

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
WORKSHOP AND EXECUTIVE SESSION  
January 5, 2012**

**WORKSHOP SESSION**

**1.0 CALL TO ORDER**

Chair Rivinus called the Workshop Session to order at 6:30 p.m. in the Canby School District Central Services office, Meridian room. Board members in attendance were Andy Rivinus, Ty Kraft, Kristin Downs, Tom Scott, Diane Downs, Brendan Murphy and Andrea Weber. Also in attendance were Superintendent Steach, Linda Martin, David Moore, Julie Stoltzfus, Pat Johnson, Sondra Strong, Cindy Bauer, Tim Oberg, Angie Navarro, Betty Rivinus, Maureen Callahan and Peggy Savage.

**2.0 INTRODUCTIONS**

Introductions were made.

**3.0 CHANGES TO AGENDA**

None.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

Chair Rivinus announced the District is seeking Budget Committee members. There are two regular Budget Committee positions to serve three year terms, four alternate positions to serve one year terms and a vacancy in one position to serve the remainder of a term to expire June 30, 2012. Applications are available at each school buildings and the district administration office or you can contact 503-266-7861 for additional information.

**5.0 INFORMATION/DISCUSSION/ACTIONS ITEMS**

**5.1 Financial Audit Report**

Julie Stoltzfus from Wilcox, Arredondo & Co. reported on the annual audit of Canby School District's budget filed with the State of Oregon before the end of year 2011. She explained the process of the audit including reviewing segments of the budget for in-depth analysis, conduction inquires, and testing transactions occurring during the 2010-2011 budget time period. Financial statements provided in the audit report are prepared by the district and reviewed by the auditors. The district once again received an "unqualified opinion", which is the highest scoring level available. She also noted the 2009-10 Certificate of Excellence was again awarded to the district.

During the audit they noted an area needing improvement due to not reconciling bank accounts to supporting documents in a timely manner. Business Manager David Moore reported staff duty changes have been made which should rectify this area of concern.

Ms. Stoltzfus commended David and his staff for their professionalism and a job well done.

## **5.2 Technology Plan**

Joe Morelock, Director of Technology and Innovation discussed the history of technology in the Canby School District such as infrastructure changes and projects over the last 10 years. A large amount of this was funded by bond dollars.

As a requirement of the State of Oregon, The Canby School District Tech Plan was developed in 2009. The plan continually changes and has to be focused on the districts improvement plan. Joe discussed current trends in schools and with children with mobile devices being flexible, convenient and multi-functional. This also gives access to learning extended beyond the school day opening new avenue for remediation, acceleration and improved school to home connections. Teachers are also looking for ways to become more effective in the classroom and mobile learning is a great tool for this.

Andy Rivinus noted sustainability is a major factor and we must decide what is important to us. Joe noted the Vision Team survey showed technology is a priority and we must decide what costs less and is easy to use. We definitely need to look at grants available to help with funding and with the Canby School District being ahead of technology with our iPod and iPad projects it will help us with grants. Future plans could include sending these devices home or students being able to use their own devices. The equipment does have filters for home use.

This technology does have other financial impacts. We've found our printing costs have been significantly reduced, mobile devices take less electricity and we don't have the cost of textbooks. With competition between vendors the cost of apps and ibooks can also be reduced. There are also numerous free materials available.

## **5.3 Admin/Certified Evaluations**

Human Resource Director, Tim Oberg updated the Board of Directors on the implementation of the certified and administrative evaluation process established this year. Our work with the certified union and Board approval has brought us back in compliance with current state statute. As a result, every certified staff member in the district will receive a summative evaluation by March 1 each year. The summative evaluation supplies teachers with performance level feedback in four domains.

Building administrators are providing feedback for all teachers after informal observations in each classroom. The goal is for building administrators to support teachers on a regular basis through this feedback and reflective dialog. Much of this support is being focused on teachers who are currently performing at basic or unsatisfactory levels. In a few cases administrators

have communicated to these teachers that their current performance levels may result in a recommendation for non-renewal in March 2012 improvement does not occur.

Prior to the reestablishment of our evaluation process we were not in a position to invoke merit as a means of reduction in force because there was limited performance history documented. Moving forward our district will, by contract, have a means to reduce staffing based on performance rather than strictly based on seniority.

Also, every administrator is evaluated each year based on the four leadership domains developed in the past two years. Superintendent Steach collects yearly goals and discusses progress with each administrator. Our administrative evaluation process is becoming a model around the State of Oregon as districts prepare for upcoming legislation requiring new evaluation standards for all teachers and administrators.

Kristin Downs noted she is happy to see the progress made on evaluating administrators and teachers.

#### **5.4 Adoption of 2012-12 Budget Calendar**

Business Manager David Moore reported the current revenue forecast is down \$280 million with the legislature convening in February and will release another forecast at that time. He also presented the budget development calendar for 2012-13. A Budget 101 workshop will be scheduled and hopefully we can get more people to participate than in the past.

**MOTION: Tom Scott moved to approve the Canby School District Budget Development Calendar for 2012-13 as presented in Addendum 5.4. Diane Downs seconded the motion. Motion passed 7-0.**

#### **5.5 Open Enrollment Update**

Superintendent Steach is still undecided as well as other area districts, if we should open up enrollment and at what grade level. We must have a policy in place by March 1 and declare our openings and we could opt in or out each year. We also could declare openings on March 1, but close by April 1. After Board discussion a straw vote was taken on Board thoughts on the subject.

- Diane Downs is on the fence, however with the possible loss of \$550,000 that is quite sobering.
- Andrea Weber is open to additional discussion.
- Kristin Downs feels we need to proceed with a policy and learn additional information, but says no to opening the elementary schools.
- Tom Scott says yes to a policy and feels we should open both elementary and secondary schools.
- Ty Kraft agrees with opening both elementary and secondary.

- Brendan Murphy is conflicted and would like to see a policy.
- Andy Rivinus feels we should proceed with the infrastructure.

A policy will be brought to the Board on January 19 for discussion and a first reading.

### **5.6 2011-12 School Year Subaccount Funding**

David Moore reported in response to legislative requirements, the Canby School District must submit a report documenting its use of 2011-12 School Year Subaccount Funding in the amount of \$1,082,559.11. These funds were used to maintain class sizes and instructional time.

**MOTION: Ty Kraft moved to approve the letter as provided in Addendum 5.6. Kristin Downs seconded the motion. Motion passed 7-0.**

### **5.7 Adjournment**

Andy Rivinus adjourned the meeting at 8:55 p.m. and will convene to Executive Session after a short break.

### **EXECUTIVE SESSION**

Andy Rivinus called the Executive Session to order at 9:00 p.m. in accordance with ORS 192.660 (2) (b) and (d). All board members were in attendance as well as Superintendent Steach, Linda Martin and Tim Oberg.

The Executive Session is held to consider the dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee or staff member and to discuss labor negotiations.

It is requested information discussed in the Executive Session not be disclosed.

The session adjourned at 9:24 p.m.

Respectfully submitted,

Linda Martin  
Board Secretary

Andrew Rivinus  
Board Chair

Approved: