

**Board Meeting Minutes**

**February 13, 2014**

**Board Work Session**

**Meeting Location: Canby School District Office, Meridian Room**

**Board members in attendance** were Brendan Murphy, Diane Downs, Angi Dilkes Perry, Andrea Weber, Mike Zagya, and Tom Scott. Kristin Downs was absent from the meeting. Also in Attendance were Dr. John Steach (Superintendent) and Caryn Davis (Board Secretary).

**Signed in guests:** Cindy Bauer

**WORK SESSION**

**1.0 CALL TO ORDER**

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

**2.0 INTRODUCTIONS**

No introductions.

**3.0 CHANGES TO AGENDA**

Brendan Murphy stated that the Board would hold an Executive Session at the end of the work session pursuant to ORS 192.660(2)(d) – Labor Negotiations and 192.660(2)(i) – Review employment-related performance of chief executive officer.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

Chair Brendan Murphy opened the floor for public comments.

Mary Knigge, Director of Finance, distributed and explained the Budget Committee Proposed Calendar of events.

Brendan Murphy thanked administration for making it to the meeting with such short notice.

**5.0 CONSENT AGENDA**

**Diane Downs moved to approve the consent agenda. Angi Dilkes Perry seconded the motion.**

**Motion passed 6-0.**

Included in the Consent Agenda:

- 5.1 Board Work Session and Executive Session Meeting Minutes from February 6, 2014

**6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

**6.1 Common Core State Standards (CCSS) Implementation**

Dr. Steach introduced three principals, one from each grade level, to present on CCSS Implementation.

Christine Taylor, Principal at Knight Elementary, gave a presentation on how Knight Elementary is utilizing CCSS.

Travis Opperman, Associate Principal at Baker Prairie Middle School, gave a presentation on how the middle school is using CCSS and curriculum mapping.

Pat Johnson, Canby High School Principal, distributed and explained a handout regarding course scope and sequence and their implementation of CCSS.

Brendan Murphy asked the presenters how the Board can maximize professional development time to better support CCSS.

Mr. Johnson said that back-to-back 3-5 hour days are most productive. He would like to have summer time to work on it.

Mr. Opperman said that big blocks of time are good, with shorter blocks for reflections throughout the year.

Ms. Taylor said that she agreed with the big blocks of time, but having the days occur after school has started, instead of just before school starts, would be best.

## 6.2 Radios

Joe Morelock, Director of Technology, distributed two handouts with a corresponding Keynote presentation regarding the set-up of the new radio system throughout the district. One handout showed the network configuration for the radios; the other handout showed what channels were being used at each location.

### 6.3 Talented and Gifted (TAG) Program

Cindy Bauer, Coordinator of Federal Programs, distributed a handout, *Assessing Higher-Level Thinking Skills*, and used a Keynote presentation to explain the status of the Talented and Gifted (TAG) Program. She was concerned with the use of the term “program”, when financially, the district doesn’t formally have a program. The use of the term program could potentially lead to parent misconceptions.

### 6.4 Softball/Baseball Complex Upgrade Status

Wayne Layman, Facilities Manager, explained the status of the Softball/Baseball Complex upgrades project. The project will not be completed prior to the start of the spring sports season, but Mr. Layman believes the project will stay at or under budget. Pat Johnson explained the plans regarding where the softball and baseball teams will play, given the inability to have the fields ready prior to season start time. Mr. Layman also showed video slides of the progress.

### 6.5 Emergency Door Locks

Mr. Layman showed the Board the device that was created to provide easy lockdown abilities in each classroom. A video was presented, showing how the device worked.

### 6.6 Budget – 5% Fund Balance

Dr. Steach opened the floor to the Board for a clarification discussion regarding the 5% ending fund balance.

Diane Downs’ comments:

- Questioned why only General Fund was being addressed.
- Thought the Board had represented that they wanted to bring down the accrual and maintain the 5% ending fund balance, without getting more specific about it.
- Does not want to see a too aggressive goal that results in a need to go backwards.
- Does not want to make cuts in order to reduce the accrual.

Brendan Murphy’s comments:

- Wants the Board to make a decision on how to proceed and stick with it.
- Wants to see meaningful movement on writing off the accrual.

Tom Scott’s comments:

- The Board Policy is important (regarding the ending fund balance), however, it can be adjusted.
- Wants to bring down the accrual, while maintaining the 5% ending fund balance.
- If at the end of the year we underspend the budget, we can adjust the accrual amount by the amount underspent.
- We have been given an estimate on what we will end the year with, if the year ends different from that, we will need to talk again.

Mary Knigge’s comments:

- I understand the use of the accrual as a tool to keep our ending fund balance at 5%. The problem is at bargaining when new money coming into the district gets looked at as available, when we haven’t paid-off the accrual.
- There is a possibility to put into the budget a contingency so that the accrual pay-down dollars are purposefully not spent.
- The projected amount to pay-down on the accrual this year is \$250,000.

Dr. Steach’s comments:

- Board Policy states that only the General Fund should have a 5% ending fund balance.
- Plan is to bring the graphs into bargaining. Some union representatives understand the accrual, but it is hard for them to articulate the meaning to their members.
- Without any unforeseen circumstances, we should have 200-400 thousand above the 5% ending fund balance to pay down the accrual each year.

- The revenue forecast, after we reran the numbers, is that the tax increase will only serve to offset the poverty decrease.

**6.7 Administrative Procedure Revisions**

Dr. Steach explained two procedure updates: DN-AP *Disposal of School Property* and JECB-AP *Admission of Nonresident Students & Transfer of Resident Students During Open Enrollment* with accompanying Open Enrollment Admissions Request form. Changes will be updated on the request form to properly reflect the priority considerations within the procedure.

**6.8 Policy Revisions/1<sup>st</sup> Readings**

First Reading was held for Policy GDBF – *Health Care Continuation Program – Non-Licensed*.

**6.9 Policy Revisions/2<sup>nd</sup> Reading and Approval**

Second Reading was held for Policy JHCDA – *Administering Injectable Medicines to Students*.

**Diane Downs moved to approved revised policy JHCDA – Administering Injectable Medicines to Students, Tom Scott seconded the motion. Motion Passed 6-0.**

**7.0 FUTURE AGENDA ITEMS**

- SBHC-Student Presentation
- Open Enrollment
- Ackerman Program Cost Analysis
- Budget/Enrollment
- High School Graduation: Advanced Diploma Discussion
- Kindergarten Readiness Assessment Results
- Draft District Communication Plan
- CESD Service Plan
- Policy Updates

**EXECUTIVE SESSION**

Brendan Murphy exited the Board from the Board Work Session and entered into an Executive Session at 9:05 p.m. in review and evaluate the employment-related performance of the chief executive officer, pursuant to ORS 192.660(2)(i), and to conduct deliberation with persons designated by the governing body to carry on labor negotiation, pursuant to ORS 192.660(2)(d), which allows the Board to meet in executive session for these purposes.

Board members in attendance were Brendan Murphy, Diane Downs, Angi Dilkes Perry, Andrea Weber, Mike Zagya, and Tom Scott. Also in attendance were Dr. Steach (Superintendent) and Caryn 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.

Brendan Murphy exited the Board from the Executive Session and reentered the Regular Session at 9:45 p.m.

**WORK SESSION**

**8.0 ADJOURNMENT**

Brendan Murphy adjourned the Work Session at 9:45 p.m.

Respectfully Submitted:

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Caryn Davis  
Board Secretary

*Board Work Session Minutes – February 13, 2014*

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Brendan Murphy  
Board Chair