

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Board Work Session and Executive Session  
June 4, 2015  
Canby School District Office, Meridian Room**

**WORK SESSION**

**Board members in attendance** were Chair Diane Downs, Angi Dilkes Perry, Tom Scott, Andrea Weber, and Mike Zagyva. Board members Kristin Downs and Brendan Murphy were absent from the meeting. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Sheryl Lipski, Sam Thompson, Wayne Layman, Bernardo Tuma, Dave Harvey, Brianna Epstein, Angie Navarro, Cindy Bauer, and Rob Sheveland (entered at 6:45 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**

Chair Diane Downs changed the order of the agenda as follows:

- (1) 6.5 2015-2016 Sodexo Contract Renewal
- (2) 6.6 2015-2016 Meal Prices
- (3) 6.2 Award CHS Parking Lot Bid
- (4) 6.1 BPMS Green School Status
- (5) 6.3 Continuous Improvement Plan (CIP)
- (6) 6.4 Certified Summative Report

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

**4.1 Public Comments**

Chair Diane Downs opened the floor for public comments.

No public comments were made.

**5.0 CONSENT AGENDA**

Included in the Consent Agenda:

- 5.1 May 21, 2015 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes

**MOTION: Andrea Weber moved to approve the Consent Agenda as presented. Angi Dilkes Perry seconded the motion. Motion passed 5-0.**

**6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

**6.1 (Agenda item moved) 2015-2016 Sodexo Contract Renewal**

Denise Lapp, Director of Finance, reviewed information provided to the Board in advance of the meeting regarding the renewal of the 2015-2016 Sodexo contract. Ms. Lapp noted the rate increase of 2.65% is in accordance with the initial contract that was signed on May 28, 2014. The contract allows for a maximum of four one-year renewals and this is the first renewal of the original contract. The Board asked if the increase was included in next year's budget and whether

allowances were made for full day kindergarten. Ms. Lapp explained the rate increase is included in the 2015-16 budget. Dave Harvey, Sodexo Area Operations Manager, added full day kindergarten would bring minimal changes and they will work with each building to ensure needs are met.

**MOTION: Tom Scott moved to approve the 2015-2016 Contact Amendment with the Canby School District and Sodexo as presented. Angi Dilkes Perry seconded the motion. Motion passed 5-0.**

**6.2 (Agenda item moved) 2015-2016 Meal Prices**

Denise Lapp, Director of Finance reported the Healthy Hunger-Free Kids Act requires districts to comply with equity in meal pricing. Our program is required to move towards charging paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement. Since the district is charging less than the required amount, we are required to gradually increase the prices over time to meet the requirement (2% plus the inflation rate). The law allows a maximum annual increase of 10 cents per year.

Canby’s current weighed average is \$2.39, which is \$0.13 below the required amount. In order to comply with the law, our district must increase meal prices for the 2015-2016 school year. The proposed prices are listed on the following chart. There is no increase for breakfast at any level. Also, there is a \$0.10 increase in adult lunch prices to help offset rising food prices.

<b>Lunch</b>	<b>Current Price</b>	<b>Recommended Price</b>
Elementary	\$2.25	\$2.35
Middle School	\$2.60	\$2.70
High School	\$2.85	\$2.95
Reduced Price Lunch	\$0.40*	\$0.00
Adult Lunch	\$3.50	\$3.60
Milk	\$0.60	No Change
<b>Breakfast</b>		
Elementary	\$1.10	\$1.10
Middle School	\$1.10	\$1.10
High School	\$1.10	\$1.10
Reduced Price Breakfast	\$0.00*	No Change*

Ms. Lapp noted the federal government sets the reduced meal prices. The state is currently paying the reduced breakfast cost. In 2015-16, the state will pay the reduced lunch price so there will be no charge to students who are approved for reduced meals.

The Board asked how the number of meals served has changed over time. Dave Harvey, Sodexo Area Operations Manager, explained the number has flat-lined. There may be an increase with full-day kindergarten next year but with price increases, parents may have a harder time paying for the meals. Superintendent Goodall added Trost Elementary has piloted a universal breakfast program this year. Bernardo Tuma, Nutrition Services Manager, noted about 140 Trost students are eating breakfast compared to about 84 students before the program change. The district will take a look at a similar program across the district.

**MOTION: Angi Dilkes Perry moved to approve the 2015-2016 Contact Amendment with the Canby School District and Sodexo as presented. Andrea Weber seconded the motion. Motion passed 5-0.**

**6.3 (Agenda item moved) Award Parking Lot Bid**

Wayne Layman, Facilities Manager, reviewed the paving projects at Canby High School noting the front parking lot and a portion of the back lower section would be repaved and striped. Additionally, there is a small repair project needed at Carus. Initially, the cost for the Aspen street repaving was included in the bid, however, the city elected to have their staff complete the repair. The projects will be funded by the facilities grant. The Board asked if the repair would be an overlay or a removal and rebase. Mr. Layman replied a complete removal and rebase is needed. The repaving will begin after the Allegro Dance recital approximately the third week of June 2015.

**MOTION: Angi Dilkes Perry moved to approve the revised board resolution as provided to award the contract for the Canby High School Parking Lot Repaving Projects 2015 to the low bidder, All City Paving, for a total contract amount of \$179,960.00, including the alternate bid of \$23,600.00. Tom Scott seconded the motion. Motion passed 5-0.**

#### ***6.4 (Agenda item moved) Baker Prairie Middle School Green School Status***

Wayne Layman, Facilities Manager, reviewed information provided to the Board regarding Baker Prairie Middle School's (BPMS) green school status including the LEED (Leadership in Energy and Environmental Design) Gold certificate, a document explaining how LEED levels are determined, and requirements that were reported for energy usage for the first five years. Mr. Layman noted that even with modifications made to the school, Baker Prairie is still energy efficient and still holds the LEED certification. In addition, LEED custodial supplies are used district-wide. The Board asked about the air conditioning adjustment levels at BPMS and if the district is realizing the savings after repurposing the Ackerman Center. Mr. Layman explained the air conditioning levels have been correctly adjusted for the most part and Ackerman savings are minimal. The Board asked about the energy conservation policy provided as a reference. Mr. Layman reported that as a district we do not currently have a policy but could realize a savings of about 25% if an energy conservation policy was adopted and implemented district-wide. The Board agreed that a version of the policy would be good to review and consider for the district. The Board Secretary will add the policy to the list of policies/procedures to be reviewed in the future.

#### ***6.5 (Agenda item moved) Continuous Improvement Plan (CIP)***

Sheryl Lipski, Director of Teaching and Learning, explained the previous Continuous Improvement Plan (CIP) report in April gave background information and identified five Key areas: District and School Structure and Culture, Family and Community Involvement, Technical and Adaptive Leadership, Educator Effectiveness, and Teaching and Learning. The staff survey from December was shared as well as the administrative team's work to describe and evaluate the 37 indicators.

The Teaching and Learning department analyzed the information. The indicators that received highest priority from both staff and administrators were identified. Many of the high priority indicators were related and sorted into three main categories. The administrative team reconvened and discussed the priority standards in each of the three main categories. After much discussion, the team identified three primary indicators as follows as the focus for the Canby CIP:

- The superintendent, central office administration and school principals ensure the use of a process for data-driven improvement planning that includes researched-based programs, practices and models for school improvement and student learning outcomes.
- The district has rigorous, standards-based curricula which includes but is not limited to vertical alignment across all grade levels (Pre-K-20), horizontal alignment across all classrooms, and high levels of rigor in content areas including mathematics, English language arts, social studies, science, technology, the arts and career and technical skill sets.

- A district wide system ensures all educators recognize the unique differences of learners who bring the differing personal and family backgrounds, culture, skills, abilities, perspectives, and talents and interest and use research-based instructional strategies and service delivery to empower students intellectually, physically, socially, emotionally and politically.

The next step was to bring together a representative group from around the district as our CIP Writing Team. Cindy Bauer, District Program Coordinator, shared the team is made up of a variety of stakeholder groups who are invested in the work. The team met three times for 2 hours and there are two half days scheduled in the future to continue their task. The first meeting was devoted to defining the purpose and task with specific information regarding their role. Afterwards, each member self-selected the primary indicator they would focus on for their work.

The three writing groups were then tasked with developing a 3-year plan for the district leading to full implementation of their indicator. Ms. Bauer explained the process used “backward thinking” where each team was encouraged to think about the end goal as fully implemented and then work backwards. The plans required the identification of specific tasks, the creation of a timeline, and an indication of who will be responsible for ensuring that each task moves forward. As these plans are developed, they are shared with the administration team through a Google doc for comments and suggestions. Once the three plans have been completed, the team will return to the remaining 34 indicators. There will be a document for each indicator with a paragraph that describes what it looks like when fully implemented and a paragraph that describes our current level of implementation.

Ms. Lipski shared in addition, the Teaching and Learning Department has met to map out Professional Development days for the 2015-16 school year.

The Board asked about how other areas of focus (school wide goals, Academic Milestones, and Title I goals) relate to the Continuous Improvement Plan (CIP). Ms. Lipski explained the Academic Milestones are the data piece of CIP and all goals align with the work. The Board asked how the third indicator would be measured. Ms. Bauer explained it is an awareness mindset where teachers ask whether all student groups are included and whether the material is accessible for everyone. Superintendent Goodall added the key part is “researched based instructional strategies” and measurement is based on whether we are using the right kind of strategies for all students - economically disadvantaged, English learners, etc. The Board agreed the third goal is important and may be the most difficult to achieve. The Board asked for clarification regarding the remaining 34 indicators. Ms. Lipski explained there are indeed 34 indicators but there is a lot of overlap. Narrowing the focus to three is a more manageable task. Mr. Goodall shared that there were originally many more indicators and districts provided feedback to the state regarding the need to narrow the focus, so the result was 34. Achieving success in the three areas would be a significant improvement for the district. The Board asked to review a completed plan. Ms. Lipski noted she would provide a copy but it may be in draft form.

#### ***6.6 (Agenda item moved) Certified Summative Report***

Tim Oberg, Human Resources Director, reviewed information provided to the Board in advance of the meeting regarding Certified Staff Summative Counts with an example of the 2014-15 Summative Evaluation, The Oregon Matrix for Summative Evaluations for Teachers, and Administrators with the Final Summative Performance Level and Professional Growth Plan. Throughout this first year of full implementation, principals have increased the number of teacher observations. Certified staff is on a two-year summative cycle and all certified staff write student growth goals in the fall. Mr. Oberg explained the rating examples and the scoring rubric. Mr. Oberg added an emphasis this year has been on specific, consistent language used in the

comment section of the evaluation. Instead of using words such as “it is suggested that you...” administrators are encouraged to use words like “you are expected to...”. The increase in the number of observations done throughout the year has helped to set the stage for continuation of professional growth and areas of improvement become goals the following year. The Board asked for clarification on how teachers set student growth goals. Mr. Oberg explained that there are a number of ways that goals can be set. Angie Navarro, Trost Principal, shared that some goals are principal driven; for example, she directed all of her teachers to write a reading assessment goal this year. Teachers then chose to write a writing or math goal. Often, teachers choose to write goals as a cohort. The Board asked when evaluations are given and what has been the response from teachers. Ms. Navarro responded they are currently being done and teachers respond well but are nervous if they do not meet their goals. Ms. Navarro added the conversations have been very positive. Superintendent Goodall noted the administrative team partners with teachers to ensure goals are attainable. As a district, the results have been positive and teachers are accountable to their goals. The Board discussed teachers who stagnate on the rubric. Mr. Goodall noted that over the course of time goals and classrooms change. The goal is for positive directional movement. The Board expressed concern that teachers may not be receiving the correct feedback if the majority of teachers are “collegial” on the rubric. Mr. Goodall explained administrators are trained to have conversations and guidelines that are appropriate and to write comments that are direct and generate thought. The verbiage provided in the rubric assists with the difficulty in crafting appropriate comments. The Board expressed appreciation of the process and requested to review an example of administrator comments without any personal identification.

## **7.0 FUTURE AGENDA ITEMS**

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

- Budget Resolution
- High School Graduation Report
- Curriculum Renewal Report
- Special Education Consulting Teacher Model Pilot Report
- Organizational Meeting

The Board discussed the addition of an update on certified staff summative data. Superintendent Goodall and Diane Downs informed the Board that Laretta Manning and Greg Dinse would be attending the June 25<sup>th</sup> Planning Session to discuss their vision and goals for next year. Also, there will be time for team building exercises and individual and collective goal setting.

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 8:13 p.m. The Executive Session was held 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 that purpose.

Board members in attendance were Diane Downs, Angi Dilkes Perry, Tom Scott, Andrea Weber, and Mike Zagya. Board members Kristin Downs and Brendan Murphy were absent from the meeting. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Tim Oberg, and Rob Sheveland.

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 Board Work Session & Executive Session Minutes – June 4, 2015

8:30 p.m.

**8.0 ADJOURNMENT**

Diane Downs adjourned the meeting at 8:30 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Diane Downs  
Board Chair