

**Board Meeting Minutes REVISED
April 3, 2014
Board Work Session and Executive Session
Meeting Location: Canby School District Office, Meridian Room**

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

Signed in guests: Trevor Lockwood, Noel Hygelund

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

Audience members introduced themselves to the Board.

3.0 CHANGES TO AGENDA

Chair Brendan Murphy moved Agenda item 6.5 – District Communication Plan to the next meeting.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

Chair Brendan Murphy opened the floor for public comments.

Dr. Steach introduced Canby High School’s new Athletic Director/Vice Principal, Mike Martins.

5.0 CONSENT AGENDA

Andrea Weber moved to approve the consent agenda. Kristin Downs seconded the motion.

Motion passed 7-0.

Included in the Consent Agenda:

- 5.1 March 20, 2014 Regular Session and Executive Session Meeting Minutes
- 5.2 Personnel Changes

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Open Enrollment

Dr. Steach reviewed a hand-out with information on the number of Open Enrollment applications received for Ninety-One, Carus, Eccles, Trost, Baker Prairie Middle, and Canby High.

Total applications received by school:

Ninety-One	Carus	Eccles	Trost	Baker Prairie	Canby High	Total
21	7	5	1	1	16	61

Accepted students will be notified by May 1st and will have until June 15th to register. We will not know how many of our students were accepted by other districts until May 1st.

6.2 Nutrition Services Contract

Mary Knigge, Director of Finance, informed the Board that the district has completed the process of awarding the food service management contract to Sodexo. The contract is for the fiscal year beginning July 1, 2014 and continuing through June 30, 2015 with an option of four one-year renewals as allowed by federal and state regulations.

Diane Downs moved to approve Resolution 2013-14/008 Award Food Service Management Services Contract. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.3 2014-2015 Draft Calendar

Tim Oberg, Director of Human Resources, reviewed the 2014-2015 Draft Calendar. Dr. Oberg noted that the calendar mirrors the 2013-2014 calendar with the same reduction days, however, the reduction days may change as negotiations happen at bargaining. The goal is to have balanced trimesters. A discussion was held regarding staff development days, reduction days, and the possibility of changing graduation day if reduction days are added back to the calendar.

Diane Downs asked to add a draft idea of when reduction days would be added back.

6.4 Student Health Surveys

Dr. Steach informed the Board that in the past, Canby students have been presented with the opportunity to voluntarily participate in wellness surveys. The results of these surveys have been anonymous and provided administration with information on issues ranging from substance abuse to student perceptions about our schools.

The primary surveys have been the Oregon Healthy Teen Survey and the Oregon Student Wellness Survey. These are both administered to middle and high school students. Canby High School chose to participate in the 2013 Oregon Healthy Teen Survey. While Canby High administered the 2012 Student Wellness Survey, they did not do so in 2014. Baker Prairie Middle School administered the 2014 Student Wellness Survey. In addition to these surveys, Baker Prairie students participated in a four-year Positive Family Support student survey. This survey followed one group of students for four years and was completed this winter.

It was requested that the Board be provided the opportunity to discuss whether the district should participate in such surveys in the future and if so, what restrictions and communications should accompany these types of surveys.

Pat Johnson, Canby High School Principal introduced Trevor Lockwood, Intervention Specialist at Canby High, to discuss the process of administering the surveys, the purpose and usefulness of the data, and their preference between the two surveys. Mr. Lockwood explained that the survey is administered to 11th grade students during one class period in the spring. The data is useful to Health teachers who compare with state teams and is needed for some grant writing. The Oregon Student Wellness Survey is the preferred survey because the data arrives soon after the surveys are administered.

The Board believes that a policy for student surveys with criteria should be developed. Criteria for the policy may include: cost reimbursement, use of instructional time, how students are tracked, purpose for the study, and the usefulness of the data.

6.5 District Communication Plan

Chair Brendan Murphy moved Agenda item 6.5 – District Communication Plan to the next meeting.

6.6 Achievement Compact

Dr. Steach explained that there is a requirement stated in law that our Achievement Compact Advisory Committee provides recommendations to the Board by May 1, [HB 3075 (2013)]. The recommendations must include advisement on the targets for 2014-15 and initial strategies for reaching those targets. However, the law does not preclude the advisory committee from continuing to meet beyond May 1 or from updating their recommendations at any point prior to the compact due date of October 15.

With the new time lines, the Canby Achievement Compact Advisory Committee will meet again after OAKS data is released and the budget has been established to develop the specific targets. However, based upon some additional funding and the absence of new mandates for implementation, it is anticipated that goal targets will improve. The strategies to reach these targets are being developed through curriculum renewal work, the Common Core State Standards implementation plan, and the planning for building instructional focus, Instructional Leadership Team and Collaborative Team work.

6.7 Amend Appropriations

Mary Knigge, Director of Finance, explained the requirement for the Board’s approval to amend appropriations for Internal Service Funds. This appropriation is needed because we have been granted funds designated for specific

purposes, which vary from the 2013-2014 appropriation amounts. We cannot expend unanticipated monies designated for the specific purpose, which are different than adopted appropriations, until a resolution authorizing such expenditures has been made.

Diane Downs moved to approve Resolution 2013-14/009 to Amend Appropriations for the Internal Service Funds for 2013-2014. Andrea Weber seconded the motion. Motion passed 7-0.

6.8 Director of Student Achievement Hiring Process

Brendan Murphy asked for feedback from Dr. Steach and the administration team on the plan and process for hiring the Director of Student Achievement.

Dr. Steach showed the Board a posting that was used previously and referred to a Director of Student Achievement criteria document example used by Richland School District to aid in screening candidates.

A discussion was held regarding the process and selection criteria. Dr. Steach noted that we have more time to decide upon the selection criteria but the developing the posting is more critical.

The administration team and the Board would like to review the posting before it is made public to make sure the concerns they have expressed are addressed.

6.9 Administrative Procedure Revision

The revision to administrative procedure JGAB-AP – Use of Restraint and Seclusion was presented.

Diane Downs asked to change the word “verbal” to “oral” in line 1.

6.10 Policy Revision/1st Reading

1st Reading of Board Policy JGAB - Use of Restraint and Seclusion was held.

No concerns were noted.

6.11 Policy Revision/2nd Readings and Approvals

Diane Downs moved to approve the Board Policies: JOB - Personally Identifiable Information, IKFB - Graduation Ceremonies, and JHCCA - Students with HIV, AIDS or HBV. Mike Zagya seconded the motion.

Motion passed 7-0.

7.0 FUTURE AGENDA ITEMS

- Open Enrollment and Interdistrict Transfer Policies
- Fund Balance
- Facility Scheduling
- Policy Revisions
- Budget/Enrollment
- District Communication Plan

EXECUTIVE SESSION

Brendan Murphy exited the Board from the Board Work Session and entered into an Executive Session at 8:45 p.m. 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, Mike Zagya, Andrea Weber, Kristin Downs, Angi Dilkes Perry, and Tom Scott. Also in attendance were Dr. Steach (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.

Brendan Murphy exited the Board from the Executive Session and reentered the Work Session at 9:15 p.m.

WORK SESSION

8.0 ADJOURNMENT

Brendan Murphy adjourned the Work Session at 9:15 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Brendan Murphy
Board Chair