

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Board Work Session  
November 3, 2016  
Canby School District Office, Meridian Room**

**WORK SESSION**

**Board members in attendance** were Angi Dilkes Perry, Diane Downs, Kristin Downs, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Lauretta Manning, Sheryl Lipski, Cindy Bauer, Christine Taylor, Greg Dinse, and Sara Magenheimer.

**1.0 CALL TO ORDER**

Chair Mike Zagya called the Work Session to order at 6:30 p.m.

**2.0 INTRODUCTIONS**

No introductions were needed.

**3.0 CHANGES TO AGENDA**

No changes were made.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

***4.1 Public Comments***

Chair Mike Zagya 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 October 20, 2016 Regular Board Session and Executive Session

5.2 Personnel Changes

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

**6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

***6.1 HR Priorities Update***

Michelle Riddell, Interim Human Resources Director, reviewed department tasks and priorities for the 2016-17 school year. She reported she has met with all principals to identify what supports are needed: help with monitoring timelines, tracking teacher evaluation requirements, and the recruitment and hiring process. In addition, she is reviewing department policies and administrative procedures to reduce risk and liability for the district. Best practices, processes, and documentation procedures are also currently being reviewed. Initial improvements were made to establish procedures for restricting substitutes, provide hiring notifications that identify rate of pay, and documentation of highly qualified licensure requirements for Para-educators.

Some areas of focus this year are to identify a system and budget for electronic evaluation submission and tracking, identify important data that can be tracked in the HRMS system to create efficiency, and identify how the current TalentEd Recruit and Hire system can be utilized to improve the hiring process and reduce paper.

Ms. Riddell reported she is updating department handbooks and guidelines that are provided to all staff. In the area of employee and labor relations she is working with supervisors, employees and union partners to ensure collective bargaining agreements (CBA's) are followed. In addition, planning is underway for the opening of both the certified and classified CBA's. Another priority is to identify high needs vacancies and recruitment strategies for the 2017-18 school year. She noted the district has posted the Facilities Manager position and interviews are scheduled for November 9 and November 14. Board Vice-Chair Tom Scott has agreed to serve on the hiring committee.

The Board asked for clarification on the procedure for restricting substitutes and the documentation process for teacher evaluations. Ms. Riddell provided further detail on both processes.

***6.2 Policy 1st Reading: GCDA Criminal Records Check/Fingerprinting***

Ms. Riddell shared that as part of the HR Department policy review, a revised GCDA Criminal Records Check/Fingerprinting Policy and Administrative Procedure was provided for the Board's consideration. In addition to updating language or process that is out of date, she reviewed a summary of the changes. A discussion was held on the district's procedure for receiving the results of background and fingerprinting checks. Ms. Riddell noted that Oregon law determines whether a person may be hired or volunteer. In areas of discretion, administration considers the type of conviction, the amount of time lapsed, and the truthfulness of the employee/volunteer. Mr. Goodall added the goal is to be consistent in making judgment calls. The Board reiterated the need for fairness, consistency, and confidentiality.

### ***6.3 Financial Updates***

Denise Lapp, Director of Finance, provided an update on the PERS (Public Employment Retirement System) pension programs noting there are two types: Tier 1 and Tier 2 and OPSRP (Oregon Public Service Retirement Plan). Tier 1 and Tier 2 members were hired prior to August 29, 2003 and OPSRP members were hired after that time. The district's employer contribution rates differ for the two programs. PERS issue new rates every two years. For the 2015-17 biennium, rates decreased 6.89% for Tier 1 and Tier 2 and 6.93% for OPSRP. For the 2017-19 biennium, rates will increase by 4.44% for Tier 1 and Tier 2 and 1.15% for OPSRP. As a result, a conservative cost estimate is \$2 million over the 2017-19 biennium; however, the district has side accounts that will offset increased expenditures. The anticipated remaining balance is approximately \$780,000 per year.

Ms. Lapp discussed the possible financial impacts of Measure 97, Measure 98, and Measure 99 noting it is difficult to estimate the impact on K-12 education if Measure 97 should pass. If Measure 98 passes, it would provide an additional \$800 per high school student pending increased state revenue. If Measure 99 passes, it would fund outdoor school with lottery monies. Currently, the district contributes to the cost of transportation for outdoor school and all other funds are provided through PTA/PTO fundraisers. She added the district is experiencing an increase in enrollment, which provides additional revenues; however, there are increased costs to maintain established class size targets.

A discussion was held on the financial impact of Measure 97 if it should fail. Mr. Goodall stated he remains cautiously optimistic and anticipates the district would continue to maintain current investments in class size and staffing.

Ms. Lapp shared the financial audit is near completion. A detailed review of IDEA (Individuals with Disabilities Education Act) funds and National School Lunch Program funds were completed. She shared an area of improvement continues to be Student Body Account management. Checks and balances have been established to provide additional oversight. Ms. Lapp is personally visiting each school monthly to provide support.

### ***6.4 PTA/PTO Report***

Superintendent Goodall reported that as part of his goal to increase parent engagement, he facilitated a PTA/PTO breakfast meeting with over 20 representatives from the elementary schools and Ninety-One School. Some topics discussed were increasing parent involvement, fundraising, homework, establishing across-district meetings, and sharing resources. Parents were in favor of establishing quarterly across-school meetings. The next meeting will include a more focused discussion on an overarching homework policy, fundraising, and increasing diversity/family involvement.

### ***6.5 OSBA Elections/Resolution 1 2017-18 OSBA Legislative Priorities and Policies***

The Board discussed a single candidate, Carlos Castenada, for the open OSBA Board of Directors Position 7, Clackamas region. The Board agreed to vote in support of the candidate.

**MOTION: Rob Sheveland moved to support Carlos Castendada for the OSBA Board of Directors Position 7. Andrea Weber seconded the motion. Motion passed 7-0.**

It was noted that the supporting document for *Resolution 1 2017-18 OSBA Legislative Priorities and Policies* was omitted from the board packet. The Board agreed to table the discussion until the November 17 meeting to allow for further review.

### ***6.6 BPMS Waiver Request Update***

Mr. Goodall reported that after reviewing the submitted waiver request for Baker Prairie Middle School's South Korea trip, he determined that a licensed administrator is required to accompany the students to ensure safe travel. He explained that a Board vote was not needed. The Board requested that an emergency protocol be developed for all district-sponsored international trips.

### ***6.7 Mid-Year Retreat Discussion***

Chair Mike Zagya proposed scheduling a mid-year retreat to review and assess progress on District goals. The Board discussed the proposal and agreed that a focused time to review progress would be beneficial. The superintendent was directed to select potential meeting dates in January and the Board Secretary will follow-up with Board members via email.

### ***6.8 December Board Work Session***

The Board discussed the optional December 1 Board Work Session and agreed to cancel the meeting due to a conflict with the Oregon School Law Conference November 30-December 2.

**MOTION: Kristin Downs moved to cancel the optional December 1 Board Work Session. Rob Sheveland seconded the motion Motion passed 7-0.**

#### **7.0 FUTURE AGENDA ITEMS**

The following items will be addressed at the next Board Session:

- Trost Spotlight on Student Success
- Monthly Curriculum Update: 6th-8th LA
- Title Programs Report
- Financial | Special Funds | Enrollment Report
- Policy Review
- Ackerman Task Force

The Board added a future discussion on student fees/school supply lists and post election implications, specifically, CTE expansion with input from program teachers. It was noted that administrator presentations are appreciated at Board meetings and the Board would benefit from more in depth and, if applicable, longer discussions. Superintendent Goodall noted administrators are prepared to answer any questions and/or provide more information at the Board's request.

Angi Dilkes Perry thanked Diane Downs for her commitment to serve as League Inspector for the high school Lego Robotics team.

#### **8.0 ADJOURNMENT**

Chair Mike Zagya adjourned the meeting at 8:04 p.m.

Respectfully Submitted:

---

Kamela Davis  
Board Secretary

---

Mike Zagya  
Board Chair