

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

**WORK SESSION**

**Board members in attendance** were Chair Diane Downs, Vice-Chair Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Tom Scott, Andrea Weber, and Mike Zagyva. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Sondra Strong, Jennifer Turner, Kimie Carroll, Pat Johnson, Mark Martens, Christine Taylor, Joan Flora, Cindy Bauer, Bob Hammitt, Patrick Verdun, J.J. Stolsig, Jeff Scott, April Thompson, Debbie Paint, Bryan Thompson, Shantel Harney, Frank Cutsforth, Roger Reif, Ryan Oliver, Todd Andrews, Kelly Oliver, Kerrie Oliver, Jeff Scott, J.R. Sato, and Mike “Doc” Harms.

**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.

Diane Downs announced this week is Classified Employees Week and on behalf of the Board, she would like to publicly acknowledge the important work of our classified staff and thank them for their efforts.

Bob Hammitt, Canby High School teacher and former baseball coach, spoke on behalf of many others who support naming the Canby High School Baseball Field in honor of Wayne Oliver. Mr. Hammitt shared that Mr. Oliver was a former mentor and friend and believes he is a better person because of Mr. Oliver’s influence. Mr. Hammitt shared the purpose for naming a facility or structure in a person’s honor makes a statement about who we, as a district, want to be. We are in the “kid business” and want to follow Wayne’s example of compassion and empathy. There were hundreds of thousands of people impacted by Wayne Oliver in a positive way and by naming the field in his honor we are making a strong statement to our community that we are passionate about kids.

Roger Reif, community member and long-time citizen of Canby, expressed support for naming the baseball field in honor of Wayne Oliver. He noted that when Mr. Oliver passed, our community lost a precious commodity. When the district solicited the community’s support to pass a bond, Mr. Oliver gave a 110% of his support.

Mike “Doc” Harms, community member, offered his support for naming the baseball field in honor of Wayne Oliver. Mr. Harms noted he has served on the Canby School District Board of Directors when the board voted to name other fields in honor of contributors. Wayne Oliver’s memorial service in the gymnasium at Canby High School was packed with people from all over the state. A

fitting ending is to honor Wayne by naming the field after him – he has earned it.

Pat Johnson, Canby High School Principal, spoke on behalf of the current and former Canby High School administration in support of naming the baseball field in honor of Wayne Oliver. Mr. Johnson noted that they couldn't think of any other person who has volunteered more time in club sports and as honorary security officer keeping an eye on school grounds. Wayne Oliver was mindful of schools and the Canby High School administration fully supports naming the field in his honor.

Frank Cutsforth, community member, expressed appreciation to the Board for their time and service to the community. He shared about Wayne Oliver's care and concern for the Canby community. Mr. Oliver donated his time, talents, and treasure to the community and the school district. Mr. Cutsforth hopes to take his grandchildren to the baseball field to see Wayne Oliver's name on the scoreboard and talk to them about Wayne's legacy.

Junior Soto, former assistant baseball coach, shared that he is unable to think of anyone who has given more to the game than Wayne Oliver. Mr. Oliver supported all sports and it will be difficult for Canby to find another like him. Many people would be very happy if Mr. Oliver was honored in this way. Athletes and coaches will all agree – it's a no brainer.

The Board Diane Downs thanked the audience for their comments. No other public comments were made.

## **5.0 CONSENT AGENDA**

Included in the Consent Agenda:

- 5.1 February 19, 2015 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes

**Motion: Brendan Murphy moved to approve the Consent Agenda as presented, Angie Dilkes Perry seconded the motion. Motion passed 7-0.**

## **6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

### ***6.1 Baseball Field Naming Proposal Vote***

Board member Tom Scott explained that Frank Cutsforth approached him shortly after Wayne Oliver's Memorial Service with the idea of naming the Canby High School Baseball Field in his honor. After some time for emotions to settle, the proposal was brought forward. Mr. Scott believes Wayne Oliver is the kind of person people should emulate. His passion for kids and athletics positively impacted hundreds and thousands of kids and, it's ultimately what we want to do. Mr. Scott added that he supports honoring Wayne in a way that is historical for generations to come.

Board member Mike Zagyva shared that during the time he coached baseball, Wayne Oliver would donate sports gear for students that needed it. Mr. Oliver had a "mini-sports store" in the back of his trunk. Mr. Zagyva fully supports the proposal and added that he hopes our community will make an effort to recognize other contributors such as Frank Cutsforth and Doc Harms who have done just as much for our community.

Board member Kristin Downs noted she did not know Mr. Oliver personally but would like to emulate the kind of person Wayne Oliver was after hearing about his life. Ms. Downs noted her only concern was that the Board would be voting against policy to approve the proposal.

Board member Brendan Murphy believes the policy should be revised but in the context of the proposal there would be a permissible exception. He encouraged Board members to vote and revisit the policy for clarity at another time. The Board discussed concerns around policy.

Board member Angi Dilkes Perry also expressed she did not have the opportunity to meet Mr. Oliver but has heard positive support from all who knew him. She added that she wouldn't feel as though she was voting against policy.

Board member Andrea Weber stated the proposal is a simple exception and Mr. Oliver was clearly an exceptional exception.

Board Chair Diane Downs expressed agreement and added there are those in the community who have given exceptional service. Her concern is that some may be overlooked who deserve recognition. She suggested the community explore systematic ways to recognize contributors with a living, inspirational memorial. She thanked Frank Cutsforth and added the Board and administration would revisit the policy further.

**Motion: Tom Scott moved to approve the proposal to name the Canby High School Baseball Field in honor of Wayne Oliver, Mize Zagya seconded the motion. Motion passed 7-0.**

### ***6.2 Field Trip Approval – Canby High School Baseball Trip, Canby High School Lacrosse Trip***

As per Board Policy IICA, all out-of-state travel that requires overnight accommodation must have Superintendent and Board approval. Requests for approval of Canby High School's Varsity Baseball trip to Arizona and Canby High School's Varsity Lacrosse trip to Idaho were submitted and presented for the Board's consideration.

Mark Martens, Canby High School Associate Principal and Athletic Director, introduced Varsity Baseball Coach, J.J. Stolsig, and Varsity Lacrosse Coach, Patrick Verdun who are the trip advisors. Additional handouts were provided to the Board regarding the Varsity Baseball Trip. The Board asked clarifying questions regarding prior approval by administration, student costs, and fundraising opportunities. In addition, a discussion was held on the process for Board approval with suggestions for practical improvements such as earlier notification. The Board agreed the policy is beneficial and expressed appreciation for the thoroughness in information provided. Mr. Goodall remarked the new policy expectations are reasonable and he thanked staff for their efforts.

**Motion: Andrea Weber moved to approve the March 20-28<sup>th</sup>, 2015 Canby High School Varsity Baseball trip to Phoenix, Arizona, and the March 19-22<sup>nd</sup>, 2015 Canby High School Varsity Lacrosse trip to Boise, Idaho as presented, Mike Zagya seconded the motion. Motion passed 7-0.**

### ***6.3 Teaching and Learning Report***

#### ***Full-Day Kindergarten***

Sheryl Lipski, Director of Teaching and Learning provided a handout on Full Day Kindergarten and reported the committee attended the Confederation of Oregon School Administrators (COSA) Full-Day Kindergarten Implementation Conference and met with K-6 Administrators to discuss a mission statement, draft changes, building staffing, and cost implications. The completed proposal will be submitted for the Board's consideration on March 19<sup>th</sup>. The Board asked about "down-time" for kindergarten students, the Friday schedule without "specials", communication plans for parents, and if other options in addition to a full day would be made available. Christine Taylor, Knight Elementary Principal, explained that instead of "down time" there would be "exploration time" and additional recesses. In place of "specials" other activities would be planned for Fridays such as "buddy" time (partnering kindergarten students with older students). Mrs. Lipski explained plans are to make sure parents are adequately informed and a draft letter has been generated. Mr. Goodall added other options may be available for parents not wanting to participate in a full day program. All options will be addressed in the proposal.

### ***Curriculum Renewal – Instructional Materials Update***

Sheryl Lipski, explained the Canby School District is engaged in the Curriculum Renewal process at various stages depending on content area (English Language Arts, Math, Science, Health, etc.) and grade level (Secondary and Elementary). The selection of materials is a part of Curriculum Renewal and Oregon Department of Education (ODE) provides an adoption schedule for districts with respect to the yearly focus. For example, English Language Proficiency is the focus for 2014-2015 and Mathematics is the focus for 2015-2016. Based on ODE expectations and our work with Curriculum Renewal, the Teaching and Learning Department has identified several content areas for the adoption process. We will partner with the Clackamas Educational Service District (CESD) to bring teachers together for an Instructional Materials Adoption. The process will include an examination of materials, recommendation and approval, by the board of any materials, and a detailed plan for Professional Development.

The Board asked about whom at the CESD would be partnering in the process and the cost for the service. Mrs. Lipski explained Linda Vanderford is the person who will be helping and there is no additional cost as it is included in the district's service contract. The Board expressed appreciation for the information and asked at what point the district will look at technology as it relates to curriculum. Mrs. Lipski explained conversations will be held around the best material for students and all available curriculums will be looked at whether technology based or other materials. The Board asked about the timeline and priority of curriculum funds. Mr. Goodall responded that there are currently no funds set aside but the district will go ahead with the process and look for ways to budget new purchases. The Board asked about adoption ownership and the process for implementation. Mrs. Lipski explained that principals would identify representatives from every building to be on the committee, surveys will be available to gather information, and the district will open its doors for people to come in and look at the materials. Cindy Bauer, Special Programs Coordinator, explained that once the options are narrowed, samples would be provided at all grade levels as well as opportunities to pilot a few lessons. Mrs. Lipski explained after a decision is made, professional development time would be set aside for implementation. Mr. Goodall added that a strong recommendation would be made with demonstration of fidelity to the process and a plan for professional development.

### ***6.4 Contract Extensions and Non-Extension***

Tim Oberg, Director of Human Resources, explained the process for renewal and non-renewal of contracts as required by state law and reviewed the recommendations for extension of contracts for teachers, administrators, probationary teachers, confidential/supervisory staff, and the non-extension of temporary teachers.

The Board asked clarifying questions regarding the process for renewal and non-renewal. The Board expressed concern for the system stating the requirement feels like a "rubber stamp". Mr. Goodall agreed with the Board's concerns but noted they would need to extend trust in the validity of the recommendations. The Board asked if there were any teachers on a "plan of assistance". Mr. Oberg explained there are no teachers currently on a formal plan of assistance but there are teachers who are being guided and mentored with specific goals and expectations. The Board expressed concerns with Mr. Oberg's response noting that teachers who are not performing should be put on a "plan of assistance".

**Motion: Mike Zagyva moved to approve the recommendations for Teacher Contract Renewals, Administrator Contract Renewals and Non-renewal, Probationary Teacher Contract Renewal, Confidential/Supervisory Contract Renewals, and Temporary Teacher Non-Renewals as presented, Andrea Weber seconded the motion. Motion passed 7-0.**

### **6.5 Hiring Process Update – Canby High School Principal/Director of Student Services**

Tim Oberg, Director of Human Resources, reviewed information provided to the Board in advance regarding the hiring process and timeline for the Canby High School Principal and the Director of Student Services position. The timeline for both positions are as follows:

#### Director of Student Services Timeline:

- Position Posted - Monday, March 2
- Staff Input Survey Distributed - Monday, March 9
- Staff Input Surveys Due - Monday, March 16
- Posting Closes - Tuesday, March 31
- Application Screening - April 1-3
- Interviews - April 9-10
- Finalist recommendations - April 17
- Announcement - April 24

#### Canby High School Principal Timeline:

- Staff Input - Monday, March 9
- Community Input - Thursday, March 12, 6:00 PM OMNI
- Position Posted - Monday, March 16, 2015
- Screening and Interview Committee Applications Due Friday, March 20
- Posting Closes - Friday, April 10, 2015
- Application Screening - April 13-17
- Interviews - April 20-24
- Finalist recommendations - April 24
- Announcement - May 1

Mr. Oberg noted that the Human Resources Department is involved in recruitment at Educator Fairs. A letter was sent to current elementary teachers probing for interest in teaching Full Day Kindergarten and the response was good. There will be two Board members on each screening/interview committee for the high school principal position and the director position. The Board asked how the timeline would affect the success of the search. Mr. Goodall stated that he believes we are in the “sweet spot” and feels good about both postings. Mr. Goodall added he is actively recruiting and is cautiously optimistic that our district will attract great candidates.

### **6.6 Policy Updates – 1<sup>st</sup> Reading**

The Board held a first reading on the following policies and procedures:

JGAB – Use of Restraint & Seclusion

JHFF – Reporting Requirements Regarding Sexual Conduct with Students

JO/IGBAB-AP – Education Records/Records of Students with Disabilities

IGBAB/JO-AP – Education Records/Records of Students with Disabilities

IGBAG-AP – Special Education – Procedural Safeguards

The Board secretary noted the administrative procedures listed do require Board approval and JO/IGBAB-AP and IGBAB/JO-AP are the same administrative procedures located in different sections of the policy handbook. The Board asked about the person responsible for the submission of the Restraint and Seclusion Report mentioned in Policy JGAB. Sondra Strong, Director of Student Services, responded that the report is generated from the Student Services office with information submitted from each building. The report is then submitted to the state and posted on the website for the public. The Board asked about the role of surrogate parents mentioned in Administrative Procedure IGBAG. Ms. Strong responded that DHS (Department of Human Services) would make the decision to remove a student.

### **6.7 Kurt Schrader Roundtable Meeting Topics**

The Board discussed the upcoming Community Leader Roundtable Meeting with Congressman Kurt Schrader on Monday, March 9<sup>th</sup>. Board members planning to attend are Andrea Weber and Mike Zagyva. Trip Goodall is also planning to attend. Mr. Goodall offered suggested topics for the meeting as follows: the pervasive federal government role with regard to influencing assessment, including No Child Left Behind (NCLB); fully funding the Individuals with Disabilities Education Act (IDEA), which is a federal mandate; commitment to maintain Title funding and increase when possible, the overarching local control over education, increasing Perkins grant dollars to support high school Career and Technical Education (CTE).

## **7.0 FUTURE AGENDA ITEMS**

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

- Spotlight on Student Success – Baker Prairie Middle School
- C.A.R.E. Presentation
- Full Day Kindergarten Proposal
- Financial Report/Enrollment Update
- ASB Spring Update
- Spring Athletic Update

The Board discussed the addition of an update on budget formation for the 2015-16 fiscal year and a report on the Tiny House project with information on the project manager and grant funding. In addition, the Board discussed the upcoming Canby High School Principal search Community Meeting and the Ackerman Academies Music Performance on the evening of March 12<sup>th</sup>. The Board agreed that Mike Zagyva would attend the Ackerman Academies event while Brendan Murphy, Tom Scott, and Diane Downs attend the CHS Community Meeting.

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 9:03 p.m. The Executive Session was held in accordance with ORS 192.660(2)(a), in consideration of the employment of public officer, employee, staff member or individual agent, and pursuant to ORS 192.660(7)(d)(A), the public body has advertised the vacancy.

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Tom Scott, Andrea Weber, and Mike Zagyva. 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 9:55 p.m.

## **8.0 ADJOURNMENT**

Diane Downs adjourned the meeting at 9:55 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Diane Downs  
Board Chair