



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: Day 1

LOCATION; YCSB BOARDROOM, 120 N LARCH PL, YAMHILL OR 97148

August 16th
Time: 5pm -8pm

MINUTES

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

DO/Administration Staff: Superintendent Clint Raever, and Board Secretary Tina Vertner

Others Present: Sarah Herb – Via Zoom

Superintendent expectations of the School Board:

- Willingness to acknowledge and follow the chain of command of the school district
- Effort to foster unity, harmony and open communication within the board
- Practice of avoiding surprises items at board meetings
- Understanding of the relative or complementary role of the superintendent and board in policy making.

School Board's expectations of the Superintendent:

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

Superintendent evaluation:

- Board will take time after reviewing Sarah Herb's recommendations on superintendent's evaluation and revisit the subject during the board retreat/training tomorrow August 17th @ 5pm.

With no further discussion S. Fitzgerald adjourned the meeting @ 7:50 PM

Minutes by: Tina Vertner, Board Secretary



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BOARD OF DIRECTORS

Board Retreat: Day 2

LOCATION; YCSD BOARDROOM, 120 N LARCH PL, YAMHILL OR 97148

August 17th
Time: 5pm -8pm

MINUTES

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

DO/Administration Staff: Superintendent Clint Raever, and Board Secretary Tina Vertner

Others Present: Sarah Herb – Via Zoom

Communication Protocols:

- **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.
- **Non-Crisis Situations:** Superintendent Clint will send a weekly summary email to the board and will have face-to-face meetings once per week with one board member per week. Clint will schedule those face-to-face meetings directly with the board members.
- **Drop in Visits:** Board members can drop in to visit Clint at the district office anytime, but they should check with either Clint or Tina first to ensure that he will be in the office.

Superintendent evaluation:

- Taking the advice of Sarah & OSBA the board has decided to focus the superintendent's evaluation on the 8 goals listed below.
 1. Visionary District Leadership
 2. Ethics & Professional Norms
 3. Inclusive District Culture
 4. Culturally Responsive Instructional Leadership & Improvement
 5. Communication & Community Relations
 6. Effective Organizational Management
 7. Effective Financial Management
 8. Policy, Governance & Advocacy
- The board will not set superintendent goals or use the Targeted feedback survey this first year but will add these to the following years as part of the superintendent's evaluation.

With no further discussion S. Fitzgerald adjourned the meeting @ 7:20 PM

Minutes by: Tina Vertner, Board Secretary