

Board Meeting Minutes
Budget Hearing and Regular Session
June 26th, 2014
Canby High School, Applied Technology Center, OMNI Room

BUDGET HEARING

Board members in attendance were Brendan Murphy, Angi Dilkes Perry, Diane Downs, Kristin Downs, Mike Zagyva, and Andrea Weber. Board member Tom Scott was absent from the meeting. Also in attendance were John Steach (Out-going Superintendent), Trip Goodall (In-coming Interim Superintendent), Kamela Davis (Board Secretary), Mary Knigge, Denise Lapp, Tim Oberg, Jennifer Turner, and Sondra Strong.

CALL TO ORDER:

Chair Brendan Murphy called the Budget Hearing to order at 6:00 p.m. and opened the floor for public comments regarding the Canby School District Budget for the fiscal year 2014-2015.

No public comments were made.

ADJOURNMENT:

Brendan Murphy adjourned the Budget Hearing at 6:05 and recessed the meeting until 6:30.

REGULAR SESSION

Board members in attendance were Brendan Murphy, Angi Dilkes Perry, Diane Downs, Kristin Downs, Mike Zagyva, and Andrea Weber. Board member Tom Scott was absent from the meeting. Also in attendance were John Steach (Out-going Superintendent), Trip Goodall (In-Coming Interim Superintendent), Kamela Davis (Board Secretary), Mary Knigge, Denise Lapp, Tim Oberg, Jennifer Turner, Sondra Strong, Andy McKean, Cherie Switzer, Andy Summers, Pat Johnson, Sheyl Lipski, Angie Navarro, Cindy Bauer, Sam Thompson, Kris Millar, Noel Hygelund, Pam Hygelund, and Joe Morelock.

1.0 CALL TO ORDER AND FLAG SALUTE

Board Chair, Brendan Murphy, called the Regular Board Meeting to order at 6:30 p.m. Superintendent John Steach 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 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 June 5th Board Work Session Minutes
- 5.2 Personnel Changes
- 5.3 Administrative Appointments

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:

- Congratulations and welcome to our new administrative members: Denise Lapp and Sheryl Lipski. Denise Lapp replaces Mary Knigge as Director of Finance and Sheryl Lipski replaces Marilyn Wood as Director of Teaching and Learning.
- Thank you to the Board for their dedication to keep the best interest of students in mind in their work this year. Thank you to the great staff of the Canby School District, the administrative team, and the Canby community for relationships developed over the past three years. Canby is a special community and living and working here has been a great experience.

7.0 BOARD COMMENTS

Mike Zagyva: Pass

Diane Downs: Thank you to John Steach for his service to the district and welcome to our new staff. The Canby High School graduation was, as always, a great event.

Angi Dilkes Perry: Second Diane Downs' comments.

Kristin Downs: Attended several retirement parties with many long-time Canby School District employees. Our district is a wonderful community with very supportive staff. The Canby High School Graduation and Ninety-One School 8th Grade Promotion were end-of-the-year highlights and well done.

Thank you to all of the staff that are leaving and welcome to the new staff. Also, thank you to Brendan Murphy for his hard work, dedication, and job well done as Board Chair.

Brendan Murphy: Thank you to John Steach, Mary Knigge, Joe Morelock, and Marilyn Wood for their service to the district – they will be missed. Welcome to our new staff: Denise Lapp, Sheryl Lipski and Trip Goodall. Thank you to the staff and administrative team for their hard work and dedication in a difficult year, and thank you to Kamela Davis for her work as Board Secretary.

Andrea Weber: Pass

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Superintendent Vote

Chair Brendan Murphy explained that prior to the Board Planning Workshop earlier in the day, the Board voted to approve the agreement between Trip Goodall and the Canby School District to employ him as Interim Superintendent for the 2014-2015 School Year. For the public's benefit, Mr. Murphy asked for an approval again from the Board.

Diane Downs moved again to approve the agreement with Canby School District and Trip Goodall to employ him as interim superintendent for the 2014-2015 school year. Kristin Downs seconded the motion. Motion passed 6-0.

Brendan Murphy congratulated Trip Goodall on behalf of the Board and welcomed him to the Canby community.

Mr. Goodall thanked the Board and expressed eagerness to continue the great work of the Canby School District.

8.2 Curriculum Renewal Process

Sam Thompson, Carus Elementary Principal, presented on behalf of the elementary principals with a report on the Curriculum Renewal Process and Professional Development day planning at the elementary level.

Mr. Thompson explained that the addition of next year's Professional Development days equals 44 hours of staff training time compared to little or no time last year. The focus will be on math instruction, researching materials aligned to Common Core State Standards (CCSS), developing common assessments, and defining

what proficiency looks like relative to the new elementary report card. Each trimester, grade level teams will work to develop a scope and sequence that is cohesive across elementary schools.

Jennifer Turner, Baker Prairie Middle School Principal, explained the process and planning at the middle school level. Mrs. Turner reported that the focus of Professional Development Days for staff would be on developing curriculum aligned with Common Core State Standards that supports a vertical K-12 alignment, creating reportable standards and developing common summative assessments. Ninety-One School 7th and 8th grade staff and Baker Prairie Middle School 7th and 8th grade staff will collaborate on this work.

Pat Johnson, Canby High School Principal, reported on the process for high school staff. Mr. Johnson explained the focus would be on grading practices, Common Core State Standards, and teacher evaluations. Mr. Johnson also reported that for the first time in many years, work is being done in the library at the high school to accommodate a meeting place for all of his staff to be in one room at one time alleviating the issue of disaggregation during Collaborative Team time.

8.3 School Safety Summary

Superintendent Steach explained that following national attention on the Connecticut school shooting incident in 2012, Canby performed a review and initiated upgrades to our security measures. While the district has continued to work on improvements since that time, based upon recent events at Reynolds High School, a summary of these activities is being provided to the Board and the community.

Threat Assessment:

Prior to the current school year, a core team of Canby staff worked to adapt existing research based threat assessment protocols for Canby. Once completed, team members and administrators were trained on the protocol. Local police and mental health organizations were included in the training as part of these teams. During the 2013-14 school year, each potential student threat was evaluated according to the protocol at the appropriate level. The use of this system has greatly increased the number and expertise of individuals evaluating and responding to potential threats. In addition to the evaluations, appropriate individuals recently met to debrief the assessments and also discuss the transitions of some of these students to new schools over the summer.

As this system focuses on prevention of school violence, significant effort and emphasis has been placed on this program.

Radio Communication:

During the 2013-14 school year, new radios were purchased and deployed at all Canby schools. This system includes individual school channels (multiple channels for CHS) and an overall district emergency channel that is monitored from the Central Services building. The radios are not only used to enhance daily communications within each school, but also provide reliable emergency communications within and between buildings. Unlike the cell phones and older radios they replaced, the new system is reliable even in the event of large-scale natural disasters (base stations have AC/DC converters and can be powered from car power jacks) and operates at a lower ongoing cost.

Internal Door Lock Improvements:

Many of our classroom doors cannot be locked from the inside. As reported to the Board in February, the Canby maintenance staff have designed, manufactured and installed a device that allows for classroom doors to be locked without going into the corridors. This low cost device saved the district nearly \$5000 per elementary school and provides the same level of safety in lockdown situations. Staff has quickly become accustomed to the devices for daily and emergency operations.

Police Collaboration and Training:

Canby has opened up our facilities to local law enforcement for regional trainings. This increases the familiarity of first responders to our buildings. This not only applies to schools within the city, but our rural schools who have made contact and developed relationships with the Clackamas County Sheriffs

Department. The officers assigned to the Threat Assessment teams have also increased the relationships for the schools in the county areas.

The Canby School District also continues to split with the City of Canby, the cost of the School Resource Officer. This officer is assigned to Canby high school on most, if not all, school days and has an office within the school. Due to the consistency of the individual assigned to the school district, an extremely collaborative relationship has developed.

Drill Program:

Canby continues to be in compliance with the state required monthly emergency drills. Each school performs and records these monthly drills that include lockdowns as well as fire drills.

However, early lessons learned from Reynolds High School indicate the value of performing regular “realistic” drills for staff. Canby had attempted to recruit community volunteers to assist with executing such a drill program. Last fall, a retired police officer had agreed to lead this effort but was not able to when they unexpectedly left the area. Superintendent Steach recommends the district continue to seek the resources needed to administer such a program.

Emergency Response Procedures:

In January of 2013, the Canby emergency response plan was reviewed by the Canby Police Department and found to be up to date with the most current lessons learned. Since that time, Canby has participated in a countywide school safety task force including schools, law enforcement, fire protection, and the FBI. The recommendation coming from the task force is for all Clackamas County school district to utilize the “I Love You Guys” Foundation protocol for emergency response. This will create consistency for all organizations involved in responses to schools. It is the intent of the Canby administration to transition our emergency response plan this next year.

Baker Prairie Middle School Surveillance Cameras:

The construction of Baker Prairie Middle School only included a small number of surveillance cameras. For the daily safe operation of the school, incident investigations, and emergency response assistance, Canby School District is planning to expand the camera capability of the school over the summer. While an initial low cost system was identified, based upon events at Reynolds High School, this system is being reevaluated.

Additional Access Controls:

Following the access control review in early 2013, additional badge reading stations were installed to reduce the need for staff to block open doors. The timing of automated doors was also adjusted to better match student flow patterns and reduce the times where exterior doors are unlocked and unattended. This was primarily accomplished at Ackerman, Baker Prairie, and the elementary schools.

However, at Canby High School and Ninety-One School, the existence of multiple buildings remains a concern as exterior doors between buildings remain unlocked during the day to facilitate student movement.

8.4 Teacher Evaluation Update

Tim Oberg, Director of Human Resources, reported that Canby has completed the first year under the new state requirements for teacher and principal evaluations (Senate Bill 290). The process has been beneficial in creating a partnership between administrators and teachers and is centered on support to enhance teaching and learning. Mr. Oberg referred to a handout with teacher evaluation data results. Collaborative work will be done next year with administrators to ensure teacher observation data is consistent between schools.

The Board asked clarifying questions regarding student accountability in relation to teacher/principal evaluations. Mr. Oberg explained that sometime in the future teacher/principal evaluations will be based on student accountability as measured by summative assessments but it is not yet required by the state.

8.5 Calendar Correction

Tim Oberg, Director of Human Resources, reported that in setting up employee calendars in payroll, it was discovered that the number of school days and number of teacher professional development days did not match contractual requirements. Adjustments were made to the calendar with administrative and union input. The revised calendar reflects the correct number of student contact days and professional development days for teachers.

Angi Dilkes Perry moved to approve the corrected 2014-2015 School Calendar as presented, Andrea Weber seconded the motion. Motion passed 6-0.

8.6 Laptop Lease Approval

Superintendent Steach and Joe Morelock, Director of Technology and Innovation, reviewed the Laptop Master Lease Purchase Agreement between Canby School District and Apple Inc. and asked the Board to approve the agreement. The 3-year lease-to-own agreement allows the district to maintain the current flow of teacher laptops to student use.

Kristin Downs moved to approve the Laptop Master Lease Purchase Agreement between Canby School District and Apple Inc. as presented, Angi Dilkes Perry seconded the motion. Motion passed 6-0.

8.7 Financial Report

Mary Knigge, Director of Finance, reported that the last of the payments from the State School Fund have been received for the school year. Included in the May payment was the additional \$235,707 from the reconciling of the 2012-2013 school year. This amount was anticipated and reflected in prior months projections.

Ms. Knigge directed the Board to the Financial Report line 15. 2000 Support Services and noted that if expenditures come in as projected the Support Services will be overspent by \$92,394. This is due in part to higher than budgeted utility costs and additional transportation costs during the budget year. Board approval is needed to re-appropriate dollars so that we do not overspend the adopted appropriation.

The ending fund balance is projected to be approximately \$2.1m. There are still many variables we need to consider before the books are closed for the year and we are hopeful that the ending fund balance will come in closer to the \$2.3m budgeted for 2014-2015.

8.8 Resolutions Amending Appropriations

Mary Knigge, Director of Finance asked the Board for approval to Amend Appropriations for the General Fund for 2013-2014.

Diane Downs moved to approve Resolution to Amend Appropriations for the General Fund for 2013-2014 as presented, Angi Dilkes Perry seconded the motion. Motion passed 6-0.

8.9 Enrollment

Superintendent Steach provided the Board with a handout on year-end enrollment and explained that district enrollment is down some from the budget. Elementary enrollment has gained while middle and high-school enrollment has dropped.

Diane Downs asked about projected enrollment planning and how that will be managed. Superintendent Steach explained the current process and recommended the district employ a demographer for accurate enrollment projections in the future.

8.10 Budget Resolution

Mary Knigge, Director of Finance, explained that the final step in the budget process required by the state is

for the Board to approve the Resolution Adopting the Budget for the fiscal year 2014-2015.

Andrea Weber moved to approve all four Resolutions, specifically, Resolution Adopting the Budget, Resolution Making Appropriations, Resolution Imposing the Tax, and Resolution Categorizing the Tax for the General Fund for 2013-2014 as presented, Kristin Downs seconded the motion. Motion passed 6-0.

9.0 FUTURE AGENDA ITEMS

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

- August Organizational Meeting
- Imagine Clackamas - September
- Charter School Proposal – September

The Board discussed adding the Board/Superintendent Working Agreement to the August meeting agenda. The Board also requested a report following the Administrator Retreat in August. Both items will be added to the August Board meeting agenda.

10.0 ADJOURNMENT

Brendan Murphy adjourned the meeting at 8:07 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Brendan Murphy
Board Chair