

Board Meeting Minutes - Revised
Regular Work Session and Executive Session
April 17, 2014
Canby High School, Applied Technology Center, OMNI Room

REGULAR SESSION

Board members in attendance were Brendan Murphy, Angi Dilkes Perry, Diane Downs, Kristin Downs, Mike Zagyva, Tom Scott, and Andrea Weber. Also in attendance were Superintendent John Steach, Kamela Davis, Andy McKean, the Mead Family, Julie Hay, Kathryn Huserik, Sean Gay, Beth Smidt, Emily Parker, Abbie Perrin, Steve Turner, Chris Reusser, Carina Drake, Kristiina Bozorth, Squire Bozorth, Jason Lee, Miles Ulven, Enrique Morfin, Kayla Hernandez, Leon Borgmeier, Cindy Bauer, Joe Morelock, Sondra Strong, Jesus Morfin, Jahleel Heath, Natalie Hernandez, Kim Kent, Christine Taylor, Skyler Rodolph, Marilyn Wood, Cherie Switzer, Greg McKenzie, Jennifer Turner, Mary Knigge, Melissa Reid, Rick Reid, Linda Reid, Dave Reid, Maria Ledesma, Traci Hensley, Susie Strangfield, Sam Thompson, and Wayne Layman.

1.0 CALL TO ORDER AND FLAG SALUTE

Board Chair, Brendan Murphy, called the Regular Board Meeting to order at 6:30 p.m. Kristin Downs led the flag salute.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

Brendan Murphy added Administrative Search to Agenda Item 8.1 - Superintendent Search. Brendan also added consideration of the employment of a public officer, employee, staff member or individual agent, pursuant to ORS 192.660(2)(a) to the Executive Session, and Agenda Item 8.9 - Official Action.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 *Spotlight on Student Success*

Eccles Elementary School

Andy McKean, Eccles Elementary School Principal, introduced 4th and 5th grade students: Karter Spoklie, Cameron Lee, Tyler Mead and Caitlyn Gay who gave a presentation using classroom iPads. The students demonstrated IXL, a math online program. Each student talked about the advantages of instant feedback when working out math problems and the benefits of online math help and practice. 4th grade teachers: Jacquie Fitch and Emily Parker, and 5th grade teachers: Kathryn Huserik and Ben Smidt, helped the students prepare for the presentation.

William Knight Elementary

Christine Taylor, William Knight Elementary School Principal, talked about a day in the life of a 6th grader and the benefits of technology in the classroom. She introduced two 6th grade teachers, Kim Kent and Leon Borgmeier, who use classroom iPads regularly with their students. Mrs. Kent talked about the benefits of classroom iPads and asked five students: Rose Macillas, Emma Ulven, Jesus Morfin, Natalie Hernandez, Laila Bozorth, and Eduardo Ledesma, to stand by a Board member for their presentation. Emma Ulven showed the audience how Edmodo is used for “the question of the day”, Rose Macillas demonstrated iBooks, Eduardo Ledesma presented his video book project on sharks, Laila Bozorth demonstrated how to find reliable information when doing online research, Jesus Morfin demonstrated how to use Pages to create a report, and Natalie Hernandez showed the audience how to use math IXL. Mr. Borgmeier added that there are a few draw backs to iPads in the classroom: updates are a constant need, it can be a challenge for students to stay on task, and training for teachers is needed to keep up with technological advances. Mr. Borgmeier, however, believes the positives far out way the negatives and having iPads available to students in the classroom is of great educational value.

4.2 Care Award

Canby Area Recognition of Excellence (CARE) Award recognizes local teachers, administrators and staff who excel in educating local children. Nominations for the award can come from anyone. Dr. Steach read the nomination forms submitted by two students for April's recipient, Melissa Reid. Mrs. Reid is a teacher at Trost Elementary School.

Dr. Steach presented the award to Mrs. Reid on behalf of Matt Olson from State Farm Insurance who was absent from the meeting.

4.3 Public Comments

Chair Brendan Murphy opened the floor for public comments.

Community member, Pat Smith, commented on concerns related to Common Core Standards and presented the Board with material for the Board's consideration.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

5.1 April 3, 2014 Board Work Session and Executive Session Minutes

Diane Downs asked that the Board discuss whether or not the minutes should reflect people who attend the meeting even if they did not sign in. The Board feels that it is important that the minutes state the presence of the administration team, especially, when discussions include their feedback. The Board agreed that the minutes should name persons who contribute to the meeting by speaking. A revision will be made to reflect that Diane Downs was in attendance at the April 3rd meeting.

5.2 Personnel Changes

Andrea Weber moved to approve 5.1 April 3, 2014 Board Work Session and Executive Session Minutes as revised and 5.2 Personnel Changes as presented, Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.0 SUPERINTENDENT'S REPORT

Dr. Steach commented on the following:

- Administration worked on the curriculum renewal project yesterday at the Admin Workshop. The rough draft should be ready by May 1st.
- Participated in the Clackamas Early Learning Hub grant preparation.
- Attended "Celebration of Bilingualism" at Trost Elementary School, which is an all-school assembly that highlights 1st graders becoming bilingual.
- We have not received any new applicants for the Budget Committee but will move forward without. If new applications are received, they will be accepted.
- Board members are invited to attend a City Hall meeting on April 22nd from 1:30-2:30 with search consultant, Greg Prothman, to gather information for the City Administrator search.
- With mixed emotions, I am submitting my letter of resignation. It is difficult to leave Canby and I appreciate the support I have received.

7.0 BOARD COMMENTS

Mike Zagya: Attended the Math Studio Program at Lee, which was a learning experience. Also attended the Aspire program at the Ackerman Academy.

Andrea Weber: Canby High School is hosting exchange students from Germany. This is the 10th consecutive year. The exchange program is very successful.

Angi Dilkes Perry: Attended son's soccer games. Also attended the Math Studio at Knight Elementary and continues to be impressed by the teachers' passion, intensity, and phenomenal teaching ability.

Tom Scott: Son is on a plane to South Korea with the group of Korean Studies Program staff and students from Baker Prairie Middle School. Tom would like to publicly thank the people who created the program – it is a valuable experience.

Diane Downs: Pass

Brendan Murphy: Pass

Kristin Downs: Highlighted the Canby High School FFA team for their participation in the state competition – they received many awards. Also, the Equestrian team is the state champs, again.

Andrea Weber: Kudos to Collin Matthias, FFA state officer, he went through a difficult process to be elected.

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Superintendent Search and Administrative Search

Greg McKenzie, Window to Leadership Search Consultant, shared that he met with three (3) Board members, Mike Zagyva, Kristin Downs, Andrea Weber and Kamela Davis, Board Secretary, to gather input and develop a draft calendar. He reiterated that Dr. Steach's resignation has not been officially announced; therefore, a tentative plan will be developed. Mr. McKenzie requested formal approval from the Board to hire Window to Leadership to take the lead on the superintendent search and assist with the search for the administrative openings. He also requested a decision from the Board regarding whether to hire an interim superintendent or a permanent superintendent.

Tom Scott asked for feedback from the administrative team regarding their position on interim vs. permanent.

Pat Johnson, Canby High School Principal, explained that it would depend on the person and their credibility – it is a tough question to answer.

Andy McKean, Eccles Elementary Principal, stated that he wasn't too concerned about hiring an interim – it makes sense.

Tom Scott expressed concerns that an interim hire may pose a risk in going backwards as a district.

Skyler Rodolph, Ninety-One Principal, encouraged the Board to decide to hire an interim and increase focus to hiring a great Director of Curriculum and Achievement.

Kristin Downs, Andrea Weber, and Mike Zagyva expressed that although they would like to do a permanent hire, after looking at the calendar with Mr. McKenzie earlier, it just isn't feasible given the time necessary to do a well-done, complete search.

Jennifer Turner, Baker Prairie Principal, expressed agreement with Principal Rodolph and Principal Johnson that time is not on our side. We will not slide backwards as a district if we hire an interim because of our strong administration team. We have K-12 connectedness.

Mike Zagyva expressed serious concerns about the District Office.

Brendan Murphy moved to accept Window To Leadership as search consultant firm for \$15,000, Diane Downs seconded. Motion passed 7-0.

Brendan Murphy asked the Board to vote on whether to post the opening as an interim or permanent superintendent position.

Brendan Murphy: Concerned that it may be a step back but administrative team is great – Interim.

Diane Downs: Interim leaders are remarkable people. It will free up time for focus on Director of Student Achievement – Interim.

Tom Scott: Serious concerns but will trust admin OK – Interim.

Angi Dilkes Perry: Trusts the expert – Interim.

Mike Zagyva: The best superintendent ever worked with was an interim; he did a thorough job – Interim.

Kristin Downs: Too rushed to hire a permanent and it is important to focus on the Curriculum Director – Interim.

Greg McKenzie confirmed the unified Board position and will move forward with the interim superintendent search. He will target May 1st to have a contract and calendar ready for Board approval as well as a report on the search process. He will also assist the district with the administrative openings.

8.2 Facility Scheduling Update

Mary Knigge, Director of Finance and Wayne Layman, Facilities Manager, updated the Board on the use of

district facilities. Mary Knigge highlighted the schedule of prominent users. Our facilities are well used by the community and youth organizations. There will likely be an increase in facility use fees and an increase in custodial salaries. Wayne Layman discussed the benefits of allowing the community to use our facilities. Although, it is not without incident, the support from the community is valuable. The Lone Elder building is being used by the fire department for training purposes. Old student desks were found in the rafters of the building and are roughly 100 years old. There are enough desks for each school to have one to display.

8.3 Inter District Transfers /Open Enrollment Policy and Procedure Revisions and Approvals

Dr. Steach informed the Board that in order to align with the changes in OSBA policies and procedures, we have deleted previous policies and procedures and replaced them with the standard template and a few additions to be in compliance with the new state laws.

Diane Downs moved to approve Policy JECB – Admission of Nonresident Students, and to delete Policy JECBB – Transfer to the Canby School District from Another School District, Kristin Downs seconded the motion. Motion passed 7-0.

8.4 Fund Balance Report (Bond, Excise Tax, Turf Replacement, and Facilities Grant)

Mary Knigge, Director of Finance, updated the Board on Bond, Excise Tax, Turf Replacement, and Facilities Grant fund balances.

2005 Bond Fund (one-time dollars) - \$175,000

These are the remaining proceeds from the 2005 voter approved bond sale to construct Baker Prairie, make improvements to Canby High for 9th grade transition and expansion, data infrastructure upgrades and other necessary improvements.

The proposed projects to be completed this summer are:

- Complete upgrades to the softball complex
- Security cameras at Baker Prairie Middle School
- Replace carpet in the Canby High School Library

2005 Excise Tax Fund - \$320,000

During a recent study of school safety, a recommendation from the group was to use some of these funds to replace bleachers at Canby High School. One set of bleachers in the stadium gymnasium at the high school is not ADA compliant and worn out from age and heavy use. Replacement costs are estimated to be \$90,000.

Turf Replacement Fund - \$91,387

The Turf Replacement Fund is growing slowly. The average lifetime of the turf is approximately 10 years. We are close to being on track to replace the turf in 2020 at about \$300,000.

Remaining Facilities Grant (one-time dollars) - \$1,171,144

These are the remaining facilities grant dollars awarded by the Oregon Department of Education in 2005 to pay for non-intrinsic costs to equip and furnish facilities.

Canby has been using these funds to support the technology innovation grants. The balance at the end of 2012-13 was \$1,367,945. Innovation grants were funded at \$50K and \$145K has been spent for hardware replacements across multiple buildings including pilot hardware for Smarter-Balanced testing. The administration will continue to use these funds to support the innovation grants and other instructional technology needs.

8.5 Budget/Enrollment Report

Mary Knigge, Director of Finance, updated the board on the new State School Fund estimate released on April 7, 2014.

The most notable changes impacting Canby are:

Decreases:

- Updates to the Common School Fund show a decrease in revenue of \$27,257,
- The Transportation Grant has been adjusted showing a decrease of approximately \$94,000.

Increases:

- Teacher Experience has been adjusted; Canby's ratio increased from 1.84 to 2.58 over the State average, which adds more dollars to our estimate,
- Overall enrollment in the State is down, which means more money to go around for each ADMw. This is an increase of approximate \$200,000.

In addition, a change has been made on line 19 of the Financial Report - Contingency. Contingency is an amount appropriated in anticipation that some operating expenditures will become necessary that cannot be foreseen and planned in the budget. We do not expect needing to use the contingency funds between now and the end of the school year. The \$100,000 has been removed from the projected column.

The ending fund balance is going in the right direction. The net impact of all the changes that have happened since the November 2013 estimate brings the ending fund balance up to \$1.73M, much closer to the 5% or \$1.8M goal.

8.6 Price Increase for Student Lunches

Mary Knigge, Director of Finance, informed the Board that the Healthy Hunger Free Kids Act requires school nutrition programs to move toward equalizing the paid meal price charged with the difference between free meal reimbursement and paid meal reimbursement. Schools that charge less than this amount are required to gradually increase their prices over time until they meet the requirement (2% plus the inflation rate). The law allows districts to round the average price increase down to the nearest \$0.05 cents as well as limiting the average increase to \$.10 cents, but schools may choose to increase the price at a higher amount. Canby School District's weighted average is currently \$2.30, which is \$0.35 below the required amount.

The proposed increase below will satisfy meeting the regulation for the 2014-15 school year.

LUNCH

Elementary Paid from \$2.15 to \$2.25 an increase of \$0.10

Middle School Paid \$2.50 to \$2.60 an increase of \$0.10

High School Paid \$2.75 to \$2.85, an increase of \$0.10

Diane Downs moved to approve an increase to lunch prices for Elementary (\$2.25), Middle School (\$2.60), and High School (\$2.85) as presented. Kristin Downs seconded the motion. Motion passed 7-0.

8.7 Policy Revision/1st Reading

Dr. Steach asked to move the 1st reading of Policy IKF – *Graduation Requirements* to the next meeting to allow time for further review.

8.8 Policy Revision/2nd Reading and Approval

Second Reading was held for Policy JGAB – *Use of Restraint and Seclusion*.

Andrea Weber moved to approve revised policy JGAB – Use of Restraint and Seclusion, Angi Dilkes Perry seconded the motion. Motion Passed 7-0.

9.0 FUTURE AGENDA ITEMS

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

- Superintendent Search

- Instructional Refocus
- One-to-One Devices (Ninety-One Pilot)
- SPR&I Audit

EXECUTIVE SESSION

Brendan Murphy exited the Board from the Board Regular Session and entered into an Executive Session at 9:00 p.m. in accordance with ORS 192.660 (2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations, and in consideration of the employment of a public officer, employee, staff member or individual agent, pursuant to ORS 192.660(2)(a), which allows the Board to meet in executive session for these purposes.

Board members in attendance were Brendan Murphy, Angi Dilkes Perry, Diane Downs, Kristin Downs, Mike Zagyva, Andrea Weber, 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 Regular Session at 9:20 p.m.

REGULAR SESSION

Brendan Murphy re-opened 8.1 - Administrative Search. Tim Oberg entered the meeting at 9:21. The board discussed the current openings and timelines.

10.0 ADJOURNMENT

Brendan Murphy adjourned the meeting at 9:30 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Brendan Murphy
Board Chair