

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Board Work Session and Executive Session  
May 7, 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, and Mike Zagyva. Board member Andrea Weber was absent from the meeting. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Kimie Carroll, Greg Dinse, Mark Martens, Laretta Manning, Rob Sheveland, Mark Sherman, Suze Riley, Stephen Saporito, Amy Peterson, Neona Chastain, Wayne Layman, Jennifer Turner, Joel McCarthy (entered at 7:00 p.m.), and Jodi McCarthy (entered at 7:00 p.m.).

**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**

Superintendent Goodall added a discussion on transportation and alternative education following 6.5 Open Enrollment Report. Chair Diane Downs added Clackamas Education Service District Budget Committee discussion following 6.7 Policy/Administrative Procedure Review.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

**4.1 Public Comments**

Chair Diane Downs opened the floor for public comments.

Neona Chastain, community member, addressed the Board regarding her granddaughter's positive school experience at Ackerman Academy. She expressed she loves the kids at the school and believes it's the best thing that has happened for her granddaughter. Her grades are good and she doesn't come home crying. Ms. Chastain noted concern if the school were to close and asked to please make it stay.

Mark Sherman, Ackerman Academy Math Teacher, discussed the benefits of small class sizes to students such as the ones that attend Ackerman. He has surveyed students about their opinion and 80% believe there are fewer distractions in a smaller class setting. Students at Ackerman enjoy academic success. He asked that meetings be held to allow for parents, students, and staff to voice their opinion regarding closing or reorganizing the Ackerman Academy.

Suze Riley, Ackerman Academy Tiny House project volunteer, believes the program at Ackerman Academy is incredible. Ms. Riley shared she attended a similar program to the Ackerman Academy as a young adult and would not have had the success she enjoys in her adulthood without the program. It is important that the program continues for the success of the students. The students are happy, successful, engaged, and willing children.

Amy Peterson, Ackerman Academy student, shared that she is a senior who is on track to graduate with 32 credits. She has also completed community service hour requirements with the help of

staff at Ackerman. She believes the culture of Ackerman is like a family where you get help and help others that are struggling. Ms. Peterson said that after graduation she plans to come back as a volunteer. At the high school she did OK but was just “floating”. At Ackerman she was able to get a job and take college classes. She feels other students should have the same opportunity as her to be Ackerman Academy “success stories”.

Steven Saporito, Ackeman Academy student, explained he is a 9<sup>th</sup> grader who struggles with school systems. At Ackerman it is amazing – it is the best choice for students, supportive, helpful, and you are allowed to work at your own pace. He expressed concern that if Ackerman were to be shut down, he wouldn’t know where to go.

No other public comments were made.

Chair Diane Downs thanked the audience for their comments and noted that the public comments portion of the meeting is a time for public to address the Board but not a time for the board to enter into a conversation. She added later in the agenda, there would be a discussion on alternative education and the audience was welcome to stay. Board member Mike Zagyyva added that agenda items are not open discussion. Diane Downs noted that since it is a Work Session and less formal, some discussion may be allowed.

## **5.0 CONSENT AGENDA**

Included in the Consent Agenda:

- 5.1 April 16, 2015 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes
- 5.3 Administrative Appointments

**MOTION: Kristin Downs moved to approve the Consent Agenda as presented with a revision to the April 16, 2015 minutes under Board Comments - Kristin Downs as follows: CHS Equestrian team won the district championship and would move on to the state meet May 14-17. Angi Dilkes Perry seconded the motion. Motion passed 6-0.**

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

### ***6.1 Introduction of New Director of Student Services and Canby High School Principal***

Superintendent Goodall introduced Laretta Manning, recently appointed Canby School District Director of Student Services. Mr. Goodall shared that Ms. Manning has a background in special education administration and has an excellent reputation with regard to her work. Mr. Goodall introduced Greg Dinse, Canby School District’s newly appointed Canby High School Principal. Mr. Goodall noted that Mr. Dinse has been the Associate Principal of Tualatin High School for eleven years and was part of an outstanding pool of candidates. The district is excited to have someone of Greg’s caliber joining our district.

Ms. Manning added that she is very excited to be in a smaller district after being in the Portland Public School District for fifteen years. Mr. Dinse added that he is excited as well for the opportunity to be in Canby – the timing was right.

### ***6.2 Softball Complex Report***

Wayne Layman, Facilities Manager, reported that the Softball Complex was completed under budget – the goal was \$250,000 and the final cost was \$239,000. The project took longer than anticipated, however. Mr. Layman noted some light poles would need to be replaced in the near future. The Board asked if the safety nets along 13<sup>th</sup> street were installed and Mr. Layman explained that instead of safety nets, an extension was added to the backstops. The Board thanked Mr. Layman for the work that he and his team did to help with the completion of the project. Mr.

Layman added that special recognition goes to local businesses, Canby Plumbing and Onion's Canby Electric, Inc., who went above and beyond in extra work and did not charge the district for any additional time. The Board asked about the student's role in the project verses what had to be done by adults. Mr. Layman reported the students did not do the siding, roofing, mudding, or taping of the drywall. The siding and roofing was contracted out. The Board asked whether or not the district was in compliance with Title IX state requirements. Mark Martens, Canby High School Athletic Director and Associate Principal, responded that upon completion of the Softball complex, male and female facilities are commensurate with each other. Superintendent Goodall publicly thanked Mr. Layman and his crew for their work and attention to detail and contentionsness around cost. The Board asked for clarification regarding replacement of the light poles and Mr. Layman responded that they would need to be replaced before next year at approximately \$7,800 per pole.

### ***6.3 State Testing Update***

Sheryl Lipski, Director of Teaching and Learning, reported the Oaks and Smarter Balanced Assessments have been running smoothly, for the most part, aside from a few glitches. The Oregon Department of Education (ODE) is responding to staff requests such as adding a comment section where teachers can provide feedback on issues during the assessments. Certainly, the length of time required for each portion of the test has been an issue and the Canby High School schedule has been impacted. To date, the district has received 98 opt-out requests from families for religious or disability reasons. A total of 115 students did not take the Smarter Balanced Assessment. Of those, twelve did not meet the requirements for allowable reasons determined by the state but the district is honoring parent's requests to opt out his/her student. Ms. Lipski shared the goal is for all schools to be completed with testing by June 1<sup>st</sup>. The testing window closes on June 12<sup>th</sup>. The Board noted concern around teachers who do not agree with the Smarter Balanced Assessment and how the disagreement translates negatively to students and their parents. Jennifer Turner, Baker Prairie Middle School Principal, reported that the staff and students at Baker Prairie Middle School have done a phenomenal job with testing and exhibited perseverance during long portions of the assessment. The Board asked for clarification regarding the length of testing, the impact to the high school schedule, and the when the district will receive testing results. Ms. Lipski explained the assessment period is about five weeks. Due to the trimester schedule at the high school, students have experienced an increase in lost instructional time. Next year, high school testing can begin in the second trimester to minimize the issue. In addition, the ODE will be making adjustments after receiving feedback from districts. Ms. Lipski anticipates the earliest the district will receive testing results is in August 2015.

### ***6.4 Canby Grove Experiential Charter School Proposal Update***

Mr. Goodall reported the applicants of the Canby Grove Experiential Charter School submitted an appeal to the Oregon Department of Education (ODE) following the district's decision to deny the resubmitted proposal. The ODE will review supporting documents and collect any additional information necessary to do a thorough and complete review of the application. A determination will be made to either uphold the district's decision or enter into mediation process with the proposers.

### ***6.5 Open Enrollment Report***

Mr. Goodall reviewed the number of students accepted into the district through Open Enrollment for the 2015-16 school year and the number of students accepted by other districts. The total number of new students accepted in through Open Enrollment was thirty-six (36) and the total number of students reported as accepted to other districts was nine (9). A lottery process was held for Ninety-One School applicants in grades K, 4, and 6. Skyler Rodoph, Ninety-One School Principal, proposed an increase in the number of Kindergarten Open Enrollment seats by ten (10) for the reason that following Kindergarten registration, Ninety-One received a very low number of registered Kindergarten students. The Board asked whether an amendment could be made to the

declared Open Enrollment seats. Mr. Goodall responded he would do some further checking before a Board vote to add additional seats. The matter will be added to the May 21<sup>st</sup> agenda. Additionally, a discussion will be held regarding the number of Interdistrict Transfer students accepted in this school year as well as the number of Interdistrict Transfer students released to other districts. Information will include what districts students come from and where students go.

***Alternative Education - Added Agenda Item***

Mr. Goodall shared about his background and experience with alternative education as a former high school principal in Deer Park, Washington. During his time, he realized the need for alternative education students to be included with their same peer group and worked with staff to implement a “school within a school model”, which was successful. Over the past year in Canby, Mr. Goodall conducted a review of the Ackerman Academy program. The program is an under the umbrella of the high school and is an extension of the high school. Mr. Goodall shared he has engaged in many conversations about the program. He determined that the success of the program was found in the way adults interact with kids and not in the location of the program. Students do not currently have opportunities to take courses such as a Science lab or a P.E. class. Moving forward, a “school within a school” model would provide those opportunities. At Canby High School, there is a unique area with a separate entrance and space to meet the needs of the Ackerman Academy students. Instruction would continue to be individualized. The program is not closing, just being relocated with the opportunity to expand.

Board member Mike Zagyva noted that in his career as principal of Ackerman with 1,100 students at that time, success was not in the location; it was in philosophy and advocacy. Board member Tom Scott asked about behavioral concerns with students being in close proximity to a larger group of students. Mr. Goodall noted students would have access to counseling staff and psychologists. Also, students would be given opportunities to learn how to make the right choice. Mike Zagyva added he is a strong advocate for a “school within a school” model. Chair Diane Downs asked for clarification regarding the location. Mr. Goodall responded the area at the high school has its own entrance just off the Science wing with classrooms and computer labs. Students may have to travel to a math class depending on levels. The Board asked about the daily schedule and Mr. Goodall noted staff is in conversations regarding the schedule looking at instructional minutes required for graduation. Additionally, other high school students not in the Academy may be given the opportunity to be in an Academy class, depending on the student’s needs. The Board asked about the timeline regarding a decision to move forward. Mr. Goodall stated that he is making a decision for next fall.

The Board briefly discussed possible plans for the space at Ackerman and agreed to have further discussion regarding facility usage.

A request was made by Mark Sherman to allow Joel McCarthy, Ackerman Academy student, to speak to the Board since he missed the public comment portion of the meeting. Chair Diane Downs agreed.

Joel McCarthy, Ackerman Academy student, asked Mr. Goodall for clarification regarding the change. Mr. Goodall explained his goal is to provide students with a better opportunity to be successful. Mr. McCarthy expressed concern that he has a problem with getting distracted and it would be worse if he goes back to a bigger school. Mr. Goodall responded that Mr. McCarthy would need to trust that he has his best interest at heart and asked for him to provide feedback in the future if he felt something was not working.

Chair Diane Downs added the Board’s goal is to provide all of the students with the best they can. Jodi McCarthy, parent, asked Mr. Goodall for clarification on whether or not she heard the program would be moving to the high school in the fall. Mr. Goodall confirmed the program would be moving to the high school in the fall.

**Transportation - Added Agenda Item**

Mr. Goodall discussed possible transportation changes for next year and provided the Board with a handout on an example of a bus route combing elementary, middle school, and high school students. Elementary students would be dropped off first, followed by middle school students, and lastly, high school students. The approximate start time for high school would be 8:30, middle school approximately 8:20, and elementary approximately 8:15. From First Student’s standpoint, the proposal is doable. Denise Lapp, Director of Finance, completed a cost analysis as follows:

**Contract Guarantees**

Our current contract for 2014-15 has a guaranteed fixed cost of \$1,009,677. For the 2015-16 contract year, this will increase by 2.9% for a new fixed cost of \$1,038,958 (**Increase of \$29,281**). The cost per route increases from \$117.64/day to \$121.05/day.

Another part of the contract that is guaranteed is the number of days the buses will run. This is currently at 171 days. In addition, drivers are guaranteed 3 hours total for their morning and afternoon route. Any time driven beyond 3 hours are “overage” hours and results in additional charges for the district.

**Consolidated Routes**

The initial analysis of combining our existing 29 routes for MS/HS and Elementary into one route leads to the following:

- 8 buses would exceed the target of 50 to 55 students per bus
- 4 buses can be combined into 2 due to low ridership
- The new total routes required would be 35 (+6 routes)
- The cost increase for adding routes and the route rate increase is **\$141,107**

We are still working with First Student on the analysis of the routes that will be required for Special Education next year due to program shifts across the district. We currently have 11 routes and if all routes remained for next year, the increase would be **\$6,414**.

Although the fixed costs will increase, we project a significant amount of money will be saved on overage charges for both our regular education and special education routes.

The estimated overage on our regular education routes for 2014-15 is estimated around **\$340,000**. For Special Education, the estimate is **\$238,000**.

With full-day kindergarten, we are estimating a savings of approximately **\$145,000**. This is not included below as it was included in the overall cost of implementing full-day kindergarten.

**Cost Analysis**

Rate Increase for Fixed Costs (2.9%)	\$29,281.00
Increase for Regular Ed Routes (2.9% & Routes)	141,107.00
Increase for Special Ed Routes (2.9%)	6,414.00
Overage savings Regular Ed Routes	(340,000.00)
Overage savings Special Ed Routes	(238,000.00)
<b>Total Estimated Savings</b>	<b>\$401,198.00</b>

**Remaining steps**

- Meet with Dan Spahr, First Student Manager May 8<sup>th</sup>
- Determine costs and potential savings for special education routes
- Meet with parents on May 14<sup>th</sup>
- Determine a course of action for 2015-16 and communicate to the community and staff

The Board asked for clarification on the actual cost savings since transportation is reimbursable to the district at 70%, savings would actually be 30%. The Board discussed community concerns around bus ridership and walkers who have to cross streets with heavy traffic. Also, with a later Board Work Session & Executive Session Minutes – May 7, 2015

start time, high school students involved in sports may miss a portion of their last class due to game travel. Mr. Goodall explained research shows that students who participate in extra curricular sports have higher GPAs so the concern is greater with students not coming to school because of the early start. The Board asked about parent concerns with younger students riding with older students. Mr. Goodall explained that siblings would ride together, young students would sit at the front, middle and high school students toward the back, and that older students would help to take care of the younger students.

### ***6.6 Policy/Administrative Procedure Revision 1<sup>st</sup> Reading***

The Board held a first reading on the following policy/administrative procedures:  
Federal Family and Medical Leave/State Family Medical Leave – GCBDA-AP/GCBDA-AP (1), (2)  
Licensed Evaluation – Administrators - Policy CCG

No comments were made.

### ***6.7 Policy/Administrative Procedure Review***

Chair Diane Downs explained the reason for a review of policy and administrative procedures: Signage on School Buildings & Facilities - FFC/FFC-AP, Grants from Outside Sources - DFC/DFC-AP, and Fund Raising Activities - IGDF/IGDF-AP was due to previous discussions with questions on whether our policies accurately reflect our priorities around signage and fundraising. The Board discussed signage currently at the high school. Mark Martens, Canby High School Athletic Director and Associate Principal, noted he is currently doing an inventory of signs in storage. Signs have been sold to help fundraise for the turf field. Denise Lapp, Director of Finance, reviewed the financial status of the turf field noting the Boosters are in the process of replenishing funds used from the Chloe Estate Fund and the Turf Replacement Fund to pay off the debt with Emerick Construction. The Board expressed some confusion in the way funds were moved to cover the debt. Chair Diane Downs asked that the Board be consulted prior to a decision to move funds in the future. Mr. Martens reported he is in conversations with the district regarding a leveled sponsorship program for businesses. The Board discussed signage procedures and who sets the cost for signs. Mr. Goodall noted that the policy does not speak to cost but defers to the building administrator to make decisions related to signage. Mr. Goodall added equity across schools/levels of funding should be a consideration in relation to fundraising. The Board noted the current grant administrative procedure needs to be revised and asked who oversees grants in the district. Mr. Goodall explained that he inherited the Tiny House grant and the Director of Teaching and Learning, Director of Finance, and the Director of Student Services oversee other federal grants. The Tiny House grant is on target but may not be met completely as written. Chair Diane Downs delegated the grant administrative procedure to the superintendent to be updated.

### ***ESD Budget Committee - Added Agenda Item***

Chair Diane Downs asked the Board if there was any one interested in serving on the Educational Service District Budget Committee this year. Board Member Andrea Weber would serve if no one else were interested. No other Board member expressed interest in serving on the committee.

### ***6.8 June 25<sup>th</sup> Planning Workshop Agenda***

Kristin Downs shared she would not be attending the meeting on the 25<sup>th</sup>. The Board invited Rob Sheveland, incoming Board member, to join the planning session. The Board discussed agenda items topics as follows:

- Goals for next year, including the superintendent's goals
- Reflection on positives from this past year and areas of improvement
- Agenda item expectations and objectives with topics that are useful and meaningful (Mr. Goodall asked for an example)
- Board communication expectations and guidelines, i.e. email, outings

- A discussion on the Board meeting format – should dinner be provided, agenda order, how the meeting is to be conducted, introductions, procedures/protocols, Regular Session vs. Work Session meeting, how the room is to be arranged, Board/Superintendent Working Agreement

The Board discussed some organizational meeting topics, such as Board Chair and Vice-Chair nominations. Board member Mike Zagyva expressed interest in serving as Vice-Chair and Board member Angi-Dilkes Perry expressed interest in serving as Board Chair.

## **7.0 FUTURE AGENDA ITEMS**

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

- Spotlight on Student Success – Eccles Elementary School
- C.A.R.E. Presentation
- Administrator Report – Progress on Goals
- Policy/Administrative Procedure Revision – 2<sup>nd</sup> Reading and Adoption
- Continuous Improvement Plan (June 4<sup>th</sup>)
- Curriculum Renewal Report (June 25<sup>th</sup>)
- Superintendent Evaluation – Executive Session

The Board discussed the addition of the Open Enrollment report and the process for the superintendent's evaluation. Board member Brendan Murphy will forward the superintendent self-evaluation document to Mr. Goodall to use as a start. Mr. Goodall will send the completed document to the Board the following week for their review prior to the meeting. The Board asked for feedback on the format of the evaluation. Mr. Goodall responded that Board input as one voice would be helpful but individual feedback is welcome. The Board agreed to compile feedback for the evaluation and additionally expressed interest in hearing Mr. Goodall's feedback as well.

The Board thanked Board member Angi Dilkes Perry for the well-planned tour of the capitol.

Diane Downs recessed the meeting for 4 minutes.

## **EXECUTIVE SESSION**

Diane Downs exited the Board from the Board Regular Session and entered into an Executive Session at 9:31 p.m. The Executive Session was held in accordance 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(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations, which allows the Board to meet in executive session for that purpose.

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Tom Scott, and Mike Zagyva. Board member Andrea Weber was absent from the meeting. Also in attendance were Trip Goodall (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 9:50 p.m.

## **8.0 ADJOURNMENT**

Diane Downs adjourned the meeting at 9:50 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Diane Downs  
Board Chair