

Board Meeting Minutes
May 1, 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, and Andrea Weber. Also in Attendance were Dr. John Steach (Superintendent), Kamela Davis (Board Secretary), Pat Johnson, Linda Robert, Sandy Kahut, Greg McKenzie, Mike Taylor, Todd Hornseth, Travis Opperman, Kimie Carroll, Jennifer Turner, Stan Oyer, Joshua Rapley, Skyler Rodolph, Susie Strangfield, Joe Morelock, Angi Navarro, Sondra Strong, Cherie Switzer, Tim Oberg, Marilyn Wood, Joan Flora, Cindy Bauer, and Christine Taylor. Board members absent from the meeting were Tom Scott, Mike Zagyva, and Angi Dilkes Perry.

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.

3.0 CHANGES TO AGENDA

No changes to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

Chair Brendan Murphy opened the floor for public comments.

Kimie Carroll, Canby High School Associate Principal, invited the Board to Canby High School's Graduation Ceremony on May 30, 2014 at 7:00 p.m. at Cougar Stadium.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 April 10, 2014 Special Session and Executive Session Meeting Minutes
April 17, 2014 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes
- 5.3 Superintendent Resignation

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

Motion passed 4-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Superintendent Search

Greg McKenzie, Windows to Leadership Search Consultant, presented the Board with interim and superintendent search materials including a revised calendar, superintendent qualifications, Board Policy CBA, advertising/posting options, and a selected salary survey for superintendents. Mr. McKenzie also introduced Mike Taylor, a member of the Windows to Leadership team.

Mr. McKenzie informed the Board that the interim superintendent posting would be made public Friday, May 2nd and would close May 16th. The interim hiring process will be completed June 10th or 11th and an official announcement made June 16th.

The Board requested to view the posting prior to making it public.

Chair Brendan Murphy opened the floor for public comments regarding the interim superintendent search.

No public comments were made.

Mr. McKenzie requested Board approval of the interim superintendent search calendar and posting literature.

Kristin Downs moved to approve Mr. McKenzie's calendar suggestions and language suggestions for the posting with the understanding that both may be amended if needed. Diane Downs seconded. Motion passed 4-0.

Mr. McKenzie reviewed advertisement costs and recommended about \$650.00 to be allocated to the interim superintendent search.

Andrea Webber moved to approve up to \$650.00 in advertising costs for the interim superintendent search. Diane Downs seconded. Motion passed 4-0.

Angi Dilkes Perry entered the meeting at 7:05 p.m.

Mike Taylor, Window to Leadership Search Consultant, reviewed the selected salary survey for superintendents. Canby is exactly in the median salary range when compared to surrounding districts. For the interim superintendent position, Mr. Taylor suggested a salary range of \$125,000 to \$135,000 based on his expertise and the current market.

Kristin Downs moved to approve a base salary range of \$125,000 to \$135,000. Angi Dilkes Perry seconded. Motion passed 5-0.

Diane Downs moved to declare the Canby School District superintendent position vacant as of July 1st, 2014. Andrea Weber seconded. Motion passed 5-0.

Mr. McKenzie reviewed the application screening group options for consideration:

1. Board members only,
2. the Board may invite others to the group,
3. or the Board may invite a larger group.

After discussion, the Board and administrative team decided the application-screening group would consist of: (7) Board members, (4) administrative staff; including (3) principals representing elementary, middle and high school and (1) Central Office administrator, (3) certified teachers, (3) classified staff, and (3) community members. The administrative team, Certified Union President, and Classified Union President will do the work of selecting group members. The administrative team will recommend community members to Kamela Davis, Board Secretary, who will contact them regarding their interest.

Brendan Murphy asked the Board if there were any concerns regarding the Window to Leadership, LLC contract for services. No concerns were expressed.

Mr. McKenzie updated the Board on the Director of Teaching and Learning hiring process. The closing date for the position is May 20th, 2014. The district is taking the lead on the search. Tim Oberg, Human Resources Director, will provide the Board with an update on the application-screening team and interview schedule at the next Board meeting.

6.2 One-to-One Devices (Ninety-One Pilot)

Skyler Rodolph, Ninety-One School Principal, presented the Board with a keynote presentation on One-to-One iPad Deployment, a Ninety-One School pilot this year for 7th and 8th grade students. Mr. Rodolph discussed the purpose of the pilot, which was to provide each 7th and 8th grade student with an iPad for use at school and at home. He

introduced 7th and 8th grade teachers: Linda Robert, Sandy Kahut, Todd Hornseth, and Stan Oyer who talked about the stages of the deployment process, expectations for classroom and home management, and the educational benefits for students. Josh Rapley, Ninety-One's technology support assistant, helped with the initial distribution and continues to manage iPad updates. The team feels that the pilot has been a huge success. There are minimal issues and students are more engaged in their learning.

6.3 Instructional Refocus – Collaborative Teams and Instructional Leadership Teams

Collaborative Teams (CTs)

Dr. Steach reviewed the Instructional Refocus Memorandum and explained that several years ago, Canby started the practice of teacher Collaborative Teams (CTs). These were based on the fundamental principals that if teachers took time to set goals and develop common formative assessments, the conversations around these items would drive improved instructional practices.

This past year, due to reduced staff development time and the significant demands of state and federal mandates, principals at various levels and to various degrees have been allowed to introduce other work into CT time. While this work has been directly related to instruction, it has not aligned with the SMARTe goal format. The primary exceptions allowed during CT time have been the development of course Scope and Sequences to align with the Common Core State Standards (CCSS) and elementary implementation of the Investigations math curricular materials.

Additionally, over the past two years, CTs have met as cross-district grade level teams to plan the administration and review the results of common Performance Tasks (PTs). This has typically occurred following the administration of the PTs in the fall (math), winter (writing) and spring (math).

During the administrative workshop on April 15th, time was devoted to discussing the history and future of CT structure. Based upon administrative input, the following agreements were reached:

- SMARTe goals will remain as the foundational element of CT time,
- CHS requested and was granted flexibility for one more year from adhering rigidly to the SMARTe goal format,
- Some elementary schools have been using “Guiding Questions” to guide discussions that supplement SMARTe goals which other schools would like to start exploring,
- Elementary will continue district grade level CTs focused on PTs,
- Principals would like to spend time next year revisiting CT best practices, and
- While CHS would like to have the CTs meet in a single location, the size of the staff and limitations of the facility continue to prevent this.

Overall, the administrative team feels the CT time continues to be critical for district instructional improvement efforts. However, some flexibility is needed so that principals can address the most significant individual building needs while still staying true to a single district vision.

Historical Instructional Leadership Teams (ILTs)

Dr. Steach also explained that five years ago, the district started an instructional improvement effort by contracting with Sandy Blazer and Focus on Results. A critical component of this work was the formation of Instructional Leadership Teams (ILTs) within each school. Once formed, each ILT supported district and principal efforts through:

- Analyzing school/student performance data,
- Developing Good News & Urgent statements from the data analysis,
- Identifying a single building Instructional Focus area to address their Urgent statements,
- Supporting work on the Instructional Focus area through regular meetings with the principal throughout the year,
- Participating in cross-building walkthroughs to observe instruction and give feedback to other schools

relative to their instructional focus area.

The Focus on Results contract ended at the completion of the 2012-13 school year. In addition to the fee for service, over each of the four years of Focus on Results, the district supported summer work and release time (with substitutes) at a level of approximately \$80,000 per year. This amount was eliminated from the 2013-14 budget.

To supplement Focus on Results, the STAR protocol was introduced. The vision was to train ILT members and eventually all staff on the STAR protocol. Once trained, ILTs could continue these cross-building walkthroughs using a common instructional framework (STAR) and common terms/language for each building Instructional Focus area (elementary from STAR).

ILTs Moving Forward

In January, a draft structure was presented to continue the Focus on Results processes utilizing STAR. The proposal would provide buildings with time in August to analyze data, validate or adjust their building Instructional Focus, and plan for the year's professional development. It also included three release days during the school year to perform cross-building walkthroughs, give feedback (using STAR) and extend building planning. The overall cost of this plan is approximately \$62,000.

During the April 15th administrative workshop, the draft was discussed. At the conclusion of the discussion, the following agreements were reached:

- Each building would like to use subs for a half-day release of their ILT this spring to discuss the curriculum renewal process, get feedback, and enhance our planning for next year (\$7,000),
- Buildings will continue to identify and work toward a specific Instruction Focus area,
- The time with ILTs in August will be reduced to six hours (Two hours of district level curriculum renewal discussion/presentation and four hours of building level work) (\$15,000),
- ILTs will continue to be used for walkthroughs within buildings (although CHS may not be using STAR),
- Each elementary school will need a total of 16 hours of substitute time next year to support the building level walkthroughs (\$3,000),
- ILTs will be a key component of two-way communication on the curriculum renewal work.

Dr. Steach asked the Board for feedback regarding moving forward with Collaborative Teams and Instructional Leadership Teams.

Diane Downs expressed a philosophical concern that this is a long way from where the district began with Collaborative Teams. She understands that there has not been time for professional development but that one of the main purposes was to develop a K-12 focus and elementary cohesiveness.

The administrative team feels that the intended purpose has been maintained as much as possible but due to state mandates flexibility has been needed. The restoration of Professional Development days next year will allow the original focus of CTs to be a priority.

Tom Scott entered the meeting at 8:30 p.m.

6.4 Policy Revision/1st Reading

First Reading of Policy IKF – Graduation Requirements was held.

7.0 FUTURE AGENDA ITEMS

- Open Enrollment/IDT – Final report on Open Enrollment numbers in/out and approval of IDT policy and numbers (if needed)
- All Day Kinder – Report on pilot enrollment and plans for program development
- Synergy Implementation – Report on progress in year 1
- CHS Softball/Baseball Upgrades – Status Report

- Policy Updates
- Budget/Enrollment
- Exec: Negotiations (TBD)

The Board requested to add June 26th Board Work Shop Agenda as a future agenda item.

EXECUTIVE SESSION

Brendan Murphy exited the Board from the Board Work Session and entered into an Executive Session at 9:00 p.m. to conduct deliberation with persons designated by the governing body to carry on labor negotiations, 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, Andrea Weber, Kristin Downs, Angi Dilkes Perry, and Tom Scott. Board member Mike Zagya was absent from the meeting. Also in attendance were Dr. Steach (Superintendent), Kamela Davis (Board Secretary) and Tim Oberg (Director of Human Resources).

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 9:05 p.m.

WORK SESSION

8.0 ADJOURNMENT

Brendan Murphy adjourned the Work Session at 9:05 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Brendan Murphy
Board Chair