

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
February 2, 2017
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Angi Dilkes Perry, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board members were Diane Downs and Kristin Downs. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Lauretta Manning, Galina Dobson, Angie Navarro, Sam Thompson, Amanda Beyer, Troy Soles, Cindy Bauer, Christine Taylor, Greg Dinse, Shane Schweitzer, and Sara Magenheimer.

1.0 CALL TO ORDER

Chair Mike Zagya called the Work Session to order at 7:00 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

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 January 19, 2017 Board Regular Session and Executive Session
Minutes from the January 23, 2017 Board Special Session
- 5.2 Personnel Changes

MOTION: Rob Sheveland moved to approve the Consent Agenda as presented. Angi Dilkes Perry seconded the motion. Motion passed 5-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 District Communication Improvement Plan | School Improvement Plans Mid-Year Progress Report

On behalf of Teaching and Learning Director Sheryl Lipski, Superintendent Goodall provided a summary of the District Continuous Improvement Plan (DCIP) including goals and activities pertaining to the goals, as well as, the status of progress. Three main goals focus on data-driven improvement, rigorous and standards-based curricula, and student equity. It was noted that there has been little or no progress made on identifying a relevant and efficient data information system as stated in goal two. A discussion was held on information systems and student assessments (iReady and ASPIRE) for data tracking. The district is working with the Clackamas Educational Services District (CESD) on a data system to meet the needs of the district.

Principals: Sam Thompson, Andy McKean, Christine Taylor, and Angie Navarro discussed progress on their School Improvement Plan (SIP). Each school is in varying stages of the plan and narrowing the 34 indicators to focus on three goals is manageable. The plan serves as a guidance document with room for planning, discussion, and adjustments if necessary.

6.2 CHS Scheduling Update – Semester vs. Trimester/Start and End Time

Greg Dinse, Canby High School Principal, highlighted information provided on two high school scheduling considerations: a semester verses trimester schedule and a later start and end time to benefit students. A scheduling committee comprised of teachers representing different departments and the Canby Education Association, classified members, students, and the principal was formed in the spring of 2016 and focused their work on the question regarding semesters. After researching the benefits and disadvantages of both systems with staff and student input, a recommendation was made to continue with the current trimester schedule. Mr. Dinse reviewed the committee's reasoning and provided clarification. He reported that further research is needed regarding the late start discussion, specifically, in the areas of instructional time requirements, student athletics and activities, work schedules, daycare, and transportation. The committee's work will expand to include student and parent focus groups to discuss options.

6.3 Human Resources Department Update

Michelle Riddell, Interim Human Resources Director, reviewed information on the status of Human Resources Department tasks and priorities for the 2016-17 school year. Some areas of continued focus include: review of department policies and administrative procedures to reduce risk and liability for the district, collegial work with the administrative team to calibrate probationary evaluations, review of best practices, processes, and documentation, and updating HR handbooks and guidelines. Since the last update, an electronic evaluation system has been selected and will be implemented for the 2018-19 evaluation cycle.

Ms. Riddell explained an ongoing project is working with supervisors, employees, and union partners to ensure the district is following collective bargaining agreements (CBA's) as well as providing guidance and assistance. In addition, the district is planning for the opening of both the certified and classified CBA's. Further, an advisory group comprised of staff, administrators, and parents has been established to provide input on the calendar for the 2017-18 school year and planning for recruitment and hiring for next year is moving forward. The Board requested a demonstration of the new evaluation system when implemented.

6.4 Policy 2nd Reading GCBDD/GDBDD – Oregon Sick Time Policy

The Board held a 2nd reading on Policy GCBDD/GDBDD – *Oregon Sick Time*. No additional clarification was requested.

MOTION: Andrea Weber moved to approve the adoption of Policy GCBDD/GDBDD – Oregon Sick Time as presented. Angi Dilkes Perry seconded the motion. Motion passed 5-0.

6.5 Snow Day Make-up – Step 2

Superintendent Goodall shared a keynote presentation with information on instructional time lost due to school closures and options to consider for making up the remaining time following the Board's decision to restore one (1) instructional day. The following options were presented for the Board's consideration: add 5.5 instructional days to the end of the calendar, add minutes to each school day, implement Saturday school for 5.5 days spread across the remainder of the school year, shorten Spring Break, request a 14-hour waiver from the State Board for missed instructional time, and/or cancel remaining late start hours. An extensive discussion ensued regarding the options with input from the superintendent, principals, and Board members.

As step two in process, the Board agreed to vote on an additional option presented at the meeting: conversion of the April 13 conference day (elementary) to an instructional day for K-6 and Ninety-One schools with an equivalent compensation day for certified staff moved to the end of the school year (date to-be-determined). Additionally, the Board agreed to table further discussion regarding restoring the remaining time until the next meeting to allow for further consideration and community input. A more concise list of options was requested to aid the Board in their decision. It was noted that the Board would not be in favor of the Saturday school or Spring Break option.

MOTION: Andrea Weber moved to change the April 13 elementary conference day to an instructional day for K-6 and Ninety-One schools with an equivalent compensation day for certified staff moved to the end of the school year (date to-be-determined). Angi Dilkes Perry seconded the motion. Motion passed 5-0.

6.6 Student Transportation Complaint Procedure

Mr. Goodall reported the district has developed an online parent complaint procedure form for student transportation issues. Submitted complaints are sent simultaneously to Student Transportation of America (STA) management and district office key staff for follow-up and tracking.

6.7 Establish 2017-18 Open Enrollment Openings

The following 2017-18 Open Enrollment openings were presented as recommended by administration for the Board's consideration and approval:

MOTION: Rob Sheveland moved to approve the 2017-2018 Open Enrollment openings as presented. Angi Dikes Perry seconded the motion. Motion passed 5-0.

6.8 Policy 1st Reading JECB – Admission of Nonresident Students

The Board held a first reading on Policy JECB – *Admission of Nonresident Students*. Information was requested on the definition of student hardship as noted in the Senate Bill 709 summary.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- Spotlight on Student Success - Knight
- Bridging Cultures Presentation
- Appointment of Budget Committee Members
- Monthly Curriculum Update: High School English Language Arts
- Assessment Preparedness
- Financial |Special Funds | Enrollment Report
- Policy Review
- Ad Hoc Discipline Committee Update

A further discussion on making up instructional time due to school closures was added as previously stated. Also, a report on projected enrollment issues and impact to district facilities was added to a March meeting agenda.

EXECUTIVE SESSION

Mike Zagya exited the Board from the Board Regular Session and entered into an Executive Session at 9:21 p.m. Board members in attendance were Angi Dilkes Perry, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board members were Diane Downs and Kristin Downs. Also in attendance were Trip Goodall (Superintendent), Michelle Riddell (Interim Human Resources Director), and Kamela Davis (Board Secretary).

The Board met in Executive Session to review and evaluate the employment-related performance of the Superintendent, pursuant to ORS 192.660(2)(i); in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent; and pursuant to ORS 192.660(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations, which allows the Board to meet in Executive Session for that purpose.

It was requested 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.

Mike Zagya exited the Board from the Executive Session and reentered the Regular Session at 10:10 p.m.

8.0 ADJOURNMENT

Chair Mike Zagya adjourned the meeting at 10:10 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Mike Zagya
Board Chair