

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Organizational Session and Executive Session
August 23, 2018
Canby School District Office, Meridian Room**

ORGANIZATIONAL SESSION

Board members in attendance were Rob Sheveland (Chair), Angi Dilkes Perry, Sara Magenheimer, Tom Scott, Andrea Weber, and Mike Zagyva. Absent Board member was Diane Downs (Vice-Chair). Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Laretta Manning, Ivonne Dibblee, Donna Diggs, Angie Navarro, and Autumn Foster.

1.0 CALL TO ORDER

Rob Sheveland called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

No introductions were needed.

3.0 CHANGES TO AGENDA

An addition was made to agenda item 6.9 to include a revision to Baker Prairie Middle School's 2018-19 Interdistrict Transfer openings; a discussion on transportation was also added.

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 June 21, 2018 Board Planning Workshop and Regular Session
- 5.2 Personnel Changes

MOTION: Tom Scott moved to approve the Consent Agenda as presented; Angie Dilkes Perry seconded the motion. The motion passed with Directors Sheveland, Dilkes Perry, Scott, Weber, and Magenheimer voting in favor and Director Zagyva abstaining for reasons of conflict of interest.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Summer School Report

Associate Director of Teaching and Learning Ivonne Dibblee and Summer School Administrator Donna Diggs provided information on the 2018 Summer School program, which served 696 students Pre-K through 12th grade at two campuses: Baker Prairie Middle School and Lee Elementary School. Ms. Diggs shared a keynote presentation: *Canby's Acceleration and Enrichment Academies 2018* and discussed information regarding the planning and recruiting process, learning focus, student experiences, and parent involvement.

Dr. Dibblee discussed a monitoring visit was conducted this year by the Oregon Department of Education (ODE) Migrant Education Department with a summary of commendations and

recommendations for the program. Canby's Summer School Program is regarded as a model program. There were no findings; however, recommendations include increasing migrant student participation and parent involvement.

Strategies to increase student participation were discussed such as in-home tutoring and the option of an evening session for working students. The Board requested additional data regarding repeat student attendance and academic performance data for participating students.

6.2 Approval of 2018-19 Organizational Designations

Director of Finance Denise Lapp discussed district policy requires the Board to annually approve organizational designations. As such, the designations are as follows:

CANBY SCHOOL DISTRICT 2018-2019 ORGANIZATIONAL DESIGNATIONS

In conjunction with the administrators of Canby School District, the Board of Directors agree to the following organizational designations for the 2018-2019 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 \$180.09 per day for the first 10 days and \$224.58 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 Tim Graves as the District's Safety Officer.*

MOTION: Andrea Weber moved to approve the Canby School District 2018-19 Organizational Designations as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.3 Approval of 2018-19 Federal Grants

Director of Finance Denise Lapp discussed district policy requires the Board to annually adopt a resolution authorizing application for federal grants.

Resolution 2018-19/001 Authorizing Application for Federal Grants

Be it resolved that the Canby School Board of Directors authorizes the Superintendent and/or his or her designee to apply for the following Federal Program grants, as needed:

- *Title IA – Improving Basic Programs*
- *Title IC – Migrant Education*
- *Title ID – Neglected and Delinquent or At-Risk Children*
- *Title II-A – Supporting Effective Instruction*
- *Title III – English Learners and Immigrant Youth*
- *Title IV-A – Student Support & Academic Enrichment*
- *Child Care & Development Fund*
- *IDEA Part B, Section 611 & 619*
- *Professional Technical Education (Carl Perkins)*
- *Rehabilitation Services Grant to States*
- *USDA – National School Breakfast, Lunch, Summer Food and Child and Adult Care Programs*

MOTION: Tom Scott moved to approve Resolution 2018-19/001 Authorizing Application for Federal Grants as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.4 Approval of 2018-19 Construction Excise Tax and Funding Update

Ms. Lapp reported the Department of Revenue has indexed the Construction Excise Tax (CET) to inflation. Current maximum limits for 2018-19 are \$1.30 per square foot for residential, \$0.65 for non-residential and \$32,600 non-residential maximum. Canby School District currently imposes rates of \$1.26, \$0.63 and \$31,400 respectively. The new rates will be effective as of November 1, 2018.

Canby School District has Intergovernmental Agreements with the City of Canby, the City of Wilsonville and Clackamas County for collection of the CET.

The Board agreed to increase the CET limits as stated in the following resolution:

Resolution 2018-19/002 Amendment to Construction Excise Tax

WHEREAS, the 2007 Oregon Legislative Assembly enacted ORS 320.170 to 320.189 (Senate Bill 1036) authorizing school districts to impose construction excise taxes (“CET”) to fund capital improvements to school facilities; and

WHEREAS, On December 13, 2007, the Canby School District Board of Directors (“Board”) enacted a Resolution imposing a CET pursuant to this Statute; and

WHEREAS, ORS 320.176 provides that a school district may adjust the CET tax rate and cap limitations each fiscal tax year based upon changes to the construction cost index as determined by the Oregon Department of Revenue (“DOR”), and

WHEREAS, the Board desires to amend the District’s CET tax rate and cap to reflect the DOR adjustments.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The applicable CET rates/limits imposed are amended as follows:
 - (a) \$1.30 per square foot on structures or portions of structures intended for residential use, including but not limited to single-unit or multiple-unit housing; and
 - (b) \$0.65 per square foot on structures or portions of structures intended for non-residential use, not including multiple-unit housing of any kind.
 - (c) A construction tax imposed on structures intended for nonresidential use will not exceed \$32,600 per building permit or \$32,600 per structure, whichever is less.
2. The construction excise tax shall be assessed and collected pursuant to the provisions of ORS 320.170 to 320.189.
3. The Superintendent is hereby directed to provide notice of this amendment the District’s local government partners collecting the CET pursuant to intergovernmental agreements with the District under ORS 320.179(2).
4. This resolution takes effect on November 1, 2018.

MOTION: Andrea Weber moved to approve Resolution 2018-19/002 Amendment to Construction Excise Tax as presented; Sara Magenheimer seconded the motion. Motion passed 6-0.

Construction Excise Tax Report

Ms. Lapp provided a revised handout with a summary of Construction Excise Tax (CET) year-to-date expenditures and revenues with a list current and future projects to funded by CET monies. The following is a summary of expenditures and revenues:

2017-2018:

Total Expenditures	\$220,291.31
Total Revenues	\$1,157,873.19
Unaudited Ending Fund Balance Estimate as of 6/30/18	\$937,581.88

Projected for 2018-19:

Total Projected Expenditures	\$1,152,478.09
Total Projected Revenues	\$1,157,873.19
Estimated Ending Fund Balance as of 6/30/19	\$5,395.10

2018-19 expenditures and projects include: loan payment for the Canby High School (CHS) track, iPad loan payment from 17-18 purchase, iPad purchase for 2018-19 (9th Grade), Facility Condition Assessment and Long-Rang Plan, CHS 400 Wing Chiller replacement, CHS CTE Building, Trost Elementary HVAC unit replacement, security camera upgrade, district phone upgrade, CHS 200/400 Wing roof replacement, and Title IX Issues for CHS Athletics. Ms. Lapp provided clarification as requested.

Added: School Supplies

Denise Lapp reported the process for supplying district provided school supplies to each school was streamlined this year; supplies were delivered to each school. District costs total \$45,000 with families spending approximately \$20 per student. The list of district provided and parent provided school supplies is the same as last school year. The Canby Center is an additional resource for students and their families.

6.5 Approval of 2018-19 Alternative Education Programs

Director of Student Services Laretta Manning discussed no changes were made to the Alternative Education Programs, which are options for student placement based on educational needs. District policy requires annual review and approval of programs as listed in the following resolution:

Resolution 2018-19/003 Alternative Education Programs

LIFEWORKS NORTHWEST

*8770 SW Scoffins Street
Tigard, OR 97223
503-684-1424*

SERENDIPITY CENTER

*14815 SE Division Street
Portland, OR 97236
503-761-7139*

VICTORY ACADEMY

*27960 SW Canyon Creek Rd
Wilsonville, OR 97070
503-784-9717*

CLACKAMAS COMMUNITY COLLEGE

*19600 Molalla Ave
Oregon City, OR 97045*

MOTION: Tom Scott moved to approve Resolution 2018-19/003 Alternative Education Programs as presented; Andrea Weber seconded the motion. Motion passed 6-0.

6.6 Draft 2018-19 Board Priorities/Mission Statement

Communications Coordinator/Project Manager Autumn Foster reviewed proposed revisions to the Board Priorities as discussed at the June 21 Board Planning Workshop. She provided language recommendations to align the priorities with the district's Academic Vision. A

discussion ensued regarding whether the board priorities should mirror the district’s priorities or be similarly aligned to provide direction to the superintendent/district; and whether to publicize the priorities once established. Ms. Foster noted the mission statement should also be updated as part of the process. It was agreed that individual feedback would be provided to Ms. Foster by the third week of September with a follow-up discussion held at the October 4 Work Session.

6.7 Approval of 2018-19 Board-Superintendent Agreements

No changes were made to the 2018-19 Board-Superintendent Working Agreements.

MOTION: Tom Scott moved to approve the 2018-19 Board-Superintendent Working Agreements as presented; Andrea Weber seconded the motion. Motion passed 6-0.

6.8 Approval of 2018-19 Superintendent Performance Goals

A discussion was held regarding the 2018-19 Superintendent Performance Goals. It was suggested the last bulleted item of section three (3) could be reworded for emphasis: *To better communicate to all stakeholders district goals and aspirations, establish a long-range communication plan.* As a follow-up, the Board requested an overview of the superintendent’s meetings and activities schedule to coincide with goal one (1), item two (2) – *Meet with all elementary and middle school staff to discuss academic vision, district culture around excellence, and family engagement.* No other suggestions were made.

MOTION: Angi Dilkes Perry moved to approve the 2018-19 Superintendent Performance Goals as presented; Tom Scott seconded the motion. Motion passed 6-0.

6.9 Approval of 2018-19 Interdistrict Transfer Openings (Elementary and Ninety-One School) Addition: Baker Prairie Middle School Revision

Superintendent Goodall reviewed 2018-2019 Interdistrict Transfer openings at Carus, Eccles, Knight, Lee, Ninety-One, and Trost as recommended by administration. In addition, an amendment to the Baker Prairie Middle School Interdistrict Transfer openings adopted on June 7, 2018 (Grade 7 - 14 slots) was submitted for consideration due to changes in enrollment numbers. The recommendations are as follows:

Carus Elementary*	Lee Elementary*
Grade 1 2 slots	Grade 2 2 slots
Grade 5 5 slots	Grade 6 6 slots
Eccles Elementary*	Knight Elementary*
Grade 1 2 slots	Grade 3 1 slot
Grade 2 4 slots	Grade 4 1 slot
Grade 5 4 slots	Grade 5 1 slot
Ninety-One School*	Baker Prairie Middle School* (Revised)
Grade K 2 slots	Grade 7 6 slots
Grade 8 3 slots	Grade 8 7 slots
Trost Elementary*	
Grade K 5 slots	

Grade 1	2 slots
Grade 2	2 slots
Grade 3	2 slots
Grade 4	2 slots
Grade 5	2 slots
Grade 6	2 slots

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

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

MOTION: Tom Scott moved to approve the 2018-19 Interdistrict Transfer openings for Carus, Eccles, Knight, Lee, Ninety-One, Trost, and Baker Prairie Middle School as listed above; Andrea Weber seconded the motion. Motion passed 6-0.

6.10 2018-2019 Board-School Liaisons

The Board agreed to the following school liaison assignments for the 2018-19 school year:

- Angi Dilkes Perry – Trost Elementary
- Diane Downs – Eccles Elementary
- Sara Magenheimer– Ninety-One School
- Tom Scott – Baker Prairie Middle School
- Rob Sheveland – Knight Elementary
- Andrea Weber – Carus Elementary
- Mike Zagyva – Lee Elementary
- All Board members – Canby High School

6.11 Policy Re-adoption: JHCD/JHCDA Medications

Director of Human Resources Michelle Riddell asked the Board to consider re-adoption of Policy JHCD/JHCDA Medications to amend the CPR/First Aid requirement staff administering medication. She discussed the recommended language change to *strongly encouraged* rather than *required* due to instances when training opportunities are delayed. It was suggested clarifying language could be added to include designated personnel are trained in administering medications and highly encouraged and offered opportunities to obtain first-aid and CPR cards. Approval for policy re-adoption was tabled to the September 6 Board Work Session.

6.12 Added: Transportation

Superintendent Goodall discussed issues related to transportation of students who attend Trost Elementary and live outside of the 45-minute route time; per contract, the longest period a student can be on a bus. It was noted that when the Dual Language Immersion Program was established as a magnet school it was communicated to families that transportation would be provided by the district; however, this agreement is undocumented. Adding another route would cost the district approximately \$250 per day. Mr. Goodall added the district is exploring options such as a mid-way stop or an alternate route for these students. The Board concurred with the district’s position and suggested continuing to explore ways to make it work. It was suggested that if changes are needed the district is obligated to provide ample notification for families to make arrangements. Mr. Goodall added the district would look at other magnet schools to discover how transportation is handled for further consideration.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- Introduction of Facilities Director/Facilities Update
- Facility Condition Assessment Update
- Introduction of STA Director/STA Update
- Budget Committee Review
- Budget Calendar
- 2018-19 Board Priorities/Mission Statement (October 4 Board Work Session)

Additional items were discussed: field trip approval(s), high school math curriculum update, district curricula report (list of resources old and new, including schedule of upcoming adoptions), and an update on the Sex Ed/Health curriculum adoption process.

8.0 GOOD OF THE ORDER

No additional items were discussed.

EXECUTIVE SESSION

Rob Sheveland exited the Board from the Board Work Session and entered into an Executive Session at 9:02 p.m. Board members in attendance were Rob Sheveland (Chair), Angi Dilkes Perry, Sara Magenheimer, Tom Scott, Andrea Weber, and Mike Zagya. Absent Board member was Diane Downs (Vice-Chair). Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp (Director of Finance) and Michelle Riddell (Human Resources Director).

The Board met in Executive Session to conduct deliberations with persons designated to carry on labor negotiations pursuant to ORS 192.660(2)(d); to conduct deliberations to negotiate real property transactions, in accordance with ORS 192.660(2)(e); and to consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a).

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.

Rob Sheveland exited the Board from the Executive Session and reentered the Regular Session at 9:15 p.m.

9.0 ADJOURNMENT

Rob Sheveland adjourned the meeting at 9:15 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Rob Sheveland
Board Chair