

Board Meeting Minutes - Revised
Regular Session
September 18th, 2014
Canby High School, Applied Technology Center, OMNI Room

REGULAR SESSION

Board members in attendance were Diane Downs, Mike Zagyva, Andrea Weber, and Brendan Murphy. Board members absent from the meeting were Angi Dilkes Perry, Kristin Downs, and Tom Scott. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sondra Strong, Cherie Switzer, Christine Taylor, Sam Thompson, Skyler Rodolph, Pat Johnson, Jennifer Turner, Travis Opperman, Angie Navarro, Bernardo Tuma, Wayne Layman, Noel Hygelund, Skyler Rodolph, Andy McKean, Joan Flora, Sheryl Lipski, Traci Hensley, Brenda Griffin, Joanne Truesdell, Richard Oathes, Sean Pollack, Hung Phan, Leslie Brown, and Alice James.

1.0 CALL TO ORDER AND FLAG SALUTE

Board Chair, Diane Downs, called the Regular Board Meeting to order at 6:30 p.m. Andy McKean, Eccles Elementary Principal, 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 Diane Downs opened the floor for public comments.
No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 September 4th Board Work Session Minutes
- 5.2 Personnel Changes

Brendan Murphy moved to approve the Consent Agenda as presented, Andrea Weber seconded the motion. Motion passed 6-0.

6.0 SUPERINTENDENT'S REPORT

Trip Goodall commented on the following:

- Impressed with the committed staff and engaged students the first week of school.
- Visited Mrs. Johnson's 3rd grade classroom in which students were using iPad Story Books. Students were able to answer questions about the lesson with a deeper level of understanding.
- Shout out to principals for the service they provide to students and their families. Also appreciate being kept informed with regular communication from principals.
- Great to see students and other community members using school facilities for sports activities and other events.
- Attended a monthly meeting for area superintendents at the Clackamas Education Service District. It was informative. Had the opportunity to meet former Canby superintendent, Milt Dennison.
- Also attended Canby Educational Foundation (CEF) meeting, which was another great opportunity.

7.0 BOARD COMMENTS

Andrea Weber: Appreciated the invitation to attend Ninety-One School's Leadership Assembly for 6th, 7th, and 8th graders. It was inspirational and well done. Returned the next day for the follow-up "House activity" where new students were assigned a "house" and participated in friendship activities – another exciting experience.

Mike Zagyva: Thank you to principals for school event invitations. Apologized for not being able to attend all events due to medical issues. Attended Baker Prairie Middle School's advisory period and was impressed with the school and staff. Has received good feedback from staff and community.

Brendan Murphy: Attended the Eccles Elementary and Lee Elementary Open House events. Appreciated the increased level of communication from administrators. Attended Canby High School's first Collaborative Team time in the newly remodeled Canby High School library, moving forward will be a valuable time for staff. Also attended Ninety-One School's iPad orientation for 8th grade parents. The process was very well done, informative, and efficient. For the board, a focus this year should be exploring technology as a useful tool in the classroom. Also, thinking creatively about large class size options.

Diane Downs: Attended the opening in-service day for all staff. There was a great level of enthusiasm. Thank you to Nutrition Services for providing breakfast. Many new employees joined the district- a positive start to the year.

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Facilities Update

Wayne Layman, Facilities Manager, provided handouts to the Board with a list of completed summer projects, ongoing projects, and pictures of the Canby High School softball complex construction. Some projects completed over the summer include a fresh coat of interior paint applied to Trost Elementary and Baker Prairie Middle School and the Canby High School library renovation. Ongoing projects include a security upgrade at Baker Prairie Middle School, the Canby High School softball complex, the reinstallation of the north stadium bleachers, and a ramp at the stadium.

Mr. Layman noted that Wilco Farm Store donated one hundred cans of spray paint to the Canby School District. Chair Diane Downs thanked the Wilco Farm Store for their donation.

The Board asked about the Baker Prairie Middle School pending security upgrade and the Canby High School softball complex completion timeline. Mr. Layman explained that the security upgrade would be finalized on Friday, September 19th and the softball complex was due to be completed within the next month.

8.2 CARE Award

Canby Area Recognition of Excellence (CARE) Award sponsored by Canby Kiwanis and the Canby business community recognizes local teachers, administrators and staff whose efforts ensure our children get the most from their education. Nominations for the award can come from anyone.

Superintendent Goodall announced September's recipient, Wayne Layman, Canby School District Facilities Manager. Mr. Layman was unanimously nominated for his leadership of maintenance and custodial staff and for his oversight of school district facilities. Mr. Goodall and Brenda Griffin, CARE Award committee member, presented the award to Mr. Layman on behalf of Matt Olson from State Farm Insurance who was absent from the meeting.

8.3 First Student Bus Transportation Update

Mr. Goodall introduced Leslie Brown, Location Manager for First Student Bus Services. Ms. Brown introduced Alice James, Assistant Manager. Ms. Brown reported that approximately 1,300 students are transported on 41 regular and special needs routes. She explained that start-of-the-year bus issues have been triggered by a driver shortage. They have received many parent complaints regarding problems such as students arriving late or being dropped at the wrong school. Ms. Brown reported that steps are being taken to alleviate the issues: bus routes will no longer be combined to correct late arrivals, buses will be

clearly labeled for students, and there will be increased communication with parents.

The Board expressed concerns that often the first point of contact between parents and the school district is when a child gets on the bus. Parents should be able to trust that students will be safely transported and arrive to school on time. The Board understands the ongoing issue of recruitment but steps should be taken to develop ways to retain drivers and begin the planning process for routing students earlier to minimize issues. The Board asked about Spanish speaking drivers and communicating with second language families. Ms. Brown reported that there are only two or three Spanish-speaking drivers but the district REACH (Resource Education And Community Health) center aids in interpreting for families. The Board also asked about an anticipated time frame for issues to be resolved. Ms. Brown stated that by week three, the problems would be sorted out. She clarified further that immediate issues, such as the Trost route, have been resolved with substitute drivers and by week three, additional drivers will have completed their training and routes will be settled if no drivers resign.

Mr. Goodall added that there have been ongoing conversations with Ms. Brown and her team to discuss steps to ensure students safely arrive to school on time, increase customer service, and create a true partnership.

8.4 Clackamas Community College Presentation - Bond Measure

Richard Oathes, Clackamas Community College Board of Education, introduced Joanne Truesdell, Clackamas Community College President. Ms. Truesdell introduced her assistant, Sean Pollack. Ms. Truesdell displayed a keynote presentation on the November 4th Clackamas Community College Ballot Measure 3-447. Ms. Truesdell discussed the following current statistics: a total of 1,802 students from the city of Canby attended Clackamas Community College last academic year (2012-13); out of the 373 students from the Canby High School 2012 graduating class, 29% enrolled at CCC in Fall 2012; 304 Advanced College Credit students from Canby High School earned a total of 3,071 credits in 2012-13, a tuition value of \$242,609; and 19 Canby businesses utilized the services of the Small Business Development Center in 2013. Ms. Truesdell shared that during a two-year public engagement initiative, the community asked Clackamas Community College to update and modernize classroom space that would provide more opportunities for job training and education. The response is a bond measure to provide funds to update and expand college classrooms and labs and modernize equipment to meet current industry standards. It would also make improvements to existing facilities and replace the 61-year-old building on the Harmony Community Campus. Ms. Truesdell asked the Board and Canby community to support the Clackamas Community College Ballot Measure 3-447 on November 4th.

8.5 Curriculum & Instructional Renewal Timeline

Sheryl Lipski, Director of Teaching and Learning explained the Curriculum Renewal process timeline is different for elementary, middle, and high school levels. Ms. Lipski asked principals to share where each building falls within the process.

Pat Johnson, Canby High School Principal, reported that at the high school level, the Common Core State Standards (CCSS) is the curriculum component piece and the focus for renewal. The process was started three years ago. Currently, Science is going through the process as standards were adopted last April. Last year, the focus was on Scope and Sequence and this year, the focus is on common summative and formative assessments. In addition, Mr. Johnson would advocate for renewal of the technological curriculum, reviewing what is currently being used and what is needed.

Travis Opperman, Baker Prairie Middle School Associate Principal and Jennifer Turner, Baker Prairie Middle School Principal shared a keynote presentation on the Curriculum Renewal process for 7th and 8th developed with Ninety-One School staff. The process was started in 2012-2013 and is a five-year plan. The first year no documentation for current curriculum was found so the focus was on curriculum mapping. In year two (2013-2014) the focus was on reportable standards. This year (2014-2015) the focus is on 6th and

9th grade vertical alignment and acquisition of resources. Next year (2015-2016) the focus will be on curriculum mapping followed by year five (2016-2017) yearly reflection and revision.

Angie Navarro, Trost Principal, discussed the elementary Curriculum Renewal process on behalf of the elementary principals. Ms. Navarro explained the ongoing math focus and the purchase of Math Investigations curriculum in 2013-2014. This year the goal is to continue math studio work using the Math Investigations curriculum and at the end of the year, have a well-mapped math curriculum across the district. The plan for next year has not yet been established.

Sheryl Lipski referred to a handout provided to the Board outlining Phase 1 and Phase 2 of the Curriculum Renewal Process. Phase 1 is to develop a list of critical skills at every grade level in every content area for the following audiences: teachers, parents, and students by June of 2015. Phase 2 is to develop vertical alignment K-12 in all content areas and to define proficiency by content and grade level by June of 2016.

The Board asked for clarification regarding how a decision is made when curriculum is adopted. Ms. Lipski explained that there are stakeholders in every building: involved teachers and administrators, district office staff to research materials and identify resources; it will be a team effort. The Board asked Ms. Lipski if development of Scope and Sequence for all content areas would be completed by June of 2015 given the complexity of the task. Ms. Lipski reiterated that by June 2015 targets for all content areas will be identified and a Scope and Sequence developed across the district.

8.6 Opening of Schools Presentation

Noel Hygelund, Ackerman Principal, shared that there are 62 high school students and three middle school students enrolled at Ackerman with 10 pending screening meetings. This year, projects include the “Tiny House Project” and the development of summative and formative assessment with an application component for students.

Jennifer Turner, Baker Prairie Middle School Principal, reported that about 600 students are enrolled at Baker Prairie this year. Some highlights include teaching students how to learn, homework assignments emailed to parents, daily use of student planners, word-of-the-month, new anti-bullying online site where students can report issues anonymously, and parent pick-up/bus parking lot change.

Pat Johnson, Canby High School Principal shared that enrollment is about 1,450 students with 400 athletes starting on August 18th. Highlights include library renovation, stadium upgrade, replacement of north bleachers, and observing a dedicated team of freshman play a late night game and still be in class for 1st period the next day. Saturday, Sept. 13th a team of 200 volunteers worked to improve Canby High School grounds spreading bark dust and weeding. A goal this year is focusing on freshman academic achievement. Mr. Johnson presented a video of the high school staff accepting the AOL ice bucket challenge.

Sam Thompson, Carus Elementary Principal, explained that the beginning of the year as this is the second year of the boundary change. There are 396 students enrolled at Carus. Highlights include consistency in staffing, a full calendar, new intervention specialist, one brand-new teacher and two other new but experienced teachers. Goals include continuing the Title 1 School-Wide plan, meetings with parents to develop school-wide guidelines around grade level homework, developing parent communication systems with consistency from classroom to classroom, and a staff book study.

Andy McKean, Eccles Elementary Principal, reported that 490 students are enrolled at Eccles with eleven new staff members. There is renewed excitement around Professional Development days. Goals will focus on learning about students and their behaviors and Math Studio work.

Christine Taylor, Knight Elementary Principal, shared that the beginning of the school year went smoothly. Enrollment is 359 students with 16 students in the Structured Learning Center. Highlights include expressed ideas from teachers, an optional coffee talk for staff before school, igniting a passion for reading

with a reading lounge for staff, and meetings held by grade levels to talk about individual students and plan for growth. Goals are student achievement; specifically, critical thinking with a focus on math performance tasks, and improved attendance with recognition awards for students and parents.

Cherie Switzer, Lee Elementary Principal, noted that 417 students are enrolled at Lee with twelve new teachers. The big goal for this year is to make everything about kids. Based on data, a new learning experience is being implemented where students use physical activity, art, and dancing to help make learning connections. Teachers use daily data to monitor their teaching and make adjustments if needed.

Skyler Rodolph, Ninety-One School Principal, reported that 463 students are enrolled at Ninety-One. Highlights include the 6th-8th grade leadership project called "Leading a Legacy: Becoming Someone Worth Following", Ninety-One House program kick-off where kindergarten through 8th grade students were sorted into Houses and participated in House team building activities, and iPad orientation night for parents. Goals include a focus on writers, Professional Development day opportunities, vertical alignment, mathematician thinking, and renewal of Collaborative Team time.

Diane Downs noted that Kristin Downs attended the Leading a Legacy kick-off and she reported it was a very positive experience.

Angie Navarro, Trost Elementary Principal, shared that 420 students are enrolled at Trost Elementary. Highlights include a smoother start as a second year magnet school and curriculum night for parents. Goals include professional reading with staff members choosing from one of three books to study, and using assessment data for personal progress goals and individual student goals.

8.7 Enrollment

Mr. Goodall introduced Denise Lapp, Director of Finance, who referred to a handout with the enrollment summary as of September 18, 2014 as follows:

	K	1	2	3	4	5	6	7	8	9	10	11	12	Post HS/PC	Total by Building	Budget Enrollment	Difference By School
Canby High School	0	0	0	0	0	0	0	0	0	359	356	354	354	27	1450	1419	31
Baker Prairie Middle School	0	0	0	0	0	0	0	315	302	0	0	0	0	0	617	602	15
Carus Elementary School	44	76	56	60	47	60	53	0	0	0	0	0	0	0	396	408	-12
Eccles Elementary School	65	72	71	70	83	63	66	0	0	0	0	0	0	0	490	501	-11
Knight Elementary School	49	51	50	52	57	56	60	0	0	0	0	0	0	0	375	413	-38
Lee Elementary School	45	69	56	60	58	65	66	0	0	0	0	0	0	0	419	404	15
Ninety-One Elementary School	53	37	46	58	47	49	53	66	53	0	0	0	0	0	462	409	53
Trost Elementary School	60	74	71	62	60	48	42	0	0	0	0	0	0	0	417	459	-42
Ackerman Center	1	1	1	0	8	3	3	10	5	7	9	14	32	0	94	111	-17
Outside Placement	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2	2	0
Total by Grade	317	380	351	363	361	344	343	391	360	366	365	368	386	27	4,722	4,728	-6
Budgeted by Grade	370	386	365	374	343	337	331	377	347	383	369	357	382	7		4,728	
Difference by Grade	-53	-6	-14	-11	18	7	12	14	13	-17	-4	11	4	20		-6	

Student Count as of 9/18/14 4,728
 Less Kindergarten at .50 ADMr -159
Net ADMr 4,569

ADMr Budgeted with ODE for the 2014-2015 School Year 4,527
 ADMr gain from initial budget 42
 Estimated increase in funding \$292,278

Ms. Lapp noted that kindergarten numbers are down considerably but overall enrollment is down by just six students.

8.8 Budget/Enrollment Update

Denise Lapp, Director of Finance, presented a handout with an estimated report of the 2013-14 unaudited ending fund balance. Ms. Lapp noted where we received more revenues for property taxes and the state school fund; however, we were under on our estimates for the beginning fund balance and revenues for other intermediate sources. Ms. Lapp also noted that in expenditures for the 1000 and 2000 functions we were close to spending these at 100% in 2013-14. The amount needed to comply with the 5% board policy is \$1,976,734 and we are estimated to end at \$2,225,614, which is an excess of \$248,880. Ms. Lapp mentioned that there was a plan to possibly write off \$250,000 of the prior year accrual but that this can be discussed at a future meeting when the audit is closer to being finalized.

Ms. Lapp reviewed projections for the 14-15 School year and if the enrollment trends continue, there may be more monies in the state school fund. Ms. Lapp noted that additional weights have not been analyzed yet so this could change any increase if these numbers are lower. The common school fund is projected to be \$49,085 higher than expected. For the expenditures, all salaries and benefits for the year have not been encumbered yet so these projections are low. Lastly, Ms. Lapp noted that the \$2,100,682 number listed on the reserved for next year (line 20) is the estimated 5% of the 13-14 ending fund balance.

Mr. Goodall acknowledged Ms. Lapp's efforts and thorough work in examining the budget.

8.9 Excise Tax Resolution

Denise Lapp, Director of Finance, explained that the District receives funds throughout the year that are earmarked for specific purposes. One of the funds is the Construction Excise Tax Fund (CET), which is funded with renewable dollars. The 2007 Legislature passed Senate Bill 1036 allowing school districts to impose a tax on new construction. For the 2014-15 school year, districts can charge \$1.17 per square foot for residential (was \$1.14), \$0.58 for non-residential (was \$0.57) and \$29,200 non-residential maximum (was \$28,400). 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
- 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.

Capital projects during the 2013-14 school year were the following:

- District-wide radio system \$84,889
- Playground equipment at Knight \$29,263
- Architecture design assistance for CHS library \$2,267

Total 2013-14 Expenditures = \$116,419

Revenues during the 2013-14 school year were the following:

- Clackamas County CET \$155,301
- Interest \$2,758
- Radio Rebates \$3,310

Total 2013-14 Revenues = \$161,369

The unaudited Ending Fund Balance Estimate is \$428,875 (+\$45,000 increase over 2012-2013).

Ms. Lapp will be working with Superintendent Goodall and Wayne Layman, Facilities Manager to look at projects for the current and future years utilizing these funds.

Mr. Lapp asked the Board to adopt a resolution to impose new indexed rates and limits for 2014-2015 stated as follows:

Amendment to Construction Excise Tax Resolution 2014-15/002

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) \$1.17 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) \$.58 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 \$29,200 per building permit or \$29,200 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, 2014.

Andrea Weber moved to approve the Resolution to Amend the Construction Excise Tax for 2014-2015 as presented, Brendam Murphy seconded the motion. Motion passed 4-0.

9.0 FUTURE AGENDA ITEMS

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

- Technology Update
 - Synergy
 - SBAC Preparedness
 - Update on new laptop deployment
- Curriculum and Instructional Renewal
 - Grading Practices

- Elementary Report Card
- Innovation Grants Update
- Achievement Compact
- Charter School Discussion

The Board asked to add an update on radios to future agenda items. This item will be added to the agenda for the next meeting.

10.0 ADJOURNMENT

Diane Downs adjourned the meeting at 9:20 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Diane Downs
Board Chair