

Board Meeting Minutes
Regular Session and Executive Session
November 20th, 2014
Canby High School, Applied Technology Center, OMNI Room

REGULAR SESSION

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Brendan Murphy, Andrea Weber, Tom Scott, and Mike Zagya. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Bernardo Tuma, Greg McKenzie, Skyler Rodolph, Sam Thompson, Andy McKean, Christine Taylor, Cindy Bauer, Sheryl Lipski, Denise Lapp, Pat Johnson, Jennifer Turner, Kimie Carroll, Angie Navarro, Tim Oberg, Hung Phan, Susie McMullin, Sondra Strong, Peter Jordan, Steven Morris, Nicole Read, Robert Read, Miles Seeley, Patsy Seeley, and Matt Olsen.

1.0 CALL TO ORDER AND FLAG SALUTE

Board Chair, Diane Downs, called the Regular Board Meeting to order at 6:30 p.m. Canby High School Student, Peter Jordan, led the flag salute.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

Chair Diane Downs added item 8.6 Charter School Proposal Completeness Discussion and item 8.7 Oregon School Boards Association (OSBA) Representative Vote to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Spotlight on Student Success – Trost Elementary

Angie Navarro, Trost Elementary Principal, gave a PowerPoint presentation on the Trost Elementary Language Policy and discussed school-wide goals for oral and written communication in Spanish and English. The goals address how both languages are used when communicating with parents and the community, between staff members, in student-teacher conversations, and in student-to-student conversations. Mrs. Navarro explained the risk associated with learning a new language. Staff members at Trost applaud students as they learn to take risks. Mrs. Navarro invited the Board to the 1st Grade Bridge Assembly in January. The assembly is a celebration of being bilingual and recognizes each grade level. First grade students receive a special certificate as they cross the “bridge to bilingualism”.

The Board asked about the number of non-bilingual staff members and any notable change as a result of the Language Policy implementation last year. Mrs. Navarro explained that about 75% of staff members are bilingual and there is more encouragement around the policy this year. The Board asked about family involvement and the program promotion timeline for 2015-16. Mrs. Navarro believes changes in the Trost Parent Teacher Association (PTA) with a bilingual, bicultural partnership have been beneficial and recruitment for the program will begin in March of 2015 with parent meetings and informational literature.

4.2 ASB Update Canby High School

Peter Jordan, Senior at Canby High School and ASB (Associated Student Body) President, shared about the recent Canby High School Fall performance of “Done to Death” featuring a talented cast of high school actors and actresses. The spring musical, “The Music Man”, was recently announced and will run the first two weekends of March in 2015. Peter Jordan explained that in the area of student leadership, there was a good start to the school year. The Canby High School staff participated in the ALS (Amyotrophic Lateral Sclerosis) Ice Bucket Challenge and, currently, students are participating in a can food drive, coin drive, and a “Holiday Ham-pagne” Badminton tournament, which raises money to purchase hams for needy families. Peter Jordan noted that the present challenge facing students is Finals week.

The Board asked about upcoming winter events. Peter listed basketball, wrestling, and winter choir and band concerts. The Board thanked Peter for the update.

4.3 CARE Award

The Canby Area Recognition of Excellence (CARE) Award recognizes local teachers, administrators and staff who excel in educating students. Trip Goodall, Interim Superintendent, announced November's recipient, Nicole Read, who is an English Language Learner (ELL) teacher at Ninety-One School. Mr. Goodall introduced Skyler Rodolph, Ninety-One School Principal, who highlighted Mrs. Read's efforts in supporting students. Mrs. Read is a top-notch educator who cares about students and their families. Matt Olsen, Canby Area Recognition of Excellence (CARE) Committee and Canby community business member presented the award to Mrs. Read on behalf of the committee. Mr. Goodall added a note of thanks to Mr. Olsen and the CARE Committee for their commitment to recognize exceptional staff members.

4.4 Public Comments

Chair Diane Downs opened the floor for public comments.
No public comments were made.

Chair Diane Downs recessed the meeting for 5 minutes.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 October 16th, 2014 Board Work Session Minutes
- 5.2 Personnel Changes

Kristen Downs moved to approve the Consent Agenda as presented, Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.0 SUPERINTENDENT'S REPORT

Trip Goodall commented on the following:

- Attended a Lacrosse Clinic hosted by Canby High School for teams all over the area with 120 players and 30 local area youth. Worked with goalies on improving their skills. Participants appreciated the opportunity to be introduced to Canby and noted the high school's great facilities.
- Attended the Ackerman Center School Community Thanksgiving Dinner and Health Fair Event with agencies such as the Canby Youth and Families. Special thanks to Frank Cutsforth, owner of Cutsforth Thriftway, who donated the food for the evening.
- Also attended the Baker Prairie Interview Project Exhibition, which was the culmination of an 8-week project with participating Baker Prairie Middle School students to capture their city, their families and their community using interview techniques and portrait photography. The students worked with professional artist Reeva Wortel. The Exhibition highlighted excerpts of the student's completed interviews, portrait photos and other miscellaneous materials. The interview experience with students was great, as well as the keepsake portrait.
- Met with parents of Trost Elementary and Principal Angie Navarro for "Coffee Time with the Superintendent"; an informal time to hear thoughts, ideas, and concerns. The conversation was authentic and parents were complimentary regarding the community at Trost Elementary.
- Attended the Oregon School Boards Association (OSBA) Conference workshops: English Language Development (ELD) Strategies and Charter School Requirements.
- Met with staff members at Trost Elementary to share first impressions and answer questions. Again, it was a great conversation. The Dual Language Immersion (DLI) Program is a great opportunity for 21st century bilingualism.
- The Post High Transition Program hosted their annual Thanksgiving Luncheon at the Ackerman Center. The menu was terrific as was the students, staff, and their families.

7.0 BOARD COMMENTS

Andrea Weber: Attended the Canby High School performance of “Done to Death” and was disappointed at the attendance but the performance was phenomenal. The lead actress was ill but the understudy performed amazingly well with no performance interruptions. Attended the Canby High School Economic Summit and would like to extend kudos to Erin Walsh for a job well done. Also attended the Oregon School Boards Association (OSBA) Conference.

Mike Zagyva: Slowly recovering from surgery. Had the opportunity to speak with students and parents in Lynda Roberts’ classroom at Ninety-One School. It was a fun and enjoyable experience. Attended the Baker Prairie Interview Project Exhibition and enjoyed the students’ work and respectful attitude.

Kristin Downs: Attended the Ninety-One School Collaborative Team time and would like to commend the staff. Attended the Superintendent Search Community Meeting with a good community turnout. Participated in the Canby High School Economic Summit and would like to extend kudos to the staff for their time and energy. Also attended the Ackerman Center School Community Thanksgiving Dinner and Health Fair Event. It was great to see all of the community involvement. Frank Cutsforth, owner of Cutsforth Thriftway, donated the food and Tim Leshner, Director of the Canby Center, helped as well. The Canby Center needs donations of new underwear, socks and jackets. Also attended the Oregon School Boards Association (OSBA) Conference.

Tom Scott: Pass

Angi Dilkes Perry: Pass

Brendan Murphy: Pass

Diane Downs: Helped with the Canby High School Economic Summit, which was a great event. Attended the Ackerman Center School Community Thanksgiving Dinner and Health Fair Event. Attended the Knight Elementary Collaborative Team time and appreciated the level of focus and dedication to the purpose of the time. Joined Kristin Downs in helping Canby High School FFA (Future Farmers of America) students with an Agriculture Sales Mock competition to help prepare students for their district competition. Would also like to mention that former Canby community member and volunteer, Willard “Bill” Compton, passed away at the age of 93.

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 Superintendent Search

Greg McKenzie, Windows to Leadership, Inc. Search Consultant, discussed information regarding the superintendent search provided to the Board in advance of the meeting.

Qualifications Summary

During the period of November 1-12, 2014 information related to the superintendent search was collected from stakeholders of Canby School District (CSD). Participation was excellent and the groups were enthusiastic to share their views about criteria and characteristics for the next CSD superintendent. The online questionnaire attracted 343 people who submitted completed responses. Seven (7) focus group meetings were held with participation from students, staff, parents and community. Altogether, there were about 450 contributors. The information gathered will be used to create various elements of the search literature for publications, develop screening criteria and formulate questions for candidate interviews. A summary of the information was collected for a set of “qualifications” to be adopted by the Board. Mr. McKenzie asked the Board for questions, comments, or suggestions regarding the qualifications presented. The Board discussed the qualifications in length and noted the need to “spice” up the language. The Board agreed to submit their suggestions in an email to Mr. McKenzie for a final draft.

Mr. McKenzie mentioned that after meeting with Hispanic parents at the Canby Center, he gained information to share with the Board regarding specific suggestions on how the district can better serve the Hispanic community. The Board agreed that a conversation would be helpful at a later time.

Salary Range

Mr. McKenzie reviewed the superintendent salary range information. The Board discussed setting a salary range that is competitive with a wide enough range to attract strong candidates. The Board agreed to be

flexible and broaden the range slightly higher to \$15,000.

Tom Scott moved to approve setting a salary range of \$130,000 to \$145,000 with a similar benefit package. Brendan Murphy seconded the motion. Motion passed 7-0.

Screening Committee

Mr. McKenzie directed the Board to select a group of district stakeholders to assist with reviewing the applications. Below is a list of items for the Board to consider when selecting people for the screening group:

- Limit screening group size to around 15-20 people plus Board members
- Include representatives from a variety of stakeholder groups including, e.g., Administrators (3-4), Teachers (4-6), Classified staff (4-6), Parents/Community members/Business Leaders (6-8)
- Make the screening group selection process simple
- Participants need to be available for 6-12 total hours during Feb 25-28, 2015
- Participants must attend a training session on Feb 25th in the evening
- Screening of candidate applications will occur in executive session
- Confidentiality of all applicant information is absolutely mandatory
- Board will be training and screening applications simultaneously

Once the screening group is selected, Mr. McKenzie asked to have Kamela Davis send their names and contact information to him. Mr. McKenzie will then communicate with the screeners and Board members about instructions. Formal action to select the screening group is not necessary, but their names should be announced at a board meeting.

Advertising & Recruiting

Mr. McKenzie explained that in order to receive a discount there has been a shift in advertising packages and asked the Board to decide how widely to advertise the position, i.e., regionally or nationally. Advertising packages range from \$800 to \$1,500. The Board discussed the advantages and disadvantages to advertising regionally versus nationally and agreed to recommend a national advertising package of up to \$1,500 to allow for a wider search.

8.2 Curriculum & Instructional Renewal

English Learner (EL) Update

Cindy Bauer, Federal Programs Coordinator, provided the Board with an update on the Canby School District English Learning (EL) program including the delivery model, current caseload information, Dual Language Immersion at Trost and Baker Prairie, and a visiting teacher update. Mrs. Bauer reviewed information provided to the Board regarding the mission and beliefs of the program. She explained that the English Learner program is a developmental bilingual program. Students learn English while developing native language literacy. This educational approach applies to Eccles, Knight, Lee, and Baker Prairie Middle School. The district also offers an English Spanish Literacy (ESL) program with adopted text for providing access to language and Sheltered Instruction to provide access to the content. This describes the current educational approach for educating English learners at Carus and Ninety-One. In addition, a Dual Language Immersion (DLI) Magnet program is offered at Trost Elementary. The DLI program is in its 10th year and has transitioned to a new DLI program at Baker Prairie Middle School. Also, this is year one of DLI students transitioning to Canby High School as freshman. Canby High School offers English Language Development and Sheltered classes. In addition, Future Focus and content classes are offered in Spanish based on the population of students at a given time and as staffing allows. Additionally, Mrs. Bauer discussed current data regarding the number of students who speak two languages, the program's current strengths and challenges, and future steps to be taken for improvement.

The Board asked clarifying questions regarding the DLI program at Baker Prairie Middle School and Canby High School. Mrs. Bauer explained that at Baker Prairie, DLI students have the opportunity to take Social

Studies in Spanish and at the high school, freshman DLI students recently completed a test to determine placement into advanced classes. The Board asked about the process for exiting students from the program and how students are monitored. Mrs. Bauer explained the exit criteria and the check-in system for students who are monitored for academic progress. The Board also asked about the success rate of students in the program and what classes are provided at the high school for DLI students. Mrs. Bauer noted that she would be able to provide more information regarding the students who have exited the program and what offerings would be an option for students at the high school at a later time.

Mrs. Bauer shared data regarding the number of English Learners at each school in relation to the number of certified English Learner staff for each building. The Board asked clarification on what the number 1929 represents. Mrs. Bauer explained that 1929 is the code for District Programs such as the Ackerman Center. In addition, Mrs. Bauer reported the district has one visiting teacher from Mexico currently teaching at Trost Elementary. Mrs. Bauer said the process has been lengthy but worth the wealth of culture and language the teacher brings to the classroom. The visiting teacher will teach up to three years in Canby.

Elementary Report Card Update

Sheryl Lipski, Director of Teaching and Learning, updated the Board on the elementary report card status. She explained that the Report Card Committee developed a Frequently Asked Questions document for both parents and staff members to aid in communicating a consistent message to staff and families. The Board asked about changes such as the comment section and behavioral piece. Mrs. Lipski responded that comments are encouraged and behavioral skills are recorded on the first portion of the report card. Mrs. Lipski mentioned that more work needs to be done on the development of an English and Spanish side-by-side report card for Trost Elementary. Trip Goodall added that the objective is to provide meaningful feedback for parents that is clearly understood and reflects what is happening in the classroom.

8.3 Policy Updates – 2nd Reading and Adoption

The Board held a second reading on Policies: JBA/GBN Sexual Harassment, JF/JFA Students Rights and Responsibilities, JG Student Discipline, JFC Student Conduct and Discipline, JFC Weapons in the Schools, JFC Electronic Devices and Social Media, and IICA Field Trips and Off-Campus Activities. The Board would like more research to be done on Policy JFC - Weapons in the Schools to determine whether a one-year expulsion period applies in every circumstance. Also, the Board would like to add a sentence to Policy IICA - Field Trips and Off-Campus Activities stating: *No Canby School District student will be denied the opportunity to participate in a field trip because of financial constraints.*

Andrea Weber moved to approve the adoption of policies: JBA/GBN Sexual Harassment, JF/JFA Students Rights and Responsibilities, JG Student Discipline, JFC Student Conduct and Discipline, and JFC Electronic Devices and Social Media, as presented, Kristin Downs seconded the motion. Motion passed 7-0.

8.4 Financial Report/Enrollment Update

Denise Lapp, Director of Finance reviewed the current Financial Report and Month End Enrollment Summary as of October 31, 2014. Ms. Lapp noted the following items on the November 2014 Financial Report provided to the Board: an increase in property tax revenues received from the county, additional revenue from paid tuition for students attending the KEYS program at Ackerman and the Teen Parent Program at Canby High School, Line 7, 9, and 10 reflects actuals estimated higher than what was budgeted, Line 11 notes unknown monies from the ESD Educational Service District for Special Education services, and finally, expenditures are updated with payroll encumbrances.

Ms. Lapp reviewed the October 31, 2014 Month End Enrollment Summary hand-out as follows noting that enrollment has increased by 10 students. The enrollment count in November and December could decrease due to the number of migrant students that leave for a time and return in January. The Board requested the addition of data from the previous two-years in the monthly enrollment summary for comparison purposes.

**Canby School District
Month End Enrollment Summary: October 31, 2014**

	K	1	2	3	4	5	6	7	8	9	10	11	12	TR	Total by Building	Budget Enrollment
Canby High School*	0	0	0	0	0	0	0	0	0	364	358	360	354	5	1441	1419
Baker Prairie Middle School	0	0	0	0	0	0	0	299	278	0	0	0	0	0	577	602
Carus Elementary School	45	76	58	62	49	59	54	0	0	0	0	0	0	0	403	408
Eccles Elementary School	67	70	71	69	83	64	67	0	0	0	0	0	0	0	491	501
Knight Elementary School	53	52	49	54	60	57	60	0	0	0	0	0	0	0	385	413
Lee Elementary School	44	69	59	59	58	66	66	0	0	0	0	0	0	0	421	404
Ninety-One Elementary School	53	37	47	58	47	50	53	66	53	0	0	0	0	0	464	409
Trost Elementary School	56	75	70	63	59	47	40	0	0	0	0	0	0	0	410	459
Ackerman Center**	1	2	1	1	6	4	2	11	7	9	12	32	0	0	95	111
Outside Placement***	0	0	0	0	1	0	0	1	1	1	5	9	4	0	22	2
Total by Grade	319	381	355	366	363	347	342	377	339	372	372	381	390	5	4709	4728
Budget Enrollment	370	386	365	374	343	337	331	377	347	383	369	357	382	7		4728

*Canby High counts include Parrott Creek and Post-High.

**Ackerman Center counts include Ackerman Academies and KEY Program.

*** Outside Placement counts include Small Group and Tutoring.

District Enrollment Summary for 2014-2015

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Month End Actuals	4699	4709								
Year Average	4699	4704								
Budget #	4728	4728								
Special Education	519	516								
English Language Learners	675	672								
Migrant	508	480								
Economically Disadvantaged	1897	1888								

Enrollment by grade level	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
K-6	2455	2473								
7-8	718	716								
9-12	1526	1520								
District Total	4699	4709								

8.5 Budget Committee Planning – Calendar

Denise Lapp discussed the revised proposed Calendar of Events for 2015-2016 Budget Preparation. The Board had no comments or suggestions.

Kristin Downs moved to approve the 2015-2016 Budget Calendar as presented, Tom Scott seconded the motion. Motion passed 7-0.

8.6 Oregon School Boards Association (OSBA) Representative Vote

The Board discussed the opportunity to choose an OSBA representative and agreed to support a vote for Linda Eskridge from Molalla River School District.

Kristin Downs moved to vote for Linda Eskridge from Molalla River School District, Angie Dilkes Perry seconded the motion. Motion passed 7-0.

8.7 Charter School Proposal Completion Discussions and Vote

Trip Goodall, Interim Superintendent, discussed the rationale for determining completeness of the Charter School Proposal submitted to the district office on Monday, October 27th, 2014. Mr. Goodall explained the recommendation is to accept the proposal as minimally complete, which begins the 60-day evaluation phase. Mr. Goodall added that he would seek the help of Kristen Miles, Director of Charter Schools at Portland Public and/or the district’s attorney to help with the evaluation process, as well as, District Office staff.

Brendan Murphy moved to agree that the Canby Grove Charter School Proposal meets the standards of minimally complete to move on to the next phase, Tom Scott seconded the motion. Motion passed 7-0.

9.0 FUTURE AGENDA ITEMS

The Board requested the addition of the following agenda items:

- Process for choosing Superintendent Search Screening Committee candidates
- Policy JFC - Weapons in the Schools
- Policy IICA - Field Trips and Off-Campus Activities

- OSBA Agenda Update on Resolution
- HR Update - Administrator/Teacher Goal Setting
- Mentorship Program Update
- Facilities Review
- Demographic Changes/Boundary Changes
- Budget Priorities

EXECUTIVE SESSION

Diane Downs exited the Board from the Board Regular Session and entered into an Executive Session at 9:33 p.m. in accordance with ORS 192.660 (2) (a) to consider the employment of a public officer, staff member, or individual agent, which allows the Board to meet in executive session for these purposes.

Board members in attendance were Diane Downs, Brendan Murphy, Angi Dilkes Perry, Kristin Downs, Mike Zagyva, Andrea Weber, and Tom Scott. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Denise Lapp (Director of Finance), and Sheryl Lipski (Director of Teaching and Learning).

It is requested that 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.

The Board dismissed Kamela Davis, Board Secretary, at 10:57 p.m.

Diane Downs exited the Board from the Executive Session and reentered the Regular Session at 11:30 p.m.

10.0 ADJOURNMENT

Diane Downs adjourned the meeting at 11:30 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Diane Downs
Board Chair