

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
September 1, 2016
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Angi Dilkes Perry, Diane Downs, Kristin Downs, Rob Sheveland, Tom Scott, and Andrea Weber. Absent Board member was Mike Zagyva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Laretta Manning, Jim Laskey, Rowdy Bates, Varsi Stritzke, Daniel Pearson, Wayne Layman, Steve Turner, Greg Dinse, Rob Holveck, Jennifer Turner, Angie Navarro, Christine Taylor, Cindy Bauer, Travis Opperman, and Eric Walsh.

1.0 CALL TO ORDER

Vice-Chair Tom Scott called the Work Session to order at 6:35 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes were made.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Vice-Chair Tom Scott 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 August 18, 2016 Board Work Session

5.2 Personnel Changes

**MOTION: Diane Downs moved to approve the Consent Agenda as presented.
Angi Dilkes Perry seconded the motion. Motion passed 6-0.**

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Transportation Report - Student Transportation of America (STA)

Superintendent Goodall introduced Jim Laskey, Rowdy Bates, and Varsi Stritzke from Student Transportation of America (STA). Mr. Goodall reported that the start of the year process with the new company has been unsatisfactory. A meeting with STA management was held earlier in the day to discuss issues. Rowdy Bates, Area General Manager for Oregon and Washington, offered his sincere apologies and explained there were many challenges the company was unable to overcome despite their efforts. One major issue was a software failure, which delayed the routing process. STA was unable to provide completed route lists to schools. Mr. Bates stated the company is dedicated to resolving the issues quickly.

The Board asked for clarification on the routing process and stressed the importance of timely

and effective communication to families. Mr. Bates discussed the routing system further and shared that when compared to other districts the start-up process in Canby has been very difficult. Lake Oswego School District and Tigard Tualatin School District had current routing systems in place, whereas in Canby, route information was requested from the previous company but not provided. Mr. Bates reiterated STA is dedicated to rectifying the situation and anticipates all issues will be resolved within two weeks. Mr. Laskey, shared the Safe Stop App will be available for parents in a couple of weeks after routes have been adjusted.

6.2 Facilities Update

Wayne Layman, Facilities Manager/Safety Officer, reviewed a list of summer facility projects. Some of the completed projects include a new classroom and computer lab at Lee Elementary, abatement and new classroom flooring at Eccles Elementary, parking lot repair and seal coat at Baker Prairie Middle School and Canby High School, and remodel of the main office and Principal's office at Ninety-One School. Some projects that are currently in progress include a boiler replacement at the high school, construction of the archive records storage area at Ackerman, removal of all classroom bubbler drinking fountains at all elementary buildings, and the installation of new district drinking fountain/water fill stations at all buildings.

Mr. Layman and Denise Lapp, Director of Finance, reported the projects have come at or under budget. There is an additional cost for the new district drinking fountain/water fill stations. Superintendent Goodall noted that although the district's water tests are clean, the district has decided to take a proactive approach to the water issues facing some districts by removing any fixtures that could be a potential problem.

6.3 Continuous Improvement Plan (CIP) | School Improvement Plans (SIP)

Sheryl Lipski, Director of Teaching and Learning, reviewed information on the Canby School District Continuous Improvement Plan (CIP), required by Oregon State law.

The Canby CIP goals are as follows:

- *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 (PreK-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 district has adopted a Universal Assessment Tool: iReady for Grades K-8 and the ACT Aspire assessment for Grades 9-12 to address data-driven improvement. Parent brochures summarizing standards-based curricula alignment for Grades K-8 have been developed and will be made available for parents and the community. Building site visits will be done this fall to assess how schools communicate to learners and their families and facilitate a welcoming environment through signage, bulletin boards, and other forms of communication.

Ms. Lipksi shared that each Title I school is required to go through the process to develop school goals. The middle and high schools have created goals that align with building needs. Common identifiers are data-driven improvement planning, equity practices that support students and families, family and community connections, and educator effectiveness particularly as it relates to supporting the unique differences of all learners. The work of refining goals and establishing methods of measurement will continue in conjunction with the Academic Vision development.

6.4 Parrott Creek Ranch Report

Superintendent Goodall reviewed information on the Parrott Creek Ranch (PCR) program and the district's role in providing educational services. The Ranch is a long-term residential program for male youth, ages 14 to 18, and is located in the Canby School District boundary area. The Oregon Youth Authority (OYA) and Juvenile Departments statewide refer youth for placement. The Board Chair submitted questions regarding the program and responses were summarized in a hand out provided to the Board.

Mr. Goodall shared the CSD/PCR working agreement and contract is currently under negotiation. As part of the agreement the district purchases three slots at \$9,000 per slot for students placed by the district. The district also pays \$6,000 annually for use of the educational facilities. The district, PCR staff, and OYA representatives are in discussions regarding the program and lack of resources. There are inconsistencies in funding for similar programs across the state and the district believes it is an equity issue. A draft pilot program has been developed to better serve the educational needs of students at Parrot Creek Ranch; however, the district does not have the resources to staff the program adequately.

Greg Dinse, Canby High School Principal, reiterated the issue of disproportionate funding and expressed the desire to offer equity of services for all students. Rob Holveck, Canby High School Associate Principal, added the district and Parrott Creek Ranch staff is working together to develop a common vision regarding educational services. Some challenges are facility issues, meeting the needs of students with a wide range of academic levels, scheduling therapeutic accommodations, and frequent staffing changes. Another significant challenge is the inflow and outflow of students. There are three types of students placed at PCR: Day Students (district placed), Sheltered Students placed for up to 30 days for reasons such as family trauma (the placement can be renewed up to two times), and Resident Students placed for four, six, or eight months depending on the student's success in the program.

Mr. Goodall added the district is dedicated to meeting the needs of the students at PCR and will continue conversations with Oregon Youth Authority and Oregon Department of Education to address lack of funding and resources.

6.5 2016-2017 Budget Calendar / Budget Committee Recruitment

Denise Lapp, Director of Finance reviewed the proposed Calendar of Events for the 2017-2018 Budget Preparation. She shared there are two budget committee member positions (number three and four) to serve two-year terms currently vacant. Announcements regarding the vacancies will be posted on the district website, in the local newspaper and through district email listservs.

The Board discussed the proposed calendar and suggested changing the first Board Committee Meeting to May 8. In addition, the Board discussed ways to involve committee members earlier in the process by inviting them to Board Work Sessions when topics of finance are on the agenda.

MOTION: Diane Downs moved to adopt the 2017-2018 Budget Calendar as amended with the first Budget Committee Meeting on May 8. Kristin Downs

seconded the motion. Motion passed 6-0.

6.6 Policy 2nd Reading

The Board held a second reading on Policy and Administrative Procedure *Civility – Community Relations*. It was noted that the first reading was previously held in March 2016. The Board suggested the addition of a phrase or sentence stating civility is expected in all forms of communication, not just face-to-face. The suggested statement will be added to the policy and resubmitted for a third reading.

8.0 FUTURE AGENDA ITEMS

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

- Start of Schools Report
- PD Calendar | CT Report
- Monthly Curriculum Update: HS Math
- OR State Assessment Results Report
- PTA/PTO Report
- Financial |Special Funds | Enrollment Report
- Policy Review
- Healthy and Safe Schools Plan

A follow-up report on student transportation was added. In addition, the Board briefly discussed the state mandate for schools to increase instructional time for Physical Education. Mr. Goodall shared the district is awaiting the state’s response to the expressed need for funding before any decisions are made.

EXECUTIVE SESSION

Tom Scott exited the Board from the Board Regular Session and entered into an Executive Session at 8:19 p.m. The Executive Session was held in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent.

It was requested information discussed in the Executive Session not be disclosed and information discussed in the Executive Session not be made public by the news media.

Board members in attendance were Angi Dilkes Perry, Diane Downs, Kristin Downs, Rob Sheveland, Tom Scott, and Andrea Weber. Absent Board member was Mike Zagyva. Also in attendance were Trip Goodall (Superintendent) and Kamela Davis (Board Secretary).

Tom Scott exited the Board from the Executive Session and reentered the Regular Session at 8:40 p.m.

9.0 ADJOURNMENT

Vice-Chair Tom Scott adjourned the meeting at 8:40 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Tom Scott
Board Vice-Chair