

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Regular Session and Executive Session
March 17, 2016
Canby High School, Applied Technology Center, OMNI Room**

REGULAR SESSION

Board members in attendance were Angi Dilkes Perry, Diane Downs, Kristin Downs, Tom Scott, Rob Sheveland, and Mike Zagyva. Board member Andrea Weber was absent from the meeting. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Tim Oberg, Cindy Bauer, Travis Opperman, Skyler Rodolph, Sam Thompson, Cherie Switzer, Christine Taylor, Marilyn Wood, Galina Dobson, Cathy Kacalek, Brett Kacalek, Tressa Kacalek, Katie Imes, Lillian Imes, Scott Castleman, Paris Castleman, Ana Villanueva, Genesis Villanueva, Daniel Pearson, Charles Morris, Laurie Morris, Connor Morris, and Melissa Youd.

1.0 CALL TO ORDER

Board Chair Angi Dilkes Perry called the Regular Board Meeting to order at 6:30 p.m.

2.0 INTRODUCTIONS AND FLAG SALUTE

The audience members introduced themselves. Knight Elementary student, Paris Castleman, led the flag salute.

3.0 CHANGES TO AGENDA

Agenda item 8.2 High School Math Curriculum Adoption was changed to postpone a vote until the April 21 Board meeting.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 C.A.R.E. Award

The Kiwanis Canby Area Recognition of Excellence (C.A.R.E.) Award acknowledges local teachers, administrators and staff who excel in educating students. Superintendent Goodall announced the March recipients: Evelia Juarez, Veronica Martinez, Maggie Rosario, and Brenda Splitstoser, R.E.A.C.H. (Resources, Education, and Community Help) Center staff members. The team was recognized for their role in supporting the district's economically disadvantaged and Hispanic students. They assist families in navigating the school system and connecting them with community services as needed. In addition, they provide translation and interpreting services critical to communicating with students and their families. Marilyn Wood, C.A.R.E. committee member, presented the award on behalf of Canby Kiwanis and local area businesses.

4.2 Spotlight on Student Success – Knight Elementary School

Christine Taylor, Knight Elementary Principal, introduced Stacey Ackerman, Counselor at Knight and Carus, and 6th grade students: Genesis Villanueva, Tressa Kacalek, Connor Morris, Paris Castleman, and Lillian Imes to present on the Knight Elementary Peer Mentor Program. Ms. Ackerman shared a keynote presentation highlighting the program's conception, participants, student mentor training, mentoring benefits, teacher feedback, and the program's future plans. Sixth grade students are paired with

younger students in need of positive peer relationships. Genesis Villeneuve, Tressa Kacalek, Connor Morris, Paris Castleman, and Lillian Imes shared about their experience as Peer Mentors noting the program helps them grow in their confidence and in leadership skills. As a result of their efforts, mentees are improving in social skills and have less anxiety at school. Ms. Ackerman reported the program would continue with plans to expand involvement to include high school mentors.

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

4.3 Public Comments

No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 February 18, 2016 Board Work Session and Executive Session Minutes
- 5.2 Personnel Changes

MOTION: Diane Downs moved to approve the Consent Agenda, Tom Scott seconded the motion. Motion passed 6-0.

6.0 SUPERINTENDENT'S REPORT

Trip Goodall commented on the following:

- Classified Appreciation Week was March 7-March 11. Thank you to Frack Burger, a local business, for a special donation for our Classified Staff. Classified staff members are a vital part of our district and their work is appreciated.
- Congratulations to the CHS Varsity Girls Basketball team for a historic 5th in state finish. The team has been invited to come to the April Regular Board Session to be recognized for their accomplishment.
- Attended the culminating potluck event for the Salem/Keizer Coalition for Equity Parent Workshop Classes. The event was well attended with approximately 60 parents. Participants received certificates for course completion. Thank you to Sheryl Lipski, Director of Teaching and Learning, and her staff for their efforts.
- Due to illness I was unable to attend the Carus Artist in Residence event but received reports that it was a great event.
- Attended the Eccles Science Fair and was impressed with the student projects.
- The Reading Initiative continues to grow in momentum with community partnerships.
- The Ad Hoc Discipline Committee is developing a parent survey to gather feedback.
- Facilitated two Parent Coffee Time with the Superintendent meetings, one at Lee Elementary and the other at Knight Elementary. Discussions centered on a possible late start option, curriculum adoption, Universal Assessment Tool, and budget planning.

7.0 BOARD COMMENTS

Mike Zagya: Attended the Baker Prairie Middle School Choir Concert, which was well done. Attended the Eccles Grandparent Day, Science Fair, and Book Fair – an event that was well organized and included many parent volunteers. The benefits to the school district far exceed the many hours of staff and volunteer time required – thank you to all involved. Attended the Baker Prairie Honor Roll Breakfast and was impressed that 44% of 7th and 8th grade students received A's and B's.

Kristin Downs: Congratulations to the CHS Equestrian team who won their second meet. Kudos goes to our volunteers who run the program. Congratulations to the CHS Girls Varsity Basketball team and especially Coach Brooke Cates and Assistant Coaches John VanAcker and Brian Huggins for their well deserved success. I served as judge for FFA students who competed in Bend. The students have done remarkably well and will be competing in a variety of contests at the State Convention at Oregon State University this weekend.

Rob Sheveland: Have been very involved as “prop” parent for the CHS Dance Team who will be competing at state this weekend. Attended the Boosters auction fundraiser for the first time and was impressed with the number of Canby School District staff members in attendance – it was well run. Also attended the CHS spring performance of “Annie Got Your Gun” and felt it was a favorite and very well done.

Diane Downs: Attended the CHS Economic Summit, which was well organized as always, the efforts of staff are appreciated. Attended the Carus Artist in Residence event and the presentation was excellent. The behavior of the audience was disappointing, however, and for the future would encourage Principal Thompson to offer instruction on appropriate audience behavior. Proctored the OAKS Assessment for 5th grade students at Lee Elementary, always an enlightening experience. Attended the World of Speed Open House event and enjoyed meeting staff and students who participate in the program. Attended the Eccles Science Fair and noted excellent attendance. Participated in several Employee Wellness Committee meetings to work on a grant for Canby School District employees. Thank you again to Cherie Switzer, Lee Principal, for the book “Because of Winn Dixie”. Finally, have appreciated the recent Nutrition Services Newsletters provided by Galina Dobson, Nutrition Services Manager, as well as her efforts to improve the menu at the high school.

Tom Scott: Congratulations to Coach Cates and the CHS Girls Varsity Basketball team, they played very well and the community is proud of their accomplishment. Attended the Baker Prairie Honor Roll Breakfast and was impressed at the sheer number of students being recognized for their academic achievement.

Angie Dilkes Perry: Pass

8.0 INFORMATION/DISCUSSION/ACTION ITEMS

8.1 2016-2017 Calendar

Tim Oberg, Director of Human Resources, reviewed the proposed 2016-2017 Canby School District Calendar. The Board asked for clarification on the end date for the first trimester. Mr. Oberg noted a revision would be made to indicate December 1 is the end of the first trimester. A discussion was held on whether the final schedule for first trimester was feasible with students being off a week prior for Thanksgiving break. Greg Dinse, Canby High School Principal, noted the schedule is not ideal but doable. The Board asked about changes made to the first teacher workweek. Mr. Oberg replied two flexible days for pre-training needs were added this year, which

pushed the first teacher workday to Wednesday, August 24. Also, it was noted that any snow day make-ups would be added to the end of the school year as has been past practice.

8.2 Canby High School Math Curriculum Proposal

Sheryl Lipski, Director of Teaching and Learning, reviewed a handout provided to the Board on the Canby High School Math Curriculum Renewal cost proposal. Projections for Phase 1 and Phase 2 were reviewed as well as professional development cost estimates. In addition, pie graphs with cost scenarios for an initial purchase of technology devices and a technology devices purchase with a projected 50% student buy-back in year one and year two were provided for comparison. It was noted that more information would be provided on the elementary math curriculum proposal as well as the English Language Arts curriculum proposals at the next meeting. The Board asked for clarification on staffing needs for device support and maintenance as well the anticipated costs following year two. Ms. Lipski explained the district has been working closely with Hung Phan, Technology Director, and Greg Dinse, High School Principal, to clarify staffing needs and are confident that current staffing will be sufficient with the addition of summer to help for the initial deployment of devices. The cost to the district would decrease when devices are purchased for freshman only. Superintendent Goodall added the district is currently reviewing policy around electronic devices to ensure expectations for students and families are clear. Ms. Lipski added the proposal includes the purchase of textbooks as a backup for student use in the classroom.

8.3 Crisis Management

Superintendent Goodall reviewed information provided to the Board in advance of the meeting regarding crisis management protocols and procedures. He explained that during his time the district has adopted the "I Love You Guys" response protocol and has initiated fourteen meetings around emergency preparedness. Training is ongoing for administrators and regular meetings have been set with the community's first responders to coordinate efforts for emergency situations. The crisis management protocol pertains to situations such as the death of a student or staff member and is currently in the process of review. Administrators use the protocol as a reference when needed. Mr. Goodall added that with the reinstatement of counselors at the elementary level, more training would be provided. The Board expressed appreciation for the information and the effort to ensure commonality around emergency response. Mr. Goodall noted the district is continuing to move toward a systematic approach K-12.

8.4 Every Student Succeeds Act (ESSA)

Mr. Goodall reviewed a handout provided to the Board highlighting the Every Student Succeeds Act (ESSA) updated from the Oregon Department of Education on January 14, 2016. He noted the ESSA replaces the No Child Left Behind Act (NCLB) and there are some significant changes, including a shift from federal control to a more states rights approach. A summary was provided of additional changes and benefits. Mr. Goodall added in general the ESSA has been well received, however, the assessment piece remains ambiguous. The state is gathering more information and will provide further guidance to districts.

8.5 Financial Report/Enrollment Update

Denise Lapp, Director of Finance, reviewed the current Financial Report as of February

29, 2016. The first State School Fund estimate for 2015-16 was received. There was an increase in the experienced teacher ratio as well as student enrollment. Additionally, the number of students of poverty increased with a .25 additional weight received for each student. The district will also receive funds for High Cost Disability students. The first payment from the Clackamas Educational Service District was higher than estimated. In March, the district will realize the first PERS deductions for new employees. More budget information will be provided to the Board at the April 7 Board Work Session.

Ms. Lapp reviewed the Month End Enrollment Summary as of February 29, 2016 as follows noting enrollment has increased by twelve students and is comparable with previous trends.

**Canby School District
Month End Enrollment Summary: February 29, 2016**

	K	1	2	3	4	5	6	7	8	9	10	11	12	Post High	Total by Building
Canby High School										338	351	343	352	7	1,391
Baker Prairie Middle School								291	314						605
Carus Elementary School	73	48	75	56	69	53	63								437
Eccles Elementary School	65	73	72	68	70	87	57								492
Knight Elementary School	53	50	54	46	55	54	54								366
Lee Elementary School	70	54	73	63	58	56	67								441
Ninety-One School	31	58	33	49	55	50	56	60	66						458
Trost Elementary School	73	49	72	69	56	57	43								419
Parrott Creek Ranch								1	1	7	4	7			20
KEY Program	3	3	2	1		6	4	2	4						25
Outside Placement *	1	2	1	0	1	5	1	1	2	3	4	3	1	1	26
Total by Grade	369	337	382	352	364	368	345	355	387	348	359	353	353	8	4,680
Budget Enrollment	324	336	380	354	365	362	346	341	376	348	376	351	357	7	4,623
2014-15 Enrollment (Jan 31st)	316	380	353	355	356	343	346	375	338	365	368	362	380	7	4,644
2013-14 Enrollment (Jan 31st)	367	368	362	342	340	334	373	338	370	372	368	387	404	10	4,735

* Outside Placements include Tutoring, Heron Creek, LEEP, Lifeworks NW, Serendipity & Victory Academy

District Enrollment Summary for 2015-2016

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Month End Actuals	4,687	4,719	4,684	4,618	4,668	4,680				
Year Average	4,687	4,703	4,696	4,677	4,675	4,676				
Budget #	4,623	4,623	4,623	4,623	4,623	4,623				
Special Education	534	535	540	536	547	549				
English Language Learners (LEP)	690	704	680	693	730	743				
Migrant	496	503	487	478	511	518				
Economically Disadvantaged	1,669	1,740	1,788	1,809	1,808	1,843				

Enrollment by Grade Level	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
K-6	2,508	2,514	2,496	2,483	2,498	2,517				
7-8	728	727	723	718	739	742				
9-TR	1,451	1,442	1,442	1,417	1,431	1,421				
District Total	4,687	4,683	4,661	4,618	4,668	4,680				

Ms. Lapp noted the transportation RFP was submitted for advertisement on March 14 and will close April 4. To date, two letters of intent to submit a proposal have been received.

8.6 Employee Wellness Grant – Letter of Support

Board Member Diane Downs provided a draft Employee Wellness Grant letter of support to Board members for review. She noted the Oregon Education Association (OEA) Choice Trust provides an opportunity for school district employees to apply for a grant to fund employee health and wellness activities to benefit staff members. A Canby School District Employee Wellness Committee was developed with representatives from various employee groups as well as Board representation and is co-led by teachers Carolyn Yoder and Patti Lang. As Board representative, Ms. Downs requested the Board consider providing a letter of support as part of the grant application process and to encourage staff in their endeavor. She added the letter is not a commitment of district funds. The Board discussed the request and agreed to offer full Board support in the

form of the letter provided.

MOTION: Kristin Downs moved to approve a letter of support for the Canby School District Employee Wellness Grant, Rob Sheveland seconded the motion. Motion passed 6-0.

8.7 Policy/Administrative Procedure Revision – 2nd Reading

The Board held a second reading on Administrative Procedure IGBAJ-AR Special Education – Free Appropriate Public Education (FAPE), which is required for Board adoption.

MOTION: Diane Downs moved to adopt Administrative Procedure IGBAJ-AR Special Education – Free Appropriate Public Education (FAPE) as presented, Tom Scott seconded the motion. Motion passed 6-0.

6.7 Policy 1st Reading

The Board held a first reading on administrative procedure *IGBAF-AR Special Education – Individualized Education Program (IEP)*, which is required for Board adoption. The Board asked for clarification on administrative procedure Board adoption requirements. Superintendent Goodall responded the Oregon School Board’s Association recommends the Board adopt certain administrative procedures that involve federal law.

9.0 FUTURE AGENDA ITEMS

The following items will be addressed at a future Board session:

- Bus Transportation RFP
- Elementary Math Curriculum Adoption
- Transition Plan for Grades 6-7, 8-9
- Open Enrollment Report
- Policy 1st Reading
- Policy 2nd Reading

The Board discussed the addition of a budget overview, math and English Language Arts materials adoption, and a report on Innovative Grants.

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 8:31 p.m. The Executive Session will be held in accordance with ORS 192.660(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations and in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent.

It is 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.

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

Angi Dilkes Perry exited the Board from the Executive Session and reentered the Regular Session at 8:32 p.m.

10.0 ADJOURNMENT

Angi Dilkes Perry adjourned the meeting at 8:32 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Angi Dilkes Perry
Board Chair