

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Board Work Session and Executive Session  
June 7, 2018  
Canby School District Office, Meridian Room**

**WORK SESSION**

**Board members in attendance** were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Diane Downs, Sara Magenheimer, 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, Joe Soulagnet, Tonya Boustead, Carolyn Yoder, Patti Lang, Angela Ottosen, Billy Goldsmith, Don Carter, Greg Dinse, Galina Dobson, Tina Reitsma, Paula Burrington, Dianne Holme, and Ben Winegar.

**1.0 CALL TO ORDER**

Tom Scott called the Work Session to order at 6:30 p.m.

**2.0 INTRODUCTIONS**

The audience members introduced themselves.

**3.0 CHANGES TO AGENDA**

Item 6.9 was added to discuss the district's purchasing policy in relation to summer projects.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

**4.1 Public Comments**

No public comments were made.

**5.0 CONSENT AGENDA**

Included in the Consent Agenda:

- 5.1 Minutes from the May 17, 2018 Board Regular Session and Executive Session
- 5.2 Personnel Changes

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

**6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

**6.1 Approval of CHS FBLA National Competition trip to Baltimore, MD**

Request for approval of Canby High School's FBLA National Competition trip to Baltimore, MD from June 26-July 2, 2018 was submitted for approval. CTE/Business Education Teacher and FBLA Advisor Tonya Boustead discussed the trip's itinerary and partnership with Molalla SD to travel with students and provide additional chaperones. It was explained that Ms. Boustead would not be traveling with the group. Clarification was requested regarding emergency protocols in her absence. Superintendent Goodall responded the district would contact Molalla SD and PACE for further information.

**MOTION: Andrea Weber moved to approve the Canby High School's FBLA National Competition trip to Baltimore, MD from June 26-July 2, 2018 as presented; Sara Magenheimer seconded the motion. Motion passed 6-0.**

### ***6.2 Approval of Sodexo Facilities Management Contract***

Superintendent Goodall introduced Sodexo representatives: Tina Reitsma, Paula Burrington, Billy Goldsmith, and Don Carter. The following materials were provided: *Sodexo Proposed Facilities Management Solution Pricing, Facility Management Contract Budget Overview, and Canby School District Transition Plan.*

Mr. Goodall discussed the district's current contracted services (nutrition and transportation) and recommendation to contract with Sodexo for facilities management services. Director of Finance Denise Lapp and Director of Human Resources Michelle Riddell provided an overview of the budget and district/company responsibilities. Sodexo representatives provided clarification as requested. It was noted the agreement would be cost neutral and in addition to the on-site facilities manager, benefits include employee training, additional resources (supplies, equipment), and enhanced processes and technology. As part of the agreement, the district has the opportunity to review the budget annually in March.

Ms. Lapp noted legal council is reviewing the final contract and the Board would approve authorization to enter into an agreement with Sodexo for facilities management services.

**MOTION: Rob Sheveland moved to approve authorizing the Canby School District Administration to enter into a five-year contract agreement with Sodexo for Facilities Management Services at an amount not to exceed \$1,043,447.00 for SY 2018-19 and reanalyzed annually in March; Diane Downs seconded the motion. Motion passed 6-0.**

### ***6.3 Employee Wellness Grant Update***

Co-Coordinator of the Canby School District Wellness Team Carolyn Yoder and Patti Lang shared a keynote presentation highlighting the OEA Choice Trust Employee Wellness Grant activities this year to promote employee wellness. Employees were surveyed and reported positively regarding the opportunities to focus on improving their health. It was discussed this is the second year of the grant and the district was awarded \$20,180; after application the district may be eligible for a similar renewal amount and continued funding of up to \$75,000 over five years. Approval of 2018-19 grant funding will be awarded sometime in June.

### ***6.4 Carus White Building Update***

Interim Facilities Manager Joe Soulagnet reviewed information regarding the Carus White Building's structural status. The update was provided in response to a request from the Carus Preschool organization to survey the building for possible use. Mr. Soulagnet reported Clackamas Fire District #1 Fire Inspector Denny Dahlgren performed a safety inspection and provided recommendations. PACE Risk Management Consultant Troy DeYoung conducted an assessment of the property from a liability standpoint. Several safety issues were noted concerning radon, lead, and asbestos. Overall, a complete renovation would be needed with preliminary estimates starting at \$183,000 not including drywall, finishing and paint, or drain-field work if needed. Renovation costs could reach upwards of \$1,000,000.

A discussion was held regarding future considerations for the building, whether to maintain the structure or explore other options. A handout was provided with a new request from the Carus Preschool to allow them to place a modular pod in the parking lot adjacent to the White Building as a temporary alternative. It was agreed a modular is not a viable option due to code

requirements. Mr. Goodall noted he would contact the preschool regarding their decision and inform them they would likely be allowed to continue at Carus Elementary for one more year unless there were unforeseen changes in enrollment.

**6.5 Policy Discussion – Pediculosis (Head Lice)**

A follow-up discussion was held regarding optional Policy JHCCF *Pediculosis (Head Lice)*; whether or not to exclude students from school with live lice. District Nurse Dianne Holme discussed the rationale for allowing students to continue at school as recommended by Oregon Health Authority (OHA) and Oregon Department of Education (ODE). It was noted the state allows school districts discretion on how to address the issue of head lice with students in a school setting. The Board suggested that prior to a change in policy, the community should be informed and educated regarding the new guidance. The Board agreed the policy should continue to indicate students may be excluded from school with live lice but allowed to attend with nits (lice eggs).

**6.6 Construction Excise Tax Report**

Director of Finance Denise Lapp reviewed a summary of Construction Excise Tax (CET) year-to-date expenditures and revenues, along with projections for 2018-2019. It was noted that the second quarter revenues have not yet been received; payment is anticipated in July or August. The following is a summary of expenditures and revenues:

2017-2018:

<i>Total YTD Expenditures (paid and in process)</i>	<i>\$204,601.30</i>
<i>Total YTD Revenues</i>	<i>\$997,511.34</i>
<i>Ending Fund Balance (without 2<sup>nd</sup> quarter and interest)</i>	<i>\$792,910.04</i>

Projected for 2018-19:

<i>Total Expenditures</i>	<i>\$1,016,176.09</i>
<i>Total Revenues</i>	<i>\$1,265,697.36</i>
<i>Estimated Ending Fund Balance as of 6/30/19</i>	<i>\$249,521.27</i>

Ms. Lapp reviewed the list of current and future projects to be funded by CET monies. It was noted that costs for the security camera upgrade at Canby High School, the district security server upgrade, and the district phone upgrade may be significantly less than anticipated; total projected expenditures for 2018-2019 may be approximately \$800,000. An update on the costs will be provided at the June 21 Board Planning Session.

**6.7 Establish 2018-19 Inter-District Transfer Openings (Secondary – CHS and BPMS)**

Superintendent Goodall reviewed 2018-2019 Interdistrict Transfer openings at Canby High School and Baker Prairie Middle School as recommended by administration. It was noted that due capacity issues elementary and Ninety-One School openings would be determined in August 2018. Mr. Goodall provided clarification as requested. The recommendations are as follows:

***Baker Prairie Middle School***

*Grade 7            14 slots*

***Canby High School***

*Grade 9            50 slots*

*Grade 10          50 slots*

Grade 11 50 slots

Grade 12 0 slots\*

\*The district may approve transfers for **currently enrolled** students who have moved and wish to continue attending through graduation.

**MOTION: Andrea Weber moved to approve the Interdistrict Transfer (secondary) openings for Canby High School and Baker Prairie Middle School for 2018-2019 as recommended; Rob Sheveland seconded the motion.**

**Motion passed 6-0.**

### ***6.8 Swim Center Lease Agreement***

Mr. Goodall reported he met with City of Canby Administrator Rick Robinson to discuss the current swim center lease agreement. The City recently approved a budget for expansion of the swim center facility pending an agreement with the district to extend the lease from a year-to-year to a long-term agreement of 5, 10, or 15 years. A discussion was held. The Board requested to review the current lease agreement and a tour of the area planned for expansion. In addition, a detailed summary of the City's plans and budget including the duration of the levy funding was requested for consideration.

### ***6.9 Added: District Purchasing Policy Discussion Related To Summer Projects***

A copy of Policy DJ – *District Purchasing* was provided for discussion. Mr. Goodall and Ms. Lapp reported estimations for the chiller replacement at Canby High School 400 Wing this summer may exceed the \$100,000 threshold required for Board approval. It was requested the Board consider adding an “emergency” clause to the policy for special circumstances when a meeting is difficult to schedule, i.e., unexpected summer projects. The Board agreed that in lieu of a change in policy, the Board would approve the chiller replacement project *not to exceed \$150,000* at the June 21 Regular Board Session. In addition, it was agreed that a special meeting could be held with participation by phone if necessary.

## **7.0 FUTURE AGENDA ITEMS**

The following items will be addressed at an upcoming session:

June 21 Board Planning Session (12-5pm)

- Bond Presentation
- Finance: Budget, PERS, Ending Fund Balance, Middle School Intramural Sports, Overseas Travel
- Facilities: Facility Condition Assessment, Projects and Priorities
- Communication Plan
- Equity
- Measure 98
- High School Counseling Department Audit Update
- Teaching and Learning Department Reorganization
- Nuts and Bolts:
  - 2018-19 Board Meeting Dates
  - 2018-19 Board Leadership
  - 2018-19 Superintendent Goals
- Board Priorities and Mission Statement
- Board Self-Assessment

June 21 Budget Hearing and Board Regular Session (6:30pm)

- FY 2018-19 Budget Hearing and Adoption
- CIP | SIP End of Year Principal Report
- CHS Graduation Report
- Monthly Curriculum Update: Interim Assessments
- 2018-2019 Meal Prices
- Financial | Special Funds | Enrollment Report
- Policy Final Adoption

The Board requested an update on the high school athletic department.

**8.0 GOOD OF THE ORDER**

No items were discussed:

**EXECUTIVE SESSION**

Tom Scott exited the Board from the Board Work Session and entered into an Executive Session at 8:35 p.m. Tom Scott (Chair), Rob Sheveland (Vice-Chair), Diane Downs, Sara Magenheimer, Andrea Weber, and Mike Zagyva. Absent Board member was Angi Dilkes Perry. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), and Michelle Riddell (Human Resources Director).

The Board met in Executive Session to consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a), which allows the Board to meet in Executive Session for that purpose, 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.

Tom Scott exited the Board from the Executive Session and reentered the Regular Session at 9:11 p.m.

**REGULAR SESSION**

The Board requested a future discussion regarding the superintendent's ideal structure of the Teaching and Learning Department organization and responsibilities.

**9.0 ADJOURNMENT**

Tom Scott adjourned the meeting at 9:12 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Tom Scott  
Board Chair