



# YAMHILL CARLTON SCHOOL DISTRICT

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

## BOARD OF DIRECTORS REGULAR SESSION AGENDA

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

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

Thursday, August 15, 2024

Regular Session: 6:00pm

### AGENDA

#### I. Call to Order Regular Session

#### II. Individuals, Delegations, Recognitions, and Communications

- A. ORS 332.040 requires that: Immediately after July 1st the District School Board shall meet and organize by electing a chairman and a vice chairman from its members. No member shall serve as chairman for more than four years in succession.
1. Nominate and Approve Board Chair (Action Item)
  2. Nominate and Approve Board Vice Chair (Action Item)

*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](mailto: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.*

#### III. Review of Agenda (Action Item)

#### IV. Regular Session – Consent Agenda (Action Item)

- A. Approval of Board of Directors minutes
1. Regular Session Minutes: 06/13/2024
  2. Budget Hearing Minutes: 06/17/2024
  3. Board Retreat Minutes: 07/29/2024
- B. Personnel
- C. Surplus

#### V. Announcements and Reports

- A. Superintendent's Report – Clint Raever – Verbal Report
- B. District Facilities Report – Ian Barr – Verbal Report
- C. June Preliminary Financials & List of Bills for June 2024 – Tami Zigler (Action Item)
- D. Financials & List of Bills for July 2024 – Tami Zigler (Action Item)

#### VI. New Business

- A. 2024-2025 Designations and Authorizations (Action Item)
- B. SIA Contract Amendments No.1 to Grant No. 34521 (Action Item)
- C. HSS Contract Amendments No.1 to Grant No. 34245
- D. EIS Contract Amendment No.1 to Grant No. 34847
- E. Resolution 2025-1 – Umpqua Bank Changes (Action Item)
- F. Policies – First Reading
1. Ending Fund Balance

#### VII. Board of Directors Comments

- A. Location of First Day of School Assignments

#### VIII. 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.



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## BOARD OF DIRECTORS

### REGULAR SESSION AGENDA

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

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

Password: sW66uH

Thursday, June 13, 2024

Regular Session: 6:00pm

## MINUTES

Please note: The budget hearing originally scheduled will be postponed. An announcement will go out no sooner than five days prior to the hearing.

**Board members Present:** Jami Egland, Ken Watson, JaJetta Dumdi, Erin Galyean

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

**Also Present:** Julia Howard, James Brewer, Adelle Petraitis, Nolan Chadwick

### I. Call to Order Regular Session

*J.Egland called the meeting to order at 6:00pm.*

### II. Flag Salute

### III. Individuals, Delegations, Recognitions, and Communications

#### A. YCHS - Tanner Smith & Brad Post – Verbal Report

*-T.Smith introduced three valedictorians, James Brewer, Nolan Chadwick, and Adelle Petraitis, and asked them to share with the board their plans and a little about their high school experience at Yamhill Carlton High School.*

*-J.Brewer plans to go to Westmont College in Santa Barbara. E.Galyean asked what his experience at YC did to prepare him for the future. J.Brewer replied that YC had a lot of great opportunities to create a well-rounded person. K.Watson asked how many sports he played. J.Brewer replied that he played 13 sports. At bigger schools that would not be possible, but at YC the coaches and teachers were willing to help make that possible, by working with the students' schedules so they could participate in multiple activities.*

*-N.Chadwick will be attending Chapman University in Southern California. He will be studying film and TV production. He stated that being a small school offers more opportunities than at larger schools. He was able to do the lighting for all of the K-12 performances and participate in mock trial and track at the same time. The coaches were always willing to work with him to make it work. J.Dumdi asked all of them if they have attended Yamhill Carlton Schools through all their school years. J.Brewer responded he has been here since 5<sup>th</sup> grade. N.Chadwick stated he attended all but one year. Adelle stated she has been at YC since Kindergarten.*

*-K.Watson asked which staff member had a special impact on them. N.Chadwick responded that Mr. McKinney and Ms. Sunday were very supportive. He wasn't the best Spanish student and Ms. Sunday was always there to help. They are great people and he really enjoyed the time spent with them. J.Brewer stated Tracy Looney because she was always willing to work with his schedule to make things work.*

*-A.Petraitis is planning on attending Chemeketa for one year and then transferring to OSU for their forestry program. She enjoyed her time at YC. Her biggest takeaway was the many opportunities available outside of school in the community. The staff members that had an impact on her were Ms. Watson and Mr. Mckinney. They were easy to get along with and very supportive.*

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- B.Post thanked the students for the tenacity that they brought on the field as well as in the classroom.
- Natalie Frye spoke on behalf of the student body. She is next year's ASB president.
- The leadership program has grown tremendously. This year there were 25 members. Next year, they will have 60 members. There will be two leadership classes, Leadership 1 and Leadership 2.
- There was a lot of student engagement this year, which was great to see.
- They have started planning the float for Derby Days. The theme will be Christmas in July.
- In August, they will have a meeting to start planning freshmen orientation
- T.Smith reported.
- They are busy wrapping up the year. Graduation went very well. T.Smith thanked the board for being there.
- This last year they have been observing what is working and what is not and have planned for next year based on what they observed. The next year has already been planned out. They will be working on planning the 37 PDs tomorrow.
- They are working on creating standard operation procedures. This will allow everyone to know how and when things are done.
- They are looking at the graduation rate data and working on cleaning that up. There are things that affect how the graduation rate is calculated. For example, if a student leaves the school, but doesn't register at another school, they will still be counted. The high school has around 12 of those right now. T.Smith is working on building a tracking system of students. He doesn't know what the practice was before, so they will be creating one.
- The state will provide a cohort list. They will go through that list and try to clean it up. The only way they won't be marked as a student is if the high school receives a record request from another school or if the student passes away. C.Raeveer also pointed out that if they leave to homeschool, but don't register through the ESD, they are still counted as a drop out. Students who decide to get their GED will count as a drop outs, unless they go through the correct process.
- K.Watson asked how M-Term went. T.Smith stated that they hit a wall during M-term. Staff felt it was a lot different than J-term. They will be looking at how to make M-term more effective next year and have students see the value in it.
- Credit recovery have taken care of a massive deficit. It has been very successful.
- J.Dumdi asked if anything, from a communication standpoint, has been shared in regards to the success and challenges of J and M term? T.Smith replied that there has not yet, but he is working on some things, including information about how many grades were raised to a passing grade during J and M term. Next year, they will be communicating information about this ahead of time instead of waiting until the terms are over.
- B.Post reported.
- It was a stellar 23-24 year for Tiger athletics.
- There was an abundance of increased student opportunities, especially in athletics. Two of those were girls' flag football and boys' golf. In the spring of 2025, they are hoping to have girls' golf and boys' volleyball.
- 183 students participated in Tiger athletics this year. That means that 65% of the student body participated in some form of OSAA sanctioned athletic activity. Counting the non-sanctioned sports, OHSET, Trap, and girls' flag football, the participation levels rose to well over 70%.
- Last fall they brought back the 'all sports' banquets. Fall, winter, and spring sports all came together at the end of each season and celebrated together. The last banquet was on June 4<sup>th</sup> and included OHSET and Trap. The feedback was great and they were very well attended.
- Student athletes excelled not just on the field, court, and track, but also in the classroom. OSAA recognized many YC sports teams with Academic All State Honors, including cross-country, volleyball, girls' soccer, boys' and girls' wrestling, and softball.
- Study tables were offered throughout the year for students with one or more non-passing grades.

*-There were several great achievements this year. The football team won the first round of the playoffs for the first time in sixteen years. Volleyball earned a first-round state berth when they played a league playoff game, beating Rainier. Boys' basketball made it to the first round of the OSAA championships. The cheer squad was crowned state champions. Baseball advanced to the second round of the state championships. Softball made it to the state championship semi-finals. Track and field sent several athletes to Eugene after finishing second in the league.*

*-Numerous athletes received state and county recognitions. Louie Etta, Cayden Hill, Cecelia Petraitis, and Maddy Tuning were all named Yamhill County Athletes of the Year.*

*-B.Post and five coaches will be piloting a program called '3D coaching' starting in August.*

*-This year has set a new benchmark for what can be achieved when dedication, community support, and a commitment to excellence come together. They look forward to building on this foundation in the years to come, continuing to empower students to reach new heights both academically and athletically.*

*-J.Dumdi asked if there has been anymore discussion about leaving the coastal league. B.Post replied he would do some research tomorrow and get back to her. E.Galyean stated she has offered to write a letter on behalf of the board to express their concerns with remaining in the coastal league. J.Dumdi feels it is important to do anything they can to lay the foundation to let them know the district would like to leave the league.*

**B. YCIS - Matt Wiles & Chad Tollefson – Verbal Report**

*-M.Wiles reported.*

*-The end of the school year was a whirlwind of activities. Last Friday, the 8<sup>th</sup> graders went to Oaks Park and the 7<sup>th</sup> graders went to the beach. They behaved very well and did a great job of representing the school.*

*-Sixty-Seven 8<sup>th</sup> graders were promoted. The ceremony went well and lasted about 45 minutes. They are very proud of the teaching staff.*

*-The 3<sup>rd</sup> graders came over to the intermediate school and got to meet their teachers. All the other grades also got to get a taste of the grade they will be in next year.*

*-M.Wiles wanted to commend the 4<sup>th</sup> graders for their wax museum presentations. A lot of the students were so detailed and went all out. It is quite the experience. A lot of the parents that come in really enjoy it. They plan on making it an annual event.*

*-Regarding the GATE process, a total of seven students were referred for testing. Two for tag, two for behavior, and three for academics. Six of the students were able to be taken off the list due to the interventions they put in place for them.*

*-Regarding Dibbles testing, they didn't regress. The iReady math results were quite impressive. The percentage went up from 9% at or above grade level to 29%. For the two or more grade levels behind, the percentage went down from 50% to 32%. It is the first time in a long time that they have shown good growth in math.*

*-The culture of the school was a lot better this year.*

*-The MTSS has been a work in progress. M.Wiles believes it was run the way it was supposed to. The staff is really starting to grasp the system.*

*-The interest during M-term waned a little bit. Having all class periods was helpful. There are different opinions about it depending on which student you ask. The feedback from staff was that they felt a little rushed to finish their regular classes. For next year, they are going to look at keeping some of the core classes during J-term and M-term.*

**C. YCES - Amanda Dallas – Verbal Report**

*-The last few weeks went very fast. The staff did an amazing job working on placing students into classes for next year while also interviewing to welcome new staff. They have done some shifting of staff. Mrs. Patt will join the first-grade team next year. She will work alongside K.Van Horn to mentor K.Slayton and a new teacher.*

*-The first-grade class did butterflies again this year and there was also one in the office for the whole school to enjoy. They loved watching them transform from caterpillars to butterflies.*

*-End of the year field day was fun like always. The Carlton Fire Department came at the end of the day and sprayed water on the kids. They all seems to really enjoy it.*

*-Summer school for the K-3 students will be the last two weeks in June. They had a summer school meeting and are planning some fun activities all around literacy. This year, they will have K-1 groups and 2-3 groups focusing on building peer relationships. There are currently around 90 students registered and 11 staff members supporting summer school. K.Pond has also planned some amazing activities for summer library.*

*-Regarding Dibbles testing, every year kindergarten is the strongest. The data looks pretty good. A.Dallas is a little concerned about the first-grade scores. They have pinpointed it down to sight words and have been working on those.*

*-The iReady scores are showing growth from last year to this year. The scores didn't go down from adopting a new curriculum.*

*-E.Galyean asked how they are adjusting to not having K.Cruz. A.Dallas replied that is was hard losing her. She was in charge of all the 504 plans, so that has been a bit of a challenge. They will be interviewing a counselor for the position.*

*-During the last MTSS meeting, they reflected on the YouthTruth survey results. The data showed that only 22% of students felt excited to come to school. Little changes can make a big impact. One of the things they did was to have music playing where the busses drop off the kids in the morning and letting them have a little 'recess' before school starts instead of having them have to just sit and wait for school to start.*

*-As she wraps up her third year as principal, A.Dallas wanted to thank the board for their support during this trying year. Their care and concern for her family meant a lot to her. She is looking forward to continuing her journey of strengthening the school setting and community partnerships.*

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#### **IV. Review of Agenda (Action Item)**

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

#### **V. Regular Session – Consent Agenda (Action Item)**

- A. Approval of Board of Directors Minutes
  - 1. Budget Committee Minutes: 05/06/2024
  - 2. Regular Session Minutes: 05/07/2024
  - 3. Work Session Minutes: 05/23/2024

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

*-J.Dumdi asked if the enrollment numbers were correct since they are higher than last month. M.Wiles and A.Dallas responded that they are. They have had several students enroll late in the year.*

*-J.Dumdi noticed that there is a lot of turnover in the SPED program and asked if the district is addressing that. J.Horne responded that they have done a few things, like double the stipend for SPED teachers, giving them two additional paid work days and have added classified staff to support them. Something else that is having an effect on this is that there are a couple of SPED teachers who do not have their bachelor's degree and the state no longer allows them to obtain a special license. K.Watson stated that*

*there has been some expression regarding the case load for special ed teachers being too large. J.Horne stated that the caseloads are comparable to other districts.*

*-J.Egland asked if the district is getting applicants for the open positions. J.Horne state there have been some. The district just hired a 2<sup>nd</sup> grade teacher, as well as a science teacher. There have been quite a few applications for the high school English position. A couple of staff have expressed interest in the athletic director position.*

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

## **VI. Announcements and Reports**

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

*-C.Raever reported.*

*-The district has paid the fees to the county and city for them to review and issue permits for the stadium. Once those have gone through, work can begin.*

*-The district held the staff barbeque yesterday. S.Nonamaker smoked pork for it. His barbeque science students helped with the seasoning of the meat. During the lunch, they recognized staff who were celebrating milestone anniversaries (5 years, 10 years, etc.) with a certificate and small gift. Tracie Looney received an award for 30 years of service.*

*-Next week, the admin group will be looking at the strategic plan and look at data from last year to this year.*

*-The district is looking at getting artificial turf. There is a non-profit out of Salem that funds projects like this. They fund 70% of the project. The district applied for this and received noticed that they approved the evaluation. The district would still be responsible for the excavation and prep work. The district will look into getting some community partners to help with that cost. The target date to have this done would be fall of 2025. K.Watson stated that the down sides of turf should be fully considered as well. C.Raever stated he will take that into consideration and added that if the fields are properly cared for, they will last for many years. J.Dumdi asked if this would be turf for only the football field. C.Raever replied that is correct.*

### **B. Facilities Report – Ian Barr – Verbal Report**

*-I.Barr reported.*

*-I.Barr met with Mike from Willamette HVAC and they have come up with a temporary solution for the HVAC system at the elementary school. There is a spare unit that they can use. The plan is that if one needs repair, they can put the spare one in until the other can be repaired. They will have a place on site for them to come in and work on it.*

*-They will be painting the high school and the 91 building. He has a bid in for the district office as well.*

*-Sawtooth will be coming to fix the basement water leak at the high school.*

*-They will be applying a seal coat to the parking lot between the CTE building and the intermediate school.*

*-They are getting ready to do the demolition of the stairs at the high school.*

*-The courtyard drain will be fixed soon.*

*-Bids for the carpet are currently being collected.*

*-The sinks and fixtures will be replaced in the old gym and at the intermediate school.*

*-They are currently working on the exterior lighting at the high school.*

*-They will be applying screening coats in the gymnasiums.*

*-The fire suppression system in the cafeteria is getting worked on.*

C. Financials and List of Bills for May 2024 – Tami Zigler (Action Item)

*-T.Zigler stated a new fee system is being implemented. It will be up and running by August 1<sup>st</sup>. This will be used for fees, events, donations, etc. The plan is to look at converting the athletics system to that as well.*

*-The auditor has already begun asking for various documents.*

*-She and C.Tollefson went to the ODE integrated guidance for the biennium 2025-2027. Starting in August, administration will begin the process.*

*-The most exciting news is that the district has been approved for free breakfast and lunch for all students for the next four years. The district will still collect outstanding balances.*

*-The district received \$125,000 from the May reconciliation. This increased the ending fund balance.*

*-E.Galyean motioned to approve the financials and list of bills for May 2024 as presented. J.Dumdi seconded. All in favor. Motion carried.*

**VII. New Business**

A. Science Curriculum Adoption (Action Item)

*E.Galyean motioned to approve the adoption of the Mystery Science curriculum for grades K-5 and the OpenSciEd and Propello curricula for grades 6-8. J.Dumdi seconded. All in favor. Motion carried.*

B. YouthTruth Survey Results

*-C.Raever stated the YouthTruth survey went out to staff, students, and parents. The survey was very in depth. He has asked the administrators to share the basic results. If the board would like the full data that can be provided to them. C.Tollefson reported.*

*-Across all three schools, 12% of the parents completed the survey.*

*-At the elementary school, only third grade took the survey, along with families and staff. It was noted that survey results are one moment in time, and may be skewed based on student understanding and staff mindset at that time.*

*-Overall, third grade students rated the elementary school slightly lower than comparison schools. Ratings from the families were significantly higher and ratings from staff were slightly higher.*

*-Families rated relationships and culture highest and communication/feedback and engagement lowest.*

*-Staff rated relationships and engagement highest and culture and school safety lowest.*

*-A.Dallas noted that regarding the school safety, she doesn't believe it is being rated low because of the security of the building, but rather some very physical students. Too help with this, she has increased her BASE program and had conversation about SPED and general ed working together. She noted that is has improved some.*

*-For the intermediate school students rated the school slightly lower than comparison schools. Families rated the intermediate school slightly higher than comparison schools, while staff rated it significantly higher.*

*-The intermediate school students rated culture, relationships, and belonging highest. Academic challenge and engagement rated the lowest. Families rated communication/feedback and relationships highest and resources and engagement lowest. Staff felt particularly good about their engagement and relationships within the building. Culture (student behavior) and professional development are two areas they would like to focus on next year.*

*-E.Galyean asked about student behavior. C.Tollefson believes boredom due to lack of academic challenge go hand in hand with behavior. They will be doing more PD on that next year. J.Dumdi asked about the use of cell phones by students. M.Wiles stated it is still a problem and they are working on finding better solutions. C.Raever stated it comes down to enforcement. Whatever the rules are, they*

*need to be enforced across the board. There will be pushback, but staff all need to enforce it. E.Galyean believes it is an SEL support to give them a break from their phones and interact with others.*

- High school students rated their school lower than comparison high schools. They rated belonging, peer collaboration, and culture highest and college/career readiness and academic challenge lowest.*
- High school families rated the school slightly lower than comparison schools. Relationships and culture were rated highest, while engagement and communication/feedback were rated lowest.*
- Staff rated school safety and engagement highly and professional development, support, and culture lowest.*
- J.Dumdi asked what they did with the comments that survey takers wrote. C.Tollefson replied they can synthesize it to find what the common themes were from those comments.*
- C.Raeveer stated they will look at how to address some of the results that came from this survey.*
- C.Tollefson stated there is a growth mindset among staff and this data provides a great opportunity to continue with the things that are working and find ways to improve the themes that were rated low.*
- B.Post stated the data from this survey is their baseline and that PD meetings will address a lot of the themes that need worked on.*
- A.Dallas stated that this data will drive the MTSS at the elementary school next year.*

**C. TAP Grant and WRK Agreement**

*-T.Zigler stated this is just for the board's information. The district received the TAP grant in the amount of \$25,000. WRK will go through the schools and choose which school should apply for the grant.*

**D. Resolution 2024-09 Increase Appropriations Transfers (Action Item)**

*-Appropriation details for resolution 2024-09 are as follows:*

- Transfer \$500,000 to the building fund for on-going facilities and maintenance projects.*
- Transfer \$80,000 to the nutrition fund to cover increased costs.*
- Transfer \$47,000 to Fund 266 to cover deferred textbook adoption for high school math.*
- E.Galyean motioned to approve the increase of appropriations transfers resolution 2024-09 as presented. J.Dumdi seconded. All in favor. Motion carried.*

**E. 2024-2025 School Fees (Action Item)**

*-T.Zigler stated that prices have to be updated every year even though the district will be getting free breakfast and lunch. Fees will still be charged for seconds and adults.*

*-E.Galyean motioned to approve the 2024-2025 school fees as presented. K.Watson seconded. All in favor. Motion carried.*

**F. ESSER Plan Change (Action Item)**

*-ESSER funds are going away. The plan change needs to be changed in order to claim the dollars in the appropriate places.*

*-K.Watson motioned to approve the ESSER plan change as presented. J.Dumdi seconded. All in favor. Motion carried.*

**G. Resolution 2024-10 to close First Federal 2685 Account (Action Item)**

*-T.Zigler would like to close the account and combine it with the other ASB accounts.*

*-E.Galyean motioned to approve resolution 2024-10 to close the First Federal 2685 account as presented. K.Watson seconded. All in favor. Motion carried.*



H. 2024-2025 Board Meeting Schedule

*-K.Watson stated he is hoping to be gone on August 22<sup>nd</sup>.*

*-J.Egland stated she will most likely not be able to attend the retreat.*

*-There will not be a work session this month.*

*-C.Raever asked if the board wants to have a July board meeting. J.Egland asked that S.FitzGerald be consulted regarding this. M.Brown will reach out to her.*

**VIII. Board of Directors Comments**

*Meeting adjourned 8:13pm.*

**IX. Adjournment**



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## BOARD OF DIRECTORS

### BUDGET HEARING SESSION MINUTES

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

Password: sW66uH

Monday, June 17, 2024

Regular Session: 6:00pm

## MINUTES

### Zoom Meeting

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

**DO/Administration Staff:** Clint Raever, Tami Zigler, Mary Brown

#### I. Call to Order Budget Hearing

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

#### II. Flag Salute

#### III. Public Hearing on 2024-2025 Approved Budget

A. Budget Report – Tami Zigler

*T. Zigler presented the resolution for the approved budget of \$24,544,452, to adopt the budget, make appropriations, impose the tax, and categorize the tax.*

B. Public Comment on the 2024-2025 Approved Budget

*No Public Comment*

C. Discussion

*No Discussion*

D. Adopt the 2024-2025 Budget, Make Appropriations, Levy Property Taxes (Action Item)

*K.Watson read resolution 2024-08 and motioned to adopt the 2024-2025 budget, make appropriations, and levy property taxes. E.Galyean seconded. All in favor. Motion carried.*

E. Conclusion of Public Hearing

#### I. Adjournment

*S.FitzGerald adjourned the meeting at 6:08pm*



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## BOARD OF DIRECTORS

### BOARD RETREAT AGENDA

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

Monday, July 29, 2024

Board Retreat: 3:30pm

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

DO Staff/ Present: Clint Raever, Mary Brown, Tami Zigler

Also Present: Chloe Dreher, Kyle Laier, Carol Fenstermacher

## MINUTES

### I. Call to Order Special Session

*Susan FitzGerald called the meeting to order at 3:30pm.*

### II. Flag Salute

### III. New Business

#### A. Communication Plan Presentation

*-C.Raever introduced Chloe Dreher, Kyle Laier, and Carol Fenstermacher. In order to improve communication efforts, the district has contracted with WESD and Assist Education. K.Laier used to be a superintendent and has been able to be a mentor to C.Raever as well. C.Raever asked them to present to the board their communication plan for the district.*

*-K.Laier stated that one of the biggest challenges for districts is communication. Assist Education has an excellent relationship with the WESD. They are very strategic about what needs to be communicated to the community. Everyone who works in the firm has been a public educator in the past. This means, they are looking at it through all the lenses they know they need to look at.*

*-The board introduced themselves. J.Dumdi has served on the board for three years. K.Watson has served on the board for seven years. S.FitzGerald has served on the board for nine years and this year is her fourth year as board chair). J.Eglund has served on the board since 2009. E.Galyean has served on the board for five years.*

*-K.Laier stated that a big piece of what is communicated comes from the board. Knowing that the district has a board with experience and knowledge will be very helpful. It is so important for the board to be listening to the community and looking at the drafts of communication documents to insure they are hitting the mark. C.Raever stated they are a great board to work with and he appreciates their open communication with him.*

*-C.Dreher stated she partnered with J.Warner and M.Brown to launch the new website. The website is the number one tool for the community. S.FitzGerald asked about how the access is on smart phones. C.Dreher responded it is much more mobile friendly than the old site. She asked that the board look at the website and provide any feedback they might have. S.FitzGerald asked if it was announced that the new website was up and running.*

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*C.Dreher replied that they did, but only on Parent Square. They wanted it to be a soft launch so they could find any issues and fix them before making a big announcement.*

*-Once staff starts coming back, they will be educated on how to use Parent Square the best possible way.*

*-C.Dreher stated that another communication tool they will be developing is a quarterly community newsletter. The district registered for a non-profit mailing ID which will substantially reduce the cost of mailings. All households, not businesses, will receive the newsletter. It will be meant to be a 'good news' campaign. K.Laier stated doing this is extremely important. Without this, for those who are outside of the school community, it leaves a void in the information they are receiving. They are very strategic on how often to send it out and what topics are that they are communicating to the community. By doing these newsletters, community members aren't filling in the blanks with what is happening and helps them feel somewhat knowledgeable about what is going on. S.FitzGerald asked how many pages it will be. C.Dreher responded it will be a legal sized paper, folded in half which will make four pages. She will be working with J.Warner and M.Brown to build the content. They are open to the board giving input as well. K.Laier stated that they will create it and tailor it to what is meaningful to the district and the community. They will look at the district's values and vision, and find stories that connect to those. They will also look at what community members who aren't connected to students want to hear about.*

*-J.Dumdi asked when the first newsletter will be sent out. C.Dreher replied they are aiming for mid-August. K.Watson commented that the two principals should be key contributors. E.Galyean stated that the high school has a strong leadership team and should be involved as well. L. Fenstermacher agreed it is important to hear from students.*

*-L.Fenstermacher noted that the district is above the norm in social media. It is excellent that things are posted often and that there is a variety of posts. K.Laier stated they will take the stories from the newsletter and post it on the social media also. Things like the trap team being number one at Nationals and FFA showing at the fair.*

*-C.Dreher stated that social media ads are also another way to push things out. They are cost effective.*

*-C.Dreher presented a PowerPoint presentation explaining the communications support that they are provided to the district. This includes a weekly check in with C.Raeveer, monthly social media updates and email communications, and a community information mailer. Some projects in progress include a new user-friendly district website and to gain wide community involvement. Upcoming projects include surveys to the community to determine attitudes and priorities regarding long range facility planning and communications materials being created and shared.*

*-K.Laier stated that the purpose of the surveys is to be able to understand how the community feels. They have the ability to draft and create these surveys. QR codes have become a norm and it is a good way to survey the community.*

*-K.Watson asked if the letter that was sent out regarding the restructuring of the administration was run through the communication team (WESD and Assist Education). C.Raeveer stated that he called and spoke to K.Laier about it, but didn't have them review the document before it was sent out. K.Watson stated it was a little plain and figureless. K.Laier stated they are there for things like this one that come up unexpectedly. K.Laier knows that the work of small school districts is challenging.*

*-K.Laier stated that one thing that would be helpful to do is a year-end review of what took place last year and the good things to look forward to in the new year. C.Fenstermacher mentioned that those could be topics that could go out via social media or even in the*

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newsletter. C.Raever stated that when he meets with the principals next week, he will talk to them about this.

-J.dumdi suggested that the amount of scholarships that YC students earned could be shared and the learning journey for J and M term. E.Galyean suggested to highlight the learning advances that occurred because of J and M term. She stated facilities upgrades to improve the safety should be shared. K.Laier agreed that information about facilities needs to be shared and the district needs to gather information to find what the community's perception of them is. Facilities is an area that a lot of districts don't think about sharing information about, but it is very important to do so. By doing this, the community has a true understanding about where the facilities are, both good and bad. -C.Fenstermacher

stated that the number one thing that people don't understand about schools is the finances. The district needs to communicate to them that they are being fiscally responsible. J.Dumdi suggested something with simple graphs to explain how school funding works.

-K.Watson stated some influential community members do not like J and M term and will be bringing their concerns to the board. C.Raever stated that there have been mixed reviews from both parents and students. He stated that the program needs to be done for at least two years to get enough data from it. C.Fenstermacher stated there may be some misperceptions and the district should be sure to communicate about it and get feedback from the school community. These are the types of things that WESD and Assist Education are here to assist with. K.Laier stated the more trust you have with your community the better it will go. Once you lose the communities trust, it is very hard to rebuild it.

-E.Galyean asked if they will help with an engagement plan of inviting the community in. K.Laier that will happen a little later once the communication has improved.

-S.FitzGerald asked how are they going to measure the effectiveness of this communication plan. C.Dreher stated that website data can be tracked. Things like how often it is visited and what areas are looked at the most. QR codes are can also provide a lot of data.

-E.Galyean asked how they measure the community feel. K.Laier stated that as more communication gets put out, there will be various data collection points they can use. Things like survey results and public input at board meetings.

-C.Raever asked what their projection is for the future. K.Laier responded that the first step is to communicate out about all aspects of the school and start to build trust. When it gets to the point where the district needs to go out for a bond, all the work already done will help substantially. The next piece of this will be a long-range facilities assessment, which has already been done. This will look at what needs to be done, what will need to be done in the future, and what things they would like to do. After all of this work has been done, polling will need to take place. Once an increase in support starts to show, then they will do an initial poll. The polling results will direct them to what the next step should be. After the assessment, communication, and polling has been done, a bond package would be presented.

-C.Raever mentioned that the turf project would be good item to communicate out to the community. That news will be shared with the update on the stadium. They found a non-profit that will cover 70% of the cost. There will be more meetings held about this project. The water bill for the month was around \$18,000, so having turf will reduce that substantially.

-C.Raever stated the long-range plan needs to be looked at again, because some things have changed since then (i.e. stadium, vestibules, HVAC, etc). The space at the elementary school is another area that needs to be looked at and whether moving 4<sup>th</sup> grade back to the elementary is important to the community.

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*-S.FitzGerald asked how the district communicate to the community that they have a fiduciary responsibility to support the district and have them understand that they are a huge part of supporting the district. K.Laier responded that one piece of this is that a lot of residents don't understand how the district is funded. There has to be some education around that and engage people, so that they know they have a voice or say and some level of investment (even it is just speaking their mind).*

*-C. Fenstermacher stated part of this communication plan is helping folks understand that the schools are the heart of the community and that they are a community, not just some entity. This starts from the inside, making sure staff understands what is going on and educating staff on what is happening, and then moving out to the community.*

*-The board agrees that this plan sounds wonderful and appreciates them for all they are doing for the district.*

#### **B. Strategic Plan Monitoring Tool**

*-K.Laier stated they want to bring the district's strategic plan to life. He found a dashboard that the WESD has that would be a good tool to support the strategic plan. The plan should have somewhere that people can go to see how it is doing and should be easily accessible. They will support the district with this and tailor it to their strategic plan. Assist Education will work with WESD to create a model for this. They will be able to look at the indicators they feel are important. Having Assist Education and the WESD involved in the project provides efficiency and synergy since they are working on communication as well.*

*-K.Laier stated when looking at the plan, they need to think outside the box. The problem with most of the metrics throughout the state are that they are too simple. The metrics should resonate with the community.*

*-S.FitzGerald asked who will decide what the metrics will be. K.Laier responded that he will work with Clint on this. There is some work that needs to be done before it is brought to the board. The goal is to go live with this in the spring or summer of next year.*

*-S.FitzGerald stated it is a living document and can be adjusted when or if needed.*

*-K.Watson stated that they are doing things with the strategic plan, but there is not a strong sense amongst the community of climate/culture. He hopes this engagement with WESD and Assist Education will help to spread this.*

*-C.Dreher stated that they make short videos, that are two minutes or less, to help educate people. Topics could be anything from explaining how graduation rates are determined to how schools are funded. C.Fenstermacher commented that they could even do one for J/M term.*

#### **C. Reporting Topics and Strategic Plan/School Improvement Plan from Principals**

*-C.Raeveer stated the board wanted to discuss what they want the principals to report on during board meetings.*

*-S.FitzGerald would like to see what their strategic plans are for their buildings. E.Galyean stated she feels the reports are reactive. It would be nice to see what their strategy is going to be, so they can report on their progress.*

*-C.Raeveer stated that at the admin retreat they will start with mission and vision and then break down the values and focus on what they are doing in the buildings. After that they will be able to develop a plan, which would be their school improvement plan.*

*-S.FitzGerald stated the vision and mission should drive them in their decision making progress. At the board meeting, she would like to be informed on how they are meeting their goals in relation to the vision, mission, and values.*

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#### D. Finalize Superintendent Goals

- C.Raever stated that the board asked him to put timelines on his goals. He worked with Assist and WESD to get some more specific dates. He has marked each item as 'in-progress', 'not-started', or 'complete'. He also added a section for artifacts as well. He went through each target and reported on what stage of completion each of them is in.
- Some things that he is working on in regards to his goals are as follows:
  - Start involving leadership students at city council meeting and work with the City of Carlton to meet regularly.
  - Work with WESD to develop a crisis communication plan including establishing a chain of command and key communicators.
  - An ongoing project is integrating the mission, vision, and strategic goals into daily practices, policies, and decision-making processes at all levels of organization. Not everyone is aware of those and he is working to communicate with those who aren't aware of them.
- Communicating achievements has not been started. K.Watson stated that the quarterly newsletter can be used for this.
- In the area of professional development, they are looking at ENVOY for student engagement. Having students engaged and a good school culture reduces bullying.
- They have mapped out the administrative team meeting topics for the year.
- K.Watson asked if C.Raever has had conversations with the administrators and asked them how he can help. C.Raever responded that during the goal setting meetings he has with each of them, he will ask what they need in regards to support and training. He also had administrators take a survey to find what areas they want to focus on as a group and gave them a place to write individual needs.
- C.Raever stated that he does need to do a better job about evaluating if the admin PD has been effective.
- Regarding evaluation and feedback, S.FitzGerald asked how he is doing this. C.Raever responded that he used subjective and observational data. He would like to make a standardized form for the walkthroughs, but it is difficult since each school is looking for different things. S.FitzGerald asked what it is they look for during walkthroughs. C.Raever responded that it can vary depending on the day. When they debrief after the walkthroughs, A.Dallas and T.Smith take the forms that were filled out and use them as artifacts to talk to the teachers about any issues or observations.
- This year, C.Raever will have regular monthly meetings with each principal. This is something new that he has not done in the past.

#### E. Set Board Goals

- E.Galyean would like to have the board complete a self-evaluation, since it has been a few years since they have done one. She feels a reflection process is helpful to know what goals to set.
- E.Galyean showed the board members the standards that are used for the self-evaluation process and feels it would be very helpful. They don't have to do it this year and move forward with setting the board goals, but she would like to do it before next year. This could be done in work session.
- E.Galyean stated the current goals support the strategic plan, but are missing how that is being accomplished.
- The board agreed to take a look at the self-evaluation information individually and give more thought to the goals before setting them.

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#### F. Superintendent Communication Agreement

*-C.Raever shared his communication agreement:*

- Crisis Situations: The superintendent will call the board chair first, followed by a call to the rest of the board members either by himself or by the board chair in his stead. If the superintendent is unable to make the call to the board chair, he will delegate the task to a staff member and the board chair will then call the rest of the board members. If warranted, the superintendent will send a follow up email the entire board.*
- Newsworthy Situations: The superintendent will send an email to the entire board. If the situation is rapidly changing he will call the board chair, and 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 the superintendent anytime at the district office, but should check with the superintendent or his assistant to ensure that he will be in the office.*

#### G. Discuss Ending Fund Balance

*-J.Egland suggested that the district develop a policy regarding the ending fund balance.*

*T.Zigler agreed that that would be a good idea. S.FitzGerald asked what the advantage is to having a policy. T.Zigler responded that is give the district a better rating on bonds. C.Raever gave examples of what other districts use. The standard used to be 5%, but inflation and other factors are driving that up. T.Zigler stated that in no way, did she not want to spend the money, but part of it is making sure the district can sustain what they have as well. She is doing a new budget structure this year. It is zero based budgeting. It looks at what programs are working and what programs are being used. It will take two to three years to get the feedback and really know what the benchmarks are.*

*The ending balance this year was 28%. Some of that is due to still having savings from the ESSER funds that a lot of districts don't. E.Galyean stated that having a high ending fund balance can open the district up to scrutiny.*

*C. Raever will work with T.Zigler to draw up a policy. They will use a percentage and will have to decide what that percentage will be. K.Watson stated that there are things that happen throughout the school year that the district doesn't have control over that affects what is going to be left at the end of the year. T.Zigler clarified that the policy wouldn't have a cap, it would only have minimum.*

*-S.FitzGerald asked if there was any other business they wished to discuss.*

*-C.Raever gave an update on the stadium. S.FitzGerald asked if there will be handrails on the stadium. C.Raever said the booster club will not be doing that, but the high school shop should be able to make them.*

*-The district needs to get three bids on the painting for the stadium.*

*-The gutters are being donated by DeMoss and Gutterman.*

*J.Dumdi asked if it will be ready by football season. C.Raever stated he is not sure if it will be completely done by the beginning of the season, but should be fairly soon after the first game of the season.*

#### IV. Adjournment

*S.FitzGerald adjourned the meeting at 7:26pm.*

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# Yamhill Carlton School District

## Human Resources

### Board Report

#### August 15, 2024



#### **New Hires**

Ronald Berryhill, YCHS Behavior Teacher  
Lisa Chapman, YCES Title 1 IA  
Katrina Jones, YCHS Science Teacher  
Amanda Reab, YCIS LRC Teacher  
Kalinda Reynolds, ELL IA  
Lauren Roberts, YCES 2nd Grade Teacher  
Sydney Sherrod, YCIS Behavior IA  
Melanie Staebler, YCES Title 1 IA  
Jennifer Tynan, YCES Cook

#### **Resign/Retire/Term Employees**

Ashli Ray, YCIS ELL & Life Skills IA  
Haley Sheeley, YCES Life Skills IA  
Kaelin Johnston, YCES Kindergarten Teacher  
Lynae Van Grunsven, YCES Behavior IA  
Kimberly Kennedy, YCIS Life Skills IA  
Rebecca Stapleton, YCES Cook  
Matthew Wiles, YCIS Principal

#### **Current Employees: Position Changes**

Morgan Bishop, YCES Title 1 Teacher to 1/2 time behavior program, 1/2 time Dean of Students  
Amanda Dallas, YCES Principal to YCES/YCIS Principal  
Kay Echauri, YCES 3rd Grade Teacher to Title I Teacher  
Randi Johansen, YCIS 4th Grade Teacher to 5th Grade Teacher  
Tyler Lyons, YCIS Behavior IA to YCHS Behavior IA  
Jayne Morton, YCES IA to SEL Specialist  
Cheryl Platt, YCIS Behavior IA to YCIS Life Skills IA  
Andy Rabung, YCES PE to YCIS 1/2 time PE, 1/2 time Dean of Students & YCIS Athletic Director  
Rylee Salvey, YCES 1st Grade Teacher to Kindergarten  
Danielle Vironen, 5th Grade Teacher to 3rd Grade Teacher  
Kaylee Williams, YCIS Half ELL IA/Half Life Skills IA to Full Time YCIS Life Skills IA

#### **Open Positions For 2024-2025**

YCES Behavior & Life Skills IA  
YCES K-3 Teacher  
YCES PE Teacher  
YCIS 5th Grade Teacher

# July 2024 Surplus

ITEM	QTY	LOCATION
Small Laminator Machine	1	YCHS
Black Fan	1	YCHS
30 x72 Computer Tables	16	YCIS
Student Desks	61	YCIS
Computer Cart	1	YCIS
Small Table	1	YCIS

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 06/01/2024 To: 06/30/2024 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	ALISON CHEATHAM	\$17.37
0	AMANDA NEWELL	\$660.00
0	AMAZON CAPITAL SERVICES	\$2,623.74
0	AMUZU, NICOLE M	\$44.22
0	AMY STOKES	\$200.00
0	BELT-VERHOEF, STEPHANIE	\$61.64
61566	BENJAMIN BROUILLET	\$293.39
0	BLICK ART MATERIALS	\$140.27
61553	BLUE LINE ELECTRIC LLC	\$3,372.38
0	BRIGHTSIDE ELECTRIC AND	\$10,940.00
0	BRITTNEY JEFFRIES	\$876.00
0	BRYAN LONG	\$367.11
0	CATHERINE WEAVER	\$130.00
0	CHAD TOLLEFSON	\$282.05
0	CHELSEA PETERSON	\$636.29
0	CHELSEA POGUE	\$133.92
61577	CHEMEKETA COMMUNITY COLLEGE	\$360.00
61554	CITY OF CARLTON	\$1,924.94
61555	CITY OF YAMHILL	\$11,716.58
61585	CLEARWATER LLC	\$891.44
0	COOK, MAUREEN	\$231.97
61578	COSA	\$779.00
0	DALLAS, AMANDA L	\$252.90
0	DANELLE VORWERK	\$418.00
0	ERIN CONNAUGHTON	\$54.95
0	ESS WEST LLC	\$13,532.71
0	FRACOTYP - POSTALIA	\$450.00

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Check Number	Vendor	Amount
100 - GENERAL FUND		
61586	FRACOTYP - POSTALIA	\$300.00
0	GARLAND, WENDY L	\$58.30
0	GEORGE FOX UNIVERSITY	\$1,160.87
0	HADASSAH SHEPARD	\$110.00
0	HANNAH LYONS	\$27.50
0	HEIDI WISMER	\$900.00
61567	IAN CRAIG	\$470.25
0	JACOB JOHNSON	\$75.46
61568	JAMES RASKE	\$93.87
0	JASON BOURNE	\$105.00
61587	JOSTENS	\$54.45
61569	JULIE JELLUM	\$1,113.54
61570	KASSIA JACKSON	\$406.04
61571	KATHERINE BONNER	\$120.00
61572	KEZIA NAFFIN	\$277.00
0	KOOPMAN, KRISTY	\$277.85
0	KRISTA CAIN	\$155.50
0	LACEY BURT	\$26.00
0	LESLIE MOLLENCOP	\$692.00
0	LOMELI, JASMINE	\$90.00
61573	LORI BROUILLETTE	\$354.00
61588	LOWE'S COMPANIES INC.	\$119.47
61596	LOWE'S COMPANIES INC.	\$57.40
0	MCCATHRON, EMILY D	\$998.84
0	MICHAEL CRISP	\$443.72
0	MICHAEL IVERSON	\$372.50
0	MID COLUMBIA BUS CO., INC	\$147,474.03

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Check Number	Vendor	Amount
100 - GENERAL FUND		
61597	MID VALLEY BASEBALL UMP ASSOCIATION	\$414.50
0	MOLLY PANIDA	\$1,654.00
0	NATHAN PAULY	\$472.51
0	NEWS REGISTER	\$69.00
61598	OFFICE DEPOT, INC	\$254.38
61590	OREGON VALLEY GREENHOUSES	\$912.00
61557	OSAA	\$1,814.00
0	PACIFIC OFFICE AUTOMATION	\$4,091.55
0	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,550.00
61580	PORTLAND GENERAL ELECTRIC	\$3,526.34
61583	PORTLAND GENERAL ELECTRIC	\$11,146.70
0	POST, BRADLEY A	\$434.94
0	PROCARE THERAPY	\$4,800.00
0	QUILL CORPORATION	\$142.73
61574	REBEKAH SUH	\$122.23
61559	RECOLOGY WESTERN OREGON GARBAGE	\$1,134.19
61591	SCHOOL SPECIALTY	\$652.12
0	SIERRA SPRINGS	\$70.94
61560	SIMPLOT AB RETAIL INC	\$2,172.00
0	STACY BROWN	\$116.13
61575	STEPHANI DEL RIO	\$236.75
0	STEPHANIE KINTNER	\$1,041.00
61561	SYSCO FOOD SERVICES	\$592.97
0	TAD BECKWITH	\$190.01
0	TAMARA DERBYSHIRE	\$542.67
61599	THE HOME DEPOT PRO	\$1,373.31
0	THERESA BREITHAUPT	\$1,143.43

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Check Number	Vendor	Amount
<b>100 - GENERAL FUND</b>		
0	UMPQUA BANK-CC	\$7,723.96
61562	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
61576	VALERIE BREWER	\$44.50
0	VERIZON WIRELESS	\$234.66
0	WILES, MATTHEW	\$270.05
0	WILLAMETTE E.S.D.	\$13,899.51
61592	WILLAMETTE HVAC	\$375.00
61600	WILLAMETTE HVAC	\$1,629.71
61552	YAMHILL COUNTY PLANNING DEPT	\$706.10
0	YAMHILL SHELL STATION	\$267.24
61582	ZIPLY FIBER	\$3,518.23
Total for 100 - GENERAL FUND		\$277,191.32
<b>201 - TITLE IA</b>		
0	AMAZON CAPITAL SERVICES	\$128.64
Total for 201 - TITLE IA		\$128.64
<b>204 - TITLE IIA</b>		
61556	GLENNA M CRAWFORTH	\$605.00
Total for 204 - TITLE IIA		\$605.00
<b>213 - ESSER III FUNDS</b>		
0	ASSIST EDUCATION SERVICES	\$3,260.00
0	BRIGHTSIDE ELECTRIC AND	\$57,275.00
0	DELL INC	\$11,880.00
0	UMPQUA BANK-CC	\$4,352.00
Total for 213 - ESSER III FUNDS		\$76,767.00
<b>230 - MISC GRANTS</b>		
0	AMAZON CAPITAL SERVICES	\$7.19

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Check Number	Vendor	Amount
<b>230 - MISC GRANTS</b>		
61584	BOERSMA SEWING CENTER	\$350.00
0	SEAL, LIBERTY A	\$150.92
0	UMPQUA BANK-CC	\$786.20
Total for 230 - MISC GRANTS		\$1,294.31
<b>238 - CAREER PATHWAYS</b>		
61581	SHOW SMART	\$1,600.00
Total for 238 - CAREER PATHWAYS		\$1,600.00
<b>251 - STUDENT INVESTMENT ACCOUNT</b>		
0	JEREMY RHODES CONSTRUCTION LLC	\$5,180.00
Total for 251 - STUDENT INVESTMENT ACCOUNT		\$5,180.00
<b>252 - HIGH SCHOOL SUCCESS: MEASURE 98</b>		
0	AMAZON CAPITAL SERVICES	\$2,730.39
0	BARROWS, ARMON C	\$288.26
0	ESS WEST LLC	\$998.46
61589	NEWBERG STEEL & FABRICATION INC	\$970.00
0	NONAMAKER, SEAN A	\$341.76
0	SEAL, LIBERTY A	\$304.16
0	UMPQUA BANK-CC	\$2,381.94
Total for 252 - HIGH SCHOOL SUCCESS: MEASURE 98		\$8,014.97
<b>253 - EARLY LITERACY GRANT</b>		
0	AMAZON CAPITAL SERVICES	\$5,712.15
0	ESS WEST LLC	\$1,535.52
61579	OFFICE DEPOT, INC	\$1,519.60
0	UMPQUA BANK-CC	\$889.94

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 06/01/2024 To: 06/30/2024 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 900 ☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
Total for 253 - EARLY LITERACY GRANT		\$9,657.21
255 - SAFE SCHOOL CULTURE GRANT		
0	AMAZON CAPITAL SERVICES	\$250.11
Total for 255 - SAFE SCHOOL CULTURE GRANT		\$250.11
265 - UNEMPL/RETIREE RESERVE		
0	OREGON EMPLOYMENT TAX	\$570.41
Total for 265 - UNEMPL/RETIREE RESERVE		\$570.41
266 - TUITION REIMBURSEMENT		
0	BIRMAN, BRIANNE L	\$3,774.00
0	NEAL, BRIDGET	\$3,762.73
0	PORFILY, KAITLIN E	\$3,402.00
0	SLAVISH, JORDAN	\$2,255.39
Total for 266 - TUITION REIMBURSEMENT		\$13,194.12
280 - STUDENT BODY FUNDS		
0	AMAZON CAPITAL SERVICES	\$371.27
0	QUILL CORPORATION	\$33.99
0	UMPQUA BANK-CC	\$183.26
Total for 280 - STUDENT BODY FUNDS		\$588.52
282 - YCIS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$213.81
3536	DEMCO	\$98.23
3537	DORMERS SCREENPRINTING	\$1,094.25
0	UMPQUA BANK-CC	\$886.15
Total for 282 - YCIS STUDENT BODY		\$2,292.44
283 - YCHS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$837.13



# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 06/01/2024 To: 06/30/2024 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
<b>283 - YCHS STUDENT BODY</b>		
20805	AWARD SPECIALTIES	\$142.50
20808	CHEMAWA HIGH SCHOOL	\$300.00
20809	COPY CATS	\$370.28
20810	DORMERS SCREENPRINTING	\$0.00
20804	LEGACY HEALTH	\$80.00
0	MILNER, ALLYSON E	\$113.42
20806	OHSET INC NORTH VALLEY DISTRICT	\$105.00
20807	ON TRACK & FIELD INC	\$214.90
0	SLAVISH, JORDAN	\$271.24
0	UMPQUA BANK-CC	\$2,922.47
0	WATSON, KRISTEN R	\$154.22
20811	YAMHILL CARLTON SD 1	\$2,344.82
Total for 283 - YCHS STUDENT BODY		\$7,855.98
<b>285 - ALLIANCE ACADEMY FUNDRAISING</b>		
61558	OUTDOOR EDUCATION ADVENTURES	\$4,536.00
Total for 285 - ALLIANCE ACADEMY FUNDRAISING		\$4,536.00
<b>299 - NUTRITION SERVICES</b>		
0	GOODY MAN DISTRIBUTING INC	\$267.35
0	SPRING VALLEY DAIRY INC	\$1,802.13
61561	SYSCO FOOD SERVICES	\$5,028.68
Total for 299 - NUTRITION SERVICES		\$7,098.16
Grand Total:		\$416,824.19
End of Report		

## Yamhill-Carlton School District No. 1

## Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 06/01/2024

To Date: 06/30/2024

Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	GENERAL FUND	BOARD OF EDUCATION SERVICES	COMPUTER SOFTWARE	\$159.90
		0	GENERAL FUND	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$431.11
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$32.96
		0	GENERAL FUND	GUIDANCE SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$63.15
		0	GENERAL FUND	HEALTH SERVICES	CONSUMABLE SUPPLIES & MATERIALS	(\$115.00)
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	DUES AND FEES	\$151.31
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	TRAVEL, OUT OF DISTRICT	\$4,916.48
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	COMPUTER SOFTWARE	\$179.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	\$796.91
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	POSTAGE	\$70.11
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL, OUT OF DISTRICT	\$971.05
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$59.99
		0	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$6.99
Total for UMPQUA BANK-CC						\$7,723.96
Total for GENERAL FUND						\$7,723.96
Fund: 213 ESSER III FUNDS		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	ESSER III FUNDS	OPERATION & MAINTENANCE - PLANT SERVICES	NON-CONSUMABLE ITEMS	\$4,352.00
Total for ESSER III FUNDS						\$4,352.00
Fund: 230 MISC GRANTS		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						

# Yamhill-Carlton School District No. 1

## Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 06/01/2024

To Date: 06/30/2024

Fund: 230	MISC GRANTS					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
		0	MISC GRANTS	HIGH SCHOOL PROGRAMS	TRAVEL, OUT OF DISTRICT	\$786.20
				Total for MISC GRANTS		\$786.20
Fund: 252	HIGH SCHOOL SUCCESS: MEASURE 98					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	HIGH SCHOOL SUCCESS: MEASURE 98	HIGH SCHOOL PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS	\$2,381.94
				Total for HIGH SCHOOL SUCCESS: MEASURE 98		\$2,381.94
Fund: 253	EARLY LITERACY GRANT					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	EARLY LITERACY GRANT	ELEMENTARY PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS	\$377.00
		0	EARLY LITERACY GRANT	ELEMENTARY PROGRAMS	TEXTBOOKS	\$512.94
				Total for UMPQUA BANK-CC		\$889.94
				Total for EARLY LITERACY GRANT		\$889.94
Fund: 280	STUDENT BODY FUNDS					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	STUDENT BODY FUNDS	UNDESIGNATED	ACCOUNTS RECEIVABLE	\$183.26
				Total for STUDENT BODY FUNDS		\$183.26
Fund: 282	YCIS STUDENT BODY					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	YCIS STUDENT BODY	MIDDLE/JUNIOR HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$886.15
				Total for YCIS STUDENT BODY		\$886.15
Fund: 283	YCHS STUDENT BODY					
Remit Name		Check#	FUND	FUNCTION	OBJECT	

# Yamhill-Carlton School District No. 1

## Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 06/01/2024

To Date: 06/30/2024

				Amount
UMPQUA BANK-CC				
0	YCHS STUDENT BODY	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$2,922.47
Total for YCHS STUDENT BODY				\$2,922.47
Grand Total:				\$20,125.92

### Recap for FUND for GENERAL FUND

100	GENERAL FUND	\$7,723.96
213	ESSER III FUNDS	\$4,352.00
230	MISC GRANTS	\$786.20
252	HIGH SCHOOL SUCCESS: MEASU	\$2,381.94
253	EARLY LITERACY GRANT	\$889.94
280	STUDENT BODY FUNDS	\$183.26
282	YCIS STUDENT BODY	\$886.15
283	YCHS STUDENT BODY	\$2,922.47

End of Report

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 07/01/2024 To: 07/31/2024 Voucher: ALL  
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	AMAZON CAPITAL SERVICES	\$2,947.08
0	BEST BUY STORES LP	\$1,419.07
0	BRIGHTLY SOFTWARE INC	\$4,263.81
61603	CAMACHO SEALCOATING LLC	\$8,244.00
0	CARRUTH COMPLIANCE CONSULTING INC	\$2,492.55
0	CENTURY LINK	\$195.45
61604	CITY OF CARLTON	\$1,846.16
61626	COSA	\$695.00
0	DEBTBOOK	\$7,500.00
0	DELL INC	\$3,666.29
61605	DEPT CONSUMER & BUSINESS SERVICES	\$224.00
61608	EDUPOINT EDUCATION SYSTEMS LLC	\$3,708.75
0	ESS WEST LLC	\$45,950.03
61609	FLASHALERT NEWSWIRE	\$286.00
61610	FRONTLINE TECHNOLOGY GROUP LLC	\$12,682.36
61611	IRON MOUNTAIN INCORPORATED	\$404.55
61612	LAWRENCE COMPANY	\$100.00
61613	LINN BENTON LINCOLN ESD	\$4,927.59
61614	LOWE'S COMPANIES INC.	\$948.10
0	NEWS REGISTER	\$1,725.16
0	NORTHWEST REGIONAL ESD	\$35.82
61615	OASBO	\$330.00
61627	OASBO	\$2,625.00
0	OETC	\$150.00
61628	OSBA	\$4,063.00
61617	PACE	\$255,517.00
61629	PORTLAND GENERAL ELECTRIC	\$12,450.01

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 07/01/2024 To: 07/31/2024 Voucher: ALL  
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	POWERSCHOOL GROUP LLC	\$3,667.57
0	RAEVER, CLINT R	\$197.11
61618	RENAISSANCE LEARNING INC	\$6,109.50
61619	SAWTOOTH CAULKING INC	\$5,235.00
0	SIERRA SPRINGS	\$45.96
61621	THE HOME DEPOT PRO	\$1,555.71
61631	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
0	VERIZON WIRELESS	\$117.33
61622	WHA INSURANCE AGENCY INC	\$23,754.00
0	WILLAMETTE E.S.D.	\$2,700.00
0	YAMHILL SHELL STATION	\$28.19
Total for 100 - GENERAL FUND		\$422,934.65
204 - TITLE IIA		
0	RAEVER, CLINT R	\$189.75
Total for 204 - TITLE IIA		\$189.75
206 - IDEA PART B SECTION 611		
0	AMAZON CAPITAL SERVICES	\$196.49
Total for 206 - IDEA PART B SECTION 611		\$196.49
213 - ESSER III FUNDS		
61607	EDUNOMICS LAB GEORGETOWN UNIVERSITY	\$3,500.00
61615	OASBO	\$950.00
61616	OREGON SCHOOL RESOURCE OFFICER ASSN	\$329.00
Total for 213 - ESSER III FUNDS		\$4,779.00
251 - STUDENT INVESTMENT ACCOUNT		
61602	CITY OF YAMHILL	\$0.00
61606	EAGLE CAP INDUSTRIES LLC	\$28,700.00

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 07/01/2024 To: 07/31/2024 Voucher: ALL  
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
251 - STUDENT INVESTMENT ACCOUNT		
61625	YAMHILL COUNTY PLANNING DEPT	\$1,105.56
Total for 251 - STUDENT INVESTMENT ACCOUNT		\$29,805.56
253 - EARLY LITERACY GRANT		
61620	THE COOL SCHOOL FOLDER CO	\$720.00
Total for 253 - EARLY LITERACY GRANT		\$720.00
255 - SAFE SCHOOL CULTURE GRANT		
61630	THE MANDT SYSTEM INC	\$1,907.67
Total for 255 - SAFE SCHOOL CULTURE GRANT		\$1,907.67
265 - UNEMPL/RETIREE RESERVE		
0	OREGON EMPLOYMENT TAX	\$113.07
Total for 265 - UNEMPL/RETIREE RESERVE		\$113.07
266 - TUITION REIMBURSEMENT		
0	SLAVISH, JORDAN	\$2,148.84
Total for 266 - TUITION REIMBURSEMENT		\$2,148.84
283 - YCHS STUDENT BODY		
20812	DAVISON AUTO PARTS	\$1,114.55
20813	LINFIELD UNIVERSITY	\$582.30
Total for 283 - YCHS STUDENT BODY		\$1,696.85
299 - NUTRITION SERVICES		
0	HARRIS SYSTEMS USA	\$2,465.00
0	OCNC	\$595.22
Total for 299 - NUTRITION SERVICES		\$3,060.22
304 - JCI PROJECT		
0	US BANK ST PAUL	\$75,400.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria:  
Report Sort: FUND

From Check Date: 07/01/2024  
From Fund: 100

To: 07/31/2024  
To: 900

Voucher: ALL  
☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
Total for 304 - JCI PROJECT		\$75,400.00
400 - CAPITAL PROJECT FUNDS - CET		
61601	YAMHILL COUNTY PLANNING DEPT	\$1,651.19
Total for 400 - CAPITAL PROJECT FUNDS - CET		\$1,651.19
475 - CAPITAL CONSTRUCTION FUND		
61623	ZCS ENGINEERING & ARCHITECTURE	\$7,440.00
Total for 475 - CAPITAL CONSTRUCTION FUND		\$7,440.00
Grand Total:		\$552,043.29

End of Report





# **YAMHILL CARLTON SCHOOL DISTRICT**

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

## **2024-2025 School Year Yamhill Carlton School District Designations and Authorizations**

Authorize the Superintendent and the Business Manager to pay salaries, bills and other financial requirements.

Designate the following:

- Superintendent as Clerk and Chief Budget Officer.
- McMinnville News Register as Publication of Records.
- The Hungerford Law Firm, Garrett Hemann Robertson P.C. (Paul Dakopolos), and Willamette ESD as legal counsel, but the Superintendent has authority to seek other counsel for specific other legal services.
- Umpqua Bank, First Federal Savings, and State of Oregon Local Government Investment Pool as depositories of District funds.
- Clint Raever and Tami Zigler as District representatives with the authority to apply for Title 1 Funds, and other federal and state grants.
- Pauly, Rogers and Co., PC as official auditor for the 2024-2025 School Year
- SAIF as worker's compensation insurance carrier for the 2024-2025 School Year
- WHA as the agent of record for liability insurance coverage through Property and Casualty Coverage for Education (PACE) for the 2024-2025 School Year.

### **Amendment No. 1 to Grant No. 34521**

This is Amendment No. 1 to Grant No. 34521, effective July 1, 2023 (as amended from time to time, the “Grant”), between the State of Oregon, acting by and through its Department of Education (“Agency”) and Yamhill Carlton SD 1 (“Grantee”) each a “Party” and together, the “Parties”. This Amendment is effective on the date signed by all Parties and upon receipt of all approvals necessary for signing (“Amendment Effective Date”).

#### **Recitals**

1. The purpose of this Amendment No. 1, is to:
  - a. Extend the effective date and duration.
  - b. Add funds for Grant Year 2.
  - c. Add funds for Grant Year 3 Quarter 1, available for disbursement July 1, 2025.
  - d. Extend the availability of grant funds for Grant Year 3 Quarter 1, beyond the effective date and duration of the grant agreement to ensure continuity in project activities and achievement of grant objectives.
  - e. Revise SECTION 4: 4.1 Agency’s Grant Manager
  - f. Revise Exhibit A, SECTION IV-Reporting Requirements.
  - g. Revise Exhibit A SECTION V-Disbursement and Reporting Provisions.

The Grant is amended as follows (new language is indicated by **underlining and bold** and deleted language is indicated by ~~strikethrough~~):

1. Section 3 of the Grant is amended as follows:

#### **SECTION 3: EFFECTIVE DATE AND DURATION**

When all Parties have executed this Grant, and all necessary approvals have been obtained (“Executed Date”), this Grant is effective and has a Grant funding start date as of July 1, 2023 (“Effective Date”), and, unless extended or terminated earlier in accordance with its terms, will expire on ~~September 30, 2024~~ **September 30, 2025**.

2. Section 4 of the grant is amended as follows:

#### **SECTION 4: GRANT MANAGERS**

4.1 Agency's Grant Manager is:

**Cassie MedinaTorrie Higgins**  
Office of Education Innovation & Improvement  
255 Capitol St NE  
Salem, OR 97310-0203  
[torrie.higgins@ode.oregon.gov](mailto:torrie.higgins@ode.oregon.gov)

3. Section 6 of the Grant is amended as follows:

SECTION 6: GRANT FUNDS

In accordance with the terms and conditions of this Grant, Agency will provide Grantee **for each year of the Project ("Grant Year") up to \$GY1 the following amounts ("Grant Funds")**; ~~for the Project.~~

**Grant Year 1 (GY1) (July 1, 2023 - September 30, 2024) up to \$1,002,661.31**

**Grant Year 2 (GY2) (July 1, 2024 - June 30, 2025) up to \$1,074,712.50**

**Grant Year 3 Quarter 1 (GY3Q1) (July 1, 2025 - September 30, 2025) up to \$273,278.80**

**Total not to exceed Grant Funds: \$2,350,652.61**

Agency will pay the Grant Funds from monies available in the Student Investment Account ("Funding Source"). A reduction in the monies in the Funding Source may result in a decrease in Grant Funds available to Agency.

4. Exhibit A, SECTION IV-Reporting Requirements of the Grant is amended as follows:

**Financial Reports**

Beginning in October of 2023 and continuing each quarter thereafter, Grantee must submit a financial report detailing its expenditure of Grant Funds to the Agency using the form provided by the Agency. Reports are due 30 days after the end of each fiscal year quarter. The ~~yearly~~ **annual** report will be due **as indicated below in SECTION V-Disbursement and Reporting Provisions** ~~no later than 60 days after the end of the performance period.~~

If Grantee does not use the Grant Funds for Allowable Project Costs Agency may exercise the remedies provided in Section 17 of this Grant, including without limitation deducting amounts from future disbursements of Grant Funds.

Any Grant Funds **allocated for GY1** that are ~~not~~ **remain unused** by ~~the~~ Grantee by September 30, ~~2024~~ **2024** ~~of each grant year,~~ must be returned to Agency for deposit in the Student Investment Account.

**Any Grant Funds allocated for GY2 that remain unused by the Grantee by June 30, 2025, must be returned to Agency for deposit in the Student Investment Account.**

**Any Grant Funds allocated for GY3Q1 that remain unused by the Grantee by June 30, 2027, must be returned to Agency for deposit in the Student Investment Account.**

5. Exhibit A SECTION V-Disbursement and Reporting Provisions of the Grant is amended as follows:

Agency will disburse the Grant Funds using its Electronic Grants Management System (“EGMS”), on a quarterly basis as outlined below **for GY1 and GY2:**

Disbursement Date	Quarterly Amount <b><u>per Grant</u></b> <b><u>Year</u></b>
July 1	25% of funds allocated
October 1	25% of funds allocated
January 1	25% of funds allocated
April 1	25% of funds allocated

**Agency shall disburse Grant Funds allocated for GY3Q1 above on July 1, 2025.**

#### **Allocation and Projections**

- 1. By April 30, 2025, Grantee shall submit an Integrated Plan and Budget for subsequent biennium, 2025-27, which shall describe how the Grant Funds allocated for GY3Q1 will be utilized.**
- 2. The amount of Grant Funds allocated above for GY3Q1 is based on projections for the continued implementation and sustainability of the approved Integrated Plan, anticipating the need for continued efforts to achieve established Progress Markers. These funds are for Grantee to continue ongoing activities and initiatives, ensuring continuity in programmatic efforts aimed at achieving specified objectives.**
- 3. The amount of Grant Funds allocated above for GY3Q1 will be considered for the subsequent GY1 in the next biennium (July 1, 2025 – June 30, 2027). The total allocation for GY1 in the next biennium will be adjusted by the amount of Grant Funds used in this Agreement’s GY3Q1.**
- 4. The utilization of GY3Q1 funds allocated under this Agreement will be documented in the subsequent grant agreement, if executed, covering the 2025 – 2027 biennium.**

If this Grant is not fully executed by July 1, annually, the Agency will disburse the Grant Funds within 30 days of the Execution Date.

Agency will disburse the Grant Funds in quarterly disbursements in advance of expenditures, not on a reimbursement basis. While ~~we~~**Agency** encourages ~~g~~**G**Grantees to draw funds down following the schedule noted above, 100% of **GY2** funds must be drawn down by June 30<sup>th</sup>, **2025**.

Grantee must submit its financial and performance progress reports by the following dates:

**October 31**

**January 31**

**April 30**

**November 30 (Annual Report)**

Grantee shall provide to Agency the minutes from the board meeting demonstrating that Grantee's Financial Audit was presented at an open meeting with the opportunity for public comment (not a consent agenda item). These board minutes must be submitted alongside the Second Quarterly Report.

Grantee shall provide to Agency the minutes from the board meeting demonstrating that Grantee's Annual Report was presented at an open meeting with the opportunity for public comment (not a consent agenda item). These board minutes must be submitted alongside the Annual Report.

Grantee must post its Annual Report to Grantee's webpage.

Except as expressly amended above, all other terms and conditions of the Grant are still in full force and effect. Grantee certifies that the representations, warranties and certifications contained in the Grant are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Amendment.

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS AMENDMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties further agree that by the exchange of this Amendment electronically, each has agreed to the use of electronic means, if applicable, instead of the exchange of physical documents and manual signatures. By inserting an electronic or manual signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Amendment, and that their electronic or manual signature should be given full force and effect to create a valid and legally binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

**STATE OF OREGON acting by and through its Department of Education**

By:   
Julia Alpernas, Director of Procurement

7/19/2024  
Date

**Yamhill Carlton SD 1**

By:   
Authorized Signature

07/31/2024  
Date

Tami Zigler  
Printed Name

Director of Fiscal Services  
Title

93-6001098  
Federal Tax ID Number

**Approved for Legal Sufficiency in accordance with ORS 291.047**

By: Kevin Gleim, Assistant Attorney General

07/17/2024 via email  
Date

## Reinstatement and Amendment No. 1 to Grant No. 34245

This is Reinstatement and Amendment No. 1 to Grant Agreement No. 34245, effective July 1, 2023 (as amended from time to time, the “Grant”), between the State of Oregon, acting by and through its Oregon Department of Education (“Agency”) and Yamhill Carlton SD 1 (“Grantee”), each a “Party” and together, the “Parties”. Upon receipt of all required approvals and execution by both Parties, this Reinstatement and Amendment shall be effective on July 1, 2024 (“Amendment Effective Date”).

The Grant expired on June 30, 2024 and the Parties now desire to reinstate the Grant in its entirety and amend the Grant provided herein.

The Parties acknowledge and agree that Agency has not made any payment for activities performed after June 30, 2024.

### RECITALS

1. The purpose of this Amendment No. 1, is to:
  - a. Extend the effective date and duration.
  - b. Add funds for Grant Year 2.
  - c. Revise SECTION 4: 4.1 Agency’s Grant Manager
  - d. Revised Exhibit A, SECTION III – PROJECT ACTIVITIES

The Grant is amended as follows (new language is indicated by **underlining and bold** and deleted language is indicated by ~~strike through~~):

1. Section 3 of the Grant is amended as follows:

#### **SECTION 3: EFFECTIVE DATE AND DURATION**

When all Parties have executed this Grant, and all necessary approvals have been obtained (“Executed Date”), this Grant is effective and has a Grant funding start date as of July 1, 2023 (“Effective Date”), and, unless extended or terminated earlier in accordance with its terms, will expire on June 30, ~~2024~~**2025**.

2. Section 4 of the grant is amended as follows:

#### **SECTION 4: GRANT MANAGERS**

**4.1** Agency’s Grant Manager is:

~~Brea Cardiel~~**Torrie Higgins**  
Office of Education Innovation & Improvement  
255 Capitol St NE  
Salem, OR 97310-0203  
[torrie.higgins@ode.oregon.gov](mailto:torrie.higgins@ode.oregon.gov)

3. Section 5 of the Grant is amended as follows:

#### **SECTION 5: PROJECT ACTIVITIES**

Grantee must perform the project activities set forth on Exhibit A (the “Project”), attached hereto and incorporated in this Grant by this reference, for the period beginning on the Effective Date and ending June 30, 2024~~2025~~(the “Performance Period”).

4. Section 6 of the Grant is amended as follows:

#### **SECTION 6: GRANT FUNDS**

In accordance with the terms and conditions of this Grant, Agency will provide Grantee up to ~~\$241,245.15~~ **\$455,768.25** (“Grant Funds”) for the Project. Agency will pay the Grant Funds from monies available through both the High School Graduation and College and Career Readiness Fund and the Statewide Education Initiatives Account (“Funding Source”). A reduction in the monies in the Funding Source may result in a decrease in Grant Funds available to Agency.

**Grant Year 1 (July 1, 2023-June 30, 2024) up to \$241,245.15**

**Grant Year 2 (July 1, 2024-June 30, 2025) up to \$214,523.10**

**Total not to exceed Grant Funds: \$455,768.25**

**Unused Grant Funds allocated for Grant Year 1 will automatically carry over to Grant Year 2, subject to the terms and conditions of this grant agreement.**

5. **Exhibit A , SECTION III – PROJECT ACTIVITIES** of the Grant is amended as follows:

Agency will reimburse Grant Funds only for the Costs of the Project that implement its Integrated Plan during the Performance Period in accordance with the Act and Agency’s approval.

**Administrative costs, per ORS 327.889(2), shall not exceed more than four percent of Grantee's total allocations. Additionally, a school district is prohibited from using any portion of the apportionment for administrative activities unrelated to the programs, opportunities, and strategies outlined in ORS 327.865, 327.868, and 327.871. Furthermore, from the allocated funds for administrative costs, the school district must annually analyze student attendance and disciplinary actions in grades 9 through 12, disaggregated by race and ethnicity.**



Grantee shall complete and submit to Agency an Integrated Plan for Agency’s review and approval.

Grantee shall make satisfactory progress on Grantee’s approved Integrated Plan.

Except as expressly amended above, all other terms and conditions of the Grant are still in full force and effect. Grantee certifies that the representations, warranties and certifications contained in the Grant are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Amendment.

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS AMENDMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties further agree that by the exchange of this Amendment electronically, each has agreed to the use of electronic means, if applicable, instead of the exchange of physical documents and manual signatures. By inserting an electronic or manual signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Amendment, and that their electronic or manual signature should be given full force and effect to create a valid and legally binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

**STATE OF OREGON acting by and through its Department of Education**

By:   
Julia Alpernas, Director of Procurement

7/15/2024  
Date

**Yamhill Carlton SD 1**

By:   
Authorized Signature

07/31/2024  
Date

Tami Zigler  
Printed Name

Director of Fiscal Services  
Title

93-6001098  
Federal Tax ID Number

**Approved for Legal Sufficiency in accordance with ORS 291.047**

By: Kevin Gleim, Assistant Attorney General

07/12/2024 via email  
Date

## Reinstatement and Amendment No. 1 to Grant No. 34847

This is Reinstatement and Amendment No. 1 to Grant Agreement No. 34847, effective July 1, 2023(as amended from time to time, the “Grant”), between the State of Oregon, acting by and through its Oregon Department of Education (“Agency”) and Yamhill Carlton (“Grantee”), each a “Party” and together, the “Parties”. Upon receipt of all required approvals and execution by both Parties, this Reinstatement and Amendment shall be effective on July 1, 2024 (“Amendment Effective Date”).

The Grant expired on June 30, 2024 and the Parties now desire to reinstate the Grant in its entirety and amend the Grant provided herein.

The Parties acknowledge and agree that Agency has not made any payment for activities performed after June 30, 2024.

### RECITALS

1. The purpose of this Amendment No. 1, is to:
  - a. Extend the effective date and duration.
  - b. Add funds for Grant Year 2.
  - c. Revise SECTION 4: 4.1 Agency’s Grant Manager
  - d. Revise Exhibit A Section III – DISBURSEMENT PROVISIONS
  - e. Revise Exhibit B Insurance, Additional Coverages that May Apply: DIRECTORS, OFFICERS AND ORGANIZATION LIABILITY

The Grant is amended as follows (new language is indicated by **underlining and bold** and deleted language is indicated by ~~strike through~~):

1. Section 3 of the Grant is amended as follows:

#### **SECTION 3: EFFECTIVE DATE AND DURATION**

When all Parties have executed this Grant, and all necessary approvals have been obtained (“Executed Date”), this Grant is effective and has a Grant funding start date as of July 1, 2023 (“Effective Date”), and, unless extended or terminated earlier in accordance with its terms, will expire on June 30, ~~2024~~**2025**.

2. Section 4 of the grant is amended as follows:

#### **SECTION 4: GRANT MANAGERS**

- 4.1 Agency’s Grant Manager is:

**Saskia DresslerTorrie Higgins**

Office of Education Innovation & Improvement

255 Capitol St NE

Salem, OR 97310-0203

[saskia.dresler@ode.oregon.gov](mailto:saskia.dresler@ode.oregon.gov)[torrie.higgins@ode.oregon.gov](mailto:torrie.higgins@ode.oregon.gov)

3. Section 6 of the Grant is amended as follows:

**SECTION 6: GRANT FUNDS**

In accordance with the terms and conditions of this Grant, Agency will provide Grantee up to ~~\$3,234.66~~ **\$6,461.70** ("Grant Funds") for the Project. Agency will pay the Grant Funds from monies available through both the High School Graduation and College and Career Readiness Fund and the Statewide Education Initiatives Account ("Funding Source"). A reduction in the monies in the Funding Source may result in a decrease in Grant Funds available to Agency.

**Grant Year 1 (July 1, 2023-June 30, 2024) up to \$3,234.66**

**Grant Year 2 (July 1, 2024-June 30, 2025) up to \$3,227.04**

**Total not to exceed Grant Funds: \$6,461.70**

4. **Exhibit A , SECTION III –DISBURSEMENT PROVISIONS**

Agency will disburse the Grant Funds using its Electronic Grants Management System ("EGMS"), on a cost incurred quarterly basis upon receipt of Grantee's request for reimbursement. Upon request, Grantee shall provide Agency with proof of payment of the expense incurred and any other supporting documentation.

The Grantee shall use the Grant Funds only in accordance with the provision of the Integrated Plan, the Act, and any applicable Oregon Administrative Rules.

Fiscal Year	Fiscal Year Not to Exceed Amount	Performance Period End Date
2023-2024	\$3,234.66	June 30, 2024
<b>2024-2025</b>	<b>\$3,227.04</b>	<b>June 30, 2025</b>

Funds end annually on June 30<sup>th</sup>. All claims must be submitted by August 14<sup>th</sup>, annually. Any remaining or unspent funds will be liquidated and returned to the Statewide Education Initiatives Account.

4. **Exhibit B INSURANCE of the Grant is amended as follows:**

Additional Coverages That May Apply:

DIRECTORS, OFFICERS AND ORGANIZATION LIABILITY:

☒ Required ☐ Not required

Grantee/Recipient shall provide **Directors, Officers and Organization** insurance covering the Grantee/Recipient's Organization, Directors, Officers, and Trustees actual or alleged errors, omissions,

negligent, or wrongful acts, including improper governance, employment practices and financial oversight - including improper oversight and/or use of use of grant funds and donor contributions which includes state or federal funds - with a combined single limit of not less than **\$1,000,000** per claim.

Except as expressly amended above, all other terms and conditions of the Grant are still in full force and effect. Grantee certifies that the representations, warranties and certifications contained in the Grant are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Amendment.

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS AMENDMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties further agree that by the exchange of this Amendment electronically, each has agreed to the use of electronic means, if applicable, instead of the exchange of physical documents and manual signatures. By inserting an electronic or manual signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Amendment, and that their electronic or manual signature should be given full force and effect to create a valid and legally binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

**STATE OF OREGON acting by and through its Department of Education**

By:   
Julia Alpernas, Director of Procurement

7/23/2024  
Date

**Yamhill Carlton**

By:   
Authorized Signature

07/31/2024  
Date

Tami Zigler  
Printed Name

Director of Fiscal Services  
Title

93-6001098  
Federal Tax ID Number

**Approved for Legal Sufficiency in accordance with ORS 291.047**

By: Kevin Gleim, Assistant Attorney General

07/23/2024 via email  
Date



# YAMHILL CARLTON SCHOOL DISTRICT

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

## Resolution 2025-01

### Authorizations for Change of Signature on Bank Accounts

#### Yamhill Carlton Intermediate School

Whereas, the Board of Directors of Yamhill Carlton School District has authorized the change of the authorizing signers on the Yamhill Carlton Intermediate School Account for:

Umpqua (Acct# 1594) – Remove Matt Wiles and add Amanda Dallas (Principal) with the powers to open any deposit or share accounts in the name of the association. Tami Zigler (Director of Fiscal Services) and Patti Bertrand (Lead Secretary) will remain on account.

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Mary Brown, Board Secretary

Dated: August 15, 2024

# Yamhill-Carlton School District 1

Code: DBDB  
Adopted:

## Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance<sup>1</sup> in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the Superintendent and Director of Fiscal Services to manage the currently adopted district budget in such a way to ensure an ending fund cash balance of at least 10 percent of total adopted revenues.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures<sup>2</sup>; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds<sup>3</sup>; liquidity<sup>4</sup>; and designations<sup>5</sup>. Such factors will be reviewed annually.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

[ORS 332.107](#)

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<sup>1</sup> The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unrestricted ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

<sup>2</sup> Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

<sup>3</sup> The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

<sup>4</sup> The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

<sup>5</sup> The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.