

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Board Work Session and Executive Session  
February 5, 2015  
Canby School District Office, Meridian Room**

**WORK SESSION**

**Board members in attendance** were Diane Downs, Kristin Downs, Brendan Murphy, Andrea Weber, and Mike Zagyva. Board member Angi Dilkes Perry entered the meeting at 7:30 p.m. Board member Tom Scott was absent from the meeting. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Skyler Rodolph, Pat Johnson, Kimie Carroll, Sam Thompson, Angie Navarro, Joan Flora, Cindy Bauer, Jennifer Turner, Travis Opperman, Christine Taylor, Dan Silver, Renee Boucher, Cami Dunbar, Greg Perez, Sabino Arredondo, and Ford Morishita.

**1.0 CALL TO ORDER**

Board Chair, Diane Downs, called the Work Session to order at 6:30 p.m.

**2.0 INTRODUCTIONS**

The audience members introduced themselves.

**3.0 CHANGES TO AGENDA**

No changes to the agenda.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

**4.1 Public Comments**

Chair Diane Downs opened the floor for public comments.

Dan Silver, Canby Grove Experiential Charter School committee member, reported an updated number of 131 Intent to Enroll forms and asked the Board to consider granting at least a conditional approval to avoid additional timelines and unnecessary arbitration. A conditional approval would allow for conversation to iron out differences. Mr. Silver added that he appreciated the great relationship thus far and thanked the Board for their professionalism.

No other public comments were made.

**5.0 CONSENT AGENDA**

Included in the Consent Agenda:

- 5.1 January 15, 2015 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes

**Motion:        Brendan Murphy moved to approve the Consent Agenda as presented, Andrea Weber seconded the motion. Motion passed 5-0.**

**6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

**6.1 Canby Grove Experiential Charter School Proposal Vote**

Interim Superintendent, Trip Goodall, reviewed the charter school application process and timeline as required by state law. The Canby Grove Experiential Charter School application was submitted in October 2014. A review committee analyzed the application for completeness and requested additional information to be provided in writing. At the January 15<sup>th</sup> Regular Board Meeting and

Canby Grove Experiential Charter School Hearing, the committee presented the proposal in detail. Following the presentation, as per state requirements, the district review committee along with an outside charter school consultant examined the proposal for merit and feasibility. A recommendation not to approve the application was provided to the Board in advance of the meeting based on meeting or not meeting criteria.

Board Member Mike Zagyva expressed reluctance to deny the application with the knowledge that providing as many choices as possible is a benefit to students. However, the application did not meet 6 out of 9 criteria.

**Motion: Mike Zagyva, with reluctance, moved to deny the Canby Grove Experiential Charter School application, Kristin Downs seconded the motion. Motion passed 5-0.**

Chair Diane Downs stated that on behalf of the Board, she would like to express appreciation for the committee's application noting it was a good experience and hopes to continue a positive relationship. Board member, Andrea Weber, thanked the committee for their efforts and acknowledged large class size concerns and the need for learning connectedness to world experiences. She added a note of personal thanks to Dan Silver for the comprehensive tour of the Canby Grove Conference Center grounds. Board member Kristin Downs expressed appreciation for the committee's efforts and for guidance given to the Board by the superintendent and the review committee. Brendan Murphy acknowledged the committee's professionalism and approach. He added the vote was difficult but was based on concerns regarding the applicant's proposed budget.

### ***6.2 Auditor Report***

Denise Lapp, Director of Finance, introduced Sabino Arredondo, partner at Wilcox Arredondo & Co., who reported on the audit of the Canby School District financial statements of the governmental activities, each major fund, and the aggregate remaining fund information for the year ending June 30, 2014. The Canby School District Financial Statements Year Ended June 30, 2014 and the Canby School District Report to the Board of Directors for the Year Ended June 30, 2014 was provided to the Board for review.

Mr. Arredondo informed the Board the district received an unqualified opinion, the highest scoring rating available. He highlighted sections of the Canby School District Financial Statements Year Ended June 30, 2014 report as follows: Management's Discussion and Analysis with comparable data and budget highlights (pages 7-16), Statement of Net Position indicating assets and liabilities (pages 20-21), General Fund Balance of \$2,210,208 (page 24), and Compliance Report results with an unqualified opinion for food service and migrant education federal programs (pages 86-88).

Some areas of concern were noted on page 81 involving expenditures of the Community Education Fund exceeding appropriations by \$18,646, not using prevailing wage rates as required on a project, and public contracts and purchasing rules not followed in some instances. In addition, recurring concerns noted in the Canby School District Report to the Board of Directors for the Year Ended June 30, 2014 (page 2) were involving student body receipts and student body disbursements. Mr. Arredondo added that the district has strong internal controls outlined in the Student Body Handbook and just need to be implemented consistently. Communication between management and auditors was very professional and no disagreements were noted (pages 3-6).

The Board asked about recurring concerns and how they are being addressed. Mrs. Lapp reported she is visiting schools to meet with principals and secretaries to review the handbook, discuss process, and audit findings. In addition, head secretaries receive on-going training regarding procedures at regular meetings.

The Board asked about what may be done systemically to avoid the prevailing wage compliance issue and if the district would be fined as a result. Mrs. Lapp said in the future, she would call the state if a question regarding process came up to ensure the district is following protocol. Mr. Arredondo added that the state would allow the opportunity for correction. Chair Diane Downs noted appreciation for the time to meet with Mr. Arredondo, Mrs. Lapp, and Mr. Goodall following the audit. She added that consistent communication to head secretaries is important regarding the responsibility of the handling of student body funds as a key element of their work.

**6.3 District Priorities – Academic Milestones**

Trip Goodall reviewed information provided to the Board regarding academic milestones. To better inform our families, community, staff, and students, academic milestones monitor student achievement or critical learning stages, from elementary school through high school. The academic milestones or “metrics” help measure student performance and help us to understand what strategies are making the greatest impact on student achievement. Academic milestones provide an opportunity to determine if we are meeting the needs of all district students. Mr. Goodall explained that the administrative team is in the process of fine-tuning indicators at each of the following milestones:

<i>Ready to Learn</i>	<i>Reading &amp; Math Literacy</i>	<i>Math Literacy</i>	<i>Ready for High School</i>	<i>On Track to Graduate</i>	<i>Graduate College &amp; Career Ready</i>
<i>Kindergarten</i>	<i>Grades 1-3</i>	<i>Grades 4-5</i>	<i>Grades 6-8</i>	<i>Grades 9</i>	<i>Grades 9-12</i>

Sheryl Lipski, Director of Teaching and Learning, added that this process establishes specific areas of focus for students to graduate college and career ready. Andrea Weber noted concerns regarding attendance as an indicator in grades 6-8 but not in grades K-5 and the focus on reading and math only. Mrs. Lipski explained the administrative team is discussing attendance indicators at earlier grades and that reading proficiency impacts every other subject. Diane Downs added that we are looking for a handful of identifiable, measurable milestones to give us quantifiable data. We can identify the number of students who are not reading in third grade for example and look for ways to help them be successful. Brendan Murphy discussed how the academic milestones would drive district decisions regarding student achievement and budget conversations. He appreciates clear, communicable priorities. The Board agreed that the focus on math and reading is appropriate and helps with consistency from year to year even when changes happen at the state level. Andrea Weber suggested a note regarding how reading and math proficiency drives success in other areas would help parents understand other subjects are not overlooked. The Board asked about plans to communicate the academic milestones with teachers and parents and noted this will help teachers identify specific ways to target key metrics. Mrs. Lipski reported discussions have been held regarding the essential learning strategies, assessments, and baseline data for each milestone with teachers. Mr. Goodall added the critical piece is defining measurable data to determine if we are meeting the needs of all district students.

Angi Dilkes Perry entered the meeting at 7:30 p.m.

**6.4 Open Enrollment**

Mr. Goodall reviewed district requirements and process regarding Open Enrollment. By March 1<sup>st</sup>, the Board is required to establish the number of nonresident students to whom consent will be given for the upcoming school year. Principals were given worksheets to approximate the number of nonresident students their respective buildings could accommodate for the following school year. A final recommendation will be provided to the Board on February 19<sup>th</sup> for consideration and Board approval. Mr. Goodall added his philosophy is “Canby first” and would not seek to overburden a school with nonresident students.

### **6.5 Legislature Field Trip Dates**

The Board held a discussion regarding possible dates for a field trip to the Oregon State Legislature. Ideas were expressed regarding purpose and group diversity. The Board agreed that a good time-frame would be in mid-April. Angi Dilkes Perry will notify the Board Secretary as the date approaches to help organize the visit.

### **7.0 FUTURE AGENDA ITEMS**

The following items will be addressed at the next Board Session:

- Spotlight on Student Success - Lee
- C.A.R.E. Presentation
- Canby Education Foundation Update
- Clackamas Educational Service District Local Service Plan
- Teaching and Learning Report - Assessment Preparedness Update
- Financial Report/Enrollment Update
- Baseball Field Naming Proposal (March Board Work Session)

The Board discussed adding Full-Day Kindergarten to a future agenda with regard to cost analysis, hiring process timeline and recruitment. Tim Oberg, Human Resources Director, explained the district would have a better understanding of how many positions would be open by April 15<sup>th</sup> when requests for transfers, job share, and leave of absence are due. The Board asked about the possibility of moving the date up to help with planning. Mr. Oberg responded he would check with the Union and report back.

Chair Diane Downs commented that Pat Johnson, Canby High School Principal, announced his retirement, which was listed as part of the Consent Agenda. On behalf of the Board, she would like to thank Mr. Johnson for his years of service to the district and wish him well in his retirement.

Kristin Downs noted Smarter Balanced Assessment communication to parents should be added to a future agenda with an opportunity for prior Board review. Mr. Goodall reported there are current discussions with administration around a common message and a draft would be provided to the Board.

Diane Downs recessed the meeting for 7 minutes.

### **EXECUTIVE SESSION**

Diane Downs exited the Board from the Board Regular Session and entered into an Executive Session at 8:11 p.m. The Executive Session is held in accordance with ORS 192.660(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations, which allows the Board to meet in executive session for that purpose.

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Andrea Weber, and Mike Zagya. Board member Tom Scott was absent from the meeting. Also in attendance were Trip Goodall (Interim Superintendent), and Kamela Davis (Board Secretary).

It is requested that information discussed in the Executive Session not be disclosed and information discussed in the Executive Session shall not be made public by the news media.

Diane Downs exited the Board from the Executive Session and reentered the Regular Session at 8:43 p.m.

**8.0 ADJOURNMENT**

Diane Downs adjourned the meeting at 8:43 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Diane Downs  
Board Chair