

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD SESSION AND EXECUTIVE SESSION
February 16, 2012**

REGULAR SESSION

1.0 CALL TO ORDER

Vice Chair Ty Kraft called the Regular Session to order on February 16, 2012 in the Canby High School Omni room. Board members in attendance were Ty Kraft, Kristin Downs, Tom Scott, Brendan Murphy, Andrea Weber and Diane Downs. Board Chair Andy Rivinus was absent from the meeting. Also in attendance were Superintendent Steach, Linda Martin, David Moore, Tim Oberg, Maureen Callahan, Grace Saad, Kathy Owen, Christine Taylor, Brenda Splitstoser, Pat Johnson, Angie Navarro, Rob Rayfield, Peter Judge, Sam Stewart, Tara Thorsrud, Olivia Hathaway, William Thompson, Tanner Coulter, Jonathan Thomas, Robert Belz-Templeman, Paul Belz-Templeman, Brennen Merriman, Mark Thorsrub, Tim Coulter, Dan Thomas, Louise Thomas, Polly Hathaway, Ryan Bigej, Ian Oakes, George Russell, Nicole Willeford and Francisco Zamora Flores and Jennifer Turner.

2.0 INTRODUCTIONS AND FLAG SALUTE

Knight Elementary student Jonathan Thomas led the flag salute and the audience introduced themselves.

3.0 CHANGES TO AGENDA

None.

4.0 PUBLIC FORUM/ANNOUCEMENTS

Board member Diane Downs asked for support on the upcoming Local Option Levy, a temporary property tax that is used to fund school district operations and will expire after three years. She also encouraged the public to use the calculator on the district website to determine the estimated tax.

Ty Kraft announced the District is seeking Budget Committee members. There are two regular Budget Committee positions to serve three year terms, four alternate positions to serve one year terms and a vacancy in one position to serve the remainder of a term to expire June 30, 2012. Applications are available at each school building and the district administration office.

Ty Kraft also announced the CHS Theatre Company is hosting a Kids Improv Day on on February 20th. The theme is "The Secret Garden", which is the musical being performed in March. Students from grade 1-6 are invited to join in on theatre games, meeting new friends, learning about theatre, and performing a group improvised sketch on stage.

5.0 SPOTLIGHT ON STUDENT SUCCESS

Canby High School Band Director, Rob Rayfield introduced Peter Judge and Sam Stewart who performed a trombone duet. Peter is a member of the CHS Marching Band, CHS Wind Ensemble, CHS Jazz Band, President of the Band Council, member of the Portland Youth Wind Ensemble and Portland Youth Philharmonic. Sam is a member of the CHS Wind Ensemble, CHS Jazz Band, member of the Portland Youth Wind Ensemble and Portland

Youth Philharmonic and was selected by audition as a member of the Western International Band Clinic Honor Band.

Kathy Owen, Intervention Specialist introduced Knight School's Lego Robotic Team members Tara Thorsrud, William Thompson, Robert Belz-Templeman, Brennen Merriman, Tanner Coulter, Jonathan Thomas and Olivia Hathway who presented a video of their project. It was the team's first competition and the theme set by the First Lego League was mold in food. The students have been meeting since September every Tuesday and Thursday evening and Wednesday mornings under the direction of coaches Paul Belz-Templeman and Mark Thorsrud. The team won the "Rising Star" award and trophy, which was given to the newest team with the most potential. Kathy gave special thanks to Paul and Mark for coaching the students, Canby Educational Foundation for the grant along with matching funds from the PTA to help make this all possible.

6.0 SCHOOL ACTIVITIES & UPDATES

• Baker Prairie Middle School

Student Representative Nate Maravilla reported wrestling has started as well as the new x-block classes. Nate also reported the Baker Prairie Student Peace Advocates are excited and honored to host President F. W. de Klerk, former President of South Africa (1989), and Nobel Peace Prize recipient (1993) on February 29, 2012.

• Ninety-one School

Student representative Ian Oakes reported I Love Reading month continues with their goal of 600,000 minutes. Students are looking forward to the student/staff basketball game on March 20. Ryan Bigej report the Oregon Battle of the Books was held today with 10 teams from Ninety-one. The tutoring program for this trimester has also started.

• Canby High School

Nicole Willeford shared a video of the Mr. Cougar Fundraiser that raised \$4094.00, double the amount raised last year with the winner Austin Piert donating \$2,700 to the Canby Center. The other participates donated to the local charity of their choice. Over 200 students attended they Winter Dance and raised \$890.00 to be used for the Bleacher Creature Fund. Francisco Zamora Flores reported they had a Groundhog Day Assembly with 50 visitors from Oregon City, Lake Oswego and Lakeridge High Schools and the Dance Team performed their state competition dance.

7.0 CONSENT AGENDA

7.1 MINUTES

Minutes of the January 19, 2012 Regular Board Meeting and Executive Session and the February 2, 2012 Workshop Session are provided in Addendum 7.1.

7.2 PERSONNEL CHANGES

Personnel Changes are provided in Addendum 7.2

MOTION: Diane Downs moved to approve the minutes and personnel changes as provided in Addendum 7.1 and 7.2. Tom Scott seconded the motion. Motion passed 6-0.

8.0 INFORMATION/DISCUSSION ITEMS/ACTION ITEMS

8.1 Update on Volunteer Program

Volunteer Program Coordinator Grace Saad reported on the community volunteer program created in the middle and high schools. Once the framework for the program was established, classroom enhancements, community based-projects and

special events were planned to improve critical thinking in middle and high school students. Grace discussed the community organizations involved and the projects and subject areas addressed. Over 150 students have been served with a Career Fair to be held in the future. Superintendent Steach thanked Grace for the accomplishments made in such a short time and thanked the Canby Educational Foundation for funding the position.

8.2 Tutoring Program Update

This fall, Canby High School implemented a new program where students with a failing grade are required to attend after school tutoring and support. With the implementation of this program, both Baker Prairie Middle School and Ninety-one Middle School started similar programs.

CHS Principal Pat Johnson reviewed the different programs since 2004 that were implemented by the high school to reach struggling students. This fall, 2011, CHS ended trimester one with 19% of the freshman failing one class or more. 113 freshman students entered the CATS (Cougars Achieving Together for Success) program. Pat also discussed the academic improvement plan used to help the students.

Baker Prairie Principal Jennifer Turner reported they only identified and served 8th grade students in the first trimester. Of the 93 students that started in the tutoring program, 51 ended the trimester with a 2.0 or higher GPA. 22% of the 50 students who started with one or more F grades, ended the trimester with no F grades.

Superintendent Steach reported Ninety-one offered tutoring to 7th and 8th graders with D's or F's. Of the 21 students with an F for a final grade, 4 of them did not begin with F's. 5 of the 21 had multiple F's at progress and reduced them at the final report card.

All felt the tutoring programs have been successful with 82% to 95% attendance. Students also have told them they have seen found the program to be successful and helped them with their academic success.

8.2 2005 Bond Refinancing Resolution

Business Manager David Moore discussed what has been done since the February 2 workshop when the Board directed the District to move ahead with the process to refinance a portion of the bonds issued on February 15, 2005 (2005 Issue). The adoption of the resolution by the Board will formally authorize the refunding of these bonds. The market conditions on February 9 projected present value savings of \$2.3 million savings on the bonds being refunded, available to pass onto the District's taxpayers in the form of reduced property taxes levied.

Since the February 2 workshop, we have asked Seattle-Northwest Securities Corporation, the District's bond underwriter, to explore the potential savings on refunding portions of the October 5, 2004 Refunding Bonds (2004 Issue) and the December 15, 2005 Bonds (2005B Issue). Since the 2004 Issue was a refunding of the August 1, 2000 Bond Issue, those bonds can only be advance refunded on a taxable basis, but this would still generate estimated savings of \$885,000 as of February 9. The estimated savings on that same date from a refunding of the 2005B bonds would be approximately \$50,000, marginally over the 3% required savings. David also noted

passage of the resolution does not obligate the District to move forward in the event that market conditions change and targeted savings are not attainable.

MOTION: Diane Downs moved to approve Resolution No. 2012-2-1 authorizing the issuance, negotiated sale and delivery of general obligation refunding bonds; authorizing submission of an advance refunding plan to the Oregon State Treasurer; designating an authorized representative; delegating the approval and distribution of the preliminary and final official statements; authorizing execution of a bond purchase agreement; and related matters as submitted in Addendum 8.3. Brendan Murphy seconded the motion. Motion passed 6-0.

8.3 K-12 Readiness

Director of Student Achievement Maureen Callahan discussed the focus on specific action taken to implement the new standards after completing two single day trainings for grades 6-12 English Language Arts and Mathematics teachers. She also discussed the six shifts and answered board questions that the Common Core State Standards requires of us if we are to be truly aligned in terms of curricular materials and classroom instruction as well as the instruction and assessment timeline.

8.4 2012-13 School Calendar

Human Resource Director Tim Oberg presented the calendar proposal reviewed and revised multiple times with input and approval coming from building administrators, central office administrators, and certified union leadership. The proposal has also been shared with classified union leadership. This calendar proposal meets all State requirements for in-service and holidays, certified contract language for mid-term and conference prep, and the twelve reduction days outlined in the certified collective bargaining agreement.

The goals and priorities for the calendar were:

1. Having trimesters end at natural breaks like winter and spring
2. Starting the year by September 12
3. Having as many 5 day weeks as possible
4. Having mid-term reporting fall as close to the middle of the term as possible
5. Having the number of days in a trimester be as balanced as possible
6. Having second trimester be the longest one in case we have snow days
7. Placing the potential student reduction days in the second trimester

Most of these goals and priorities in this calendar were met to serve our students, families, and staff.

MOTION: Tom Scott moved to approve the 2012-13 School Calendar as submitted in addendum 8.5. Kristin Downs seconded the motion. Motion passed 6-0.

8.6 Budget/Financial/Enrollment Update

David Moore noted there are two changes to the 2011-12 amount projected for total resources a month ago. The District recently learned that the Oregon Department of Education will deduct approximately \$65,000 from the District's May State School Fund payment as the final 2010-11 State School Fund adjustment. Therefore,

current year State School Fund revenue will be reduced by this amount. However, this reduction is offset by a \$22,000 positive adjustment to ESD Students with Disabilities revenue. Total resources currently projected area \$42,673,823, a decrease of \$43,000 from the prior month.

Total expenditures of \$38,175 are currently projected for 2011-12, a decrease of \$35,642 from the prior month. A substantial portion of the decrease is due to a decrease in the amount projected for the District's retiree healthcare continuation program reported under Supplemental Retirement Program.

The current estimate for the June 30, 2012 ending fund balance is \$3,736,648, a decrease of approximately \$7,000 from the prior month due to the changes in projected resources and expenditures discussed above.

David also discussed the 2011-2013 fund balance forecast to be used as a starting point for 2012-13 budget planning and development. The following parameters used for the projected 2012-13 resources and expenditures are as follows:

- 1) SSF resources reflect biennial funding of \$5.75 billion
- 2) SSF reflects ADMw drop of 122 from 2011-12 or the equivalent of \$738,000.
- 3) SSF includes approximately \$837,000 (\$150 per ADMw) included under Other Resources in 2011-12 (SYS Funds).
- 4) SSF includes \$179,000 RESA funds under SB 250 to be distributed on or before June 30, 2013.
- 5) Salary and benefit expenditures reflect 2011-12 staffing levels.
- 6) Salary and benefit expenditures reflect \$230,000 for the add back of 2 contract days based on the projected fund balance at June 30, 2012.
- 7) Salary and benefit expenditures reflect \$662,000 for 2 salary steps on the salary schedule for eligible licensed staff per the MOU under the contract.
- 8) Salary and benefit expenditures do not reflect the results of classified collective bargaining.
- 9) Other objects expenditures reflect an additional \$85,000 in transportation expenditures projected per contract.

The fund balance forecasted for June 30, 2013 using these assumptions is \$1,104,605. This falls short of the Board's minimum fund balance level per policy of \$1,845,396 (5% of \$36,907,921 in projected revenue) leaving a budget deficit of \$740,791.

Superintendent Steach reported District enrollment as of January 31 was up 37 students as predicted after the drop in December numbers.

8.7 Open Enrollment/Transfer Policy

The draft policies presented at the last board meeting were divided into three separate policies; transfer under March 1-March 31 open enrollment, transfer into the district outside open enrollment, and transfers out of the district. The administrative procedures for each of these policies were also presented for discussion.

The policies and procedures under discussion are:

*JECB, Admission of Nonresident Students & Transfer of Resident Students
During Open Enrollment*
*JECB-AP, Admission of Nonresident Students & Transfer of Resident Students
During Open Enrollment*
*JECA, Transfer from the Canby School District to Another School District
Outside Open Enrollment*
JECA-AP, Inter-District Transfer Out Request Outside Open Enrollment
*JECBB, Transfer to the Canby School District from Another School District
Outside Open Enrollment*
*JECBB-AP, Transfer to the Canby School District from Another School District
Outside Open Enrollment*

Changes were made on Policy JECB and Administrative Procedure JECB-AP and a motion was made for approval.

MOTION: Diane Downs moved to approve the policies as provided in Addendum 8.7 with amendments made this evening. Andrea Weber seconded the motion. Motion passed 6-0.

Based upon Board input and discussions with building administrators, a recommendation for the location and number of open seats were determined by the Board. The Board changed the boundary limit from 7 to 10 miles outside the district boundary and removed the open seats at Trost for the Kindergarten Dual Language Immersion program.

Several Board members commented on the letter received from Boyd Keyser, the North Marion Superintendent and the influence our decision could make to their District.

MOTION: Tom Scott moved based on enrollment projections, staffing, and available resources, the Board of Directors establishes that up to 409 nonresident students residing within 10 miles of the Canby School District boundary shall receive written consent for admission under ORS 339.133(5)(b) for the 2012-2013 school year according to the following breakdown:

91 (total = 90)

Kindergarten: 10

1st: 4

2nd: 5

3rd: 19

4th: 16

5th: 11

6th: 15

7th: 3

8th: 7

Carus (total = 94)

Kindergarten: 10

1st: 9

2nd: 19

3rd: 9

4th: 16

5th: 17

6th: 14

Baker Prairie (total = 50)

Ackerman Omega Academy (total = 25)

9-11 Grades only: 25

Canby High (total = 150)

9th grade: 50

10th grade: 50

11th Grade: 50

All other schools, grade levels and programs = 0

Kristin Downs seconded the motion. The motion passed 5-1 with Diane Downs voting no.

8.8 Signage Policy & Procedure Policy First and Second Reading

Policy FFC, Signage on School Buildings & Facilities

Following Board input at the January 19th board meeting, the draft of Policy FFC has been revised. Superintendent Steach incorporated discussions with Brian Brown at the city planning department and Greg Ellis on city signage ordinances and further review of other district policies.

As noted in the policy, the district could have three categories of signs. Permanent and temporary signs are defined and regulated by city ordinance. The city has ruled that signs intended for internal campus communication that are not identifiable from city streets are exempt from city ordinances.

MOTION: Tom Scott moved to approve Board Policy FFC, Signage on School Buildings & Facilities. Kristin Downs seconded the motion. Motion passed 6-0.

8.9 CESD Intergovernmental Agreement

After the lease was presented at the last meeting corrections needed to be made before board approval on the agreement for one room at Ackerman for a developmental preschool, one room at Carus for the LEEP Program, and one room at Carus for a preschool language and speech program for the 2011-12 school year.

MOTION: Brendan Murphy moved to approve the Intergovernmental Agreement between Clackamas Education Service District and Canby School District as presented in Addendum 8.9. Kristin Downs seconded the motion. Motion passed 6-0.

9.0 SUPERINTENDENT REPORT

Superintendent Steach reported his State of the Schools address and Local Option Levy information was presented at the Chamber Luncheon last week with positive feedback from those in attendance. He also has plans to present at the Canby Public Library, each of the

PTA's, as well as other venues.

He also reported we had 24 students that were not up to date on their immunizations before exclusion day. The February 3 "Give a Kid a Smile" served 63 students for a total of over \$29,000 in donated services. Special thanks to Dr. Hagler, Dr. Langford, Dr. Johnson and Dr. Permin, numerous staff at each office, Canby School District employees, Kim Mabry in Nutrition Services and First Student Transportation.

He congratulated CHS Principal Pat Johnson on the accreditation letter received from the State of Oregon.

The District has also signed a contract with Oregon Virtual Education (ORVED) for online classes.

10.0 BOARD COMMENTS

Kristin Downs attended the Mr. Cougar Fundraiser and found it a fun way for the students to come together and focus on community service. She toured Ninety-one with the principal during class time who shared the adjustments of blended classes. Thanks to funding from the PTA they were able to bring BizTown to the 4th and 5th graders who learned what it's like to run a real town. She reported Superintendent Steach did a great job on the State of the Schools address at Chamber representing the employees, schools and students. There was also a great turnout and discussion at the Superintendent Coffee at Ninety-one. She found the Battle of the Books at Ninety-one a great way for motivating the kids to read.

Brendan Murphy toured the Dual Language Immersion classes at Trost and was very impressed with the program. The 6th graders did a great job at the Lee School Images of Greatness Fundraiser representing famous people from the past and present. He also toured the Ackerman Center Academies and Key Program.

Andrea Weber attended the Battle of the Books and was very impressed by the organization of the event and sportsmanship of the students. She also attended the Lee and Carus PTA meetings sharing information of the local option levy and also found them interested in open enrollment information.

Tom Scott attended a levy support committee meeting and shared the committee would like to get more help from families with students in the district. Other events attended were the Mr. Cougar Fundraiser, Battle of the Books at Lee as well as the Images of Greatness Fundraiser for Outdoor School.

Diane Downs met with Baker Prairie Principal Joel Sebastian and previewed the schedule changes as well as the challenges. She also attended the Battle of the Books at Ninety-one, several local option levy meetings and the Preschool Round-up to give support on the levy election. She also urged the other Board members to get involved.

Ty Kraft reported the students had a great time at the First Grade Science Extravaganza at Eccles. He also went on the OMSI field trip, attended a collaborative team meeting and a double header Boys and Girls Basketball game.

11.0 FUTURE BOARD AGENDA ITEMS

- 11.1 Community Youth Programs Update**
- 11.2 Contract Renewals**
- 11.3 Baker Prairie Schedule**
- 11.4 Budget Status**
- 11.5 Executive Session**

No changes were made at this time to the upcoming agenda.

12.0 ADJOURNMENT

Vice Chair Ty Kraft adjourned the meeting at 10:37 p.m. and after a short break will convene to Executive Session.

EXECUTIVE SESSION

Ty Kraft convened to Executive Session at 10:43 p.m. in accordance with ORS 192.660 (2) (d). Board members in attendance were Ty Kraft, Tom Scott, Andrea Weber, Brendan Murphy, Diane Downs and Kristin Downs. Andy Rivinus was absent from the meeting. Also in attendance were Superintendent Steach, Linda Martin and Tim Oberg.

It is requested information discussed in the Executive Session not be disclosed.

The session was held to discuss labor negotiations.

The session adjourned at 11:10 p.m.

Respectfully submitted,

Linda Martin
Board Secretary

Ty Kraft
Board Vice Chair

Approved: