

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Regular Session and Executive Session
October 19, 2017**

Canby High School, Applied Technology Center, OMNI Room

REGULAR SESSION

Board members in attendance were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, and Andrea Weber. Mike Zagyva was absent from the meeting. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Lauretta Manning, Michelle Riddell, Cindy Bauer, Skyler Rodolph, Sam Thompson, Andy McKean, Cherie Switzer, Travis Opperman, Greg Dinse, Angie Navarro, Christine Taylor, Tracie Heidt, Melissa Youd, Mark Martens, Galina Dobson, Jordan Paulus, John VanAcker, Nancy Thompson, Andrew Barr, Adam Gingerich, Charlie Gingerich, Sheryl Gingerich, Ann Johnson, Alyse Knudsen, Joel Knudsen, Alison Robison, Brenda Griffin, Alondra Cabrera, Nico Yazzolino, Marlo Johnson, Hunter Robinson, Ava Vordermark and Nichole Reding.

1.0 CALL TO ORDER

Board Chair Tom Scott called the Regular Board Session to order at 6:30 p.m.

2.0 INTRODUCTIONS AND FLAG SALUTE

Eccles student Alondra Cabrera led the flag salute. The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes were made.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Spotlight on Student Success Eccles (Summer S.T.E.A.M. Class)

Eccles Principal Andy McKean introduced 5th Grade Teacher Adam Gingerich and students: Alondra Cabrera, Nico Yazzolino, Marlo Johnson, Hunter Robinson, and Ava Vordermark to present on the Summer S.T.E.A.M. (Science, Technology, Engineering, Art and Math) program. Mr. Gingerich shared the class is a three week summer course. He showed a “Technology for Teaching” video created by Clackamas County highlighting a recycling program that provides donated equipment for the class. Students presented a slideshow and shared about their experiences disassembling and reassembling computers, learning to code, and building robots. Mr. Gingerich discussed future plans for the program includes expanding the program to upper grades. He explained the program is funded through grants and funds are needed for the program to continue. The Board requested a future update on the program’s status and development.

4.2 C.A.R.E. (Canby Area Recognition of Excellence) Award

The Kiwanis Canby Area Recognition of Excellence (C.A.R.E.) Award acknowledges local teachers, administrators, and staff who go above and beyond to help students succeed. Superintendent Goodall announced October’s recipient, Nancy Thompson, Canby School

District Physical Therapist. Ms. Thompson was nominated for her dedication to supporting students and staff. She is a teacher, mentor, and advocate for students with special needs. Brenda Griffin, C.A.R.E. Committee member, presented the award on behalf of the committee, Canby Kiwanis, and local area businesses.

4.3 Public Comments

Tom Scott opened the floor for public comments. No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 October 5, 2017 Board Work Session and Executive Session Minutes
- 5.2 Personnel Changes

MOTION: Diane Downs moved to approve the Consent Agenda with minutes as amended; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.0 SUPERINTENDENT'S REPORT

Superintendent Goodall commented on the following:

- I appreciate the work of Sheryl Lipski, Director of Teaching and Learning, and her staff to organize the October 13th Professional Development Day for certified staff.
- The District, in partnership with the Clackamas ESD, hired an Education Equity Coordinator, Rudyane Rivera-Lindstrom, to continue Equity training, oversee family engagement opportunities, and Measure 98 implementation at the high school. We are excited to have Rudy on board.
- Sheryl Lipski and I met with Canby High School department leaders and Ninety-One School staff to share the District's Academic Vision and Instructional Goals – Instructional Practices Administrative Procedure.
- Lastly, I had the opportunity to be principal at Eccles in Mr. McKean's absence and have a renewed appreciation for the work of our elementary principals.

7.0 BOARD COMMENTS

Mike Zagyva: Absent

Angi Dilkes Perry: Pass

Sara Magenheimer: Pass

Andrea Weber: Attended the Carus Elementary Jog-A-Thon, which was a fun event for students. Attended the Canby Educational Foundation fundraiser event and the Oregon School Board's Association Fall Regional Dinner. The presentations were informative. Also attended the Rotary Dinner Auction, which supported The Canby Center's efforts to remodel their kitchen to better serve meals to families in the community.

Diane Downs: Pass

Rob Sheveland: Attended the Canby Rotary Dinner Auction and the Canby Educational Foundation fundraiser, which were great events. Thank you to Director May Walsh and others for their efforts. Also, thank you to the Canby High School Floriculture students for the fall decorations.

Tom Scott: Pass

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Monthly Curriculum Update: Canby High School Language Arts

Director of Teaching and Learning Sheryl Lipski introduced Canby High School Language Arts Teacher Andy Barr to discuss the recent high school language arts curriculum adoption process and implementation. Mr. Barr shared he received feedback from teachers regarding the benefits of the new material as well as some challenges. Teachers reported benefits include the audio feature, access to online resources for research, and student engagement. Teachers reported overall concern regarding the technology components, specifically, challenges with connectivity, classroom management issues, and availability of equipment. Other concerns related to training were discussed. It was noted the initial webinar trainings offered by the publisher were not effective. Ms. Lipski shared additional trainings will be provided and teachers have access to online Q&A trainings, which have been helpful.

Clarification was requested regarding textbooks and online literature and how iPads are distributed. Mr. Barr discussed the literature is available online and in textbook form. Ms. Lipski shared students in Pre-Algebra, Algebra 1, Algebra 2, Pre-Calculus, and Calculus receive 1:1 iPads. A small number of students do not receive iPads due to parent choice or if a student is not enrolled in the above classes. Teachers have access to additional iPads but expressed concern that there may be scheduling conflicts when checking out equipment.

8.2 BPMS Field Trip Requests for Approval: South Korea Trip, Band and Choir Trip to Seattle, WA

Request for approval of Baker Prairie Middle School's Band and Choir trip to Seattle, Washington from June 1-2, 2018 was submitted for Board approval. Band Director Jordan Paulus reviewed the trip's itinerary and fundraising efforts. He noted the trip was highly successful last year and approximately 160 students and 20 chaperones plan to travel in June. No further clarification was requested.

MOTION: Andrea Weber moved to approve Baker Prairie Middle School's Band and Choir trip to Seattle, Washington from June 1-2, 2018 as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

Request for approval of Baker Prairie Middle School's trip to South Korea in spring 2018 was submitted for Board approval. Trip coordinator and Intervention Specialist John VanAcker provided an overview of the Korean Studies Program and tentative travel dates. Clarification was provided regarding the draft itinerary, resources, and safety precautions. He noted Board member Mike Zagyva is assisting in establishing a contingency plan in partnership with military leadership officials located in South Korea. Currently, there are no travel alerts regarding South Korea; travel advisories will continue to be monitored.

MOTION: Rob Sheveland moved to approve Baker Prairie Middle School's trip to South Korea in spring 2018 as presented; Andrea Weber seconded the motion. Motion passed 6-0.

8.3 CHS Athletics Update

Canby High School Athletic Director Mark Martens presented an overview of the high school athletics program. He reviewed final OSAA recommendations for 2018-2022 Classification Districting noting school districts have the opportunity to appeal the

recommendations. Canby will continue in the 6A – Three Rivers League along with Lake Oswego, Lake Ridge, Oregon City, Tigard/Tualatin, and West Linn. Mr. Martens reviewed new coaching staff and current team rankings.

A handout entitled *Canby Athletics - A Vision to the Future* was provided as well as the *Canby Cougars 2017 Fall Sports Media Guide*. Mr. Martens discussed strategies for engaging student athletes, providing supports and resources to families, and hiring collaborative coaches that encourage multi-sport athletes. In addition, Mr. Martens shared plans to engage the community, improve facilities, and honor past athletes with a new “Wall of Fame” (coming in fall 2019) and a Commons area Trophy Hall as a center for recognition.

The Board requested clarification regarding the student exit interviews process. Mr. Martens discussed he selects a random sampling of students from all levels for the interviews. Feedback received is shared with coaches. It was noted that a middle school athletics program would increase student participation and program options are currently being reviewed.

8.4 CTE Program Update

Canby High School Principal Greg Dinse shared information regarding the high school Career and Technical Education (CTE) program. He referenced the Oregon Department of Education CTE report, which lists Canby High School’s current class offerings. Mr. Dinse highlighted program expansions this year including multi-media, health occupation, and computer science. He discussed projects this year include the relocation of the student store, a centralized Trophy Hall display, and an upgrade of the concessions area. Other projects include growing tea plants for marketing and construction of the auxiliary classroom space or pole barn, which is an interim construction class project.

In addition, Mr. Dinse highlighted the following activities: October 6 Manufacturing Day – approximately 150 students had the opportunity to visit local manufacturing companies; October 13 Statewide Inservice hosted by Canby High School; an upcoming national CTE conference for four teachers; and the annual CTE Summit tentatively scheduled for spring 2018.

8.5 Policy Review – 2nd Reading, EFA Local Wellness Program, EFA-AP Local Wellness Program, EFAA-AP Reimbursable Meals and Milk Programs

The Board held a second reading of policy EFA Local Wellness Program and administrative procedures: EFA-AP Local Wellness Program, EFAA-AP Reimbursable Meals and Milk Programs. No additional clarification was requested.

MOTION: Diane Downs moved to approve revisions to *EFA Local Wellness Program, EFA-AP Local Wellness Program, EFAA-AP Reimbursable Meals and Milk Programs* as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

8.6 Policy Update: GCBDD/GDBDD Oregon Sick Time

Director of Human Resources Michelle Riddell provided clarification regarding the update to policy GCBDD/GDBDD Oregon Sick Time, which reduces the amount of sick hours

temporary staff, limited-term employees and coaches can accrue in a year from 80 to 40. It was noted that the second to last sentence of the policy is contradictory and should be revised. The Board agreed to approve the update. It was noted the sentence revision would be provided following the meeting.

MOTION: Angi Dilkes Perry moved to approve the revision to GCBDD/GDBDD Oregon Sick Time as presented; Rob Sheveland seconded the motion. Motion passed 6-0.

8.7 Financial and Special Funds Report, Enrollment

Denise Lapp, Director of Finance, provided a handout with the Financial Report as of September 30, 2017. The Construction Excise Tax (CET) fund balance is \$660,332.75 and the Turf Replacement fund balance is \$208,663.01. Ms. Lapp noted no substantial changes have been made from the previous month. She added revenues and expenditures would be adjusted following contract settlements and a supplemental district budget hearing.

Ms. Lapp reviewed the Month End Enrollment Summary as of September 30, 2017. Total enrollment is 4,703 students. It was noted that due to the change in program oversight (CSD to CESD) Parrott Creek Ranch (PCR) students are not included in the high school enrollment count. A report on the number of PCR students will be forthcoming.

8.8 Revision to 2017-18 Organizational Designations

Ms. Lapp reported that due to the settlement of the CEA contract, the substitute teacher rate listed in item number 10 of the *2017-18 Organizational Designations* previously approved by the Board should be revised. The change is regarding the substitute teacher rate for over 10 days, which is determined by the first step of the licensed salary schedule. The revised 2017-2018 Organizational Designations are as follows:

Canby School District **2017-2018 ORGANIZATIONAL DESIGNATIONS**

In conjunction with the administrators of Canby School District, the Board of Directors agree to the following organizational designations for the 2017-2018 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 under a \$100,000 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 **Oregon School Boards Association (OSBA)**, 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 \$178.40 per day for the first 10 days, and \$209.89 for subsequent days from 7/1/17 to 10/31/17 and \$220.18 for subsequent days from 11/1/17 to 6/30/18.
 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 **John Hall** as the District's Safety Officer.

APPROVED: October 19, 2017

MOTION: Diane Downs moved to approve the revised 2017-18 Canby School District Organizational Designations as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

9.0 FUTURE AGENDA ITEMS

- CHS Alt Ed Report
- Functional Capacity Report By Building
- Data Team - Reporting Process
- REACH Report
- DLI K-12 Report
- New Online Evaluation Update
- Policy Review

No agenda items were added.

10.0 GOOD OF THE ORDER

No additional items were discussed.

EXECUTIVE SESSION

Tom Scott exited the Board from the Board Regular Session and entered into an Executive Session at 8:46 p.m. Board members in attendance were Tom Scott (Chair), Angi Dilkes Perry, Sara Magenheimer, and Andrea Weber. Board members Mike Zagyva, Rob Sheveland (Vice-Chair), and Diane Downs were absent from the Executive Session. Also in

attendance were Trip Goodal (Superintendent), Kamela Davis (Board Secretary), Denise Lapp (Director of Finance), and Michelle Riddell (Director of Human Resources).

The Board met in Executive Session in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent; pursuant to ORS 192.660(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations; and to conduct deliberations to negotiate real property transactions pursuant to ORS 192.660(2)(e), which allows the Board to meet in Executive Session for that purpose.

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

Tom Scott exited the Board from the Executive Session and reentered the Regular Session at 8:54 p.m.

REGULAR SESSION

Tom Scott adjourned the meeting at 8:54 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Tom Scott
Board Chair