

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

November 18, 2010

**1.0 CALL TO ORDER**

Chair Dick Adams called the meeting to order at 6:30 p.m. on November 18, 2010 in the Canby High School, Applied Technology Center, Omni room. Board members in attendance were Dick Adams, Marty McCullough, Diane Downs, Kristin Downs, Andy Rivinus, Tom Scott and Ty Kraft. Also in attendance were Superintendent Rose, Linda Martin, Jason Gingerich, Naomi Gingerich, Maren E. J., Tom Converse, Linda Converse, Trenton Wakefield, Lorine Wakefield, Lilyan Wakefield, Gaspar Lopez, Cristobol Asuncion, Eleazar Asuncion, Alberta Lopez, Jennifer G. L., Heather Hansen, James Jansen, Jason Hansen, Brian Walker, Julie Johnson, Clarissa C., Angie Navarro, Guadalupe R. Maria Sanchez, Ma. Guadalupe Vasquez, Betty Rivinus, Sondra Strong, Nicki Salisbury, Travis Opperman, Kimie Carroll, Pat Johnson, David Moore, Joe Morelock, Bev Doolittle, Brenda Splitstoser, Kelsea Peterson, Lesley, Abby, Joel Sebastian, Tim Oberg, Randy Carson, Vicky Aguilar, Kim Mabry and daughter, Jennifer Turner, Stephanie Catrett, Mark Bigej and several other parents and students from Trost Elementary School.

**2.0 INTRODUCTIONS AND FLAG SALUTE**

The audience introduced themselves and Trost students Alex and Edgar lead the flag salute.

**3.0 CHANGES TO AGENDA**

Addendum 10.2 Alternative Education Placements was added to the Action Items and the Executive Session is cancelled.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

Bev Doolittle, Executive Director of Canby Area Chamber of Commerce, announced that their annual ornament was designed to honor the Carus White Building's 125<sup>th</sup> Anniversary and is sold at various locations in town and at Carus Elementary School.

**5.0 SUPERINTENDENT'S REPORT**

Superintendent Rose reported that he volunteered at the CHS International Economic Summit, an event where students take on roles of different countries to negotiate as part of their Economics coursework. He attended the Oregon School Boards Association conference and participated in several sessions. He engaged in monthly school visitations with principals to observe instructional practices in classrooms noting achievement data collected by two sixth grade teachers each week to share with their collaborative team. Canby High teachers have observed other teachers in 130 classrooms so far this year and other schools are also following this practice.

## **6.0 SPOTLIGHT ON STUDENT SUCCESS**

Trost Principal Angie Navarro shared how Trost is working on their instructional focus of Critical Thinking, including kids evaluating their own learning. Fourth and fifth grade students shared examples of math and vocabulary goals they work on, activities and examples from their classrooms, fluency tests and how they track their own progress.

## **7.0 SCHOOL ACTIVITIES AND UPDATES**

Sarah Branum reported for Ackerman Middle School on the Korean students visit to their school, the successful Haunted Gym event, and the upcoming play co-produced with Baker Prairie students. They traveled to elementary schools to preview and attract interest in "The One and Only Santa Claus".

Mackenzie Baughman and Stephen Earl talked about Baker Prairie's WEB program that helps their school be a positive learning environment. WEB students help new 6th graders know what to expect at middle school. WEB leaders are trained for two days prior to start of school in order to assist new students with activities, support and information.

Callie Walker and Ryan Bigej reported on all the ways students at Ninety-One School help their community such as 'Sock It To Me Day', a canned food drive and The Giving Tree. Items collected in these programs are put into baskets for community members who most need it. Their magazine drive helps fund school events or activities. They also talked about high five cards and how they are used to recognize students and reward positive behavior.

Kelsea Peterson said that fall term is the busiest time for Leadership students and clubs at Canby High. So far they organized a badminton tournament that raised \$450 for Dornbecher Hospital; sold shirts and took donations for Remembering American Heros project and held their first Pink Out event for breast cancer. Students have gathered 1648 cans of food so far this year and that donations are given to the Kiwanis drive for distribution to local families. Students will be participating in the City of Canby's Light the Night Parade to collect canned foods; Operation Snuggle at Ackerman and students will babysit children at the Canby Theatre so parents can go holiday shopping.

## **8.0 CONSENT AGENDA**

### **8.1 MINUTES**

Minutes of the October 21, 2010 Regular Session and Workshop Session and November 4, 2010 Workshop Session and Executive Session are provided in Addendum 8.1.

### **8.2 PERSONNEL CHANGES**

Personnel Changes are provided in Addendum 8.2.

Board member Diane Downs asked if those retiring on December 31 and continue working through the school year via a personal service contract and health care continuation held financial ramifications for the district. Tim Oberg explained that this

practice is part of the current contract and that some financial savings due to the district by not paying PERS after December 31 for the retirees. Dick Adams requested a copy of the certified contract.

**MOTION:** Andy Rivinus moved to approve the minutes as amended and the personnel changes as provided in Addendum 8.1 and 8.2. Marty McCullough seconded the motion. Motion passed 7-0.

## **9.0 INFORMATION/DISCUSSION ITEMS**

### **9.1 CHS Community Service Report**

Principal Pat Johnson updated the Board on the requirement that students must complete 40 hours of volunteer service prior to graduation. The class of 2011 is the first that must meet the requirement. Students and parents are informed about the requirement at spring 8th grade parent nights and fall parent meetings. Students are also reminded during freshman forecasting and English classes, sophomore Future Focus courses, seven different advisories and senior economics courses. Johnson reminds parents through listserv messages. Students have their volunteer form verified by an adult at their volunteer location. Sixty-five percent of the 2011 class has already completed their service, some only need documentation and a small number need to make a plan to comply. Many CHS clubs include volunteer opportunities. The number of required hours may be higher in the future. Two current students have already volunteered more than 1,000 hours apiece.

### **9.2 Teacher Observation/Support Progress**

Tim Oberg explained the procedure for layoff/recall of administrative personnel and clarified how the evaluation process works to support the procedure with the intention of helping employees improve in their work. Professional growth goals are used to focus on enhancing abilities and continuous improvement but are not used as part of an evaluation. He shared the domains of responsibility that administrators are evaluated by such as administrative leadership, relational leadership, instructional and visionary leadership.

Oberg talked about the evaluation, goal setting, procedures and timeline for both teachers and administrators. Board member Andrew Rivinus commented that if we build this system correctly, it makes us better at our craft and students will grow in performance. He also asked if at some point student performance would be part of teacher evaluations. Superintendent Rose said there's potential through measuring growth but that more work is necessary before this might occur. He thought it would not happen next year but potential for September 2011.

### **9.3 Financial Update**

Business Manager David Moore reported that overall enrollment is down by 67 students, but it would have no financial impact this year because state funding is based on prior year counts. Falling enrollment can affect future years. Auditors are wrapping up their review and adjustments were not necessary. Tom Scott

asked if property tax collections are down and Moore said that when banks take over homes, they pay the property taxes so tax payments are not affected. The state is expected to release its latest revenue forecast on November 19 but the district doesn't anticipate any increase in funding. Moore said the district currently has lower expenditures due to reduced days, under-expending line items totaling \$500,000 with additional savings of \$400,000 expected. Moore expects the ending fund to be \$3 million at end of 2010-11 school year.

#### **9.4 Report on Community Meetings**

Jeff reported on his first three Focus on Our Schools presentations meetings. He also explained the process and timeline for selecting Vision Team membership before meetings begin on December 6. The output from the meetings will represent the community's educational priorities. Up to four board members will participate as part of the team with remaining members encouraged to observe. A quorum may be present on the Vision Team as long as we post and the agenda sticks to the topic of the team meeting. Board Chair Adams said it would be useful for the board to hear the dialog along the way before next steps in the budgeting process occur. The district will use a facilitator for the meetings so that staff can fully participate including the Superintendent Rose. The expectation is that selected members will attend all meetings. Meals will be funded by the Canby Educational Foundation.

#### **9.5 Layoff/Recall-Administrative Personnel-Administrative Procedure**

Tim Oberg explained the current draft procedure submitted to the Board for review. He provided clarification about language in the procedure regarding reductions by position language and that reduced hours did not constitute a layoff. Several changes were made and he will bring back for review at the December board meeting.

### **10.0 ACTION ITEMS**

#### **10.1 Policy Second Reading:**

*AC, Nondiscrimination*

*ACA, Americans with Disabilities Act*

*BBFA, Board member Ethics and Conflict of Interest*

*BBFB, Board Member Ethics and Nepotism*

*CPA, Layoff and Recall of TSPC Licensed Administrators*

*DBK, Budget Transfer Authority*

*GAB, Job Descriptions*

*GBA, Equal Employment Opportunity*

*GBC, Staff Ethics*

*GBH, Parental Custody*

*GCC, Recruitment of Staff*

*GD, Classified Staff*

*GDA, Instructional Assistants*

*JB, Equal Education Opportunities*

*JECAC, Parental Custody*

*KN, Relations with Government Agencies*

**MOTION:** Marty McCullough moved to approve the policies as listed in Addendum 10.1. Tom Scott seconded the motion. Motion passed 7-0.

**10.2 Alternative Education Placements**

Director of Student Services, Sondra Strong has requested another placement for severe disabilities be added to the Alternative Education Placements.

**MOTION:** Andy Rivinus moved to add Heron Creek to the Alternative Education Placements. Ty Kraft seconded the motion. Motion passed 7-0.

**11.0 BOARD COMMENTS**

Diane Downs said she helped with the high school's Economic Summit. The Summit is a good experience, project oriented, and student centered. She also walked on the November 12 reduction day in support of schools in Canby.

Ty Kraft congratulated Ackerman kids for their haunted gym and commended Jeff for his community meetings and powerful messages shared.

Andy Rivinus attended two of the community meetings, commenting that the differences school to school may result in an interesting dynamic at the Vision Team meetings. He also attended the facilities meeting where a revision in facility use fees was a topic.

Kristin Downs attended the Oregon School Board Association (OSBA) convention, enjoying the seminars she participated in. She applauded the CHS leadership kids for the new and good projects they coordinate.

Marty McCullough helped out with the Economic Summit and also expressed appreciation to Pat Johnson for his weekly parent emails with reminders on graduation requirements and other important information.

Tom Scott also attended the facility meeting and OSBA conference sessions. He noted the session on closing the achievement gap and equity presented by Tigard-Tualatin was interesting. Tom also encouraged everyone to attend one of the remaining community meetings.

Dick Adams thanked Marty and Diane for drafting the board's recent response letter to OSBA. He mentioned that there is more to come on the topic of cultural competence. Dick also commended Principal Jennifer Turner for her work to accommodate a student and his service dog now attending Eccles and the recent *The Oregonian* article. Marty mentioned the story also made national news. Jeff noted he was not aware the article had been written.

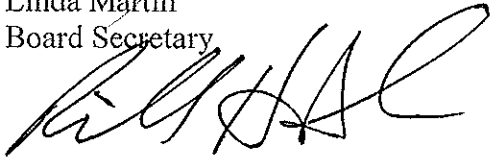
**12.0 ADJOURNMENT**

Chair Adams adjourned the meeting at 9:15 p.m.

Respectfully submitted,



Linda Martin  
Board Secretary



Richard Adams  
Board Chair

APPROVED: 12/16/10