

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR SESSION AND EXECUTIVE SESSION
February 21, 2013**

REGULAR SESSION

1.0 CALL TO ORDER

Board Chair Ty Kraft called the Regular Session to order at 6:30 p.m. in the Canby High School Omni room on February 21, 2013. Board members in attendance were Ty Kraft, Diane Downs, Andy Rivinus, Kristin Downs and Brendan Murphy. Board members absent from the meeting were Andrea Weber and Tom Scott. Also in attendance were Superintendent Steach, Linda Martin, Michelle Ball, Paul Scroggin, Kris Millar, Chris Hovanic, Sherry Smith, Tyler Smith, Stacy Fulks, Jagger Fulks, Zoie Fulks, Sue Harvey, Dave Hauser, Kimie Carroll, Pat Johnson, Joe Morelock, Kim Mckie, Kim's mother and sister, Joe Morelock, Jim Nosen, Paul Huggins, Jennifer Turner, Maureen Callahan, Tim Oberg, Susie Strangfield, Sondra Strong, Angie Navarro, Wayne Layman, Cindy Bauer, Sam Thompson, Mark Lapidés, Mary Knigge, Ray Hughey, Skyler Rodolph, Matt Olsen, Kathy Rogers, Veronica Martinez, Travis Miller, Emma Martinuson, Shannon Martinuson, Adam Miller, Michelle Miller, Monica Maravilla, Laura Brown and several others that did not sign in.

2.0 INTRODUCTIONS & FLAG SALUTE

Introductions were made and Michelle Miller led the flag salute.

3.0 CHANGES TO AGENDA

4.0 PUBLIC FORUM/ANNOUNCEMENTS

- **CARE Award**-Superintendent Steach introduced Kim McKie, 7th grade Language Arts Teacher, nominated by students from Baker Prairie Middle School's Builders Club for her commitment to students and their learning. The students say she is awesome and describe her as having a good sense of humor, engaging, explaining well to help kids learn, friendly and caring, and strict but fair. This evening Michelle Miller, Monica Maravilla and Emma Martinuson spoke of Ms. McKie's passion for not only teaching life long lessons on disabilities in her elective class, but taking that a step further by bringing a Goal Ball tournament and a Track and Field event for the visually impaired for BPMS students to support. Matt Olsen presented Kim with a plaque and gift certificates from the community.
- Facilities Manager Wayne Layman received a thank you from the Oregon Hunters Association, thanking students in Todd Roberts Woodworking class

for the excellent job that did in making 13 duck boxes for their organization. The workmanship on the boxes was extraordinary with a lot of work and care done making them. The students and teacher were also invited to join them on one of their duck outings to see the purpose the boxes serve.

- Chair Kraft announced the Budget Committee Member openings, Board of Director Candidate openings and the March 5 Board Candidate Informational meeting. For additional information contact the Central Services Office at 503-266-7861.
- Laura Brown, a liaison for military families shared that a mother with two students recently lost her husband and the students now have to change schools because they speak English. She also discussed the Mexican-American War and displayed the uniform jacket for the serviceman. Speaking for every soldier who speaks English, she asked the Board to honor the children, military and our country.
- Tyler Smith spoke advocating for the displaced Trost students as well as the IEP students to be given the highest priority for changing schools. He also feels each school should have the exact number of students and daycare should also be another priority.

5.0 SPOTLIGHT ON STUDENT SUCCESS

Associate Principal, Kimie Carroll, Paul Huggins, Sue Harvey, Dave Hauser and Kathy Rogers shared information on the flipped classroom in which the typical lecture and homework elements of a course are reversed. Teachers record their lecture and student review at home on their iPad with homework done in the classroom. Paul explained this concept increases interaction and personalizes contact time between students and teachers. Dave shared examples of websites and apps available for use. Kathy discussed the student surveys used in order for the students to rate themselves on note taking involving listening, writing and practice samples. Sue discussed the pros and cons of a flipped classroom, noting it's not for everyone.

6.0 SUPERINTENDENT'S REPORT

Superintendent Steach announced Sodexo received three different sustainability awards earlier this year. These three distinctions recognize Sodexo's strong performance in social, economic and environmental practices.

In an effort to inform the state legislature, Canby has joined other districts in preparing information specific to their district based upon four possible funding levels. Since Canby will have expended all of our cash reserves by

the end of this school year, our impact is more severe than the state average. He feels the legislature is finally recognizing education is underfunded.

Currently the District is working with Portland State University, ODE and Education Northwest in developing and implementing systemic and sustainable family involvement infrastructures on how to integrate and best engage families into the school system.

Tracie Heidt continues her efforts to coordinate the Teacher Adoption Program and is currently distributing forms to the teachers to complete asking about what they would like help with.

John also announced there will be a workshop for parents and students in grades 6-12 to learn how to best support and advocate for their child's education. It will be held at Baker Prairie Middle School from 9:00-12:00 p.m. this Saturday, February 23.

7.0 BOARD COMMENTS

Kristin Downs attended the Chamber meeting where John presented the State of the Schools sharing information on the list of required mandates and our finances. She also thanked Angie Navarro and Julie Johnson for allowing her to tour all the classrooms at Trost. The FFA Alumni Banquet had the largest turnout in years witnessing the strength of the program. Kristin has served on the Board of Directors for the last 3 ½ years and found it is not what she had expected when she got involved. The lack of funding and having to make such difficult decision has taken a toll and she needs time to rejuvenate, therefore at this time is not filing, however will make a final decision before the deadline.

Andy Rivinus after 13 years of volunteer work and serving on the Bond Oversight Committee along with eight years on the Board of Directors noted the journey has been remarkable, very rewarding along with being exposed to things he would have never imagined. He said its time to yield the chair for some new energy and enthusiasm. He encouraged qualified residents with a passion for students, schools, teachers and are team players to file.

Diane Downs noted she is honored to have served with both Andy and Kristin and is glad Kristin may reconsider. She attended the Math Studio training to strengthen math instruction with use of new principles. She proctored the OAKS testing at Lee and was amazed at the complex questions and comprehensive visualization and encouraged the other board members to train and test in proctoring. She attended a round table discussion with Senator Kurt Schrader, noting sequester cuts are likely. She also attended a joint meeting on the proficiency based report cards.

Ty Kraft attended the Open House at OCTS Channel 5. Their technology has been updated and he is excited about the opportunity for student internships and possible spotlight presentations about our students and projects.

As far as filing for reelection, it's a 60-40 % yes. Some of the challenges and decisions have not been fun. It's a lot of work from a time standpoint with family and work with his business, however it is also rewarding. He feels it takes 2-3 years to fully understand and the ever changing mandates are also challenging.

8.0 CONSENT AGENDA

8.1 Minutes

Minutes of the January 17, 2013 Regular Session and Executive Session and the February 7, 2013 Workshop and Executive Session are provided in Addendum 8.1.

8.2 Personnel Changes

Personnel Changes are provided in Addendum 8.2.

MOTION: Diane Downs moved to approve the minutes and personnel changes as provided in Addendum 8.1 and 8.2. Brendan Murphy seconded the motion. Motion passed 5-0.

9.0 INFORMATION/DISCUSSION ITEMS/ACTION ITEMS

9.1 Inter-School Transfer Process

With the recent decision to make Trost a DLI magnet school, the Board indicated a desire to review the inter-school transfer process. The intent is to ensure that the displaced Trost students have the maximum opportunity for access to the school of their choice.

After Board discussion an alternate application period and deadline may be established to support distribution of students in the event of school or program closure. If the number of transfer requests exceeds the available space at the receiving school, the following priorities will guide the selection process:

1. Students who are currently attending the receiving school
2. Student who have siblings currently attending the receiving school
3. Student being displaced/relocated due to school or program closure
4. Children of district staff members working at the receiving school
5. All other students as selected by a random lottery process

This year only, Trost displaced students should have priority over new transfers.

9.2 Trost Magnet Selection Process

At the February 7th Board meeting, the Board approved the administrative recommendation changing Trost to a DLI magnet school. As a result, the student selection process for the DLI program must be updated.

Superintendent Steach presented a draft of the proposal, however currently Principal Navarro and staff are making additional revisions to be presented at the Board workshop session on March 7, 2013.

9.3 Open Enrollment

HB 3681 changed the requirements for transfer of students between districts. Last year Canby chose to implement this new process. According to policy, the district must determine the available open capacity at each school and each grade level by March 1st. The district will then accept applications for transfer between March 1st and March 31st. After April 1st, the traditional transfer process will govern all remaining transfers for the year.

In light of the recent Trost decision, the number and location of open enrollment space has been limited. This will allow current Canby students priority placement for next fall. Once our internal transfers are completed, out-of-district students may still be accepted through the traditional process.

The Board decided instead of allowing transfers within 7 miles, they changed to 10 miles.

MOTION: Brendan Murphy moved to approve based on enrollment projections, staffing, and available resources, the Board of Directors establishes that up to 340 student residing within 10 miles of the Canby School District boundary shall receive written consent for admission under ORS 339.133 (5)(b) for the 2013-2014 school year according to the breakdown as following breakdown:

91 (total = 115)

Kinder.: 10

1st: 10

2nd: 4

3rd: 20

4th: 14

5th: 18

6th: 12

7th: 21

8th: 6

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. Motion passed 5-0.

9.4 TAG Program Update

Cindy Bauer explained the process for identifying students for the TAG program as follows:

- General Intellect: 97% tile or above on nationally standardized test of mental ability
- Academic (Reading and Mathematics): 97% tile or above total reading or total mathematics from nationally standardized assessment or from OAKS
- Potential to Perform: Determination of potential can include such factors as repeated referrals, exemplary performance in specific areas, parent requests and consistently high classroom achievement. We also use the Raven Test and/or use of other test scores for determination.

Individual plans are developed after students are identified and take place within each individual building. The Battle of the Books is part of the TAG program and each building also has other individual activities such as Lego Robotics, Web Kids, IXL, computer programming, critical thinking opportunities as well as the high school AP and advanced college classes. Cindy also thanked the teachers for creating educational opportunities to maximize the interests and the needs of the TAG students.

9.5 Standards Based Report Card Revision

Maureen Callahan, Director of Curriculum and Instruction shared information on the implementation timeline of the elementary and secondary report card project defining proficiency progressions and the format of report cards. As we move to a standards based grading due to HB 2220 it differs from the traditional grading, which determines grades by grading or assigning points to homework, worksheet, papers, quizzes, etc. and/or behavior. Traditional grading scores every assignment (mostly) and teaches students that points matter more than learning.

The target of the committee is to engage in thoughtful dialogue and planning in the revision of our current report cards to better reflect a standards based report card, aligning with the Common Core State Standards and assessment practices. A bonus for the target is to meet the March 1 deadline, which will align with the implementation as we move from eSis to Synergy.

9.6 2013-2014 School Calendar

Human Resource Director Tim Oberg presented the draft calendar of the 2013-2014 school calendar reviewed by administrators and both unions. He

did note a correction needed to be made moving up the last day of school to June 10.

There may be a need to identify reduction days due to funding, but if necessary those will be identified later this spring and brought to the Board for approval.

MOTION: Andy Rivinus moved to approve the 2013-2014 calendar with the corrected information. Diane Downs seconded the motion. Motion passed 5-0.

9.7 Budget-Contract Services

As requested by the Board of Directors, Superintendent Steach reviewed the contract services in four different categories:

1. Clackamas Education Services District (resolution and select services presented at the January board meeting. At this time there are no plans to alter the current use of ESD funding and programs.
2. Approved Alternate Placement Programs
The cost of these programs range from a pass-through of the state ADM amount up to \$100,000 per year for one student. While the district strives to minimize these costs, the instruction program needs of the student are the prime determinant.
3. Professional Development and Instruction
This past year the district has utilized Focus on Results, the BERC Group, and Race to the Top Grant support. Not listed is the Title II Math Studio support in the amount of \$70,000 that will continue in 2013-14 from the Title II funds.
4. Maintenance Support
As Canby maintains a minimum of maintenance support staff and equipment, there is some work that is beyond our capabilities. In these cases, the district bids and awards significant project work. Examples of this work include the painting of the Carus White Building, parking lot resurfacing, reroofing, and major HVAC replacements. Due to the nature of these projects, capital project funds are typically used.

9.8 Budget – Custodial

The Canby School District custodial staff maintains and cleans six elementary school, Baker Prairie Middle School, the Ackerman campus, Canby High School, and the central services/administration building. The maintenance and grounds staffing levels have not changed from 2008.

School custodians are responsible for much more than sweeping and emptying trashcans. During the day, custodians assist with before and after school student supervision, monitoring of the cafeteria, cleanup of student "accidents" including blood borne pathogens, and general maintenance of facilities. When the maintenance staff was reduced this shifted a greater general maintenance burden to the custodian.

The 25.5 custodians that support our facilities costs the district approximately \$1.5 million per year (salaries, benefits, payroll taxes, and substitute costs). Salary accounts for 52% of the total staffing cost. Custodian are on a 12-month contract and are expected to use vacation primarily on non-school days. Also during summer, winter and spring breaks, custodians refinish floors, shampoo carpets, and perform more detailed cleaning to rooms and furniture.

9.9 Financial Update and Enrollment

Mary Knigge, Director of Finance noted in the report this month are five months of actual salary and benefit costs for most employees and seven months of utilities and other expenses necessary to run the District. As each month is closed, projected expenditures turn into actuals and we get a clearer picture what resources we have in order to help alleviate the impact of next year's increases in costs.

The projected ending fund balance is \$2.2 million which is up from \$1.82 million reported last month. Although good news, there are still many unknowns in the upcoming months. We continue to look for efficiencies and save where we can. We know that any unspent dollars will drop to the bottom line as ending fund balance and in turn provide some relief for next year's budget.

Superintendent Steach also noted our enrollment is up 52 students over last month.

10.0 FUTURE AGENDA ITEMS

10.1 Softball complex

10.2 District Property

10.3 All Day Kindergarten

10.4 Budget Discussion

Along included with the softball discussion is a Capitol Projects overview and continued discussion on the transfer procedure for Trost and the inter-school transfer procedure with clarification on earlier transfer discussion. Continuity will apply to students who have attended since the start of the 2012-13 school year.

11.0 ADJOURNMENT

Chair Kraft adjourned the meeting at 9:44 p.m. and will adjourn to Executive Session after a short break.

EXECUTIVE SESSION

Chair Kraft called the Executive Session to order at 9:50 p.m. in accordance with ORS 192.660 (2) (a) & (d) to consider the employment of a public officer, employee, staff member or individual agent and discuss labor negotiations. Board members in attendance were Ty Kraft, Diane Downs, Andy Rivinus, Brendan Murphy, and Krisitin Downs. Tom Scott and Andrea Weber were absent from the meeting. Also in attendance were Superintendent Steach, Linda Martin and Tim Oberg.

Superintendent Steach and Tim Oberg left the meeting at 10:14 p.m. and Greg McKenzie arrived at the same time.

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

Respectfully submitted,

Linda Martin
Board Secretary

Tyler Kraft
Board Chair

Approved: