

**Board Meeting Minutes
Work Session and Executive Session
December 4th, 2014
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Tom Scott, and Mike Zagyya. Board members Brendan Murphy and Andrea Weber were absent from the meeting. Also in attendance were Trip Goodall (Interim Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sam Thompson, Pat Johnson, Sheryl Lipski, Wayne Layman, Magdalena Rodriguez, and Cindy Bauer (entered at 7:45p.m.).

1.0 CALL TO ORDER

Board Chair, Diane Downs, called the Board Work Session to order at 6:33 p.m.

2.0 INTRODUCTIONS

No introductions were needed.

3.0 CHANGES TO AGENDA

Interim Superintendent Trip Goodall noted that the order of item 6.3 would be rearranged slightly. No additional changes were made to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

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

Chair Diane Downs read a card received from Clackamas Community College expressing appreciation for the Board's support of the recent bond, CCC Measure 3-447. Mr. Goodall noted that the district would be receiving an additional \$40,000 to support the high school Career Technical Engineering (CTE) program as part of the bond. Mr. Goodall added that conversations would be held with high school staff regarding appropriate usage of the funds.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 November 20th, 2014 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes

Kristin Downs moved to approve the Consent Agenda as presented, Angi Dilkes Perry seconded the motion. Motion passed 5-0.

Audience member introductions were held for the benefit of Magdalena Rodriguez who entered the meeting at 6:42 p.m.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Superintendent Search – Committee Screening Selection Process

The Board discussed the selection process for the Superintendent Search Screening Committee. Chair Diane Downs listed recommendations from Greg McKenzie, Windows to Leadership, Inc. Search Consultant, to limit the group size to around 15-20 people plus Board members and include representatives from a variety of stakeholder groups including, e.g., Administrators (3-4), Teachers (4-6), Classified staff (4-6), and Parents/Community members/Business Leaders (6-8).

The Board agreed that a varied representation from elementary, middle, and high school employee groups would be important as well as limiting participants to the recommended number. Certified and Classified Associations will be asked to select four to six (4-6) staff representatives from all school levels. For selection of the Parents/Community members/Business Leaders group, Pat Johnson, Canby High School Principal, suggested a K-12 principal conversation to offer recommendations for committee members.

Chair Diane Downs noted that potential screening committee members should be aware of the obligation to attend a training in February in addition to the time commitment for screening applications.

6.2 Facilities Review

Trip Goodall reviewed information provided to the Board in advance of the meeting regarding work completed in 2008 by the Facility Review Committee and enrollment/capacity specifics for each school. Mr. Goodall noted that Wayne Layman, Facilities Manager, was present to answer questions from the Board pertaining to district deferred maintenance needs. Mr. Layman reported building capacity limits have not had significant changes since the last facility review. He listed a few items that are important for the Board to consider for planning purposes: future replacement of the boiler at Canby High School, roof maintenance within the next five (5) years for every building in the twenty-year renewal cycle, mechanical equipment replacement, and parking lot repair.

The Board and Mr. Layman discussed properties owned by the district and possible long-term strategies for future building prospects. The Board discussed Full-Day Kindergarten program necessities, such as furniture, fixtures, and classroom space. In addition, Wayne Layman reported that the high school softball complex is nearing completion and will be finished by the end of winter break. Mr. Layman will provide the Board with a list of deferred maintenance projects for future planning.

6.3 Teaching and Learning Report

Smarter Balanced Assessment Consortium (SBAC) Update

Sheryl Lipski, Director of Teaching and Learning reviewed information provided to the Board prior to the meeting on the Smarter Balanced Assessment status for the district as follows:

The Smarter Balanced testing window opens in March 2015. Canby School District has been working with principals, school test coordinators (STC), and building technology specialists to plan for a positive testing experience for students. The following areas have been identified and are in the planning process:

Capacity –

- Hung Phan and building technology specialists have inventoried each building to assess their available technology and address wireless concerns. The Smarter Balanced tests will take roughly 7 hours to complete. Building principals and STC's will construct their testing schedule with this information.
- Testing schedules will need to include additional time for ELPA and OAKs Science testing (grades 5, 8, 11, and 12).
- Headphones are now required for the English Language Arts portion for Smarter Balanced. Canby SD will need to purchase additional headphones to provide student access.

Preparation –

- The Smarter Balanced assessments require greater academic language and evidence to support student answers.
- Students will be required to type and 'drag-n-drop' their responses as opposed to clicking a multiple-choice solution.
- The Universal Tools are embedded into the test (i.e. calculators, dictionaries, digital notepad) and students will need to know how to access these tools.

- Practice and Training tests are available. The steps are as follows: download the secure browser at <http://oaksportal.org/>, sign in as a guest and then you should be directed to the practice and training tests. If after a few moments you have not been redirected then click on this link: https://login4.cloud1.tds.airast.org/student/V71/Pages/LoginShell.aspx?c=Oregon_PT&v=71

Communication –

- Due to unfamiliarity and the design of the new assessment it is predicted that many students will not meet benchmark. Communication with parents and the community will be critical. We will work closely with surrounding school districts to determine how best to inform parents about the new assessment and anticipated results.

The Board asked for clarification on the role of building test coordinator. Sam Thompson, Carus Elementary Principal reported the role of test coordinator varies at each building. The person is either a certified or classified employee and is funded by a small pool of assessment dollars, usually a part time position. Test Coordinators know the testing manual, protocols, accommodations, and organize the testing schedule for staff and students. Pat Johnson, Canby High School Principal, added there is a full-time testing coordinator at the high school, Sally Park, with a team of staff that assists her with assessment. The Board asked about the third trimester obstacle at the high school where 80% of student instructional time must be given prior to assessing. Mr. Johnson responded that the challenge is still significant with approximately 200 students needing to be pulled out of core classes for testing during the third trimester. The goal is to build a testing schedule that will have the least impact on instruction. Students will take the English Language Arts and Math Smarter Balanced Assessment in addition to the Oaks Science Assessment mandated by the state.

The Board asked whether keyboarding skills are still being taught at the elementary, how much time is needed for SBAC assessment, and if district technology needs for testing are satisfied. Mr. Thompson shared that elementary students have some keyboarding exposure through a program called “All the Right Type” but more instructional time is needed for computer efficiency. The assessment will take approximately seven to nine hours and there is no time limit as long as students are progressing. Mrs. Lipski explained that with the exception of headphones, there is currently enough equipment to administer the assessment. The Board expressed the need for communication with common language to parents and the community regarding the new assessments. Mrs. Lipski noted that at a meeting on Wednesday, December 10th, the topic would be discussed on how to best message the information. Mr. Goodall added that other states that have invested in the communication piece and the district would start the process of researching how states have communicated effectively to parents and the community.

Data Warehouse Update

Mrs. Lipski discussed different ways in which student data is collected and stored, i.e., Synergy, state assessment, and secure portals at the Clackamas Educational Service District (CSED). For the past three years, the Canby School District has contracted with Willamette Educational Service District (WESD) to provide the Data Warehouse, an additional system that uploads student data from Synergy nightly. Just this year, administrators were trained to use the Data Warehouse. The program is currently being evaluated for its capacity to provide the right data to improve instruction. Other data systems that could better meet the districts needs are being explored. Mrs. Lipski provided a handout on district wide 8th grade math mark distribution and 9th grade math/Algebra 1 mark distribution for comparison. The data was pulled from Synergy as an example of the type of data needed for vertical alignment conversations.

The Board discussed current ways in which data is collected and shared between buildings and asked why the Data Warehouse wasn't being used until this year. Mr. Thompson and Mr. Johnson explained that they were not made aware of the system and its capabilities.

A conversation around math instruction at the high school elementary level was held with regard to current practices and improvements.

New Teacher Mentorship Program

Mrs. Lipski reviewed information provided to the Board regarding the new Teacher Mentorship Program and explained the goal of the program is to provide support and connectedness for new teachers. Each meeting focuses on best practices in teaching. Teachers are able to share what they have implemented, how it is working, and where they need assistance. In response to teacher requests we have provided access to training and classroom materials. Currently we are scheduling several new teachers to observe in classrooms. Mrs. Lipski explained that challenges have been participation - the current program has met after school and in the evening. Using this format we are reaching about 20% of our new teachers. The Board suggested ways to increase participation such as meetings during the day and asked about a one-to-one mentorship strategy. Most principals use a team approach for mentoring with an assigned go-to person.

6.4 Long Term Planning

Trip Goodall explained that the Enrollment Forecast Report completed by Portland University in April of 2012 was provided in advance of the meeting for a discussion on long term planning. Mr. Goodall had a prior conversation with the researchers and learned that because there was a lapse in requesting an annual enrollment forecast update, the district would need to re-contract for a more significant cost. The researchers were able to provide information informally regarding the projected development of 360 Canby homes. Using the formula provided in the last report, there would be an anticipated 137 students as a result of the new development.

Mr. Goodall and Denise Lapp, Director of Finance, discussed a potential increase in state funding. Upcoming negotiations and a future ruling from the state on Pers will inform direction. Mr. Goodall asked the Board for feedback on what has been done historically to inform the Board on the budget process.

The Board engaged in a philosophical discussion on budget priorities with regard to class size, programs, and curriculum. Mr. Goodall noted that in multiple conversations with staff and parents, he has mentioned competitive interests and the need for an investment in the priority of student achievement.

6.5 Oregon School Boards Association (OSBA) Resolutions Update

Angi Dilkes Perry shared the results of the conversation she had with Oregon School Board Association staff regarding clarification of the 2015 OSBA Legislative Policies and Priorities. There is a corresponding legislative bill to accompany each of the six priorities. The Board discussed whether or not to formally support the proposed policies and priorities and agreed not to take action.

6.6 Policy 3rd Reading

The Board held a third reading on Policies: JFC Weapons in the Schools and IICA Field Trips and Off-Campus Activities Policy.

Kristin Downs moved to adopt Policy JFC - Weapons in the Schools and Policy IICA - Field Trips and Off-Campus Activities as presented, Tom Scott seconded the motion. Motion passed 5-0.

7.0 FUTURE AGENDA ITEMS

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

- Spotlight on Student Success - Carus
- C.A.R.E. Presentation
- HR Evaluation Update
 - Annual Goal Setting Process – Teachers
 - Goal Setting Process – Administration
 - Student Growth Goal Walk-Through
- Teaching and Learning Report

- TAG Update

The Board would like to add Baseball Field Naming Proposal to the December 18th meeting agenda. The Board also discussed the addition of the Charter School Proposal hearing and timeline requirements. The Board agreed that a special session would be needed if the presentation were anticipated to be longer in length. Mr. Goodall will do some additional research on the hearing format and report back the Board.

EXECUTIVE SESSION

Diane Downs exited the Board from the Board Work Session and entered into an Executive Session at 9:25 p.m. to consider the employment of a public officer, staff member, or individual agent, pursuant to ORS 192.660 (2) (a), which allows the Board to meet in executive session for these purposes.

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Tom Scott, and Mike Zagya. Board members Brendan Murphy and Andrea Weber were absent from the meeting. Also in attendance were Trip Goodall (Interim Superintendent), and Kamela Davis (Board Secretary).

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.

Diane Downs exited the Board from the Executive Session and reentered the Work Session at 10:07 p.m.

8.0 ADJOURNMENT

Diane Downs adjourned the meeting at 10:07 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Diane Downs/ Kristin Downs
Board Chair/ Board Vice-Chair