

**MINUTES OF THE
CANBY SCHOOL DISTRICT
WORKSHOP AND EXECUTIVE SESSION
March 1, 2012**

WORKSHOP SESSION

1.0 CALL TO ORDER

Board Chair Andy Rivinus called the workshop session to order at 6:30 p.m. on March 1, 2012 in the Canby School District Central Services office. Board members in attendance were Andy Rivinus, Tom Scott, Diane Downs, Brendan Murphy, Kristin Downs and Andrea Weber. Ty Kraft arrived at 7:06 p.m. Also in attendance were Superintendent Steach, Linda Martin, David Moore, Tim Oberg, Elaine Wright, Anna Nguyen, Pirret Tammik, Claire Gaeng, Sondra Strong, Darin Sanchez, Tim Leshner, Vicki Pounds, Ann Ziehl-Fox, Wayne Layman, Ackerman Center students, Zane, Jessica, Drew, Lance, Aleta, Matthew and Jordan, as well as their parents and siblings.

2.0 INTRODUCTIONS

The audience introduced themselves.

3.0 CHANGES TO AGENDA

None.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

None.

Canby Transition Center Presentation

Sondra Strong, Director of Student Services explained the purpose of the transition services program is to prepare a student to make the transition from the world of school to the world of adulthood. The type and amount of transition services needed may differ from student to student. As a result, transition services should be individualized to fit the person's unique needs. The activities addressed in the program includes instruction, community experiences, the development of employment and other post-school adult living objectives; and if appropriate, acquisition of daily living skills and functional vocational evaluation. Sondra also introduced teachers Clair Gaeng, Pirret Tammik and community support specialists Anna Nguyen and Elaine Wright from the Canby School District Transition Program.

Claire Gaeng and students Zane, Lance, Jessica and Drew presented the Board with their weekly schedules of activities. Each of the students especially enjoyed their head chef or sous chef duties and shopping for food. They wash, dry and fold towels and distribute to our offices to clean the dry erase boards. They also enjoyed field trips and riding the bus.

Pirret Tammik introduced students Aleta and Matthew; two students needing less support. Aleta and Matthew are both learning to be independent by learning to ride the bus and applying for jobs online. They are also learning about budgeting and money and have prepared a 5-year plan with their goals for living independently and having a family. Aleta is helping fold paper cloths for the school nurse's exposure control kits. She has prepared over 350 so far with a goal of 500. Matthew helps at the Canby Adult Center with Meals on Wheels and serving lunches.

5.0 INFORMATION/DISCUSSION/ACTION ITEMS

5.1 Community Youth Programs

Vicki Pounds has been involved with Canby Kids since 1991 starting as a coach and has volunteered in many different capacities. For the last eight years she has been the secretary-treasurer. The organization was founded in 1975 and is a non-profit 501 (3)(C) umbrella organization for sports who provide youth recreational and competitive teams sports opportunities for children in and around the Canby area on a year-round basis. Each sport has their own sport programs and affiliations, their own boards, their own financial accounts and play in leagues of their own choosing. The Canby Kids Board is an all volunteer board that consists of five members at large and representatives from each sport. The members at large supply the bulk of the volunteer work of Canby Kids. There is one part time employee that staffs the office. This person also provides administrative services for all its sports by providing a 503 (3)(C) tax status, tax reporting, office presence, managing field usage and turf maintenance.

Over 500 volunteer parents, coaches and supporters work in partnership with the Canby School District, our business community and local government to provide competition in six sports, including Canby Junior Baseball, Canby Wildcats Softball, Canby United Soccer Association, Canby Cougar Football and Canby Youth Lacrosse with over 1200 kids participating.

Canby Kids also provides between \$40,000-\$50,000 in maintenance work to the school district fields and appreciates the use of our facilities. Facilities Manager, Wayne Layman thanked Vicki and appreciates all that Canby Kids does for us. Without their help the district would not be able to take care of all the upkeep and maintenance.

Darin Sanchez, the Interim Executive Director of the Canby Center introduced Tim Leshar as the new Executive Director. Tim has been working in a similar setting in Arizona and starts in his new position here on March 19. Tim is also interested in expanding our partnership.

Darin reported most services are back in place since the move to their current location. It is the 3rd year of Backpack Buddies serving 289 students on free and reduced breakfast and lunch at all six elementary schools during the school year. In partnership with the Canby School District and local churches, students in greatest need of food receive food packs of ready to

prepare snacks and meals for the weekend, while maintaining their confidentiality. The students receive the backpacks on Friday afternoon for the weekend. Teachers have noticed improved energy levels due to having more food available over the weekend. School supplies are also donated by difference churches in the area for students in need. Thanks to the \$2700 donation from the Mr. Cougar fundraiser, the center will be using those funds to supply math calculators to those in need.

They miss the student contact since the tutoring program moved to the Ackerman Center, however they do have 5 computers with internet and printer/copiers available and are working with Wendy Collett on a student homework support program. They also work with other community groups and businesses and recently featured a Lego Night in partnership with the Lego store in Canby with over 60 kids and families attending and the donation of a ping pong table has brought in a few students A new feature coming on March 30 will be a raised bed gardening project in conjunction with Oregon State University.

5.2 2005 Bond Update

Business Manager David Moore reported the District continues to spend down the 2005 bond proceeds but a total of \$1,542,179 remains in the areas of HVAC/boiler upgrade, roof replacement and technology.

The HVAC/boiler upgrade budget reflects a balance of \$458,268. The largest project remaining is a boiler replacement for Canby High School, which had an initial bond budget of \$250,000. Wayne Layman indicates that the current boiler is still in good working order and although eventual replacement is necessary, there are no plans to replace in the immediate future. Ackerman and Eccles need HVAC control upgrades for a total of \$80,000. Bond projects at Carus and Ninety-One were offset with Senate Bill 1149 dollars (PGE returns energy savings dollars to the District for approved projects and this is only available to properties in PGE service areas).

The roof replacement budget shows a balance of \$992,131. The bond language indicates that roofing projects were scheduled through 2012. Wayne Layman is confident additional replacements will not be required district-wide before 2020.

The technology infrastructure budget has a balance of \$91,780. Joe Morelock is currently devising a plan to purchase projection equipment off of the state contract and arranging for District maintenance staff to complete the installations at locations district-wide to save costs.

David asked the Board to help develop a strategy for the use of the remaining balance under roof replacement. If allocated to other projects, possibilities include district-wide paving and drywell improvements which both can be categorized as safety or necessary improvements under the bond language.

Cost estimates total \$450,000 for paving and \$500,000 for drywells. Another candidate for reallocation is a contribution to the improvements required under Title IX at Canby High School.

Canby High School, Trost and Baker Prairie need drywell improvements such as a bio swale due to a DEQ rule change on drainage water and potential contamination. Diane Downs feels we need to reconfirm that this includes irrigation wells, therefore Wayne Layman will follow-up.

The primary measuring device on how long bond proceeds can be maintained and invested before use is the arbitrage yield rule. The arbitrage yield prohibits the district from increasing the principal value of bond sale proceeds above the Federal Reserve Treasury Bond rate. The latest estimate on the refunding bonds arbitrage yield limit is approximately 1.85%. If the District earns on average above this level by investing the bond proceeds, it may be subject to bond arbitrage due to the Internal Revenue Service. Currently the District is earning .50% in the Local Government Investment Pool, but as recent as early 2009 was earning above the 1.85% level. Any bond proceeds not spent in the near future must be monitored for this condition.

David and Wayne's recommendations are:

1. Paving at Eccles due to safety issue from tree roots and a bio swale is needed to drain water away from the building. A 2-inch lift is needed at Trost or we are looking at a complete make over in a couple of years. The lift should last from 5-10 years. At Carus School the south side lot has never been replaced and there are also drainage issues.
2. The drywell at Canby High School and Fine Arts Center parking lot.
3. Title IX improvements at Canby High School.

5.3 Budget Development

Superintendent Steach shared an interactive spreadsheet tool developed to facilitate budget discussions. Spreadsheet data included current enrollment as well as historical data and projected numbers for 2012-13. The enrollment data was then converted to staff numbers at each school and each grade level. By the end of March he will have discretionary dollars for levy vs. no levy dollars. We are currently spending \$1M each year from cash reserves and loss of enrollment is costing \$800,000 and \$600,000 for the certified double step increase.

5.4 Legislative Update

Since the legislature did not finish on time, Superintendent Steach distributed a draft copy of the K-12 Achievement Compact Timeline and a mock up of the Achievement Compact. Once the final compact is received Cabinet members will complete as well as any of the board members interested in the process.

6.0 NEXT BOARD MEETING AGENDA

- 6.1 Contract Renewals**
- 6.2 Financial Statement/Enrollment Update**
- 6.3 Apple Award**
- 6.4 Budget Committee Appointments**
- 6.5 Enrollment Forecast**

Also added to the agenda will be a presentation from CHS Associate Principal Kimie Carroll and a staff member from Parrott Creek Ranch.

7.0 ADJOURNMENT

Chair Rivinus adjourned the Workshop Session at 8:47 p.m. and will convene to Executive Session after a short break.

EXECUTIVE SESSION

Chair Rivinus called the Executive Session to order at 8:52 p.m. in accordance with ORS 192.660 (2) (a) & (i). It is requested information discussed in the Executive Session not be disclosed.

Board members in attendance were Andy Rivinus, Ty Kraft, Tom Scott, Brendan Murphy, Kristin Downs, Andrea Weber and Diane Downs. Also in attendance were Superintendent Steach, Linda Martin and Tim Oberg.

The session is held to consider the employment of a public officer, employee, staff member or individual agent and to review and evaluate the performance of the chief executive officer.

Superintendent Steach left the meeting at 9:18 p.m. and returned at 9:23 as the meeting was reconvened back to the Workshop Session.

Superintendent Steach reported the classified union will give us dates to begin negotiations after spring break. He asked for Board representation at these meetings. Tom Scott and Ty Kraft are willing to participate and prefer day-time hours. Kristin Downs is willing if Tom or Ty have conflicts once the dates are set.

The meeting adjourned at 9:36 p.m.

Respectfully submitted,

Linda Martin
Board Secretary

Andy Rivinus
Board Chair

Approved: