

**Yoncalla School District  
BOARD OF DIRECTORS  
REGULAR MEETING  
August 16, 2017  
Yoncalla High School, Library  
292 5<sup>th</sup> St.**

**6:00 PM CALL TO ORDER**

- I. **EXECUTIVE SESSION** To conduct deliberations with persons designated by the governing body to negotiate real property transactions ORS 192.660(2)(e)
- II. **AWARDS, RECOGNITION, CORRESPONDENCE**
- III. **PUBLIC FORUM**  
The public is invited to attend Board Meetings and will be given limited time of 3 (three) minutes per person to voice opinions or problems, except that all public or board criticism of personnel of the district shall be heard only in executive session. Such items shall be brought to the attention of the superintendent at least 5 (five) business days prior to the board meeting.
- IV. **ADJUSTMENTS TO THE AGENDA**
- V. **CONSENT AGENDA**
  - A. Minutes of School Board meetings, July 19, 2017
  - B. Accounts Payable/Funding Update
  - C. Hiring of LaNae Nelson for Instructional Assistant
  - D. Adopt Board Policy CBG– Evaluation of the Superintendent
  - E. Adopt Board Policy EFA – Local Wellness Program
  - F. Adopt Board Policy EFAA – Nutrition and Food Services
  - G. Adopt Board Policy EFAA R – Reimbursable Meals and Milk Programs
  - H. Adopt Board Policy EFAH –Child Nutrition
  - I. Adopt Board Policy EFAL – Child Nutrition – Second Meals
  - J. Adopt Board Policy GBMA – Whistleblowers
  - K. Adopt Board Policy GCBDA/GDBDA – Family Medical Leave
  - L. Adopt Board Policy GCL – Staff Development – Licensed
  - M. Adopt Board Policy GCL/GDL – Staff Development
  - N. Adopt Board Policy JECBD – Homeless Students
- VI. **INFORMATION ITEMS**
- VII. **REPORTS/DISCUSSIONS**
  - A. High School Principal Report
  - B. Elementary Report
  - C. Superintendent Report
    - Next steps for High School
    - Priority list for Elementary School

**VIII. ACTION ITEMS**

- A. YSD Priorities
- B. Superintendent/Board Working Agreement

**IX. ANNOUNCEMENTS**

**X. OTHER BUSINESS**

- A. 2017 Fall Regionals, September 14-October 26
- B. OSBA 71<sup>st</sup> Annual Fall Convention, November 9-12

**XI. ADJOURN**

**YONCALLA SCHOOL DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

**July 19, 2017**

**Yoncalla High School, Library  
292 5<sup>th</sup> St.**

**BOARD MEMBERS PRESENT**

Carl Van Loon-Chair  
Dave Anderson  
Scott Sublette  
Eric Gustafson  
Jen Bailey

**ADMINISTRATION PRESENT**

Brian Berry  
Kelly Campbell  
Angie Brownson  
Laurie Simleness

**CALLED TO ORDER.** Chair Van Loon called the regular meeting to order at 7:00 PM. The pledge of allegiance was conducted. Also present: Jen Baily, Richard and Sheryl Brawn, Kent Smith, Erin Helgren.

**REORGANIZE SCHOOL BOARD.** Chair Van Loon administered the Oath of office to Jen Bailey. Director Anderson nominated Carl Van Loon for Board Chair, Director Sublette seconded, passed unanimously. Director Gustafson nominated Director Anderson for Vice Chair, Director Bailey seconded, passed unanimously.

**LOCAL CONTRACT REVIEW BOARD.** Sy Allen from ZSC Engineering was present to answer questions. After questions, discussion and public comments, Director Gustafson made a motion to recommend approval of findings of fact on the exemption for competitive bidding requirements, Director Anderson seconded, passed unanimously.

**PUBLIC FORUM:** None

**ADJUSTMENTS TO THE AGENDA:** Consent Item Q was removed, and new consent Item Q, Hiring of Kristi Hurt, HS Business Teacher, Item R, Hiring of Diana Fast, ES teacher, Item S, hiring of Happy Weinhold, Indian Education IA, Item T, Hiring of Kelly Sias, Instructional Assistant, Item U, Hiring of Wanda Braack, HS Instructional Assistant, Item V, Hiring of Lisa Netzner, ES Instructional Assistant, Item W, Hiring of Deanna McHaffie, Media Assistant, and Item X, Hiring of Megan Barber, Preschool Teacher. Action Item C, Vote on proposed findings of fact and extend the High School Seismic Rehabilitation Project Contract to ZCS Engineering. Director Anderson made a motion to approve, Director Gustafson seconded, passed unanimously.

**CONSENT AGENDA:**

- A. Minutes of School Board meetings, June 21, 2017
- B. Accounts Payable/Funding Update
- C. Designate Brian Berry as Chief Executive Officer/Clerk
- D. Designate Angie Brownson as Deputy Clerk
- E. Designate Brian Berry and Barb Taylor as Co-Custodians of Funds
- F. Authorize Facsimile Signature of Barb Taylor and Brian Berry

- G. Appoint Brian Berry as Budget Officer
- H. Designate Brian Berry as District Election Authority
- I. Designate US Bank as Bank Depository
- J. Authorize Investment of Funds with Local Government Investment Pool and US Bank
- K. Appoint Dole Coalwell Attorneys OR OSBA as General Legal Counsel
- L. Appoint Oregon School Boards Association as Labor Relations Consultant
- M. Appoint Zolezzi Insurance as Insurance Agent of Record
- N. Designate Neuner, Davidson and Cooley as auditor of Record
- O. Appoint Brian Berry as person designated to represent Yoncalla SD in matters pertaining to AHERA (Asbestos Hazard Emergency Response Action)
- P. Appoint Crow Clay and Associates as District Architects
- Q. Hiring of Kristi Hurt, HS Business Teacher
- R. Hiring of Diana Fast, ES teacher,
- S. Hiring of Happy Weinhold, Indian Education IA
- T. Hiring of Kelly Sias, Instructional Assistant
- U. Hiring of Wanda Braack, HS Instructional Assistant
- V. Hiring of Lisa Netzner, ES Instructional Assistant
- W. Hiring of Deanna McHaffie, Media Assistant
- X. Hiring of Megan Barber, Preschool Teacher.

Director Van Loon asked that Item P be removed from the consent agenda to be voted on separately. Director Sublette made a motion to approve Item P, Director Bailey seconded, failed to pass with four no votes and Director Bailey abstaining.

**REPORTS:** Chair Van Loon shared information about the additional money the district has received from the State School Fund. He noted that Angie Brownson, the district's Finance Manager, suggested waiting for the annual audit to be completed to have more conversation.

Elementary Report. Principal Campbell shared information on the following:

- EW partnership trip to San Francisco
- Conscious Discipline trip to Arkansas.

Early Works

- Erin Helgren noted that Conscious Discipline helps every child be successful.
- Upcoming YEW retreat, BBQ and Yoncalla Celebration

Superintendent Report. Superintendent Berry shared the following:

- Board/Superintendent Working Agreement
- Priorities
- Additional funding for maintenance
- 2017-2018 School Board Calendar

**ACTION ITEMS:**

- A. Consider for approval the drafting of a Memorandum of Understanding with the classified employees. Director Anderson made a motion to approve, Director Sublette seconded, passed unanimously.

- B. Consider for approval 2017-2018 Board Calendar. Director Sublette made a motion to approve, Director Bailey seconded, passed unanimously.
- C. Vote on findings of fact and extend High School Seismic Rehabilitation projects contract to ZCS Engineering. Director Gustafson made a motion to approve, Director Sublette seconded, passed unanimously.

**ANNOUNCEMENTS**

Future dates of importance

- Board Meeting August 16, 2017

**OTHER BUSINESS:** A work session of the Board to address the Board/Superintendent Working Agreement and District Priorities was scheduled for August 7<sup>th</sup>, at 5:00 PM.

**ADJOURN:** Director Anderson made a motion to adjourn, Director Gustafson seconded, passed unanimously. Chair Van Loon adjourned the meeting at 8:40 PM.

**DATE OF BOARD APPROVAL:**

DRAFT

Yoncalla School District #32

Cash Flow Exp By Function-All Funds

Fiscal Year: 2017-2018

- Subtotal by Collapse Mask
- Exclude Inactive Accounts with zero balance

From Date: 7/1/2017 To Date: 7/31/2017

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.1000.0000.000.000.000.00	UNDESIGNATED	\$1,730,795.38	\$1,274.68	\$1,274.68	\$1,729,520.70	\$1,145,816.74	\$583,703.96	33.72%
100.2000.0000.000.000.000.00	UNDESIGNATED	\$1,395,583.72	\$93,974.03	\$93,974.03	\$1,301,609.69	\$676,913.74	\$624,695.95	44.76%
100.5000.0000.000.000.000.00	UNDESIGNATED	\$116,462.67	\$0.00	\$0.00	\$116,462.67	\$0.00	\$116,462.67	100.00%
100.6000.0000.000.000.000.00	UNDESIGNATED	\$621,130.07	\$0.00	\$0.00	\$621,130.07	\$0.00	\$621,130.07	100.00%
100.7000.0000.000.000.000.00	UNDESIGNATED	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	100.00%
	FUND: GENERAL FUND - 100	\$4,213,971.84	\$95,248.71	\$95,248.71	\$4,118,723.13	\$1,822,730.48	\$2,295,992.65	54.49%
200.1000.0000.000.000.000.00	UNDESIGNATED	\$588,908.00	\$872.19	\$872.19	\$588,035.81	\$245,550.81	\$342,485.00	58.16%
200.2000.0000.000.000.000.00	UNDESIGNATED	\$4,679,534.17	\$2,495.85	\$2,495.85	\$4,677,038.32	\$32,616.85	\$4,644,421.47	99.25%
200.3000.0000.000.000.000.00	UNDESIGNATED	\$149,154.00	\$1,274.67	\$1,274.67	\$147,879.33	\$49,846.21	\$98,033.12	65.73%
	FUND: Undesignated - 200	\$5,417,596.17	\$4,642.71	\$4,642.71	\$5,412,953.46	\$328,013.87	\$5,084,939.59	93.86%
300.5000.0000.000.000.000.00	UNDESIGNATED	\$164,178.00	\$0.00	\$0.00	\$164,178.00	\$0.00	\$164,178.00	100.00%
	FUND: Undesignated - 300	\$164,178.00	\$0.00	\$0.00	\$164,178.00	\$0.00	\$164,178.00	100.00%
400.4000.0000.000.000.000.00	UNDESIGNATED	\$7,900,000.00	\$0.00	\$0.00	\$7,900,000.00	\$0.00	\$7,900,000.00	100.00%
	FUND: Undesignated - 400	\$7,900,000.00	\$0.00	\$0.00	\$7,900,000.00	\$0.00	\$7,900,000.00	100.00%
700.1000.0000.000.000.000.00	UNDESIGNATED	\$7,245.00	\$0.00	\$0.00	\$7,245.00	\$0.00	\$7,245.00	100.00%
	FUND: SCHOLARSHIP - 700	\$7,245.00	\$0.00	\$0.00	\$7,245.00	\$0.00	\$7,245.00	100.00%
<b>Grand Total:</b>		\$17,702,991.01	\$99,891.42	\$99,891.42	\$17,603,099.59	\$2,150,744.35	\$15,452,355.24	87.29%

End of Report

# Yoncalla School District #32

## Cash Flow Revenue-All Funds

Fiscal Year: 2017-2018

- Subtotal by Collapse Mask  
 Exclude Inactive Accounts with zero balance

- Include pre encumbrance  
 Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 7/1/2017 To Date: 7/31/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.1111.000.000.000.00	CURRENT YEAR TAXES	(\$825,000.00)	\$0.00	\$0.00	(\$825,000.00)	\$0.00	(\$825,000.00)	100.00%
100.0000.1112.000.000.000.00	PRIOR YEARS' TAXES	(\$50,000.00)	(\$7,452.57)	(\$7,452.57)	(\$42,547.43)	\$0.00	(\$42,547.43)	85.09%
100.0000.1510.000.000.000.00	EARNINGS ON INVESTMENTS	(\$6,000.00)	(\$1,980.43)	(\$1,980.43)	(\$4,019.57)	\$0.00	(\$4,019.57)	66.99%
100.0000.1740.000.000.000.00	CO-CURRICULAR FEES	(\$10,000.00)	(\$474.60)	(\$474.60)	(\$9,525.40)	\$0.00	(\$9,525.40)	95.25%
100.0000.1960.000.000.000.00	RECOVERY OF EXPENDITURE	(\$2,000.00)	\$0.00	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	100.00%
100.0000.1990.000.000.000.00	MISC. LOCAL SOURCES	(\$15,000.00)	(\$779.50)	(\$779.50)	(\$14,220.50)	\$0.00	(\$14,220.50)	94.80%
100.0000.1990.000.000.003.00	ESD-MISC LOCAL GRANT REIMB	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
100.0000.2101.000.000.000.00	COUNTY SCHOOL FUND	(\$3,500.00)	\$0.00	\$0.00	(\$3,500.00)	\$0.00	(\$3,500.00)	100.00%
100.0000.3101.000.000.000.00	SCHOOL SUPPORT FUND	(\$2,651,211.00)	(\$442,274.00)	(\$442,274.00)	(\$2,208,937.00)	\$0.00	(\$2,208,937.00)	83.32%
100.0000.3103.000.000.000.00	COMMON SCHOOL FUND	(\$31,260.84)	(\$15,466.77)	(\$15,466.77)	(\$15,794.07)	\$0.00	(\$15,794.07)	50.52%
100.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-GENERAL	(\$600,000.00)	\$0.00	\$0.00	(\$600,000.00)	\$0.00	(\$600,000.00)	100.00%
	FUND: GENERAL FUND - 100	(\$4,213,971.84)	(\$468,427.87)	(\$468,427.87)	(\$3,745,543.97)	\$0.00	(\$3,745,543.97)	88.88%
200.0000.1610.000.000.000.00	DAILY SALES - LUNCH	(\$4,000.00)	\$0.00	\$0.00	(\$4,000.00)	\$0.00	(\$4,000.00)	100.00%
200.0000.1760.000.000.000.00	CLUB FUND RAISING	(\$125,000.00)	\$0.00	\$0.00	(\$125,000.00)	\$0.00	(\$125,000.00)	100.00%
200.0000.1920.000.000.000.00	CONTRIBUTIONS/PRIVATE	\$0.00	(\$22,226.17)	(\$22,226.17)	\$22,226.17	\$0.00	\$22,226.17	0.00%
200.0000.1920.000.000.000.50	CONTRIBUTIONS/PRIVATE	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
200.0000.1920.000.000.0045.00	CONTRIBUTIONS/PRIVATE	(\$35,000.00)	(\$24,120.68)	(\$24,120.68)	(\$10,879.32)	\$0.00	(\$10,879.32)	31.08%
200.0000.1990.000.000.000.51	MISCELLANEOUS	(\$27,659.50)	\$0.00	\$0.00	(\$27,659.50)	\$0.00	(\$27,659.50)	100.00%
200.0000.3102.000.000.000.00	SCHOOL SUPPORT LUNCH MATCH	(\$1,200.00)	\$0.00	\$0.00	(\$1,200.00)	\$0.00	(\$1,200.00)	100.00%
200.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$120,000.00)	(\$18,675.82)	(\$18,675.82)	(\$101,324.18)	\$0.00	(\$101,324.18)	84.44%
200.0000.3299.000.000.0046.00	OTHER RESTRICTED GRANTS-IN-AID	(\$1,438,219.00)	\$0.00	\$0.00	(\$1,438,219.00)	\$0.00	(\$1,438,219.00)	100.00%
200.0000.3299.000.000.0047.00	OTHER RESTRICTED GRANTS-IN-AID	(\$2,848,440.00)	\$0.00	\$0.00	(\$2,848,440.00)	\$0.00	(\$2,848,440.00)	100.00%
200.0000.4300.000.000.000.00	RESTRICTED REVENUE DIRECT/FED	(\$33,994.00)	\$0.00	\$0.00	(\$33,994.00)	\$0.00	(\$33,994.00)	100.00%
200.0000.4504.000.000.000.00	NAT'L SCHOOL BREAKFAST REIMB	(\$35,000.00)	\$0.00	\$0.00	(\$35,000.00)	\$0.00	(\$35,000.00)	100.00%
200.0000.4505.000.000.000.00	NAT'L SCHOOL LUNCH REIMB.	(\$60,000.00)	\$0.00	\$0.00	(\$60,000.00)	\$0.00	(\$60,000.00)	100.00%
200.0000.4506.000.000.000.00	FED REV - PERKINS VOC GRANT	(\$3,750.00)	\$0.00	\$0.00	(\$3,750.00)	\$0.00	(\$3,750.00)	100.00%
200.0000.4508.000.000.000.00	FED - IDEA PART B FLOW-THROUGH	(\$459.00)	\$0.00	\$0.00	(\$459.00)	\$0.00	(\$459.00)	100.00%
200.0000.4590.000.000.000.00	RESTRICTED FED REV VIA STATE	(\$197,969.00)	\$0.00	\$0.00	(\$197,969.00)	\$0.00	(\$197,969.00)	100.00%
200.0000.4590.000.000.000.95	RESTRICTED FED REV VIA STATE	(\$1,190.00)	\$0.00	\$0.00	(\$1,190.00)	\$0.00	(\$1,190.00)	100.00%
200.0000.4590.000.000.001.00	RESTRICTED FED REV VIA STATE	(\$61,901.00)	\$0.00	\$0.00	(\$61,901.00)	\$0.00	(\$61,901.00)	100.00%
200.0000.4910.000.000.000.00	USDA COMMODITIES	(\$6,500.00)	\$0.00	\$0.00	(\$6,500.00)	\$0.00	(\$6,500.00)	100.00%
200.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$116,462.67)	\$0.00	\$0.00	(\$116,462.67)	\$0.00	(\$116,462.67)	100.00%
200.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$265,852.00)	\$0.00	\$0.00	(\$265,852.00)	\$0.00	(\$265,852.00)	100.00%
200.0000.5400.000.000.000.50	BEGINNING FUND BALANCE	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
	FUND: Undesignated - 200	(\$5,417,596.17)	(\$65,022.67)	(\$65,022.67)	(\$5,352,573.50)	\$0.00	(\$5,352,573.50)	98.80%
300.0000.1111.000.000.000.00	CURRENT YEAR TAXES	(\$164,178.00)	\$0.00	\$0.00	(\$164,178.00)	\$0.00	(\$164,178.00)	100.00%
	FUND: Undesignated - 300	(\$164,178.00)	\$0.00	\$0.00	(\$164,178.00)	\$0.00	(\$164,178.00)	100.00%
400.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$3,950,000.00)	\$0.00	\$0.00	(\$3,950,000.00)	\$0.00	(\$3,950,000.00)	100.00%
400.0000.5110.000.000.000.00	BOND PROCEEDS	(\$3,950,000.00)	\$0.00	\$0.00	(\$3,950,000.00)	\$0.00	(\$3,950,000.00)	100.00%
	FUND: Undesignated - 400	(\$7,900,000.00)	\$0.00	\$0.00	(\$7,900,000.00)	\$0.00	(\$7,900,000.00)	100.00%
700.0000.1920.000.000.000.00	CONTRIBUTIONS & DONATIONS	\$0.00	(\$245.00)	(\$245.00)	\$245.00	\$0.00	\$245.00	0.00%
700.0000.1920.000.000.001.00	DONATIONS-BOARD SCHOLARS	\$0.00	(\$50.00)	(\$50.00)	\$50.00	\$0.00	\$50.00	0.00%
700.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SCHOLAR	(\$7,245.00)	\$0.00	\$0.00	(\$7,245.00)	\$0.00	(\$7,245.00)	100.00%
	FUND: SCHOLARSHIP - 700	(\$7,245.00)	(\$295.00)	(\$295.00)	(\$6,950.00)	\$0.00	(\$6,950.00)	95.93%

Yoncalla School District #32

Cash Flow Revenue-All Funds

Fiscal Year: 2017-2018

Subtotal by Collapse Mask  Include pre encumbrance  Print accounts with zero balance  Filter Encumbrance Detail by Date Range

Exclude Inactive Accounts with zero balance

From Date: 7/1/2017 To Date: 7/31/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
		(\$17,702,991.01)	(\$533,745.54)	(\$533,745.54)	(\$17,169,245.47)	\$0.00	(\$17,169,245.47)	96.98%

Grand Total:

End of Report

**Yoncalla School District**  
**Priorities, Goals, and Action Plan**  
**For 2016 -17 School Year**

**Priority #1 - Each student will enjoy positive, engaging learning environments.**

**Goals and Actions**

- 1) Create the best learning environment for each learner, each grade and all grades collectively.
  - a. The district will provide professional in-service for all staff to develop a sensitivity to the unique social, emotional and academic needs of each student.
    1. Provide training for staff in Conscious Discipline
    2. Provide training for staff in working with students in poverty
    3. Set up a district wide attendance protocol
  - b. High School staff and administration will further develop the academies.
    1. Work with UCC or other agencies to develop a plan for expansion of dual credit offerings.
    2. Work with other agencies to develop a plan for offering certifications in early childhood education.
    3. Communicate with all stakeholders.
      - a. Monthly community newsletter
      - b. Information posted on the new reader board
- 2) The District will create an inclusive culture that enables parents and community members to be fully involved with student learning.
  - a. Provide on-going training/support for elementary teachers to make home visits and for middle/high school teachers to make weekly phone calls home, in order to better connect families to school.
    1. Increase opportunities for grades 1-6<sup>th</sup> to meet all families prior to October 15<sup>th</sup>.
    2. In lieu of home visits teachers may offer an evening meal or gathering.
  - b. Fully develop preschool.
    1. With the help of community members, install the natural playscape area for our preschool and kindergarten students.
    2. Create professional learning opportunities for preschool teacher and kindergarten.
    3. Support preschool networking for lead teacher, instructional assistants and elementary principal.
    4. Set up a district wide Pre-K-12 Site Council that will meet once per month.
  - c. Better utilize the Parent Vue grading system by offering training to parents on how to access their student's account to look at individual assignments, grades and attendance.
    1. Set up an app that can be access by parents/students for the grading program.
    2. Provide parent trainings throughout the school year. (3 trainings per year)

**Priority #2 - Each child will possess the knowledge and skills necessary to be successful in post-secondary education and careers, and the self-reliance to be a productive citizen.**

**Goals and Actions**

- 1) Each student will take greater ownership of his/her learning.
  - a. The district's teachers will create unit plans that reflect the Common Core State Standards and district expectations.
    1. These plans will provide a cohesive, tangible, body of learning under which the lesson plans segment learning to achieve the unit objectives.
    2. Professional in-service time will be provided to meet this goal. Elementary teachers will develop math unit plans and high school staff will develop unit plans in their specific content area(s).
    3. Continue support with time and coaching to create the remaining elementary math units.
  - b. Expand the opportunities for guest speakers to communicate post-secondary and trade opportunities. (There will be a minimum of 5 guest speakers throughout the school year.)
  - c. Begin hiring practices that focuses on individuals who can become dual credit certified.

**Priority #3 – A strong sense of community is recognized and nurtured among all stakeholders.**

**Goals and Actions**

- 1) District will increase its communications within the district and among its citizens.
  - a. Enhance the district's web presence.
    1. Further develop the "Eagle Update" and distribute it throughout the community. This will be a monthly newsletter.
    2. Develop a new web site for the district.
  - b. Send information to the local news outlets.
    1. Cottage Grove and News Review

**Priority #4 - Facilities and finances are managed effectively and efficiently for the benefit of each child.**

**Goals and Actions**

- 1) Determine a course of action for the deteriorating high school and act upon that determination.
  - a. Begin discussions in August
- 2) Create a 2017-18 budget that is built upon and reflects the District's priorities, goals and action plans.
  - a. Revisit and amend the Districts' Ten Year Facilities Plan as needed.

- b. Create a course of action for deteriorating high school and timeline to act upon that determination.

DRAFT

**Board and Superintendent  
Working Agreement**

DRAFT

**Yoncalla School District  
2017-2018**

**The Board of Directors is the educational policy making body for Yoncalla School District. To ensure that the District's priorities are met, the School Board and the Superintendent must function together as a leadership team. To enhance the unity among team members, effective group agreements must be in place. The following represents the group agreements for the Board and Superintendent.**

### **The Board Job Description**

1. Focus on policy making, planning and evaluation of the Superintendent's performance, rather than day-to-day operations.
2. Make decisions as a whole Board only at properly called meetings. Board members recognize that individual members do not have statutory authority to take individual action in policy or district and school administrative matters.
3. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
4. Recognize and respect the Superintendent's responsibility as the educational leader and manager of the school district.
5. Assist the Superintendent in gaining acceptance and support in the community.
6. Operate as representatives and make decisions in the best interest of the whole district. Give careful consideration to all issues brought to you by individuals and special interests. Actively solicit input and listen to all perspectives.
7. Value the role we play in the community and represent the district, when possible, by attending school and community events.
8. Be an advocate for public education in the district, region, state and national levels, by speaking up for and on the behalf of public education whenever required.
9. Recognize the role of the Chair to speak for, and about the Board and to describe the Board's process and positions. Recognize the Board Chair will be the official spokesperson for the Board to the media/press on issues of media concern.

### **Operational Agreements**

1. Any Board member may request that an item be placed on the agenda for Board consideration by contacting the Superintendent or the Board Chair.
2. Whenever possible, Board members and the Superintendent should not introduce new items for discussion unless other Board members and the Superintendent have had prior notice and understand the issue in question. Last minute items which fall with the budget and are necessary for the ongoing, timely operation of the district will be allowable (approving hires, meeting grant deadlines, etc.)
3. During meetings, Board members will direct questions for staff through the Chair and the Superintendent.
4. At a designated time on board agendas, the community may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual district personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

5. Demonstrate confidentiality of matters discussed in Executive Session Board meetings, as required by law.
6. Cast a vote on all matters except when a conflict of interest arises as described in policy.
7. Understand that the Superintendent may step in during Board discussions at meetings to provide clarification or raise awareness of situations.
8. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.

### **Communication Agreements**

1. Communicate directly with the Superintendent when a question arises, or a concern is voiced by a staff member, student, and parent or community member.
2. Only the Superintendent or working collaboratively with the Board Chair is to contact the school's lawyer and/or negotiator. If a board member needs to talk to them, s/he must contact the Superintendent who will arrange a meeting.
3. From time-to-time the Board may be required to make findings of fact that may be appealed to another agency. In these situations, no Board member will have personal contact with parties who have a personal interest in the findings and in the Board's decision prior to the time the decision is made. The purpose of this agreement is to help ensure that no individual Board member will receive information regarding a pending matter that is not available to all Board members prior to the time the decision is made. (Examples of such decisions include personnel matters and official land use decisions).
4. The Board encourages input; however, anonymous calls or letters will not receive Superintendent or Board action, discussion or response. All other community concerns brought to a Board member should be channeled through the Superintendent's office.
5. Listen to all citizen concerns in an attempt to fully understand the issue.
  - a. Specifics will be noted (time, place, and date, those involved).
  - b. Encourage the citizen to follow the chain of command:
    - Refer to staff member involved
    - Refer to principal
    - Refer to Superintendent
    - Refer to Board Chair/ possible placement on the Board agenda.
  - c. Remind the citizen of due process and that a Board member must remain impartial in case the situation comes before the entire board.
  - d. Inform the Superintendent within 24 hours. (check back for resolution)
  - e. In the rare instance that an issue does not move toward resolution using the above stated strategies, the issue may be brought to the Board/Superintendent team for approval to be formally heard by the Board.

### **Annual Organization and Evaluation**

1. Participate in the development of annual goals and action plans in support of established District Priorities.

**Expectations of the Superintendent**

1. Work toward becoming a team with Board members.
2. Respect and acknowledge the Board’s role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish priorities, goals, and action plans for the school district.
4. Provide data to the Board members, as to ensure that data driven decisions can be made.
5. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external and internal change.
6. Distribute appropriate information to all Board members.
7. Communicate with Board members promptly and effectively.
8. Demonstrate confidentiality of matters discussed in Executive Session Board meetings, as required by law.
9. Represent the school district by being visible in the community.
10. Provide follow-up information to Board members on concerns and issues they have referred to the Superintendent – close the communication gap.
11. Provide additional written communication between Board meetings as needed.

This document will be reviewed annually and can be revisited at any time by request of a Board member or Superintendent.

Signatures below demonstrate our commitment to a transparent, collegial and democratic process. Dated \_\_\_\_\_2017

\_\_\_\_\_  
Carl Van Loon, Board Chair

\_\_\_\_\_  
Scott Sublette, Board Member

\_\_\_\_\_  
Dave Anderson, Vice Chair

\_\_\_\_\_  
Eric Gustafson, Board Member

\_\_\_\_\_  
Jen Bailey, Board Member

\_\_\_\_\_  
Brian Berry, Superintendent