

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Regular Session and Executive Session
March 19, 2015
Canby High School, Applied Technology Center, OMNI Room**

REGULAR SESSION

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Andrea Weber, Tom Scott (arrived at 7:15), and Mike Zagyva. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Angie Navarro, Cindy Bauer, Joan Flora, Mark Martens, John Ogden, Tavis Opperman, Christine Taylor, Cherie Switzer, Bernardo Tuma, Angie Ottosen, Robin Drigger, Annie Sommer, Ken Muraoka, Mathew Powell, Izabela Kacalek, Karrie Garrett, Makena Phillips, Izaak Drazan, Angie Navarro, Kat Garrett, Kassy Garrett, Debra Garrett, Cathy Kacalek, Brett Kacalek, and Patti Lang.

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS AND FLAG SALUTE

The audience members introduced themselves. Baker Prairie Middle School 7th grade student, Makena Phillips, led the flag salute.

3.0 CHANGES TO AGENDA

No changes were made to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Spotlight on Student Success – Baker Prairie Middle School

Travis Opperman, Baker Prairie Middle School Associate Principal, introduced 7th grade students: Karrie Garrett, Izabela Kacalek, Mathew Powell, and 8th grade students: Makena Philips and Izaak Drazan to present on student leadership opportunities at Baker Prairie Middle School. Izabela Kacalek and Karrie Garrett shared about Builder's Club sponsored by Canby Kiwanis. Builder's Club connects students to the community through fundraising activities for various charities. Matthew Powell shared about Disabilities Class taught by Kim McKie, Baker Prairie Middle School teacher. The class helps students understand disabilities and provides an opportunity to assist in hosting the annual Baker Prairie Middle School Goal Ball Tournament and track meet for blind athletes. Makena Philips and Izaak Drazan shared about Leadership Class where students take an active role in planning school dances, spirit days, and school fundraisers. The students added that each opportunity gives them a sense of responsibility and ownership. Students develop honesty, integrity, and empathy for others and feel they are contributing to their school and community. The Board thanked the students for their presentation and asked about the student's future plans to participate in leadership in high school. The students responded they are considering continuing involvement in student leadership as freshman.

4.2 C.A.R.E. Award

The Kiwanis Canby Area Recognition of Excellence (C.A.R.E.) Award acknowledges local teachers, administrators and staff who excel in educating students. Trip Goodall, Interim Superintendent, announced March's recipient, Patti Lang, 3rd grade teacher at Lee Elementary. Cherie Switzer, Lee Elementary Principal, recognized Ms. Lang for her devotion to teaching and her genuine rapport with students and staff. Matt Olsen, Kiwanis C.A.R.E. Committee member, presented the award and congratulated Ms. Lang on behalf of the committee, Canby Kiwanis, and local area businesses.

4.3 Public Comments

Chair Diane Downs opened the floor for public comments.
No public comments were made.

Chair Diane Downs recessed the meeting for 5 minutes.

5.0 CONSENT AGENDA

Chair Diane Downs adjourned the ongoing Executive Session held for the superintendent search.

Included in the Consent Agenda:

5.1 March 5, 2015 Board Work Session and Executive Session Minutes

5.2 Personnel Changes

Motion: Kristin Downs moved to approve the Consent Agenda as presented, Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.0 SUPERINTENDENT'S REPORT

Trip Goodall commented on the following:

- Was invited to speak at the Canby Kiwanis Club Luncheon on the state of our schools.
- Participated in the Canby High School Economic Summit, which was a remarkable event.
- Attended the Oregon Battle of the Books (OBOB) competition at Baker Prairie Middle School. The students were focused on the competition and it was well organized.
- Attended Canby High School's performance of the "Music Man" which was exceptional.
- Held parent and staff meetings at Baker Prairie Middle School with great conversations and feedback from both groups.
- Served cake with Facilities Manager, Wayne Layman, to students and their families at the Knight Elementary "Special Person Day" celebration.
- Attended Congressman Schrader's Round Table Meeting and appreciated Congressman Schrader's willingness to come back to further the conversation around education.
- Met with parents, staff, students, and community members regarding the high school principal selection.
- Met with local area superintendents and discussed the current state school fund proposed budget of 7.235 billion with a strong advocacy for an increase to at least 7.5 billion. The current estimate will not allow districts to move the work forward.
- Met with Denise Lapp, Director of Finance, and the director of First Student, Inc. to address lack of oversight concerns regarding the district's contract with First Student. First Student, Inc. has until the first of April to respond.

7.0 BOARD COMMENTS

Mike Zagya: Attended the Ackerman Academies' Music Performance – it was very well done. Attended the Canby High School Economic Summit – the amount of work and effort put forth by staff and students was amazing. Participated in the Future Chef's Culinary Event for elementary students where classified staff volunteered their own time to assist students – kudos to the staff and students. In addition, attended the school wide and district wide Oregon Battle of the Books competition. Again, staff attended on their own time to support students.

Brendan Murphy: Pass

Andrea Weber: Toured the newly completed Softball Complex structure with Wayne Layman, Facilities Manager. Teachers should be commended for their time and design as the structure blends into the surrounding neighborhood very well. Attended Congressman Schrader's Round Table Meeting where Congressman Schrader offered his thoughts on funding and was encouraged to work on increasing IDEA funding for special needs and early childhood, to decrease post secondary-education barriers, to support the ongoing creation of a STEM hub in Wilsonville, and to continue the Perkins Grant program to support CTE programs and internship opportunities for Board Regular and Executive Session Minutes – March 19, 2015

students. Attended the public meeting regarding the new Canby library and learned about design ideas that could intersect with district plans to increase CTE programs with possible 3-D printers and “maker spaces”. The architects are open to the opportunity to present to the school board in the near future. Also, attended Canby High School’s performance of the “Music Man” and was impressed with the strong voices. It was a little sad to see the senior actors on stage for their last performance. Thank you to all who contribute their time, effort, and resources to a successful performance. Lastly, participated in the Future Chef’s Culinary Event where fifteen elementary students were selected to prepare their recipes. The recipes were judged for presentation, taste, kid friendliness, ease of preparation, and extra points for including particular ingredients. Brigitte, Heather, Roxanne, Christian, and Denise deserve special recognition for giving their time to support the future chefs. Five winners were selected: Hailey McClaugherty – 5th place, Tiffani Taun – 4th place, Kenna Keifer – 3rd place, Connor Adams – 2nd place, and Cadin Kuehl – 1st place. Congratulations.

Angi Dilkes Perry: Pass

Kristin Downs: Participated in the Oregon School Boards Association’s 2015 Legislative Update Webinar regarding Oregon’s Education Fundamentals Gap and legislative funding proposals for 2015-17. There is an urgent need to speak out about the funding deficit. In Oregon, education’s share of the state budget has declined by about 5 percent since 2003-05. Oregon students attending grades 1-12 will attend a total of one school year less than the national average. Oregon ranks 49th in student-teacher class size ratio (nearly 6 more students per teacher than the U.S. average) and is ranked low in graduation rates and closing the achievement gaps. Oregon’s total required minimum instructional hours needed to administer Smarter Balanced Assessments in grades 1-11 is near the bottom when compared to other state requirements. The Confederation of Oregon School Administrators and Oregon School Boards Association worked together to present three funding levels: \$7.235, \$7.5 and \$7.875 billion. At the current Co-Chairs budget of \$7.235 districts would receive \$87 less per student. The \$7.5 is the bottom line number to maintain current programs and fund Full-Day Kindergarten. The \$7.875 number is progressive, moving toward student achievement. We urge community members to take a look at the current state of funding education in Oregon and take action by contacting your local representatives, Senator Olsen and Representative Kennemer. It is time to get involved.

The Board discussed ways to actively become involved both personally and as a community.

Tom Scott entered at 7:15pm.

Tom Scott: Pass

Diane Downs: It is spring vacation next week – please take a moment to contact your state representatives regarding funding for education in Oregon.

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Superintendent Appointment

Diane Downs thanked district staff, the community, and Board members for their time and commitment to the superintendent search. The process was solid with an excellent outcome.

Motion: Mike Zagyva moved to approve the appointment of Samuel I. “Trip” Goodall to the position of superintendent as of July 1, 2015, Angi Dilkes Perry seconded the motion. Motion passed 7-0.

Superintendent Goodall commented that support received from staff, the board, and the community has been overwhelming. He appreciates the opportunity to continue the work – it’s the right place, the right time.

8.2 Canby High School ASB (Associated Student Body) Spring Update

John Ogden, Canby High School Associate Principal, provided a handout listing the Canby High School Club/Group Advisors and reported that about 70% of the Canby High School student body is involved in a club or group. Mr. Ogden highlighted many of the accomplishments, upcoming events and activities associated with each club/group. Mr. Ogden introduced Ken Muraoka, newly hired

Leadership Advisory teacher to provide an update on student leadership activities. Mr. Muraoka discussed his leadership background and second career as a marketing/advertising consultant. Current activities include ASB elections, air band competition, field day, spring talent show, and teacher appreciation week. As an example of positive leadership, on Valentine's Day this year, student leaders wrote the name of every peer on a heart and lined the front entrance of the school with them making a strong statement that everyone is valued. Mr. Muraoka added that the program would continue to be student focused and student led. Students will write personal growth goals and evaluate their progress with self-reflection to become better leaders. Mr. Muraoka is a math teacher at Canby High School in addition to teaching Leadership Advisory.

8.3 Spring Athletic Update

Mark Martens, Canby High School Associate Principal and Athletic Director, gave an update on spring athletics. Mr. Martens reviewed the fall/winter participation of 572 student athletes and added spring participation is around 300 student athletes. Approximately 60-70% of the Canby High School student population is involved in a sport. Mr. Martens reviewed facility needs/upgrades and upcoming events. The Booster Club is organizing a dinner auction on May 9th to raise funds for the Turf field pay-off. In the area of fundraising, the local business community is concerned with the number of fundraisers they are being asked to support and in response, a new sponsorship package with tier levels is being researched as a fundraising option. In addition, Mr. Martens explained he is working on uniformity with the cougar logo and graphic art students have been challenged with the design project. Mr. Martens reviewed a student athlete survey he created to gain feedback from students about their team experience. The results were shared with the coaches. Mr. Martens added he has applied for a grant from the OSAA to upgrade the 3rd gymnasium and is one of eight finalists.

The Board asked about the number of students who participated in the survey and about the approximate life span of the track. Mr. Martens explained that 25% of athletes participated in the survey and the track was expanded from 6 to 8 lanes in 1990 but was unsure of the life span. The Board discussed the survey further and suggested adding a comment box for question 11. In addition, the Board noted the need for 8th grade parents to be made aware of the benefit of student participation in sports in high school. The Board asked about signs on the fences and if they were posted temporarily as per board policy. Mr. Martens responded that the signs are taken down every season except some that are posted on the stadium - some further checking will be done on those. The Board agreed a sponsorship package option for local businesses would be beneficial to help with fundraising issues. Mr. Goodall added the district would do some further research on signage and fundraising policies. The Board thanked Mr. Martens and applauded his efforts to hear from students regarding their team experience.

8.4 Full Day Kindergarten Proposal

Sheryl Lipski, Director of Teaching and Learning, reviewed the Full Day Kindergarten Proposal information provided to the Board in advance of the meeting and acknowledged the committee for their efforts. Denise Lapp, Director of Finance, reviewed the budgetary implications. The proposal is as follows:

Full Day Kindergarten Mission Statement

Our mission for Canby School District's full-day kindergarten program is to establish classrooms with joyful rigor that provide a strong foundation for learning, increased opportunities for exploration, enrichment of core academics, and intentional development of school and social habits in order for students to grow into successful, independent learners.

Facilities Plan

In order to address the need for additional classroom space in our elementary schools, a full analysis of facilities and their current use has been completed. Involved in that analysis have been all Elementary Principals, our Facilities Manager, and Cabinet. We have determined that we are able to accommodate full day kindergarten in our current facilities with slight adjustments described below.

- Howard Eccles Elementary

One full classroom is needed in order to provide the necessary instructional space for full day kindergarten. The Facilities manager has examined possibilities for remodeled space to make an additional classroom.

- **Additional Materials**

In addition to the facilities, the committee has identified the following items that will need to be purchased:

Three classrooms will need equipment - Eccles, Carus and Knight

Three classrooms will need curriculum – Eccles, Carus and Knight

Curriculum materials for core instruction in Spanish Language Arts – Eccles, Knight, Lee, Trost

Curriculum materials for Social Skills development aligned to Oregon Early Childhood Foundations – Eccles, Carus, Knight, Lee and Ninety One

Elements of Full Day Kindergarten 2015

Subject	Minimum Daily Minutes	Comments
English Language Arts <ul style="list-style-type: none"> • Core Reading (90) • Literacy (30) • Writing 	120 minutes	<ul style="list-style-type: none"> • Break up throughout day • NLD (Native Language Development) students push back into class for the additional 30 minutes of literacy
Math	60 minutes	<ul style="list-style-type: none"> • Break up with an instruction time and calendar time
English Language Development	45 minutes	<ul style="list-style-type: none"> • All students engaged in language development
Exploration Time <ul style="list-style-type: none"> • Student-selected activities • Social Dev, Fine/Gross motor skills • Peer interaction, communication and collaboration • Sensory experiences 	20 minutes	<ul style="list-style-type: none"> • May be longer at the beginning of the year or more than once a day • Could bring out math games, work on conflict resolution, dress up, experiential centers • Don't have to teach everyday, these minutes could be shifted throughout the week. • Clean up may take longer at the beginning of the year
Specials <ul style="list-style-type: none"> • Music, Healthy Play, Tech and Library 	30 min, 4 times a week	
Lunch/Recess	15-20 min lunch/15-20 min recess	<ul style="list-style-type: none"> • Consider recess before lunch • Acknowledge that the subject right after lunch at the beginning of the year may be impacted a bit by the time it takes to eat.
Integrated Studies * <ul style="list-style-type: none"> • Science, SS, Health, Art 	60 minutes	<ul style="list-style-type: none"> • These topics could also be taught during literacy times or other subjects during the day • Don't have to teach everyday, these minutes could be shifted throughout the week. • Could be taught using music and

		movement.
Morning or Afternoon Recess	15 minutes	<ul style="list-style-type: none"> • Support by building discretion.
Social Skills/Self Regulation <ul style="list-style-type: none"> • Structured Recess • Designated Lessons (Second Step, Character Counts, etc.) • Integrated into Content • Buddy Classes 	60 minutes a week	<ul style="list-style-type: none"> • Needs to be taught, could be done in other topics and throughout the day • May need materials to teach some social skills • Will be explicitly taught, and practiced often! • Locate social/emotional learning standards for K-5

Budgetary Implications

Revenue

Total revenue projected in the preliminary report based on additional ADM: +1,100,000

Savings

Savings on mid-day bus routes +147,000

Total Revenue and Savings +1,247,000

Expenses

An itemized estimation of costs follows:

- Licensed Teachers (additional 6.5 FTE) -650,000
- Licensed staffing for Specials -300,000
- Additional Instructional Aid staffing -140,000
- One time start up costs –
 - Additional Materials identified above -13,000
 - Renovation costs -30,000

Total Costs in Year One -1,130,000

Contingency for year one: +114,000

Christine Taylor, Knight Elementary Principal, Angie Navarro, Trost Elementary Principal, and Cherie Switzer, Lee Elementary Principal, reported they have received positive feedback and support from parents regarding Full Day Kindergarten. The Board asked if the Full Day Kindergarten budget was based on the projected current budget of \$7.25 billion, if there would be a half-day option for parents, the projected class sizes, and if the renovation costs were accurate. Ms. Lapp reported the budget was based on the \$7.25 billion. Ms. Lipski explained that parents who feel their students need a half-day option would be encouraged to talk with their principal to discuss student needs. Class size ratio is 1/24 and renovation costs are projected at \$30,000 including three classroom renovations and curriculum materials. The Board thanked the committee for their thorough work.

Motion: Mike Zagyva moved to approve the implementation of Full Day Kindergarten for the 2015-2016 school year as presented, Andrea Weber seconded the motion. Motion passed 7-0.

8.5 Financial Report/Enrollment Update

Denise Lapp, Director of Finance, reviewed the current Financial Report and Month End Enrollment Summary as of February 28, 2015. Ms. Lapp noted the following items on the January 2015 Financial Report provided to the Board: there has been no new state-school fund estimates

received, Line 11 reflects Educational Service District revenues, and Line 18 and 19 now reflect the teacher midyear step increase. The Board asked about the Turf Replacement Fund in Special Revenues that do not reside in the general fund. Ms. Lapp noted the debt to Emerick Construction Company was paid-off and the Boosters will reimburse both the Turf Replacement Fund and the Klohe Estate Fund for the pay-off.

Ms. Lapp reviewed the February 28, 2015 Month End Enrollment Summary as follows noting enrollment has increased by 11 students. Also, there are 14 newly identified Special Education students and 9 newly identified English Learner students.

Canby School District
Month End Enrollment Summary: February 28, 2015

	K	1	2	3	4	5	6	7	8	9	10	11	12	TR	Total by Building	Budget Enrollment
Canby High School*	0	0	0	0	0	0	0	0	0	353	352	339	346	6	1396	1419
Baker Prairie Middle School**	0	0	0	0	0	0	0	294	278	0	0	0	0	0	572	602
Carus Elementary School	49	76	58	63	50	58	57	0	0	0	0	0	0	0	411	408
Eccles Elementary School	71	71	70	70	83	83	68	0	0	0	0	0	0	0	496	501
Knight Elementary School	53	55	50	49	56	56	60	0	0	0	0	0	0	0	379	413
Lee Elementary School	43	68	59	57	57	65	63	0	0	0	0	0	0	0	412	404
Ninety-One Elementary School	54	37	46	58	44	50	54	67	55	0	0	0	0	0	465	409
Trost Elementary School	55	75	68	59	57	48	40	0	0	0	0	0	0	0	400	459
Ackerman Center	0	0	0	0	0	0	0	2	5	9	10	14	29	0	69	90
KEY Program	2	2	1	0	6	5	3	9	1	0	0	0	0	0	29	21
Outside Placement***	0	0	0	0	3	0	0	1	0	2	7	7	6	0	26	2
Total by Grade	327	384	352	356	356	343	345	373	339	364	369	360	381	6	4655	4728
Budget Enrollment	370	386	385	374	343	337	331	377	347	383	369	357	382	7		4728
2013-14 Enrollment (Jan 31st)	367	368	362	342	340	334	373	338	370	372	368	387	404	10	4735	4757
2012-13 Enrollment (Jan 31st)	367	354	341	341	329	378	336	369	376	387	391	408	376	5	4758	4757

*Canby High counts include Parrott Creek (9-12) and Post-High.

**Baker Prairie counts include Parrott Creek (7-8).

*** Outside Placement counts include Small Group / Tutoring.

District Enrollment Summary for 2014-2015

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Month End Actuals	4699	4709	4692	4630	4644	4655				
Year Average	4699	4704	4700	4682.5	4674.8	4671.5				
Budget #	4728	4728	4728	4728	4728	4728				
Special Education	519	516	516	515	518	532				
English Language Learners	675	672	669	653	660	669				
Migrant	508	480	484	488	499	506				
Economically Disadvantaged	1897	1888	1879	1834	1837	1834				

Enrollment by grade level	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
K-8	2455	2473	2466	2437	2440	2483				
7-8	718	716	714	707	713	712				
9-12	1526	1480	1512	1486	1482	1480				
District Total	4699	4699	4692	4630	4644	4655				

8.6 2015-2016 Budget Status

Denise Lapp reported that because there has been no new information regarding the PERS litigation, the district is cautious of the anticipated funds. Ms. Lapp reviewed a flyer created in collaboration with COSA regarding the three levels of funding discussed earlier and the potential impact for Canby. If underfunded at the Co-Chair’s current proposal of \$7.235 billion, the district would experience a shortfall of \$97 per student. However, if funding were increased to \$7.5 billion, the district would be able to target needs such as class size, curriculum adoption, etc. The Board expressed concern that the community will receive the message as promising certain programs and staffing rather than what the district hopes to accomplish. Mr. Goodall acknowledged the comment as fair. The Board discussed the potential impact of the various funding levels and concluded that getting the message out in multiple ways with specificity to local impact would be beneficial. Mr. Goodall added people have been used to a world of “no” and have stopped asking but that thinking needs to change. Advocacy is very important.

8.7 Policy Updates – 2nd Reading & Adoption

The Board held a second 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

Board Regular and Executive Session Minutes – March 19, 2015

No discussion was held on the above policies and procedures.

Motion: Andrea Weber moved to approve Policy 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, and IGBAG-AP – Special Education – Procedural Safeguards, Angi Dilkes Perry seconded the motion. Motion passed 7-0.

9.0 FUTURE AGENDA ITEMS

The following items will be addressed at a future Board Session:

- Open Enrollment Report
- Draft Calendar
- Tiny House Report
- Softball Complex Report
- CHS Principal/Student Services Director Hiring Update
- Achievement Compact (April 16)
- Charter Proposal Resubmission

The Board discussed the addition of a presentation on the new city library, an update on technology and Innovation Grants, and a possible resolution for Smarter Balanced Assessments. The Board also discussed dates for the field trip to the Legislature and agreed that Angi Dilkes Perry would email Board members with her recommendation.

Chair Diane Downs recessed the meeting for 5 minutes.

EXECUTIVE SESSION

Diane Downs exited the Board from the Board Regular Session and entered into an Executive Session at 8:56 p.m. The Executive Session will be held in accordance with ORS 192.660(2)(a), in consideration of the employment of public officer, employee, staff member, or individual agent.

Board members in attendance were Diane Downs, Angi Dilkes Perry, Kristin Downs, 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 9:38 p.m.

10.0 ADJOURNMENT

Diane Downs adjourned the meeting at 9:38 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Diane Downs
Board Chair