

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
WORKSHOP SESSION**

March 4, 2010

1.0 CALL TO ORDER

Chair Diane Downs called the Workshop Session to order at 6:30 p.m. on March 4, 2010 in the Canby School District office, Meridian room. Board members in attendance were Diane Downs, Dick Adams, Ty Kraft, Tom Scott, Kristin Downs and Andy Rivinus. Marty McCullough was absent from the meeting. Also in attendance were Superintendent Jeff Rose, Linda Martin, David Moore, Tim Oberg, Kimie Carroll, Joel Sebastian, Jennifer Turner, Cindy Bauer and Carol Meeuwsen.

2.0 INTRODUCTIONS

None

3.0 CHANGES TO AGENDA

An additional item 192.660 (2) (e) was added to the Executive Session and the Ackerman Middle School Korean trip discussion will follow Executive Session.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

None

5.0 INFORMATION/DISCUSSION ITEMS

5.1 Insurance Agent of Record Discussion

Business Manager David Moore explained an insurance agent of record brokers the policies and premiums for liability, property and workers compensation coverage. They solicit quotes from insurance companies on behalf of the district as well as evaluating coverages and advises risk exposure. They also provide training workshops, attend safety meetings, as well as pre-loss and prevention services.

Beecher-Carlson, formerly JBL & K have served the district since 1998. Their agency currently serves 1/3 of school districts in Oregon. They broker the District's property and liability insurance with Property and Casualty Coverage for Education (PACE), operated by Special Districts Association of Oregon and the largest property and liability risk pool for educational entities in Oregon. They also broker workers compensation coverage with SAIF.

The District has received excellent service from Beecher-Carlson, however, David has received inquires from two agencies, one of them local, interested in serving our District. The pros and cons were discussed by David and the Board of Directors with consensus since it has been 12 years since we've completed a Request for Proposal (RFP) process and since the process has already begun for

next year, beginning next January David was given direction to proceed with completing an RFP for insurance agent of record services.

5.2 Discussion on Amount to Budget

Superintendent Rose and the Administrative Team will meet on Monday to begin discussion on next year's budget process with the intent of beginning with flat staffing levels to analyze the costs. This year is different than last in that it is more about sharing information at this time.

Business Manager David Moore reiterated Jeff's comments. Our ending target this year is to be at the \$5 million level with \$2 million next year to meet the 5% fund balance as required by Board policy.

Human Resource Director, Tim Oberg shared we must honor the Memorandum of Understanding from last year as it was a two-year agreement and noted we did a good job recalling staff this year. Board member Andy Rivinus asked if we are still giving raises how are we making it up. David explained these increases are built into the budget for next year.

6.0 ACTION ITEMS

6.1 Wednesday Late Start

Last year the late start was rolled out at the same time as the calendar, however Superintendent Rose felt the decision to continue should be made earlier in the Spring. We are seeing the benefits the Collaborative Teams are having in our educational system and he feels this is a strong point to maintain late starts. Tom Scott asked when we would see concrete data. Jeff reported we do have data, but different schools have different goals and targets. Therefore, team-by-team could be generated.

Kristin Downs is impressed with the constant sharing in different schools. Teachers are trusting the dynamics of communication and in the end she is convinced this process will work. Chair Downs felt we committed to the late start last year and this should be a long-term change. Superintendent Rose plans to bring this topic to the Board each year for discussion and approval.

MOTION: Dick Adams moved to continue the Wednesday, Late Start Initiative for Collaborative Teams as we have done this past year. Kristin Downs seconded the motion. Motion passed 6-0.

6.2 2010-2011 School Calendar

Tim Oberg shared information on the calendar presented this evening. There may be one change to move the April 15 student progress day to April 22 or 29 so it falls closer to the middle of the trimester. He should have additional information by next week's meeting.

MOTION: Andy Rivinus moved to approve the 2010-2011 School Calendar as presented in Addendum 6.2. Dick Adams seconded the motion. Motion passed 6-0.

6.3 Contract Renewals

6.3.1 Probationary Teachers

MOTION: Andy Rivinus moved to approve the Recommendation for 2010-2011 Probationary Teacher Status as presented in Addendum 6.3.1. Ty Kraft seconded the motion. Motion passed 6-0.

6.3.2 Contract Teachers

MOTION: Andy Rivinus moved to approve the Extension of Contract Status from July 1, 2010-June 30, 2012 as amended removing Linda Dorton and Ann Miller, retirees and changing Heather Roberts to part-time status. Kristin Downs seconded the motion. Motion passed 6-0.

6.3.3 Temporary Teachers

MOTION: Andy Rivinus moved to approve the Non-renewal of Temporary Teaching Staff as presented in Addendum 6.3.3. Kristin Downs seconded the motion. Motion passed 6-0.

6.3.4 Probationary Contract Administrators

MOTION: Kristin Downs moved to approve the recommendations for 2010-2011 Administrator Status as presented in Addendum 6.3.4. Ty Kraft seconded the motion. Motion passed 5-0 with Andy Rivinus declaring a conflict of interest and will not vote.

6.3.5 Confidential/Supervisory Employees

MOTION: Andy Rivinus moved to approve the Recommendations for 2010-2011 Confidential/Supervisory Staff as presented in Addendum 6.3.5. Dick Adams seconded the motion. Motion passed 6-0.

7.0 ADJOURNMENT

Chair Downs adjourned the meeting at 7:50 p.m. and after a short break will convene to Executive Session.

EXECUTIVE SESSION

Chair Downs called the Executive Session to order at 7:57 p.m. in accordance with ORS 192.660 (2) (e) and (i). Board members in attendance were Diane Downs, Dick Adams, Kristin Downs, Ty Kraft, Andy Rivinus and Tom Scott. Marty McCullough was absent from the meeting. Also in attendance were Superintendent Rose, David Moore and Linda Martin.

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

The Executive Session was held to discuss real estate transactions and to review and evaluate the performance of the chief executive officer.

David Moore and Linda Martin left the meeting prior to the evaluation of the chief executive officer.

The Executive Session adjourned at 10:35 p.m. and immediately returned to the workshop session.

WORKSHOP SESSION

Superintendent Rose discussed the upcoming Ackerman Korean Trip in April in reference to time, administrative and parental support. After board discussion the session adjourned at 10:45 p.m.

Respectfully submitted,

Linda Martin
Board Secretary

Diane Downs
Board Chair

Approved:

