

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Organizational Meeting  
August 18, 2016  
Canby School District Office, Meridian Room**

**ORGANIZATIONAL MEETING**

**Board members in attendance** were Angi Dilkes Perry, Diane Downs, Kristin Downs, Rob Sheveland, Andrea Weber, Tom Scott, and Mike Zagyva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Cindy Bauer, Vicky Aguilar, Laretta Manning, Terri Cummings, and Autumn Foster.

**1.0 CALL TO ORDER**

Chair Angi Dilkes Perry called the Organizational Meeting to order at 6:35 p.m.

**2.0 INTRODUCTIONS**

Audience members introduced themselves.

**3.0 CHANGES TO AGENDA**

An update on summer facilities work and status of the Human Resources Department was added to the agenda following item 7.2.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

**4.1 Public Comments**

Chair Angi Dilkes Perry opened the floor for public comments.  
No public comments were made.

**5.0 CONSENT AGENDA**

Included in the Consent Agenda:

- 5.1 Minutes from the June 23, 2016 Planning Session, Budget Hearing, Regular Session, and Executive Session
- 5.2 Personnel Changes

**MOTION: Diane Downs moved to approve the Consent Agenda as presented.  
Tom Scott seconded the motion. Motion passed 7-0.**

**6.0 BOARD ELECTIONS**

Chair Angi Dilkes Perry opened the floor for 2016-2017 Board Chair and Vice-Chair nominations.

**MOTION: Rob Sheveland moved to elect Mike Zagyva as 2016-2017 Board Chair and Tom Scott as Vice-Chair. Andrea Weber seconded the motion.  
Motion passed 7-0.**

**7.0 INFORMATION/DISCUSSION/ACTION ITEMS**

**7.1 Summer School Report**

Cindy Bauer, Coordinator of Special Programs, shared information on the Acceleration and Enrichment Academies (Summer School) 2016. This year, the program served 682 students in grades pre-school through 12<sup>th</sup> grade. The theme was "My Name, My Identity" with lessons and

activities to help students understand and value diversity. Students participated in various educational enrichment field trips and projects with a culminating event for families. Ms. Bauer introduced Vicky Aguilar, Trost Elementary Teacher, who worked with five bi-national teachers to develop group projects for the program. Ms. Aguilar shared about the process for creating lessons and activities with the visiting teachers. Students learned about their heritage and participated in learning mediums such as dancing and art.

### **7.2 Administrative Retreat Report**

Superintendent Goodall shared the administrative retreat was a great opportunity for administrators and directors to gather for team building and to set the focus for the year. Some topics covered were district and school improvement plans, the Reading Initiative, developing commonalities around Academic Vision, the year of implementation, and start of the year items including student transportation.

### **Human Resources Department Update/Facilities Update (Agenda item added)**

Mr. Goodall explained that in lieu of hiring a Human Resources Director for the current vacancy, the district is planning to contract with three retired Human Resources Directors to provide consultation services. Additionally, the district may contract with Hank Harris, Principal of Human Capital Enterprises, to provide an audit of the department. In Spring 2017, the Director of Human Resources position will be posted and a full search completed.

This summer, facilities work included the Ackerman storage space, Eccles flooring, Ninety-One School office area, Canby High School boiler replacement, and the Canby High School track replacement. In addition, some minor repairs were made to the high school turf field to ensure safety and usability for the upcoming season.

### **7.3 Curriculum: Distribution Update**

Sheryl Lipski, Director of Teaching and Learning, reported that on Monday, Spanish literacy materials were delivered to Trost Elementary. Next week, all other materials will be delivered to all schools and are organized by grade level. In June, teachers received teaching editions for prior review. High school students in Pre-Algebra, Algebra, or Geometry received information at registration about iPad distribution including the agreement policy and purchase options. The iPads will be issued the first week of school. A parent meeting was held to provide information and answer questions. The Board requested a copy of the iPad agreement for review and suggested more communication to families may be needed.

Autumn Foster, Communications Coordinator/Project Manager, noted that in the near future a Canby School District smart phone app would be launched to enhance opportunities for communication to families. The app will be used in conjunction with the auto dialer system for mass notifications and emergency purposes. The new app will increase the district's ability to communicate effectively.

### **7.4 2016-2017 Canby School District Organizational Designations**

#### **Canby School District 2016-2017 ORGANIZATIONAL DESIGNATIONS**

*In conjunction with the administrators of Canby School District, the Board of Directors agree to the following organizational designations for the 2016-2017 fiscal year:*

- 1. Samuel "Trip" Goodall is designated as the Chief Administrative Officer, the District Clerk, and the Elections Officer.*

2. *Denise Lapp is designated as the Director of Finance, the Budget Officer, and the District Deputy Clerk.*
3. *Kamela Davis is designated as the Board Secretary.*
4. *Samuel "Trip" Goodall and Denise Lapp shall be Custodians of Funds and authorized signature and facsimile signature on checks. No other signature is authorized for district checks. They shall also authorize the signers on all student body accounts and shall have the authority to open new bank accounts, as necessary. The Custodians of Funds shall have individual fidelity bond coverage in the amount of \$250,000 each or shall be covered under the District's crime coverage on its property and casualty insurance policy and are authorized to:*
  - a. *Make salary and non-salary payments, according to district budget, policy, and state laws;*
  - b. *Enter into contracts of \$150,000 bid limit and real estate transactions;*
  - c. *Borrow funds not to exceed \$750,000;*
  - d. *Apply for and administer grant funds; and*
  - e. *Act as investment officer.*
5. *Designates Local Government Investment Pool (LGIP) to invest surplus district funds.*
6. *Designates the firm of Garrett, Hemann, Robertson, P.C., Attorneys-at-Law, as the primary attorney. However, the district reserves the right to select other legal firms as appropriate.*
7. *Wilcox, Arredondo & Co. is designated as official auditor.*
8. *Brown & Brown Northwest is designated as the insurance agent of record.*
9. *U.S. Bank is designated as the depository for district funds.*
10. *Approve substitute teacher pay rate of \$175.52 per day for the first 10 days, and \$208.00 for subsequent days.*
11. *Designate the Canby Herald and/or The Oregonian and/or Daily Journal of Commerce as the official paper for publishing legal notices.*
12. *Designates Wayne Layman as the District's Safety Officer.*

**MOTION: Angi Dilkes Perry moved to approve the 2016-2017 Canby School District Organizational Designations as presented. Andrea Weber seconded the motion. Motion passed 7-0.**

### **7.5 2016-17 Resolution Authorizing Application for Federal Grants**

Denise Lapp, Director of Finance, explained district policy requires the Board to annually adopt a resolution authorizing application for federal grants as presented in Resolution 2016-17/0001:

*Be it resolved that the Canby School Board of Directors authorizes the Superintendent and/or his or her designee to apply for the following Federal Program grants, as needed:*

- *Title I Part A – Improving Basic Programs Operated by LEAs*
- *Title I Part C – Education of Migratory Children*
- *Title I Part D – Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent or At Risk*
- *Title II Part A – Preparing, Training and Recruiting High Quality Teachers and Principals*
- *Title III – Language Instruction for Limited English Proficient and Immigrant Students*
- *Professional Technical Education (Carl Perkins)*
- *USDA*
- *Workforce Investment Act*
- *Rehabilitation Services Grant to States*

- *IDEA*
- *Child Care & Development Fund*

**MOTION: Diane Downs moved to approve the 2016-17/0001 Resolution Authorizing Application for Federal Grants as presented. Rob Sheveland seconded the motion. Motion passed 7-0.**

**7.6 2016-17 Construction Excise Tax**

Ms. Lapp reported the 2007 Legislature passed Senate Bill 1036 allowing school districts to impose a tax on new construction. For the 2016-17 school year, districts can charge \$1.23 per square foot for residential (was \$1.20), \$0.61 for non-residential (was \$0.60) and \$30,700 non-residential maximum (was \$29,900). The Department of Revenue has indexed the tax limits from prior years due to inflation.

Excise taxes collected can only be used for “capital improvements” that can include any of the following: Land acquisition, the construction, reconstruction or improvement of school facilities, the acquisition or installation of equipment, furnishings or other tangible property, the expenditure of funds for architectural, engineering, legal or similar costs related to capital improvements, assets that have a useful life of more than one year, and payment of obligations and related costs of issuance that are issued to finance or refinance capital improvements.

Canby School District has Intergovernmental Agreements with the City of Canby, the City of Wilsonville and Clackamas County for collection of the CET. The following is a summary of the expenditures and revenues for 2015-16:

**Expenditures:**

Asbestos abatement work at Eccles Elementary (Phase 1) \$120,288.61

**Revenues:**

Construction Excise Tax Revenues Collected \$346,472.39

Interest \$4,027.90

**Total 2015-16 Revenues = \$98,004**

**\$526,879 Unaudited EFB Estimate**

**2016-17/002 Resolution Amendment to Construction Excise Tax:**

***WHEREAS**, the 2007 Oregon Legislative Assembly enacted ORS 320.170 to 320.189 (Senate Bill 1036) authorizing school districts to impose construction excise taxes (“CET”) to fund capital improvements to school facilities; and*

***WHEREAS**, On December 13, 2007, the Canby School District Board of Directors (“Board”) enacted a Resolution imposing a CET pursuant to this Statute; and*

***WHEREAS**, ORS 320.176 provides that a school district may adjust the CET tax rate and cap limitations each fiscal tax year based upon changes to the construction cost index as determined by the Oregon Department of Revenue (“DOR”), and*

***WHEREAS**, the Board desires to amend the District’s CET tax rate and cap to reflect the DOR adjustments.*

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The applicable CET rates/limits imposed are amended as follows:

(a) \$1.23 per square foot on structures or portions of structures intended for residential use, including but not limited to single-unit or multiple-unit housing; and

(b) \$0.61 per square foot on structures or portions of structures intended for non-residential use, not including multiple-unit housing of any kind.

(c) A construction tax imposed on structures intended for nonresidential use will not exceed \$30,700 per building permit or \$30,700 per structure, whichever is less.

2. The construction excise tax shall be assessed and collected pursuant to the provisions of ORS 320.170 to 320.189.

3. The Superintendent is hereby directed to provide notice of this amendment the District's local government partners collecting the CET pursuant to intergovernmental agreements with the District under ORS 320.179(2).

4. This resolution takes effect on November 1, 2016.

**MOTION: Diane Downs moved to approve the 2016-17/0002 Construction Excise Tax Amendment as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.**

**7.7 Budget Committee Review**

Ms. Lapp reported there are two vacancies on the Canby School District Budget Committee, Position 3 and Position 4. Additionally, there are four vacant alternate positions. At the next meeting, a proposed budget calendar, timeline, and advertising proposal will be presented for Board discussion and approval.

**7.8 2016-17 Alternative Education Programs**

Board Policy IGBHA requires the Board to annually approve Alternative Education Programs. The Alternative Education Programs for the 2016-17 school year are as follows:

**LIFEWORKS NORTHWEST**

8770 SW Scoffins Street, Tigard, OR 97223  
503-684-1424

**SERENDIPITY CENTER**

14815 SE Division Street, Portland, OR 97236  
503-761-7139

**VICTORY ACADEMY**

12155 SW Tooze Rd, Sherwood, OR 97140  
(503) 570-0147

**CLACKAMAS COMMUNITY COLLEGE**

19600 Molalla Avenue, Oregon City, OR 97045

**MOTION:** Diane Downs moved to approve the 2016-17 Alternative Education Programs as presented. Andrea Weber seconded the motion. Motion passed 7-0.

**7.9 2016-17 Board-Superintendent Working Agreements**

**MOTION:** Rob Sheveland moved to approve the 2016-17 Board-Superintendent Working Agreements as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

**7.10 2016-17 Canby School District Board of Director Priorities**

**MOTION:** Angi Dilkes Perry moved to approve the 2016-17 Canby School District Board of Director Priorities as revised. Diane Downs seconded the motion. Motion passed 7-0.

**7.11 Board-School Liaisons**

The Board agreed to continue the following school liaison assignments for the 2016-17 school year:

Angi Dilkes Perry – Trost Elementary  
Diane Downs – Eccles Elementary  
Kristin Downs – Ninety-One School  
Tom Scott – Baker Prairie Middle School  
Rob Sheveland – Knight Elementary  
Andrea Weber – Carus Elementary  
Mike Zagya – Lee Elementary

All Board members are assigned to the Canby High School. The Board discussed a more concerted effort to visit the high school this year and requested a list of high school events and opportunities for involvement.

**7.12 Policy 1<sup>st</sup> Reading**

The Board held a first reading on policies *JBB – Educational Equity* and *ECACB – Unmanned Aircraft System (UAS) aka Drone*. A suggestion was made to clarify the wording in statement three of Policy JBB. Additionally, more information was requested regarding third party use of an unmanned aircraft system (second page of Policy ECACB) specifically, privacy issues and policy enforcement.

**7.0 FUTURE AGENDA ITEMS**

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

- Transportation Report - STA
- Budget Calendar
- HR Update
- Facilities Update
- Parrott Creek Update
- CIP/SIP Update
- Policy Review

The Board requested information on lead testing requirements and a copy of the City of Canby lease agreement for review.

**9.0 ADJOURNMENT**

Chairman Mike Zagya adjourned the meeting at 8:10 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Tom Scott  
Board Vice-Chair