

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
February 4, 2016
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Angi Dilkes Perry, Kristin Downs, Rob Sheveland, Andrea Weber, and Mike Zagyva. Board members Diane Downs and Tom Scott were absent from the meeting. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Laretta Manning, Mark Martens, Wayne Layman, Steve Turner, Jennifer Turner, Sam Thompson, Jeremy Gingerich, and Jim Mickelsen.

1.0 CALL TO ORDER

Chair Angi Dilkes Perry called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes were made to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Angi Dilkes Perry opened the floor for public comments.

Jim Mickelsen, community member, discussed a possible way to recognize Weston Rimington, a long-time resident of Canby who recently passed away. Mr. Rimington was a valued community member and was honored as General Canby Day's "King" a few years ago. Mr. Mickelsen shared memories of growing up with Mr. Rimington remarking he was always kind and gentle with children. Knight Field A is located just outside Mr. Rimington's former residence and would be an appropriate place to display a small memorial.

The Board thanked Mr. Mickelsen for his petition and expressed appreciation for his efforts to honor a community member.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 January 21, 2016 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes

MOTION: Kristin Downs moved to approve the Consent Agenda. Rob Sheveland seconded the motion. Motion passed 5-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Audit Report

Denise Lapp, Director of Finance, introduced Jeremy Gingerich, Wilcox Arredondo & Co. Certified Public Accountant, to report on the audit of the financial statements of the governmental

activities, the business-type activities, each major fund, and the aggregate remaining fund information of Canby School District for the year ending June 30, 2015. Ms. Lapp noted a detailed report was provided to the Board Chair, the Board Vice-Chair, and the superintendent prior to the meeting. A copy of the Canby School District Financial Statements Year Ended June 30, 2015, the Canby School District Report to the Board of Directors for the Year Ended June 30, 2015, and the Canby School District Student Activities Fund Financial Statements Year Ended June 30, 2015 was provided to the Board for review.

Mr. Gingerich informed the Board the district received an unmodified opinion, the highest level of assurance. He highlighted sections of the Canby School District Financial Statements Year Ended June 30, 2015 report as follows: Management's Discussion and Analysis with comparable data and budget highlights (pages 7-16), Basic Financial Statements (pages 20-58), Compliance Reports pertaining to Internal Control over Financial Reporting (pages 89-104), and a Schedule of Expenditures (pages 98-101). In addition, Mr. Gingerich provided information on the implementation of GASB Statement 68 and 71 regarding new pension rates and reporting requirements. He explained the district has been anticipating the changes for some time.

Some areas of recurring concern were noted on page 89 involving not using prevailing wage rates as required on a project and public contracts and purchasing rules not followed in some instances. In addition, concerns noted in the Canby School District Report to the Board of Directors for the Year Ended June 30, 2015 (page 2-3) were involving segregation of duties and student body disbursements. Communication between management and auditors was very professional and no disagreements were noted (pages 4-6).

The Board asked about the recurring concerns and how they are being addressed. Ms. Lapp reported the district has initiated "surprise audits" for additional accountability and issues of continual violation will be addressed. The Board also asked for clarification on the GASB Statements and PERS deficit. Mr. Gingerich explained further noting the complexities in the calculations. The District's proportionate share is .17% of the total pension liability and district contributions will be made over time.

6.2 CHS Key Club Field Trip Approval

As per Board Policy IICA, all out-of-state travel that requires overnight accommodation must have Superintendent and Board approval. A request for Canby High School's Key Club trip to Seattle, WA in March 2016 was submitted and presented for the Board's consideration. The Board asked for clarification on the mode of transportation and expressed concern regarding a single chaperone driving students and providing sole supervision. Mr. Goodall noted the policy advises a one to twenty student ratio for high school students and the request is within the parameters. He added he would confirm with the advisor on the number of male and female students traveling. The Board agreed to vote without the requested information.

MOTION: Rob Sheveland moved to approve the Canby High School's Key Club trip in March 2016 as presented. Kristin Downs seconded the motion. Motion passed 5-0.

6.3 Facility Report

Superintendent Goodall reviewed a Facility Review Report provided to the Board in advance of the meeting noting the information should be regarded as a reference. He highlighted sections of the report including Property Inventory and Future Considerations (page 4). Mr. Goodall noted the district is not currently working on the future considerations; they are simply items for

discussion. The district will be meeting with city officials to review the current Canby Adult Center and Canby Swim Center lease agreement. Mr. Goodall reviewed School District Facility Capacity and Current Enrollment (page 5). There is potential for an estimated enrollment increase of 255 students due to several current housing developments in Canby (page 6). To prepare for the increase and possible capacity needs, Mr. Goodall recommended the development of an Ackerman Task Force Committee to identify building use options. The Board asked for clarification on who would be on the committee. Mr. Goodall stated that initially the committee would consist of board members and staff members to the narrow options before opening the committee to include public participants.

Mr. Goodall discussed existing facility needs as listed on pages 7-8. The Board asked for additional clarification on the cost projection timeline noted as TBD (To Be Determined). Wayne Layman, Facilities Manager, explained there are certain items such as asbestos abatement not scheduled but listed as a future need for the Board's consideration. Items are prioritized based on safety and security. Cost projections for these items total approximately \$303,000.00. Available Construction Excise Tax Revenue funds total approximately \$613,141.00 for the 2015-2016 school year. Denise Lapp, Director of Finance, added the district has received the first quarterly payment, an increase from the prior year. Mr. Goodall noted there are other considerations such as the high school track and turf field replacement. Mr. Layman reported he met with a consultant who advised that the track be replaced due to safety concerns. A discussion was held on the history of the turf field and potential replacement solutions. Ms. Lapp added about \$125,000 is in the turf field replacement fund.

Mr. Goodall provided an overview of district energy use and the recommended Energy Conservation Plan CEF-AP (page 10). The Board asked for clarification regarding energy costs associated with the Ackerman Center and whether or not the Energy Conservation Plan required Board approval. Mr. Layman explained energy costs for the Ackerman Center are similar to a fully operating school. Mr. Goodall added the district would look at the Energy Conservation Plan further and make a recommendation regarding Board approval. Mr. Layman noted support from the Board and administration is a benefit when implementing new practices involving staff members.

6.4 Special Education Report

Lauretta Manning, Director of Student Services, reviewed information provided in advance of the meeting including the demographic summary of Canby School District Special Education students as of November 11, 2015. The total number of students on an Individualized Education Plan (IEP) is 532, 11% of the total student population. She added 33% of students with Spanish as their first language are identified with a Communications Disorder and 29% of students with Spanish as their first language are identified with a Specific Learning Disability, which is a high percentage. There are 34 students currently receiving Early Childhood Education Services that the district anticipates will enroll in kindergarten next year. Ms. Manning reviewed Student Services Department Staffing information noting a .5 Learning Center teacher was added at Carus Elementary to address student needs.

A Special Education Advisory Council (SEAC) has been established for parents of students with disabilities. The first meeting was held on Thursday, January 21 with six selected members representing elementary and secondary.

Ms. Manning reported on the status of the Special Education Pilot Model, which is in its third year of implementation. The Board asked for clarification on how the district is meeting criteria

requirements and how the program would differ next year. Follow-up information will be provided at an upcoming meeting in May.

6.5 Budget Committee Member Appointment

Denise Lapp, Director of Finance, reported that to date, one Budget Committee Member application was received. If appointed, the applicant would fill vacant position one (1) for a three-year term. Ms. Lapp noted there are still other positions to be filled and community members are welcome and encouraged to apply.

Motion: Andrea Weber moved to approve the appointment of Jason Slagan to Budget Committee Member Position 1 to serve a three-year term ending June 30, 2019. Rob Sheveland seconded the motion. Motion passed 5-0.

6.6 Policy 1st Reading

The Board held a first reading on the following policy/procedure:

Public Complaints KL

Public Complaints Procedure KL-AP

The Board agreed the wording on page 2 of the policy should indicate complaints against the Board Chair would be made directly to the Board Vice-Chair not district council.

7.0 FUTURE AGENDA ITEMS

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

- Spotlight on Student Success – Lee
- C.A.R.E. Award
- Monthly Curriculum Update – Universal Assessment Tool, Math Curriculum Adoption
- Financial Report/Enrollment Update
- Open Enrollment
- Calendar
- Report from Trevor Lockwood, LCSW on CHS Student Advisory
- Reading Initiative Update
- Ad Hoc Discipline Committee Update
- Policy 2nd Reading
- Policy 1st Reading - IIBGA: Electronic Communications System Policy/Administrative Procedure, Civility Policy (March 3)

The Board discussed the addition of a report on the fire department offer to burn the Lone Elder structure, contract renewal/non-renewals in March, teacher observation summary in May, and a revisit of the Energy Conservation Administrative Procedure.

Chair Angi Dilkes-Perry recessed the meeting for 5 minutes.

EXECUTIVE SESSION

Angi Dilkes Perry exited the Board from the Board Regular Session and entered into an Executive Session at 8:33 p.m. The Executive Session was held to review and evaluate the employment-related performance of the Superintendent, pursuant to ORS 192.660(2)(i) and in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent which allows the Board to meet in executive session for that purpose.

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

It was 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.

Angi Dilkes Perry exited the Board from the Executive Session and reentered the Regular Session at 9:53 p.m.

8.0 ADJOURNMENT

Chair Angi Dilkes Perry adjourned the meeting at 9:53 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Angi Dilkes-Perry
Board Chair