

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session
November 1, 2018
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Rob Sheveland (Chair), Diane Downs (Vice-Chair), Angi Dilkes Perry, Sara Magenheimer, Tom Scott, Andrea Weber (entered at 6:38 p.m.), and Mike Zagyva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Michelle Riddell, Ivonne Dibblee, Laretta Manning, Tim Graves, Autumn Foster, Lila Foster, Bret Adkins, Christine Taylor, Angie Navarro, Sam Thompson, Jennifer Turner, Ben Winegar, and Cari Sloan.

1.0 CALL TO ORDER

Rob Sheveland called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

No introductions were necessary.

3.0 CHANGES TO AGENDA

Agenda items 6.8 *Facility Condition Assessment (FCA) and Long Range Plan (LRP) Update* and item 6.11 *Board Priorities/Mission Statement* were moved to the beginning of the Information/Discussion/Action Items.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the October 18, 2018 Board Regular Session
- 5.2 Personnel Changes

MOTION: Diane Downs moved to approve the Consent Agenda with minutes as presented; Tom Scott seconded the motion. Motion passed 6-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.8 (Agenda item moved) Facility Condition Assessment (FCA) and Long-Range Facilities Plan (LRFP) Update

Communications Coordinator/Project Manager Autumn Foster reviewed a handout: *Bond Exploration Timeline* with information on the Long-Range Facilities Plan (LRFP) and preparations for a possible November 2019 bond measure. As part of the LRFP process, a committee will be developed with representatives from staff, board members, students, parents, and community members to discuss how district facilities are used and identify needs from the community. Initial meetings will be held in December and January and will be facilitated by Soderstrom representatives. Ms. Foster discussed the committee's roles in relation to the LRFP

and potential bond process. She noted the board would make a decision regarding the November 2019 bond measure in June 2019 following completion of the LRFPP.

A discussion was held. Concerns were raised related to perceptions that a decision regarding the bond has already been made; a rushed and potentially premature timeline; and ethical issues with the content. Superintendent Goodall noted the timeline was presented as requested. It was suggested references to the bond process might be edited to clarify completion of the LRFPP independent of a bond proposal.

The Board requested a special session be arranged with Soderstrom to present the final Facility Condition Assessment report and provide a preliminary committee meeting presentation with an opportunity for Board feedback. Tentative meetings dates discussed were November 27 and 28.

6.11 (Agenda item moved) Board Priorities/Mission Statement

Communications Coordinator/Project Manager Autumn Foster reviewed proposed revisions to the mission statement and board priorities as discussed at the October 4, 2018 Work Session.

The board agreed to the following mission statement:

To promote academic and personal growth for all students through effective teaching, leadership, and resource management to develop lifelong learners who will strengthen our community and our world.

The board agreed to the following priorities and descriptions:

Increase Student Achievement

The district will provide quality instruction and appropriate supports to ensure academic growth for all students at every level.

Strengthen the K-12 Culture to Promote Student, Parent and Staff Success

The district shall maintain high academic standards, expectations, and accountability for all students. Teaching and learning district wide will be aligned for a cohesive K-12 educational experience. Expectations of students will be clear and parents will be provided opportunities to serve as partners in their child's education.

Enhance Positive School-Community Relations

The district will develop meaningful relationships and opportunities for participation and engagement among students, families, and community members.

Ensure Effective Use of Resources

The district will maintain sound stewardship of all resources to provide the best possible education environment for all students. The district shall continue to be innovative and find creative ways to leverage resources to benefit our students, staff, and community.

MOTION: Diane Downs moved to approve the mission statement and board priorities as lightly amended; Mike Zagya seconded the motion. Motion passed 7-0

6.1 Budget Committee Member Appointment

Budget committee member applications were received from Nate DeCoste, Amanda Moyer-DeMarre, and Amy Pepper for the two vacant budget committee member positions (#1 and #2). A discussion was held regarding the process for selection. One application was received outside

of the requested timeframe. It was agreed the two applicants that submitted materials within the requested timeframe would be appointed.

MOTION: Tom Scott moved to appoint Amanda Moyer-DeMarre to Budget Committee Member Position #1 to serve a three-year term and Nate DeCoste to Budget Committee Member Position #2 to serve a three-year term; Andrea Weber seconded the motion. Motion passed 7-0.

6.2 Technology Update

Technology Manager Bret Adkins presented a keynote: *2018 Technology Update* with information on the district's technology infrastructure, team dynamics, instructional supports, and future projects. He highlighted accomplishments to date including the implementation of a technology help desk, development of the Canby Technology Advisory Council (CTAC) and system upgrades. He discussed the goal of the technology department is to provide instructional supports that aid student learning and instruction.

Mr. Adkins provided clarification on issues related to connectivity at the high school and cyber security threats. He discussed installation of additional devices in some areas of the high school have helped with connectivity issues, however, a complete wireless upgrade is needed. He added Clackamas ESD provides guidance regarding cyber security. Mr. Adkins noted the district has an open network and there may be ways to limit access to the public.

6.3 Data Team Update

Director of Teaching and Learning Ivonne Dibblee reported a recent vacancy on the data team has presented an opportunity for redesigning the position. She shared that in collaboration with Director of Human Resources Michelle Riddell and Technology Manager Bret Adkins new job descriptions have been developed/updated to better support the Teaching and Learning Department and the district's academic vision. The data team's main areas of support include data analysis, state reporting and assessment, student information system management, and compliance related issues.

Ms. Riddell clarified the new position would continue as a classified position with desired skillsets in computer science and technical areas.

6.4 State Report Card and Smarter Balance Assessment Consortium (SBAC)

Dr. Dibblee reported the Oregon Department of Education reformatted the State and School report cards to better engage and inform families. She reviewed Smarter Balance Assessment scores are the basis for the report and participation rates are included. Dr. Dibblee discussed that although the SBAC assessment is one data point, the State and media use the data to measure academic progress. The district will continue to use formative assessments such as i-Ready to inform instruction and focus on areas for improvement such as writing proficiency and addressing chronic absenteeism.

A discussion was held regarding the validity of the assessment, the opt-out process, and participation rates. It was noted that although the data is based on a summative assessment, there is an opportunity to learn from schools and other districts experiencing growth.

6.5 Student Services Department Update: Service Delivery Model

Director of Student Services Laretta Manning reviewed the district's Special Education and 504 service delivery models. She discussed the approximate number of students receiving services in each model (general education classroom with support, resource room, special class, out-of-district program) and the types of supports provided. Students receive supports based on their Individualized Education Plan (IEP).

6.6 Crisis Management, Building Security

Superintendent Goodall shared the district's Crisis Management protocol was provided as a reference. Facilities Manager Tim Graves reviewed a list of building security improvements such as tightened door schedules and additional radios provided to some schools. In addition, a new camera security system is being installed at the high school. Other building security improvements may be addressed as part of a future bond measure.

It was noted the exterior lighting at Baker Prairie is problematic. Mr. Graves responded he would personally check the area and add inspection of perimeter lighting to the night custodian's duties.

The Board asked for clarification regarding plans to continue the reunification drill and training with district safety teams started last year in partnership with Canby Fire. It was suggested that communication should be provided to parents regarding the district's reunification protocols and procedures. It was also suggested that parent organizations might be willing to purchase supplies for classroom emergency "go" kits.

6.7 Carus White Building Discussion

Superintendent Goodall discussed liability issues associated with the aging Carus White Building as described in a risk management report provided by PACE. He recommended the building be temporarily secured with fencing and 'no entrance' signage posted to deter the public from entry. A discussion was held on the plan for the structure moving forward. It was agreed that although the building has potential the district is unable to use its resources for an extensive renovation. At the board's recommendation, Superintendent Goodall will contact the County for information regarding the process to sell or demolish the building. It was also discussed that the fencing and signage should be tasteful.

6.9 Policy Review: KG (language added to address long-term leases)

Proposed language was added to Policy KG - Use of District Facilities to address board approval of long-term leases. It was suggested that "long-term" be clearly defined. A discussion was held on what constitutes a district lease and whether the board should approve all leases. It was agreed that Director of Finance Denise Lapp would be consulted prior to amending the policy.

6.10 Swim Center Lease Discussion

Superintendent Goodall reviewed the City's request to amend the swim center lease agreement. A discussion was held regarding options that would benefit both the City and the district. The Board requested that the City provide a minimum length of time for the Board's consideration and a provision should be added for the district to withdraw from the lease should a need arise. In addition, an appropriate annual rate increase should be established.

7.0 FUTURE AGENDA ITEMS

The following agenda items will be addressed at an upcoming session:

- Spotlight On Student Success: Carus
- C.A.R.E. Award

- Monthly Curriculum Update: English Learner (EL) Report
- Financial, Special Funds, Enrollment Report
- January Work Session Discussion
- OSBA Elections

Other items added were a follow-up discussion on leases and Soderstrom's FCA report and committee meeting presentation (meeting time to be confirmed).

8.0 GOOD OF THE ORDER

No additional items were discussed.

9.0 ADJOURNMENT

Rob Sheveland adjourned the meeting at 10:13 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Rob Sheveland
Board Chair