



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

Thursday, August 8th, 2019

Regular Session- 7:00 PM

AGENDA

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

1. Introductions – Clint Raever & Scott Henderson

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.

III. Review of Agenda

IV. Regular Session- Consent Agenda

1. *Approval of Board of Directors Minutes*
 - a. *School Board Regular Session of July 25th, 2019 (Pg 1)*
 - b. *School Board Retreat of July 25th 2019 (Pg 3)*
2. *HR Report (Pg 5)*
3. *Donations (Pg 6)*
4. *Surplus (Pg 6)*

V. Announcements and Reports: — 30 Minutes

- I. YCES – Chad Tollefson – Verbal Report
- II. YCIS – Matt Wiles – Verbal Report
- III. YCHS – Clint Raever & Scott Henderson – Verbal Report
- IV. Financial Report and List of Bills for June 2019 & July 2019 – Provided at Meeting (Action Item)
- V. District Facilities- John Mortimore – Verbal Report
- VI. Superintendent’s Report- Charan Cline – Verbal Report

VI. New Business:

- I. Approve Board & Superintendent Goals (Action Item) (Pg 7)
- II. Bank Account Signers – Resolution 2020-01 (Action Item) (Pg 8)
- III. Communication Plan (Pg 10)
- IV. Community Mingle Session Discussion
- V. All Staff In-Service Breakfast – August 27th @ 7:15 am
- VI. First Day of School Assignments – September 3rd

VII. Board of Directors Comments

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.

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

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

Thursday, July 25th, 2019

Regular Session – 12:00pm

MINUTES

Board Members: Jami Egland, Jack Bibb, Susan FitzGerald, Ken Watson and Megan Gometz

DO/Administration Staff: Superintendent Charan Cline, Board Secretary Michelle Rettke, and Facilities Director John Mortimore

Also Present: S. Pointer

- I. Flag Salute
- II. Called to order by Chair Jami Egland at 12:03 PM
- III. Individuals, Delegations, Recognition and Communications

Introduction of John Mortimore our new Facilities Director.

- IV. Review of Agenda

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

- V. Swearing in of Board Members Megan Gometz and Susan FitzGerald

- VI. Nominate & Approve Board Chair and Vice Chair

J. Egland moved to nominate and approve S. FitzGerald to serve as Board Chair for the 2019-2020 School Year. K. Watson seconded. All in favor, motion carried.

S. FitzGerald moved to nominate and approve J. Egland to serve as Board Vice Chair for the 2019-2020 School Year. K. Watson seconded. All in favor, motioned carried.

- VII. Appoint Committee Members (Negotiations & Policy)

K. Watson moved to approve Sub Committees as discussed (Negotiations = K. Watson & S. FitzGerald & Policy = S. FitzGerald & J. Egland) J. Egland seconded. All in favor, motion carried.

- VIII. 2019-2020 Appointments & Designations

K. Watson moved to accept the 2019-2020 Appointments and Designations as presented. J. Bibb seconded. All in favor, motion carried.

IX. Approve Meeting Schedule

K. Watson moved to accept the Board Meeting Calendar as presented. M. Gometz seconded. All in favor, motion carried.

X. Regular Session – Consent Agenda

J. Bibb motioned to approve the consent agenda as presented. J. Eglund seconded. All in favor, motion carried.

XI. Announcements and Report

- I. District Facilities – John Mortimore –Getting settled in and getting buildings ready for school year
- II. Superintendent’s Report – just got back from 2-week vacation, JCI project is signed and will begin soon. Focus has been on implementing Kagan Strategies

XII. New Business

- I. YCSD Healthy & Safe Schools Plan

K. Watson motioned to approve the YCSD Healthy & Safe Schools Plan. J. Eglund seconded. All in favor, motion carried.

With no further discussion the meeting was adjourned at 12:36 pm

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Retreat

YCSD Boardroom

Thursday, July 25th, 2019 8:00am

MINUTES

Board Members: Jami Egland, Susan FitzGerald, Jack Bibb, Ken Watson and Megan Gometz

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

Others Present: R. Losli and S. Pointer

The Year in Review 2018-2019

Highlights

- Ag Building
- Bond projects
- Increase in sports participation
- Variety of Learning Opportunities for students
- Development/implementation of communication plan

Low Points

- Lose of staff
- Behavior issues with students
- Enrollment continued to decline

2018-2019 Data Review

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

Review Continuous Improvement Plan

Continuous Improvement plan submitted to state, will also serve as district goals for the next 3 years.

Areas of Focus

- Achievement gap
- Graduation rate
- Improve school behavior climate

Superintendent Goals

- Meet Continuous School Improvement Plan 19-20 Benchmarks with 3 “check-ins” per year
- Increase Communication from Superintendent to Community via quarterly mailing

Board Goals

- 3 Community Mingles – with topic
- Attend OSBA Convention in November

With no further discussion the meeting adjourned at 11:59 PM

Minutes by: Michelle Rettke, Board Secretary

Yamhill Carlton School District
Human Resources
Board Report
August 2019



New Hires for 2019-2020 School Year

Vicki Roberts - Custodian
Anthony Cicoria - Math Teacher (YCHS/YCIS)

Resignation

Alex Martin - PE Teacher (YCES/YCIS)
Emilie Krutzik - 6th Grade Teacher (YCIS)
Austin Abbey - Behavior IA (YCIS)

Open Positions of 2019-20 School Year

Kindergarten Teacher (YCES)
PE Teacher K-6 (YCES/YCIS)
IA - ELL (YCES/YCIS)
6th Grade Teacher (YCIS)
IA - Behavior (YCIS)
Cross Country Head Coach (YCHS)

August 2019

Donations

Charles Montgomery - \$100 – FFA

Cliff & Kelly VanHorn - \$200 – Laughlin Scholarship (in Memory of Patty Steward & Bryce Mitchell)

Surplus

Diesel Fuel Tank – Value approximately \$30,000+

2019-2020 School Year

Superintendent Goals

- Meet Continuous School Improvement Plan 19-20 Benchmarks with 3 “check-ins” per year
- Increase Communication from Superintendent to Community via quarterly mailing

Board Goals

- 3 Community Mingles – with topic
- Attend OSBA Convention in November

Resolution 2020-01

Authorizations Change of Signature on Bank Accounts

Yamhill Carlton Elementary School

Whereas, the Board of Directors of Yamhill Carlton School District has authorized the change of the authorizing signers on the YCES account for:

First Federal (Acct#-----5682) – Remove Lauren Berg and Kelli Bieghler and add Chad Tollefson (Principal) and Kelli Fletcher (Secretary) with the powers to Open any deposit or share accounts in the name of the association. Tami Zigler will remain on account.

Yamhill Carlton Intermediate School

Whereas, the Board of Directors of Yamhill Carlton School District has authorized the change of the authorizing signers on the YCIS Accounts for:

Umpqua (Acct#-----1594) – Remove Chad Tollefson and add Matt Wiles (Principal) with the powers to Open any deposit or share accounts in the name of the association. Patti Bertrand (Secretary), Audra Fletcher (Secretary) and Tami Zigler (Business Manager) will remain on account.

Yamhill Carlton High School

Whereas, the Board of Directors of Yamhill Carlton School District has authorized the change of the authorizing signers on the YCHS Accounts for:

Umpqua (Acct #-----6960) Remove Cindy Schubert and Matt Wiles and add Clint Raever (Principal) and Scott Henderson (Associate Principal/Athletic Director) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), and Susie Amerson (Secretary) will remain on account.

First Federal (Savings - Acct #----2685) Remove Cindy Schubert and Matt Wiles and add Clint Raever (Principal) and Scott Henderson (Associate Principal/Athletic Director) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), and Susie Amerson (Secretary) will remain on account.

First Federal (Scholarship - Acct #----2657) Remove Cindy Schubert and Matt Wiles and add Clint Raever (Principal) and Scott Henderson (Associate Principal/Athletic Director) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), and Susie Amerson (Secretary) will remain on account.

First Federal (Investments - Acct #----0850) Remove Cindy Schubert and Matt Wiles and add Clint Raever (Principal) and Scott Henderson (Associate Principal/Athletic Director) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), and Susie Amerson (Secretary) will remain on account.

Yamhill Carlton School District

Whereas, the Board of Directors of Yamhill Carlton School District has authorized the change of the authorizing signers on the YCSD Accounts for:

Umpqua (Acct# -----9814- Cafeteria Fund) - Remove Jami Egland and add Susan FitzGerald (Board Chair) with the powers to Open any deposit or share accounts in the name of the association. Tami Zigler (Business Manager) and Charan Cline (Superintendent) will remain on account.

Umpqua (Acct# -----2403 – General Fund) – Remove Jami Egland and add Susan FitzGerald (Board Chair) with the powers to Open any deposit or share accounts in the name of the association. Tami Zigler (Business Manager) and Charan Cline (Superintendent) will remain on account.

Umpqua (Acct# -----2403 – General Fund – ACH Wires) – Remove Jami Egland and add Susan FitzGerald (Board Chair) with the powers to Open any deposit or share accounts in the name of the association. Tami Zigler (Business Manager) and Charan Cline (Superintendent) will remain on account.

LGIP POOL (Acct 4556) - Under the provisions of District policy, the following persons serving in the positions indicated below will act as administrators and be authorized signers for the account: Tami Zigler (Business Manager), Charan Cline (Superintendent), and Susan FitzGerald (Board Chair).

QZAB 2007 (Acct -----03626) - Under the provisions of District policy, the following persons serving in the positions indicated below will act as administrators and be authorized signers for the account: Tami Zigler (Business Manager), Charan Cline (Superintendent), and Susan FitzGerald (Board Chair).

_____(Signature: Board Secretary) August 8th, 2019

Yamhill Carlton School District



Comprehensive Communication Plan **2018-2022**

Revised 3/20/2019
Submitted for edits.

**Comprehensive Community
Relations and Communications Plan
2018-2022**

EXECUTIVE SUMMARY

The challenges of maintaining public confidence, addressing a growing demographic change, reaching broad-consensus on a philosophy of education for low and high achievers, and communicating effectively with all segments of the community affect not only the school district, but also the community.

The District Office will focus its resources on interpersonal communication supported by issues-focused communication plans. The interpersonal communication will build trust within the district and create new lines of communication throughout the district. Our communication plans will assist us all in communicating with one clear voice. It is our goal that this focus, in concert with a commitment to be part of an efficient, high-performing, customer-oriented organization focused on student achievement, will support a culture in Community Relations of proactive quality service.

Community Relations Mission

To build public understanding and support for Yamhill Carlton Public Schools.

Yamhill Carlton Public Schools Mission

The Yamhill Carlton School District champions the growth of its students. Our students recognize their individual strengths and talents, overcome their challenges, grow past proficiency, and succeed in their aspirations, so each may contribute positively to the local and global society.

Comprehensive CRC Plan

Beliefs

We adopt the Core Values and the Strategic Directions in the district [Strategic Plan 2017-2022](#). We also believe (1) we have the responsibility to communicate effectively with our constituents; (2) that meaningful public engagement supports our goals, and (3) that effective communication:

- Is a two-way process involving both the district and the public.
- Helps increase student achievement.
- **Is the responsibility of every employee in this district.**

Goals

This Comprehensive Communications Plan aligns with the district's [Strategic Plan](#). We understand that meaningful public engagement encourages community involvement in education that benefits children and increases student achievement.

Internal Audiences

- Take pride and ownership in the direction of the district and keep informed on key issues.
- Show mutual respect, trust and understanding, and value all roles within the organization.
- Work as a high performing organization whose employees respect and value customer feedback.
- Exhibit district core values (what drives our words and behavior) of respect, responsibility, integrity, citizenship, honesty and teamwork.

External Audiences

- Exhibit community pride and trust in our schools and the school district.
- Feel involved and engaged in Yamhill Carlton Public Schools.
- Choose to enroll in Yamhill Carlton Public Schools because of its diversity and quality of opportunities for students.
- Support Yamhill Carlton Public Schools.

Code of Ethics

1) Be guided by the pursuit of the public interest through truth, accuracy, good taste and fairness; follow good judgment in releasing information; not intentionally disseminate misinformation or confidential data; avoid confidential data; avoid actions that lessen personal, professional or organizational reputation.

2) Give primary loyalty to the employing organization, insisting on the right to give advisory counsel in accordance with sound public relations ideas and practices; cooperate with other groups while avoiding conflicts with primary responsibilities; object to untenable policies or activities.

3) Be aware of personal influence, avoiding promises or granting of unprofessional advantages to others; refrain from accepting special consideration for influences on organizational decisions; avoid unauthorized use of organizational facilities, resources or professional services for personal gain or for promotion of the candidacy of aspirants to elected offices; forego derogatory acts or utterances against other professionals.

4) Recognize that effectiveness is dependent upon integrity and regard for ideals of the profession; not misrepresenting professional qualifications; give credit for ideas and words borrowed from others; cooperate with professional colleagues to uphold and enforce this Code.

Evaluation

The comprehensive plan will be used as a basis for the Yamhill Carlton District's accountability as well as providing a framework for resource and budgetary considerations in the future. This plan is a working document that allows Yamhill Carlton Public Schools' District Department to make necessary changes based on the circumstances and vision of what the district needs in the future.

Community Relations

Community relations encourages public support and understanding of Yamhill Carlton Public Schools.

Objectives

- Increase opportunities for public input and response (two-way communication)
- Increase opportunities to share district information with community
- Increase opportunities for community members to interact with School Board.
- Expand use of technology and other forms of media

Strategies

- Community forums and dialogue sessions
 - Promote School Board meetings better (social media, website, email, etc)
 - Provide District representation for community programs, organizations
 - Electronic discussion groups, list serves, broadcast email, and website (school and district level)
 - Board Listening Session
-

Crisis Communications

Crisis communications mitigates negative impacts in the community and encourages fair, objective media coverage.

Objectives

- Counsel school principals and staff in managing crisis communications.
- Counsel school board members on an appropriate role in a crisis or emergency.
- Provide timely, accurate information to internal and external audiences.
- Work closely with the media to provide accurate, timely information.
- Written materials, including talking points, fact sheets and letters for schools to use in emergencies
- District spokesperson with the media

Strategies

- Create a Crisis Management Policy
- Onsite and central support in emergencies
- Immediate and ongoing counsel to principals, key staff and district leadership in crisis issues and events that have the potential to become a crisis
- Crisis communication plans specific to each major incident to include goals and key messages
- Written materials, including talking points, fact sheets and letters for schools to use in emergencies
- District spokesperson with the media

Marketing

Marketing creates pride in the school district and builds an understanding that public education is a benefit to the community. It also increases the number of positive stories in the media, showcases student achievement, and helps the district communicate with target audiences about increasing student learning, providing educational choice and managing finances in a responsible manner.

Objectives

- Increase the distribution of positive information about the school district.
- Expand relationships with members of the community and other partners.
- Increase use of social media networks to augment media efforts.
- Serve as Yamhill Carlton Public Schools' primary liaison with the news media, including spokesperson at the direction of the Superintendent.

Strategies

- Special events that involve the community; school and district-based
- Counseling prospective parents and families; creating newcomer and preschool packets as supplements
- Marketing materials for distribution at Yamhill Carlton public offices/areas
- Displays/exhibits at community events
- Cable TV/Video
- Key Messages and scripts
- Employee Training/Workshops
- Key Communicator Networks
- Publications
- Recognition programs
- Increase the number of positive stories provided to the media.
- Expand professional relationships with members of the local and metro media.
- Increase use of social media networks to augment media efforts.
- Serve as Yamhill Carlton Public Schools' primary liaison with the news media, including spokesperson at the direction of the Superintendent.

Student/Staff Relations

Student/staff relations increases ownership in the district, builds trust, creates goodwill ambassadors, and fosters a positive environment for teaching and learning.

Objectives

- Expand distribution of information to students and employees.
- Expand opportunities for students and staff to have input in decisions that affect them.
- Recognition of students/employees internally and externally for their accomplishments.
- Assess employee morale and trust in the district.
- Increase employees' awareness of their role as ambassadors for the district.

Strategies

- Reinstate the internal eNewsletter for all employees to receive timely information
 - Staff/student forums and dialogue sessions with School Board and/or Superintendent
 - Assist schools and departments with internal communications plans and actions
 - Staff orientation and professional development
 - Establish internal networks for communication
 - Evaluate current employee recognition programs for effectiveness
-

Web Communications

Web communications provides the opportunity to reach a broad public with an immediate message that can be targeted directly to their interest. Two components link the district's Web communication from external audiences to internal publics:

District Website: <https://www.ycsd.k12.or.us>

School Websites accessed through school and District site.

Objectives

- Reach all audiences through the immediate connections offered by electronic communication.
- Broaden awareness of district information that will build community involvement, including access by non-English speaking families.
- Place growing emphasis on electronic, two-way communication through the expansion of sites.
- Apply consistent standards for District and school sites.
- Adhere to standards of quality for content, design and management.

Strategies

- Improve current District and School Web sites to better engage audiences.
 - Develop employee intranet to improve internal communication.
 - Investigate opportunities for expanding and/or improving electronic communication, such as blogs or other social media opportunities.
-