

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

WORK SESSION

Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Laretta Manning, Jennifer Turner, John Hall, Troy Soles, Travis Opperman, Christine Taylor, Greg Dinse, Kathleen Jeskey, Ed Hayes, Rowdy Bates, Darcie Galusha-McRobbie, and Cindy Bauer.

1.0 CALL TO ORDER

Chair Mike Zagya called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

The following items were added to the agenda: high school calendar revision and approval, meeting minutes discussion, and good of the order comments.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Chair Mike Zagya opened the floor for public comments.

Trost Elementary Teacher Kathleen Jeskey advocated for returning the current elementary semester schedule to a trimester schedule. She shared some comments from teachers regarding the benefits of a trimester system and noted that aligning the elementary schedule with the high school schedule is ideal.

Human Resources Director Michelle Riddell stated that aligning the schedules would assist in a more cohesive school calendar. Baker Prairie Middle School Principal Jennifer Turner and Assistant Principal Travis Opperman shared that if a change were made, it would be a difficult transition with regard to curriculum mapping and scheduling at the middle school level.

Parent Darcie Galusha-McRobbie requested that students begin after Labor Day next year and agreed that an elementary trimester schedule is preferable.

4.2 Classified Appreciation Week March 6-10, 2017 Resolution

The Board acknowledged Classified Appreciation Week March 6-10, 2017 with the following resolution:

WHEREAS, the education of youth is essential to the future of our community, state, country and world; and

WHEREAS, classified employees are the backbone of our public education system; and

WHEREAS, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and

WHEREAS, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, healthy nutrition and support instruction of students; and

WHEREAS, our community depends upon and trusts classified employees to serve students; and

WHEREAS, classified employees, with their diverse talents and true dedication, nurture students throughout their school years.

NOW, THEREFORE, BE IT RESOLVED that the Canby School District Board of Directors proclaims March 6-10, 2017, to be CLASSIFIED EMPLOYEE APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the Canby School District Board of Directors strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

MOTION: Angi Dilkes Perry moved to approve Resolution 16-17/003 Classified Appreciation Week March 6-10, 2017. Diane Downs seconded the motion. Motion passed 7-0.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the February 16, 2017 Board Regular Session
- 5.2 Personnel Changes
- 5.3 Administrative Appointment

The Board discussed two draft iterations of the February 16, 2017 Board Regular Session minutes; one omitting failed motions and one including failed motions pertaining to the appointment of Budget Committee Members and alternate members. A brief discussion was held on whether motions that fail to receive a second should be included in the minutes. It was shared that experts recommend omitting such motions, as it does not reflect Board action. The Board agreed that in this circumstance including the information is important for an accurate record of the discussion. A suggestion was made to revisit the discussion regarding minutes at a future meeting.

MOTION: Andrea Weber moved to approve the February 16, 2017 Board Regular Session minutes as revised with failed motions included. Rob Sheveland seconded the motion. Motion passed 7-0.

Clarification was requested regarding probationary contract status for the Director of Human Resources position. Michelle Riddell explained both the Director of Finance and the Director of Human Resources positions are not required to have a license and therefore are not considered contract positions, as are administrators and teaching staff. Other positions not considered contract positions are Confidential/Supervisory.

MOTION: Diane Downs moved to approve the Personnel Changes and Administrative Appointment as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.0 (Agenda Item Added) 2016-2017 Canby High School Calendar Revision and Approval

Greg Dinse, Canby High School Principal, explained that an adjustment to the high school calendar was necessary with the addition of five days at the end of the school year. He recommended the following changes: move the April 28 Staff Development/Student Progress Day to May 5 and move the May 3 Conference Day to May 10 to balance the trimester.

MOTION: Angi Dilkes Perry moved to approve the changes to the high school calendar as stated above. Diane Downs seconded the motion. Motion passed 7-0.

6.1 STA (Transportation Services) Update

Superintendent Goodall introduced Rowdy Bates, STA General Manager, and Ed Hayes, new Location Manager, to provide an update on student transportation services. Mr. Bates reported the total number of Canby drivers is 48 and all routes are assigned to Canby personnel. The company moved into their permanent location on February 27 and the facility is close to completion with a few remaining projects. There are currently 177 users signed up and using the Safe Stop App, which has been an effective tool for parents and staff. STA's routing system, Versa-trans, has been updated with all routes, stops and times with the exception of seven routes. In addition, all driving directions have been entered and are accurate. A Regional Routing Specialist was hired on October 1 and is based out of Canby. A new dispatcher was hired on October 13 and Ed Hayes, new Location Manager, was hired as of December 20. All new hires have considerable experience in the field. Principals Christine Taylor and Jennifer Turner shared the STA staff has been responsive and the Safe Stop App is accurate and useful.

Mr. Bates provided clarification regarding inclement weather decisions and training for new drivers. He explained decisions around snow routes were made in collaboration with principals and drivers receive training on how to safely drive in severe weather conditions.

6.2 Energy Resources Plan

John Hall, Facility Manager, provided information on the District's Energy Resources Plan implemented in February 2016 with initiatives to conserve energy and limit resource consumption through managing use of electricity, heating, air conditioning, gas, water, and sewage. He reviewed energy usage data from July to December 2013-2015 and from July to December 2016-2017 and while not 100% accurate; the data indicates the District has saved approximately 10% in usage costs. Mr. Hall attributes the savings to behavioral changes in energy conservation and resource management, equipment upgrades, and building optimization. Troy Soles, CEA Union President, shared concerns regarding adequate heating in classrooms. Mr. Hall explained modifications are being made to address issues and the goal is to ensure classrooms are conducive to the learning environment.

6.3 Approval of Contract Renewals/Non-Renewals

Michelle Riddell, Human Resources Director, explained that annually and by March 15, the Board is required to approve teacher and administrator contract renewals/non-renewals as recommended by the superintendent. She shared that administrators are working collaboratively on teacher evaluation calibration. Next year, an online evaluation system will be in place for efficiency and tracking. No questions or concerns were noted regarding the teacher and administrator contract renewals/non-renewals.

MOTION: Rob Sheveland moved to approve the 2017-2018 recommendations regarding teacher extensions, non-renewal of temporary teachers, licensed administrator extensions and renewals, and probationary teacher status as presented. Andrea Weber seconded the motion.

Motion passed 7-0.

6.4 Draft 2017-2018 School Calendar

Michelle Riddell discussed the main identifiers in the final recommendation of the 2017-2018 School Calendar as follows: students start after Labor Day, students are in school during Thanksgiving week, Winter Break begins on December 18, there are three (3) misaligned no school days for high school and K-8 students, the last day of school for students is June 15, and the last day for staff is June 19. Ms. Riddell added a change in the elementary and middle semester scheduling may be considered. Troy Soles, CEA Union President, added returning to a trimester schedule for elementary and secondary would be beneficial. Jennifer Turner, Baker Prairie Middle School Principal, shared her staff would need time to rework curriculum scope and sequence if trimesters were re-implemented. A final calendar will be presented for Board approval at the March 16 Regular Board Session.

6.5 Parrott Creek Ranch Update

Superintendent Goodall reported administration is currently in discussions with Clackamas ESD regarding contracting with them to provide educational services for the Parrott Creek Ranch Program. Clackamas ESD has a number of staff trained in trauma informed practices, which would be a benefit to students. The funding and accountability would likely be the sole responsibility of Clackamas ESD, similar to current programs such as LEEP. An agreement and transition plan will be developed moving forward.

6.6 Demographer Information

Mr. Goodall shared that for planning purposes around increased enrollment and capacity issues a demographic study is needed. The most recent study was done in 2012 by Portland State University and is somewhat inaccurate. An alternate company, Davis Demographics, provides a similar service and has been recommended by neighboring districts. Davis Demographics submitted a service proposal at a cost not to exceed \$13,500 with a seven to eight week completion period. Due to the urgency of the matter, Mr. Goodall is recommending the District contract with Davis Demographics for the study.

The Board suggested contacting Portland State University to compare timelines and services prior to the next meeting. A decision will be made at the March 16 Board Regular Session.

6.7 Policy 2nd Reading – BD Board Meetings

The Board held a 2nd reading on Policy BD – *Board Meetings*. No additional clarification was requested.

MOTION: Diane Downs moved to approve the adoption of Policy BD – *Board Meetings* as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.8 Policy 1st Reading – JECBD Homeless Students

The Board held a first reading on Policy JECBD – *Homeless Students*. No suggestions were noted.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- Lee Spotlight on Student Success
- Monthly Curriculum Update - Universal Assessment Tool
- Equity Presentation
- Academic Vision
- Financial |Special Funds | Enrollment Report
- Projected Enrollment (City Projects) | Facility Needs
- Policy Review - *BBA Individual Board Member's Authority and Responsibilities, JECBD Homeless Students*
- Exec: Superintendent Evaluation Timeline

A further discussion on the demographic study was added.

8.0 GOOD OF THE ORDER

Chair Mike Zagya reported that board member positions 2 and 4 have been filed. Board member positions 3 and 7 remain unfiled. The deadline to file is March 16.

Director of Finance Denise Lapp asked for clarification on what specific information the Board would like to review regarding contract information. The Board requested to review all contracts, relevant policies, and individual stipends for extra curricular activities (non-district funded and district funded). The information will be provided at the April 6 Board Work Session.

Ms. Lapp reported the District would open the Request for Proposals (RFP) process for dark fiber with a proposal for Board approval in March or April. The District is working with Clackamas ESD on the process.

EXECUTIVE SESSION

Mike Zagya exited the Board from the Board Regular Session and entered into an Executive Session at 8:25 p.m. Board members in attendance were Diane Downs, Kristin Downs, Angi Dilkes Perry, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary) Michelle Riddell (Interim Human Resources Director), and Denise Lapp (Director of Finance).

The Board met in Executive Session to conduct deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d), 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 8:50 p.m.

9.0 ADJOURNMENT

Chair Mike Zagya adjourned the meeting at 8:50 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Mike Zagya
Board Chair