



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

REGULAR SESSION AGENDA

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

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

Thursday, August 15, 2024

Regular Session: 6:00pm

MINUTES

Board members Present: Susan FitzGerald, Jami Egland, Ken Watson, Erin Galyean

DO/Administration Staff Present: Clint Raever, John Horne, Tami Zigler, Mary Brown, Amanda Dallas, Chad Tollefson, Tanner Smith, Brad Post, Ian Barr

Also Present: Julia Howard

I. Call to Order Regular Session

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

II. Individuals, Delegations, Recognitions, and Communications

- A. ORS 332.040 requires that: Immediately after July 1st the District School Board shall meet and organize by electing a chairman and a vice chairman from its members. No member shall serve as chairman for more than four years in succession.

1. Nominate and Approve Board Chair (Action Item)

S.FitzGerald nominated and approved E.Galyean to serve as Board Chair for the 2024-2025 School Year.

J.Egland seconded. All in favor. Motion carried.

2. Nominate and Approve Board Vice Chair (Action Item)

J.Egland nominated and approved S.FitzGerald to serve as Vice Board Chair for the 2024-2025 School

Year. K.Watson seconded. All in favor. Motion carried.

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form by sending an email to the Board Secretary at brownm@ycschools.org. The Board will receive public comments at this time but will defer issues to the appropriate administrator. During public comment, the Board listens but neither discusses, nor responds to questions and concerns. Speakers are limited to three minutes.

III. Review of Agenda (Action Item)

K.Watson motioned to approve the agenda as presented. S.FitzGerald seconded. All in favor. Motion carried.

IV. Regular Session – Consent Agenda (Action Item)

- A. Approval of Board of Directors minutes

1. Regular Session Minutes: 06/13/2024
2. Budget Hearing Minutes: 06/17/2024
3. Board Retreat Minutes: 07/29/2024

- B. Personnel

- C. Surplus

K.Watson motioned to approve the consent agenda as presented. J.Egland seconded. All in favor. Motion carried.

Note: Unless approved, Regular Meetings of the Board of Directors will be no longer than 3 hours in length at any single session. **INTERPRETERS FOR THE HEARING IMPAIRED:** To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.

V. Announcements and Reports

A. Superintendent's Report – Clint Raever – Verbal Report

-Because the principals report were not added to the agenda, C.Raever stated that as part of his report the principals will report first.

-A.Dallas reported.

-She is excited to start this year. She thanked the custodial team for making the YCES building sparkling clean and Sherri Nauman for her hard work helping clean out the storage/old locker room area to give staff a workroom that will consist of die cuts, laminating machine, colored paper, paper cutters and more. Kelli Fletcher has been busy ensuring the office is in order for the return of the teachers and communicating closely with the kinder families regarding Kinder Camp and the upcoming year.

-They will have 3 Kindergarten classrooms this year. Rylee Salvey will be one of the Kindergarten teachers. On Monday, they will be interviewing for the 1st and 5th grade positions. They have hired Lauren Roberts for 2nd grade. Danielle Veronen will be moving from 5th to 3rd. They interviewed for the PE position today and made the applicant an offer. Kay Echaury will move to Title 1. Morgan Bishop will now be a half time dean of students and half time CLIMB program. Jayne Morton is moving from an IA position to the SEL Specialist. They have hired two Title 1 IAs, Melanie Staebler and Lisa Chapman, and a lead cook, Jennifer Tynan.

K.Watson asked if 3 Kindergarten classes will be enough. A.Dallas replied that it will be. There are around 16 or 17 students in each class. K.Watson asked what her prediction is for class sizes for the 1st, 2nd, and 3rd grades. A.Dallas replied around 19 for 1st grade, 22 for 2nd grade, and 23 for 3rd grade.

-She is a sucker for heartwarming comedies. She watches movies and reads books for encouragement before the start of the new school year. This year it's "Ted Lasso". Ted Lasso captured her heart and unexpectedly taught her lessons on leadership that are just too good not to share. Ted is simple in his complexity, wise, and uncompromising in his kindness. As we look ahead to a new school year we are taking a Ted Lasso approach.

-The YCES leadership team met last week for a day retreat. They talked a lot about what it will look like with her out of the building and how they can come together to support each other. They decided to take it one step at a time, focusing on strengthening the leadership team to take on a few things that she was doing. As they move into this new model of leadership, the YCES leadership team will be leading communication and support for staff. The top four lessons for the YCES leadership team:

- *Be A Goldfish: We have made and will make tough decisions, some right, and some wrong. Don't dwell on mistakes; learn from them and move on! Mistakes don't define, they refine.*
- *Learn, Grow, and Win Together. We've got this!*
- *Let Ideas Come from Everywhere. We value all ideas.*
- *Believe! Believe in yourself and those around you.*

-They have built their master schedule around the priorities of math, reading, and SEL. They have also crafted a new model for lunch time that gives the teachers common lunch together. From there, they mapped out what the in-service would look like and chose the staff shirt design.

-Next week, the 20th to the 22nd, they will welcome the incoming kindergarteners at Kinder Camp. They will get to know the staff and the building expectations. This camp will also give staff the opportunity to build balanced classrooms.

-YCES supply drop off will be on August 28th from 4pm to 6:30pm. They will have a family scavenger hunt to meet all the staff. Every family that fills out the entire hunt will be entered into a drawing to win a YC gear basket.

-A.Dallas stated that this may not be the way they thought they would start this school year at YCIS, but she is so excited for this coming year. She is inspired to take on this challenge, but also knows that it is

okay to feel sad about the loss of Matt. As Ted Lasso says, we are not alone in this sad moment. She is grateful to be able to go through this journey with the YC family.

-She thanked John Kuehnle, George Koopman, Kyle Findley, and Brandon Miller for getting YCIS sparkling clean both inside and out. Liam Henry has been getting all the devices updated and working. She, Patti Bertrand, Jenifer Tuning, and Chad Tollefson are busy preparing for the new school year.

-Their YCIS building leadership team had a day-long retreat at her house where they learned about being part of a team and planned their intentions for the year. They talked a lot about trust and what that looks like with each other as a leadership team, peers, students, and families. With that in mind, they decided to take one step at a time, focusing on what every student gets when they come to school. They talked about their roles and responsibilities and, most importantly, how will they support students with their lagging social skills. They mapped out what their in-service will look like and chose their staff shirt design.

-This year, there will be a 'phone away for the day' policy.

-Their theme at YCIS this year is 'Believe' from Ted Lasso. Believe in yourself. Whether you think you can or think you can't, you're right. The power of belief and hope is one of the most powerful weapons to have during tough times. By seeing the best in people, they can help people believe in themselves.

-New staff to welcome this year are Rachael Markee for 4th grade, Casey Joramo for 5th grade, Nikita Williams for music, Andy Rabung will now be half time PE and half-time dean of students, Amanda Reab for LRC, and Sydney Sherrod as a behavior IA.

-They just hired an enrichment IA and are interviewing for the open 5th grade position next week.

-The YCIS supply drop off will be August 29th from 4pm to 6:30pm. 4th and 5th grade families will drop supplies off and meet their teachers. 6th, 7th, and 8th graders will get their schedules and lockers. This will give the students time to walk through their schedules with their parents. Every kindergartener through 5th grade teacher will have a pamphlet for families on what to expect in each grade. 6th through 8th grades will have a syllabus in a folder outside of the teacher's classroom for each student.

-They will also be doing a Tiger Tail scavenger hunt to meet the staff and tour the new student lounge room. Jenifer Tuning came up with the idea to hide tiger tails throughout the school. Every family that fills out the entire hunt will be entered into a drawing to win a YC gear basket.

-K.Watson asked if the 'phone away for the day' is a change to the current cell phone policy. A.Dallas replied it is not a change, but a change in expectations. Every staff member will need to reinforce the rules.

S.FitzGerald asked what the dean of students job description is. A.Dallas replied that it will be a lot of problem solving with some of the issues between students. They can discipline students up to suspensions. With these changes, there will need to be a clear understanding on where staff should go for support.

-S.FitzGerald asked if the school handbook is being updated. A.dallas replied it is not right now.

-C.Tollefson welcomed A.Dallas to the YCIS team.

-C.Tollefson stated they have hired A.Rabung as the youth athletic director. He has already set up a meeting with Mark Rodriguez and Brad Post.

-B.Post reported on athletics.

-Today, Tiger Athletics united to establish a clear pathway to how head coaches and assistant coaches can actively contribute to the district's vision, mission, and values. Through collaborative discussions, they identified strategies to align their coaching practices with the mission to champion the growth of the whole student. By emphasizing highly effective learning practices, they committed to fostering not just athletic excellence but also holistic development, ensuring that every student athlete thrives both on and off the field.

- Registration for fall sports has 68 students registered. This strong turnout reflects the community's enthusiasm and commitment to athletics. They are looking forward to a season filled with growth, teamwork, and tiger pride as student athletes prepare to excel both on and off the field.
- The YC trap team earned the title of National Champions. This incredible achievement is a testament to the dedication, skill, and teamwork of the student athletes and coaches. Their hard work and commitment to excellence have brought pride to the school and community. Congratulations to the entire trap team for this outstanding accomplishment.
- The upgrades to the stadium are shaping up beautifully, promising a safe and comfortable experience for all athletes and fans. He can't wait for everyone to see the finished product and enjoy the upcoming season in the refreshed and revitalized stadium.
- B.Post invited the board members, the district office staff, and the community members to help kickoff the season at the Fall Sports Tailgater on Thursday, August 22nd at 5:30pm. This event is the perfect opportunity for the community to come together, celebrate the athletes, and show Tiger pride. The booster club will be selling hot dogs and watermelon. He looks forward to seeing everyone there as they rally behind the teams and gear up for a memorable season.
- K.Watson stated that he had a conversation a while back with B.Post about the culture of coaches and players and trying to be more intentional. He asked if that is what the meeting was about today. B.Post replied yes. They will be meeting once a month. K.Watson asked if they will be following a program or curriculum. B.Post replied that they will be. Today was the first step. By year end, he will have a good presentation for the board about this. The district's vision, mission, and values will drive where this program goes.
- Tanner reported. He is excited to be back for his second year.
- As an admin team, they are working on incorporating the district's vision, mission, and values. This means they tie things they do back to those. If the vision, mission, and values are the heart, then they need to make sure that what they are doing is making the heart pump.
- He and B.Post finished a new student handbook. They looked at other student handbooks from Portland, Medford, and Salem-Kaizer, as well as from some similar sized districts. They were able to pair it down from 46 pages to 30. This handbook establishes good guidelines for students to follow.
- They are working on incorporating some standard operating procedures. It will be very helpful to have everyone know exactly who to go to for what.
- They have dialed in the MTSS system and are now using Oregon Data Suite. He plans to use a new tool called 'Tigers on Track' for 7th grade through 12th grade. Students will have a sheet that shows every class, every score, and attendance percentage. They will give that sheet to the teachers to sign off on. Those sheets will be shared with the staff in order for them to look at what might be needed to help students. T.Smith will bring a sample form to show the board next month.
- They may also use Oregon Data Suite for coaches to be able to view their athletes' academic progress and attendance.
- They will be having a PD session on the 11th to train staff on how to run those reports.
- S.FitzGerald asked if the intention of using this system is to give an extra layer of support. T.Smith replied yes. This allows them to really see how each student is doing not just the ones who need extra help. They want to make sure they are taking care of every student.
- School safety protocols have stayed at the forefront and they have the entire year planned out in detail with regards to drills and safety and teaching it to the students. These drills will include fire and earthquake, hold, secure, lockdown, evacuate, shelter, and bus evacuation.
- They are currently working on a new system to recognize students who are doing great things and showing the district's values of commitment, integrity, compassion, and resiliency.

- T.Smith thanked the custodians and maintenance crew for the work they do. The school is looking really good. The building is getting rekeyed. It will be really nice not to have so many keys.
- They will be holding a joint event with the intermediate school on September 6th before the kickoff of the first football game. They will have food trucks and staff will be there to meet students and families.
- Freshmen orientation will be Thursday the 29th from 10am to 11:30am.
- Homecoming will be 10/2.
- New hires for the high school include Katrina Jones for Science, Ronald Berryhill for Behavior, Cassandra Gomez for English, Nikita Williams for Music, and Tyler Lyons will be coming from the intermediate school as an IA.
- C.Raever reported.
- The admin retreat last week was very productive. They started with the vision and mission and broke them down as to what it means to them and the schools.
- In the coming weeks and month, they will be doing the same thing for values.
- Tuesday of this week, there was a work shop with the communications team to go over what the best practices are in relation to communications. This session did not include crisis communication.
- ODS will be coming out on a monthly basis to show how to pull data to best serve students. It is a very powerful system. They will be creating dashboards for the data that will be used most often. C.Raever gave them the strategic plan and they will create a dashboard with indicators tied directly to it. They are working with Assist Education to get that on the website as well.
- They will create a one-page document to let students and parents know if they are on track. They are hoping to have these done by October conferences.
- The stadium should be done by the first game. They will have an open house and ribbon cutting ceremony, but won't do it on the first game of the season.
- C.Raever will be meeting with a developer who is building the housing development adjacent to YCES about the fencing and where to put the gate.
- He will be meeting with Mike Lawson to discuss the prep work that will be needed for the turf project and to get a good handle on what the district's role will be for this project. They have added the baseball and softball infields to the project to see what the cost of that would be. E.Galyean stated it would be nice to see a long term cost comparison. She also thinks that they need to reassure the community about the concussion issues that can be associated with artificial turf. C.Raever responded that Kyle from Assist Education will be working on something for this. K.Watson asked when would this project be completed. C.Raever replied that once he approves the layout, they will send a proposal for the district to review. The district is hoping to work with community partners to lower the district's cost. They would like to have it in by the fall of 2025. S.FitzGerald asked if prevailing wages would need to be paid for this work. T.Zigler replied that they would.

B. District Facilities Report – Ian Barr – Verbal Report

- I.Barr reported.
- The replacement of the back stairs at the high school is in progress. They are a little behind schedule, but should be done by the first week of September.
- The courtyard drain will be fixed for fall, but the concrete won't be back in before school starts.
- The freezer died and they lost some food because of it. It was not designed for high heat days of over 100 degrees.
- They will be painting the 91 building and the two classrooms by it. They are also painting some areas at the high school. They are also painting the inside of the cafeteria and possibly be getting some new art work in there.
- They are working on replacing carpets at the intermediate school.

- They are also working on the grounds and putting down mulch.
- They cleaned up the front of the elementary school. They are looking forward to service day and are trying to get things cleaned up a little before then.
- The turf tank is working really well. It does a great job and can do it in about 4 hours.
- Jeremy Clements has been working really hard on the rekeying project. When it is all done, there will only be one key for all doors.

C. June Preliminary Financials & List of Bills for June 2024 – Tami Zigler (Action Item)

- T.Zigler reported.
- In the board packet the first 10 pages are for June. She had an issue with the Forecast 5. It was not recognizing the final June report. She will get that fixed and sent out to them.
- She is still wrapping up some year-end items. There is one more tax payment that will go into last year.
- They are looking at 3.4 million dollars that will be rolled over to next year.
- She will have a full report once all the major journal entries have been entered.
- S.FitzGerald motioned to approve the June preliminary financials and list of bills for June 2024 as presented. K.Watson seconded. All in favor. Motion carried.

D. Financials & List of Bills for July 2024 – Tami Zigler (Action Item)

- The list of bills for July starts on page 11.
- The positions will be set up and things will be incumbered by the September board meeting.
- J.Egland motioned to approve the financials and list of bills for July 2024 as presented. S.FitzGerald seconded. All in favor. Motion carried.

VI. New Business

A. 2024-2025 Designations and Authorizations (Action Item)

- T.Zigler stated there are no changes from last year.
- K.Watson motioned to approve the designations and authorizations as presented. S.FitzGerald seconded. All in favor. Motion carried.

B. SIA Contract Amendments No.1 to Grant No. 34521 (Action Item)

- T.Zigler stated that all SIA documents have to be approved by the board. Current funds can be used through September 2025. This is just a report to provide the board with the information and will use it in accordance with the plans that were made. It will be posted on the website along with the plan.
- S.FitzGerald motioned to approve the SIA Contract Amendments No.1 to Grant No. 34521 as presented. K.Watson seconded. All in favor. Motion carried.

C. HSS Contract Amendments No.1 to Grant No. 34245

- This is purely for transparency. This grant is part of the integrated guidance plan. The funding for HSS is lower this year, due to a calculation error.

D. EHS Contract Amendment No.1 to Grant No. 34847

- This is purely for transparency. This grant is also part of the integrated guidance plan.

E. Resolution 2025-1 – Umpqua Bank Changes (Action Item)

- This resolution is to add A.Dallas to the account to be able to sign checks for the ASB account along with P.Bertrand and T.Zilger.
- K.Watson motioned to approve resolution 2025-01 for the change in authorized signers as presented. J.Egland seconded. All in favor. Motion carries.

F. Policies – First Reading

1. Ending Fund Balance

-C.Raeveer stated that the policy states the ending fund balance should be at least 10%. This doesn't mean that the balance can't be higher than that. K.Watson asked what it was for this year. T.Zigler replied it was around 15%. E.Galyean asked what happens if it goes below that. T.Zigler replied that the board would need to be notified and notes would need to be added to the budget to explain why that was the case.

VII. Board of Directors Comments

A. Location of First Day of School Assignments

-K.Watson asked where A.Dallas will be that day. A.Dallas replied that she is planning on being at the intermediate school on Tuesdays and Thursdays. Since that is a Tuesday, she will be at the intermediate school.

-S.FitzGerald will go to the high school, E.Galyean and J.Dumdi will go to the intermediate school, and K.Watson will go to the elementary school.

-E.Galyean congratulated A.Dallas, C.Tollefson, and T.Smith on all the work they have been doing to prepare for the school year.

VIII. Adjournment

E.Galyean adjourned the meeting 7:17pm.