

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Regular Session and Executive Session  
May 21, 2015  
Canby High School, Applied Technology Center, OMNI Room**

**REGULAR SESSION**

**Board members in attendance** were Diane Downs, Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Tom Scott, Andrea Weber, and Mike Zagyva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Dave Harvey, Bernardo Tuma, Bill Hayhurst, Deanna Peterson, Jacob Peterson, Jack Hayhurst, Zach Adams, Connor Adams, Michael Keil, Kari Kuehl, Marilyn Wood, Laurie Adams, Denise Magnuson, John Zieg, Brigitte Zieg, Caden Kuehl, Heather Weigand, Roxanne Bennett, Tia Sandberg, Angie Navarro, Sam Thompson, Andy McKean, Cherie Switzer, John Ogden, Tracie Heidt, and Rob Sheveland.

**1.0 CALL TO ORDER**

Board Chair, Diane Downs, called the Regular Board Meeting to order at 6:30 p.m.

**2.0 INTRODUCTIONS AND FLAG SALUTE**

The audience members introduced themselves. Eccles Elementary School 4<sup>th</sup> grade student, Jacob Peterson, led the flag salute.

**3.0 CHANGES TO AGENDA**

Chair Diane Downs added a Board vote to extend an invitation newly elected board member, Rob Sheveland, to attend the first portion of the Executive Session.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

***4.1 Spotlight on Student Success – Eccles Elementary School***

Andy McKean, Eccles Elementary Principal, introduced members of the Eccles Lego Robotics Club: Zach Adams (7<sup>th</sup> grade), Connor Adams (4<sup>th</sup> grade), and Jack Hayhurst (4<sup>th</sup> grade) to share about a project called iRescue. He noted special thanks goes to Deanna Peterson, Bill Hayhurst, and Laurie Adams, for volunteering their time to lead the club. Mr. McKean shared the students in Lego Robotics were challenged with creating something that would improve the life of others in some way. As a result, they created an iRescue app that allows people to contact others in an emergency situation even when there is no cell tower service. Deanna Peterson showed a video clip of the project. The app uses GPS to locate people in the event of a natural disaster and has received local and state attention. The cost to download the app is 99¢ and is available online through Google Play and iTunes. Students have presented iRescue to Canby Telcom and the police and fire departments. The next step is to market it to the public. A free download is available for all Canby School District faculties.

The Board asked how much of the 99¢ is given to the students, and how the money would be used. The students responded they receive 70% of the profit, and the money would go to help the community and for college. Superintendent Goodall asked how the app was developed and the students replied a developer in India helped to create the app. The Board asked how many years the students worked on the project and if there were any improvements needed. The students said they have worked on the project for two years and the only improvement is to get everyone to buy it because it only works when other people have it. The Board thanked the students and noted they were very impressed with the

project.

#### **4.2 C.A.R.E. Award**

The Kiwanis Canby Area Recognition of Excellence (C.A.R.E.) Award acknowledges local teachers, administrators and staff who excel in educating students. Superintendent Trip Goodall announced May's recipients, a team of Canby School District Nutrition Staff: Brigitte Zieg, Heather Weigand, Denise Magnuson, and Roxanne Bennett. The team was recognized for their exemplary work with students during the Future Chef Competition. They went above and beyond to help students be successful. Marilyn Wood, Kiwanis C.A.R.E. Committee member, presented the awards and congratulated Ms. Zieg, Ms. Weigand, Ms. Magnuson, and Ms. Bennett on behalf of the committee, Canby Kiwanis, and local area businesses.

#### **4.3 Future Chef Participants**

Bernardo Tuma, Nutrition Services Director, highlighted students: Caden Kuehl, 4<sup>th</sup> grader at Ninety-One School, and Connor Adams, 4<sup>th</sup> grader at Eccles Elementary, who participated in the Future Chef competition and placed first and second in the competition. A sample of the winning recipe was provided for the audience to sample.

#### **4.3 Public Comments**

Chair Diane Downs opened the floor for public comments. No public comments were made.

Chair Diane Downs recessed the meeting for 5 minutes.

#### **5.0 CONSENT AGENDA**

Included in the Consent Agenda:

5.1 May 7, 2015 Board Work Session and Executive Session Minutes

5.2 Personnel Changes

**MOTION: Kristin Downs moved to approve the Consent Agenda as presented with a revision to the minutes as noted, Andrea Weber seconded the motion. Motion passed 5-0.**

#### **6.0 SUPERINTENDENT'S REPORT**

Trip Goodall commented on the following:

- The following staff members helped with catering for the April 17<sup>th</sup> In-service Day: Jeanette Wingate, Kris Erkenbeck, Denise Magnuson, Jimmy Boyle, and Roxanne Bennett. Their service was greatly appreciated. Thank you goes to Sodexo for their generous donation of breakfast snacks and boxed lunches for all certified staff.
- Visited every school to talk with staff about the budget during the week of April 20<sup>th</sup>.
- Attended the following events: Spring Leadership Institute in Salem, the Don Schjeldahl Site Selector Luncheon at Willamette Valley Country Club, Canby Education Foundation Dinner at Willamette Valley Country Club, and the Off-the-Record Meeting for Chief Administrators in Eugene.
- Met with the Canby Center Director, Tim Leshner.
- Held the first Budget Committee Meeting on April 27<sup>th</sup>.
- Facilitated a K-12 Administrator meeting regarding budget and had a facility walk-through with Wayne Layman, Facilities Manager for planning purposes.
- Thank you to Angi Dilkes Perry for organizing the trip to the State Capitol.
- Attended a Rotary Luncheon on April 30<sup>th</sup>.
- Teacher Appreciation Week was May 4<sup>th</sup> through the 8<sup>th</sup>.

- Attend the May 6th First Student Driver Appreciation Luncheon.
- Attend the Parrott Creek Annual Luncheon and followed up with a visit to the Parrott Creek facility.
- Facilitated a parent meeting regarding possible transportation/start time changes for next year.
- Met with parents for the Eccles Parent Coffee Time and appreciated Principal McKean's efforts.
- Met with Canby Latino moms for two hours at the Canby Center and will continue to provide opportunities for kids.

## 7.0 BOARD COMMENTS

**Tom Scott:** Pass

**Mike Zagyva:** Attended the Lee and Trost Elementary music programs. A "shout out" goes to Mary Ruth Helpie, Music Teacher, for her enthusiasm and great work with the students. The Anglo students introduced the songs in English and in Spanish with advanced skill. Attended Ellen Barrett's retirement party hosted by Sam Thompson and Angie Navarro - it was well attended. Attended the Innovation Grant Presentation - it was very well done. Also, attended the Baker Prairie Middle School Open House, which was a multi cultural event - it was well organized and appreciated.

**Brendan Murphy:** The legislature field trip organized by Angi Dilkes Perry was a highlight. The day began with a visit with Governor Kate Brown and an opportunity to talk about Canby, where we stand in regards to educational funding, and what that means for us. We met with many other legislators and were able to express disdain for the Achievement Compact. Angi went above and beyond to facilitate a wonderful trip.

**Andrea Weber:** Agree with Brendan - the trip was a powerful experience. Had an unexpected visit with Bill Kennemer at the local nursery and was able to talk with him about the visit to the capitol and converse in a more personal way. Attended the Canby High School Talent Show - we have a lot of hidden talent. The show was run by student leadership and was well run and well organized. Attended the Canby High School Mock Interviews and a parent transportation meeting to talk about possible changes for next year. Parents were able to express their opinions and it was well run by the superintendent. Also attended the Innovation Grant Presentation and the Education Service District Budget meeting where I was elected Chairperson.

**Angi Dilkes Perry:** Showed the audience a picture of the Canby School District Board of Directors with Governor Brown. The day was great and people still talk about the effort of the Board to come and take time out of their day to visit.

**Kristin Downs:** Attended the April 17<sup>th</sup> In-service Day for Certified staff - it was outstanding. Superintendent Goodall's focus was appreciated. Attended the Canby Educational Foundation (CEF) Spring Fling. A "shout out" goes to the CEF Board for their efforts in putting on the event. Attended the Parrott Creek Luncheon, a non-profit fundraiser. Our district provides two teachers for the Parrott Creek program and we should be aware the program has many needs for donations. Attended the Innovation Grant Presentation and learned about new accessible apps. All of the presentations were focused on student achievement and student learning. Also, attended the Ninety-One Expo event. The students had great energy and excitement. Kudos goes to Skyler Rodolph, Ninety-One School Principal and Colby Scheer, Ninety-One School Child Development Specialist, who acknowledged volunteers in an inventive way during the event.

**Diane Downs:** Thank you to Angi for the trip to Salem. Attended the Alumni Choir Concert with great music from the high school choir. Congratulations to the Canby High School Concert Choir who recently placed 2<sup>nd</sup> in state. Kamela Davis was part of the Alumni Choir and performed in the concert.

## **8.0 INFORMATION/DISCUSSION/ACTION ITEMS**

### ***8.1(a) Added Agenda Item***

Chair Diane Downs asked the Board for a vote to invite incoming Board member, Rob Sheveland, to attend the first portion of the Executive Session.

**MOTION: Angi Dilkes Perry moved to approve the invitation to Rob Sheveland to attend the first portion of the Executive Session, Kristin Downs seconded the motion. Motion passed 7-0.**

### ***8.1 Administrator Report/Progress on Goals***

John Ogden, Canby High School Associate Principal, and Kimie Carroll, Canby High School Associate Principals, reported on the professional growth goals this year for the high school. The first goal was to bring all teachers together in one place for Collaborative Teams, which was implemented. Certified staff across departments were able to discuss student learning and growth goals as a team. The second goal was a focus on freshman academic achievement. Ms. Carroll noted that 68 struggling freshman were targeted this year with guidance from staff such as Holly Thompson with Youth Transition Program (YTP). These students were in the CATS program (Cougars Achieving Together for Success) and 40% improved grades and over 50% were able to exit out of CATS during the second trimester. The Board asked for clarification regarding what attributed to the success this year and Ms. Carroll responded a variety of things: accountability meetings, involved staff members in all departments, input from staff, as well as many interventions. Ms. Carroll explained that after students are exited, their academic progress continues to be monitored by staff members. The Board suggested compiling the strategies that were successful for future reference. The Board also thanked John Ogden for his service to the district.

Angie Navarro, Trost Elementary Principal, and Christine Taylor, Knight Elementary Principal, reported on behalf of the elementary principals regarding their collaborative work on professional goals. The first goal was to consistently implement monthly observations and provide feedback to teachers. Ms. Navarro shared the new iWalk observation tool provided by the superintendent was instrumental in aiding in the implementation and ease of the observations. Additionally, accountability with the administrative team spurred on individual results.

The Board asked about how many observations were done per month, if the observation results were compiled for state data, and if the team had new goals for next year. Ms. Navarro noted the goal was 20 observations per month and the data is not automatically compiled. Ms. Taylor added that the team has not had a chance to discuss goals for next year.

Sam Thompson, Carus Elementary Principal, and Andy McKean, Eccles Elementary Principal, discussed the second professional team goal that is a continuation of the elementary Math Studio work. Trost is in the fourth year of implementation, Carus is in their third year, Knight and Lee are in their second year, and Eccles and Ninety-One are in their first year of implementation. The work has been successful in developing a strong staff development model with teachers having the opportunity to observe their peers. After the fourth year as a district, the result has been a more streamlined process with catalytic teaching habits where everyone is contributing to the learning success of others. Mr. McKean shared that Eccles and Ninety-One have benefitted from visiting the best practices of other buildings. Mr. Thompson added the process has changed the way the district looks at hiring new staff. As Trost and Carus exits from the formal Math Studio work, the challenge is to continue to embed the practice for staff.

The Board asked how new staff would be trained and how the phase out process works. Mr. Thompson responded that they look for new staff that have similar experience but would provide best practice training. He added the Math Studio consultant would be available for three opportunities next year and more planning is needed for the consultant's work. Mr. Goodall acknowledged the work of the elementary administration team, which is unique to Canby. Their dedication to meet as a cohort and work collaboratively is phenomenal. Additionally, the Board asked about other academic areas in relation to the studio work. Mr. Thompson explained the techniques learned translate to other academic areas.

The following is a brief highlight of the individual goals of each elementary school:

Sam Thompson, Carus Principal, shared the goal for Carus has been continuing work on the Title I process. This year, a group of parents and staff members met together consistently to develop homework guidelines that are identical for grades K-6. They also developed parent communication guidelines outlining consistent communication from teachers K-6 to parents. In addition, staff developed building-wide literacy agreements.

Andy McKean, Eccles Principal, reported on the Eccles professional goal, which was a book study on student behaviors. The result of the study was a self-reflection of each teacher's own response to some unintentional ways their personal actions may have lead to the student's unwanted behavior. Teachers have been documenting interactions and have made slight modifications with some successful results.

Skyler Rodolph, Ninety-One School Principal, shared about a renewal of focus on the Collaborative Team process this year. A new process sheet was used for data analysis and working toward a new phase of instructional practice. Staff is also working on a writing initiative with the assistance of Joan Flora, Curriculum Coordinator. The goal is to engage kids in writing everyday and establishing vertical alignment K-8.

Angie Navarro, Trost Elementary Principal, discussed the goal at Trost was to use an English/Spanish assessment and collect consistent clean data. Next year, staff will be looking at the data for instructional strategies.

Cherie Switzer, Lee Elementary Principal, shared about this year's focus on economically disadvantaged students, helping them to connect their learning to life experiences. Every day, all students participate in intervention specials with extension or interventions. More students of poverty are passing formative assessments.

Rob Sheveland, in-coming Board member, entered at 7:51pm.

Christine Taylor, Knight Elementary Principal, reported that the goal for Knight School has been to continue the focus on communication and specifically, critical thinking. Students have been challenged with close reading strategies or being intentional as they read. For Math, Science, and Social Studies subjects, teachers are asking directed questions that address what they really want students to learn.

The Board expressed concern that too many goals make it difficult to achieve results. Mr. Rodolph responded in agreement, however, he noted that there are many areas in which the district is accountable for student success so the challenge is narrowing the focus. Ms. Taylor added originally Knight had a broader communication goal but realized the need to focus it to communicating understanding of critical thinking. The Board expressed appreciation for the collaborative approach and the cohesiveness in working toward vertical alignment.

**8.2 Inter-district Transfer 2014-2015 Summary & Recommended Inter-district Transfer (IDT) Seats for 2015-2016**

Superintendent Goodall reviewed information provided to the Board in advance of the meeting regarding the number of students accepted into the district through an inter-district transfer (IDT) as well as the number of students released out of the district for the 2014-15 school year. A total of 61 students were accepted in and 60 students were released out. Data showed Oregon City, West Linn/Wilsonville, and Woodburn receiving the highest number of Canby students. Conversely, Canby received the majority of students from Woodburn, Molalla, and Oregon City. Superintendent Goodall reviewed the number of recommended Inter-district Transfer Seats for 2015-16 as follows:

2015-2016		RECOMMENDED INTERDISTRICT TRANSFER SEATS							
GRADES	BPMS	Carus	CHS	Eccles	Knight	Lee	91	Trost	Grand Total
K							10		10
1									0
2							4		4
3									0
4									0
5							2		2
6									0
7	30								30
8	7								7
9			30						30
10			30						30
11			30						30
12			0						0
<b>Grand Total</b>	<b>37</b>	<b>0</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>143</b>

**MOTION: Kristin Downs moved to approve the 2015-16 Inter-district Transfer seats as presented, Angi Dilkes Perry seconded the motion. Motion passed 7-0.**

**8.3 Policy/Administrative Procedure Revision – 2<sup>nd</sup> Reading & Adoption**

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

**MOTION: Andrea Weber moved to approve the Federal Family and Medical Leave/State Family Medical Leave Administrative Procedure GCBDA-AP, GCBDA-AP (1) and (2), and Licensed Evaluation – Administrators Policy CCG as presented, Angi Dilkes Perry seconded the motion. Motion passed 7-0.**

**8.4 Financial Report/Enrollment Update**

Denise Lapp, Director of Finance, reviewed the current Financial Report and Month End Enrollment Summary as of April 30, 2015. Ms. Lapp noted the district is on track with the budget. We received the May State School Fund payment for 2014-15 and the 2013-14 high-cost disability reimbursement, which offset each other. The bottom line ending fund balance will remain at 5%.

Ms. Lapp reviewed the April 30, 2015 Month End Enrollment Summary as follows noting enrollment is down by 28 students. Of the 28 students, 18 are from the high school with 15 early graduates who are no longer counted. The economically disadvantaged data changed due to the Nutrition Services data system and the Synergy data system not communicating

accurately. The situation has been corrected and the current summary reflects an accurate count. The Board asked if reports that were submitted to the state were accurate and Ms. Lapp responded the claims submitted to the state have been correct.

**Canby School District**  
**Month End Enrollment Summary: April 30, 2015**

	K	1	2	3	4	5	6	7	8	9	10	11	12	TR	Total by Building	Budget Enrollment
Canby High School*	0	0	0	0	0	0	0	0	0	346	346	344	328	8	1372	1419
Baker Prairie Middle School**	0	0	0	0	0	0	0	302	282	0	0	0	0	0	584	602
Carus Elementary School	46	76	59	65	49	57	57	0	0	0	0	0	0	0	409	408
Eccles Elementary School	71	70	67	67	82	63	67	0	0	0	0	0	0	0	487	501
Knight Elementary School	53	54	49	48	57	56	60	0	0	0	0	0	0	0	377	413
Lee Elementary School	42	69	59	57	60	66	63	0	0	0	0	0	0	0	416	404
Ninety-One Elementary School	54	36	46	58	44	50	53	68	54	0	0	0	0	0	463	409
Trost Elementary School	53	75	68	59	57	45	41	0	0	0	0	0	0	0	398	458
Ackerman Center	0	0	0	0	0	0	0	0	0	12	11	16	24	0	63	90
KEY Program	3	2	1	1	6	5	3	5	1	0	0	0	0	0	27	21
Outside Placement***	1	0	0	0	3	0	0	1	1	3	3	4	6	0	22	2
<b>Total by Grade</b>	<b>323</b>	<b>382</b>	<b>349</b>	<b>355</b>	<b>358</b>	<b>342</b>	<b>344</b>	<b>376</b>	<b>338</b>	<b>361</b>	<b>360</b>	<b>364</b>	<b>358</b>	<b>8</b>	<b>4618</b>	<b>4728</b>
<b>Budget Enrollment</b>	<b>370</b>	<b>386</b>	<b>365</b>	<b>374</b>	<b>343</b>	<b>337</b>	<b>331</b>	<b>377</b>	<b>347</b>	<b>383</b>	<b>369</b>	<b>357</b>	<b>382</b>	<b>7</b>		<b>4728</b>
2013-14 Enrollment (Jan 31st)	367	368	362	342	340	334	373	338	370	372	368	387	404	10	4735	4757
2012-13 Enrollment (Jan 31st)	367	354	341	341	329	378	336	369	376	387	391	408	376	5	4758	4757

\*Canby High counts include Parrott Creek (9-12) and Post-High.  
 \*\*Baker Prairie counts include Parrott Creek (7-8).  
 \*\*\* Outside Placement counts include Small Group / Tutoring.

**District Enrollment Summary for 2014-2015**

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Month End Actuals	4699	4709	4692	4630	4644	4655	4646	4618		
Year Average	4699	4704	4700	4682.5	4674.8	4671.5	4667.86	4661.63		
Budget #	4728	4728	4728	4728	4728	4728	4728	4728		
Special Education	519	516	516	515	518	523	525	534		
English Language Learners	675	672	669	653	660	669	677	669		
Migrant	508	480	494	488	499	506	507	524		
Economically Disadvantaged	1897	1888	1879	1834	1837	1834	1824	2204		

Enrollment by grade level	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
K-6	2455	2473	2466	2437	2449	2463	2462	2453		
7-8	718	716	714	707	713	712	714	714		
9-12	1526	1451	1512	1486	1482	1480	1470	1451		
District Total	4699	4640	4692	4630	4644	4655	4646	4618		

**9.0 FUTURE AGENDA ITEMS**

The following items will be addressed at a future Board Session:  
 June 4<sup>th</sup> Work Session

- Continuous Improvement Plan (CIP)
- Budget Status
- HR Report - SB 290 Evaluation Status
- Special Education Consulting Teacher Model Pilot Report
- Policy 1<sup>st</sup> Reading

June 25<sup>th</sup> Budget Hearing/Regular Board Meeting

- Budget Resolution
- Curriculum Renewal Report
- High School Graduation Report
- Organizational Meeting
  - Set Board meeting schedule for 2015-16
  - Elect Board Chair and Vice Chair
  - Administer Oath of Office; new board member
  - Organization Designations 2015-16
  - Alternative Education Program

The Board asked about information for the upcoming Budget Committee Meeting regarding the PERS litigation. Mr. Goodall explained no new information has been received but the district will be held harmless for the funds.

Chair Diane Downs recessed the meeting for 5 minutes.

**EXECUTIVE SESSION**

Diane Downs exited the Board from the Board Regular Session and entered into an Executive Session at 8:24 p.m. The Executive Session will be held in accordance with ORS 192.660(2)(a), in consideration of the employment of public officer, employee, staff member or individual agent, pursuant to ORS 192.660(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations, and pursuant to ORS 192.660 (2)(;) to review and evaluate the performance of the chief executive officer, 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, Andrea Weber, and Mike Zagyva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp (Director of Finance), 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.

Diane Downs exited the Board from the Executive Session and reentered the Regular Session at 11:00 p.m.

**10.0 ADJOURNMENT**

Diane Downs adjourned the meeting at 11:00 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Diane Downs  
Board Chair