

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Organizational Session and Executive Session
September 6, 2018
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Rob Sheveland (Chair), Diane Downs (Vice-Chair), Angi Dilkes Perry, Sara Magenheimer, Tom Scott (entered at 6:37 p.m.), Andrea Weber, and Mike Zagyva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Ivonne Dibblee, Tom Millbrooke, Ken Counts, Tim Graves, Jennifer Turner, Travis Opperman, Ben Winegar, and Greg Dinse.

1.0 CALL TO ORDER

Rob Sheveland called the Work Session to order at 6:33 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes to the agenda.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Tom Millbrooke spoke regarding his recommendation for Angela Duckworth's book *Grit: The Power of Passion and Perseverance*.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the August 23, 2018 Board Organizational Session and Executive Session
- 5.2 Personnel Changes

MOTION: Diane Downs moved to approve the Consent Agenda with minutes as amended; Mike Zagyva seconded the motion. Motion passed 6-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Approval of Canby High School's Cross Country Meet Trip to Yakima, WA

Request for approval of Canby High School's Cross Country Meet Trip to Yakima, WA September 28-29, 2018 was submitted for approval. Coach Tom Millbrooke discussed the itinerary and fundraising opportunities. He provided clarification as requested.

MOTION: Diane Downs moved to approve the Canby High School's Cross Country Meet Trip to Yakima, WA September 28-29, 2018 as presented; Andrea Weber seconded the motion. Motion passed 7-0.

6.2 Director of Facilities Introduction / Facilities Update

Director of Finance Denise Lapp introduced Director of Facilities Tim Graves. Mr. Graves reviewed information provided in advance of the meeting regarding custodial and maintenance work completed this summer. He acknowledged staff for their dedication.

Mr. Graves reported the Trost Elementary HVAC unit is scheduled for replacement this December. He is working with groundskeeper Nick Erwin to ensure the high school turf field is safe for student use. Interim Athletic Director Ben Winegar reported G-max testing results were satisfactory however the field is in its ninth year of a ten-year life span with regular seam repair needed to preserve the product and reduce risk of injury.

6.3 Facilities Condition Assessment Update

Denise Lapp reported Soderstrom completed preliminary site visits and provided general recommendations for improvement to district facilities. She reviewed the report schedule with an evaluation and presentation at the October 4 Board Work Session. The Board requested the information be provided in advance for their review.

Ms. Lapp discussed that in regards to bond planning the Board may consider the November 2019 or May 2020 election. Soderstrom has indicated facilities projects would not exceed \$90 million that the district could raise with a successful bond. Ms. Lapp noted the district would apply for grant funds through the Oregon School Capital Improvement Matching Program for up to \$4 million in matching funds.

6.4 Director of STA Introduction / Transportation Update

Director of STA Ken Counts introduced himself and shared information regarding bus driver staffing, routes, and student ridership at 2,270 students. He discussed goals this year have been to reduce overall costs while preserving safe routes for students in keeping with statutory requirements: one-mile walking boundary for elementary students (K-6) and one and one-half mile walking boundary for secondary students (7-12). Mr. Counts reported some challenges have been the elimination of established routes that were not in compliance. The district and STA are partnering together to offer a stop location option for students who live close to the walking boundary limits.

The Board requested clarification regarding the transportation of students who attend Trost Elementary and live outside of the 45-minute route time as discussed at the previous meeting. Mr. Counts and Denise Lapp confirmed creative accommodations have been made for those families.

Ms. Lapp noted the State does not reimburse the district for transportation of preschool students; however, the district is obligated to provide transportation to students receiving Early Childhood Services. There are currently 101 preschool students who receive transportation services.

6.5 Budget Committee Planning FY 2019-2020

Denise Lapp reviewed the proposed 2019-20 Budget Preparation Calendar of Events. She discussed there are two vacant budget committee member positions (#1 and #2) needed to serve three-year terms. Information regarding the openings will be made available to the public from September 4 through October 22 with member appointment by the Board at the November 1 Work Session. It was suggested that budget committee members be invited to participate in the district's bond planning process.

MOTION: Diane Downs moved to approve the 2019-20 Budget Preparation Calendar of Events as presented; Sara Magenheimer seconded the motion. Motion passed 7-0.

6.6 Korean Studies Program Discussion

A discussion was held regarding the proposal to move forward with the Korean Studies Program rather than engage in a ‘program pause’ as previously noted at the June 21 Board Planning Session. Principal Jennifer Turner shared a Baker Prairie Middle School teacher, James Kelley, has expressed interest in continuing the long-standing program. She reviewed the sister school program details and benefits to students including a Korean language class funded by the Korean Embassy. She added that the former program coordinator is committed to assisting with the transition.

A discussion was held regarding the time commitment required for a classroom teacher to take on the assignment; concerns were expressed related to instructional time lost to students. It was noted the goal would be not to interrupt class time other than during travel. Other options discussed were traveling biennially rather than annually or continuing to host students but not travel. Superintendent Goodall added another consideration is that the district supports the airfare and substitute costs for staff out of the general fund, which is unique to the program.

The Board concurred that the program could continue as proposed with the following agreements: staff would keep an accurate accounting of time required to oversee the program, staff airfare would not be supported by general fund dollars, and this school year would be regarded as a transition year with an opportunity for adjustments as needed.

6.7 Policy Re-adoption: JHCD/JHCDA Medications

Director of Human Resources Michelle Riddell reviewed the proposed change to Policy JHCD/JHCDA Medications to indicate a current First Aid/CPR card for staff is strongly encouraged rather than required due to instances when training opportunities are delayed. The Board agreed that the keeping the required language is important. A suggestion was made to continue the stipulation but allow for a 30-day period to complete the training.

Clarification was requested regarding the request to allow a student to self-administer non-FDA approved prescription or non-prescription medications; and it was noted the policy should indicate how a student should request access to medical care if parental consent is not required. It was also suggested the words them self should be one word. The approval was tabled to the following meeting.

6.8 Start of Schools Update

Superintendent Goodall reported positively regarding the first week of school and visits with staff and students. He acknowledged Director of Facilities Tim Graves, Director of STA Ken Counts, and principals for their work. In addition, he acknowledged Interim Athletic Director Ben Winegar for his new role in supervision of the high school athletic department. Mr. Goodall added he received positive feedback from staff regarding the recent All Staff Professional Development Inservice Day on August 28th.

7.0 FUTURE AGENDA ITEMS

The following agenda items will be addressed at an upcoming session:

- Spotlight On Student Success: BPMS

- CARE Award
- Start of Schools Report (Principals)
- Monthly Curriculum Update: Academic Vision/AVID
- New Teacher Supports Update
- CSD Communication Plan
- Financial | Special Funds | Enrollment Report 2018-19 Board Priorities/Mission Statement
- Policy Review

Other agenda items discussed were: policy development for approval of long-term leases, extra-duty assignments report, Korea trip approval, Policy JHCD/JHCDA Medications, and an update on middle school sports.

8.0 GOOD OF THE ORDER

Ben Winegar extended an invitation to the Boosters barbecue kick-off event on September 7th. Denise Lapp updated the Board regarding preliminary enrollment numbers.

EXECUTIVE SESSION

Rob Sheveland exited the Board from the Board Work Session and entered into an Executive Session at 8:40 p.m. Board members in attendance were Rob Sheveland (Chair), Diane Downs (Vice-Chair), Angi Dilkes Perry, Sara Magenheimer, Tom Scott, Andrea Weber, and Mike Zagyva. 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).

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 8:45 p.m.

9.0 ADJOURNMENT

Rob Sheveland adjourned the meeting at 8:45 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Rob Sheveland
Board Chair