

Yamhill Carlton School District

Board of Directors - Regular Session Agenda

Zoom Meeting – Via Link: <https://zoom.us/j/803526874>

Thursday, April 9th, 2020

Regular Session- 7:00 PM

AGENDA

Regular Session

- I. *Call to Order Regular Session- 30 Minutes*
- II. *Flag Salute*
- 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. *Regular Session- Consent Agenda*

1. *Approval of Board of Directors Minutes*
 - a. *School Board Regular Session of March 12th, 2020 (Pg 1)*
2. *HR Report (Pg 4)*
3. *Enrollment Report (Pg 5)*

VI. *Announcements and Reports: — 30 Minutes*

- I. *YCES – Chad Tollefson (Pg 7)*
- II. *YCIS – Matt Wiles (Pg 8)*
- III. *YCHS – Clint Raever & Scott Henderson (Pg 9)*
- IV. *Financial Report and List of Bills for March 2020 – (Action Item) (Provided at Meeting)*
- V. *District Facilities- John Mortimore*
- VI. *Food Service – Gia Saporito*
- VII. *Superintendent’s Report- Charan Cline (Pg 10)*

VII. *New Business:*

- I. *Interim Superintendent Search Calendar (Action Item) (Supplemental Pages)*
- II. *Qualities & Qualifications of Interim Superintendent (Action Item) (Supplemental Pages)*
- III. *Interim Superintendent Salary Discussion (Lead by Steve Kelley – OSBA)*
- IV. *Interim Superintendent Contract Parameters Discussion (Lead by Steve Kelley – OSBA)*
- V. *Distance Learning at Home Report (Pg 11)*
- VI. *Leave of Absence Request (Action Item) (Pg 12)*
- VII. *Healthy & Safe Schools Plan Approval (Action Item) (Pg 13)*
- VIII. *Graduation Requirements (IKF) – 2nd Reading & Adoption (Action Item) (Pg 16)*
- IX. *Policy – 2nd Reading & Adoption (Action Item)*
 - a. *Board Member Standards of Conduct – BBF (Pg 23)*
 - b. *Executive Sessions – BDC (Pg 25)*
 - c. *Minutes of Board Meetings – BDDG (Pg 27)*
 - d. *Expulsions – JGE (Pg 28)*
 - e. *Unmanned Aircraft System (UAS) a.k.a Drone – ECACB (Pg 31)*
 - f. *Student Transportation Services – EEA (Pg 34)*
 - g. *Compulsory Attendance – JEA (Pg 37)*
 - h. *Admissions – JEC (Pg 40)*
 - i. *Admission of Resident Students – JECA (Pg 42)*
 - j. *Equal Employment Opportunity – GBA (Pg 44)*
 - k. *Workplace Harassment – GBEA (Pg 46)*
 - l. *Workplace Harassment Reporting and Procedure – GBEA-AR (Pg 48)*
 - m. *Use of Restraint or Seclusion – JGAB (Pg 53)*

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- n. Medications – JHCD/JHCDA (Pg 57)
- o. Medications – JHCD/JHCDA-AR (Pg 60)
- p. License Requirements – GCA (Pg 68)
- q. Personal Electronic Devices and Social Media – Staff – GCAB (Pg 70)
- r. Volunteers – IICC (Pg 72)
- s. Reporting of Suspected Abuse of Child – JHFE (Pg 74)
- t. Reporting of Suspected Abuse of Child – JHFE-AR (Pg 77)
- u. Reporting Requirements Regarding Sexual Conduct with Students – JHFF/GBNAA & GBNAA/JHFF (Pg 81)
- v. Reporting Requirements Regarding Sexual Conduct with Students – JHFF/GBNAA-AR (Pg 87)
- w. Discrimination Complaint Procedure – AC-AR (Pg 92)
- x. Public Complaints – KL (Pg 95)

VIII. Board of Directors Comments

IX. *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

Proposed Interim Superintendent Search Calendar

DATE	BOARD	CONSULTANT
Apr 9 *	<ul style="list-style-type: none"> • Selection of OSBA to provide interim search services • Declare position vacant (required) • Approve search process calendar (required) • Discuss/adopt desired qualities/qualifications (required) • Review salary range recommendation <i>Regular public meeting (virtually)</i> 	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Facilitate staff and community input for interim superintendent qualities/qualifications. (Input to be gathered during the board meeting.)
Apr 13		<ul style="list-style-type: none"> • Develop professional electronic flyer • Develop notice of vacancy • Advertise position
Apr 13		<ul style="list-style-type: none"> • Begin accepting applications
Apr 13 – May 3	3 weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates / respond to inquiries
May 3		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
May 6 * (TBD)	<ul style="list-style-type: none"> • Attend screening training • Establish contract parameters <i>Special public meeting/executive session (virtually, if necessary)</i> 	<ul style="list-style-type: none"> • Train board on screening process, tools and timeline
May 13 * (TBD)	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters, continued <i>Regular public meeting/executive session (virtually, if necessary)</i> 	<ul style="list-style-type: none"> • Facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates
May 14 - 26	<ul style="list-style-type: none"> • Conduct in-depth reference & internet checks 	
May 28-29* (TBD)	<ul style="list-style-type: none"> • Conduct interviews <i>Special public meetings/executive sessions (In person, if possible but can be done virtually)</i> 	<ul style="list-style-type: none"> • Facilitate board's ranking of the candidates.
May 30 – June 4	<ul style="list-style-type: none"> • Negotiate contract with “first choice” candidate 	
June 4 (11)	<ul style="list-style-type: none"> • Vote to hire candidate in public meeting <i>Special (regular) public meeting</i> 	<ul style="list-style-type: none"> • Develop press release, if needed

*Consultant is on-site (virtually if restrictions are still in place.)

Proposed Qualities and Qualifications for the Interim Superintendent Yamhill-Carlton School District

The superintendent will have the following personal and professional qualities:

- 1. Successful experience in leadership roles with staff, community and professional peers, preferably with similar sized communities as Yamhill - Carlton;
- 2. Ability to communicate effectively, both orally and in writing;
- 3. Scholarship, intelligence and excellent ability to plan and organize;
- 4. Training, experience and success in personnel selection, evaluation and development;
- 5. Knowledge of curriculum development, implementation and evaluation;
- 6. Knowledge of business and support service systems which facilitate planning, control and accountability;
- 7. Experience in administering collective bargaining agreements;
- 8. Ability to motivate other administrators/staff and significantly involve them in the decision-making process;
- 9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.
- 10. _____
- 11. _____
- 12. _____