



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

Monday, September 23, 2024

Work Session: 6:00 pm

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

D/O Members Present: Clint Raever, Mary Brown

Others Present: Kyle Laier via Zoom

MINUTES

I. Call to Order Work Session

E.Galyean called the meeting to order at 6:00pm.

II. Flag Salute

III. District Strategic Plan Monitoring Plan

-E.Galyean stated that in the five year strategic plan there are sub points. This meeting is to establish what indicators will be used to measure each of those points.

-K.Watson asked if some of them would only be once a year. C.Raever replied that the YouthTruth Survey is done once a year in the fall and DESSA is done three times a year.

-C.Raever shared the dashboard that the ESD put together. There are a lot of indicators that can be pulled from the student information system (SIS). What the board wants to look at is the other key indicators that can't be pulled from the SIS and how they can be tracked. E.Galyean stated that they should also look at things that the community might want to see that aren't in the goals.

-E.Galyean asked where student performance data is pulled from. C.Raever responded that assessment test scores get uploaded into the SIS, but ACT or SAT not required so there is limited data. The majority of colleges do not require those anymore.

-J.Dumdi asked how they would track things like attendance at events. C.Raever responded that they can track ticket sales. They don't currently do head counts, but could get a clicker and have someone track it that way.

-C.Raever stated that the dashboard shows at risk indicators based on attendance, behavior, etc. They can expand beyond 3rd grade reading if they want. K.Laier, the ESD, and himself are working with ODS on how to use this as more of a web based dashboard. The dashboard does offers trend data over multiple years.

-C.Raever showed the dashboard that is on the Marcola School District's website. K.Laier stated that the Yamhill Carlton School District would like to make theirs more interactive and accessible to the whole community online. The idea behind the dashboard is that those who visit the district's website don't have to click on multiple links to find the data, but can instead go to one area on the front of the website where if they choose one of those indicators, they would be able to put the cursor on that and the data would show up and when the cursor was moved off of it would go away.

E.Galyean stated she likes that idea. J.Dumdi thinks it would be well received, but would need to be communicated to the community that it is there. K.Laier encouraged the board to get really clear on the data points they want to share and not over do it. C.Raever stated that the important thing is deciding what forward-facing indicators they want to share with the community.

-K.Watson asked how often should they be monitoring these indicators. E.Galyean stated that OSBA recommends to do it once a month. S.FitzGerald stated that monthly would be too often and take up the entire meetings. C.Raever stated he thinks a few times a year would be sufficient. Some of the indicators are updated at different times of the year. K.Laier stated they could have a report made for the board when those indicators line up.

-E.Galyean would like to review the data thoroughly at the retreat. She would like to review a monthly topic in line with what the report is for that month and show the ones that have been updated. It can be quick, but it would show the community that the board is paying attention. K.Watson suggested that as part of the superintendent's monthly report, he could show the strategic plan monitoring. Maybe a couple of times a year, have a summary of the monitoring data to date. Perhaps in January and June.

-S.FitzGerald would like to know what is being done to improve the areas where the testing scores are low. K.Watson stated that a lot of the plans are for individuals. S.FitzGerald stated it can be a broad, but wants to know that there is a plan to help students move forward and to see if it is working. Otherwise, there is no point in just looking at the data and nothing else. C.Raever agreed that understanding the systems the building have in place is a good idea. K.Watson stated that if they look at all of that in great detail, they are going to be getting into technical and weedy stuff. He doesn't know if it is appropriate. S.FitzGerald responded she just wants to know what they are doing without great detail.

-C.Raever started going over the goals to establish what items should be reported on and when.

-Goal 1.1 is about staff training in SEL. The staff has had SEL training. This year, they are piloting a new program called Wayfinder. C.Tollefson can report on it later in the year.

-C.Raever stated he could have a quarterly or biannual summary report. The report would include key indicator data. If the data is moving strongly in one direction or the other, he would bring that up for them to discuss. K.Watson would like a report sometime during the year on what trainings staff have done. He believes the more often you train, the more the needle moves in the right direction for the key indicators.

-Goal 1.2 – For tracking the progress of this goal, maybe there is a way to gage it more frequently. C.Raever can ask the principals if they can poll the students more often. Maybe there is a way to gage this more frequently. K.Watson stated that ideally they would have input directly from students, so the teachers can be aware of it and work with other staff and involve them. C.Raever stated that they used to put every students' name on the wall and the teachers would put a dot next to the students that they had made a connection with. The staff would then reach out to the students that didn't have any dots by their names.

Goal 1.3 – The data for this goal can be pulled from the SIS. They can look at it monthly or every other month. J.Dumdi asked if the board will we have access to the ODS dashboard. C.Raever replied that they will not have access because it has confidential student data on it. He can, however, create a template with the information.

-Goal 1.4 – The DESSA assessment is done three times a year. For grades K-5, the teachers rate on where they think the students are. For grades 6-12, the students take the survey themselves. From that data, they create lessons to target the needs of the students. C.Raeveer stated that they could have a report from administrators on the highlights of where they are seeing the most needs for additional support and where they can get that support.

-E.Galyean asked what data would be an indicator that SEL is doing well. C.Raeveer replied that good DESSA data, overall reduction in behavior referrals, and students attending more regularly will show that. E.Galyean stated that they had initially discussed having a dashboard for the board to look at that had the data that is reported on in the meetings without having to go search for it. They need someone who will look at the key indicators on a regular basis. K.Watson stated that doing this would cause them to be swimming in data. S.FitzGerald stated if they keep adding things for staff to look at, it kind of mushrooms and staff will get overwhelmed. J.Dumdi stated it should be presented in a way that shows the ones who need help. K.Watson stated they do not want to be wallowing in data. They should look at the big picture and the trends of how things are going. C.Raeveer stated that if the board can identify what they want to see on a monthly basis, he can do that. It would be too much to report on all of the key indicators. K.Watson agreed that they need to identify a few high priority indicators and have a summary of how the indicators are looking, but not monthly. Three times a year would be sufficient.

-Goal 2.1 - J.Dumdi stated it would be helpful to have a benchmark of how many events were held throughout the year, not just sports, but community events as well. Then they could look at whether there was an increase. J.Egland stated that it wouldn't have to be an increase in events, but more that they are consistent with the amount they hold. E.Galyean stated that ultimately they want to show the community data that shows they are accomplishing their goals.

-Goal 2.2 – Encouraging more student involvement in community events is one way to meet this goal. Things like Derby Days, Carlton Fun Days, getting more than just FFA members involved in the fall festival. C.Raeveer stated they are also going to have leadership students go to the city council meetings as a way to increase their presence in the community.

-Goal 2.3 – C.Raeveer wasn't excited about the original communication plan that the ESD put together. It was too broad. He looked at other districts' plans and will work on a draft for the board to show at the next work session. He will share it with K.Laier to have him look at it as well.

-Goal 2.4 – The data for this goal can be pulled out of ODS.

-Goal 2.5 – YouthTruth survey is a part of this. C.Raeveer stated they can see if the number increases from year to year. S.FitzGerald stated that increasing the participation would be good, but they need to give them all the opportunities to do it, because some people don't even see it.

-Goal 2.6 – This goal is similar to the goal around SEL training.

-Goal 2.7 – In relations to this goal, C.Raeveer stated that he and J.Horne are doing new employee empathy interviews. They are meeting with new employees to see how things are going, how they are feeling, and ask them how they could improve the onboarding process. J.Horne is also working on some exit interview questions. With the new employees, they will revisit them in the second semester. He will share the information they gather from these interviews with the board. J.Dumdi asked if they could see the data on the retention of staff. C.Raeveer responded that he can pull data on staff turnover.

-Goal 3.1 – One of the indicators for this goal is the data from the once a year state reporting. C.Raeveer stated that the test is taken in April or May, but they do not get the scores until the fall. The district is currently revising the integrated guidance plans to have more data to show on what the progress is now.

-Goal 3.2 – This is something that they won't be able to demonstrate right away, but they can report the change from last year to this year. There is also the data from iReady tests that is available on an ongoing basis.

-Goal 3.3 – C.Raever stated that they are looking at 97% of freshmen on track to graduate. With the new 'Tigers on Track', they expect to maintain a very high number.

-Goal 3.4 – They can track this goal based on the 'Tigers on Track' reports. S.FitzGerald stated there is a huge disconnect with high freshmen on track percentage to the actual graduation rate.

K.Watson stated that what he heard Tanner say is that the current rate is a statistical anomaly because of Covid. He would expect to see really strong gains in the next two years. J.dumdi stated the cohorts are what count for the four year graduation rate. K.Watson believes that if the school is doing their job well it should go up by at least 10%.

-Goal 3.5 – ODS has created a report for 7th and 8th grade on track. C.Raever stated they could pull that report daily if they wanted to.

-Goal 3.6 – The standardized tests are only taken by juniors. The credit attainment and attendance can be tracked through the SIS.

-Goal 3.7 – Instructional rounds will help with the monitoring of this goal. C.Raever stated the first instructional rounds will be next Tuesday. He can report to the board about it at the next board meeting.

-Goal 4.1 – This goal has been completed.

-Goal 4.2 – They will reconvene the facilities committee in November. There will be two meetings in November and one in December. These meetings will look at what projects have been completed since the original planning was done. S.FitzGerald asked if board members will be on this committee. K.Watson thinks that one or two should be on it.

-Goal 4.3 – C.Raever stated there have been a few very unfortunate incidents because of a holes that weren't filled in. They need to look what can be done to prevent them in the future. There has been a reduction in maintenance calls, because they are doing a better job of maintaining things and dealing with issues as they arise.

-Goal 4.4 – C.Raever stated they will be polling again this fall and can use that data for this goal. K.Laier stated the first polling was completed on the 22nd.

-E.Galyean asked what the next steps are. They need to decide on what and how often these indicators should be reviewed. C.Raever stated he can go through the information reviewed tonight and put together a calendar showing what and how often he will report on these. He will put it together and send it to the board for review. E.Galyean stated if it's easy to show trending data, she would like to see that as well.

IV. Board Development Opportunities

-E.Galyean stated the board rated themselves low on personal development. She was able to find a lot of opportunities for board development. It seems like last year they did fewer trainings than in the past. She found a lot of webinars on the OSBA website. In addition to the biannual conferences, they have on demand training available. The board will be having a training on public meeting laws at the next month's work session.

-E.Galyean stated that if they don't pick what they are going to do, then they won't do it. One board member could focus on one area and report back to the board. K.Watson stated that he has gone to a lot of conventions and has found them very valuable, but this is his last year as a board member and won't be attending anymore.

-S.FitzGerald asked if any board members were going to the convention in November. E.Galyean responded that OSBA isn't showing what the specific sessions will be. She wants to know what those are before registering.

-J.Dumdi stated that she is more interested in areas related to legislation. C.Raeveer stated that COSA does a good job of presenting legislative updates. E.Galyean stated there is also a webinar about those.

-E.Galyean suggested that they create a board professional development plan at the board retreat.

V. Review Board Operating Agreement and Board Policies

-The board policies were sent to the board in advance so they had an opportunity to review them before tonight's meeting. They are also always in their binders.

-S.FitzGerald noticed that on page two of policy BDDH it states that questions asked by the public should be answered immediately by the board. C.Raeveer will get an updated sample of that policy to review.

-E.Galyean reviewed the operating agreement with Vince and he recommended that it be reviewed every year by the board. C.Raeveer presented the agreement to the board. The board agreed it is accurate and no changes need to be made.

VI. Define Activities to Meet Board Goals

-Goal 1 - Two board members will attend the facilities committee meetings. Based on the results of those, they will need to put their heads together and prioritize what needs to be done over the next two years. E.Galyean stated they will need to plan a work session to do this. S.FitzGerald stated that the next work session meeting after the last facilities committee meeting will be January 23rd. Clint shared the agenda for the facilities planning committee. The dates will be November 6th and 20th and December 4th. K.Watson stated they need to get input from the broader community.

C.Raeveer stated that the polling in the fall will have more specific questions related to facility needs.

-Goal 2 - Step one for this goal will be to complete the communication plan that C.Raeveer is drafting. Step two

, will be to make sure the plan includes all that are listed in the goal. i.e. parents, broader community, etc. Step three, will be to complete all the steps that will be in the finalized communication plan.

-Goal 3 – This goal was worked on a tonight's meeting, including identifying key performance indicators. Implementing this goal will be done by reviewing the data on a regular basis.

E.Galyean adjourned the meeting at 8:10pm.