

**CANBY SCHOOL DISTRICT**  
**Executive Session and Planning Session Meeting Minutes**  
**June 20, 2013**

**EXECUTIVE SESSION**

**CALL TO ORDER:**

Board Chair Ty Kraft called the Executive Session to order at 12:05 p.m. at Canby High School in the OMNI room in accordance with ORS 192.660 (2)(d) and ORS 192.660 (2)(a) to discuss labor negotiations and to consider the employment of a public officer, employee, staff member or individual agent.

**STATEMENT:**

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.

**BOARD MEMBERS PRESENT:**

Superintendent John Steach, Board Chair Ty Kraft, Vice-chair Brendan Murphy, Tom Scott, Diane Downs, Andy Rivinus, Kristen Downs, and Andrea Weber.

**OTHERS PRESENT:**

Caryn Davis, Board Secretary, Linda Martin, retiring Board Secretary, and recently elected, board members: Angi Dilkes Perry and Mike Zagyva.

The Executive Session was adjourned at 12:47 p.m.

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**PLANNING SESSION**

**1.0 CALL TO ORDER:**

Board Chair Ty Kraft called the Planning Meeting to order at 12:48 p.m. in the Canby High School OMNI room on June 20, 2013.

**BOARD MEMBERS PRESENTS** were Superintendent John Steach, Board Chair Ty Kraft, Vice-chair Brendan Murphy, Tom Scott, Diane Downs, Andy Rivinus, Kristen Downs, and Andrea Weber.

**OTHERS PRESENT** were Caryn Davis, Board Secretary, Linda Martin, retiring Board Secretary, recently elected board members: Angi Dilkes Perry and Mike Zagyva, Mary Knigge.

**2.0 REVIEW OF LAST YEAR:**

The board reviewed the Board's Annual Calendar of Events as a guide for the board during the school year. Dr. Steach asked the board if the document had been an effective tool for them to use. Board consensus was positive. Diane Downs suggested that the font be larger.

#### **4.0 & 5.0 DISCUSSION ON PURPOSE OF BOARD MEETINGS & BOARD DESIRES:**

Dr. Steach led a small group activity. Board members were asked to break into three groups and to write down answers to the following questions:

1. How do board meetings fit into the role of a board member?
2. What are the components of the ideal board meeting?

The following describes the board's results of the activity:

Board Categories:

- Policies
- Budget
- Information – board learning and community input
- Vision/Planning/Goals/Priorities
- Decision making
- Monitoring the process and evaluation of the results

Components of an ideal board meeting:

##### Overall Structure

- Experience with students.
- Public input and involvement – create a positive impact by encouraging public comments.
- Board comments – important but shouldn't be too long.
- Decision making issues should occur early in the session.

##### Agenda Items

- Opportunity for discussion of related issues.
- Informational and clarifying of the issues.
- Provide an executive summary, both oral and written for different types of learners.
- Public communication of board meetings via a variety of modes.
- Clearly identified issues with clear board rules and expectations.

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**3.0 ADMINISTRATIVE WORK BY DEPARTMENTS** – the handout “2013-14 Admin Projects” discussing the following topics was reviewed. Items brought up in addition to the handout are listed below the topic.

- **FACILITIES**
  - Diane Downs requested an update of the bond funds.
  - Tom Scott noted the need to continue monitoring of the turf field replacement fund.
- **FINANCE**
  - Sodexo contract re-bid
- **TECHNOLOGY**
  - Digital Citizenship
- **HUMAN RESOURCES**

- STUDENT ACHIEVEMENT
  - Diane Downs asked if the board could receive graduation reports listing who walked/who didn't, who went to college and where, who received honors.
  - Board expressed the need to inform parents as to why we have late starts on Wednesdays.
  
- SPECIAL PROGRAMS
  
- SUPERINTENDENT
  - Diane Downs asked for a report back to the board on the Trost submersion program.
  - Andrea Weber and Diane Downs expressed the importance of support of the Talented and Gifted program.
  - Brendan Murphy asked for a report on the cost structure of Ackerman.
  - Regarding the Levy, Kristin Downs reflected on why the previous levy didn't pass. She believes that clarity of purpose and misinformation regarding the 2<sup>nd</sup> year tax amount could have impacted the vote.
  - Brendan Murphy would like to consider who is involved in the levy and how they are involved.
  - Andrea Weber expressed the need to project ahead for the spending of the levy funds.
  - Angi Dilkes Perry asked if we could poll the community to see if the levy would be supported. Dr. Steach commented that a polling letter had been sent out, but there were not many letters returned.
  - A discussion was held regarding post high school graduation expectations. Comments were given from Andrea Weber, Maureen Callahan and Diane Downs. Discussion included a request for information on the graduation rates and how they fit in with the 40-40-20 state model, Canby expectations for beyond high school education, bridging high school career education with middle school programs, prioritizing related funding, and the attitude of the district regarding promoting post education.
  - Brendan Murphy asked for a report regarding why students are leaving or coming into Canby School District as transfer students.
  - Kristin Downs would like to recognize our CTE program and obtain information on the progress of it.
  - Dr. Steach and Mary Knigge discussed the necessity of replacing carpeting in the high school due to safety issues.
  - Mike Zagyva would like to see upgrades to the communication points from the district to the community. Dr. Steach noted the different modes of communication currently in effect. Andy Rivinus commented that the non-replaced retirees have impacted communication. Diane Downs commented on the newspaper options.
  - There was a brief discussion regarding the First Student bus contract.

## **6.0 BOARD DEVELOPMENT WORKSHOP**

- Dr. Steach recognized that with two new board members the dynamics of the board would likely be different. There will be an orientation for new board members, as well as administration setting up meetings with each of

the new directors. Dr. Steach asked if the board would be interested in attending an OSBA board development workshop. Diane Downs and Mike Zagyva made comments regarding this possibility. Angi Dilkes Perry, as a new board member, would appreciate the opportunity to get to know her fellow board members better via a board development type of workshop.

- Dr. Steach invited board members to an all administration meeting held on Monday, June 24<sup>th</sup>, from 8 a.m.-4 p.m. in the Meridian Room at the District Office.
- Dr. Steach informed the board that the Board – Superintendent Working Agreement was last looked at 2 year ago. Does the district want to revisit this item during the board development workshop? Andy Rivinus supported going over the contents of the agreement, as it was very helpful to him during his terms as a board member.
- The board discussed possible options for handling the upcoming board reorganization. Of concern were: Policies regarding when the reorganization must occur, different models for how to conduct the reorganization, Open Public Meetings Act compliance, if elections were held in August the vice-chair would need to chair the meeting, if it is possible to have an open discussion regarding who has interest in becoming the chair or vice-chair prior to the reorganization meeting.

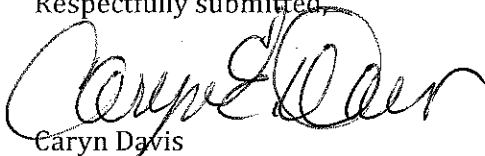
#### 7.0 BOARD MEETING DATES

- A handout regarding the dates for board meetings during the 2013-14 school year was discussed. Issues brought up were: Continuing the no July board meeting practice, implications with classified bargaining, holding only one board meeting in August, the meetings in December and June. The consensus was that The August 1<sup>st</sup> meeting would not be held, the August 15<sup>th</sup> meeting would be changed from a regular board meeting to a workshop and organizational meeting, December 5<sup>th</sup> would be put on the calendar as an "if needed" board meeting, January 2<sup>nd</sup> would not be held due to the district being closed for the previous two weeks, and the Regular June 19<sup>th</sup> meeting would be moved to June 26<sup>th</sup>.

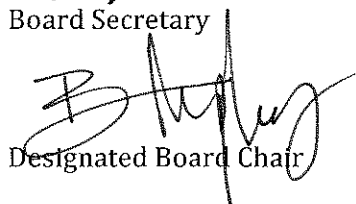
#### 8.0 ADJOURNMENT

Board Chair, Ty Kraft, adjourned the meeting at 3:47 p.m.

Respectfully submitted,



Caryn Davis  
Board Secretary



Designated Board Chair

Approved: 08/15/2013