



# 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>

Password: sW66uH

Thursday, September 12, 2024

Regular Session: 6:00pm

## AGENDA

### I. Call to Order Regular Session

### II. Flag Salute

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

- A. YCHS - Tanner Smith & Brad Post – Verbal Report
- B. YCIS – Amanda Dallas & Chad Tollefson – Verbal Report
- C. YCES - Amanda Dallas – Verbal Report

*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.*

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

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

- A. Approval of Board of Directors Minutes
  - 1. Regular Session Minutes: 08/15/2024
  - 2. Work Session Minutes: 08/27/2024
- B. Personnel
- C. Donations

### VI. Announcements and Reports

- A. Superintendent's Report – Clint Raever – Verbal Report
- B. Facilities Report – Ian Barr – Verbal Report
- C. Financials and List of Bills for August 2024 – Tami Zigler (Action Item)

### VII. New Business

- D. Approve Board Goals (Action Item)
- E. Approve Superintendent Goals (Action Item)
- F. First Read of Policy Updates:
  - 1. Evaluation of Superintendent (CBG)
  - 2. Evaluation of Administrators (CCG)
  - 3. Injury or Illness Reports (EBBB)
  - 4. Special Education – Individualized Education Program (IGBAF)
  - 5. Use of Restraint or Seclusion (JGAB)

### VIII. Board of Directors Comments

### IX. Adjournment

**Note:** Unless approved, Regular Meetings of the Board of Directors will be no longer than 3 hours in length at any single session. **INTERPRETERS FOR THE HEARING IMPAIRED:** To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.



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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>

Thursday, August 15, 2024

Regular Session: 6:00pm

## MINUTES

**Board members Present:** Susan FitzGerald, Jami Egland, Ken Watson, Erin Galyean

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

**Also Present:** Julia Howard

### I. Call to Order Regular Session

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

### 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)

*S.FitzGerald nominated and approved E.Galyean to serve as Board Chair for the 2024-2025 School Year.*

*J.Egland seconded. All in favor. Motion carried.*

2. Nominate and Approve Board Vice Chair (Action Item)

*J.Egland nominated and approved S.FitzGerald to serve as Vice Board Chair for the 2024-2025 School*

*Year. K.Watson seconded. All in favor. Motion carried.*

*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)

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

### 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

*K.Watson motioned to approve the consent agenda as presented. J.Egland seconded. All in favor. Motion carried.*

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## V. Announcements and Reports

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

*-Because the principals report were not added to the agenda, C.Raever stated that as part of his report the principals will report first.*

*-A.Dallas reported.*

*-She is excited to start this year. She thanked the custodial team for making the YCES building sparkling clean and Sherri Nauman for her hard work helping clean out the storage/old locker room area to give staff a workroom that will consist of die cuts, laminating machine, colored paper, paper cutters and more. Kelli Fletcher has been busy ensuring the office is in order for the return of the teachers and communicating closely with the kinder families regarding Kinder Camp and the upcoming year.*

*-They will have 3 Kindergarten classrooms this year. Rylee Salvey will be one of the Kindergarten teachers. On Monday, they will be interviewing for the 1<sup>st</sup> and 5<sup>th</sup> grade positions. They have hired Lauren Roberts for 2<sup>nd</sup> grade. Danielle Veronen will be moving from 5<sup>th</sup> to 3<sup>rd</sup>. They interviewed for the PE position today and made the applicant an offer. Kay Echaury will move to Title 1. Morgan Bishop will now be a half time dean of students and half time CLIMB program. Jayne Morton is moving from an IA position to the SEL Specialist. They have hired two Title 1 IAs, Melanie Staebler and Lisa Chapman, and a lead cook, Jennifer Tynan.*

*K.Watson asked if 3 Kindergarten classes will be enough. A.Dallas replied that it will be. There are around 16 or 17 students in each class. K.Watson asked what her prediction is for class sizes for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades. A.Dallas replied around 19 for 1<sup>st</sup> grade, 22 for 2<sup>nd</sup> grade, and 23 for 3<sup>rd</sup> grade.*

*-She is a sucker for heartwarming comedies. She watches movies and reads books for encouragement before the start of the new school year. This year it's "Ted Lasso". Ted Lasso captured her heart and unexpectedly taught her lessons on leadership that are just too good not to share. Ted is simple in his complexity, wise, and uncompromising in his kindness. As we look ahead to a new school year we are taking a Ted Lasso approach.*

*-The YCES leadership team met last week for a day retreat. They talked a lot about what it will look like with her out of the building and how they can come together to support each other. They decided to take it one step at a time, focusing on strengthening the leadership team to take on a few things that she was doing. As they move into this new model of leadership, the YCES leadership team will be leading communication and support for staff. The top four lessons for the YCES leadership team:*

- *Be A Goldfish: We have made and will make tough decisions, some right, and some wrong. Don't dwell on mistakes; learn from them and move on! Mistakes don't define, they refine.*
- *Learn, Grow, and Win Together. We've got this!*
- *Let Ideas Come from Everywhere. We value all ideas.*
- *Believe! Believe in yourself and those around you.*

*-They have built their master schedule around the priorities of math, reading, and SEL. They have also crafted a new model for lunch time that gives the teachers common lunch together. From there, they mapped out what the in-service would look like and chose the staff shirt design.*

*-Next week, the 20<sup>th</sup> to the 22<sup>nd</sup>, they will welcome the incoming kindergarteners at Kinder Camp. They will get to know the staff and the building expectations. This camp will also give staff the opportunity to build balanced classrooms.*

*-YCES supply drop off will be on August 28<sup>th</sup> from 4pm to 6:30pm. They will have a family scavenger hunt to meet all the staff. Every family that fills out the entire hunt will be entered into a drawing to win a YC gear basket.*

*-A.Dallas stated that this may not be the way they thought they would start this school year at YCIS, but she is so excited for this coming year. She is inspired to take on this challenge, but also knows that it is*

*okay to feel sad about the loss of Matt. As Ted Lasso says, we are not alone in this sad moment. She is grateful to be able to go through this journey with the YC family.*

*-She thanked John Kuehnle, George Koopman, Kyle Findley, and Brandon Miller for getting YCIS sparkling clean both inside and out. Liam Henry has been getting all the devices updated and working. She, Patti Bertrand, Jenifer Tuning, and Chad Tollefson are busy preparing for the new school year.*

*-Their YCIS building leadership team had a day-long retreat at her house where they learned about being part of a team and planned their intentions for the year. They talked a lot about trust and what that looks like with each other as a leadership team, peers, students, and families. With that in mind, they decided to take one step at a time, focusing on what every student gets when they come to school. They talked about their roles and responsibilities and, most importantly, how will they support students with their lagging social skills. They mapped out what their in-service will look like and chose their staff shirt design.*

*-This year, there will be a 'phone away for the day' policy.*

*-Their theme at YCIS this year is 'Believe' from Ted Lasso. Believe in yourself. Whether you think you can or think you can't, you're right. The power of belief and hope is one of the most powerful weapons to have during tough times. By seeing the best in people, they can help people believe in themselves.*

*-New staff to welcome this year are Rachael Markee for 4<sup>th</sup> grade, Casey Joramo for 5<sup>th</sup> grade, Nikita Williams for music, Andy Rabung will now be half time PE and half-time dean of students, Amanda Reab for LRC, and Sydney Sherrod as a behavior IA.*

*-They just hired an enrichment IA and are interviewing for the open 5<sup>th</sup> grade position next week.*

*-The YCIS supply drop off will be August 29<sup>th</sup> from 4pm to 6:30pm. 4<sup>th</sup> and 5<sup>th</sup> grade families will drop supplies off and meet their teachers. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders will get their schedules and lockers. This will give the students time to walk through their schedules with their parents. Every kindergartener through 5<sup>th</sup> grade teacher will have a pamphlet for families on what to expect in each grade. 6<sup>th</sup> through 8<sup>th</sup> grades will have a syllabus in a folder outside of the teacher's classroom for each student.*

*-They will also be doing a Tiger Tail scavenger hunt to meet the staff and tour the new student lounge room. Jenifer Tuning came up with the idea to hide tiger tails throughout the school. Every family that fills out the entire hunt will be entered into a drawing to win a YC gear basket.*

*-K.Watson asked if the 'phone away for the day' is a change to the current cell phone policy. A.Dallas replied it is not a change, but a change in expectations. Every staff member will need to reinforce the rules.*

*S.FitzGerald asked what the dean of students job description is. A.Dallas replied that it will be a lot of problem solving with some of the issues between students. They can discipline students up to suspensions. With these changes, there will need to be a clear understanding on where staff should go for support.*

*-S.FitzGerald asked if the school handbook is being updated. A.dallas replied it is not right now.*

*-C.Tollefson welcomed A.Dallas to the YCIS team.*

*-C.Tollefson stated they have hired A.Rabung as the youth athletic director. He has already set up a meeting with Mark Rodriguez and Brad Post.*

*-B.Post reported on athletics.*

*-Today, Tiger Athletics united to establish a clear pathway to how head coaches and assistant coaches can actively contribute to the district's vision, mission, and values. Through collaborative discussions, they identified strategies to align their coaching practices with the mission to champion the growth of the whole student. By emphasizing highly effective learning practices, they committed to fostering not just athletic excellence but also holistic development, ensuring that every student athlete thrives both on and off the field.*

- Registration for fall sports has 68 students registered. This strong turnout reflects the community's enthusiasm and commitment to athletics. They are looking forward to a season filled with growth, teamwork, and tiger pride as student athletes prepare to excel both on and off the field.
- The YC trap team earned the title of National Champions. This incredible achievement is a testament to the dedication, skill, and teamwork of the student athletes and coaches. Their hard work and commitment to excellence have brought pride to the school and community. Congratulations to the entire trap team for this outstanding accomplishment.
- The upgrades to the stadium are shaping up beautifully, promising a safe and comfortable experience for all athletes and fans. He can't wait for everyone to see the finished product and enjoy the upcoming season in the refreshed and revitalized stadium.
- B.Post invited the board members, the district office staff, and the community members to help kickoff the season at the Fall Sports Tailgater on Thursday, August 22<sup>nd</sup> at 5:30pm. This event is the perfect opportunity for the community to come together, celebrate the athletes, and show Tiger pride. The booster club will be selling hot dogs and watermelon. He looks forward to seeing everyone there as they rally behind the teams and gear up for a memorable season.
- K.Watson stated that he had a conversation a while back with B.Post about the culture of coaches and players and trying to be more intentional. He asked if that is what the meeting was about today. B.Post replied yes. They will be meeting once a month. K.Watson asked if they will be following a program or curriculum. B.Post replied that they will be. Today was the first step. By year end, he will have a good presentation for the board about this. The district's vision, mission, and values will drive where this program goes.
- Tanner reported. He is excited to be back for his second year.
- As an admin team, they are working on incorporating the district's vision, mission, and values. This means they tie things they do back to those. If the vision, mission, and values are the heart, then they need to make sure that what they are doing is making the heart pump.
- He and B.Post finished a new student handbook. They looked at other student handbooks from Portland, Medford, and Salem-Kaizer, as well as from some similar sized districts. They were able to pair it down from 46 pages to 30. This handbook establishes good guidelines for students to follow.
- They are working on incorporating some standard operating procedures. It will be very helpful to have everyone know exactly who to go to for what.
- They have dialed in the MTSS system and are now using Oregon Data Suite. He plans to use a new tool called 'Tigers on Track' for 7<sup>th</sup> grade through 12<sup>th</sup> grade. Students will have a sheet that shows every class, every score, and attendance percentage. They will give that sheet to the teachers to sign off on. Those sheets will be shared with the staff in order for them to look at what might be needed to help students. T.Smith will bring a sample form to show the board next month.
- They may also use Oregon Data Suite for coaches to be able to view their athletes' academic progress and attendance.
- They will be having a PD session on the 11<sup>th</sup> to train staff on how to run those reports.
- S.FitzGerald asked if the intention of using this system is to give an extra layer of support. T.Smith replied yes. This allows them to really see how each student is doing not just the ones who need extra help. They want to make sure they are taking care of every student.
- School safety protocols have stayed at the forefront and they have the entire year planned out in detail with regards to drills and safety and teaching it to the students. These drills will include fire and earthquake, hold, secure, lockdown, evacuate, shelter, and bus evacuation.
- They are currently working on a new system to recognize students who are doing great things and showing the district's values of commitment, integrity, compassion, and resiliency.

- T.Smith thanked the custodians and maintenance crew for the work they do. The school is looking really good. The building is getting rekeyed. It will be really nice not to have so many keys.
- They will be holding a joint event with the intermediate school on September 6th before the kickoff of the first football game. They will have food trucks and staff will be there to meet students and families.
- Freshmen orientation will be Thursday the 29<sup>th</sup> from 10am to 11:30am.
- Homecoming will be 10/2.
- New hires for the high school include Katrina Jones for Science, Ronald Berryhill for Behavior, Cassandra Gomez for English, Nikita Williams for Music, and Tyler Lyons will be coming from the intermediate school as an IA.
- C.Raever reported.
- The admin retreat last week was very productive. They started with the vision and mission and broke them down as to what it means to them and the schools.
- In the coming weeks and month, they will be doing the same thing for values.
- Tuesday of this week, there was a work shop with the communications team to go over what the best practices are in relation to communications. This session did not include crisis communication.
- ODS will be coming out on a monthly basis to show how to pull data to best serve students. It is a very powerful system. They will be creating dashboards for the data that will be used most often. C.Raever gave them the strategic plan and they will create a dashboard with indicators tied directly to it. They are working with Assist Education to get that on the website as well.
- They will create a one-page document to let students and parents know if they are on track. They are hoping to have these done by October conferences.
- The stadium should be gone by the first game. They will have an open house and ribbon cutting ceremony, but won't do it on the first game of the season.
- C.Raever will be meeting with a developer who is building the housing development adjacent to YCES about the fencing and where to put the gate.
- He will be meeting with Mike Lawson to discuss the prep work that will be needed for the turf project and to get a good handle on what the district's role will be for this project. They have added the baseball and softball infields to the project to see what the cost of that would be. E.Galyean stated it would be nice to see a long term cost comparison. She also thinks that they need to reassure the community about the concussion issues that can be associated with artificial turf. C.Raever responded that Kyle from Assist Education will be working on something for this. K.Watson asked when would this project be completed. C.Raever replied that once he approves the layout, they will send a proposal for the district to review. The district is hoping to work with community partners to lower the district's cost. They would like to have it in by the fall of 2025. S.FitzGerald asked if prevailing wages would need to be paid for this work. T.Zigler replied that they would.

B. District Facilities Report – Ian Barr – Verbal Report

- I.Barr reported.
- The replacement of the back stairs at the high school is in progress. They are a little behind schedule, but should be done by the first week of September.
- The courtyard drain will be fixed for fall, but the concrete won't be back in before school starts.
- The freezer died and they lost some food because of it. It was not designed for high heat days of over 100 degrees.
- They will be painting the 91 building and the two classrooms by it. They are also painting some areas at the high school. They are also painting the inside of the cafeteria and possibly be getting some new art work in there.
- They are working on replacing carpets at the intermediate school.

- They are also working on the grounds and putting down mulch.
- They cleaned up the front of the elementary school. They are looking forward to service day and are trying to get things cleaned up a little before then.
- The turf tank is working really well. It does a great job and can do it in about 4 hours.
- Jeremy Clements has been working really hard on the rekeying project. When it is all done, there will only be one key for all doors.

C. June Preliminary Financials & List of Bills for June 2024 – Tami Zigler (Action Item)

- T.Zigler reported.
- In the board packet the first 10 pages are for June. She had an issue with the Forecast 5. It was not recognizing the final June report. She will get that fixed and sent out to them.
- She is still wrapping up some year-end items. There is one more tax payment that will go into last year.
- They are looking at 3.4 million dollars that will be rolled over to next year.
- She will have a full report once all the major journal entries have been entered.
- S.FitzGerald motioned to approve the June preliminary financials and list of bills for June 2024 as presented. K.Watson seconded. All in favor. Motion carried.

D. Financials & List of Bills for July 2024 – Tami Zigler (Action Item)

- The list of bills for July starts on page 11.
- The positions will be set up and things will be incumbered by the September board meeting.
- J.Egland motioned to approve the financials and list of bills for July 2024 as presented. S.FitzGerald seconded. All in favor. Motion carried.

## VI. New Business

A. 2024-2025 Designations and Authorizations (Action Item)

- T.Zigler stated there are no changes from last year.
- K.Watson motioned to approve the designations and authorizations as presented. S.FitzGerald seconded. All in favor. Motion carried.

B. SIA Contract Amendments No.1 to Grant No. 34521 (Action Item)

- T.Zigler stated that all SIA documents have to be approved by the board. Current funds can be used through September 2025. This is just a report to provide the board with the information and will use it in accordance with the plans that were made. It will be posted on the website along with the plan.
- S.FitzGerald motioned to approve the SIA Contract Amendments No.1 to Grant No. 34521 as presented. K.Watson seconded. All in favor. Motion carried.

C. HSS Contract Amendments No.1 to Grant No. 34245

- This is purely for transparency. This grant is part of the integrated guidance plan. The funding for HSS is lower this year, due to a calculation error.

D. EHS Contract Amendment No.1 to Grant No. 34847

- This is purely for transparency. This grant is also part of the integrated guidance plan.

E. Resolution 2025-1 – Umpqua Bank Changes (Action Item)

- This resolution is to add A.Dallas to the account to be able to sign checks for the ASB account along with P.Bertrand and T.Zilger.
- K.Watson motioned to approve resolution 2025-01 for the change in authorized signers as presented. J.Egland seconded. All in favor. Motion carries.

F. Policies – First Reading

1. Ending Fund Balance

*-C.Raeveer stated that the policy states the ending fund balance should be at least 10%. This doesn't mean that the balance can't be higher than that. K.Watson asked what it was for this year. T.Zigler replied it was around 15%. E.Galyean asked what happens if it goes below that. T.Zigler replied that the board would need to be notified and notes would need to be added to the budget to explain why that was the case.*

**VII. Board of Directors Comments**

A. Location of First Day of School Assignments

*-K.Watson asked where A.Dallas will be that day. A.Dallas replied that she is planning on being at the intermediate school on Tuesdays and Thursdays. Since that is a Tuesday, she will be at the intermediate school.*

*-S.FitzGerald will go to the high school, E.Galyean and J.Dumdi will go to the intermediate school, and K.Watson will go to the elementary school.*

*-E.Galyean congratulated A.Dallas, C.Tollefson, and T.Smith on all the work they have been doing to prepare for the school year.*

**VIII. Adjournment**

*E.Galyean adjourned the meeting 7:17pm.*



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## BOARD OF DIRECTORS

### WORK SESSION AGENDA

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

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

Password: sW66uH

Tuesday, August 27, 2024

Work Session: 6:00 pm

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

District Office Staff Present: Clint Raever, Mary Brown

## MINUTES

### I. Call to Order Work Session

*E.Galyean called the meeting to order at 6:01pm.*

### II. Flag Salute

### III. Board Goals

*-E.Galyean stated she had her first meeting with Vince from OSBA. He stated that the process is to make the strategic plan and use it to set district goals. From that, superintendent goals should be in alignment with district goals and then board goals follow that.*

*-She asked for some information from M.Brown before talking to Vince and realized that that information is used to set district goals, not board goals. Vince explained that that kind of data should be part of the monitoring plans. C.Raever stated that he is working with Assist Education on the monitoring plan. E.Galyean suggested that it might be beneficial to discuss what data they want to use for this monitoring plan. C.Raever stated that Oregon Data Suite took the strategic plan and the indicators and are creating a functional dashboard. Assist Education will also create web-based indicators. They will have draft of it to show the board at the September meeting. From there, they will narrow down what information the community will want to see. There might also be some indicators that aren't even on the strategic plan that the community might want to see.*

*-E.Galyean stated tonight's meeting is to establish board goals. She believes it would be helpful to look at the board self-evaluation. From that information, they can decide what areas they should focus on when setting the goals. Three of the five board members took the survey.*

*-E.Galyean reviewed the results of the board self-evaluation and the average score the board gave themselves.*

*-All agree that they are successful in relation to standard 1 and 2.*

*-J.Dumdi stated she thinks they are all in alignment that standard 3 that needs to be focused on.*

*-There were no comments or concerns regarding standard 4 and 5.*

*-In regards to standard 6, E.Galyean stated regular updates on how they are doing on the goals would be nice. Perhaps quarterly.*

*-J.Dumdi stated it would be helpful to share the boards goals in google drive with the board.*

*-The board would like the board packets sent out on the Friday before the board meeting in order to give them time to review the information before the meeting. M.Brown stated that sometimes the financials aren't ready, but she will send them what she has on Fridays and send the financials when they are provided to her.*

*-In regards to standard 7, C.Raever stated the rules have gotten even stricter and it would be good to have a training in this area. K.Watson and J.Egland both stated that they would give a rating of 4 for this standard. K.Watson stated that there are a lot of things that are matters of law that are frustrating, but that is just the way it has to be for society to function. In the end, that is what needs to happen for the system to work well. He can't think of a time were the board has violated any of the indicators for this standard. S.FitzGerald stated that it is important for the board to be a united front.*

*-For Standard 8, E.Galyean stated that in regards to board members treating staff in a respectful manner at all times, the board doesn't have contact with staff on a regular basis. K.Watson and J.Egland would give this standard a 4.*

*-For standard 9 and 10, the board had no comments to make.*

*-The board scored standard 11 low. K.Watson stated the some of the trainings through OSBA have been beneficial. J.Egland said the November conference is usually better than the summer one. They need to consider how they might align with best practices. He wonders if it is necessary for them to come out and give an entire training as opposed to having a guide on school board best practices.*

*-C.Raever has reached out to the attorneys and they can have a discussion of different scenarios. He stated the board could take a survey like the administration did to see what kind of PD they would like. E.Galyean stated another idea would be to ask board members from other districts to see how they do this. K.Watson stated that in the area of best practices, the board has to choose how they do things. Things like hiring principals. In the past the board has been involved in the interview for the principal positions. In his opinion, best practice for this is for the board to hire the superintendent and then delegate who will be doing those interviews and not include the board. There may be other best practices that could be looked that that board members might disagree on. J.Egland stated one of those is negotiations. She does not feel the board members should be involved in those. This has been done differently throughout the years. J.Dumdi stated they should get input from the attorneys to see what they recommend.*

*-The rating for Goal 1 was 2. E.Galyean feels that the board has met this goal. C.Raever stated he is working on reconvening the facilities committee in October and reviewing the long-range facilities plan and updating it. J.Egland stated she would give it a 3. K.Watson stated they need to take the long-range facilities plan and get community input.*

*-The rating for Goal 2 was 1.33. C.Raever stated they are working on getting a monitoring plan up and running with the dashboard Assist Education will help create. The integrated guidance plan has some of the indicators that are in the strategic plan. K.Watson stated he feel they need a more robust insight into their goals. J.Dumdi stated there are a lot of the pieces to track and believes that a lot of them are already being tracked. They just need to have the whole view of them.*

*-The rating for Goal 3 was 2.*

*-The board feels that two of their goals have been met and one has not been met based on the ratings.*

*-E.Galyean stated that the board goals need to match the district's vision, mission, and values.*

*-Included in the packet is Forest Grove's goals. Underneath each of their goals they list the objective for that goal. This may be good for the board to do as well.*

-Some areas to consider when making the goals are community relations, board improvement, and policy and governance specifically around staff and public input, and the monitoring plans around vision, mission, and values.

-J.Dumdi stated that community engagement and monitoring plans should be kept.

-C.Raever stated that he is not sure what the goal would be around policy and governance. The policies are reviewed regularly and are available online.

-S.FitzGerald wrote something up around the communication engagement in July. J.Dumdi also wrote something around it which is included on the last page of the packet.

-K.Watson stated that he isn't concerned about the board's communication with the community. The board is engaging in this in a robust way. He is not concerned with the board building that since of trust. He wants that to be going on in the whole school district. He feels they are actually doing some things for the first time now and are getting some help and investing in it. The goal around communication engagement still needs to be included in their goals.

-J.Egland asked when the website be announced. M.Brown responded they did send out an announcement through ParentSquare, but wanted time to review the website and get feedback and work out any issues before making a big announcement. It will be on the newsletter that is being sent out.

-Regarding goal 2, E.Galyean asked what they are monitoring. C.Raever responded they are tracking the strategic plan in areas that have data points. The ones that don't, will have to be monitored differently.

-Regarding goal 3, S.FitzGerald stated that they need to monitor how the communication plan is helping build trust with the community. K.Watson stated the board isn't coming up with the communication plan, they are monitoring it.

-S.FitzGerald stated she wants the community to embrace the schools as part of their community and have them be proud of their schools. The board and district need to show them they are worthy of the community's trust.

-E.Galyean asked if there was a list from the service day. K.Watson replied they did not get a list, but that it would be a good idea to do that from now on to show their appreciation to those who help.

-C.Raever stated they will be doing polling this fall. He is not sure what the specific questions will be. Right now they are trying to decide what is important to the community. They need to be careful not to over poll. S.FitzGerald would like a question around the 4<sup>th</sup>/5<sup>th</sup> graders locations.

-E.Galyean asked how much more can they do in relation to facilities. Should they have a separate goal for facilities. Maybe update the facilities plan. C.Raever stated that Scott Rose is willing to come back and look at the plan and update it. Some of the items have been taken care of and no longer need to be on the list. Another thing they may be able to remove from the list is the vestibules. With another 100 homes being built in Carlton that could have an effect on class sizes, they may need to reprioritize some of the items on the list.

-E.Galyean asked where do they want to be at the end of the year in terms of facilities. J.Dumdi stated they want facilities to be safe and conducive to learning. K.Watson stated they are going to be in a leadership position with the community in the process of determining what facility improvements need to be made in the next few years.

-J.Dumdi stated she is not sure there is a specific goal for facilities. Maybe there could be a goal around supporting the work of the strategic plan and facilities can fit into that. E.Galyean stated her only hesitation with that is that facilities won't get enough attention.

-E.Galyean suggested for the goal to be to lead the district and community in prioritizing facilities needs to begin implementation. Based on what has been talked about they will get the facilities planning committee back together, conduct a survey, and get a recommendation about what the priorities should be. C.Raever showed the board the long-range facilities plan that was presented to

the board last year. It had a \$26 million-dollar price tag. As he mentioned before, some of those things can now be taken off the list. They have repaired one of the sections of the roof at the intermediate school already. Ian has a good plan for the HVAC, so they may not need to replace them. The upgrades to the mechanical systems will stay on the list. K.Watson stated this will be an important part the process that will really help them with getting input from the community.

-E.Galyean stated based on their discussion that one of the deliverables will be a priorities list based on community input and needs.

-In regards to a goal for communications, J.Dumdi stated that there is so much more work that needs to be done in the area of communication. S.FitzGerald stated the need is for the implementation of the communication plan. E.Galyean suggested the goal to be to monitor the implementation of the communication plan and achieve improved trust. J.Dumdi asked how they would measure the part about trust. C.Raeveer stated they can pull data from Facebook, the website, and newsletter QR codes.

-J.Dumdi stated a lot of it comes down to building trust with the community. S.FitzGerald stated it might be helpful to do some surveys. C.Raeveer stated sharing a lot of information and good news stories will be very helpful and being transparent as well.

-E.Galyean stated she will add 'build trust and transparency with the community' to the goal.

Goal 3 will be what goal 2 was last year, to monitor the YCSD 5-year strategic plan. Part of that goal will be to have a fully implemented up-to-date dashboard and review qualitative data at specific intervals. K.Watson stated they can use the bullets that are in the strategic plan itself. S.FitzGerald stated that all of the goals in the strategic plan can't be accomplished in a year.

-Erin will draw up the goals and they will review them at the September board meeting.

#### **IV. Communications Update**

-C.Raeveer said the new website is up and running. If they see anything wrong, let Julie or Mary know.

He showed the board the first newsletter that will be sent out next week. There are articles about sports teams, facilities updates, stadium update, new website information, summer library, and more.

-Julie is helping Ian create a spreadsheet that will track facilities projects that they will share with Kyle at Assist Education to be able to share the information with the community.

-Regarding the budget message, they have gone back and forth with a few versions, but they are in the process of refining it. He showed the board the latest version, but Kyle wants to work on it a little more before finalizing it.

-The district has decided to go with SaferWatch instead of SiteShield. A lot of the other districts in the area use SaferWatch. It is similar to SiteShield, but much more robust. It has more features than they will even use. The rep is local and can come out and do the training in person. If someone sends an alert, it allows you to notify dispatch via voice, text, or saying you can't communicate. It can use GPS location to locate where the alert came from. They just signed the contract with them. The cost is \$4000. The State of Oregon has a grant which will cover the cost for the first year and half of the cost for the second year.

-S.FitzGerald asked if the schools are banning cell phones. C.Raeveer responded that A.Dallas is doing 'away for the day'. He is not sure about what the specifics are on it as far as what the rules are for where the phones need to stay. The high school isn't quite ready to implement this yet. E.Galyean stated a lot of other districts are starting to do this. C.Raeveer stated they could create a policy regarding cell phone use.

E.Galyean adjourned the meeting at 8:20pm.

# Yamhill Carlton School District

## Human Resources

### Board Report

### September 12, 2024



#### **New Hires**

Cynthia Cronan, YCES Life Skills IA II  
Kara Ecker, YCES Life Skills IA II  
Cassandra Gomez, YCHS English Teacher  
Abigail Hemming, YCIS 5th Grade Teacher  
Alexa Hinkley, YCES 1st Grade Teacher  
Zachary Spink, YCES PE Teacher  
Brayden Tibbetts, YCIS Life Skills IA II  
Jordyn White, YCES CLIMB/Behavior IA II

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

Kara Ecker, YCES Life Skills IA II  
Kristy Koopman, Alliance Academy Coordinator

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

None

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

YCES Behavior & Life Skills IA  
Alliance Academy Coordinator



## DONATIONS

### August 2024

YCES School Supplies	G.Lindauer	\$138.86
New YCIS School Sign	Rick Yeo Consulting	\$2500.00
New YCIS School Sign	Frank & Brenda Foti	\$500.00
New YCIS School Sign	Lawson Corporation	\$1500.00
Aspire	Hyder Family (in honor of Carol Roy)	\$50.00
Rocketry	J.Slavish	\$26.00

*Mission*

*The Yamhill-Carlton School District champions the growth of its students. Our students recognize their individual strengths and talents, overcome their challenges, grow past proficiency, and succeed in their aspirations so each may contribute positively to a local and global society.*



To: Board of Directors – Yamhill Carlton School District  
Clint Raever, Superintendent

From: Tami Zigler, Business Manager

Date: September 12, 2024

Re: 2024-2025 District Financial Report

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**IMPORTANT ITEMS:**

- The 2023-2024 audited numbers and update will be provided in October with the first quarter detailed reports for 2024-2025.
- The beginning fund balance for the attached reports has not been carried forward to the new year. This will happen when the final audited numbers are brought forward into the new year.
- The journal entries for the transfers to Debt Services, Textbooks, Retirement, and Tuition Reimbursement will be completed in September.
- The \$13,250 asset sale you will see in the report is part of the diesel tank that was surplus and has been awaiting sale since we purchased our propane tank.
- Amount on purchased services need adjustments based on the history where in some cases bills for two months were posted in one month. These numbers will be evened out to show the average spending per year.

## **SUMMARY for Fiscal Year 2024-2025**

**This General Fund summary excludes Beginning Fund Balance (5400-5499).**

For the current period, total revenue was \$180,839 more than planned and total expenditures were \$243,785 less than planned. The combined result is a \$424,624 favorable surplus condition for the current year period.

### **REVENUES**

**TAXES:** Taxes are on plan. This amount is considered trivial and meets expectations based on budget appropriations.

**TUITION, FEES, OTHER:** Tuition, Fees, Other is \$1,183 under plan. This unfavorable condition represents -35.2% of the year-to-date plan amount of \$3,357. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Tuition, Fees, Other increased 271.4% over the prior year period compared to an average decrease of 55.3% over the preceding 4 years.

**EARNINGS ON INVESTMENTS:** Earnings on Investments are \$53,289 over plan. This favorable condition represents 959.7% of the year-to-date plan amount of \$5,553. The current year variance amount is considered material, and was primarily driven by an increase in 1510 INTEREST ON INVESTMENTS. For the current year period, Earnings on Investments increased 63.7% over the prior year period compared to an average increase of 21.1% over the preceding 4 years.

**INTERMEDIATE REVENUE:** Intermediate Revenue is on plan. The current year variance amount is considered trivial and meets expectations based on budget appropriations.

**STATE UNRESTRICTED AID AND SSF:** State Unrestricted Aid and SSF is \$115,483 over plan. This favorable condition represents 5.4% of the year-to-date plan amount of \$2,142,550. This variance amount is considered tolerable, and was primarily driven by an increase in 3101 STATE SCHOOL FUND - GENERAL SUPPORT. For the current year period, State Unrestricted Aid and SSF increased 5.7% over the prior year period compared to an average increase of 6.3% over the preceding 4 years.

**STATE RESTRICTED GRANTS-IN-AID:** State Restricted Grants-in-Aid is on plan. This variance amount is considered trivial and meets expectations based on budget appropriations.

**INTERFUND TRANSFERS/LONG TERM DEBT/OTHER:** Interfund Transfers/Long Term Debt/Other is \$13,250 over plan. This amount is considered material, and was primarily driven by an increase in 5300 SALE OF/COMPENSATION FOR LOSS OF FIXED ASSETS.

### **EXPENDITURES**

**SALARIES:** Salaries are \$25,621 under plan. This favorable condition represents -9.5% of the year-to-date plan amount of \$271,093. This amount is considered material, and was primarily driven by decreases in 0113 ADMINISTRATORS, and 0112 CLASSIFIED SALARIES. For the current year period, Salaries decreased 0.3% over the prior year period compared

to an average increase of 3.4% over the preceding 4 years. The largest Salaries groups - 0113 ADMINISTRATORS, and 0112 CLASSIFIED SALARIES, representing 81.2% of total Salaries, increased by 3.1%.

**ASSOCIATED PAYROLL COSTS:** Associated Payroll Costs are \$6,174 under plan. This favorable condition represents -5.2% of the year-to-date plan amount of \$119,007. This variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Associated Payroll Costs decreased 3.4% over the prior year period compared to an average increase of 5.2% over the preceding 4 years.

**PURCHASED SERVICES:** Purchased Services are \$34,862 under plan. This favorable condition represents -22.6% of the year-to-date plan amount of \$154,091. This variance amount is considered material, and was primarily driven by decreases in 0310 INSTR, PROF & TECH SRVS, and 0326 FUEL. This decrease was partially offset by an increase in 0331 REIMBURSABLE STUDENT TRANSPORTATION. For the current year period, Purchased Services decreased 2.0% over the prior year period compared to an average decrease of 0.1% over the preceding 4 years. The largest Purchased Services groups - 0331 REIMBURSABLE STUDENT TRANSPORTATION, 0327 WATER AND SEWAGE, 0325 ELECTRICITY, and 0310 INSTR, PROF & TECH SRVS, representing 82.2% of total Purchased Services, increased by 90.3%.

**SUPPLIES:** Supplies are \$38,155 over plan. This unfavorable condition represents 43.7% of the year-to-date plan amount of \$87,373. This amount is considered material, and was primarily driven by increases in 0420 TEXTBOOKS, and 0480 COMPUTER HARDWARE. For the current year period, Supplies decreased 7.1% over the prior year period compared to an average increase of 38.7% over the preceding 4 years.

**CAPITAL OUTLAY:** Capital Outlay is on plan. The current year variance amount is considered trivial and meets expectations based on budget appropriations.

**OTHER OBJECTS:** Other Objects are \$8,432 under plan. This favorable condition represents -2.8% of the year-to-date plan amount of \$306,251. This amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Other Objects increased 13.0% over the prior year period compared to an average increase of 13.4% over the preceding 4 years.

**TRANSFERS:** Transfers are \$206,851 under plan. This favorable condition represents -113.4% of the year-to-date plan amount of \$182,376. This variance amount is considered material, and was primarily driven by decreases in 0795 TRANSFER TO EMP BENEFIT FUND, and 0791 TRANSFER TO BUILDING FUND. For the current year period, Transfers decreased 100.0% over the prior year period compared to an average increase of 9.2% over the preceding 4 years.

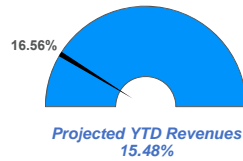
**OTHER USES OF FUNDS:** Other Uses of Funds are on plan. This amount is considered trivial and meets expectations based on budget appropriations.

*Information provided by Frontline Analytics powered by Forecast5.*

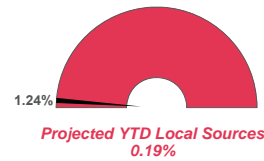
# 100 GENERAL FUND Revenue Dashboard Summary

For the Period Ending August 31, 2024

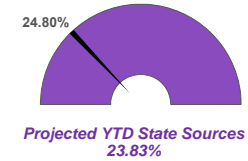
## Actual YTD Revenues



## Actual YTD Local Sources



## Actual YTD State Sources

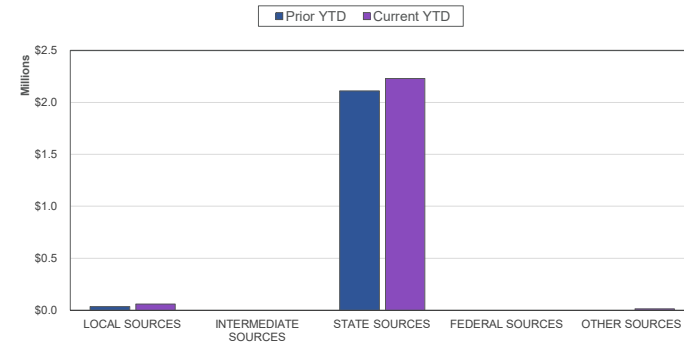


## General Fund Revenues

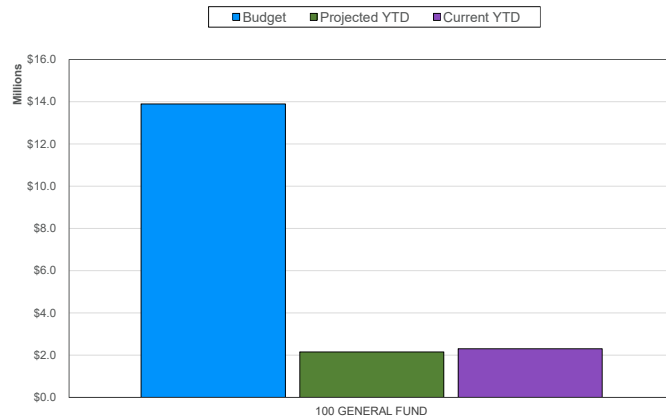
### Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

Unrestricted Grants-In-Aid	\$2,230,224
Interest On Investments	\$56,420
Sale Of Or Compensation For Loss Of Fixed Assets	\$13,250
Admissions	\$1,898
Rentals	\$240
Miscellaneous	\$17
Ad Valorem Taxes Levied By District	\$0
Percent of Total Revenues Year-to-Date	100.00%

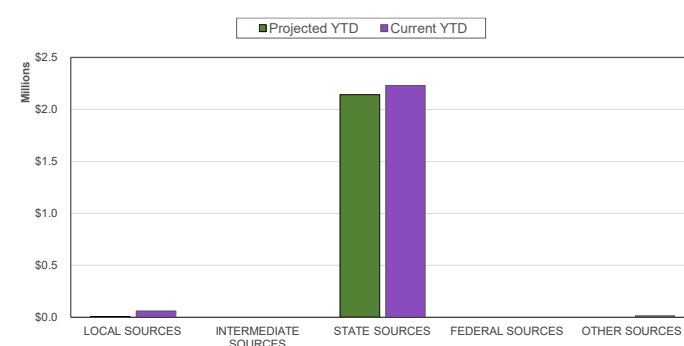
### GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



### Revenues by Fund | Budget / Projected YTD / Current YTD



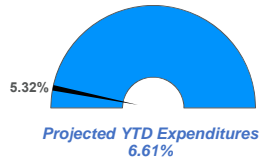
### GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



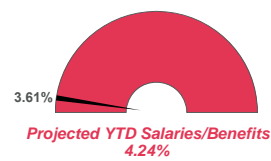
# 100 GENERAL FUND Expense Dashboard Summary

For the Period Ending August 31, 2024

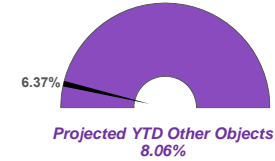
## Actual YTD Expenditures



## Actual YTD Salaries/Benefits



## Actual YTD Other Objects

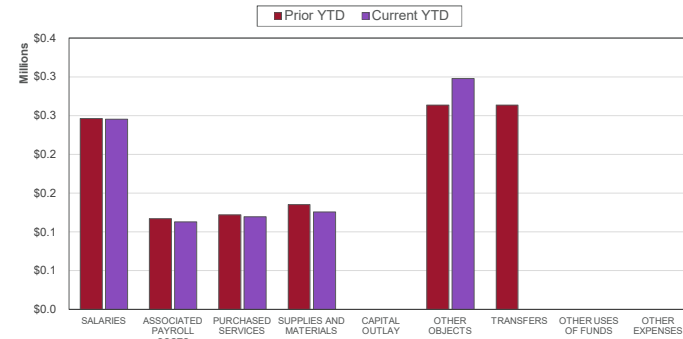


## General Fund Expenditures

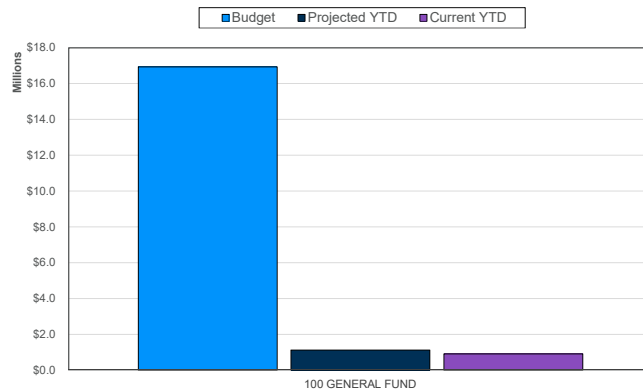
### Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Property Insurance Premiums	\$223,331
Administrators	\$127,209
Classified Salaries	\$72,188
Computer Software	\$57,727
Liability Insurance	\$55,940
Pers Ual Contribution	\$39,148
Reimbursable Student Transportation	\$38,238
Managerial-Classified- Conf	\$37,602
Employees Insurance	\$35,567
Water And Sewage	\$25,774
Percent of Total Expenditures Year-to-Date	79.11%

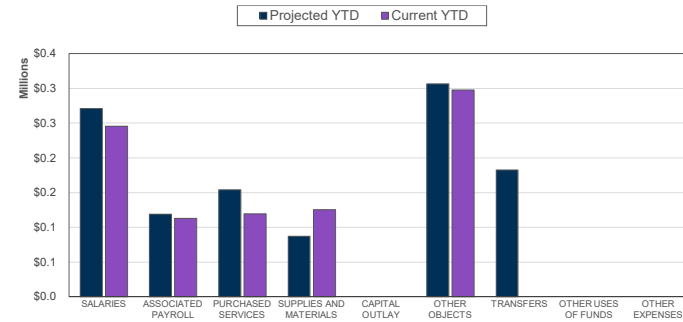
### GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



### Expenditures by Fund | Budget / Projected YTD / Current YTD



### GENERAL FUND Expenditures by Object | Projected YTD vs. Current YTD

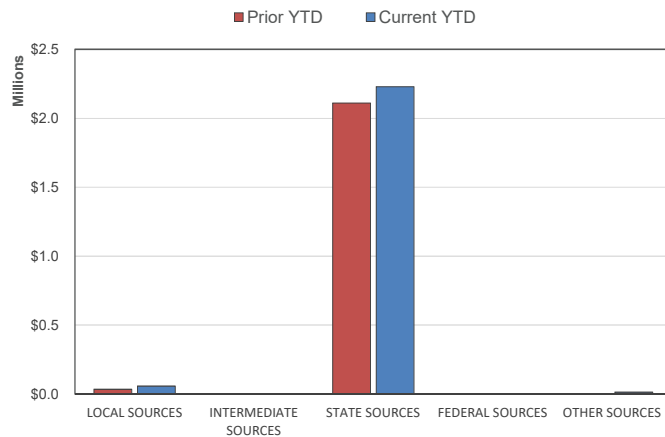


## 100 GENERAL FUND | Financial Summary by Object

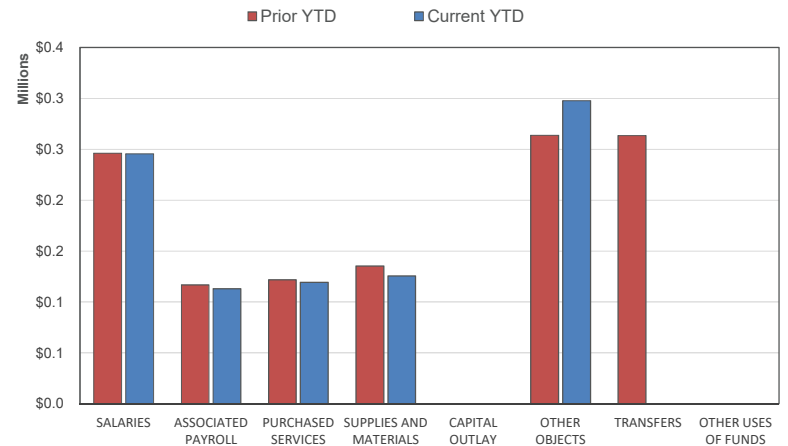
For the Period Ending August 31, 2024

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>Beginning Fund Balance</b>	\$ 2,979,668	\$ 2,979,668		\$ -	\$ 3,040,000	
<b>REVENUES</b>						
Local Sources	35,052	4,868,858	0.72%	58,575	4,707,564	1.24%
Intermediate Sources	-	323,831	0.00%	-	200,000	0.00%
State Sources	2,110,286	8,848,442	23.85%	2,230,224	8,992,254	24.80%
Federal Sources	-	-		-	-	
Other Sources	-	-		13,250	-	
<b>TOTAL REVENUE</b>	<b>\$ 2,145,338</b>	<b>\$ 14,041,132</b>	<b>15.28%</b>	<b>\$ 2,302,049</b>	<b>\$ 13,899,818</b>	<b>16.56%</b>
<b>EXPENDITURES</b>						
Salaries	\$ 246,101	\$ 6,261,260	3.93%	\$ 245,472	\$ 6,985,784	3.51%
Associated Payroll Costs	116,747	3,334,202	3.50%	112,833	3,622,291	3.11%
Purchased Services	121,681	2,325,215	5.23%	119,229	2,811,386	4.24%
Supplies and Materials	135,066	483,452	27.94%	125,528	528,775	23.74%
Capital Outlay	-	55,106	0.00%	-	168,722	0.00%
Other Objects	263,672	345,747	76.26%	297,819	360,747	82.56%
Transfers	263,393	760,393	34.64%	-	602,147	0.00%
Other Uses of Funds	-	-		-	1,859,966	0.00%
Other Expenses	-	-		-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,146,659</b>	<b>\$ 13,565,375</b>	<b>8.45%</b>	<b>\$ 900,881</b>	<b>\$ 16,939,818</b>	<b>5.32%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 998,678</b>	<b>\$ 475,757</b>		<b>\$ 1,401,169</b>	<b>\$ (3,040,000)</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 3,978,347</b>	<b>\$ 3,455,426</b>		<b>\$ 1,401,169</b>	<b>\$ -</b>	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD



2024-2025 Yamhill Carlton SD 1  
General Fund  
YTD Overview - Revenue August 2024

## YTD Local Sources

**\$58,575**

1.24% of Budget

## YTD State Sources

**\$2,230,224**

24.80% of Budget

## YTD All Other Sources

**\$13,250**

0.41% of Budget



RESOURCES	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>Operating Revenues</b>				
<b>State School Fund Formula</b>				
Local Revenue	\$0	\$0	\$4,355,000	0.00%
Intermediate Revenue	\$0	\$0	\$0	0.00%
State Revenue	\$2,110,286	\$2,230,224	\$8,942,254	24.94%
<b>Total State School Fund Formula</b>	<b>\$2,110,286</b>	<b>\$2,230,224</b>	<b>\$13,297,254</b>	<b>16.77%</b>
Local Revenue	\$35,052	\$58,575	\$352,564	16.61%
Intermediate Revenue	\$0	\$0	\$200,000	0.00%
State Revenue	\$0	\$0	\$50,000	0.00%
Federal Revenue	\$0	\$0	\$0	0.00%
Other Revenue	\$0	\$13,250	\$0	0.00%
<b>Total Operating Revenues</b>	<b>\$2,145,338</b>	<b>\$2,302,049</b>	<b>\$13,899,818</b>	<b>16.56%</b>
Beginning Fund Balance	\$2,979,668	\$0	\$3,040,000	0.00%
<b>TOTAL RESOURCES</b>	<b>\$5,125,006</b>	<b>\$2,302,049</b>	<b>\$16,939,818</b>	<b>13.59%</b>

**Revenue Insight:**

General Fund (Source 54XX Removed) YTD revenues totaled \$2,302,049 through August 2024, which is \$156,712 or 6.8% more than the amount received last year for this period. The YTD difference is driven by an increase in 3000-3999 State Sources of \$119,938, an increase in 1000-1999 Local Sources of \$23,524, and an increase in 5000-5999 Other Sources of \$13,250.

	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>General Fund Revenues</b>	\$5,125,006	\$2,302,049	\$16,939,818	13.59%
<b>General Fund Expenses</b>	\$1,146,659	\$900,881	\$16,939,818	5.32%
<b>General Fund Balance</b>	<b>\$3,978,347</b>	<b>\$1,401,168</b>	<b>\$0</b>	

2024-2025 Yamhill Carlton SD 1  
General Fund  
YTD Overview - Expense August 2024

## YTD Salaries and Benefits

**\$358,305**

3.38% of Budget

## YTD Purchased Services

**\$119,229**

4.24% of Budget

## YTD Supplies &amp; Materials

**\$125,528**

23.74% of Budget



REQUIREMENTS	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>Salaries</b>				
Regular Salaries	\$236,100	\$236,999	\$6,386,280	3.71%
All Other Salaries	\$10,001	\$8,473	\$599,504	1.41%
<b>Total Salaries</b>	<b>\$246,101</b>	<b>\$245,472</b>	<b>\$6,985,784</b>	<b>3.51%</b>
<b>Benefits</b>				
Retirement	\$57,115	\$53,828	\$1,484,259	3.63%
Employee Insurance	\$40,126	\$38,441	\$1,569,886	2.45%
All Other Benefits	\$19,507	\$20,564	\$568,146	3.62%
<b>Total Benefits</b>	<b>\$116,747</b>	<b>\$112,833</b>	<b>\$3,622,291</b>	<b>3.11%</b>
<b>Other Expenditures</b>				
Purchased Services	\$121,681	\$119,229	\$2,811,386	4.24%
Supplies and Materials	\$135,066	\$125,528	\$528,775	23.74%
Capital Outlay	\$0	\$0	\$168,722	0.00%
Other Objects	\$263,672	\$297,819	\$360,747	82.56%
Transfers	\$263,393	\$0	\$602,147	0.00%
<b>Total Operating Expenditures</b>	<b>\$1,146,659</b>	<b>\$900,881</b>	<b>\$15,079,852</b>	<b>5.97%</b>
Contingencies	\$0	\$0	\$1,859,966	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$0	0.00%
<b>TOTAL REQUIREMENTS</b>	<b>\$1,146,659</b>	<b>\$900,881</b>	<b>\$16,939,818</b>	<b>5.32%</b>

**Expense Insights:**

General Fund YTD expenses totaled \$900,881 through August 2024, which is -\$245,779 or -27.3% less than the amount spent last year for this period. The YTD difference is driven by a decrease in 700-799 Transfers of -\$263,393, an increase in 600-699 Other Objects of \$34,147, and a decrease in 400-499 Supplies and Materials of -\$9,537.

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 08/01/2024 To: 08/31/2024 Voucher: ALL  
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
<b>100 - GENERAL FUND</b>		
61684	ACTIVITIES FOR LEARNING	\$875.20
61644	ALPHA OMEGA PLUMBING LLC	\$2,375.00
0	AMAZON CAPITAL SERVICES	\$6,619.20
0	AMERICAN FIDELITY - PD LEAVE	\$1,585.50
0	BRIGHTLY SOFTWARE INC	\$3,594.64
0	BRIGHTSIDE ELECTRIC AND	\$816.00
0	BROWN, MARY E	\$567.76
0	CDW-GOVERNMENT, INC	\$2,009.38
0	CENTURY LINK	\$392.36
61652	CHOWN INC	\$68.21
61671	CHOWN INC	\$207.17
61645	CITY OF CARLTON	\$3,442.85
61646	CITY OF YAMHILL	\$35,426.19
61633	CLACKAMAS ESD	\$1,271.48
61653	COASTAL RANGE LEAGUE	\$2,000.00
61634	COSA	\$3,625.00
61654	DAVISON AUTO PARTS	\$81.44
0	DELL INC	\$2,646.72
61687	DELPHIAN SCHOOL	\$200.00
61688	DEMME LEARNING	\$4,457.00
61673	DORMERS SCREENPRINTING	\$1,096.50
61635	FINALSITE	\$7,788.00
0	FRACOTYP - POSTALIA	\$2,000.00
61674	GENERATION GENIUS INC	\$1,295.00
61675	INSTITUTE FOR EXCELLENCE IN WRITING LLC	\$2,447.00
0	KONE INC	\$724.35
61690	LEARNING WITHOUT TEARS	\$1,937.16

# Yamhill-Carlton School District No. 1

## Approval of Bills Report

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Check Number	Vendor	Amount
<b>100 - GENERAL FUND</b>		
61655	LES SCHWAB TIRE CENTER	\$20.00
61636	LIBRARY WORLD, INC	\$525.00
61637	LOWE'S COMPANIES INC.	\$73.11
61647	LOWE'S COMPANIES INC.	\$1,126.14
61656	LOWE'S COMPANIES INC.	\$204.35
61676	LOWE'S COMPANIES INC.	\$501.60
61691	LOWE'S COMPANIES INC.	\$161.24
61643	MCMINNVILLE GAS INC.	\$15,855.55
61677	MCMINNVILLE GAS INC.	\$237.83
0	MID COLUMBIA BUS CO., INC	\$40,060.83
61657	MR. ROOTER OF SALEM, OR	\$398.75
61659	OACA	\$897.00
61679	OADA	\$130.00
0	OETC	\$2,425.00
61692	OSAA	\$3,560.00
61648	OSPA	\$220.00
61660	OVS	\$203.32
0	PACIFIC OFFICE AUTOMATION	\$1,921.87
0	PACIFIC OFFICE AUTOMATION (LEASE)	\$3,100.00
61661	PORTLAND GENERAL ELECTRIC	\$12,127.34
61662	PROJECT WAYFINDER INC	\$3,500.00
61693	RAINBOW RESOURCE CENTER, INC	\$10,205.67
61638	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$140.00
61649	RECOLOGY WESTERN OREGON GARBAGE	\$2,343.05
61663	RECOLOGY WESTERN OREGON GARBAGE	\$167.85
61680	RODDA PAINT CO	\$271.95
0	SAVVAS LEARNING COMPANY LLC	\$381.63

# Yamhill-Carlton School District No. 1

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Check Number	Vendor	Amount
<b>100 - GENERAL FUND</b>		
0	SCENARIO LEARNING LLC	\$2,178.56
61681	SCHOOL FIX CATALOG	\$3,564.61
0	SIERRA SPRINGS	\$45.96
61682	STRUCTURED COMMUNICATIONS SYSTEMS INC	\$2,830.05
61694	SYSCO FOOD SERVICES	\$604.60
61639	THE HOME DEPOT PRO	\$6,802.79
61665	TODAYS CLASSROOM LLC	\$9,547.11
0	UMPQUA BANK-CC	\$3,301.14
61650	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
61640	WILCO	\$6.79
61666	WILCO	\$15.65
0	WILLAMETTE E.S.D.	\$150.00
0	YAMHILL SHELL STATION	\$420.91
0	ZIGLER, TAMARA JO	\$585.16
61641	ZIPLY FIBER	\$3,523.93
61667	ZIPLY FIBER	\$3,523.93
Total for 100 - GENERAL FUND		<b>\$227,536.88</b>
<b>230 - MISC GRANTS</b>		
61632	CHEMEKETA COMMUNITY COLLEGE	\$2,500.00
0	WILLAMETTE E.S.D.	\$808.65
Total for 230 - MISC GRANTS		<b>\$3,308.65</b>
<b>251 - STUDENT INVESTMENT ACCOUNT</b>		
0	ASSIST EDUCATION SERVICES	\$5,711.25
0	BRIGHTSIDE ELECTRIC AND	\$10,425.00
61685	BROCKMAN PAINTING	\$6,000.00
61670	CARLSON TESTING, INC.	\$695.50

# Yamhill-Carlton School District No. 1

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Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
<b>251 - STUDENT INVESTMENT ACCOUNT</b>		
61689	JOHNSON FLOORING INC	\$26,352.08
Total for 251 - STUDENT INVESTMENT ACCOUNT		<b>\$49,183.83</b>
<b>252 - HIGH SCHOOL SUCCESS: MEASURE 98</b>		
0	WILLAMETTE E.S.D.	\$1,279.77
Total for 252 - HIGH SCHOOL SUCCESS: MEASURE 98		<b>\$1,279.77</b>
<b>253 - EARLY LITERACY GRANT</b>		
0	MID COLUMBIA BUS CO., INC	\$3,265.78
Total for 253 - EARLY LITERACY GRANT		<b>\$3,265.78</b>
<b>265 - UNEMPL/RETIREE RESERVE</b>		
61672	CPM EDUCATIONAL PROGRAM	\$41,520.30
0	CURRICULUM ASSOCIATES LLC	\$15,998.00
61658	MYSTERY SCIENCE INC	\$4,185.00
61678	MYSTERY SCIENCE INC	\$25,110.00
Total for 265 - UNEMPL/RETIREE RESERVE		<b>\$86,813.30</b>
<b>280 - STUDENT BODY FUNDS</b>		
0	AMAZON CAPITAL SERVICES	\$932.98
Total for 280 - STUDENT BODY FUNDS		<b>\$932.98</b>
<b>283 - YCHS STUDENT BODY</b>		
0	AMAZON CAPITAL SERVICES	\$340.41
0	OPITZ, MATTHEW B	\$83.98
20814	SPORTDECALS INC	\$346.50
20815	YAMHILL CARLTON HIGH SCHOOL	\$500.00
Total for 283 - YCHS STUDENT BODY		<b>\$1,270.89</b>
<b>299 - NUTRITION SERVICES</b>		

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria:  
Report Sort: FUND

From Check Date: 08/01/2024  
From Fund: 100

To: 08/31/2024  
To: 900

Voucher: ALL  
☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
299 - NUTRITION SERVICES		
61686	CARLTON FARMS	\$2,100.90
61683	JOHNSON, JOSEPH A	\$50.00
61664	SYSCO FOOD SERVICES	\$242.09
61695	WATER WALKERS INC	\$2,394.90
Total for 299 - NUTRITION SERVICES		\$4,787.89
Grand Total:		\$378,379.97

End of Report

# Yamhill-Carlton School District No. 1

## Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 08/01/2024

To Date: 08/31/2024

Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	GENERAL FUND	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$93.57
		0	GENERAL FUND	FISCAL SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$32.98
		0	GENERAL FUND	FISCAL SERVICES	TRAVEL, OUT OF DISTRICT	\$2,811.04
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$61.11
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	REPAIRS & MAINTENANCE SERVICES	\$45.00
		0	GENERAL FUND	STUDENTS WITH MENTAL DISABILITIES - LIFE SKILLS	COMPUTER SOFTWARE	\$49.99
		0	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$193.75
		0	GENERAL FUND	UNDESIGNATED	ACCOUNTS PAYABLE	\$13.70
Total for UMPQUA BANK-CC						\$3,301.14
Total for GENERAL FUND						\$3,301.14
Grand Total:						\$3,301.14
Recap for FUND for GENERAL FUND						
100	GENERAL FUND					\$3,301.14

End of Report



## 2024-2025 Board Goals

1. Prioritize facility needs according to stakeholder feedback, initiate implementation, and monitor the progress of completed achievements.
2. Monitor the successful implementation of the communication plan between the schools, parents, and the broader community including city governments and civic organizations.
3. Establish and implement a monitoring plan for the Yamhill Carlton School District five year strategic plan.

## **Superintendent Goals 2024-2025**

1. Enhance communication within the district and community by establishing robust communication channels within the school district and fostering stronger ties with the local community, promoting transparency, engagement, and collaboration.
2. Reinforce the mission, vision, and strategic plan across the district by ensuring that every member of the school district community understands, embraces, and actively contributes to the fulfillment of the district's mission, vision, and strategic goals, fostering a shared sense of purpose and direction.
3. Implement the administrator professional development plan by ensuring that administrators within the school district receive comprehensive and effective professional development opportunities that enhance their leadership skills, promote continuous growth, and support the achievement of organizational goals.
4. Ensure high-quality instruction through instructional rounds by implementing instructional rounds as a systematic approach to improving teaching and learning across the school district, fostering a culture of collaboration, reflection, and continuous improvement among educators.

# Yamhill-Carlton School District 1

Code: **CBG**  
Adopted: 10/09/06  
Revised/Readopted: 12/10/12, 12/14/17

## Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the ~~administrative superintendent's~~ job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and his/her performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)  
[ORS 332.107](#)  
[ORS 332.505](#)

~~[ORS 342.513](#)~~  
~~[ORS 342.815](#)~~

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

### Cross Reference(s):

BDC - Executive Sessions  
CB - Superintendent  
CBA - Qualifications and Duties of the Superintendent

## Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for ~~administrative personnel~~ administrators. The purpose of administrator evaluations is to assist an administrator with developing and strengthening his/her professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

A formal evaluation will be conducted at least once each year. The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
  - a. Classroom-based assessments including observations, lesson plans and assignments;
  - b. Portfolios of evidence;
  - c. Supervisor reports; and
  - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other teachers and administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\),\(8\)](#)

[ORS 332.505](#)

[ORS 342.120513](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

## Injury or Illness Reports

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. Staff members will report self-administered first-aid<sup>2</sup> treatment to an immediate supervisor. All accidents involving employees students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>3</sup> illness or injury to an employee resulting in overnight in patient hospitalization for medical treatment<sup>2</sup> other than first aid, loss of an eye, amputation or avulsion the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). ~~This report will be made~~ within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>5</sup> shall be reported<sup>6</sup> to OSHA within eight hours.

ALL injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records ~~and reports on serious on~~ injuries or illnesses, ~~including accidents involving district property, or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.~~

~~The records will include monthly reporting information and an analysis of the data and trends will be~~

<sup>1</sup> The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

<sup>3</sup> An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting ~~condition~~ injury or illness. (OAR 437-001-0700(6))

<sup>4</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

conducted at least annually. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent, for review annually.

#### END OF POLICY

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<sup>1</sup>An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

<sup>2</sup>Medical treatment includes managing or caring for a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

<sup>3</sup>A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

<sup>6</sup>Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

#### END OF POLICY

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#### Legal Reference(s):

ORS 339.309  
OAR 437-001-0015  
OAR 437-001-0700  
OAR 437-001-0704  
OAR 437-001-0760  
OAR 437-002-0360  
OAR 437-002-0377  
OAR 581-022-2225

#### Cross Reference(s):

GBE – Staff Health and Safety

# Yamhill-Carlton School District 1

Code: **IGBAF**  
Adopted: 10/09/06  
Revised/Readopted: 12/08/22

## Special Education - Individualized Education Program (IEP)\*\*

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the district, kindergarten through 21 years of age, including those who attend a public charter school located in the district, are placed in or referred to a private school or facility by the district; or receive related services from the district. The district is responsible for initiating and conducting the meetings to develop, review and revise the IEP of a student with disabilities. The district will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter and when considering a change in the IEP or placement.

If a student is to be placed or referred to a private school or facility or attends a private or parochial school, the district will ensure that a representative of the private school or facility attends the IEP meeting. If the representative of the private school or facility is unable to attend the IEP meeting, the district shall use other methods to ensure participation including but not limited to, individual or conference telephone calls or individual meetings.

END OF POLICY

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### Legal Reference(s):

[ORS 343.068](#)

[ORS 343.151](#)

[ORS 343.155](#)

[ORS 343.321 - 343.333](#)

[OAR 581-015-2190](#)

[OAR 581-015-2195](#)

[OAR 581-015-2200](#)

[OAR 581-015-2205](#)

[OAR 581-015-2210](#)

[OAR 581-015-2215](#)

[OAR 581-015-2220](#)

[OAR 581-015-2225](#)

[OAR 581-015-2229](#)

[OAR 581-015-2230](#)

[OAR 581-015-2235](#)

[OAR 581-015-2055](#)

[OAR 581-015-2600](#)

[OAR 581-015-2065](#)

[OAR 581-015-2265](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.5 to -300.6, 300.22 to -300.24, 300.34, 300.43, 300.105 to -106, 300.112, 320.325, 300.328, 300.501 (2012).

# Yamhill-Carlton School District 1

Code: **JGAB**  
Adopted: 2/13/12  
Revised/Readopted: 12/08/14; 12/14/17; 4/09/20;  
2/08/23

## Use of Restraint or Seclusion\*\*

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object<sup>1</sup>, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

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<sup>1</sup> The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

## Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.

"Restraint" does not include:

- a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
  - (1) Break up a physical fight;
  - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
  - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

"Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

3. “Seclusion cell” means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
4. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
5. “Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.
6. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
  - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
  8. “Prone restraint” means a restraint in which a student is held face down on the floor.
  9. “Supine restraint” means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall only utilize the MANDT<sup>2</sup> training program ~~of for~~ restraint or seclusion ~~for use to train staff and use~~ in the district. ~~As required by state regulation, the selected program shall be one which is~~ approved by the Oregon Department of Education (ODE) ~~and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and seclusion.~~

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;

<sup>2</sup>~~The district must identify the program utilized for training.~~

4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics<sup>23</sup> of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district's main office and on the district's website, and to the Board.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 - 581-002-0023. This appeal process is identified-represented in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of restraint or seclusion by district staff. A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.

END OF POLICY

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<sup>23</sup> Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual

student.

**Legal Reference(s):**

[ORS 161.205](#)  
[ORS 339.250](#)  
[ORS 339.285](#)  
[ORS 339.288](#)  
[ORS 339.291](#)  
[ORS 339.294](#)  
[ORS 339.297](#)

[ORS 339.300](#)  
[ORS 339.303](#)  
  
[OAR 581-021-0061](#)  
[OAR 581-021-0550](#)  
[OAR 581-021-0553](#)  
[OAR 581-021-0556](#)

[OAR 581-021-0563](#)  
[OAR 581-021-0566](#)  
[OAR 581-021-0568](#)  
[OAR 581-021-0569](#)  
[OAR 581-021-0570](#)  
[OAR 581-022-2267](#)  
[OAR 581-022-2370](#)

**Cross Reference(s):**

JGA - Corporal Punishment  
JGDA/JGEA - Discipline of Disabled Students