

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
April 6, 2017
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Angi Dilkes Perry (entered at 6:45), Diane Downs, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board member was Kristin Downs. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Laretta Manning, Sheryl Lipski, Sam Thompson, Jennifer Turner, Christine Taylor, Cindy Bauer, Evelia Juarez, Troy Soles, Angie Navarro, Kimie Carroll, and Cari Sloan.

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

An employee recognition announcement was added to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Chair Mike Zagya opened the floor for public comments.
No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the March 16, 2017 Board Regular Session and Executive Session
- 5.2 Personnel Changes
- 5.3 Administrative Appointments

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

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Contract Policy Review | Financial Contracts | Employee Stipends

Denise Lapp, Director of Finance, reviewed information provided in advance of the meeting regarding contract policies, financial contracts, and employee stipends. She shared an overview of historical information including public contracting laws that became effective in 2005. As a result of the laws, a Canby School District Public Contracting Rules and Procedures Manual was developed in coordination with OSBA and legal council (referenced in Policy DJ as Exhibit A). Policy DJ *District Purchasing* was adopted at that time.

To comply with current changes in public contracting laws, Ms. Lapp recommended the following:

- Revise and adopt Board Policy DJ *District Purchasing* removing the reference to public contracting rules and establish contract obligation amounts that require Board approval. In addition, update accompanying Administrative Procedure DJ-AP.
- Adopt new Board Policy DJC *Bidding Requirements*, which will name the Board as the Local Contract Review Board for the District. Included with this policy will be DJC-AP *Special Procurement and Exemptions from Competitive Bidding*.

Ms. Lapp plans to provide a first reading of these policies at the May 4th Board Work Session. Administrative Procedure DJC *Bidding Requirements* will require a public hearing and will be advertised prior to the hearing date. Other new policies to be brought to the Board for consideration are as follows: Policy DJCA and DJCA-AP *Personal Services Contracts*, a policy and administrative procedure for purchasing cards, and a revised version of BBAA Individual Board Member's Authority &

Responsibility with a reference to policy DJ *District Purchasing*.

Ms. Lapp reviewed information provided on the district's financial contracts and bid processes. She asked the Board for feedback on what contract obligation amounts should require Board approval. The Board discussed various amounts and agreed that any contract exceeding \$100,000 should be brought to the Board for approval. In addition, the Board requested that Ms. Lapp research a change order amount appropriate for notification and approval by the Board in the event that a contract exceeds the initial bid estimate. Superintendent Goodall added an annual report to the Board regarding contracts would be provided to keep the Board apprised of financial agreements and obligations. It was discussed that the contract report would be presented in November or December of each year.

Information on employee stipends and funding sources was reviewed. Clarification was provided regarding coaching positions that are supported through fundraising efforts.

Employee Recognition (Added Agenda Item)

Cindy Bauer, Coordinator of Special Programs, shared that Evelia Juarez, Migrant Recruiter, was named the Title 1-C Employee of the Year for Oregon and was further named the National Migrant Recruiter of the Year. Ms. Juarez will be honored at the National Migrant Conference in Florida at the end of April. Ms. Juarez thanked Board members and staff for their support.

6.2 Mid-Year Internal Audit Report

Ms. Lapp provided a summary of the district's internal audit processes including a review of the Student Body Fund Accounting Handbook provided to all principals and school bookkeepers. She shared steps have been taken to train staff in obtaining preapproval for purchases, submitting proper documentation, and ensuring staff are not using personal credit cards for district purchases. Ms. Lapp added a complete review of each building's ASB transactions has been completed with feedback provided on procedures for check writing, deposits and bank statement reconciliations. Ms. Lapp provided clarification on what funds are considered Student Body Funds and discussed the mini audits she has done at each school (with the exception of the high school) have been satisfactory overall.

Ms. Lapp indicated that in response to last year's audit findings, she and Accounting Manager Caryn Davis have implemented a proactive process of double-checking substitute codes and various grant account codes prior to posting payroll. In addition, the Time and Effort certification has been completed and steps have been taken to improve internal controls for food service accounting.

6.3 Budget Update

Superintendent Goodall discussed three state funding level scenarios: a low estimate of \$7.8 billion, a middle estimate of \$8.1 billion, and an upper estimate of \$8.4 billion. He shared other factors influencing the district budget include a current 8.5% ending fund balance, PERS uncertainty, the opening of two contracts (certified and classified), and investments made thus far. Mr. Goodall remarked that he is not in favor of taking a step backward and would strive to maintain investments in lower class sizes, staffing, and curriculum.

Ms. Lapp reported the district could receive additional revenue of approximately \$18,000 from adjustments in the 2015-16 State School Fund and approximately \$50,000 from adjustments to the 2016-17 State School Fund. She further explained the impact of the 2017-19 state budget estimate to the district as follows: \$7.8 billion translates to an additional \$350,000 above the current budget, \$8.1 billion translates to an additional \$1.5 million above the current budget, and \$8.4 translates to an additional \$2.67 million above the current budget. Each increase of \$100 million equates to \$385,000 additional dollars for Canby. In addition, Ms. Lapp shared changes regarding Measure 98 and Measure 99 are still being decided by the state and may impact the budget. A discussion was held on the potential impact of each state funding level.

Ms. Lapp added the Construction Excise Tax (CET) fund is increasing. She noted the Board might want to consider going out for a bond in November of 2018. The public would not see an increase in taxes, as the last bond will reach its 20-year life span in 2020. Mr. Goodall explained the bond could finance facility needs moving forward.

6.4 Parrott Creek Ranch Update

Superintendent Goodall reported plans are moving forward for Clackamas Educational Service District (CESD) to begin providing educational services for the Parrott Creek Ranch Program. He publicly thanked CHS Associate Principal Rob Holveck, CHS Associate Principal Kimie Carroll, and former CHS Associate Principal John Ogden for their efforts to serve the students at Parrott Creek Ranch over the years. A contract agreement is being developed with the funding and accountability transferred to Clackamas ESD, similar to current programs such as LEEP. Mr. Goodall added current CSD staff assigned to Parrott Creek Ranch would be reassigned. Overall, the change will benefit all parties involved.

6.5 District School Supply List

Mr. Goodall shared administration has been in conversations around the development of a district-wide school supply list that is equitable for all students. Skyler Rodolph, Ninety-One School Principal, provided a draft list of supplies parents would be asked to provide and a list the district would supply pending budget implications. Moving forward, a standardized list for elementary students by grade level will be developed and shared with families. It was noted that the message should be consistent indicating the district's goal is to lessen the financial burden on all families.

6.6 2017-18 Open Enrollment Report

The following Open Enrollment applications were received for the 2017-2018 school year:

Baker Prairie Middle School – 1

Carus Elementary – 1

Canby High School – 9

Eccles Elementary – 7

Lee Elementary – 1

Ninety-One School – 16

Of the applications received, 11 applications were from current Canby students wishing to transfer to a school within the district and five (5) applications were received from current Interdistrict Transfer (IDT) students wishing to continue enrollment in Canby. A total of 19 *new* student applications were received. Mr. Goodall reported that a lottery process is not necessary, as the number of applications received did not exceed the number of openings.

6.7 Organizational Meeting

The Board discussed the possibility of rescheduling the July 13 Organizational Meeting. A copy of Policy BC/BCA *Board Organization/Board Organizational Meeting* was provided for the Board's reference. Options considered were to hold the meeting as part of the June 15 Regular Board meeting or on a date during the month of July. It was noted that new Board members would not be able to vote until after June 30. The Board agreed that holding the meeting in July was preferable. A discussion could be held at the June 15 Planning Workshop regarding Board leadership so that all members (including new members) would be present for the discussion. It was agreed that the Board Organizational Meeting would remain as scheduled on July 13.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- CHS Spotlight on Student Success
- Eccles Spotlight on Student Success
- Dance Team Recognition
- CCC Presentation – Educational Partnerships and Bond Dollars
- Monthly Curriculum Update - ELD Adoption
- Ninety-One School Band/Choir Trip to Tacoma, WA
- CTE Program Report
- Financial |Special Funds | Enrollment Report
- Policy Review

An update on the middle school math adoption was added as well as the demographer report and an Ackerman Task Force update.

8.0 GOOD OF THE ORDER

Diane Downs noted the time for the Board Organizational meeting was not decided. The Board discussed options and agreed to hold the meeting at 6:00 p.m. on July 13.

Angi Dilkes Perry indicated a Monday, Tuesday, Wednesday, or Thursday during the last week of April or first week of May would be preferable for the Capitol visit. The Board was asked to provide her with feedback on dates that members are not available during that timeframe.

EXECUTIVE SESSION

Mike Zagya exited the Board from the Board Regular Session and entered into an Executive Session at 7:54 p.m. Board members in attendance were Angi Dilkes Perry, Diane Downs, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board member was Kristin Downs. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), and Michelle Riddell (Human Resources Director).

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 8:32 p.m.

9.0 ADJOURNMENT

Chair Mike Zagya adjourned the meeting at 8:32 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Mike Zagya
Board Chair