



YAMHILL CARLTON SCHOOL DISTRICT

120 N. Larch Place - Yamhill, OR 97148 | PH: 503-852-6980 - FX: 503-662-4931 | www.ycsd.k12.or.us

BOARD OF DIRECTORS

WORK SESSION AGENDA

LOCATION: YCSD BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://us06web.zoom.us/j/91341315065>

Password: sW66uH

Thursday, May 23, 2024

Work Session: 6:00 pm

MINUTES

Board Members Present: Susan FitzGerald, Jami Egland, JaJetta Dumdi, Erin Galyean

District Office Staff Present: Clint Raever, Mary Brown

Others Present: Julia Howard

I. Call to Order Work Session

S.FitzGerald called the meeting to order at 6:00pm.

II. Flag Salute

III. Superintendent Goals

-C.Raever presented a draft of his goals for 2024-2025 with the feedback that he received from the board. The main focus of these goals is PLC, communication with the community and staff, and visionary leadership. The goals include targets and what will be used to achieve those goals.

Goal #1: *Establish robust communication channels within the school district and foster stronger ties with the local community, promoting transparency, engagement and collaboration.*

The targets for this goal are as follows:

1. *Implement a comprehensive communication plan in collaboration with the WESD and Assist Education.*

-Part of this will be to develop a detailed communication strategy, whether it is newsletters, social media, email updates, community meetings, etc.

-S.FitzGerald would like a timeline of this. C.Raever replied that a timeline will be developed with the help of Assist Education and the WESD.

-The district is paying for the highest tier of support from the WESD. This means the district has unlimited access to their help in all areas related to communication.

2. *Enhance digital communication infrastructure.*

-The main component to this is that the district is upgrading the website and should be live by July 1st.

3. *Regular communication updates.*

-Some things included in this will be to establish a regular schedule for district-wide communication updates. A timeline will be developed for this as well.

4. *Strengthen parent and community engagement.*
 - This will involve organizing forums and focus groups to solicit feedback, address concerns, and foster dialogue between the district and the community. C.Raever stated that the board will have to decide how they would like to structure this. It would be a good topic to discuss at the retreat.
 - Some focus groups are currently meeting or will be meeting soon. Some of them include safety advisory committee, superintendent advisory committee, facilities planning committee, PTOs, etc. The frequency of the meetings will depend on the committee. The safety committee will meet three times a year. The superintendent advisory will meet quarterly. The PTO meets monthly.
 - Collaborating with local organizations, businesses, and government agencies will also be a part of this. Currently, C.Raever meets with the Yamhill County Student Intervention Team. He is working on establishing regular meetings with the City of Carlton.
5. *Training and support for effective communication.*
 - WESD will be providing a communication training on August 8th for administrators and key communicators in the district to go over best practices for communication.
 - Additional opportunities will be scheduled as needed.
6. *Feedback mechanisms and evaluation.*
 - This includes developing surveys to gauge the effectiveness of communication efforts and identify areas for improvement.
7. *Crisis communication preparedness.*
 - This will involve developing protocols and procedures for effective communication during emergencies or crisis situations.
 - S.FitzGerald asked to discuss the student cell phone use during a crisis. C.Raever responded that Gene from the WESD came out and went over what the protocol should be for student cell phone use. The protocol is that for the first 10 minutes, students should not use their cell phones at all. After that, the teachers should give the students a clear message, so students can communicate the correct information.
 - J.Dumdi asked about the SiteShield app for staff. C.Raever replied they have not implemented it yet. He wants to make sure that everyone gets the proper training with it, so that no one accidentally initiates a lock down. The district also does not have a good system set up for when an employee leaves or is hired. SiteShield will create some training videos and it will be implemented before the start of the school year next year.

Goal #2: *Ensure that every member of the school district community understands, embraces, and actively contributes to the fulfillment of the district's mission, vision, and strategic goals, fostering a shared sense of purpose and direction.*

The targets for this goal are as follows:

1. *Clarity and understanding of the mission, vision, and strategic goals.*
 - These statements will be clearly shared with staff, students, parents, and community members at the start of 2024-2025 school year.
2. *Alignment with daily practices and decision-making.*
 - Integrate into daily practices.
 - Provide training and support to staff members on how to align their work with the goals of the district.
3. *Community and engagement.*
 - Regularly communicate the mission, vision, and strategic goals through various channels, such as newsletters, staff meetings, and community forums.
 - Communicate achievements related to the mission, vision, and strategic goals. This item will be built in to the timeline that will be developed.
4. *Leadership commitment and modeling.*
 - Demonstrate personal commitment to the mission, vision, and strategic goals through words and actions, serving as a role model for staff, students, and community members.

-S.FitzGerald stated that the vision and mission should inform our decision making. C.Raeveer agrees. A plan for how to share this on a consistent basis will be made, as well as how to get the principals to refer back to those on a regular basis.

-Ensure that the PD provided has a correlation to the mission, vision, and strategic plan.

5. *Measurement and Accountability.*

-This area is specific to the strategic plan goals.

-C.Raeveer reached out to OSBA for examples of a tool that can be used to measure how the district is doing in relation to the strategic plan. They will be coming to the retreat to help with this.

Goal #3: *Ensure that administrators receive comprehensive and effective professional development opportunities that enhance their leadership skills, promote continuous growth, and support the achievement of organizational goals.*

The targets for this goal are as follows:

1. *Development of a comprehensive professional development plan.*

-The administrators took a survey. Based on the survey, the areas to focus on are bullying prevention/intervention, building a strong positive culture, and attendance. C.Raeveer is looking for effective resources to help with these topics. There is a website called 'everyday matters' that will be a good resource to use.

-The admin meeting calendar for the year will be made in August and will include these topics.

-The district data team and the ESD will have a monthly meeting using Oregon Data Suite to help get the most out of the system.

2. *Identification of individualized learning goals.*

-Facilitate a process for administrators to identify their professional learning needs and goals through self-assessment, performance evaluations, and feedback from supervisors and peers.

-J.Dumdi stated that the wording is geared more towards the administrators and asked if this is targeted for just the administrators or for other staff. C.Raeveer is going to work with the administrators and have them develop a plan for the buildings' professional development.

3. *Provision of targeted training and resources.*

-Offer a variety of training opportunities and resources. The district already has access to a variety of training and professional development resources through COSA, the ESD, OSSA, OSAA, ODE, PACE, and other organizations.

-Ensure that professional development activities cover a range of topics relevant to administrative roles, such as instructional leadership, data analysis, cultural competence, personnel management, and strategic planning.

4. *Evaluation and feedback mechanisms.*

-Implement a systematic process for evaluating the effectiveness of professional development activities.

-Administrators complete a self-assessment at the end of each year. They will be implementing monthly admin data team meetings. They will continue to utilize learning walks to assist admin in identifying effective instruction and areas for growth.

5. *Promotion of continuous learning and growth mindset.*

-Foster a culture of continuous learning and a growth mindset among administrators, encouraging them to embrace challenges, learn from failures, and pursue ongoing improvement.

-J.Egland asked how this would be measured. C.Raeveer replied that it would be a survey.

-S.FitzGerald stated that this should not just be geared towards the administrators.

Goal #4: *Implement instructional rounds as a systemic approach to improving teaching and learning across the school district, fostering a culture of collaboration, reflection, and continuous improvement among educators.*

The targets for this goal are as follows:

1. *Establish instructional rounds protocol.*
 - Develop a clear and standardized protocol for conducting instructional rounds. This will be done by September 2024.*
 - Ensure the protocol aligns with research based on best practices.*
2. *Regular implementation of instructional rounds.*
 - They will be adding additional instructional rounds next year and schedule them regularly throughout the year.*
 - J.Horne and C.Raever meet in the summer to schedule the admin meetings, trainings, and instructional rounds.*
3. *Focused observation and data collection.*
 - Encourage administrators to focus on specific areas to support the needs of the building administrators.*
 - This is specific to instructional rounds. These would be considered walkthroughs and not formal observations.*
4. *Collaborative analysis and reflection.*
 - Facilitate structured debriefing sessions following classroom observations.*
 - Encourage collaborative reflection on instructional strengths, areas for growth, and potential strategies for improvement.*
5. *Develop and implement action plans.*
 - Assist administrators in prioritizing recommendations, setting goals, and designing targeted professional development initiatives to address identified areas of improvement.*
6. *Monitor and evaluate the impact.*
 - Use data and feedback from instructional rounds to inform decision-making, allocate resources, and refine professional development priorities.*
7. *Promote a culture of continuous improvement.*
 - Foster a culture of openness, trust, and collaboration where educators feel empowered to engage in reflective practice, share best practices, and support each other's professional growth.*
 - Recognize and celebrate successes and achievements resulting from implementation of instructional rounds.*

-C. Raever asked how often the board wants his progress shared. The board would like to see the progress early and often. C.Raever will share his progress in his weekly updates to the board. In the draft of the goals, E.Galyean noted that she was hoping to see long range facilities planning included in the goals. C.Raever stated that right now the board wants to focus on bridging the communication with the community and laying the foundation for a possible future bond. That will happen through the communication work with the ESD and Assist Education. The board has not taken any action on moving forward with the recommendations from the long range facilities committee. The district is dealing with facility needs as best they can as they come up. J.Dumdi suggested that the board revisit the needs from the long range facilities report and decide what should be tackled now and what will require additional funds.

-C.Raever will produce a clean copy of his goals along with an action plan.

-J.Dumdi asked if he feels he has enough support to accomplish all of these goals. C.Raever replied that having Kyle from Assist Education and the ESD will be a tremendous support in helping accomplish some of these goals.

-S.FitzGerald stated "you need to inspect what you expect".

IV. Approve Yamhill Carlton School Board Scholarship Recipients (Action Item)

J.Dumdi motioned to award the YCSD/OSBA Scholarship to Applicant #2 and Applicant #3. J.Egland seconded. All in favor. Motion passes.

S.FitzGerald adjourned the meeting at 6:54pm.