



YAMHILL CARLTON SCHOOL DISTRICT

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

BOARD OF DIRECTORS WORK SESSION AGENDA

LOCATION: YCSD BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148
Or VIA ZOOM <https://us06web.zoom.us/j/89756606894>

Thursday, November 30, 2023

Work Session: 6:00 pm

MINUTES

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

DO/Administrative Staff Present: *Clint Raever, Mary Brown*

Others Present: *Chloe Dreher, Michael Clark*

I. Call to Order Work Session

S.FitzGerald called the meeting to order at 6:00pm

II. Flag Salute

III. Communication Plan Discussion

-C.Raever stated that one of the goals this year is to improve communication between school, parents, and the broader community. The WESD has been a great resource for the district. They were a great help with the communication during the incident that occurred in October. He reached out to them to assist in improving the district's communication plan.

-M.Clark and C.Dreher from the WESD introduced themselves. M.Clark is the Director of Communications and Public Engagement. The WESD communication program is fairly new. The WESD knows that districts needed more communication support. The first year they were only working with two district and M.Clark was the only one in the department. Now they work with the majority of districts and have a six-person team.

-C.Dreher has been with WESD for two years now. She previously worked for the McMinnville Downtown Association.

-C.Raever stated that when the board worked on the strategic planning and facilities planning, one thing that came up was that information is not getting to all community members. The primary platform for communicating with parents is Parent Square. For the community, the district uses mostly Facebook as a form of communication. If a community member is not a parent or does not have Facebook, they do not get much information.

-The board would like to know how the district can broaden coverage in regards to communication. E.Galyean stated that years ago a community newsletter would be sent out on a regular basis. It included community wide news and information. It was very

informative. The board feels something similar to that would be a good way to keep the community informed.

-C.Raever stated that the schools have some facility needs and that the district will need to go out for a bond at some point in the near future. No decisions have been made yet on when that will be. Part of the communication plan needs to include how the district will prepare for that. M.Clark responded that the WESD has helped several districts with bond communication plans. He advises a one to three year 'runway' when going out for a bond.

-M.Clark stated that the district has a good head start in regards to a communication plan. A lot of districts don't have a strategic plan or a communication plan on paper. The first step in creating a strong plan is to have three or less objectives.

-M.Clark mentioned that having a good website is crucial as part of a good communication plan. If the district decides to change their website, the transition would take six to twelve months.

-M.Clark will take the information from this meeting and have a brain storming session. He and his team will work on a draft for the board to review. The board agreed they will review the draft at the January work session.

IV. Superintendent Evaluation Timeline

-S.FitzGerald felt the board needed to establish a timeline for the superintendent evaluation, since it needs to be completed by March 15th. The board is in favor of using the same evaluation that was used last year.

-K.Watson would like the administrators and their leadership teams to evaluate the superintendent's performance in achieving his goals. The board agreed.

-The timeline was established as follows:

- 1. December 14th board meeting: Approve the timeline, criteria, and staff who will complete the evaluation.*
- 2. December 15th: Evaluation will be sent out to administrative staff, district office staff, the board, leadership team members, facilities manager, and food service manager to be completed by January 12th.*
- 3. February 8th executive session: C.Raever will present his self-evaluation. The board will discuss their individual evaluations and develop the board's written summative evaluation.*
- 4. March 7th: S.FitzGerald will present a draft of the summative evaluation to the superintendent.*
- 5. March 14th executive session: The board will present the final evaluation to the superintendent.*

Meeting Adjourned at 7:58pm