



YAMHILL CARLTON SCHOOL DISTRICT

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

BOARD OF DIRECTORS

REGULAR SESSION AGENDA

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

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

Password: sW66uH

Thursday, November 9, 2023

Regular Session: 6:00pm

MINUTES

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

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

Also Present: *Maddie Tuning, Scott Rose, Morgan Bishop, Jared Collins, Tucker VanDyke, Madison Gregor, Lexi Lowe, Gordon Dormgoole, Julia Howard (via Zoom)*

I. Call to Order Regular Session

Susan FitzGerald called the meeting to order at 6:00pm

II. Flag Salute

III. Public Hearing on 2023-2024 Capital Projects Fund Supplemental Budget

A. Budget Report – Tami Zigler

B. Public Comment on the 2023-24 Supplemental Budget

Public Comment – We ask that you complete an intent to speak form available at the meeting or sending it in an email to the Board Secretary at brownm@yoschools.org. The purpose of the public comment is for members of our Board of Directors to hear public concerns, comments and opinions. Board members will not respond to submitted public comment. Comments will be limited to three minutes.

C. Discussion

E. Conclusion of Public Hearing

IV. Individuals, Delegations, Recognitions, and Communications

A. YCHS - Student body - Verbal Report

-Maddie Tuning reported.

-The leadership group recently attended a leadership conference. They hosted their own workshop, which went very well.

-They just finished spirit week. It was a success and a lot of students participated.

-The canned food drive is happening now. If 1400 items are collected, B.Post and T.Smith will be souped (have soup poured over them).

-No date has been set yet for the winter formal. M.Optiz will meet with the cheerleaders about what the plans are for it.

B. YCHS - Tanner Smith & Brad Post – Student Spotlight and Verbal Report

-T.Smith is very impressed with FFA group and asked them to present for the student spotlight.

-Madison Gregor, Lexi Lowe, and Tucker VanDyke presented.

-The FFA students that attended the National FFA conference just got back 48 hours ago.

-It was a successful trip. They toured some colleges, visited various horse farms and Churchill Downs, and got to kiss the bricks on the Indianapolis Speedway.

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- The fall festival was a huge success. It was very well put together. The entire elementary school was invited. They were bussed over by grade. The FFA team did a great job making sure all the kids were well taken care of. They had tractor rides, pumpkin decorating, a small hay maze, and an agriculture enrichment activity making "dirt babies". They would like to do it again next year.
- FFA members attend career development events (CDE) throughout the year. The advanced team placed first in Ag Sales and is moving on to state. The state competition will be held at OSU on November 18th. The beginning team placed second in Ag Sales, which was impressive since they only had two and a half weeks to prepare.
- K.Watson asked how many FFA members there are. M.Gregor responded they have about 25-30 active members.
- They hold monthly meetings in the evenings in the ag building. This month they will be having their "Friendsgiving".
- B.Post reported there is a lot to celebrate this year. Soccer season just finished up. The girls' team got the league title. The football team is playing their second playoff game tomorrow versus Dayton. The cheerleaders have done a phenomenal job supporting the teams. One student qualified for state in track and field.
- Winter sports begin Monday.
- T.Smith stated the student leaders have put a lot of work into the assemblies and hall decorating.
- Freshman success is taught by Renee McKinney. She is doing a great job.
- The goal for credit recovery is 50 credits per semester. They already have 26 credits.
- Eighty percent of students do not need any intervention.
- A PowerPoint was presented to the students with the J-Term options. Various classes will be offered. Classes offered include a class on all military branches, how to be an umpire, and gardening and ceramics. All J term classes are connected to state standards. Every teacher was required to integrate the state standards into their J-Term lesson plans. Students have a week to look at their options and decide. They will do their best to give students their first choices. If a high number of students want to sign up for the same class, they may have the teacher teach two of the same class. Classes that very few students are interested in will not be offered.
- Next week they will be doing forecasting for the J-Term schedule. The students who are struggling may have two interventions and one enrichment class.
- E.Galyean asked if board members are allowed to attend the rocketry meetings. T.Smith responded that they are.

C. YCIS - Matt Wiles & Chad Tollefson - Verbal Report

- M.Wiles reported that the fall festival exceeded his expectations. It was mostly staff that organized it and made it happen. The goal was to get more community involvement and it was a success. He is thinking of having another event like this one in December.
- Progress reports will go out early next week to get them to parents before parent/teacher conferences. They will include I-Ready and Dibbles scores, and state test scores from last year.
- Parent/teacher conferences will be held November 20th and 21st. There will be some priority conferences for the students who have behavior or academic issues that need to be addressed.
- DESSA testing is currently being completed.
- J-Term forecasting was done yesterday. Students chose their top five classes. They will start building a new master schedule next week.
- MTSS update: Monthly data meetings are held. Bi-monthly meetings are held for the leadership team that review the information from the data team meetings. From there, they assign a six-week intervention and monitor the progress. At the data meetings, they discuss how the interventions are going and whether they need to implement a Tier 2 intervention. They also look at students that they may need to bring up in the GATE meetings. The staff is becoming more and more familiar with the MTSS process.

- The Alice in Wonderland play is next week (November 16th, 17th, 18th). E.Galyean asked if tickets need to be purchased ahead of time. M.Wiles responded they can be purchased at the door as well.
- Jajetta attended the Fall Festival at YCIS and thought it was very well executed.
- M.Wiles wanted to publicly recognize Jenifer Tuning. She has been taking on a lot of extra responsibility and has been doing an amazing job.
- E.Galyean asked how the mentoring program was going. C.Tollefson responded it has been really positive. Chris Hoover is one of the mentors. She is a retired teacher with many years of experience and is doing an amazing job. Randy Johansen is also mentoring. They provide feedback to new teachers, coach them, and help them plan. They are mostly mentoring first year teachers, but do help out some of the teachers with experience who are new to the district.

D. YCES - Amanda Dallas – Verbal Report

- The YCES staff continue to impress with their commitment to the community and students. Around fifteen staff members spent their Halloween supporting the Trunk or Treat event.
- Tiger run raised over \$28,000 dollars. That money will go to making the indoor recess room inviting and safe for students to learn, play, and problem-solve with K.Cruz. The students' reward is a school glow-in-the-dark dance party in February, pie in the face, and Kelli and Amanda sleeping in the gym.
- Parent/teacher conferences are coming up this month. At the new teacher hour this month, Danna Johnson modeled how to do an effective and efficient conference. She also went over what parents could ask and how to respond.
- This year, a pre-conference survey will be sent out to parents. K.Cruz will also be at the door handing out attendance letters along with information on community resources and services offered during the break.
- They will be hosting their second VIP day on November 17th. They have included YCIS and YCHS leadership students to be VIPs for students.
- Data monitoring update:
 - The Kindergarten team has been working on letter sounds. The team is impressed with how well they are doing.
 - Third graders are doing well at Dibbles, but comprehension is falling behind. They are adjusting reading instructions to help with that.
 - There is one Kindergartener going through the GATE process.
 - DESSA scores are looking really good with a lot of the students right where they need to be. Two things that need to be worked on are goal directed and taking responsibility.
 - Character strong this month is gratitude. A flyer was made about how to help at home and broken up by grade level.
 - The MTSS team is working on attendance challenges.
 - Yesterday, during the PD meeting, Pax Quiet was reviewed and some ENVOY training was done. It is being broken down chapter by chapter.

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

V. Review of Agenda (Action Item)

K.Watson motioned to approve the agenda as amended. E.Galyean seconded. All in favor. Motion carried.

VI. Regular Session – Consent Agenda (Action Item)

- A. Approval of Board of Directors Minutes
 1. Regular Session Minutes: 10/12/2023
 2. Work Session Minutes: 10/26/2023

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- B. Personnel
- C. Enrollment
- D. Donations

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

VII. Announcements and Reports

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

- Gene Biggs from WESD met with staff at YCIS and YCHS. He will meet with the YCES staff next week.*
- First responders would like a lock box at each building with keys and maps in it. C.Raever went to McMinnville High School to look at the lock boxes that they use. He met with the Yamhill Police Department as well to determine what they would like those lock boxes to look like.*
- Quotes for the expansion of the fencing around YCIS have been received.*
- Quotes were received for upgrading the intercom wiring at YCIS and YCHS and installing an intercom system at YCES. Approval from the board will be needed to use ESSER funds for these projects.*
- A fire drill was held yesterday. It went well. After every drill, administrators will fill out an after-action form to see where improvement might be needed.*
- There is a lock down drill scheduled for November 16th at YCIS and YCHS. The elementary school will have theirs on December 22nd. Students and the community will be informed of this before the drill takes place.*
- J.Dumdi asked if Gene Biggs has provided any feedback. C.Raever responded that Gene did a quick walk through of all the buildings, but has not done a full assessment yet.*
- Goals update:*
 - The goals and five-year strategic plan are now in the front of the board members' binders.*
 - In regards to goal one, at each admin meeting there are topics on policies and procedures and what best practices are for them. The administrators will be doing instructional rounds. They will visit classrooms, observe instruction, and then provide feedback.*
 - In regards to goal two, MTSS teams are up and running and being reported on regularly.*
 - Goal number three, developing a robust plan to improve communication, is the goal that the district is behind on.*
 - The board agreed to work on the communication goal at the January work session.*
 - S.FitzGerald would like to address the monitoring plan for the five year strategic plan soon as well.*
 - E.Galyean would like to have a work session before January. The board agreed and decided to hold a work session on November 30th.*

B. District Facilities Report – Ian Barr – Verbal Report

- Working on closing out the grounds for the season.*
- Trying to get a head start for the spring by applying preemergent.*
- Working on getting the fencing quotes approved and planning for the installment.*
- Almost done with the chain link fence at YCES.*
- Everything is prepped and ready for the sprinkler system to be installed at YCHS.*
- Working on finalizing the total cost of replacing the back stairs of the YCHS building.*
- Would like to create a facilities folder that would have instructions on various systems around the campuses for others to use if no one from the facilities department is available.*
- Working on getting heat in the batting cages and in the maintenance shed.*

- C. *Financials and List of Bills for October 2023 – Tami Zigler (Action Item)*
 -The audit is done, just the management and analysis piece need to be completed. The auditors will attend the December board meeting. As far as projects that Ian mentioned, in the development of the SIA plan, facilities upgrades were included as part of the alternative plan and are now waiting for approval from the state.
 K.Watson motioned to approve the financials and list of bills for October 2023 as presented. E.Galyean seconded. All in favor. Motion carried.
- D. *Long Range Facilities Planning Committee Report – Scott Rose*
 -S.Rose presented the information of the executive summary of the long-range facilities planning committee that was included in the board meeting packet.
 -The planning committee met and satisfied the state planning criteria.
 -This is meant as a first read. No action is needed.
 -S.Rose noted there is some growth coming in, but it looks like it will be slow and steady based on the FLO Analytics report.
 -S.FitzGerald asked about the two bond option that Scott had mentioned in an earlier meeting. S.Rose reviewed the information on page 7 (plan 3) that explains the process of what that would entail.
 -K.Watson asked if the OSCIM grant amount is tied to the magnitude of the bond. S.Rose replied it is not. It is a “match” amount of up to six million dollars.
 -K.Watson stated he appreciates that the district is working with a professional to help navigate through this process and asked what the best practice is for a school district to have a professionally completed bond project. S.Rose recommended having a project manager to help manage contracts and building plans. There would need to be regular reporting to executive members (i.e. Superintendent, Financial, Facilities, etc.) There needs to be a checks and balances system in place.
 -The next step is to upload the state plan documents to the board and send it to the State later next week. The following step is for the board to discuss the information that was presented.
 -The board feels this should be discussed in a work session, possibly at the January work session, to craft a plan on what the next steps are regarding the information provided. C.Raever would also like to talk to other school districts who have recently gone out for a bond.
 -S.Rose mentioned that OSBA has a bonds and ballots conference in February. Districts can also have an OSBA representative come in and talk to the board about the topic.

VIII. New Business

- A. *SIA Annual Report – Chad Tollefson (Action Item)*
 -C.Tollefson went over the information of the 2022-2023 SIA annual report included in the board meeting packet.
 -K.Watson motioned to approve the Student Investment Account (SIA) report as presented. J.Dumdi seconded. All in favor. Motion carried.
- B. *Resolution to close First Federal JR Scholarship Account (Action Item)*
 -E.Galyean motioned to accept resolution 2024-06 to authorize the closure of the First Federal JR Scholarship account as presented. J.Dumdi seconded. All in favor. Motion carried.
- C. *Adopt 2023-2024 Capital Projects Supplemental Budget (Action Item)*

-K. Watson motioned to accept resolution 2024-05 to adopt the supplemental budget and increase appropriations for the 2023-2024 budget as presented. E. Galyean seconded. All in favor. Motion carried.

D. ESSER Capital Project (Action Item)

-K. Watson motioned to approve the intercom wiring project out of the ESSER III funds as a capital expenditure as presented. J. Dumdi seconded. All in favor. Motion carried.

E. Approve the superintendent, Clint Raever, to attend the National Conference in February of 2024 (Action Item)

-C. Raever has not attended a national conference in six or seven years and would like to attend the National Superintendent Conference this upcoming year. One of the pre-conference workshops is a four-hour workshop on creating a communication strategy.

-E. Galyean motioned to approve the superintendent's request to attend the National Conference in February of 2024. J. Dumdi seconded. All in Favor. Motion carried.

F. ESSER Capital Project for YCES (Action Item)

-Tami apologized for the last-minute addition of this item. The bid was just received today. In the essence of time, it was added to tonight's agenda.

-K. Watson motioned to approve the YCES intercom installation project out of the ESSER III funds as a capital expenditure as presented. J. Dumdi seconded. All in favor. Motion carried.

IX. Board of Directors Comments

K. Watson commented that he feels good about what they are doing and thinks about it positively. He wants it to be communicated to the community that it has been determined that all of the buildings can continue to be used and they just need to continue to be taken care of them. The district is not in the business of making big splashes. The district is getting back to what they have and being responsible stewards of the resources available to them as a small district.

X. Adjournment

S. FitzGerald adjourned the meeting at 8:35pm.