

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Regular Session
December 15, 2016
Canby High School, Applied Technology Center, OMNI Room**

REGULAR SESSION

Board members in attendance were Angi Dilkes Perry, Diane Downs, Kristin Downs, Rob Sheveland, Tom Scott, and Mike Zagya. Absent Board member was Andrea Weber. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Greg Dinse, Troy Soles, Sabino Arredondo, Shade Goodall, Wayne Layman, Jennifer Turner, and Steve Turner.

1.0 CALL TO ORDER

Board Chair Mike Zagya called the Regular Board Meeting to order at 6:30 p.m.

2.0 INTRODUCTIONS AND FLAG SALUTE

The audience members introduced themselves. Guest student Shade Goodall and Wayne Layman co-led the flag salute.

3.0 CHANGES TO AGENDA

The C.A.R.E. Award and FFA Nationals Recognition/Presentation were postponed due to inclement weather. A review of the Canby School District Financial Audit was added as agenda item 8.1A and the Budget Committee Application Review was renamed agenda item 8.1B.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 C.A.R.E. Award

Postponed due to inclement weather.

4.2 FFA Nationals Recognition/Presentation

Postponed due to inclement weather.

4.3 Public Comments

Public comment was taken from outgoing Facilities Manager Wayne Layman regarding his appreciation for the opportunity to work in the Canby School District for twenty-two years. He thanked the Canby community youth groups who have generously supported the district and helped to maintain facilities.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 November 17, 2016 Board Regular Session Minutes
- 5.2 Personnel Changes

The Board agreed to vote for each item in the Consent Agenda separately to allow for clarification regarding the temporary administrative position and the Facilities Manager position in 5.2 Personnel Changes.

5.1 November 17, 2016 Board Regular Session Minutes

**MOTION: Diane Downs moved to approve November 17, 2016 Board Regular Session minutes as presented, Angi Dilkes Perry seconded the motion.
Motion passed 6-0.**

5.2 Personnel Changes

The temporary administrative position was corrected to a contract consultant and removed. The district is working to establish a pool of retired administrators who may serve as consultants or administrative substitutes if needed. It was also verified that the Facilities Manager position is in fact a manager position.

**MOTION: Diane Downs moved to approve Personnel Changes as amended with the removal of Lorrie Harris; Angi Dilkes Perry seconded the motion.
Motion passed 6-0.**

6.0 SUPERINTENDENT'S REPORT

Superintendent Goodall commented on the following:

- Attended a meeting with Oregon Department of Education (ODE) Director of Long Term Care and Treatment Programs Mitch Kruska and Oregon Youth Authority (OYA) Kris Scrabeck to discuss funding of the Parrott Creek Ranch program.
- Met with State Representative Bill Kenemer, Chris Bangs, and Troy Soles (CEA Representatives) to discuss school funding. A meeting with Senator Alan Olson has also been set to discuss issues.
- A shout out goes to Student Transportation of America (STA) bus drivers and Directors Robert Killian and Rowdy Bates for their efforts to get students safely home during the weather event yesterday.

Mr. Goodall presented a plaque to Wayne Layman for his years of service to the District. Board Chair Mike Zagyva presented a gift to Mr. Layman on behalf of the Canby School District Board of Directors.

7.0 BOARD COMMENTS

Board members individually congratulated Wayne Layman on his retirement and expressed appreciation for his efforts and expertise in oversight and continuous care of the district's facilities and maintenance staff.

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1A Canby School District Audit Review (Agenda item added)

Denise Lapp, Director of Finance, introduced Sabino Arredondo, Wilcox Arredondo & Co. Certified Public Accountant, to report on the audit of Canby School District's financial statements. A copy of the Canby School District Financial Statements Year Ended June 30, 2016, the Canby School District Report to the Board of Directors for the Year Ended June 30, 2016, and the Canby School District Student Activities Fund Financial Statements Year Ended June 30, 2016 was provided to the Board for review.

Mr. Arredondo discussed the audit process and informed the Board the district received an unmodified opinion, the highest level of assurance. He highlighted sections of the financial statements noting on page 2 the district received a clean opinion and on page 91 no compliance violations were noted. In the area of federal grants the district received an unmodified opinion with one finding related to IDEA funding. In addition, Mr. Arredondo explained that in year two of the GASB 68 and 71 statements, the district now has a net pension liability of \$6.2 million.

Mr. Arredondo reviewed the Canby School District Report to the Board of Directors for the Year Ended June 30, 2016 (page 2-3). Areas of concern were involving student body disbursements and student records. Ms. Lapp reported she is meeting monthly with principals and head secretaries for additional accountability and she is working with registrars to develop a checklist for appropriate retention of student records. The addition of the Ackerman archive record facility will bring the district into compliance with proper fireproof storage.

The Board suggested expanding Student Body Account management training to teachers and other staff handling purchases and fundraisers. In addition, the Board requested a mid-year internal audit report at the April 6 Board Work Session.

8.1B Budget Committee Application Review

A discussion was held on the number of applications received for the Budget Committee and the process for selection. Seven applications were submitted for consideration. The Board agreed to hold a Budget 101 meeting prior to the February 2 Board Work Session from 6-7:00 p.m. to provide an opportunity for the applicants to introduce themselves and for the community and applicants to receive information on the budget process. The Board will vote to appoint committee members at the February 16 Board Regular Session.

8.2 Division 22 Assurances 2016-2017

Sheryl Lipski, Director of Teaching and Learning, reported that school districts are required to report by January 15 of each year, their district's compliance with all Standards for Public Elementary and Secondary Schools as set forth in OAR Chapter 581, Division 22. For 2016-17 (being the third year of the cycle), Canby School District is required to provide the Oregon Department of Education with assurances regarding the full list of standards. Ms. Lipski reviewed the process for reporting and shared the District is in compliance with all standards with the exception of one: 1440 Human Sexuality Education. In response, the District is working with Clackamas Educational Service District (CESD) to develop a process for adopting new health curriculum over two years.

8.3 Canby SD 86 OR Report Card Review

Ms. Lipski discussed the Canby School District Oregon Report Card released on October 13, 2016. She highlighted sections of the report and provided clarification as needed. The Board discussed the data and areas of concern. Superintendent Goodall shared there are areas for improvement and administration is preparing to provide the Board with detailed information regarding student achievement data and student demographic data at the January 23 Board Mid-Year Workshop.

8.4 Parrott Creek Ranch Report

Superintendent Goodall reviewed information on students attending the Parrott Creek Ranch program and staff members assigned to the program. He provided a summary of a recent meeting with Oregon Department of Education (ODE) Director of Long Term Care and Treatment Programs Mitch Kruska and Oregon Youth Authority (OYA) Kris Scrabeck to discuss funding of the Parrott Creek Ranch program. Discussions centered on funding inequities and a request for the development of a guidance document for districts with an OYA program. Mr. Goodall added the next step is to convene a meeting with the OYA Regional Manager and others. The Board suggested a letter to state representatives may be a way to advocate for the students at PCR and other affected OYA programs.

8.5 Financial Report | Special Funds | Enrollment Update

Denise Lapp, Director of Finance, reviewed the current Financial Report as of November 30, 2016. The Construction Excise Tax (CET) fund balance is \$697,770.07 and the Turf Replacement Fund balance is \$183,569.61. The Ackerman Center archive record project was completed at \$22,000 above projections.

Ms. Lapp reviewed the Month End Enrollment Summary as of November 30, 2016. She reviewed student counts with a total enrollment of 4,733 students, 27 students below last month's enrollment.

8.6 Policy 2nd Reading & Adoption - GBK/JFCG Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems

The Board held a second reading on policy GCDA *Criminal Records Check/Fingerprinting*. No questions or comments were made.

MOTION: Diane Downs moved to adopt revisions to policy GDCA - Criminal Records Check/Fingerprinting as presented. Rob Sheveland seconded the motion. Motion passed 6-0.

8.7 Policy 1st Reading

The Board held a first reading on the following policies: *BBAA Individual Board Member's Authority and Responsibilities*, *BD Board Meetings*, and *BDC Executive Sessions*. A suggestion was made to change the word "may" to "shall" in the "Request for Information" section of policy BBAA. Also, the Board requested clarification on which contracts the superintendent approves and which contracts the Board approves. For policy BD, the Board asked for more information regarding the protocol for email communication between Board members. No comments or suggestions were made in relation to policy BDC.

8.8 Snow Day Make-up

The Board discussed school closures due to inclement weather and agreed that the following days: December 8, December 14, and December 15 would be added back to the calendar either at the end of the year or during the year pending recommendation from administration.

9.0 FUTURE AGENDA ITEMS

The following items will be addressed at a future Board session:

- Carus Spotlight on Student Success
- CESD Local Service Plan
- Monthly Curriculum Update: DLI SPLA Adoption
- Mid-Year Alt Ed Report
- Data Team - Reporting Process
- Financial | Special Funds | Enrollment Report
- HR Posting Review
- Healthy and Safe Schools Plan
- Policy Review
- Exec: Superintendent Mid-Year Review

The Board summarized future changes as follows: a Budget 101 meeting was scheduled on February 2 prior to the Board Work Session from 6-7pm. The Board Work Session time was changed to 7pm. A Board vote to appoint Budget Committee Members was added to the February 16 Regular Session Agenda. In addition, the FFA Nationals Recognition/Presentation and the C.A.R.E. Award was postponed to the January 19 Regular Board Meeting. Finally, the Board requested a mid-year update with Student Transportation of America (STA) in the spring.

10.0 ADJOURNMENT

Chair Mike Zagyva adjourned the meeting at 8:56 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Mike Zagyva
Board Chair
