

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
June 1, 2017
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Diane Downs, Kristin Downs, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board member was Angi Dilkes Perry. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Laretta Manning, Sheryl Lipski, Kathleen Jeskey, Troy Soles, Joyce Brown, Greg Dinse, Erin Walsh, Galina Dobson, Ken Gex, Sara Magenheimer, Cindy Bauer, Angie Navarro, and Christine Taylor.

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

No changes were made.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Chair Mike Zagya opened the floor for public comments.

Erin Walsh, Canby High School Social Studies Teacher, spoke regarding the decision not to replace a 1.0 FTE Social Studies teacher at the high school and the impact it would have on students and the program.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the May 18, 2017 Board Regular Session and Executive Session
- 5.2 Personnel Changes

**MOTION: Diane Downs moved to approve the Consent Agenda as presented.
Rob Sheveland seconded the motion. Motion passed 6-0.**

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Certified Education Association (CEA) Every Student Succeeds Act (ESSA) Presentation

Certified Education Association representatives Kathleen Jeskey and Joyce Brown shared two keynote presentations: 2017 Every Student Succeeds Act (ESSA) Survey Results and 2017 Assessment Inventory. All certified staff members and parents at Knight Elementary, Trost Elementary, and Carus Elementary were surveyed with questions derived from ESSA requirements. In addition, two community meetings were held to discuss the questions and solicit clarification.

Ms. Jeskey and Ms. Brown reviewed survey questions and themed responses. For example, a
Board Work Session and Executive Session Minutes – June 1, 2017

majority of parents and staff indicated that qualities of a successful school include a safe environment, positive school climate, and consistent communication between staff and parents. Other topics discussed were: student and family support, curriculum, and student growth measurement (or report cards).

Ms. Jeskey and Ms. Brown added the 2017 Assessment Inventory keynote was shared with parents and provides information on what tests students currently take, specifically; state required tests and district required tests. Concerns were expressed regarding the amount of time needed for testing. It was noted that English Language Learner students spend the most time on assessments. Staff members were surveyed regarding the value of state assessments and district assessments. Overall feedback indicated the new iReady assessment is highly valued by teachers and the Smarter Balanced Assessment is of little to no value.

The Board suggested the group share the parent feedback with principals and requested to receive a copy of the results.

6.2 Public Contracting Rules, Procedures Overview and Public Hearing

Denise Lapp, Director of Finance, provided an overview of changes to the Public Contracting Rules and Procedures drafted in consultation with Sean Gay, Stoel Rives LLP Attorney, and other Clackamas ESD financial directors. The previously adopted 157-page document was paired down to a 25 page administrative procedure (DJC-AP), which is easier to follow and understand. In addition, Ms. Lapp reviewed the Oregon Public Contracting Summary of Value Limits and provided clarification regarding Personal Services and Goods and Services contract types. The Board requested that Ms. Lapp bring to their attention of any portion of the new procedure that is questionable.

Open Public Hearing

Chair Mike Zagyva opened a public hearing for comments regarding the draft rules on proposed public contracting exemptions. No public comments were made.

Close Public Hearing

Chair Mike Zagyva closed the public hearing.

Policy 1st Reading: DJ – District Purchasing, DJC – Bidding Requirements (NEW) and DJC-AP – Public Contracting Supplemental Rules and Procedures (NEW)

Ms. Lapp provided an overview of new policy: *DJC – Bidding Requirements* as well as a summary of changes to policy DJ – *District Purchasing*. New administrative procedure DJC-AP *Public Contracting Supplemental Rules and Procedures* was reviewed as referenced above.

The Board asked for clarification regarding “Spot Buys” as referenced on page 17 of DJC-AP. Ms. Lapp noted the special Procurement might be used in some circumstances.

Ms. Lapp shared she plans to develop an administrative procedure to address building procedures for purchasing procedures and credit card payments.

6.3 2017-2018 Sodexo Contract Renewal

Ms. Lapp expressed appreciation for the work of Galina Dobson, Director of Nutrition Services. She reviewed the 2017-2018 Sodexo Contract Renewal noting rates are in accordance with the initial contract signed on May 28, 2014. The contract allows for four one-year renewals; this is the third renewal. Ms. Lapp noted the language regarding the Summer Food Service Program and the Child and Adult Care Program was added to the contract.

MOTION: Andrea Weber moved to approve the 2017-2018 Sodexo Contract Amendment as presented. Kristin Downs seconded the motion. Motion passed 6-0.

6.4 2017-2018 Meal Prices

Galina Dobson provided a summary of the meal price increases in accordance with the Healthy Hunger-Free Kids Act for 2017-2018 as follows:

Lunch	Current Price	Recommended Price
Elementary	\$2.45	\$2.60
Middle School	\$2.80	\$2.85
High School	\$3.05	No Change
Reduced Price Lunch*	\$0.00	No Change
Adult Lunch	\$3.70	\$3.75
Milk	\$0.60	No Change
Breakfast		
Elementary	\$1.10	\$1.15
Middle School	\$1.25	\$1.30
High School	\$1.35	\$1.40
Reduced Price Breakfast*	\$0.00	No Change
Adult Breakfast	\$2.00	\$2.05

*** NOTES:** Reduced prices are set by the Federal Government. The State is currently paying the reduced breakfast and lunch cost. For the 2017-18 school year, the state will continue to do so; therefore, the district will not need to charge students who are approved for reduced meals.

MOTION: Rob Sheveland moved to adopt the Canby School District Meal Prices for 2017-2018 as presented. Kristin Downs seconded the motion. Motion passed 6-0.

6.5 Policy 2nd Reading: EFAA - District Nutrition and Food Service, EFAA-AR - Reimbursable Meals and Milk Programs, and BBAA - Individual Board Member’s Authority and Responsibilities

The Board held a second reading of the following policies/procedure: EFAA - District Nutrition and Food Service, EFAA-AR - Reimbursable Meals and Milk Programs, and BBAA - Individual Board Member’s Authority and Responsibilities.

In regards to policy BBAA, a suggestion was made to add “or designee” to the *statement*: “Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent **or designee**”. Adoption of policy BBAA was tabled for an additional reading. No other suggestions were made.

MOTION: Andrea Weber moved to adopt revisions to policy EFAA - District Nutrition and Food Service and administrative procedure EFAA-AR - Reimbursable Meals and Milk Programs as presented. Rob Sheveland seconded the motion. Motion passed 6-0.

6.6 Parrott Creek Ranch Overview and Clackamas Educational Service District Agreement

Superintendent Goodall reviewed a funding synopsis of the Parrott Creek Ranch Program from 2014-15 to the present and proposed agreement with Clackamas Education Service District

(CESD) to provide educational services. He shared the benefits of the service model change and noted CESD would be an advocate for adequate funding of the program. It was shared that as part of the agreement the number of slots paid by the District was reduced from three to two and the cost for each slot was reduced from \$9,000 to \$8,000. Clarification was requested on staff currently assigned to the program and transportation services for students. It was explained that staff would be reassigned to the high school and STA would provide transportation services if needed. Director of Finance Denise Lapp noted the agreement would be revised slightly. The Board agreed to table approval of the agreement so that a final iteration is approved as presented.

6.7 US Bancorp Educational Curriculum Lease Approval

Denise Lapp reviewed the proposal for financing the Educational Curriculum through US Bancorp for \$650,000. She summarized lease options and recommended the Board proceed with the option to prepay the debt service with no penalty (100% Prepay for \$650,000 at 1.92%). It was noted that this lease does not include technology costs. A purchasing agreement for technology will be presented at the next meeting. Ms. Lapp stated she did not seek out other lenders due to time constraints.

MOTION: Diane Downs moved to approve entering into a lease with US Bancorp to finance the Educational Curriculum for 2017-2018 in the amount of \$650,000 at 1.92% with no pre-payment penalty. Kristin Downs seconded the motion. Motion passed 6-0.

6.8 Interdistrict Transfer Data | 2017-2018 Interdistrict Transfer Openings

Mr. Goodall reviewed 2016-2017 data regarding the number of students accepted for enrollment into Canby School District (CSD) through an Interdistrict Transfer (IDT) and the number of Canby students released to attend other districts per parent request. A total of 44 students were approved to attend CSD and a total of 69 students were released to attend other districts. A list of trend data from 2012-13 to the present was provided for comparison.

Per policy, the Board was asked to approve the following 2017-2018 Interdistrict Transfer openings as recommended by administration:

Baker Prairie Middle School

Grade 7 10 slots
Grade 8 10 slots

Canby High School

Grade 9 50 slots
Grade 10 50 slots
Grade 11 50 slots

Trost Elementary (DLI Program)

Grade 6 1 slot
Grade 4 1 slot
Grade K 3 slots

All other schools/grade levels are not accepting applications at this time.

MOTION: Rob Sheveland moved to approve the 2017-2018 Interdistrict Transfer openings as presented. Tom Scott seconded the motion. Motion passed 6-0.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- Budget Hearing
- Eccles Spotlight on Student Success
- New Board Member Oath of Office
- Wellness Team Update
- CHS Graduation Report
- CIP | SIP End-of-Year Principal Report
- Financial | Special Funds | Enrollment Report
- Apple Lease Approval
- Demographic Study Presentation
- Exec: Superintendent Evaluation Process
- Approve Supt. Salary/Benefits

8.0 GOOD OF THE ORDER

- Scheduling conflicts with the July 13 Organizational Meeting were discussed. The Board agreed to cancel the July 13 Organizational Meeting and add the organizational business items to the June 15 Regular Board Meeting agenda.
- The June 15 Board Planning Session will be held in the Canby Public Library, Willamette Room.
- Congratulations to Jim Nosen – *OnPoint Educator of the Year*.
- Congratulations to Greg Dinse for a successful CTE Summit.

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, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board member was Angi Dilkes Perry. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Michelle Riddell (Human Resources Director), and Denise Lapp (Director of Finance).

The Board met in Executive Session to review and evaluate the employment-related performance of the Superintendent, pursuant to ORS 192.660(2)(i); in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent; and pursuant to ORS 192.660(2)(d) to conduct deliberation with persons designated by the governing body to carry on labor negotiations, 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 9:42 p.m.

9.0 ADJOURNMENT

Chair Mike Zagya adjourned the meeting at 9:42 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Mike Zagya
Board Chair