

Board Meeting Minutes
Regular Work Session and Executive Session
May 15, 2014
Canby High School, Applied Technology Center, OMNI Room

REGULAR SESSION

Board members in attendance were Brendan Murphy, Angi Dilkes Perry, Kristin Downs, Mike Zagyva, Tom Scott, and Andrea Weber. Also in attendance were John Steach (Superintendent), Kamela Davis (Board Secretary), Joe Morelock, Pat Johnson, Christine Taylor, Jennifer Turner, Marilyn Wood, Matt Olsen, Noel Hygelund, Susie Strangfield, Cherie Switzer, Sondra Strong, Skyler Rodolph, Sam Thompson, Andy McKean, Angie Navarro, Cindy Bauer, Tim Oberg, Mary Knigge, Susie McMullin, Bernardo Tuma, Tracie Heidt, Kathy Botz, Richard Botz, Harriet Botz, Kimberly Kylo, Kathie Hamill, Susan Nash, Matt Salisbury, Garrett Botz, Abe Kylo, and Chloe Marion. Board member Diane Downs was absent from the meeting.

1.0 CALL TO ORDER AND FLAG SALUTE

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

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 *Spotlight on Student Success*

Carus Elementary School

Sam Thompson, Carus Elementary School Principal, introduced Matt Salisbury, 6th grade teacher, who presented on 6th grade outdoor school. He introduced students: Garrett Botz, Abe Kylo, Susan Nash, and Chloe Marion, who shared about their personal experience at outdoor school. The students discussed the hands-on, interactive participation that enhanced their learning. They highlighted field study activities, educational games, team building opportunities, and the “awesome” OMSI camp staff. The students overwhelmingly reported that they had a lot of fun and in the future, would like to be a counselor at outdoor school to help other students have the same great experience.

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 for May’s recipient, Kathie Hamill. Kathie Hamill is a 4th and 5th grade teacher at Carus Elementary School.

Dr. Steach and Matt Olson from State Farm Insurance presented the award to Kathie Hamill.

4.3 *Public Comments*

Chair Brendan Murphy opened the floor for public comments.

No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

5.1 May 1, 2014 Board Work Session and Executive Session Minutes

5.2 Personnel Changes

Kristin Downs moved to approve the Consent Agenda as presented, Andrea Weber seconded the motion. Motion passed 6-0.

6.0 SUPERINTENDENT'S REPORT

Dr. Steach commented on the following:

- The Board is invited to attend the CARE Award Recipient Reception on Thursday, May 22nd, at the Place to Be Café. Additionally, the Canby Post High Transition Program's Annual Art Show is the same evening from 6:00-8:00 p.m.
- The District completed a state migrant-monitoring visit. At the exit interview, Cindy Bauer, Coordinator of Federal Programs, principals, and staff members, were praised for their exceptional efforts at connecting migrant students to available resources.
- I would like to publicly announce Cherie Switzer as the new Lee Elementary School Principal. Mrs. Switzer has done an outstanding job as interim principal and was the best candidate for the position.
- Attended the Canby Educational Foundation's Spring Fling event – it was a very successful evening.
- The Smarter Balance field test was completed with 5th grade classes at Trost Elementary. Kudos goes to teachers for their efforts.
- The Board is invited to attend the Canby Post High Transition Program's annual Aging-Out Ceremony on Tuesday, June 3rd, from 6:00-8:00 p.m.
- Canby High School Graduation is coming up on Friday, May 30th.
- The upcoming summer community musical will be "Fiddler on the Roof" directed by Don Feely.

7.0 BOARD COMMENTS

Andrea Weber: Attended Canby High School's plant sale fundraiser, the Canby Educational Foundation's Spring Fling event, the Parrott Creek Fundraiser, and the Ninety-One School Expo – all very successful events. The diversity of presentations at the Ninety-One School Expo was appreciated, especially, the creative living wax museum exhibit. Also attended the Annual Celebrate Literacy Awards, which highlighted Canby High School teacher, Nina Sarroub-Boyd, who was selected as one of three award winners for her outstanding literacy work.

Tom Scott: Pass

Kristin Downs: Attended the Canby Educational Foundation's Spring Fling event and would like to thank volunteers for their time. Attended the Ninety-One School Expo event, which was very interactive and enjoyable. Also attended the Parrott Creek Fundraiser. Kristin updated the Board and audience on the program at Parrott Creek.

Brendan Murphy: We are still publicly accepting additional members for the Budget Committee. There are several vacant seats and it is disappointing not to have them utilized by community members. The next meeting is Monday, May 19th, at 6:30 in the Central Services District Office.

Angi Dilkes Perry: Pass

Mike Zagya: Mike asked Dr. Steach to share on his behalf.

Dr. Steach: Mike would like to publicly recognize these staff members on behalf of himself and his family: Cherie Switzer, Jenne Parker, Lana Smith, Brian Huggins, Pam Huggins, and Marsha Schmidt, for their outstanding effort and support of his grandchildren as they cope with their father's deployment to Afghanistan. The students attend Lee Elementary.

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Softball/Baseball Complex Upgrade Status

Wayne Layman, Facilities Manager, updated the Board on the Softball/Baseball Complex status. The Construction Cluster class is continuing work on the new softball dugouts, bathrooms, announcers' booth and concession stand. The district is confident that the total cost of the project will be at or below \$250,000. Mr. Layman would like to thank Emerick Construction for sending volunteers to help support the project. Their generous donation of time and labor has moved the project forward and allowed more

students to participate.

Recently, the newly formed Wayne Oliver Foundation has approached the district with a desire to modify the plans for the announcer's booth and also replace the baseball scoreboard. The foundation may be willing to provide some additional funding. The district is currently discussing these options.

8.2 Calendar Approval

Tim Oberg, Director of Human Resources, reviewed the 2014-2015 Draft Canby School District Calendar. Canby High School graduation day may need to be changed from June 5th to June 12th pending the 130 credit hour state requirement. Also, there is a mid-year staff training day that is different for primary and secondary grade levels in an effort to keep balanced trimesters. The elementary staff training is on February 13th and the middle and high school staff training is on March 10th.

The District is waiting to hear from the state regarding approval of the recently submitted credit-hour waiver. If the waiver is approved, graduation day will be June 5th, 2015.

Tom Scott moved to approve the 2014-2015 Draft Canby School District Calendar as presented, Angi Dilkes Perry seconded the motion. Motion passed 6-0.

8.3 Director of Teaching and Learning Timeline/Process

Tim Oberg, Director of Human Resources, updated the Board on the timeline and process for the Director of Teaching and Learning position. The closing date is the 20th of May. Interviews have been tentatively set for May 27th; however, the schedule could change after interim superintendent interview dates are determined. The interview process will be conducted in a similar manner to that of hiring a principal.

The Director of Finance posting will also close on May 20th. Interviews are tentatively scheduled for May 28th. The format will be question and answer dialogue with an assessment.

8.4 All Day Kinder

Marilyn Wood, Director of Curriculum and Achievement, introduced Andy McKean, Eccles Elementary Principal, who discussed the prospects of full day kindergarten for 2014-2015. At this time, a small percentage of parents have indicated an interest in all day kindergarten for the 2014-2015 school year and a small percentage of those parents are able to pay for kindergarten. In light of the response, elementary principals recommend not moving forward with a fee-based program for next year.

For the 2015-2016 school year, the state has mandated full day kindergarten. The district is in the initial preparation and planning stages to comply with the mandate. A planning committee is being organized to address over-all philosophy, communication plan, current resources, and district needs. An additional estimate of \$800,000 in revenue will be needed to cover staff and facility start-up costs.

The committee will discuss half-day and/or full-day options for parents and make a recommendation. The administrative team feels confident that there are resources to use as a starting point for planning, including administrators that have previous experience with full-day kindergarten programs.

8.5 Synergy Implementation

Susie Stangfield, Systems and Accountability Manager, provided the Board with a review of the implementation of Synergy in year one. Over all, the report is positive with the majority of support emails decreasing in number. Now the focus is on developing enhancements and custom reports, which is typical for this stage in a new system.

The Grade Book portion of Synergy has been a learning experience and will be a focus for improvement. Staff training decisions for the fall have not yet been determined.

8.6 Open Enrollment/IDT

Dr. Steach reviewed the final Open Enrollment count for students accepted into the district and for students accepted to another district.

The final Open Enrollment Count for new students is as follows:

School	Open Enrollment IN	Open Enrollment OUT
CHS	4	5
Baker Prairie	-	2
Carus	6	3
Ninety-One	20	-
Lee	-	5
Knight	-	1
Eccles	-	-
Trost	1	-
TOTAL	31	16

8.7 Fund Balance/Early Accrual

Dr. Steach reviewed a hand-out outlining anticipated changes in revenue impacting the 2014-2015 budget, including contract cost increases, other built-in increases, additional needs, and additional funding sources.

Dr. Steach explained that during previous discussions, the Board indicated a desire to gradually eliminate the practice of early accrual of the first July payment. At this same time, the Board shared a concern to not unnecessarily reduce or limit student programs to accomplish this goal. Following these discussions, the administration set a goal of writing off \$250,000 of the early accrual in the 2013-14 school year.

In building the 2014-15 budget, the administrative team has identified that the restoration of full contract/calendar combined with other increased costs will completely absorb all revenue increases. Therefore, if current year funds are used to write off any early accrual, this will necessitate some program reductions.

Dr. Steach asked for Board feedback regarding their position on foregoing the early accrual to help offset costs with the potential to write-off a portion if we underspend in the current year.

The Board’s main expressed concern was that deferring the accrual might result in taking a step backward. The Board feels strongly that paying off the accrual should remain a priority, however, given the needs of the district is willing to do what is necessary. The Board agreed to defer the write-off and use the \$250,000 to avoid program reductions.

8.8 Budget Status

As a result of the Board’s position regarding the accrual, Mary Knigge, Director of Finance, directed the Board to look at Option #2 of the May 2014 Financial Report.

Option #2 proposes that the write-off be deferred into the future and has been changed to zero on Line 20.

Additionally, the Oregon Department of Education released the final State School Fund estimate for 2012-2013 on May 7, 2014. All the components of the formula for last year are now reflected as actuals. It is estimated that Canby will receive an additional \$235,566 on May 15, 2014. This amount is reflected on Line 2. State School Fund in the projected column. These are additional dollars that will not be spent this year, but carried forward as part of the beginning fund balance into next year's budget.

8.9 Enrollment

Dr. Steach reviewed an enrollment handout showing a change in enrollment trends slightly increasing rather than decreasing. Elementary enrollment, kindergarten through grade six, is currently the highest. If our enrollment holds at this level for one more month we may not see the decrease in revenue as previously projected.

8.10 Policy Revision/2nd Reading and Approval

Second Reading was held for Policy IKF – *Graduation Requirements*.

Andrea Weber moved to approve policy IKF – *Graduation Requirements*, Angi Dilkes Perry seconded the motion. Motion passed 6-0.

8.11 June 26th Board Workshop Agenda

The Board discussed the agenda for the workshop on June 26th.

9.0 FUTURE AGENDA ITEMS

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

- SPR&I Audit / Elementary Resource Consultant Teacher Pilot Report
- High School Graduation – Report on the Class of 2014
- District Curriculum Planning – Conceptual Timeline / Resources
- Technology Purchase Status
- Baker Prairie Musical Instrument Rental Fee Rates

Dr. Steach discussed adding two additional future agenda items: Carus Title IA School Wide designation process, and a parent boundary change/release request. The Board agreed to add these two items to future agendas.

EXECUTIVE SESSION

Brendan Murphy exited the Board from the Board Regular Session and entered into an Executive Session at 8:30 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, which allows the Board to meet in executive session for these purposes.

Board members in attendance were Brendan Murphy, Angi Dilkes Perry, Kristin Downs, Mike Zagyva, Andrea Weber, and Tom Scott. Also in attendance were Dr. Steach (Superintendent), Kamela Davis (Board Secretary), Tim Oberg (Director of Human Resources), and Mary Knigge (Director of Finance). Board member absent from the meeting was Diane Downs.

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 8:56 p.m.

REGULAR SESSION

8.12 Possible Contract Ratification/Budget

The Board discussed the tentative classified contract ratification and current budget status.

EXECUTIVE SESSION

Brendan Murphy exited the Board from the Board Regular Session and reentered into an Executive Session at 9:47 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, which allows the Board to meet in executive session for these purposes.

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 9:53 p.m.

REGULAR SESSION

Andrea Weber moved to accept and ratify the classified tentative agreement as presented, Angi Dilkes Perry seconded the motion. Motion passed 5-1 with Tom Scott voting no.

10.0 ADJOURNMENT

Brendan Murphy adjourned the meeting at 9:55 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Brendan Murphy
Board Chair