

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
REGULAR SESSION AND EXECUTIVE SESSION  
August 18, 2011**

**REGULAR SESSION**

**1.0 CALL TO ORDER**

Board Chair Andy Rivinus called the Regular Session to order in the Central Services Meridian Room on August 18, 2011 at 6:30 p.m. Board members in attendance were Andy Rivinus, Ty Kraft, Diane Downs, Brendan Murphy and Tom Scott. Absent from the meeting were Board members Andrea Weber and Kristin Downs. Also in attendance were Superintendent Steach, Linda Martin, David Moore, Pat Smith, Jennifer Turner, Maureen Callahan, Lee Wiegand, Jody Pattershall, Traci Hensley, Kim Mabry, Bob Backstrom, Kathy Hostetler, Stefani Carlson, Cindy Bauer, Mr. and Mrs. Jessie Villareal, Gary Shelton, Mack Woods, Francis Monahan, Michael Monahan, Sandy Martinsen and several others that did not sign in.

**2.0 INTRODUCTIONS**

The audience introduced themselves.

**3.0 CHANGES TO AGENDA**

An Executive Session with item 192.600 (2) (d) was added to the agenda.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

Patty Rydquist representing the Pregnancy Care Center explained they offer free and confidential services and parenting classes. She has concerns about the CHS School Based Health Center offering birth control. She also explained Canby has a new Care Oregon Community Health Center located in the Elm Street Pacific Medical Building in Canby who also offer primary care, pap tests, immunizations and STD testing. Care Oregon also offers free birth control. Patty distributed information on the services they offer, a brochure on statistics on sexual exposure and a copy of an article from the newspaper.

Jody Pattershall wanted to know if students received sexually transmitted disease counseling and where the students were sent if they were tested positive. Pat Smith also wanted to know what the health center was doing about the Gardasil injection for the human papilloma virus. Andy Rivinus will share these questions with the SBHC staff. Ms. Smith also has concerns about planned parenthood and what they are teaching.

Bob Backstrom, Kathy Hostetler, Stefani Carlson, Mack Woods and Frances Monahan all felt it was the duty of the children's parents, not the school, to authorize contraceptives. Bob Backstrom also felt we are separating kids from their parents.

He said it's an emotional time for adolescent kids and they need good counseling and need to be taught abstinence.

Chair Rivinus thanked everyone from coming this evening and noted the School Based Health Center topic would be on the September 15 agenda. He also urged everyone to check the website for the agenda in the event any changes are made to that meeting.

## **5.0 BOARD MEMBER OATH OF OFFICE**

Brendan Murphy recited the oath of office for position #1 on the Canby School District Board of Directors. Chair Rivinus welcomed him to the board.

## **6.0 SUPERINTENDENT'S REPORT**

Superintendent Steach reported he has met with all administrators and the Central Services staff as well. He's also visited all of the district facilities and talked with the maintenance and custodial staff. He felt we've done an admiral job of taking care of our facilities.

He also touched on the administrative retreat held last week with discussion on how students come in with different expectations due to technology. Presentations were also done on collaborative teaming instructional rounds by Maureen Callahan, Director of Student Achievement.

John noted a proposal has been presented to the Canby Educational Foundation last night for funding for a Co-laboring Education Facilitator.

Results on ACT scores representing college readiness were received recently and Canby scores were above average over the State of Oregon scores in every area.

## **7.0 BOARD COMMENTS**

Tom Scott is excited to see the students going back to school soon.

Ty Kraft recently had a conversation with CHS principal, Pat Johnson noting there is approximately \$30,000 in the turf replacement fund. Ty is also excited to have the kids back in school in the next few weeks.

Brendan Murphy is honored and privileged to be part of the school board and excited to work with Knight Elementary as their board liaison.

## **8.0 CONSENT AGENDA**

### **8.1 Minutes**

Minutes of the August 4, 2011 Workshop Session and Executive Session are provided in Addendum 8.1

### **8.2 Personnel Changes**

Personnel Changes are provided in Addendum 8.2

**MOTION:** Diane Downs moved to approve the Minutes of the August 4, 2011 Workshop Session and Executive Session as provided in Addendum 8.1 and the Personnel Changes as amended as of August 18, 2011. Tom Scott seconded the motion. Motion passed 5-0.

## **9.0 INFORMATION/DISCUSSION/ACTION ITEMS**

### **9.1 School Restructure Status**

Facilities Manager Wayne Layman commended Ackerman staff for the outstanding job they did in packing up not only their supplies, but everything else. With less maintenance and custodial staff each year, Wayne noted the staff do an outstanding job of keeping our facilities in good condition. As far as the moves between buildings they will be open and ready for students on the first day of school. Wayne is also confident the HVAC system will have Baker Prairie at a comfort level in the event of hot weather. In regards to the arsenic level at Ninety-one the building is in progress and we are on schedule for completion.

Wayne thanked Pat Johnson, Steve Turner and custodial staff for the fantastic job they did in preparation for the Vietnam Era Memorial Dedication. Their work reflected well on the district for this great event. He also thanked Superintendent Steach for touring the buildings and talking with staff. Chair Rivinus also thanked the "crew" for their work.

### **9.2 Local Option Tax**

Superintendent Steach showed a slide presentation from a recent school finance conference clarifying and reinforcing some of the details surrounding Local Option Taxes. The board needs to decide on the date of the ballot measure, the amount vs. rate, durations, purpose and the amount. The board discussed how a survey would be conducted whether by postcards, an electronic survey or phone survey. Research will be done on the cost of a phone survey. A timeline was presented for board meeting discussion and decisions until the end of the year. On September 1 a presentation on anticipated amounts generated by millage rate, a board decision on whether to administer a community survey and gather feedback from the budget committee or neither, board discussion on desired information to be gathered from the community or budget committee, and board direction on additional information desired for decision making.

### **9.3 2010-2011 Fund Balance Estimate**

David Moore reported the District is still in the early stages of closing out the prior year with funds still being collected and payments still being made which impact the June 30 fund balance. Additional property tax revenue in the amount of \$50,000 has been collected through August and we are waiting for ARRA funds. The major expenditures have been paid and we will be closing out the grant funds. The ending fund balance is estimated at \$4.6 million.

Superintendent Steach reviewed the add-back summary totaling \$225,000 to include restoring the CHS Credit Recovery Program, restoring the CHS ELL TOSA to full time, SpEd Community Support Specialist for Post-HS Program, Math/Science CHS Class Size Reduction, Middle School Sports, 0.5 FTE Carus class size reduction/eliminate combo, IA Contingency for SpEd one-on-one support and restoration of high school sports to impact 120-140 students.

Superintendent Steach also noted the \$123,000 Maintenance of Effort funds are not reflected in the fund balance and will be added to this year's balance.

#### **9.4 AYP/NCLB Sanctions**

Superintendent Steach explained the sanctions from the Department of Education on Trost Elementary not meeting Annual Yearly Progress (AYP) for two years in a row. Under the federal No Child Left Behind legislation in 2009-10 they did not meet AYP in the area of English/Language Arts with Limited English Proficiency and Hispanic students and then with Students with Disabilities this past school year. We missed by 4 students with disabilities not passing the test. Due to these sanctions a letter will be sent to all parents offering them a choice to transfer to Carus or Ninety-one (the two schools with the most available space) with free transportation. For the 2011-12 school year, Trost will be implementing a new homework/parent involvement policy to help support students and their families to extend learning opportunities.

#### **9.5 Board Work Plan**

The entire board did not see the final work plan at the last meeting, therefore to final vote was moved to this meeting. Andy Rivinus also requested the Turf Field Replacement Fund be added to the plan.

**MOTION: Ty Kraft moved to approve the 2011-2012 Board Work Plan as amended this evening. Diane Downs seconded the motion. Motion passed 5-0.**

#### **9.6 Policy & Procedure 2<sup>nd</sup> Reading**

*KG, Use of School Buildings & Facilities*

*KG-AP, Addendum 10, Criteria for Leasing of District Facilities*

**MOTION: Diane Downs moved to approve *Policy KG, Use of School Buildings & Facilities* with minor edits and *KG-AP, Criteria for Leasing of District Facilities*. Tom Scott seconded the motion. Motion passed 5-0.**

#### **10.0 FUTURE AGENDA ITEMS**

The Board-Superintendent Orientation Workshop will be from 1:00-5:00 on September 1 in the Meridian room to discuss the working agreements and

superintendent evaluation process with a workshop session starting at 6:30 p.m. to continue discussion on the Local Option Tax and a Technology Purchase.

**11.0 ADJOURNMENT**

Chair Rivinus adjourned the meeting at 8:47 p.m. and after a short break will convene to Executive Session.

**EXECUTIVE SESSION**

Chair Rivinus called the Executive Session to order at 8:50 p.m. in the Central Services Meridian room in accordance with ORS 192.660 (2) (d). Board members in attendance were Andy Rivinus, Tom Scott, Ty Kraft, Diane Downs and Brendan Murphy. Absent board members were Andrea Weber and Kristin Downs. Also in attendance were Superintendent Steach and Linda Martin.

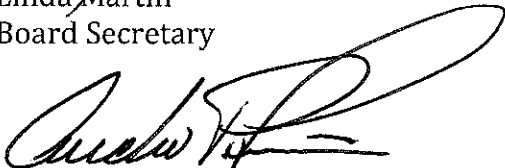
It is requested information discussed in the Executive Session not be disclosed. The session was held to discuss labor contract issues.

The Executive Session adjourned at 8:52 p.m.

Respectfully submitted,



Linda Martin  
Board Secretary



Andrew Rivinus  
Board Chair

APPROVED: 9/15/11

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
BOARD-SUPERINTENDENT ORIENTATION WORKSHOP  
September 1, 2011**

Chair Rivinis called the Board-Superintendent Orientation Workshop to order at 1:00 p.m. in the Central Services Meridian room on September 1, 2011. Board members in attendance were Andy Rivinus, Ty Kraft, Tom Scott, Kristin Downs, Diane Downs, Brendan Murphy and Andrea Weber. Also in attendance were Superintendent Steach, Linda Martin and Greg McKenzie.

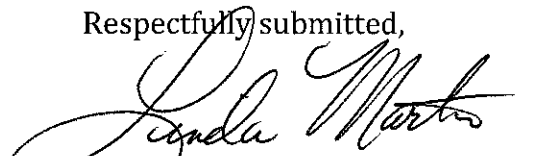
Greg McKenzie from Windows to Leadership, LLC facilitated an orientation workshop involving exercises in the different leadership styles and learning what styles apply to each of us. The components of a successful board are knowing the basic skills by knowing public meeting law and parliamentary procedures, knowing your role, working as a team and having effective leadership skills along with the evaluation of the superintendent and a self evaluation of the board. Greg discussed these roles and responsibilities of the board, discussed policies pertaining to the board, the Board Superintendent Working Agreements and presented models for the evaluation of the Superintendent.

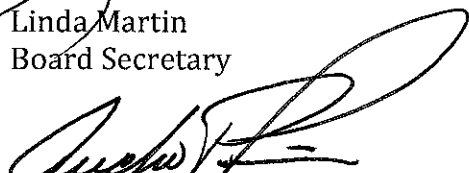
In regards to the Superintendent evaluation, it was decided Superintendent Steach, Brendan Murphy and Diane Downs will serve on a sub-committee to revamp the evaluation used last year for the superintendent. John will also check into the possibility of a workshop on the use of assessment data.

Currently the Superintendent should be building culture and morale, communicating with all stakeholders, strengthening union relationships and student achievement.

The orientation workshop adjourned at 4:58 p.m.

Respectfully submitted,

  
Linda Martin  
Board Secretary

  
Andrew Rivinus  
Board Chair

APPROVED: 9/15/11

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
WORKSHOP SESSION  
September 1, 2011**

**1.0 CALL TO ORDER**

Chair Rivinis called the Workshop Session to order at 6:30 p.m. in the Central Services Meridian room on September 1, 2011. Board members in attendance were Andy Rivinus, Ty Kraft, Tom Scott, Kristin Downs, Diane Downs, Brendan Murphy and Andrea Weber. Also in attendance were Superintendent Steach, Linda Martin, David Moore, Tim Oberg, Peggy Savage, Tony Crawford, Betty Crawford, Pat Johnson, Joe Minson and Joe Morelock.

**2.0 INTRODUCTIONS**

Introductions were made.

**3.0 CHANGES TO AGENDA**

None

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

None

**5.0 INFORMATION/DISCUSSION ITEMS**

**5.1 Local Option Tax**

Business Manager, David Moore discussed the different local option scenarios and the estimated annual collections based on increments of \$.25 per \$1,000. These estimates are based on projected 2011-12 assessed and real market values. Actual collections in the event of a local option passage in spring 2012 will be based on actual 2012-13 values and collections will begin in the 2012-13 fiscal year.

The Board was in agreement and felt the time to place a Local Option Tax Measure on the ballot would be the May 15, 2012 election. With sharing a ballot with a primary election, the estimated cost would be \$1,000 and there is no minimum validation number on return of ballots. It also gives more time to educate the community.

Superintendent Steach contacted three agencies and found the cost would be between \$7,000-\$10,000 to use an agency to administer the survey. Each of the agencies would work to provide a statistical phone sampling of the voter population to determine their relative level of support of a Local Option Tax. John also has done an in-house survey in the past sending random post cards to voters at a cost of approximately \$500.00. A decision first needs to be made on what the dollars would be used for.

The board was surveyed on their priorities and John will also get input from the administrators. Some of the board's priorities are adding back music and PE to full FTE, librarians to all buildings, foreign language at the high school, Model United Nations, instructional enrichment classes, more Instructional Assistants, TAG

Program offerings, acceptable class sizes, restoring cut programs, transportation, adding back student contact days, and continued use of technology.

The board also discussed having focus group meetings for community input on what their priorities would be. There was also discussion on possibly reconvening the budget committee.

Once the list is compiled survey questions will be determined and brought to the board for their input and a series of meetings would be set for educating the community. The survey could be administered between September 21 and October 11 and the results could be ready for the October 20 board meeting. Meetings with the focus groups could be scheduled beginning October 24. At the November 17 board meeting the results of the focus groups would be shared and a resolution could be ready for the December 15 board meeting.

## **5.2 Technology Purchase**

Joe Morelock, Director of Technology and Innovation presented a proposal for a new purchase agreement with Apple Computer, Inc. over three years at an interest rate of 2.95% to acquire laptops for teaching and technology assistant staff. The total purchase price is \$417,819.60 and the payments total \$430,200.30 including interest. The final payment on the prior three-year agreement was made in 2010-11. The primary source of this purchase is a \$150,000 per year line item in the general fund budget with federal special education grants and discretionary building budgets subsidizing small amounts.

Additionally, district administration recommends a separate purchase of up to \$200,000 for the new 4<sup>th</sup> grade iPod touch program funded by \$50,000 from the facilities grants, both one-time sources.

These purchases align with the 2010-11 Board Priorities and Goals which emphasize student achievement increase, collaborative teaming, innovative and effective communication and maintenance of the current technology standard. The large volume included in both purchases qualifies the District for discounted pricing of 10% off the State of Oregon pricing with Apple, Inc.

**MOTION: Tom Scott moved to approve the resolution to purchase technology equipment as listed in Addendum 5.2. Kristin Downs seconded the motion. Motion passed 7-0.**

## **5.3 Teacher Evaluation Process**

Human Resource Director, Tim Oberg presented copies of the Handbook for Professional Growth and discussed the revisions necessary to bring the Canby School District into compliance with Oregon Revised Statutes and to re-establish a regular practice of teacher support through ongoing feedback and yearly summative evaluation.

**MOTION: Diane Downs moved to approve the new version of the Handbook for Professional Growth. Brendan Murphy seconded the motion. Motion passed 7-0.**



Superintendent Steach commended members of the committee for their time and effort spent in coming to agreement on the revisions in a short amount of time.

- 5.4 Policy First Readings  
*EBD, Animals In or On District Property*  
*EFAA, District Nutrition and Food Services*  
*GBK, Tobacco-Free Environment*  
*JFCG, Tobacco, Alcohol & Drugs*  
*GDA, Instructional Assistants*  
*IGBAG, Special Education-Procedural Safeguards*  
*IKF, Graduation Requirements*

The Board discussed the above policies and made changes to be brought back to the next meeting. They also asked for more clarification on bracket language on ELL testing on policy IKF, Graduation Requirements and brought back for another first reading.

- 5.5 Policy First and Second Reading  
**JE, Attendance**  
**JED, Student Absences & Excuses**

The above policies were presented for a single reading in order for schools to be in compliance on the first day of school.

**MOTION: Diane Downs moved the approve Board Policy JE, Attendance and JED, Student Absences and Excuses as presented in Addendum 5.5. Ty Kraft seconded the motion. Motion passed 7-0.**

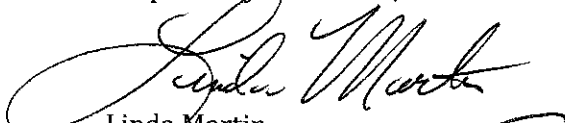
**6.0 FUTURE AGENDA ITEMS**

Assessment, AHERA notification, Financial Statement Update and Purchase Cards were added to the next board meeting agenda.

**7.0 ADJOURNMENT**

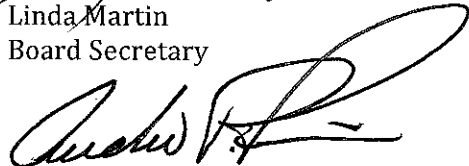
The meeting adjourned at 8:10 p.m.

Respectfully submitted,



Linda Martin  
Board Secretary

Linda Martin  
Board Secretary



Andrew Rivinus  
Board Chair

APPROVED: 9/15/11