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
BOARD RETREAT AGENDA
LOCATION: YCSD BOARDROOM, 120 N LARCH PL, YAMHILL OR 97148
https://us06web.zoom.us/j/82905626929?pwd=CTq6vSJaigId1qZnYS4QXqszwca1Qs.1
Passcode: 9JzHsV

Board Members Present: Chris Zook, Erin Galyean, Susan FitzGerald, Buzz Ready, JaJetta Dumdi
District Office Members Present: Clint Raever, Melanie Neece, Mary Brown
Others Present: Kyle Laier, Carol Fenstermacher

Tuesday, August 19, 2025 Board Retreat: 8:00am

MINUTES
Meeting Recording

I. Flag Salute

II. Call to Order Special Session
S.FitzGerald called the meeting to order at 8:01am.

III. New Business
-S.FitzGerald stated that the board is responsible to setting the direction the district should go in. Along with that the board is responsible for hiring the superintendent, fiscal management, and to monitor and maintain board policies.
-The board discussed various topics, including school maintenance issues, math and reading proficiency, exploring new monitoring tools, and the importance of community engagement and transparency in school funding.

A. Finance Update
-M.Neece provided an update on the finance department, including the need for streamlining financial processes, managing purchase orders and approvals, and understanding the district's obligations related to PERS and the potential impact on the budget. She emphasized the need for ongoing monitoring and planning to ensure the district is prepared for future financial challenges.
-M.Neece does not see the need to keep Forecast 5 for budget projections due to the high cost and lack of up to date information. The board agreed that the financial report she has created is detailed, clear, and summarizes the finances well.
-The district is looking into the InTouch system. This system would help in simplifying some processes by allowing all the system to communicate. The systems currently being used are very cumbersome.

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 503-852-6983 at least 24 hours prior to the meeting.

-The student body funds process was discussed as well as ways she plans to train staff on how to utilize the system in order to be more efficient and have more internal controls.

B. Community Engagement and Pre-Bond Discussion

-K.Laier and C.Fenstermacher joined the meeting via zoom and shared a communications and pre-bond update. (see attached PowerPoint presentation).
-The presentation included information on upcoming polling of three bond packages, the importance of community support, the phases of pre-bond communication, including research, planning, and community engagement, advocacy from board members, and bond communications.
-They emphasized the importance of focusing on facilities and fiscal management communication. An annual financial report to educate the community on school funding could be posted and perhaps community engagement sessions.
-They encouraged the district to continue investing in their social media presence and the newsletter.

C. Self-Evaluation / Goals

-The board discussed board goals for the upcoming year with an emphasis on the importance of transparency, community engagement, and accountability.
-They discussed targeted meetings and events to improve community engagement and trust.
-Attending events, PTO meetings, sports events, and city hall meetings would be a good way for the board to connect with the community.
-The board agreed to keep the third goal and discuss what the first and second goal should be at the work session on the 26th.
-The board would like another tour the facilities soon.

D. Public Meeting Laws

-Kaleb Raever presented a general overview of public meeting law (see attached). He worked for OSBA last year and just got his bar exam last week. He clarified that he is not giving any legal advice, he is simply here to give an overview on public meetings law.
-He discussed the definition of what a public meeting is, gave information on executive sessions, as well as location, notice, and minutes requirements.
-He also discussed what qualifies as serial meetings and the consequences of violating public meetings law.

E. Superintendent Updates

-C.Raever reviewed the superintendent board communication agreements for 2025-2026 and the board-superintendent operating agreement. (see attached)
-Due to time constraints, he will finish his updates at the work session next week.

F. Adjournment

S.FitzGerald adjourned the meeting at 12:03pm.

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Option A: 6 Million GOB + 6 Million OSCIM Grant = 12 Million for Projects

Security Vestibules and Access Control

- Elementary and Intermediate: Install interior security vestibules with office reconfigurations and access controls.

Roofs

- Intermediate: Replace the existing single-ply roof, upgrade insulation, and replace damaged sheathing.

Mechanical Systems & HVAC

- Elementary: Replace current in-room units with VRF wall-mount units for heating/air conditioning, and install rooftop condensers with digital controls.
- High School: Upgrade mechanical systems to include cooling in instructional areas, re-tube boilers, and install digital controls in the main and auxiliary buildings.
- Intermediate: Upgrade the digital controls for the mechanical systems.

Siding & Windows

- Intermediate: Replace wood siding, repair masonry cracks, and replace 30% of failed aluminum windows.

Parking

- Intermediate: Replace asphalt in the main parking lot, repair roadways, and replace storm systems around the parking and building perimeter.
- Elementary: Remove and replace asphalt in the main parking lot, over-excavate soft spots, and add catch basins and storm pipes for improved stormwater management.
- High School: Replace and repair areas of parking, driveways, and sidewalks that have experienced heaving or sinking. Apply seal coat to all surfaces.

Renovations

- Elementary: Construct a 2,550 SF cafeteria, renovate the kitchen, and eliminate the staff lounge, while relocating the LRC.

Interior Finishes

- High School: Replace flooring in corridors and rooms, including asbestos removal, except for the old wood floors which will be stripped and refinished.
- Elementary: Perform minor repairs and painting for interior and exterior wall finishes.
- Intermediate: Replace the oldest carpets and VCT floors, as well as the gym's wood floor.

Seismic

- High School: Replace ceiling tiles and add seismic bracing and clips to the main gym.

Option B: 8 Million GOB + 6 Million OSCIM = 14 million for Projects

Security Vestibules and Access Control

- High School: Add security vestibule at main entry (re-work reception).

Roofs

- Elementary School: Minor repairs to metal-covered play roof.

Siding & Windows

- Elementary School: Repair and repaint stucco siding, minor repoint and reseal masonry siding.
- High School (Main): Wood siding needing minor repair and painting.

Renovations

- High School (Main): Replace stained ceiling tiles, strip and refinish wood floors in classrooms, upgrade casework in science and art classrooms.
- Old Gym: Add acoustic separation to upper gym.

Interior Finishes

- Elementary School: Partial flooring replacement (carpet and VCT), minor ceiling staining.

Site Improvements

- Elementary School: Storm sewer expansion/repair, expand exterior lighting for safety.
- Intermediate School: Increase the level of exterior site lighting.
- High School: Expand security fencing around campus, expand and repair site storm sewer, expand site lighting around key entry points, fire sprinkler pressure regulation.

Option C: 18 Million GOB + 6 Million OSCIM = 24 Million for Projects

New Construction

- Elementary School: Construct new 10,800 sf 6-classroom two-story addition with restrooms to house 4th & 5th grades back at elementary school and address potential enrollment growth.

- What is Oregon's Public Meetings Law?
    - ORS 192.620
    - *The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.705 that decisions of governing bodies be arrived at openly.*
- What is a public meeting
    - meeting' means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter
    - Quorum + Public Body Business= a meeting
    - What is a quorum?
        - Oregon case law and Attorney General's Public Records and Meetings Manual state that "quorum" means a majority, unless otherwise specified.
    - What is Convening?
        - (a) gathering in a physical location OR
        - (b) using electronic video or telephonic technology to be able to communicate contemporaneously among participants
    - What is Deliberation?
        - Discussion or communication that is part of a decision making process.
    - What is public body business
        - Policy & Governance
            - Adopting, revising, or repealing school district policies (e.g., attendance rules, student discipline policies, or board conduct rules).
            - Reviewing the superintendent's recommendations on district-wide programs or curriculum changes.
            - Discussing long-term goals, strategic planning, or boundary adjustments.
        - Budget & Finance
            - Approving the district's annual budget.
            - Authorizing levies, bond measures, or other funding proposals.
            - Approving contracts for goods, services, or construction (e.g., school building renovations).
            - Deciding on staff reductions due to budget shortfalls.
        - Personnel & Administration
            - Hiring, evaluating, or dismissing the superintendent.
            - Setting compensation, benefits, or employment conditions for administrators or teachers.
            - Approving collective bargaining agreements with teachers' unions.

- What is not a "meeting?"
    - A purely social event (e.g., school board members attending a retirement party).
    - Training sessions, if no deliberation or decision-making occurs.
    - Individual board members gathering information (e.g., visiting a school site on their own).
    - **But** if **a quorum** of board members begins to discuss district business at such events, it **can become a meeting** subject to the law.
- Oregon Public Meetings law also does not apply to
    - (a) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
    - (b) Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or
    - (c) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.
- Location, Notice, and Minutes/Recording
    - Required location
        - A governing body must generally hold its meetings **within the geographic boundaries of its jurisdiction** (e.g., a school district must meet within the district).
    - Required notice
        - ORS 192.640(1)
            - Reasonable notice must be given to the public and the news media.
            - What's "reasonable" depends on the situation:
                - Regular meetings → Notice must be reasonably calculated to inform the public in advance of time, place, and principal subjects.
                - Special meetings → At least 24 hours' notice is required.
                - Emergency meetings → If "true emergency," shorter notice is allowed, but the body must explain why the emergency justified less notice in the meeting minutes.
            - Content of Notice
                - Time of the meeting.
                - Place of the meeting.
                - Principal subjects anticipated to be considered (agenda or summary)
    - Minutes Requirements
        - **All public meetings** (including those held by phone or electronically) must have a **written record**.

        - Minutes may be written, audio, or video recordings but must be **retained**
        - Access must be provided to public within a reasonable time
    - Minutes must include at least:
        - **Members present** (who attended).
        - **Motions, proposals, resolutions, orders, ordinances, and measures** proposed and their disposition (passed, failed, tabled).
        - **Result of all votes**, and the vote of each member **by name** if not unanimous.
        - **Substance of discussion** on any matter.
        - A reference to any **document discussed** (must be part of the public record).
        - For **executive sessions**: the statutory authority under which the session was held.
- Executive session
    - An executive session is a meeting or portion of a meeting of a governing body closed to the public, but not to the media (with limited exceptions).
    - Purpose: to allow confidential discussion of sensitive matters.
    - Final decisions may not be made in executive session. Votes must occur in open session.
    - Notice
        - Public notice must state:
            - Time and place of the meeting.
            - Statutory authority under which the executive session is held (must cite the specific ORS section).
    - Who may attend?
        - Members of the governing body.
        - Staff, legal counsel, or others the body deems necessary.
        - News media may attend (except in cases of student discipline, labor negotiations, or litigation strategy).
        - The general public may not attend.
    - Permitted purposes
        - Personnel matters: Hiring, discipline, dismissal, complaints, evaluations of public employees (ORS 192.660(2)(a), (b), (i)).
        - Student records or discipline (ORS 332.061 for school boards).
        - Litigation: Consulting with legal counsel about current or likely litigation (ORS 192.660(2)(h)).
        - Labor negotiations: Considering strategy for collective bargaining (ORS 192.660(2)(d)).

        - Real property transactions: Negotiating the purchase, exchange, or lease of real property (ORS 192.660(2)(e)).
        - Security matters: Considering security plans for public facilities/services (ORS 192.660(2)(f)).
    - Always remember that…
        - **No final action**: All votes must happen in open session.
        - **Media obligations**: Media may not disclose confidential information learned in session.
        - **Minutes**: Must still be kept, but can be withheld from disclosure if releasing them defeats the session's purpose.
        - Example: The school board meets in executive session under ORS 192.660(2)(i) to evaluate the superintendent's performance. No votes taken; discussion only. Later, in open session, the board votes on contract renewal.
- Serial meetings and violations
    - A serial meeting occurs when a quorum of a governing body deliberates toward a decision through a series of smaller communications rather than all at once or in a formal meeting.
    - Can happen in person, by phone, email, text, or online.
    - Even if fewer than a quorum is present at one time, the cumulative effect may equal a quorum.
    - Examples
        - Board member A emails member B about how to vote on the budget; B then calls C and relays the plan; now a quorum has effectively deliberated outside public view.
        - A "reply-all" email chain where a majority of board members discuss and lean toward a policy decision.
        - Group text among four of seven board members agreeing on how to handle a superintendent evaluation before the meeting.
- Consequences of Public Meetings Violations
    - Complainant has 2 options
        - 1. Grievance to public body; complaint to Oregon Government Ethics Commission
            - Has 30 days from alleged violation to file a written grievance with public body
            - Public body has 21 days from receipt of grievance to provide a written response
            - Public body shall send a copy of its written response to the complainant to OGEC

- If public body does not timely respond to the grievance or if the complainant is not satisfied, they may file a complaint with OGEC
- OGEC will then conduct an investigation and may impose civil penalties up to $1,000
- **The civil penalty is a personal liability of each member of the governing body on whom the penalty is imposed, may not be paid by the public body**

- 2. Lawsuit to compel compliance with Public Meetings Law
  - Court can order:
    - Governing body to redo the decision at issue
    - Appropriate equitable relief
    - Payment of plaintiff's attorneys fees
  - If court determines a governing body's violation is the result of an intentional disregard of the law or willful misconduct
    - The court can void the decision unless other equitable relief is available
    - Any members of the body who engaged in willful misconduct will be **personally liable** for any attorneys fees the governing body has to pay to the plaintiff

BOARD – SUPERINTENDENT OPERATING AGREEMENT

Yamhill-Carlton SD

PURPOSE:

The Board of Directors is the educational policymaking body for (organization). To effectively meet the system's challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

COLLABORATIVE GOVERNANCE:

1. Members of the Board and the Superintendent shall work together as a team, modeling lifelong learning and collaboration.
2. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
4. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters, unless so authorized by board vote.

COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises, with any member of the board-superintendent team as appropriate.

BOARD EXPECTATIONS OF THE SUPT:

1. Provide data to the board members so that data-driven decisions can be made.
2. Work toward becoming a team with board members and communicate with them promptly and effectively.
3. Work with the board to establish a clear vision and mission for the school district.
4. Represent the school district by being visible in the community.

SUPERINTENDENT'S EXPECTATIONS OF THE BOARD:

1. Willingness to acknowledge and follow the chain of command of the school district.
2. Effort to foster unity, harmony and open communications within the board.
3. Practice of avoiding surprise items at board meetings.
4. Understanding of the relative or complementary role of the superintendent and board in policy making.

SIGNATURES OF AGREEMENT:

Date _____

_____ _____

_____ _____

_____ _____

_____ _____

2025-26
YCSD ~~2023-24~~ Superintendent Board Communication Agreements

- **Crisis Situations**: Superintendent Clint will call Board Chair Susan first and then will either call the rest of the board members himself or will ask Susan to do that in his stead. If Clint is unable to make phone calls, he will delegate calling Board Chair Susan to a member of his staff and Susan will then call the rest of the board. If warranted, Clint will send a follow up email to the entire board.

- **Newsworthy Situations**: Superintendent Clint will send an email to the entire board. If the situation is rapidly changing he will call Board Chair Susan, together they will determine if the situation warrants calling the rest of the board or sending an email to everyone.

- **Drop In Visits**: Board members can drop in to visit Clint at the district office anytime, but they should check with either Clint or Mary first to ensure that he will be in the office.

- **Scheduled Visits**: Regularly scheduled visits are also welcomed. Work with Clint and Mary to find a time and date.

Yamhill-Carlton School District

Board Retreat | Comms & Pre-Bond Update

ASSIST
HELPING OREGON SCHOOLS

VAMHILL CARLTON TIGERS

COMMUNICATIONS REPORT

Yamhill-Carlton General Obligation Pre-Bond

Research and Planning

Polling: Package Testing

Base Package (8 Million Bond + OSCIM Grant = 14 Million) ***LRFC Document Page 5***
This package includes essential upgrades across all three schools. At the elementary and intermediate levels, interior security vestibules will be installed with office reconfigurations and access controls. The roofs at the intermediate school will be replaced with improved insulation and new sheathing. Mechanical systems at the elementary school will be updated with wall-mount units and rooftop condensers, while the high school will see upgrades to mechanical systems to provide cooling and re-tube boilers. The intermediate school will also benefit from enhanced digital control upgrades. Siding and window repairs at the intermediate school will include replacing wood siding and repairing masonry cracks. Parking lots at all schools will be updated, including asphalt replacement, stormwater management improvements, and repairs to areas with sinking or heaving pavement. Renovations at the elementary school include constructing a new cafeteria. Interior finishes will include flooring replacement and minor repairs across all three schools. Seismic upgrades at the high school will enhance gym safety with ceiling tile replacement and seismic bracing.

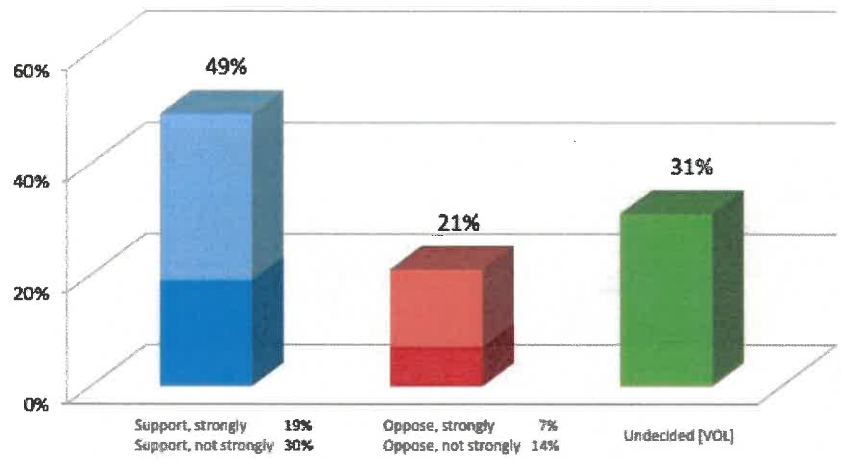
Expanded Package (10 Million Bond + OSCIM = 16 Million) ***LRFC Document Page 6***
In addition to all the projects from the base package, this package includes additional upgrades. At the high school, a new security vestibule will be added at the main entry. Repairs to the elementary school's metal-covered play roof and further siding work at the high school's main building will also be included. Renovations at the high school will focus on updating classrooms, including replacing ceiling tiles and refinishing wood floors, as well as adding acoustic separation to the old gym. The elementary school will also see partial flooring replacement and ceiling repairs. Site improvements, such as expanded storm sewer systems, increased exterior lighting for safety, and upgraded security fencing at the high school, will enhance campus safety and functionality.

Comprehensive Package (18 Million Bond + OSCIM = 24 Million)
This package builds on the previous two with major new construction and additional upgrades. The most significant addition is the new 10,800 SF, two-story classroom addition at the elementary school to accommodate 4th and 5th graders and allow for future enrollment growth. All other elements from the base and expanded packages are included, further enhancing the district's facilities with improvements to security, parking, mechanical systems, roofing, siding, and seismic upgrades.

Why Package #3

Nearly half support shifting the district's grade structure

Opinion on the subject is very lightly held. We suggest caution in approaching the subject.



The Yamhill Carlton School District currently has a Kindergarten through third grade elementary school, a fourth grade through eighth grade intermediate school, and a nineth grade through 12th grade high school. Many districts in Oregon have a more traditional grade structure with a kindergarten through 5th grade elementary school, a sixth through eighth grade middle school, and a nineth through 12th grade high school. Would you support or oppose shifting the Yamhill Carlton School District's grade structure to match the more traditional grade structure I just described?

JOURNEY TO A FACILITY BOND

Community Support

Research & Planning

Proposal Development

Community Education

Facility Truth Telling
Fiscal Truth Telling
Activate Allies & Opponents
Build a Coalition

Potential Yamhill-Carlton Overview

Fall 2023

Facilities Assessment

Completed Facilities Assessment and engaged Facilities Committee (x2)

2024-25 School Year

Strategic District Communications

Increase community engagement and communications

Summer 2025

Start Strategic Bond Surveying

Contract services for election polling

Fall 2025

Strategic Bond Campaign Plan

Develop a bond specific communications plan

Facilities & Fiscal Engagement

Educate greater community on facilities condition

Winter or Summer 2026

Bond Information Campaign

Launch information campaign and community engagement events

Spring or Fall 2026

Post-Bond Planning

Prepare for passage of general obligation bond

Voters Approve Bond!

Community Engagement | Students, Funds & Facilities

Research and Planning

"SMALL SCHOOLS, BIG ACHIEVEMENTS"

YAMHILL CARLTON SCHOOL DISTRICT
LONG RANGE FACILITY PLANNING
COMMITTEE – **PHASE 2 UPDATE**

REPORT TO BOARD OF DIRECTORS
January 23, 2025

COMPILED BY
R&C MANAGEMENT GROUP, LLC

Yamhill-Carlton School District No. 1

General Obligation Bonds Levy Rate Analysis
November 2025 or May 2026 Election

Carol Samuels
Managing Director
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David Williams
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November 18, 2024

PIPER | SANDLER

Survey of Yamhill Carlton School District Residents

PATINKIN RESEARCH STRATEGIES

Build a Coalition | Yaysayers & Naysayers

We Want You! Board Members Can Advocate

Do speak out

Elected board members may campaign fully for or against any ballot measure as long as they don't use public resources. The courts recognize the right, if not the duty, of elected officials to speak out on major issues, particularly on matters that affect the constituents they serve.

Board members can speak without restriction as long as public resources are not involved in any way. The board member can use district-prepared materials for reference because these materials are public records available to anyone.

Do take positions

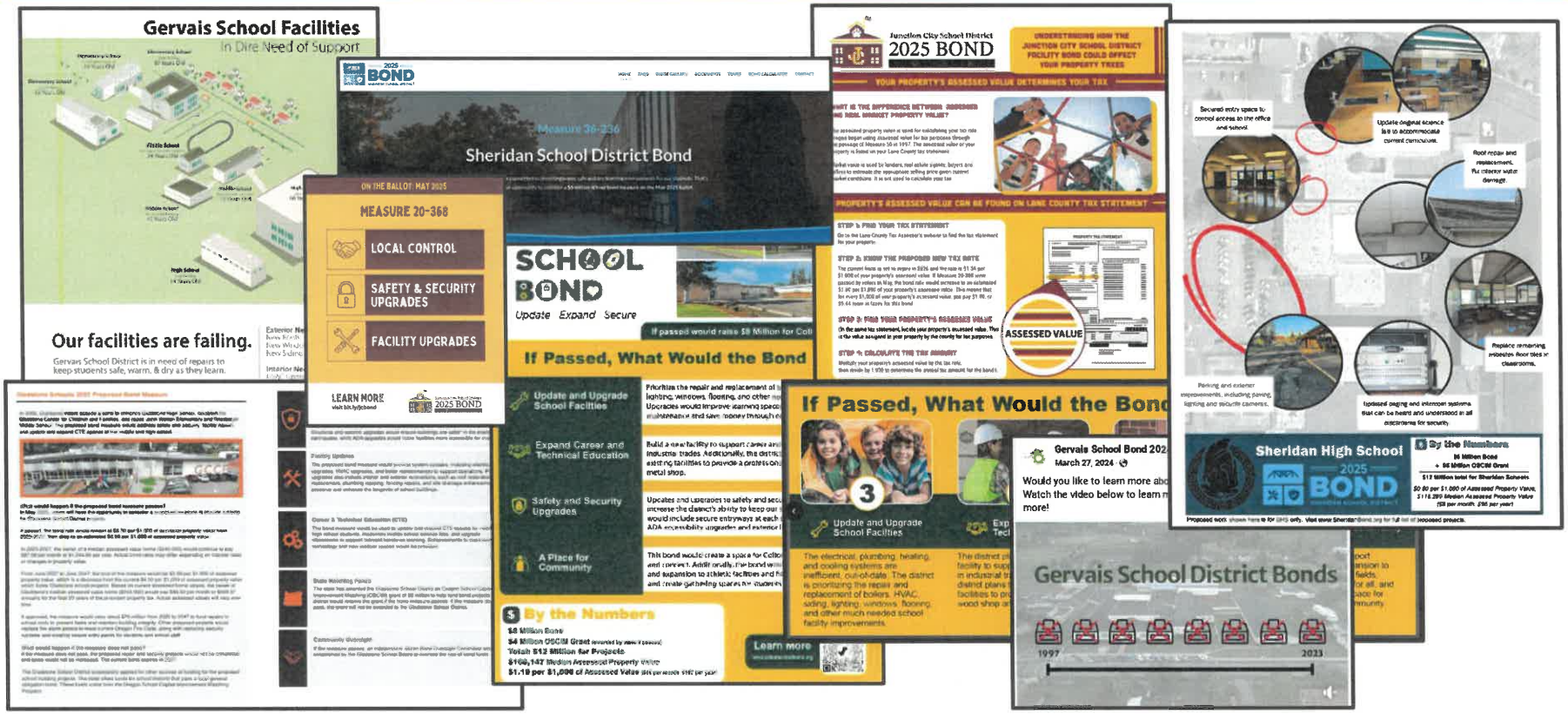
Elected boards of school districts, ESDs and community colleges can take a position on a ballot measure provided public resources are not used to advocate that position.

Board resolutions for or against a ballot measure must be drafted by a member of the board, not by the superintendent/president or board secretary. The board secretary can make copies of the proposed resolution and include the drafted resolution in board packets sent out before the board meeting. On resolutions that take a position on a ballot measure, the superintendent/president can prepare information that indicates the impact that ballot measure will have on the district/community college, but must make that information balanced and impartial.

Following passage of a resolution, the board secretary can retype the resolution to conform to the district/community college format. The superintendent/president may not endorse the board's action, but can sign the resolution strictly "attesting to the action taken" and as the official clerk. Language labeling the signature as such should be part of the signature line.

If the district/community college normally includes information on board meeting actions in a regular district publication, the action the board took on the ballot measure resolution can be included as part of the listing of board actions, but should not be specifically highlighted. Board action to support or oppose a ballot measure should be included in the board's official minutes.

Bond Communications



Bond Speaker Playbook