

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
May 5, 2016
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Angi Dilkes Perry, Diane Downs, Kristin Downs, Tom Scott (entered at 8:30 p.m.), 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, Laretta Manning, Steve Turner, Christine Taylor, Wayne Layman, Greg Dinse, Angie Navarro, Kimie Carroll, Cindy Bauer, Troy Soles, Amanda Wortham, Madeline Sheveland, Amanda Beyer, Treesa Svatos, Sam Thompson, and Roudy Bates.

1.0 CALL TO ORDER

Chair Angi Dilkes Perry called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

Superintendent Goodall added the following agenda items: 2016-17 Calendar Amendment, CHS Track Recommendation, and a brief discussion on the Carus White Building.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Angi Dilkes Perry opened the floor for public comments.

Madeline Sheveland, Canby High School Senior and Canby FFA Chapter Secretary, invited the Board and members of the audience to the 2016 Canby FFA Awards Banquet on May 21, 2016.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 April 21, 2016 Board Regular Session and Executive Session Minutes
- 5.2 Personnel Changes

MOTION: Diane Downs moved to approve the Consent Agenda. Kristin Downs seconded the motion. Motion passed 5-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Field Trip Approval – CHS Band Trip to Seattle, WA

Request for approval of Canby High School's Band Trip to Seattle, Washington in May 2016 was submitted for Board approval. Amanda Wortham, CHS Band Director, reviewed the trip's itinerary and provided clarification on fundraising opportunities for students.

MOTION: Mike Zagyva moved to approve the Canby High School Band trip to Seattle, WA in May 2016 as presented. Rob Sheveland seconded the motion. Motion passed 5-0.

6.2 District Archive Storage Bid Award (Agenda Item Moved)

Wayne Layman, Facilities Manager, provided an update on district storage locations for archived records. Currently, the district is using areas that are not secure and are not in compliance with state regulations. Mr. Layman explained a solution is to construct a fire-safe, secure location at the Ackerman Center, which would provide long-term storage capabilities. The district received one bid and Construction Excise Tax (CET) funds will be used for the project.

MOTION: Diane Downs moved to award the contract for the district archive storage to Normarco, Inc. for a total contract amount of \$173,880. Mike Zagyva seconded the motion. Motion passed 5-0.

6.3 Student Transportation Bid Award (Agenda Item Moved)

Superintendent Goodall acknowledged Denise Lapp, Director of Finance, for her work on the bid process. Committee members were: Skyler Rodolph, Laretta Manning, Mark Martens, Trip Goodall, Tom Scott, and Denise Lapp. After a completed evaluation, a recommendation was made to award the contract for student transportation services to STA of Oregon. Ms. Lapp introduced Roudy Bates, STA of Oregon Area General Manager, who was present to answer questions and provide clarification. Mr. Bates reported that STA of Oregon would provide the district with a new fleet of propane-powered buses equipped with four cameras on each bus. In addition, the company utilizes the "Safe Stop" phone app, which allows parents to track the bus using GPS. Current First Student, Inc. employees would be given the first opportunity to apply to work for STA of Oregon. The Board asked for clarification regarding costs. Ms. Lapp explained that the district would have an additional net cost of approximately \$20,000 for propane buses.

MOTION: Rob Sheveland moved to award the contract for student transportation services to STA of Oregon. Mike Zagyva seconded the motion. Motion passed 5-0.

6.4 Instructional Materials Adoption (Agenda Item Moved)

Sheryl Lipski, Director of Teaching and Learning, reviewed the summary of instructional materials recommendations for English Language Arts – elementary, middle and high school; the Spanish Language Arts recommendations for elementary; and the Math recommendations for elementary and high school as follows:

- Elementary Math: *EnVision 2.0, Pearson*
- Elementary English Language Arts: *Kindergarten - 2nd Grade: Benchmark Literacy, Benchmark Education; 3rd - 5th Grade: Reach for Reading, National Geographic*
- Elementary Spanish Language Arts/Dual Language Instruction: *Maravillas and Reading Wonders, McGraw-Hill*
- Middle School (6-8th Grade) English Language Arts: *My Perspectives, Pearson*
- High School Math: *Common Core Math, Pearson*
- High School English Language Arts: *Common Core Literature, Pearson*

In addition, Ms. Lipski reviewed the summary of technology recommendations as follows:

- High School Math: *1:1 iPad initiative with Algebra I and Geometry Students, continue Algebra 1 purchase each year after*
- High School Language Arts: *1 cart of 35 iPads per classroom (3)*
- Middle School Language Arts including 6th Grade: *1 cart of 35 iPads per classroom (4)*

- 1 cart of 30 iPads per classroom (3)
- Elementary DLI/Spanish Language Arts: 8 iPads per classroom for Spanish Literacy Teachers at Eccles, Knight and Lee; 30 iPads total for Trost

Denise Lapp, Director of Finance, reviewed funding sources and finance options provided in advance of the meeting. She noted that after negotiations, Apple, Inc. agreed to lower the finance rate to 1.5%. A discussion was held on budget implications. Ms. Lapp added that she would inform the Board of final decisions regarding financing and the decision would require Board approval.

MOTION: Rob Sheveland moved to approve the Instructional Materials Adoption for English Language Arts – Elementary, Middle, and High School; Spanish Language Arts – Elementary; and Math – Elementary and High School as presented. Mike Zagyva seconded the motion. Motion passed 5-0.

6.5 Open Enrollment Report (Agenda Item Moved)

Superintendent Goodall reviewed information provided on the number of Open Enrollment students accepted for enrollment in the Canby School District for the 2016-17 school year as well as the number of students accepted for enrollment in another district. The total number of students accepted for enrollment was 34 and the total accepted to enroll in other districts was 16. Mr. Goodall added the district plans to continue with the student to teacher ratio established last year.

6.6 Calendar (Added Agenda Item)

Mr. Goodall reported there were inaccuracies in the Canby School District 2016-17 Calendar adopted by the Board in March. The amended calendar reflects changes to the August 24 and 26 teacher workdays. In addition, October 14 was changed to a No School/Non-Contract day and December 2 was changed to an instructional day for K-8 students only. Mr. Goodall noted that the district is working to revise the format for easier readability with a separate calendar for K-8 and high school. Also, in the future, a committee will review the calendar to ensure accuracy.

MOTION: Diane Downs moved to approve the Canby School District 2016-2016 School Calendar as amended. Kristin Downs seconded the motion. Motion passed 5-0.

6.7 Carus White Building (Added Agenda Item)

Mr. Goodall shared that patrons who are interested in the future of the Carus white building approached him regarding the district’s vision and direction for the structure. He asked for guidance from the Board on some possible options such as moving the building to a different location and/or creating a multi-use facility. Wayne Layman, Facilities Manager, noted that the building would need to be moved prior to any renovation. The Board agreed that if Mr. Layman’s schedule allows, he may consult with the county regarding the possibility of relocating the structure and associated costs.

6.8 Facility Usage/Lead Testing (Agenda Item Moved)

Wayne Layman, Facilities Manager, and Steve Turner, Facilities Specialist, discussed information on current district facility usage including fee rates and administrative procedures and agreements. Mr. Layman noted the fee structure and agreements are currently under review to address concerns such as maintenance needs and compensation for after-hours assistance from district employees. Mr. Turner reviewed a handout with information on rental revenue and

expenditures. Mr. Goodall added the district is working to establish a fair and equitable fee structure to maintain a good rapport with the community. After a comprehensive review, recommendations will be provided. The Board asked for clarification on the agreement language relating to Canby Kids, Inc. and Whiskey Hill Kids. Mr. Turner explained that in lieu of field maintenance fees, arrangements were made to allow the organizations to provide additional grounds work beyond the current district level work. The Board agreed that more investigation into an overall comparable fee structure is needed to cover district costs and maintain positive relationships.

Mr. Layman provided a handout on lead testing requirements. The in-town schools are on city water, therefore, the district is not required to test. Carus Elementary and Ninety-One School are on well systems and are treated to maintain safe drinking water. Currently, the district has four certified water treatment employees. The Board asked about the potential for erosion of pipes in older in-town buildings and possible lead contaminants. As a precaution, Mr. Layman agreed to sample the water of aged in-town buildings.

6.9 CHS Track Replacement

Superintendent Goodall reviewed information provided to the Board regarding track surface options. Three different surfaces (BSS 100, BSS 200, and BSS 300) were compared with regard to cost and quality of product. After review and consultation with other school districts, the administration recommends installation of the BSS 200 track surface for overall value. The Board will be asked to vote at the May 19 meeting.

6.10 Policy 1st Reading (Agenda Item Moved)

The Board held a first reading on the following policy:

GBCA – Staff Conflict of Interest

A suggestion was made to change “as a general rule” to “except as outlined below” in the second paragraph. Also, the Board added the Human Resources Department would be accountable to the hiring protocol as outlined in the policy.

6.11 Policy 2nd Reading (Agenda Item Moved)

The Board held a second reading on administrative procedure on Policy JHCCF Pediculosis (Head Lice).

MOTION: Krsitin Downs moved to approve the adoption of Policy JHCCF - Pediculosis as presented. Tom Scott seconded the motion. Motion passed 5-1 with Mike Zagya voting no.

6.12 CHS Turf Field (Added Agenda Item)

Board member Tom Scott discussed the CHS Turf Field proposal and rationale as provided to the Board in advance of the meeting. Committee members were: Kristin Downs, Mark Martens, Troy Soles, and Tom Scott. After review and consultation with Denise Lapp, Director of Finance, the committee is recommending replacement of the CHS turf field rather than temporary repair. Mr. Scott reviewed the proposal to fund the project and to maintain the field after installation. A detailed plan for future field replacement was also reviewed. A discussion was held on the proposal. The Board would like more information on which athletic teams are involved in fair parking to raise funds, what activities have a \$1 surcharge designated to the turf field replacement, and an implementation plan for field maintenance. In addition, the Board would like to explore an increased fee for out-of-district groups. The Board agreed to move forward with plans to coordinate the replacement of the track and turf field. The Board will vote on the

proposal at the May 19 meeting.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming Board Session:

- Spotlight on Student Success – Eccles
- C.A.R.E. Award
- Financial Report/Enrollment Update
- Title Programs Report (May 19)
- Sodexo Contract/Meal Prices for 2016-17 (May 19)
- Transition Plan for Grades 6-7, 8-9 (May 19)
- Innovation Grant Report (May 19)
- CHS Construction Class Report (May 19)
- Certified Summative Evaluation Report (May 19)
- Inter-District Transfers
- Special Education Update (June 2)
- Superintendent Evaluation (June 2)
- Policy 1st Reading
- Policy 2nd Reading

The Board discussed the addition of a vote on the track and turf field as well as a change to move the Certified Summative Evaluation Report to June 2.

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 9:14 p.m. The Executive Session was held in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent.

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.

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), and Denise Lapp (Director of Finance).

Angi Dilkes Perry exited the Board from the Executive Session and reentered the Regular Session at 9:53 p.m.

REGULAR SESSION

A discussion was held on the Lone Elder property.

8.0 ADJOURNMENT

Chair Angi Dilkes Perry adjourned the meeting at 9:54 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Angi Dilkes-Perry
Board Chair