



**Yamhill Carlton School District
Board of Directors – YCSD Boardroom
120 N Larch Place, Yamhill, OR 97148**

Thursday, August 9th, 2018

Board Work Session 6:30pm

AGENDA

A. Call to Order Work Session

B. Sub-Committee Reports:

1. Facilities and Transportation (T. Pfeiffer, J. Bibb)
 - A. Facilities Committee Report
 - B. Citizen Oversight Committee Report
 - C. Bond Project Manager Report
 - D. Next Facilities Transportation Committee Meeting – June 8th @ 7:00am
2. Negotiations (S. FitzGerald, J. Egland)
3. Board Policy (J. Egland, K. Watson) – June 18th
4. Curriculum (S. Fitzgerald, K. Watson) - May 17th @ 3:30pm
5. Activities (J. Bibb, T. Pfeiffer)
6. Finance (J. Egland, S. FitzGerald)
7. Communications (S. FitzGerald, J. Egland)
8. Security & Safety (K. Watson)

C. Adjournment

Items that are ***BOLD ITALICS*** are possible Action Items.

INTERPRETERS FOR THE HEARING IMPAIRED: To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.

**YAMHILL CARLTON SCHOOL DISTRICT
2016 BOND MEASURE PROJECTS
PROJECT MANAGER STATUS REPORT
JUNE and JULY 2018**

PROJECT MONTHLY STATUS REPORT

Project: Yamhill Carlton School District 2016 Bond Measure Projects, District Wide Report

Completion Date: Preliminary: September 23, 2018 (Revised)

1. Construction Status

Yamhill Carlton High School and Intermediate School Sites

- Underground Utilities and Site Grading
 - The municipal on site water line was completed on June 15, 2018. MMC is currently working on the required easement for the COY.
 - Underground utilities have been completed.
 - Site grading at Camelia and preparation for paving continued through June and July. Final grading is ongoing with a revised paving schedule of mid-August. The paving schedule was changed due to discovery issues and to maximize subcontractor efficiency.
 - MMC continues working with the District on design of the new fuel oil tank. Civil design was completed, and the work is currently being priced by Turner.
 - The fuel oil tank that was punctured by PGE was decommissioned in July. A stock pile of contaminated soils is currently being scheduled for transportation to a waste facility.
 - Two additional dry wells were discovered and abated on site during excavation.
 - Although landscaping and planting has been removed from the budget for cost savings, MMC is currently working with the District to have a minimal amount of irrigation designed and installed so that grass can be planted at excavated areas to avoid erosion and provide an acceptable finished site. A meeting is currently scheduled for August 2nd to discuss this scope with Turner. MMC will continue to report on the progress.
 - The City's municipal water line was completed on June 18, 2018. The COY is currently closing out its final documentation before crediting unused funding.
 - Partial paving of the new fire lane was completed in July.
- CTE Dome Construction
 - Interior framing, rough-in of utilities and drywall was completed in June and July.
 - Interior finishes, doors, windows and frames and glazing are ongoing through August.
 - Exterior work is ongoing through August with exterior painting to begin next week.
 - Security and Surveillance installation is currently in process and will continue through August.
- Gymnasium Dome Construction
 - Interior slab was completed the second week in June as scheduled.
 - Based on current budget and approval of GMP #8 in June 2018 by the Board the gym interior is currently under construction and authorization has been provided to continue interior improvements to the extent necessary for functional occupancy. The improvements include interior wall framing, final rough in of utilities, installation of mechanical systems and lighting, purchase and installation of the playing court, public restrooms and weight room up to final finishes. The locker rooms, concessions and training rooms will be shelled for future TI.
 - Turner construction is currently working on a budget estimate for the final finishes required for functional occupancy which will be formed as GMP #8. Original estimates were provided in the amount of \$610k, however MMC and Turner have worked to reduce this amount through material and cost reduction alternatives and are confident that reductions will be significant. Once Turner completes their revised estimate MMC will report to the COC and Board with recommendations and further direction.
- Agricultural Building
 - MMC continues to work with the District on planning of the proposed Agricultural Building. Revised buildings plans were delivered to Yamhill County on July 16, 2018 for plan review.

- MMC is currently coordinating the electrical design with Brightside Electric and will amend the permit packet once design is received.
- Yamhill Carlton Elementary School
 - PVHP units have been corrected and are currently running per specification.
 - Exterior siding and painting is currently ongoing and approximately 80% complete.

2. Schedule Status

- Site work is scheduled to be completed by August 31, 2018
- Although there has been some schedule impacts the overall project continues to be on target for a September 23, 2018 completion of the CTE Dome. Students and staff can look forward to a fully functional facility.
- Based on current estimates and decisions by the Board regarding construction of the gymnasium dome interior the schedule for completion is currently set for the end of November 2018 pending funding and approval of forthcoming GMP #9.

3. Currently Underway

- Continued build out of the CTE and Gym dome shells
- FF&E coordination and procurements including desks, shelving, IT equipment, dust collection, welding hoods, bleachers, court divider, score board etc.
- Continue VE review options and pricing effort.
- Continue with procurement of subcontractors for this Summer's differed maintenance projects. MMC has met with the District's to develop and prioritize projects based on available budget and constraints. The priorities are as follows:
- Differed Maintenance currently budgeted and out for pricing and/or coordinating work.
 - Complete exterior siding and painting at ES estimated at \$90k (Underway at 80% completed)
 - Repair and correct wood window surrounds at HS estimated at \$25k (Pricing in review and scheduling)
 - Complete replacement at flat roof at IS estimated at \$103k (Priced and currently being scheduled)
 - Tuck pointing and sealing of brick at HS (Currently working to find contractors)
Budgeted at \$60k
 - New flooring and wall carpet repair at HS. Budgeted at \$86k (Priced and pending scheduling)
 - Existing gymnasium north wall repair. (Scheduled for August 13, 2018 start date)
 - Painting of existing gymnasium (Scheduled for August 13, 2018)
 - Repair crack at rear stairs of HS (Scheduled for August 21, 2018)
- Items not currently budgeted and not being coordinated or priced
 - Pinning of Roof Truss system at HS
 - Tuck pointing brick at SW corner of IS
 - New flooring at select areas of IS
 - ADA toilet facility at Life Skills
 - Repair/replace T-111 at exterior rear fascia of IS
 - Replace roofing at IS Annex
 - Upgrades at select IS restrooms



**Yamhill Carlton School District
Board Of Directors
Yamhill Carlton School District Board Room
120 N Larch Place, Yamhill, OR 97148**

Thursday, August 10th, 2017

Regular Session- 7:00 PM

AGENDA

- I. Flag Salute
- II. Call to Order Regular Session- 30 Minutes
- III. Individuals, Delegations, Recognition, and Communications

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form and turn it in to the Board secretary at this time. 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.

- IV. Review of Agenda
- V. Nominate & Approve Board Chair and Vice Chair
- VI. Appoint Committee Members (Negotiations & Policy) (Pg 1)
- VII. 2018-2019 Appointments & Designations (Pg 2)
- VIII. Approve Meeting Schedule (Pg 3)
- IX. Regular Session- Consent Agenda
 1. Approval of Board of Directors Minutes
 - a. Work Session & Regular Board Meeting June 14th, 2018 (Pg 4)
 - b. OSBA Board Training June 18th, 2018 (Pg 9)
 - c. Special Session June 21st, 2018 (Pg 10)
 - d. Special Session June 26th, 2018 (Pg 12)
 - e. Board Retreat August 2nd, 2018 (Pg 14)
 - f. Special Session, August 2nd, 2018 (Pg 16)
 2. Enrollment Report (Pg 17)
 3. Personnel (Pg 19)
- X. Announcements and Reports:— 30 Minutes
 - I. Financial Report and List of Bills for July 2018 (Action Item) (Provided at Meeting)
 - II. District Facilities- Brian King – Verbal Report
 - III. Superintendent's Report- Charan Cline (Pg 20)

The Board encourages comments from the public directed toward a specific agenda item. The Board will receive those comments at the time the item is discussed. Speakers are asked to limit their comments to three minutes.

- XI. New Business:
 - I. Approve Board, District & Superintendent Goals (Action Item) (Pg 21)
 - II. Citizen Oversight Committee (Action Item) (Pg 22)
 - III. YCIS Student Achievement Recognition Discussion (Possible Action Item)
 - IV. Beginning of Year – Important Dates (Pg 24)
 - V. All Staff Inservice Breakfast – August 27th, 2018 7:15am
 - VI. First Day of School Location Assignments

- XII. *Executive Session per ORS 192.660(2)(f) Records Exempt From Public Inspection with Possible action in Open Session*

Adjournment

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.

Board Committees

Policy (Meets in October, February & June)

1. Ken Watson
2. Susan FitzGerald

Negotiations (Meetings TBD)

1. Ken Watson
2. Susan FitzGerald

Superintendent Committees

Facilities (Meets Friday prior to Board Meeting)

1. Tim Pfeiffer
2. Jack Bibb

Finance (Meets Quarterly)

1. Susan FitzGerald
2. Jami Egland

Security/Safety

1. Tim Pfeiffer
2. Ken Watson

Communications

1. Jack Bibb
2. Jami Egland

Curriculum/School Improvement (Meets Monthly – 3rd Thursday)

1. Susan FitzGerald
2. Ken Watson

Activities (Meets as needed)

1. Jack Bibb
2. Tim Pfeiffer



YAMHILL CARLTON SCHOOL DISTRICT

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

2018-2019 School Year Yamhill Carlton School District Designations and Authorizations

Approve Bonds \$100,000 for District Clerk (Superintendent) and Deputy Clerk (Business Manager)

Authorize the Superintendent and the Business Manager to pay salaries, bills and other financial requirements.

Designate the following:

- Superintendent as Clerk and Chief Budget Officer.
- McMinnville News Register as Publication of Records.
- The Hungerford Law Firm and GHR (Paul Dakoplos) as legal counsel, but the Superintendent has authority to seek other counsel for specific other legal services.
- Umpqua Bank, First Federal Savings and State of Oregon Local Government Investment Pool as depositories of District funds.
- Charan Cline as District representative with the authority to apply for Title 1 Funds, and other federal and state grants.
- Pauly, Rogers and Co., PC as official auditor for the 2018-2019 School Year
- SAIF as worker's compensation insurance carried for the 2018-2019 School Year
- WHA as the agent of record for liability insurance coverage through Special District Association of Oregon for the 2018-19 School Year.

2018-2019 Board Meeting Schedule

August 9th, 2018

September 13th, 2018

October 11th, 2018

November 8th, 2018

December 13th, 2018

January 10th, 2019

February 14th, 2019

March 14th, 2019

April 11th, 2019

May 9th, 2019

June 13th, 2019

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N Larch Place, Yamhill, OR 97148

Thursday, June 14, 2018

Work Session – 6:15 PM

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb and Ken Watson. S. FitzGerald absent by prior arrangement.

DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, Board Secretary Michelle Rettke, YCHS Assistant Principal Matt Wiles, YCHS Principal Greg Neuman, YCIS Principal/Special Ed Director John Horne, YCIS Associate Principal Chad Tollefson, and YCES Principal Lauren Berg

Also Present: P. Manson, G. Manson, G. Dromgoole, R. Sessler, J. Hurley, C. Slater

Call to Order Work Session - 6:15pm by Jami Egland

- I. Sub Committee Reports
 - a. Facilities and Transportation
 - i. Facilities Committee Report (T. Pfeiffer) – work is starting on boiler repairs, getting field maintenance bids
 - ii. Citizen Oversight Committee (H. Nettles) – Report presented. See Attached
 - iii. Bond Project Manager Report (M. Marino) – Report presented. See Board Packet
 - b. Negotiations – Nothing new to report
 - c. Board Policy (K. Watson) – June Meeting Cancelled. Policy have not been released by OSBA yet.
 - d. Curriculum (S. FitzGerald) – Team leaders talked about proficiency
 - e. Activities (T. Pfeiffer) – Reviewed spring sports surveys
 - f. Finance (J. Egland) – Budget being adopted at Regular Session later tonight
 - g. Communications (S. FitzGerald) - Had a successfully CTE Building Open House
 - h. Safety & Security – Proceeding with exploring affordable options (Magnetic Strips). Also significant discussion regarding training staff in use of non-lethal weapons (voluntary). Arming Teachers is not an option. Looking into School Resource Officer – Police Chiefs are open to sharing the cost. Also got bids for window filming lower level of high school.

With no further discussion, the meeting adjourned 6:57 pm.

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N Larch Place, Yamhill, OR 97148

Thursday, June 14th, 2018

Regular Session – 7:00 PM

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb and Ken Watson. Susan FitzGerald absent by prior arrangement.

DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, Board Secretary Michelle Rettke, YCHS Assistant Principal Matt Wiles, YCHS Principal Greg Neuman, YCIS Principal/Special Ed Director John Horne, YCIS Associate Principal Chad Tollefson, YCES Principal Lauren Berg and Food Service Manager Shiloh Ficek

Also Present: P. Manson, G. Manson, G. Dromgoole, R. Sessler, J. Hurley, C. Slater

Budget Hearing –

Called to Order by Chair J. Egland at 7:00pm

- I. Flag Salute
- II. Additions to Budget Document – None
- III. Public Comment – None
- IV. Adjourned at 7:02pm

Regular Session Agenda

- V. Called to order by Chair Jami Egland at 7:02pm
- VI. Individuals, Delegations, Recognition and Communications
 - a. Public Comment
 - i. J. Hurley & C. Slater – Concerned about lack of communication and action by building admin regarding PTO efforts to focus on achievement at YCIS. Don't feel like YCIS students are prepared for "jump to high school".
 - ii. R. Sessler – Presented Check from OSBA to the School District in the amount of \$5000 for the Boards completion of the Promise Training. Money will be used for Scholarships for high school students.

- VII. Review of Agenda

T. Pfeiffer motioned to approve the agenda as presented. K. Watson seconded. All in favor, motion carried.

- VIII. Regular Session – Consent Agenda

K. Watson motion to approve the consent agenda items as presented. J. Bibb seconded. All in favor, motion carried.

IX. Announcements & Reports

- I. YCES – Lauren Berg – See Report in Board Packet. Had great Field Day on last day of school. Diebles scores show growth
- II. YCIS – John Horne – See Report in Board Packet. 8th Grade promotion went well.
- III. YCHS – Greg Neuman & Matt Wiles – See Report in Board Packet – Graduation was great. Thanks to The Wrights who loaned a tent for the rainy festivities. 1.7 Million dollars in scholarships awarded to senior class.
- IV. Financial Report & List of Bills for May 2018

J. Bibb motioned to accept the financial report and list of bills for May 2018. K. Watson seconded. All in favor, motion carries.

- V. District Facilities – Nothing to report – Brian has done a great job this year.
- VI. Food Service – Working hard to clear lunch account balances.
- VII. Superintendent Report – Charan Cline – See Report. Land Sale is still in process. Buyer is working with City on permitting.

X. New Business

I. GMP #8

T. Pfeiffer - not comfortable with land sale progress – What happens if not sold by end of year and line of credit gets rolled into a loan? How do we pay that?

S. FitzGerald motioned to approve GMP #7 as presented. T. Pfeiffer seconded. All in favor, motion carried.

C. Cline – feels sale will go thru, buyer is committed – if not approved will issue a stop order and we can pick project back up once sale goes thru

We will start spending out of the line of credit by late August or early September.

GMP #8 has not been reviewed by Citizen Oversight Committee

What is the cost of starting and stopping? Board would like estimate.

Line of Credit converts to loan at variable interest (currently at 2.67%) on December 31st, 2018 if not paid.

K. Watson – We got the line of credit as a way to move forward so would support using it but only after Citizen Oversight Committee has change to review

Citizen Oversight Committee will meet to review and Board will reconvene after they have made a recommendation.

II. Citizen Oversight Committee

No applications received. No action necessary

III. Adopting the Budget – Resolution 2018-11

K. Watson motion to adopt Resolution 2018-11 Adopting the Budget as presented. T. Pfeiffer seconded. All in favor, motion carried.

IV. Food Service Price Increase

T. Pfeiffer motioned to approve Breakfast and Lunch price increases as presented. K. Watson seconded. All in favor, motion carried.

V. 2nd Reading & Adoption of Policy (IGAC)

J. Bibb motioned to adopt Policy IGAC as presented. K. Watson seconded. All in favor, motion carried.

VI. Superintendent Evaluation Summary

K. Watson motioned to approve Superintendent Evaluation Summary as presented. T. Pfeiffer seconded. All in favor, motion carried.

J. Bibb stated that he has enjoyed working with Charan and appreciates the job he is doing.

VII. Superintendent Contract

J. Bibb motioned to approve the Superintendent Contract as presented. T. Pfeiffer seconded. All in favor, motion carried.

VIII. Upcoming Dates

OSBA Final Training – June 18th at 5:30pm – District Office Boardroom

XI. Board of Directors Comments

T. Pfeiffer – Would like conversations around parents' concerns expressed during public comment regarding achievement

J. Bibb – How does grading at Intermediate School affect 9th grade success rate.

J. Eglund – We had a great year

K. Watson – Wishes everyone a “blessed vacation”

With no further discussion the meeting was adjourned at 8:29PM

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N. Larch Place, Yamhill, OR 97148

Monday, June 18th, 2018

Work Session- 5:30 PM

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb, Ken Watson and Susan FitzGerald.

DO/Administration Staff: Superintendent Charan Cline, and Board Secretary Michelle Rettke

Also Present: S. Chitwood, J. Hurley, G. Jernstadt, C. Berhorst, K. Wright,

A. Call to Order Work Session—5:35pm by Board Chair

B. Introductions

C. OSBA – Renee Sessler, OSBA Trainer – Facilitated Discussion

How to address issue of declining enrollment? Long Term Plan

1. Options presented by C. Cline

- a. Move to two school structure located in both communities
- b. Move to two school structure located on Yamhill Campus
- c. “Moonshoot” – Developing a Charter School
- d. No changes – remain with 3 building structure

2. Discuss presented options

- a. Very little support for option b (above).
- b. Some interest in exploring the option of offering a charter school. What would it take for development? How would it be structured? Hard to manage as funds have to be kept completely separate from district funds.
- c. Group recognizes that with declining enrollment we need to develop some sort of plan. Would also like the plan to allow us to go back to a larger structure if enrollment increases in the future.
- d. Would like to focus on promoting our district. Offering programs that will keep our students here. Offer programs not available in neighboring districts.

With no further discussion, the meeting adjourned at 8:14 pm.

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N. Larch Place, Yamhill, OR 97148

Thursday, June 21st, 2018

Special Session- 6:00 p.m.

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb and Ken Watson. S. FitzGerald absent by prior arrangement.

Also Present: DO/Administration Staff: Superintendent Charan Cline, and Director of Fiscal Services Tami Zigler

Also Present: Jonathan Morse, M. Marino, H. Nettles, K. Maynard, R. Bernstein, P. Manson, G. Manson

I. Flag Salute

II. Call to Order by Chair Jami Egland at 6:07 PM

III. No Public Comment

IV. Review of Agenda

J. Bibb motion to approve the agenda as presented. K. Watson seconded. All in favor, motion carried.

V. New Business

Approve Turner GMP #8

K. Maynard presented on behalf of the Citizens Oversight Committee. Handed out Budget Status Worksheet. Recommends not approve GMP 8, until resources are available.

K. Maynard commented that the GMP8, the floor has been ordered already (part of scope on GMP 8).

M. Marino commented the pre-purchase of the floor and the metal were done. The total of both items were \$80k. Those items were included in GMP8.

M. Marino said that any savings received is supposed to go into maintenance projects.

There is \$36,210k in contingency is in GMP8.

Wasson Property - Do we sell it? Approximately 2 acres.

Stoppage is closer to \$121 hard costs, plus soft costs to extend by months at about \$59K, which is a total of \$180k.

T. Pfeiffer wants to feel about it over the weekend and reconvene next week.

J. Bibb requested an update from PGE, Charan said he would try. Last week PGE had a letter and sending it up the chain, but doesn't know what sending up the chain means.

Next board meeting on Tuesday at 6:00pm.

T. Pfeiffer moved to table a decision on GMP #8 until 6:00pm on Tuesday, June 26th. J. Bibb seconded. All in favor, motion carried.

With no further discussion the meeting was adjourned at 7:21 PM

Minutes by: Tami Zigler, Director of Fiscal Services

YAMHILL CARLTON SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N. Larch Place, Yamhill, OR 97148

Tuesday, June 26th, 2018

Special Session- 6:00 p.m.

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Susan FitzGerald, Jack Bibb and Ken Watson.

Also Present: DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler and Board Secretary Michelle Rettke

Also Present: M. Marino, K. Maynard, R. Bernstein, H. Nettles and R. Losli

I. Flag Salute

II. Call to Order by Chair Jami Egland at 6:00 PM

III. Public Comment

- a. K. Maynard & R. Bernstein read statement written by Murray Paolo regarding Citizen Oversight Committee's concerns with financial status of bond projects.

IV. Review of Agenda

S. FitzGerald motion to approve the agenda as presented. J. Bibb seconded. All in favor, motion carried.

V. New Business

Approve Turner GMP #8

T. Zigler presented financial scenarios as well as side by side comparison summary sheet.

T. Pfeiffer is ready to "hold up" on the project and wait until we have check in hand from sale of the property

Concerns that Turner Contingency money not reflected in the scenarios as going to deferred maintenance. M. Marino states that contingency was "never promised to deferred maintenance"

Board recognizes that some deferred maintenance has to be done.

K. Watson feels that increase in cost and slow pace of the sale have been frustrating but feels we got the line of credit so that the district could move ahead until sale of property

was finalized. He is still willing to move ahead. He recognizes that that goes against the recommendation of the Citizen Oversight Committee (COC). Appreciates COC's knowledge and commitment to reduction in costs. The board will have difficult decisions ahead of them in regards to what projects to complete. Feels "halting the project is not wise decision"

J. Egland – taking GMP #9 out of scenario 2 leaves the district with \$600K in the bank to start back up.

S. FitzGerald – "What happens if we don't finish?" "When will we finish?"

C. Cline feels this is a "lesson in patience", "Stopping is not a failure". How much risk are we willing to put out there? Pausing just delays a functioning gym.

GMP #8 won't be fully expended until October.

K. Watson – What would cost be to stop @ GMP #9.

Startup cost are less significant (than if district stopped at GMP #8). GMP #8 is primary contractors. GMP #9 can be done by direct contracts and handled by district representative.

Unanticipated projects have had huge impact on projects

We have a buyer who is committed to buying the land and is working diligently with the City to achieve that.

C. Cline feels it is worth noting that scenario 3 gives us useable buildings

Citizen Oversight Committee feels like it's a moving target and money/financials change from week to week.

Cost in interest to float loan for 1 year is \$150K vs stopping and restarting cost of \$180K

J. Bibb would vote to fund GMP #8 as the cost to float loan for one year is less than shut down and restart cost

C. Cline would recommend approving GMP #8 feels the community is getting a lot for its 14 Million

J. Bibb motioned to approve GMP #8. S. FitzGerald seconded. K. Watson in favor. J. Egland and T. Pfeiffer opposed. By a vote of 3 to 2 motion carries.

With no further discussion the meeting was adjourned at 7:17 PM

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Retreat

YCSD Boardroom

Thursday, August 2nd, 2018 8:00am

MINUTES

Board Members: Jami Eglund, Susan FitzGerald, Tim Pfeiffer, Jack Bibb and Ken Watson

DO/Administration Staff: Superintendent Charan Cline, and Board Secretary Michelle Rettke

The Year in Review

Highlights

- 5 year plan
- 9th grade on track
- Attendance
- Budget
- Continuing ed with OSBA
- Bond work
- Student centered & Proficiency based
- Leadership (Stable Admin, DO Staff, Board Collegiality)
- Science and Math scores
- CTE & Ag Building will open this year

Low Points

- Communication
- Too many new hires underperforming
- Public perception of bond management
- Bond work – management difficult
- Attendance at OSBA Convention

2017-2018 Data Review

- Lots of work to improve Attendance rates. Slow process
- Student management will be address across the district
- Math is still an area for growth in regards to state testing results

Discussion of Communication Plan

Showed draft of Strategic Plan to Board – hope to have available at registration
Community meeting to share strategic plan

Areas of Focus in regards to Communication

- Website Design – In Process
- Hiring Communication Specialist – Intern, High School Student, Professional
- Superintendent Advisory Council
- Create District Pride Campaign – YC Achieves
- Break Bread w/Staff Meeting Monthly
- Communication Training for Staff
- Tell it 7 times

School Security

- Presented Recommendation on School Safety from Secret Service
- School Resource Officer would be money well spent – Charan will explore options

2018-2019 Goals

District Goals

- Implement 2018-2019 communication plan priorities
- Develop & Begin to implement multi tiered or RTI supports (Academic, student management and socio-emotional) K-12
- Improve all academic indicators to above the state average

Superintendent Goals

- Implement 2018-19 communications plan
- Develop resources to support School Resource Officer
- Develop 2 long – term plans on District Administration Structure

Board Goals

- 4 Community meetings with board – with topic (5 Year strategic plan, safety plan, etc.)
- Attend OSBA Convention is November 8th – 11th

With no further discussion the meeting adjourned at 12:25 PM

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N. Larch Place, Yamhill, OR 97148

Thursday August 2nd, 2018

Regular Session- 12:30 p.m.

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Susan FitzGerald, Jack Bibb and Ken Watson.

Also Present: DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, and Board Secretary Michelle Rettke

Also Present: S. Pointer

I. Flag Salute

II. Call to Order by Chair Jami Egland at 12:30 pm

III. Executive Session per ORS 192.660(2)(e) Real Property Transaction with no open action in open session.

S. FitzGerald moved that the board go into Executive Session per ORS 192.660(2)(e) Real Property Transaction with no action in open session. J. Bibb seconded. All in favor, motion carried.

S. FitzGerald moved that the board return to open session. J. Bibb seconded. All in favor, motion carried.

IV. Executive Session per ORS 192.660(2)(f) Records Exempt From Public Inspection with possible action in Open Session

S. FitzGerald moved that the board go into Executive Session per ORS 192.660(2)(f) Records Exempt From Public Inspection with Possible action in open session. K. Watson seconded. All in favor, motion carried.

T. Pfeiffer moved that the board return to open session. S. FitzGerald seconded. All in favor, motion carried.

No further action was taken

With no further discussion the meeting was adjourned 1:00 PM

Minutes by: Michelle Rettke, Board Secretary

**District Enrollment Report
June 2018**

	Female	Male	Total
Kindergarten	32	39	71
1st Grade	32	44	76
2nd Grade	32	43	75
3rd Grade	40	35	75
4th Grade	48	45	93
K- 4th Subtotal:	184	206	390
5th Grade	49	42	91
6th Grade	48	50	98
7th Grade	34	47	81
8th Grade	27	38	65
5th-8th Subtotal:	158	177	335
9th Grade	33	47	80
10th Grade	33	38	71
11th Grade	34	29	63
12th Grade	34	44	78
9th – 12th Subtotal:	134	158	292
District Total:	476	541	1017

District Enrollment for 2017/18 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	352.5	342.5	344.25	344.25	347.75	345.25	343.25	346.25	344	346
YCIS	323	321.5	318.5	314.5	315	310.5	309.5	308.5	303.5	300.5
YCHS	312	307	305	304	303	300	300	297	296	292
Alliance	67.5	64	70.25	70.25	75.25	78.25	78.25	77.25	78.5	78.5
Total	1055	1035	1038	1033	1041	1034	1031	1029	1022	1017

YCES Enrollment for 2017/2018 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	68	68	71	69	68	67	66	66	66	66
1st Grade	69	69	68	68	70	69	70	70	70	70
2nd Grade	64	60	60	61	64	64	64	65	65	65
3rd Grade	61.5	60	59	59	57.5	60	60	59	59	60
4th Grade	90	85.5	86.25	87.25	87.25	85.25	83.25	86.25	84	85
17/18 Total	352.5	342.5	344.25	344.25	346.75	345.25	343.25	346.25	344	346
16/17 Total	366	364	364	363	357	357	354	352	351	348
15/16 Total	379	380	382	379	385	381	378	379	376	376

Synergy Reports STU408 & STU601

YCIS Enrollment for 2017/2018 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5th Grade	80	79	80	80	80	77	76	76	76	75
6th Grade	95.5	95	93	91	92.5	91	93	94	92	91
7th Grade	82.5	82.5	80.5	79.5	78.5	79.5	77.5	77.5	75.5	75.5
8th Grade	65	65	65	64	64	63	63	61	60	59
17/18 Total	323	321.5	318.5	314.5	315	310.5	309.5	308.5	303.5	300.5
16/17 Total	317	320	319	318	313	313	314	312	311	311
15/16 Total	327	325	324	321	321	323	323	322	317	316

YCHS Enrollment for 2017/2018 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	77	77	79	79	79	80	80	81	80	80
10th Grade	74	74	74	73	73	70	70	70	71	71
11th Grade	72	72	69	69	68	68	68	66	65	63
12th Grade	89	89	83	83	83	82	82	80	80	78
17/18 Total	312	307	305	304	303	300	300	297	296	292
16/17 Total	326	325	325	322	318	324	324	323	318	311
15/16 Total	360	361	360	356	352	354	352	346	341	323

Alliance Academy Enrollment 2017/2018

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	3	3	4	4	4	5	5	5	5	5
1st Grade	6	5	6	5	5	6	6	6	6	6
2nd Grade	7	7	9	9	9	10	10	10	10	10
3rd Grade	14.5	14	15	15	16.5	14	14	15	15	15
4th Grade	9	9.5	9.75	8.75	7.75	8.75	9.75	7.75	8	8
5th Grade	13	12	12	12	13	15	15	15	16	16
6th Grade	8.5	8	8	9	10.5	11	9	7	7	7
7th Grade	4.5	3.5	4.5	4.5	6.5	5.5	5.5	5.5	5.5	5.5
8th Grade	2	2	2	3	3	3	4	6	6	6
17/18 Total	67.5	64	70.25	70.25	75.25	78.25	78.25	77.25	78.5	78.5
16/17 Total	50	49	49	48	49	49	52	52	62	61
15/16 Total	39	38	37	38	42	40	38	39	37	37

Interdistrict Transfers 2017/2018

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Brick & Mortar										
Incoming	59	59	59	59	53	53	56	57	57	57
Outgoing	91	91	91	91	96	98	99	99	99	99
Online										
Incoming	51	51	51	51	50	52	51	50	49	49
Outgoing	16	16	16	16	7	8	9	8	9	9
Total Incoming	110	110	110	110	103	105	107	107	106	106
Total Outgoing	107	107	107	107	103	106	108	107	108	108

Yamhill Carlton School District

Human Resources

Board Report

August 2018



Retirement

Linn Hess (YCIS Lead Secretary) 23 years of Service

Resignation

Amber Shore (YCIS 5th Grade Teacher)

2018-19 School Year New Hires

Audra Swanson (YCIS Secretary)

Clayton Wong (Custodian)

Bradley Post (YCHS Assistant Football Coach)

Suzanne Van De Grift (YCHS Cross Country Coach)

2018-19 Open/Unfilled Positions

YCHS/YCIS IA - Behavior

YCIS Lead Secretary

5th Grade Teacher (YCIS)

YCES IA - Life Skills

YC Superintendent's Report 8/9/18

With this school board meeting, the 2018-2019 school board meeting is officially underway. I am looking forward to reaping the benefits of all of our hard work and sacrifice on the building projects. Our students, teachers, and community will be better for it. Our school improvement initiatives are moving forward. For the most part, we will stay with our priorities of proficient, student engagement, and student ownership. But this this year we will also be doing a district wide book reading of developing a Growth Mindset in our students.

School Bond – Work continues to get the new facilities up and running early in the school year. The majority of the site work will be completed by the first day of school for students. The Science/CTE building will be ready by September 25th. We should be appreciative of all of the hard work our contractors and sub-contractors have put into this project to make something great for our kids. As a group, they have helped us cut the budget and find ways through some thorny and unexpected issues. Thank them when you see them.

School District Facilities Projects – Brian King's crews have been working on a number of projects this summer. In the YCIS Enrichment classroom a sensory room was built and bathrooms will be remodeled for ADA. The floors at YCES have been completely stripped a new product has been applied. We hope that this wax will give us better performance than the product used last year. Michael Marino has been getting contractors to paint and add electrical supplies to the stage in YCIS. Tami and I have been working on procuring supplies and materials for the project.

Preparation for Starting School – Our administrators, office staffs, and maintenance and custodial teams are working hard to get ready for the school year. Registration was held on August 8th.

Hiring – A resignation and a retirement at the YCIS office has the building administration working to hire an office manager for the new school year.

Mid-Columbia Bus – Our transportation contractor has informed us that Lew Miller will resign from his post as of August 10th. Lew is moving to Idaho to be closer to his family. The regional manager will handle our site until a new site manager is hired.

2018-2019 Goals

District Goals

- Implement 2018-2019 communication plan priorities
- Develop & Begin to implement multi tiered or RTI supports (Academic, student management and socio-emotional) K-12
- Improve all academic indicators to above the state average

Superintendent Goals

- Implement 2018-19 communications plan
- Develop resources to support School Resource Officer
- Develop 2 long – term plans on District Administration Structure

Board Goals

- 4 Community meetings with board – with topic (5 Year strategic plan, safety plan, etc.)
- Attend OSBA Convention is November 8th – 11th

Yamhill-Carlton School Board

Throughout the life of the Citizens Oversight Committee, we have found it difficult to perform the tasks that were within our responsibility. From the beginning of the project, the COC expressed concern over the budget and we feel as though we gave direction to the Architects, Project Manager, and General Contractor to design facilities that were “cost over fashion”. Numerous suggestions were made to accomplish this that we feel were largely ignored. Soon after design was in the early stages, the COC spent hours and hours cutting, challenging, and questioning many facets of the project in order to get it within the available resources. We feel that those responsible for designing the projects did not listen to the legitimate issues that were raised and did not follow the direction given them by the COC.

Maintenance of existing facilities has been a clearly stated goal of the COC from the beginning. The COC has watched as this high priority goal has either been ignored or severely cut. Initiatives such as the heating system in the Intermediate school have seemed to get little interest as the other projects have moved ahead.

Most recently, during the past 10 – 12 months, there have been substantial challenges in a number of areas that have resulted in our taking action to reduce scope or eliminate project elements all together. Then we discover that from one meeting to the next things have changed and our previous decisions required modification or were no longer applicable. The frustration level has been extremely high, and most – if not all – of us who are on the committee question whether we are providing any actual value to the entire overall project.

Some examples of this are as follows:

- 1)- At the September 2017 meeting, we reviewed an exhaustive list of scope reduction items and agreed which things to cut from the project. At the October meeting, another list was brought out with possible scope reductions. That list contained items that had just been discussed and removed at the September meeting – so we re-reviewed some of the same exact items again.
- 2)- At the December meeting, the Committee received word that the Board had approved the initiative to sell the land in order to bring the needed additional revenue to the project. The COC Chairman asked the Project Manager at that meeting that with the sale of the land and the scope reductions that had been performed if the projects would now be funded adequately for completion of all remaining items? The answer was a clear “yes”.
- 3)- At the January meeting, the prospect of additional scope reductions was raised by the Project Manager. These were proposed as necessities to “bring the project within budget”. Thus, the statement that was just made at the prior meeting was obviously incorrect. It now appeared that, even with the sale of land, there was still not enough available funding to complete the projects.
- 4)- As the Winter/Spring of 2018 moved along, the obvious funding shortfall situation was apparently getting worse on a month by month basis. At the February 2018 COC meeting, the Project Manager asked about the priority of the domes, should the gym be completed or the CTE building? The COC direction was to “shell” the gym and prioritize the deferred maintenance projects along with the completion of the CTE building. This would result in the highest priority items being completed. The

deferred maintenance and the additional classroom space were a priority over the gym. We soon learned that, in spite of this direction, the gym was still moving forward.

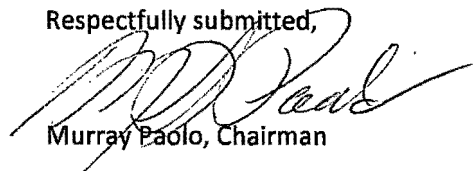
5)- The financial position of the project(s) has been a moving target all throughout the process. Former COC member Holly Nettles expressed significant frustration on numerous occasions about not being able to get reliable financial information from the District Office and the Project Manager for the COC and for communications to the community. On many occasions when the COC thought we had reliable information, we would subsequently learn that the information was different. It is impossible to establish and maintain reasonable direction to project priorities when the financials are constantly changing, and in some cases have not been available at all to the COC. In addition, the COC is gravely concerned about the risk to the operating resources of the District by major portions of the project moving ahead prior to the land sale being finalized.

6)- On a number of occasions, it appeared as though the Project Manager was getting conflicting information and direction from the COC and the District Office. This discrepancy lead to a number of occasions where serious discord arose between the COC and the Project Manager. As the resources became tighter and tighter, the oversight by the COC committee needed to get more detailed. However, decisions were made and direction given to the Project Manager that were either in conflict with the COC or direction was given that was an attempt to go around the COC all together – such as the GMP 8 proposal that was presented to the Board at the June meeting. As you know, the Chairman of the COC was caught by surprise that GMP 8 was going before the Board for approval. He informed you at that meeting that neither he nor the COC had previously seen nor reviewed this GMP document.

There are more examples that have led to significant frustration on the part of the members of the COC. Candidly, it has left COC members asking themselves what value – if any – they were adding to the project. We understand that the COC is an advisory committee and that the Board ultimately makes the decisions on behalf of the district. However, the COC feels very disconnected from the process. It has come to a point where the COC feels that it makes no sense for them to continue to exist. Accordingly, we are advising the Board that the Citizens Oversight Committee will disband effective immediately and all decisions regarding the building projects can then be made solely by the District Office and the Board. For the sake of the community and the students of our district, we sincerely hope that the projects succeed. We wish the Board and the District good luck as they proceed through the ending stages of the overall Bond initiative.

The contents of this letter were approved by vote of the COC at their meeting held August 1, 2018.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Murray Paolo', is written over the typed name.

Murray Paolo, Chairman

Yamhill-Carlton School District Citizens Oversight Committee

Beginning of Year Dates

August 13th – Fall Sports Practice Begins (YCHS)

August 20th – 24th – Kindergarten Transition Camp (YCES)

August 24th – New Staff Orientation (YCSD)

August 27th – All Staff In-Service (Board serves Breakfast)

August 30th – Popsicles with the Principal (YCES)

August 31st – New Student Orientation (YCIS & YCHS)

September 4th – First Day of School (Board at each Building)

September 12th – Picture Day (YCIS)

September 17th – Picture Retake (YCHS)

September 18th – Back to School Night (YCIS 6:30pm to 8:30pm)

September 19th – Back to School Night (YCHS) Time TBD

September 20th – Back to School Night (YCES)

October 16th – Fall Pictures (YCES)