

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Regular Session, Budget Hearing and Executive Session
June 15, 2017
Canby High School, Applied Technology Center, OMNI Room**

REGULAR SESSION

Board members in attendance were Angi Dilkes Perry, Diane Downs, Kristin Downs, Rob Sheveland, Tom Scott, Andrea Weber, and Mike Zagya. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Lauretta Manning, Michelle Riddell, Skyler Rodolph, Sam Thompson, Cherie Switzer, Cindy Bauer, Jennifer Turner, Travis Opperman, Galina Dobson, Greg Dinse, Kimie Carroll, Autumn Foster, Angie Navarro, Christine Taylor, Kiriya Chernishov, Eris Peto, Sophie Peto, Greg Adams, Connor Adams, Carolyn Yoder, Myron Peto, Ray Keen, Troy Soles, John Deller, Janel Kallstrom, Audrey Chernishov, Nika Chernishov, Sara Magenheimer, Kelsey Bishop, Frank Cutsforth, Tracie Heidt, Patti Lang, Richard Goddard, Wendy Veliz, and Melissa Youd.

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS AND FLAG SALUTE

Eccles Elementary student Kiriya Chernishov led the flag salute. The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes were made.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 OPEN BUDGET HEARING

Chair Mike Zagya opened the Budget Hearing for public comments regarding the proposed 2017-2018 Canby School District Budget. No public comments were made.

4.2 CLOSE BUDGET HEARING

Chair Mike Zagya closed the Budget Hearing.

4.3 Spotlight on Student Success – Eccles Elementary

Eccles Elementary Principal Andy McKean introduced City Council Member and Oregon Battle of the Books (OBOB) Coordinator Tracie Heidt and student presenters: Kiriya Chernishov, Eris Peto, and Connor Adams to share about the OBOB program at Eccles. He acknowledged Tracie Heidt and Chris Taylor who was absent from the meeting, for their volunteer work this year. Ms. Heidt discussed the benefits of program and shared there are divisions for grades 3-5, 6-8 and high school. The students presented a slide show and shared about their experiences participating in the program noting they learned about teamwork and read a variety of books.

4.4 Board Recognition

Out-going Board member Kristin Downs was recognized for her eight years of service to the Canby community, Canby School District staff, students and their families. Kristin Downs expressed appreciation for the opportunity to serve as Board of Director and thanked the

Canby School District staff for their dedication to the students and families of the community.

4.5 Reading Mentors Expansion

Oregon Community Foundation representatives Richard Goddard and Wendy Veliz announced that The Canby Center was awarded a grant for \$14,000 to expand the Reading Mentors program next school year. Director Ray Keen and members of The Canby Center Board of Directors were present for the announcement. Mr. Keen shared the program will expand to Lee Elementary, Trost Elementary, and Eccles Elementary next year.

4.6 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 June 1, 2017 Board Work Session and Executive Session
- 5.2 Personnel Changes
- 5.3 Certification of Election Results – Special Election May 16, 2017

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

6.0 BOARD MEMBER OATH OF OFFICE

Sara Magenheimer recited the oath of office assuming the duties of Canby School District Board of Director as of July 1.

7.0 SUPERINTENDENT'S REPORT

Superintendent Goodall commented on the following:

- Attended the CTE Summit at CHS on May 26. Thank you to Greg Dinse, Jamie Netter and others who helped to make the event a success.
- The Post High Transition Program Art Show fundraiser was terrific! Thank you to Piret Tammik and her staff.
- Attended Rotary on June 2nd. The group honored retiree District Media Specialist Linda Fukasawa with a \$1,000 check to the Canby School District for library books.
- CHS Graduation was a great opportunity to celebrate the accomplishments of our students. Thank you to Kimie Carroll and all involved.
- Yesterday, the District hosted an End of Year Staff Celebration to honor all staff and retirees. Thanks again to our sponsors: Cutsforth Thriftway, Sodexo, STA, SolutionsYES, Canby Ford, CTX-Xerox, and DirectLink.

8.0 BOARD COMMENTS

Angi Dilkes Perry: Absent

Andrea Weber: Attended the CHS CTE Summit and would like to commend the staff for their efforts. Attended the retirement event at Baker Prairie Middle School honoring Jim Nosen, Kim McKie, and Tanya Herberger. Also attended the Post High Transition Program Art Show – the artwork was remarkable. Thank you to Kristin Downs for her work as board member and for inspiring others to learn more about the FFA program.

Rob Sheveland: Attended the CHS CTE Summit - a great event with community participation and support. Also attended the Post High Transition Program Art Show – thank you to Piret Tammik for her work to organize the event. Thank you to Kristin Downs for helping to “onboard” me as a new board member.

Diane Downs: Attended the World Economic Summit at the high school – always a valuable experience. Thank you to Erin Walsh and others for their efforts. The high school graduation ceremony was a positive representation of our school district to the community. Attended the District retiree celebration honoring teachers that served students for many years. Thank you to Kristin Downs for her service to the community.

Kristin Downs: Pass

Tom Scott: Thank you Kimie Carroll and others for another successful high school graduation event. Congratulations to retirees – thank you for your service to students and the community. Thank you to Kristin Downs for contributions as board member.

Mike Zagyva: Echo all comments – thank you to the high school administration for the graduation ceremony. Shout out to all retirees – congratulations. Attended the Baker Prairie Middle School Band concert – well done Jordan Paulus, Band Director. Students were introduced to Nick Lunchterhand, High School Band Director and encouraged to continue in the program. Thank you to Kristin Downs for her encouragement and positive demeanor.

9.0 INFORMATION/DISCUSSION/ACTION ITEMS

9.1 Wellness Team Update

Carolyn Yoder and Patti Lang, Co-Coordinators of the Canby School District Wellness Team, and Kelsey Bishop, shared a keynote presentation highlighting the OEA Choice Trust Employee Wellness Grant origination and activities done this year to promote employee wellness. Employees were surveyed and reported positively regarding the activities and focus on improving their health. The group discussed a proposed 2017-2018 Action Plan submitted to OEA Choice Trust for a grant to continue efforts next year.

9.2 CHS Graduation Report

Canby High School Associate Principal Kimie Carroll reviewed four-year Cohort graduation data for 2015-2016 and comparison data from the state and previous years (2010-11 and forward). Ms. Carroll highlighted the 2015-16 graduation rate for Latino students at 91.18% compared to the state average of 69.44%. The total student 2015-16 graduation rate is 89.78% compared to the state average of 74.83%. Ms. Carroll shared plans to expand the CTE program next year.

9.3 End-of-Year Principal SIP Report

Principals Andy McKean, Cherie Switzer, Christine Taylor, Skyler Rodolph, Sam Thompson, Jennifer Turner, Greg Dinse, and Angie Navarro discussed year-end progress on School Improvement Goals (SIP). The group shared a keynote presentation and discussed main areas of focus and accomplishments as well as areas for continuing development and next steps. It was noted that for K-8 schools, goals were selected from Indistar Indicators. The goals/commitments for each school were reviewed as follows:

Eccles Elementary:

- Safe Respectful Environment (District and School Culture) (DSC1.1)
- Mission and goals reflect a vision for equity (DSC1.2)
- At-risk identification/intervention (DSC1.4)

Lee Elementary:

- Safe, Respectful, Culturally Inclusive Environment (DSC1.1)
- Mission and Goals Reflect High Expectations and A Vision For Equity (DSC1.2)

Knight Elementary:

- District/School Culture (DSC1.1)
- Family and Community Involvement (FC3.4)
- Educator Effectiveness (EE2.2)

Ninety-One School:

- Commitment 1: Ninety-One School staff will build strong relationships with all students that promote a safe, respectful, and culturally responsive learning environment.
- Commitment 2: Ninety-One School staff will seek and engage all students in academic responses.
- Commitment 3: Ninety-One School staff will ensure all students know learning objectives and criteria for successfully meeting learning objectives.

Carus Elementary: Renewed SIP (New goals)

- High expectations and vision for equity and meeting needs of all
- Coordinating and integrating services and programs
- Sound Classroom management practices encouraging engagement
- Meaningful opportunities for family involvement

Baker Prairie Middle School:

- District/School Culture
- Educator Effectiveness - Teaching and Learning
- Family and Community Involvement

Canby High School:

- Goal 1: Implementation of the ACT/ASPIRE
- Goal 2: Implementation new curriculum in Math & English/Language Arts and associated technology (iPads)
- Goal 3: Closing the GPA achievement gap for Latino and Low SES student populations

Trost Elementary:

- Instruction and Staff Professional Development (Educator Effectiveness: EE2.1, EE2.2, EE2.3, Teaching and Learning: TL4.4)
- Family Involvement (FC3.3, FC3.4)

9.4 Financial Report / Special Funds / Enrollment Report

Denise Lapp, Director of Finance, reviewed the current Financial Report as of May 31, 2017. The Construction Excise Tax (CET) fund balance is \$655,724.82 and the Turf Replacement fund balance is \$204,079.95 including the \$10,000 that the high school committed to contributing annually. The final 2016-17 State School Fund payment was received and the final Common School Fund payment will be received in July.

Ms. Lapp discussed the Month End Enrollment Summary as of May 31, 2017. She reviewed student counts with a total enrollment of 4,699 students.

9.5 Apple Lease Approval

Ms. Lapp reviewed the Master Lease Purchase Agreement between the Canby School District and Apple Inc. for the purchase of computer hardware as detailed in the agreement. The total lease amount is \$714,147 with four equal payments of \$180,649.59 and a rate of 0.7900%.

MOTION: Diane Downs moved to the Master Lease Purchase Agreement between the Canby School District and Apple Inc. as presented, Kristin Downs seconded the motion. Motion passed 6-0.

9.6 Policy DJC-AP (NEW) Public Contracting Supplemental Rules & Procedures and Resolution 2016-17/008 Public Contracting Rules

A second reading of Administrative Procedure DJC-AP *Public Contracting Supplemental*

Rules & Procedures, which requires Board approval, was held. The accompanying Resolution 2016-17/008 Public Contracting Rules was reviewed stating that the district is repealing their existing public contracting rules, opting in to the Attorney General's Model Public Contracting Rules and adopting rules that supplement the State of Oregon Attorney General's Model Public Contract Rules, which are contained in Policy DJC-AP.

MOTION: Diane Downs moved to adopt DJC-AP Public Contracting Supplemental Rules & Procedures and Resolution 2016-17/008 Public Contracting Rules as presented, Rob Sheveland seconded the motion. Motion passed 6-0.

9.7 Policy 2nd Reading and Adoption: DJ – District Purchasing, DJC – Bidding Requirements (NEW), BBAA - Individual Board Member’s Authority and Responsibilities

A second reading of policies DJ - District Purchasing, DJC - Bidding Requirements (New), and BBAA - Individual Board Member's Authority and Responsibilities was held. No further clarification was requested.

MOTION: Diane Downs moved to adopt Policy DJ – District Purchasing, Policy DJC – Bidding Requirements, and Policy BBAA - Individual Board Member’s Authority and Responsibilities as presented, Kristin Downs seconded the motion. Motion passed 6-0.

9.8 Parrott Creek Ranch Agreement with CESD

Mr. Goodall reviewed the proposed amended agreement with Clackamas Educational Service District (CESD) to provide educational programming for the Parrott Creek Program. The Board requested to add a mid-year update on the program next school year.

MOTION: Rob Sheveland moved to approve entering into an agreement with Clackamas ESD to provide Educational Programming for the Parrott Creek Program for the 2017-18 school year, Diane Downs seconded the motion. Motion passed 6-0.

9.9 2017-2018 Organizational Designations

The proposed 2017-2018 Canby School District Organizational Designations are as follows:

Canby School District **2017-2018 ORGANIZATIONAL DESIGNATIONS**

In conjunction with the administrators of Canby School District, the Board of Directors agree to the following organizational designations for the 2017-2018 fiscal year:

- 1. Samuel “Trip” Goodall is designated as the Chief Administrative Officer, the District Clerk, and the Elections Officer.*
- 2. Denise Lapp is designated as the Director of Finance, the Budget Officer, and the District Deputy Clerk.*
- 3. Kamela Davis is designated as the Board Secretary.*
- 4. Samuel “Trip” Goodall and Denise Lapp shall be Custodians of Funds and authorized signature and facsimile signature on checks. No other signature is authorized for district checks. They shall also authorize the signers on all student body accounts and shall have the authority to open new bank accounts, as necessary. The Custodians of Funds shall have individual fidelity bond coverage in the amount of \$250,000 each or*

shall be covered under the District's crime coverage on its property and casualty insurance policy and are authorized to:

- a. *Make salary and non-salary payments, according to district budget, policy, and state laws;*
 - b. *Enter into contracts of under a \$100,000 bid limit and real estate transactions;*
 - c. *Borrow funds not to exceed \$750,000;*
 - d. *Apply for and administer grant funds; and*
 - e. *Act as investment officer.*
5. *Designates Local Government Investment Pool (LGIP) to invest surplus district funds.*
 6. *Designates the firm of Oregon School Boards Association (OSBA), as the primary attorney. However, the district reserves the right to select other legal firms as appropriate.*
 7. *Wilcox, Arredondo & Co. is designated as official auditor.*
 8. *Brown & Brown Northwest is designated as the insurance agent of record.*
 9. *U.S. Bank is designated as the depository for district funds.*
 10. *Approve substitute teacher pay rate of \$178.40 per day for the first 10 days, and \$208.00 for subsequent days.*
 11. *Designate the Canby Herald and/or The Oregonian and/or Daily Journal of Commerce as the official paper for publishing legal notices.*
 12. *Designates John Hall as the District's Safety Officer.*

MOTION: Diane Downs moved to approve the 2017-2018 Canby School District Organizational Designations as presented, Rob Sheveland seconded the motion. Motion passed 6-0.

9.10 2017-2018 Board Meeting Dates

As previously discussed, a Board Work Session on January 4, 2018 was added to the proposed 2017-2018 Board Meeting Calendar.

MOTION: Rob Sheveland moved to approve the 2017-2018 Board Meeting Calendar as amended, Diane Downs seconded the motion. Motion passed 6-0.

9.11 2017-2018 Board Leadership (Chair, Vice-Chair)

Chair Mike Zagyva opened the floor for 2017-2018 Board Chair and Vice-Chair nominations.

MOTION: Diane Downs moved to nominate Tom Scott as 2017-2018 Board Chair, Kristin Downs seconded the motion. Motion passed 6-0.

MOTION: Diane Downs moved to nominate Rob Sheveland as 2017-2018 Board Vice-Chair. Kristin Downs seconded the motion. Motion passed 6-0.

9.12 2017-2018 Budget Resolution

The proposed Resolution for Adopting the Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax for the fiscal year 2017-2018 is as follows:

CANBY SCHOOL DISTRICT NO. 86

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of Canby School District No. 86 hereby adopts the budget for fiscal year 2017-2018 in the total sum of \$79,279,418. This budget is now on file at the District Administration Office, 1130 S Ivy Street, Canby, OR 97013.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below are hereby appropriated:

General Fund		Special Revenue Funds (Continued):	
1000 Instruction	\$29,216,887	Student Body Fund	
2000 Support Services	19,334,021	1000 Instruction	<u>\$2,345,000</u>
3000 Enterprise and Community Services	22,365	Debt Service Fund	
4000 Facilities Acquisition and Construction	45,000	5100 Debt Service	<u>\$9,952,085</u>
5100 Debt Service	566,745	Capital Projects Fund	
5200 Transfer of Funds	75,000	2000 Support Services	\$105,200
6000 Contingency	100,000	4000 Facilities Acquisition and Construction	200,000
	<u>\$49,360,019</u>		<u>\$305,200</u>
Special Revenue Funds:		Internal Service Fund	
Special Projects Fund		1000 Instruction	\$130,617
1000 Instruction	\$2,836,826	2000 Support Services	787,888
2000 Support Services	3,918,255	3000 Enterprise and Community Services	28,281
3000 Enterprise and Community Services	444,737		<u>\$946,786</u>
4000 Facilities Acquisition and Construction	1,696,521	Trust Fund	
5100 Debt Service	234,118	1000 Instruction	\$21,977
	<u>\$9,130,458</u>	2000 Support Services	21,977
Construction Cluster Fund		3000 Enterprise and Community Services	254,631
1000 Instruction	\$575,933		<u>\$298,585</u>
2000 Support Services	4,000	Total Appropriations, All Funds	75,092,554
	<u>\$579,933</u>	Total Unappropriated and Reserve	
Community Education Fund		Amounts, All Funds	<u>\$4,186,865</u>
3000 Enterprise and Community Services	<u>\$90,988</u>	TOTAL ADOPTED BUDGET	<u>\$79,279,418</u>
Food Service Fund			
3000 Enterprise and Community Services	<u>\$2,083,500</u>		

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2017-2018 upon the assessed value of all taxable property within the district.

- (1) At the rate per \$1,000 of assessed value of \$4.5765 for permanent rate tax;
- (2) In the amount of \$6,901,224 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Education Limitation	
Permanent Rate Tax	\$4.5765/\$1,000
Excluded from Limitation	
General Obligation Debt Service	\$6,901,224

The above resolution statements were approved and declared adopted on this 15th day of June, 2017:

Board Chair, Mike Zagayva

Superintendent, Samuel "Trip" Goodall

MOTION: Diane Downs moved to approve the Resolutions for Adopting the Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax for the fiscal year 2017-2018 as presented, Rob Sheveland seconded the motion. Motion passed 6-0.

9.0 FUTURE AGENDA ITEMS

- Summer School Report
- Admin Retreat Report

- Approval of 2017-2018 Alternative Education Programs
- Approval of 2017-2018 Federal Grants
- Approval of 2017-2018 Construction Excise Tax
- Approval of 2017-2018 Board-Superintendent Working Agreements
- Approval of 2017-2018 Superintendent Performance Goals
- Approval of 2017-2018 Board Priorities/Mission Statement
- 2017-2018 Board-School Liaisons

The Board discussed the addition of a report on new teacher supports.

10.0 GOOD OF THE ORDER

No good of the order items were discussed.

EXECUTIVE SESSION

Mike Zagya exited the Board from the Board Regular Session and entered into an Executive Session at 9:11 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), and Michelle Riddell (Director of Human Resources).

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 10:19 p.m.

REGULAR SESSION

12.0 2017-2018 SUPERINTENDENT SALARY APPROVAL

MOTION: Diane Downs moved to increase the superintendent's salary to \$155,000 for the 2017-2018 school with a \$5,000 relocation incentive extended for an additional year as discussed, Kristin Downs seconded the motion. Motion passed 6-0.

13.0 ADJOURNMENT

Chair Mike Zagya adjourned the meeting at 10:22 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Mike Zagya
Board Chair