

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
WORKSHOP AND EXECUTIVE SESSION  
April 2, 2009**

**1.0 CALL TO ORDER**

Chair McCullough called the Workshop Session to order at 5:30 p.m. on April 2, 2009 in the Canby School District office, Meridian room. Board members in attendance were Marty McCullough, Diane Downs, Guy Gibson, Mike Harms, Andy Rivinus and Rod Beck. Dick Adams arrived at 5:50 p.m. Also in attendance were Jeff Rose, Linda Martin, David Moore, Jennifer Turner, Hank Harris, Wilma Hartung, John Stone, Dave Harvey, Ty Kraft, Kristin Downs, Maureen Callahan and Peggy Savage. Tom Scott arrived at 6:17 p.m.

**2.0 INTRODUCTIONS**

The audience introduced themselves.

**3.0 PUBLIC FORUM / ANNOUNCEMENTS**

Food Service Director, Wilma Hartung announced she has applied for economic stimulus money available for schools with a high number of free and reduced lunches. Trost and Knight Elementary qualify, therefore the grant was submitted for new equipment for each of the schools. Wilma also announced a middle school culinary competition will take place on April 17 at Baker Prairie Middle School.

**4.0 ACTION ITEMS**

David Moore reported the District recently completed an RFP process for food service management services. One proposal was received for these services from the current provider, Sodexo School Nutrition Services. A second firm made inquiries and participated in the required pre-bid conference, but elected not to submit a proposal. Board member Rod Beck also commended Sodexo on a very impressive proposal they submitted.

**MOTION:** Rod Beck moved that the Board of Directors for the Canby School District award the contract for food service management services to Sodexo School Nutrition Services for the fiscal year beginning July 1, 2009 and continuing through June 30, 2010 with an option of four one-year renewals as allowed by federal and state regulations. Andy Rivinus seconded the motion. Motion passed 6-0 with Dick Adams not present at the time of the vote.

**5.0 INFORMATION/DISCUSSION ITEMS**

**5.1 Budget Update**

Business Manager, David Moore presented an overview of 2009-11 K-12 funds as of March 25, 2009. He also presented the projection for Canby through the 2009-2011 biennium. With the current projections Canby will be building our budget on the \$5.4 billion allocation which amounts to \$7 million in reductions from year

one and approximately \$14 million over the next two years in order to maintain a general fund balance of approximately \$2 million or 5% of its budget at the end of year two.

David and Jeff shared information showing examples of staffing going from 24.5 to 27.1 in what is referred as a calculator. There is nothing set in stone at this point, the administrative teams have been brainstorming several different options. The calculator (one of 17 being used as merely an example) showed FTE and dollar amounts associated with each of the following levels as listed below:

Level 1 - Declining enrollment.

Level 2 - Changing the way dollars are expended

Level 3 - Dependent on contract negotiations with the two unions

Level 4 - Dependent on the first three levels, further reductions will have to come from eliminating or reducing further staff positions.

Jeff discussed the all day budget retreat on April 1 with the Administrative Team based on information from a book "Power of Focus". Each administrator read the book detailing creating a framework and tools to help schools make data-driven decisions to improve learning. Maureen Callahan reported the book helped to understand building a program from the ground up. Jennifer Turner reported this is a new twist on how we've proceeded in the past. It teaches you to look at building a program instead of taking away.

The target goals for the two-day budget retreat are 1) A common understanding of the concept of a student-centered academic focus and collaborative teams. 2) To have each schools plan for the 2009-2010 school year with room for contingencies based on unknown factors. 3) There is no "they". We will end and proceed as "we".

Jeff also discussed the concept of zero-base budgeting which looks at every program, analyzes and ranks the program and shows how it contributes to the needs based upon data and our collaborative teaming process. Mike Harms noted the high school district tried that method 25 years ago and it did not work.

After a request from Diane Downs to attend the Administrative Retreat, Jeff asked for feedback from all the Board members. Guy Gibson felt even though this is a unique situation in regards to funding, he feels there are advantages in remaining separate. Andy Rivinus is concerned due to the emotional process that the Board members would be a distraction. He just wants to have updated information and the logics behind it as the process unfolds. Rod Beck agreed with Andy. He felt Board members would have more of a negative impact than a positive impact on the discussions. Dick Adams applauds the administrator's efforts and said he relies on them as professionals to make the decisions and inform the Board of Directors. Diane Downs would hope the administrators would not feel like the Board was looking over their shoulders. Logics are driving us in ways that are not ideal. Marty McCullough felt we should schedule an additional workshop in

April, possibly on April 23 and also have a workshop before the regular session on April 16. Mike Harms felt the informal workshops are a good way to communicate with open discussion.

## **5.2 Calendar/School Hours**

With bigger and different demands and figuring out how to work well with less and continuing to improve on our collaborative team process, Superintendent Rose discussed how to find time for teachers to work in this capacity. Some possibilities suggested were early release, late starts, extending school hours or having common schedules in each building. There are Title IIA dollars available for support, however these cannot sustain the process. Continued discussion will take place and be reported back to the Board.

Maureen Callahan commended Eccles Principal Jennifer Turner and her staff due to their progress in carving out time for the collaborative teams and they are ahead in several areas of the process.

Marty McCullough adjourned the workshop session at 7:26 p.m. and after a short break will reconvene into Executive Session.

## **EXECUTIVE SESSION**

Chair McCullough called the Executive Session to order at 7:29 p.m. in accordance with 192.660 (2) (d), (h) and (b). Board members in attendance were Marty McCullough, Diane Downs, Andy Rivinus, Mike Harms, Dick Adams, Rod Beck and Guy Gibson. Also in attendance were Jeff Rose, Linda Martin, Hank Harris and David Moore.

It is requested information discussed in the Executive Session not be disclosed.

The session was held to discuss possible litigation, negotiations and to discuss a public complaint.

The Executive Session adjourned at 8:34 p.m.

Respectfully submitted,

Linda Martin  
Board Secretary

Marty McCullough  
Board Chair

Approved:

