBA sample policy for Board approval.

DFA – Free Admission to Athletic Events

An updated version of this policy will be brought forward in November.

DN – Disposal of District Property

The Board reviewed the one sentence that was added to this policy.

FFA – Memorials

OSBA recommended deletion of this policy. The Board would like to keep a version of this policy. Two sample versions were brought forward from OSBA. Leland, Doug and Holly were appointed to work on this policy and bring a final version to the Board in November.

GBDA - Mother Friendly Workplace

GBE-AR – Staff Health and Safety Program

GBED – Pre-Employment Physicals / Drug Testing

GBED-AR – Pre-Employment, Post-Offer Physical / Drug Testing

GBM, GBM-AR (1) and GBM-AR (2) – Staff Complaints

GCBG – Paid Leave

GCQAB – Tutoring for Pay

The Board agreed to all updates on these policies and ARs.

IFCA & IFCA-AR – 21st CENTURY SHOOOLS COUNCIL

This policy and AR will be deleted.

IGAEB – Tobacco, Drug And Alcohol Prevention, Health Education

IGDF – Student Fund-Raising Activities

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Board will review changes in November.

IIC/IICA & IIC/IICA-AR – Field Trips
IKE – Promotion and Retention of Students

The Board will review in November.

JEBA – Early Entrance
JEBA-AR – Appeal Guidelines for Early Entry into Kindergarten and 1st Grade

Board will review in November.

KG – Community Use of District Facilities

Updated and Board adopted on 9/9/19.

KG-AR 1 and 2 – Fee Schedules and Use Request

Deleted KG-AR 1 and 2 on 9/9/19.

KN-AR (1) (2) (3) – Relations with Law Enforcement Agencies

In the process of fine-tuning language. Will be available November 12.

9.0 FUTURE MEETINGS / IMPORTANT DATES

The Board reviewed the upcoming meetings.

10.0 ADJOURNMENT

Comments prior to adjournment:

- Talya Taitano (grandmother to Brothers student) stated the kids rave about the WI-FI provided on the school bus.
- Patti asked for a report on how the increased enrollment has affected the Nutrition Services Dept. and Transportation Dept. Sara will give the Board an update in the Weekly Update this Friday, October 18.

The meeting was adjourned at 6:40 p.m.

Scott Cooper

Scott Cooper, School Board Chair

Jan Martin

Jan Martin, Board Secretary

December 9, 2019

Date Minutes Approved