

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
March 1, 2018
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, and Mike Zagyva. Absent Board member was Andrea Weber. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Michelle Riddell, Laretta Manning, Sheryl Lipski, Greg Dinse, Ken Gex, Kelly Fitzpatrick-Sorem, Cherie Switzer, Christine Taylor, Kimie Carroll, Troy Soles, John Hall, Terri Cummings, Jennifer Turner, Cindy Bauer, and Maria Lisboa.

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

The Executive Session was changed to include a discussion regarding deliberations to negotiate real property transactions pursuant to ORS 192.660(2)(e).

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Tom Scott opened the floor for public comments.

Canby High School CTE/Agriculture Science Teacher Terri Cummings spoke regarding the proposed CHS Applied Technology Center Shop Expansion structure and the adverse impact the building may have on the green house structure. A packet of information was provided for consideration.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the February 15, 2018 Board Regular Session and Executive Session
- 5.2 Personnel Changes

MOTION: Diane Downs moved to approve the Consent Agenda as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Classified Employee Appreciation Week Resolution

The Board acknowledged Classified Appreciation Week March 5-9, 2018 with the following resolution:

Resolution 2017-18/008 Classified Appreciation Week March 5-9, 2018

WHEREAS, the education of youth is essential to the future of our community, state, country and world; and
WHEREAS, classified employees are a very important part of our public education system; and
WHEREAS, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and
WHEREAS, classified employees support the smooth operation of offices and services, the safety and maintenance of buildings and property, healthy nutrition and support instruction of students; and
WHEREAS, our community depends upon and trusts classified employees to serve students; and
WHEREAS, classified employees, with their diverse talents and dedication, encourage students throughout their school years.

NOW, THEREFORE, BE IT RESOLVED that the Canby Board of Directors proclaims March 5-9, 2018, to be CLASSIFIED EMPLOYEE APPRECIATION WEEK; and
BE IT FURTHER RESOLVED that the Canby Board of Directors strongly encourages all members of our community to join in this observance, recognizing the commitment and hard work of these individuals.

Adopted this 1st day of March 2018.

MOTION: Rob Sheveland moved to approve Resolution 2017-18/008 Classified Appreciation Week March 5-9, 2018 as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.2 2018 Close Up Washington D.C. Trip Approval

Request for approval of Canby High School's 2018 Close Up Program trip to Washington D.C. from April 21- 27, 2018 was submitted for approval. Teachers Ken Gex and Kelly Fitzpatrick-Sorem shared a brief history of the program and the trip's itinerary. Clarification was provided regarding fundraising opportunities and student participation.

MOTION: Diane Downs moved to approve the Canby High School's 2018 Close Up Program trip to Washington D.C. from April 21- 27, 2018 as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.3 Building Security Update

Facilities Manager John Hall reported that he recently met with principals to discuss building security and safe management of public access to district facilities as directed by the superintendent. Mr. Hall provided a summary of current locking systems and programmed door schedules. It was noted that schedules vary by building and are unique to each campus. After review, a tightened programmed schedule was implemented. Mr. Hall reported that additional card readers for some high-traffic doors would increase security. He shared other considerations for improvement include: security camera upgrades, updated intercom systems, additional exterior lighting, front office mirrors to improve line of sight at the front entrance, and panic buttons that would close off specific areas.

Superintendent Goodall noted the district intends to be proactive and avoid fear-based reactions. He discussed schools continue to be the safest place for children. Canby High School Principal Greg Dinse provided clarification requested from an audience member regarding monitoring of security cameras and public access to entrances at the high school campus. He noted that cameras are not monitored and individuals may enter the building relatively unrestricted. The Board noted that before school, during lunch, and after school are the most vulnerable times. An action plan on how this is addressed was requested.

The Board expressed agreement that purchasing additional card readers is prudent and other security improvements should be considered. Further information regarding costs and the priority of each item was requested. Additional actions/suggestions were discussed with input from audience members as follows: encourage staff to be visible during transitions, invite Police/Fire personnel to attend safety drills, purchase additional radios or talk systems, and consider varied security needs at the Ackerman Center. It was further suggested and agreed that the School Resource Officer's vehicle would serve as a visible deterrent if relocated to the front parking area at the high school. A follow-up report will be provided.

6.4 Department Update: Student Services

Director of Student Services Laretta Manning reviewed demographic information for students receiving Special Education services. She discussed the total number of students receiving services is 561, which is 12.2% of the general education student population; the state average is 13.3%. Dr. Manning highlighted data regarding student disabilities, grade level distribution, demographics, and student placement information.

Dr. Manning discussed professional development opportunities for staff members include suicide prevention and threat assessment training. Another department initiative: the Special Education Advisory Council (SEAC) is a continued partnership organized and led by parents. In addition, student internship partnerships with Marylhurst and Portland State University provide continued art and music therapy and language/literacy services to students at Lee and in the SOAR program.

Dr. Manning reported there are 40 incoming kindergarten students who currently receive Special Education services. A summer "Jump Start" program at each elementary will provide school-ready skills to identified students.

Dr. Manning provided clarification regarding the SEAC committee and bylaws pertaining to leadership roles and the selection process. She noted the council chair serves a two-year term.

6.5 Transition Planning – Grades 6-7, 8-9

Baker Prairie Middle School Principal Jennifer Turner shared the transition plan for incoming seventh graders includes a spring open house, sixth grade visitation day, forecasting activities, and transition meetings for English Learners and Special Education students. Incoming students are placed in leveled classes based on testing information and teacher recommendation.

Canby High School Principal Greg Dinse discussed a similar transition plan for incoming freshman includes counselor visits, spring forecasting, eighth grade visitation day, and a parent information night. Incoming freshman are placed in leveled classes based on testing information and teacher recommendation. Eighth grade students with failing grades may be placed in the

CATS program during the first trimester. In the fall, the first day of school is for freshman only and parents are invited to an open house.

The Board requested information regarding the AVID program and recruitment. Principal Turner reported approximately 30 eighth grade students are being considered for the high school program. The process for identification involves teacher recommendation, application, and student interviews. It was noted that a grant was received for expansion of the program to Trost Elementary and Baker Prairie Middle School.

Director of Special Education Laretta Manning reported the transition plan for students receiving Special Education services involves meetings with receiving staff to determine appropriate placement and accommodations.

Coordinator of Special Programs Cindy Bauer added the transition plan for Ever English Learners also includes meetings with staff to discuss language needs and tracking for some monitored students who have exited the program.

It was noted that K-12 alignment activities are important to close instructional gaps for students and to facilitate a successful transition. A discussion was held on ways to initiate and/or continue alignment conversations. It was suggested that Collaborative Team (CT) time and/or Professional Development opportunities should include these conversations.

The Board requested clarification regarding how students are monitored at the high school in relation to non-academics. Principal Dinse responded that staff members make every effort to connect with students; however, not every student is monitored closely.

6.6 Health and Human Sexuality Standards Update

Director of Teaching and Learning Sheryl Lipski shared a keynote presentation: *K-12 Health Adoption Comprehensive Sexuality Education Plan Overview* with information on state legislation mandates, committee participants for plan development, process and timeline, and subsequent health adoption committee work and timeline.

The Board requested clarification regarding the purpose of the comprehensive plan. It was explained the plan is required as part of the process and precedes the curriculum selection process. A discussion was held regarding the committee's role and the anticipated timeline. It was noted the process was not clearly articulated and would be difficult to understand for constituents being asked to participate on the planning committee.

The Board reiterated that a clear message regarding the purpose of the comprehensive plan and adoption process is critical given the controversial nature of the material. Superintendent Goodall noted a comprehensive plan was developed by North Clackamas School District and would be a helpful resource. He added a copy of the plan would be provided following the meeting.

6.7 Approval of Contract Renewals/Non-Renewals

Director of Human Resources Michelle Riddell summarized the process for approval of contract renewals/non-renewals as required by Oregon statute. The following documents were submitted for consideration: *Recommendations for 2018-2019 Administrator Status*, *Recommendations for Extension of Contract Teachers July 1, 2018 – June 30, 2020*, *Recommendations for 2018-2019*

Probationary Teacher Status (Revised), and Recommendations for 2018-2019 Non-Renewal of Temporary Teachers.

MOTION: Rob Sheveland moved to approve the Recommendations for 2018-2019 Administrator Status, Recommendations for Extension of Contract Teachers July 1, 2018 – June 30, 2020, Recommendations for 2018-2019 Probationary Teacher Status, and Recommendations for 2018-2019 Non-Renewal of Temporary Teachers as presented; Angi Dilkes Perry seconded the motion. Motion passed 6-0.

6.8 2017-18 Calendar Revision

A discussion was held regarding revisions to the 2017-18 school calendar as a result of the school closure on February 21, 2018 due to inclement weather. Michelle Riddell and Superintendent Goodall summarized three options for consideration:

1. Change the April 13 non-student day/staff conference comp day to an instructional day for Baker Prairie Middle School and high school students and change the April 13 to a conference day for K-6 and Ninety-One schools, subsequently, the April 12 K-6 and Ninety-One School conference day would change to an instructional day.
2. Restore the instructional day for grades K-11 students on June 18 (designated snow day make up), which brings students back for one day (Monday).
3. Opt to not restore the day.

The choices were discussed. Feedback was received from Principal Christine Taylor and CHS Teacher and CEA President Troy Soles. It was noted that the Board has made a clear statement regarding the value of instructional time; however, the April 12-13 change referenced above would be problematic for staff and students. Additionally, the option to return students for one day on June 18 would most likely yield poor attendance. Given school closures may still be a factor, the Board agreed to postpone the decision to restore the instructional day; it was agreed that a schedule change would not occur in April.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- Spotlight on Student Success: Lee
- Equity Update
- Monthly Curriculum Update: K-12 Social Studies Plan
- Financial |Special Funds | Enrollment Report
- Joint-Use Recommended Fee Schedule
- Policy Review

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 9:39 p.m. Tom Scott (Chair) Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, and Mike Zagyva. Absent Board member was Andrea Weber. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Michelle Riddell, and Denise Lapp (Director of Finance).

The Board met in Executive Session in accordance with ORS 192.660(2)(a), in consideration of the employment of a public officer, employee, staff member, or individual agent; to conduct deliberation with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d); in accordance with ORS 192.660(2)(e), to conduct deliberations to negotiate real property transactions; and to review and evaluate the employment-related performance of the Superintendent, pursuant to ORS 192.660(2)(i), 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 10:15 p.m.

REGULAR SESSION

9.0 ADJOURNMENT

Tom Scott adjourned the meeting at 10:15 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Tom Scott
Board Chair