

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
October 5, 2017
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, Andrea Weber and Mike Zagayva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Angela Navarro, Jennifer Turner, Galina Dobson, Sam Thompson, Jamie Netter, Greg Dinse, Cherie Switzer, and Christine Taylor.

1.0 CALL TO ORDER

Tom Scott called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

Item 6.10 – OSBA Policy Rewrite Service Agreement was added to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 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 Minutes from the September 21, 2017 Board Regular Session and Executive Session
- 5.2 Personnel Changes

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

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Teaching and Learning Department Assessment Report: SBA, ACT, iReady

Superintendent Goodall reviewed assessment data provided by Director of Teaching and Learning Sheryl Lipski who was absent from the meeting. He highlighted 2014-15, 2015-16, 2016-17 SBA (Smarter Balanced Assessment) cohort data for current sixth, seventh, and ninth grade students as well as 2016-17 iReady assessment data, and 2016-17 Canby High School ACT assessment data. Mr. Goodall shared that while SBA trend data is now available, the iReady assessment provides greater detail and aligns with the SBA student performance results. Both assessment trends indicate that although there is growth in some areas, student achievement is not at grade level for many students. Low scores may be attributed to a variety of factors; however, Canby's participation rates are 85%-95% thus the data cannot be discounted.

Mr. Goodall reported the District is addressing these challenges with the implementation of new curriculum and supporting classroom instructional practices through ongoing teacher training, i.e., Math Studio, SIOP (Sheltered Instruction Observation Protocol). He noted implementation of new curriculum requires an adjustment period and there has been some issues with technology

that are being addressed. He added a focus this year is setting academic expectations and communicating the expectations to staff. Baker Prairie Middle School Principal Jennifer Turner and Carus Principal Sam Thompson shared staff is benefiting from Math Studio work and curriculum training.

The Board asked about a specific plan of action to address math assessment results. Principal Thompson commented the plan is not definitive but includes using the iReady tool to inform instruction and continued training for teachers. He added the new math adoption has been a challenge for teachers and will take time to implement. The Board requested an iReady assessment update in February.

Canby High School Principal Greg Dinse shared the high school ACT assessment data reveals a discrepancy between the number of students who aspire to attend a four-year college (80%) and those who demonstrate college readiness skills (17%). In addition, the assessment identifies the number of core students (those that are taking college preparatory classes) as 34%. The number of students that are meeting college readiness benchmarks in all four areas is reflected in the overall composite score, which is two (2) points lower than the state average. The results have been shared with staff and conversations center on ways to increase student engagement and academic achievement.

A discussion ensued regarding the need for rigor in all classes, not just college preparatory classes, and regarding earlier transition planning for students. It was noted that conversations regarding college planning and course requirements should be initiated in middle school. In addition, a discussion was held on whether sixth grade students benefit from an additional year at the elementary level or whether an earlier transition to the middle school would be a greater benefit. It was noted that the current configuration was the result of budgetary issues. A discussion on where sixth graders are best served will be revisited in the spring.

6.2 Instructional Goals – Instructional Practices AP, Academic Vision

Mr. Goodall reported the final iteration of the *Instructional Goals – Instructional Practices Administrative Procedure* was developed with input from administration and outlines classroom expectations. This document, along with the District Academic Vision document will be shared with staff at each school beginning with high school department leaders on October 16. In addition, a plan of action will be presented. He added foundational work such as lowering class sizes and implementing new curriculum has been done; the next step is maximizing academic potential by setting clear expectations.

The Board asked how the goals would be measured. Mr. Goodall responded the iReady assessment would provide academic growth measurement. The Board suggested grammatical revisions to the bulleted list in the administrative procedure.

6.3 Measure 98 Overview

Mr. Goodall provided an overview of Oregon’s “High School Graduation and College and Career Readiness Act” (Measure 98) intended to provide funding to increase graduation rates in three focus areas: establishment or expansion of high school career and technical education programs, establishment or expansion of college-level educational opportunities, and establishment or expansion of dropout prevention strategies. Canby School District will receive a total of \$672,452 in year one and \$699,899 in year two of the 2017-19 biennium. Mr. Goodall explained the plan for allocation of funding was developed on a short timeline. A four-year plan will be developed in the spring with representation from teachers (Grade 8-12), administrators, and Board members. The Board expressed disappointment at the state’s lack of planning and clear communication regarding funding allocation.

Principal Dinse shared this year's implementation plan includes a team approach to target at-risk students and provide intervention strategies. Other focus areas are expansion of technical programs (added .5 FTE, multimedia production classes, new equipment), expansion of college level opportunities (added 1.0 FTE), and expansion of dropout prevention (added 4.6 FTE). Mr. Dinse provided clarification on staffing and specific program development.

A discussion was held on the expansion of college partnerships. It was noted that Clackamas Community College (CCC) President Joanne Truesdell is addressing issues related to who can provide instruction for college credit courses. Ideally, college classes would be offered at the high school to eliminate the need for transportation. The Board requested information on chronic absenteeism and whether CTE programs keep students in school, and specifically, which class offerings keep students engaged. A follow-up report on absenteeism, Measure 98 implementation and planning will be addressed in the spring.

6.4 Budget Committee Planning

Director of Finance Denise Lapp discussed the proposed calendar of events for the 2018-19 budget preparation. There are four vacant budget committee member positions (#3, #5, #6 & #7). Position #3 is for two years and Positions #5, #6 & #7 are for three years. Announcements regarding the vacancies will be posted to the district website, in the local newspaper and through district listservs. Ms. Lapp noted board policy requires alternate positions; however alternates cannot vote unless appointed by the Board as a committee member. The Board agreed to review the policy at a future meeting. No changes were made to the proposed calendar.

MOTION: Andrea Weber moved to approve the 2018-19 Budget Calendar as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.5 Resolution for PERS Employee Contributions (Licensed Staff)

Ms. Lapp reported the following resolution is required by PERS to implement the change of licensed staff employee contributions from district paid to employee paid as of November 1, 2017. This change was ratified by the Canby Education Association and approved by the Board for the new CEA contract effective July 1, 2017.

Resolution 2017-18/005 Oregon Public Employees Retirement System Employee Contributions for Licensed Staff

A resolution to change the type of employee contributions made to the Oregon Public Employees Retirement System (OPERS) for regular licensed employees (represented by Canby Education Association) for Clackamas County School District No. 86 (Canby School District) from Employer Paid Pre-Tax (EPPT) contributions to Member Paid Pre-Tax (MPPT) contributions, rescinding the policy dated 12/20/1994, which provided for EPPT contributions, and to be deemed "Picked Up" for purposes of Internal Revenue Code Section 414(h) (2).

WHEREAS, Section 414(h) of the Internal Revenue Code (IRC) provides that an employer may treat the 6% PERS contribution by employees as a pick up on a pretax basis and the Board of Directors of Clackamas County School District No. 86 (the "District") has the authority to implement the provisions of IRC section 414(h)(2); and

WHEREAS, the Governing Board has determined that even though the implementation of the provisions of IRC section 414(h)(2) is not required by law, the tax benefit offered by IRC section 414(h)(2) should be provided to all regular licensed employees who are members of OPERS:

NOW, THEREFORE, BE IT RESOLVED AND CONFIRMED:

- I. That, effective November 1, 2017, the District shall implemented the provisions of IRC section 414(h)(2) by making employee contributions pursuant to both Oregon Revised Statute (ORS) 238A.335(2)(a) and Oregon Administrative Rule 459-009-0200(3) to OPERS on behalf of its regular licensed employees who are members of OPERS.
- II. That "employee contributions" shall mean those contributions to OPERS which are deducted from the salary of employees and are credited to individual employees' accounts pursuant to ORS 238A.330(2).
- III. That IRC section 414(h)(2) provides a special rule that allows for MPPT contributions made by the District to OPERS, although designated as employee contributions, are nevertheless treated as employer contributions if the contributions are picked up by the District.
- IV. That the District's policy or bargaining agreement in this regard is not retroactive in its application.
- V. That the District's employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the District to OPERS.
- VI. That District shall pay to OPERS the contributions designated as employee contributions from the same source of funds as used in paying salary.
- VII. That the amount of the contributions designated as employee contributions and paid by the District to OPERS on behalf of an employee shall be the entire contribution required of the employee by OPERS.
- VIII. That the contributions designated as employee contributions made by the District to OPERS shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the OPERS.

MOTION: Rob Sheveland moved to approve Resolution 2017-18/005 - Oregon PERS Employee Contributions for Licensed Staff as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.6 Resolution for Consent to Sale of Property

Ms. Lapp reported that sealed proposals for the purchase of the district property at 26000 S. Highway 170, Canby, Oregon were accepted through 3:00 pm on September 29, 2017. The District received two proposals for the purchase of the property with the highest proposal of \$110,000.00 from William R. Phillips. The District recommended the sale of the property for this amount. The Board agreed to the sale and requested the funds be designated to future acquisition of property. The resolution for the sale of the property is as follows:

Resolution 2017-18/006 Consent to Sale of Property

BE IT RESOLVED that the Board of Directors for the Canby School District authorize the sale of the district property at 26000 S. Highway 170, Canby, OR 97013 for the sum of \$110,000.00 to William R. Phillips.

MOTION: Rob Sheveland moved to approve Resolution 2017-18/006 - Consent to Sale of Property with funds designated to Fund 406 – Capital Asset Sales for the purpose of land acquisition. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.7 Emergency Response Protocols/Procedures

Mr. Goodall reviewed safety drills and instruction requirements under Oregon law for school districts. The Canby School District has adopted the "I Love U Guys" Foundation Standard Response Protocol as a guideline for incorporating the procedures. He shared that in the area of crisis response, counselors are trained and available to respond in the event of a tragedy; however, a district level team needs to be reconvened. Training opportunities are being reviewed for administrators and key staff.

It was noted that for security purposes, all building doors remain locked during school hours; exceptions are the main and back doors, which are on timers. CHS Principal Greg Dinse explained doors at the high school remain open during school hours for staff and student access.

6.8 Collaborative Team (CT) Time

Principals: Greg Dinse, Sam Thompson, Christine Taylor, Cherie Switzer, Jennifer Turner, and Angie Navarro discussed how their certified staff is directed to use Collaborative Team (CT) time in each building. Comments included a renewed focus on the intent of CT time, review of student performance data, and development of instructional strategies for individual students. The time is also used for curriculum training and K-12 realignment resulting in de-privatization of the work. Principals shared that staff highly value the time and groups meet in school libraries for accountability and collaboration. At the high school, department leaders direct group discussions and report to the administrative team. Administrators visit various groups to provide oversight. Principals added that approximately one a month, CT time is used for specific ongoing training such as trauma informed practices or a staff meeting.

The Board suggested that regular communication to the community regarding CT time is important and was part of the original agreement. Principals noted that over nine years, they believe CT time has developed and improved. Conversations are more focused and intentional and teachers benefit from the time.

6.9 Policy Review – 1st Reading: EFA Local Wellness Program, EFA-AP Local Wellness Program, EFAA-AP Reimbursable Meals and Milk Programs (Board Approval Required)

Nutrition Services Director Galina Dobson reviewed policy changes as a result of memorandums issued from the Oregon Department of Education regarding meal charging or “lunch shaming”. Clarification was provided on the District’s procedures for students receiving free and reduced lunch. Every student receives a pin number and financial status is kept confidential.

In relation to Policy EFA, it was discussed that promotion of healthy snacks and rewards as described is inconsistent. Principals responded that snacks are monitored and students are drinking more water as a result of new water stations installed last school year.

Some document errors were noted and revisions will be made as suggested.

6.10 OSBA Policy Rewrite Service Agreement (Agenda Item Added)

An OSBA memorandum handout was provided regarding language in section six (6) of the Policy Rewrite Service Agreement as well as a copy of the original agreement. A brief discussion was held regarding the memo and OSBA’s service to districts. A member poll was taken and the Board unanimously agreed to move forward with the policy rewrite service.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- C.A.R.E. Award
- Spotlight on Student Success: Eccles (Summer STEAM Class)
- Monthly Curriculum Update: HS Language Arts
- CHS Athletics and CTE Report
- New Online Evaluation Update
- Financial |Special Funds | Enrollment Report
- Policy Review: Sick Time Policy Update

In addition, Baker Prairie Middle School field trip approval requests were added and the New Online Evaluation Update was postponed to the November 2 Work Session.

8.0 GOOD OF THE ORDER

No items were discussed.

EXECUTIVE SESSION

Tom Scott exited the Board from the Board Regular Session and entered into an Executive Session at 9:07 p.m. Board members in attendance were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, Andrea Weber and Mike Zagayva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Michelle Riddell (Human Resources Director), and Denise Lapp (Director of Finance).

The Board met in Executive Session to conduct deliberations with persons designated to carry on labor negotiations pursuant to ORS 192.660(2)(d); to conduct deliberations to negotiate real property transactions, in accordance with ORS 192.660(2)(e), and to consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a).

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 9:41 p.m.

REGULAR SESSION

9.0 STA Update

Superintendent Goodall discussed a recent issue with a bus driver who was “break checking” as a way to get the attention of students; as a result some students reported minor injuries. The driver was placed on leave pending further investigation. Also, parent complaints have persisted regarding a Trost bus arriving consistently 20-30 minutes late to school. In response, the district authorized an additional route to minimize issues.

10.0 ADJOURNMENT

Tom Scott adjourned the meeting at 9:47 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Tom Scott
Board Chair