

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
WORKSHOP AND EXECUTIVE SESSION  
August 4, 2011**

**WORKSHOP SESSION**

**1.0 CALL TO ORDER**

Board Vice Chair Andy Rivinus called the Workshop Session to order at 6:30 p.m. in the Canby School District Central Services office on August 4, 2011. Board members in attendance were Andy Rivinus, Ty Kraft, Diane Downs, Kristin Downs and Andrea Weber. Board member Tom Scott and Board Elect Brendan Murphy were absent from the meeting. Also in attendance were Superintendent John Steach, Linda Martin, David Moore, Tim Oberg, Jennifer Turner, Pat Smith, Scott Harms, Ron Boost and Victoria Stewart.

**2.0 INTRODUCTIONS**

Everyone introduced themselves.

**3.0 CHANGES TO AGENDA**

Item 192.660 (2) (e) was added to the Executive Session agenda.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

There were no public comments, however Superintendent John Steach made an announcement reminding everyone of the Vietnam Era Veterans Memorial Dedication at 10:00 a.m. on Saturday, August 6 at Canby High School.

Superintendent Steach was pleased to announce that the comprehensive annual financial report for the fiscal year ended June 30, 2010 qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a school district and its management. John and the Board of Directors thanked Business Manager David Manager and his staff for a job well done.

Superintendent Steach reported with the passing of a Ninety-one student this week, Principal Skyler Rodolph is working with counselors to support staff and also students on their return to school.

**5.0 BOARD MEMBER OATH OF OFFICE**

Andrea Weber was sworn in as a Canby School District Board Member in Position #6 for the term beginning July 1, 2011 through June 30, 2015. Due to Brendan Murphy's absence he will be sworn in at the August 18 board meeting. As a reelected board member it is not necessary to swear in Diane Downs in Position #5.

## **6.0 ELECTION OF OFFICERS**

**MOTION: Diane Downs moved to nominate Andy Rivinus as Board Chair with Andrea Weber seconding the motion. Motion passed 5-0.**

**MOTION: Andrea Weber moved to nominate Diane Downs as Board Vice Chair; Diane declined and nominated Ty Kraft. Kristin Downs seconded the motion. Motion passed 5-0.**

## **7.0 CONSENT AGENDA**

### **7.1 Minutes**

Minutes of the June 30, 2011 Workshop are provided in Addendum 7.1

### **7.2 Personnel Changes**

Personnel Changes are provided in Addendum 7.2.

**MOTION: Diane Downs moved to approve the minutes of the June 30, 2011 Workshop and the Personnel Changes as provided in Addendum 7.1 and 7.2. Ty Kraft seconded the motion. Motion passed 5-0.**

## **8.0 INFORMATION/DISCUSSION/ACTION ITEMS**

### **8.1 2011-2012 Board-Superintendent Working Agreements**

The Board discussed each of the items in the working agreement with discussion on more participation by the board members in OSBA workshops and sharing information learned from the workshops with other board members by reporting at board meetings or dispersing information to all.

There was discussion of the challenge of sharing information and it was agreed they liked the new Board Agenda Detail developed by Superintendent Steach.

In the area of self-assessment the board has never done a self-assessment of their performance. Diane Downs will pursue information on developing an assessment.

When forming sub-committees direction needs to come from the board and it would be helpful if minutes were given to all board members.

Before approving the Board-Superintendent Working Agreements they will wait until all board members can give input.

### **8.2 Board Work Plan Update**

Following the June 30<sup>th</sup> workshop, the board input was taken and reorganized and grouped according to the district department/function. They were then prioritized according to a combination of Board input and district necessity. A draft calendar was then developed to address the top

priority items. One item Superintendent Steach needs immediate direction for the committee of people working on exploring a Local Option Tax is direction from the board on the date, amount and what the money will be used for. The board agreed to exploring and in all likelihood it would be the election in the spring of 2012. At the August 18 meeting John will have a timeline and presentation of how an option levy works.

### **8.3 PERS Bond Refinance**

Business Manager David Moore reported in 2002 and 2003, the District participated in pooled borrowings with other Oregon school districts and issued pension obligation bonds in the amounts of \$15.8 and \$19.9 million respectively to draw down its portion of the Unfunded Actuarial Liability in the PERS fund and reduce its PERS payroll costs. Conceptually, the bond proceeds were invested on behalf of the District with the intention that the investment earnings exceed the debt interest costs. In turn, the PERS reduced the District's rate for payroll contribution to the PERS fund. Since the issuance of these pension bonds, through 2010-11 the District has realized total PERS cost savings of over \$9 million dollars including both the District's contribution to the PERS fund and the debt service costs.

Last fall, the District and all other participating districts were presented with the opportunity to refinance the callable 2021 maturity of the 2002 issue to save additional dollars. The District began the refinance process authorized by a Board resolution until the bond market went sideways and the process was discontinued until recently when the market recovered enough to offer potential savings once again. The Board gave confirmation to move ahead with the refinancing on June 16. Twenty of the 41 original borrowers participated in the refinancing and final pricing numbers on July 20 reflect those districts will save over \$1.9 million in debt service costs over the next ten years including \$77,233 in Canby. This favorably compares to the minimum level of \$50,000 in savings the District targeted last fall. The refinancing issue will close on August 11.

### **8.4 Resolution Authorizing Application for Federal Grants**

**MOTION: Diane Downs moved to authorize the Superintendent and/or his or her designee to apply for the Federal Programs as listed in Addendum 8.4. Kristin Downs seconded the motion. Motion passed 5-0.**

### **8.5 Approval of Special Education Alternative Programs**

**MOTION: Ty Kraft moved to approve the Alternative Placements for 2011-2012 as amended (Vistory Academy changed to Victory Academy). Diane Downs seconded the motion. Motion passed 5-0.**

### **8.6 School Presentations/Meeting Format**

The board would like to continue the Spotlight on Student Success centered around an academic focus. They also like the cover sheet sharing information on each board agenda item and would like to add a section at the end of the current agenda showing the next meeting items.

### **8.7 Board-School Liaisons**

The Board would like to each be assigned to individual schools with all participating at Canby High School. Listed below are the Board and School assignments:

Ty Kraft – Eccles Elementary  
Kristin Downs – Ninety-one School  
Diane Downs – Baker Prairie Middle School  
Andy Rivinus – Trost Elementary  
Andrea Weber – Carus Elementary  
Tom Scott – Lee Elementary  
Brendan Murphy – Knight Elementary

### **8.8 Priorities for Additional Revenue**

Following the adoption of the budget for the 2011-2012 school year based on the then current information from the state legislature, additional revenue allocations have been identified. These revenue streams provide the district with the opportunity to partially restore some of the programs cut from the budget. The revenue sources are from (1) HB 5055 Sped Maintenance of Effort (MOE), (2) HB 5055 School Year Subaccount (SYS), (3) SB 250 Regional Education Services Account (RESA) and an (4) ESD adjustment is still being defined.

The primary concern/constraints of these funding sources is as follows:

- Since the district met its Maintenance of Effort (MOE) requirement for Special Education spending, the MOE funds from the state can be allocated as needed.
- The HB 5055 School Year Subaccount funds will require the district to submit an accountability report in January stating how these funds were allocated.
- The SB 250 RESA funds have some uncertainty about their allocation timeline. If these funds are released at the end of the school year, the district has adequate fund balance to cover these expenses until the revenue is realized. If these RESA funds are not spent by the district during the year, the district loses the opportunity to receive these funds.
- The ESD adjustment is still being defined and will be set with the assistance of the area superintendents in August. While the district will not receive these funds as revenue, the credit will offset some costs that have already been budgeted. Some of this adjustment will be needed to cover increased costs for programs that have historically been included in Resolution Services (flat fee) and will now be Grant

or Contract Services. It is estimated that this change may impact the district by \$50,000 to \$60,000 per year.

Based on this information and the administrative recommendation that the Sped MOE adjustment be received in the 2010-2011 school year and added to the current fund balance, the district feels confident that we have access to at least \$400,000 and as much as \$450,000 in additional revenue over the biennium. This could either be allocated equally over the two years or front loaded with as much as \$350,000 expended in the 2011-2012 school year (ESD funds could be used in year 1 with RESA funds used to pay for ESD expenses in year 2 to maximize this front loading).

The administration preference would be to split the revenue equally between the two years and increase budgeted expenses by \$225,000 for the 2011-2012 school year.

The board discussed each of the possible expenditures and add backs to determine where these additional funds could be best used to improve the education of students. They determined their priority is to:

- 1) Restore the CHS Credit Recovery program to full time.
- 2) Restore the CHS ELL TOSA to full time.
- 3) Sped Community Support Specialist for Post HS program (tied to HB 2283).
- 4) Math/Science at CHS for class size reduction due to NCLB requirements. These classes could be adjusted at trimester break if the Sped contingency funding is not needed.
- 5) Middle School intramural sports with fees helping to offset supplies needed which would be minimal. The plan also includes an academic component. The board discussed the importance of building relationships with the reconfiguration of the two middle schools and this is one alternative.

The total of these five items are just under \$220,000. The Board gave the superintendent direction for additional discussion and recommendations from the principals with information brought back to the board for approval.

## **8.9 Policy First Reading & Proposed Administrative Procedure**

*KG, Use of School Buildings & Facilities*

*KG-AP, Addendum 10, Criteria for Leasing of District Facilities*

While considering possible options for the use of the recently reconfigured Ackerman building, the board developed an administrative procedure governing the criteria for use of the facility. During discussion of this document the board indicated directions contrary to current policy. These revisions are presented now for a first reading of the policy and administrative procedure and will be presented for adoption at the August 18 board meeting.

### **8.10 Policy Second Reading**

#### *GCN, Evaluation of Personnel*

The board requested the two sentences from the original policy adoption remain in the revised policy along with the direction to use the reference to the districts' Handbook for Professional Growth.

**MOTION: Diane Downs moved to approve Board Policy GCN, Evaluation of Personnel as amended in Addendum 8.10. Ty Kraft seconded the motion. Motion passed 5-0.**

Human Resource Director Tim Oberg updated the board on the work with the certified union leadership, Jennifer Turner, John Steach and Angie Navarro to re-establish the teacher evaluation process based on our Board adopted Handbook for Professional Growth. The proposed modifications to the handbook will be presented to the Board for adoption as outlined in Board Policy GCN, Evaluation of Personnel.

### **9.0 ADJOURNMENT**

Chair Rivinus adjourned the meeting at 9:37 p.m. and will convene to Executive Session after a short break.

### **EXECUTIVE SESSION**

Chair Rivinus called the Executive Session to order at 9:46 p.m. in accordance with ORS 192.660 (2) (d) (e) & (f) in the Central Services Meridian room. Board members in attendance were Andy Rivinus, Ty Kraft, Diane Downs, Andrea Weber, and Kristin Downs. Brendan Murphy and Tom Scott were absent. Also in attendance were Superintendent Steach, Linda Martin, David Moore and Tim Oberg.

It is requested information discussed in the Executive Session not be disclosed.

The session was held to discuss labor negotiations, real estate and to consider records exempt by law from public inspection.

The meeting adjourned at 10:40 p.m.

Respectfully submitted,

Linda Martin, Board Secretary

Andrew Rivinus, Board Chair

Approved