



YAMHILL CARLTON SCHOOL DISTRICT

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

BOARD OF DIRECTORS

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, October 10, 2024

Regular Session: 6:00pm

AGENDA

- I. Call to Order Regular Session**
- II. Flag Salute**
- III. Individuals, Delegations, Recognitions, and Communications**

- A. YCHS - Student body - Verbal Report
- B. YCES – Upcoming Author Visit Presentation – Kristen Pond
- C. YCHS - Tanner Smith & Brad Post - Verbal Report
- D. YCIS – Amanda Dallas & Chad Tollefson - Verbal Report
- E. 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. 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: 9/12/2024
 - 2. Work Session Minutes: 9/23/2024
- B. Personnel
- C. Enrollment
- D. Donations

- VI. Announcements and Reports**

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

- VII. New Business**

- A. Cooperative Sponsorship Approval (Action Item)
- B. Adopt New and Updated Policies:
 - 1. Evaluation of the Superintendent (CBG)
 - 2. Evaluation of Administrators (CCG)
 - 3. Injury or Illness Reports (EBBB)
 - 4. Special Education – IEP (IGBAF)
 - 5. Use of Restraint or Seclusion (JGAB)
 - 6. Fund Balance (DBDB) - New

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C. First Read of New and Updated Policies:

1. Nondiscrimination (AC)
2. Suspected Abuse of a Child Reporting Requirement (GBNAB/JHFE & JHFE/GBNAB)
3. Criminal Records Checks and Fingerprinting (GCDA/GDDA)
4. Special Education – Procedural Safeguards (IGBAG)
5. Safety Threat (EBCA) – New
6. Emergency Plan and First Aid (EBC) - New

D. Division 22 Report

VIII. Board of Directors Comments

IX. Adjournment



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Password: sW66uH

Thursday, September 12, 2024

Regular Session: 6:00pm

MINUTES

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

Admin and DO Present: Clint Raever, John Horne, Mary Brown, Ian Barr, Amanda Dallas, Tanner Smith, Chad Tollefson, Brad Post

Others Present: Morgan Bishop, Gus Brunner, Kris Brunner, Amie Luttrell, Grayson Luttrell, Danny Luttrell, Madison Gregor

I. Call to Order Regular Session

E.Galyean 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 some of the members of the trap team, Gus Brunner, Grayson Luttrell, and Madison Gregor. Madison Gregor spoke on behalf of the team.

-They won the national championship this year. The members passed around their trophies and other awards and took a picture with the board. M.Gregor stated that leading up to nationals, the team practiced twice a week. Each time they used between 50 to 150 shells. They practice at Newberg Rod and Gun Club. The team won first place at State and won for their division. They competed at a WRITA competition which has adults competing as well. The YC team shot 487 out of 500 clay pigeons.

-At nationals, they got rained out the first day and didn't get to practice. That meant they only got one practice day, so they practiced as a team instead of individually. The first day of competition was team shooting. They qualified and took 36th. The next day they shot individually. All 6 team members qualified.

-On the day of the championship, they were tired but ready.

-They did get to go out and go fun things while they were there like go-carting, axe throwing, and a nerf war through the hotel.

-M.Gregor stated trap is a mental game and you have to stay out of your head. You have to be able to not let a missed bird get to you.

-After the team rounds, they only had 15 minutes to prepare for the individual rounds. The lowest any of them shot was a 93. The highest was 98.

-They are very proud of their team and excited for the upcoming year. Several more students have joined the team this year.

-J.Eglend asked what made them so successful. M.Gregor responded that their team dynamic and the effort they put into their practices made them successful. They have a lot of fun, but know when it's time to buckle down. Knowing when to humble themselves and dial in is key.

-K.Watson stated that only missing two birds is truly remarkable. He asked how they qualified for Nationals. M.Gregor responded that they had to shoot 46 out of 50 consecutively for 5 consecutive weeks.

-J.Dumdi asked if the other schools they competed against were big schools. M.Gregor replied that YC was definitely smaller than a lot of the other schools there.

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- E.Galyean asked how they will keep up their success. M.Gregor replied they don't really have any different opportunities than last year, but they will be practicing all year instead of just during competition season.
- B.Post pointed out that all of the team members participate in other sports and get good grades.
- E.Galyean asked what role the parents play in their success. M.Gregor stated that they are a huge part of making the team successful. They are their biggest supporters. They do a lot of fundraising, and they can't take guns through security without someone over 18, so they wouldn't be able to do it without them.
- Grades 6th through 12th can join the team. They currently have 16 members.
- M.Gregor is a two-time national champion. She was third in the nation last year and eighth this year.
- The board congratulated them all and are very proud of them.
- T.Smith reported.
- They have made some google slides of the new student handbook to show in advisory.
- WESD came out yesterday and met with staff at the intermediate and high school about MTSS. What they had been doing under the previous MTSS was to meet once a week and go over every student. It took from 8am to 1pm. Now the Oregon Data Suite can run reports with all the necessary data in minutes. It will save so many hours.
- They had their first fire drill of the year this week and it was done in 6 minutes. Everyone moved well and communicated well between the two schools.
- There was a student with a medical emergency this week. The student is okay. They put the school in a hold during the incident and it went well. The students know what to do.
- The booster club will be holding a ribbon cutting ceremony for the reopening of the stadium on 9/18 at 6:30pm for the sponsors who helped make it possible. M.Brown will send an invite to the board.
- E.Galyean asked if they have a feel on enrollment numbers. T.Smith responded they are around 265 to 270. There are already students out sick, but the numbers are starting to even out. It looks like they will be a little above of what was projected.
- S.FitzGerald asked if they have planned interventions for reading and math. T.Smith responded he would like come to a board work session to show the new MTSS program so they can see what they are looking at. The goal on Wednesdays will be to flag students who will need interventions. The teacher will be able to put notes in as to what the interventions should be.
- B.Post reported.
- 142 student athletes have registered. This is the largest number of students registered post Covid. That is over 50 percent of the student body.
- The increased participation levels in interscholastic sports shows that over half of the student body are having an extended version of the classroom on the field and court. This extension of learning and competing goes hand in hand with the district's mission of championing the growth of the whole student with highly effective learning practices.
- Volleyball is 1-0. Tuesday night they won four sets against Neah Kahnle to kick off league play. The volleyball team is the largest program with close to 40 girls.
- Football is 1-0 after their opening home game last Friday. They will be playing Santiam Christian tomorrow night.
- The boys' soccer team has 19 players this year compared to 12 last year. That is a large jump from last year.
- The girls' soccer team is playing tough. Their record is 1-2. They will open league play against Riverdale at Lewis and Clark College tomorrow night.
- The cross country team, led by Coach Rylan, has grown. There are now 10 team members. An important highlight to share is that Louie Etta broke a long-lasting school record last night.
- The cheer team is bringing the spirit as usual with 11 team members. Several of them are also doing soccer and volleyball.
- The growth of Tiger athletics is very exciting.

B. YCIS – Amanda Dallas & Chad Tollefson – Verbal Report

-A.Dallas reported.

-A.Dallas thanked everyone for their warm wishes, caring posts, emails, cards, and meals for her family, thoughtful words, and amazing hugs the last couple of weeks. Her dad meant a lot to her and will always be with her both in spirit and in her everyday actions. As you watch her get up every morning and work sun up to sun down with a smile on her face know that her dad is shining through her. She feels at peace being surrounded by her YC family and knowing that she can and will ride the roller coaster of grief with and alongside her people. As she told her staff on the first day back: Every storm runs out of rain.

-A big shout out to the YCIS staff. They have been so amazing with all the shifting as she figures out her new role. They are fortunate to have such dedicated staff members who love the students endlessly.

-Supply drop off filled her bucket. She loves seeing the families and students filled with excitement and hope for the new year. They had a great parent meeting that set the tone of the year and also announced the 'Away for the Day' for all technology for students.

-Orange and Black night had a great turnout. They learned a lot about what they will do next time. A bonus was that the football team won.

-'Away for the Day' has been going well. Electronic devices have to be either in their backpacks or lockers. A lot of staff has come to her saying they enjoyed their first week back with the students. She has also heard feedback from parents that their students are less worried about what they look like since no one can take videos or pictures of them during the day. They have only had three or four that didn't follow the rule and parents had to be informed. There were also a couple of parents who reached out with concerns about the new policy. She explained to them the reasoning for the rule and they seemed to understand.

-Pick up and drop off is going well. There were some trial and error days, but now they have set up a QR code for parents at pick-up time.

-The student leadership is leading announcements, working on the fall festival with the high school football team and scheduling food trucks, and making inspirational signs for the bathrooms. The welcome back assembly will be on September 20th.

-The try outs for the fall play are currently taking place and they will start practice soon.

-A.Dallas gave the board a copy of Dibbles report. The benchmark data is currently being assessed for iReady. The fall data collection for DESSA will happen at the end of October.

-Regarding MTSS, they are working on how to solve student problems efficiently and effectively. The first step will be to, as a team, make a flow chart for what behaviors warrant being sent to the office and what behaviors can be addressed in the classroom. They will also be getting trained in PAX adolescence.

-A.Dallas presented the strategic plan for YCIS and asked the board to let her know if they have any questions.

C. YCES - Amanda Dallas – Verbal Report

-A huge shout to the YCES staff. Every one of them has stepped up in one way or another to fill her absence when she is at YCIS. Kelli Fletcher, Sherri Nauman, and Morgan Bishop have been amazing in both keeping her up to date on how students are doing, but also on how staff are doing. She couldn't do her job without them.

-They had a great start to the year. They are focused on building relationships with each other, their students, and their families. Their focus at the beginning of the year is SEL and building belonging through relationships. Morgan has been an amazing support to the staff and students on both the days A.Dallas is in the building and the days she is not.

-They have started out strong with PAX expectations and reviewing or introduction all of the PAX Kernels earlier and more quickly because for the 1st-3rd, all that teaching is review. She has had many teachers come to her and say that they are ready to play the PAX Good Behavior Game, which is amazing. That means that in the first month, they are already starting to build working stamina.

-The new and newer teachers are doing amazing. The spirit in the building is high. This year, they made a schedule so that all teachers are eating together and staff have loved that time together.

-In support of their mission, they continue to support the teachers. S.Nauman and M.Bishop are available to model, co-teach, and relieve new teachers to observe in other classrooms. Her goal is to continue to be proactive in their growth process with the staff so everyone is on the same page and hopefully take some of the anxiety out of the process.

-They will be having an open house on 09/17 from 5:00-6:30pm. They will have pictures with Tilly. Donations will be accepted. The funds raised will go to teacher baskets.

-A.Dallas gave the board a copy of the strategic plan for the elementary school. It is an ongoing plan.

-The benchmark data for Dibels will be available at the end of the month. The benchmark data for i-Ready is currently being assessed. The DESSA fall collection will happen at the end of October.

-In regards to MTSS, they have started to use a digital check-in with the TigerDen. They are excited to use this information as a building and also in grade level PLC time.

-C.Tollefson wanted to say that A.Dallas is doing an excellent job at managing both schools and that the poise she has is remarkable.

-George Fox serve day was yesterday. It was amazing. They had twelve students at each site. They helped with all the things the teachers don't have time for. They set up the clothing closet, put together chairs, cleaned the staff room, made packets, and more.

-J.Dumdi asked how the 7th and 8th grade sports are going. C.Tollefson responded that A.Rabung is doing a great job meeting with Brad and YCTC. They are working through the details of how many coaches they need and registration. B.Post stated there are a lot of moving parts, but everyone seems to be on the same page.

-J.Dumdi asked if they plan on getting window clings for YCIS like they have at YCES. A.Dallas replied that she wasn't thrilled with the company they used for YCES and it takes planning because of window sizes and coming up with the design. It won't be until next year.

-J.Dumdi asked if she knows the enrollment numbers. A.Dallas replied they are between 350 to 360 at YCIS and 286 for YCES.

-J.Horne stated that Alliance Academy had 180 last year. They are at around 175 right now. K.Koopman resigned. Stephanie Belt-Verhoeff will be the new alliance coordinator.

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IV. Review of Agenda (Action Item)

-S.FitzGerald 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. Regular Session Minutes: 08/15/2024

2. Work Session Minutes: 08/27/2024

B. Personnel

C. Donations

-K.Watson 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 asked J.Horne to report on a few things he had to share.

-J.Horne met with the ESD about the 'Grow Your Own' program. The position is as a Teacher Talent Liason. They provide funding of around \$4000 for a teacher to attend a couple meetings a month and help guide classified staff members who are interested in becoming teachers. It is a good opportunity to have someone be there to assist them in the process.

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-S.FitzGerald asked what opportunities IAs have who don't want to pursue teaching. C.Raever stated that the ESD has some training opportunities, but there is nothing for them as far as tuition reimbursement for classes they take.

-J.Horne stated that the district has used Frontline for their absence management and recently made the decision use them for the evaluation process, recruiting and hiring, and Frontline Central. The coaching position will be the first one to go through this system.

-Frontline Central will have all the paperwork necessary for new hires to complete. Current staff members will have a number of forms available through Central. The implementation of these systems has been a lot to take on, but they will be very efficient systems to have. C.Raever is excited about the automation of it all. They have all spent a lot of time creating google forms, so these systems will be a time saver.

-C.Raever reported.

-Oregon Data suite came out yesterday. They are working on the dashboard based off of the indicators from the strategic plan. They can use anything that is in Synergy, such as attendance, discipline, etc. It can also pull Dibbles, iReady, and DESSA scores. Assist Education is also working on creating a live dashboard for the website.

-The communication plan that was originally drafted was not what the district was looking for. He and M.Brown found some from other districts and will work on creating one that has more specifics than the original. They will try to get something drafted by the October work session.

-They will be posting the budget message on the website and social media. They tailored it down to be shorter and more specific.

-C.Raever is so excited to have the 'Tigers on Track' report. This will be a printable form that will be given to students and parents to show how they are doing. For the 7th and 8th graders, it will help show what the impact of how they are doing now will have in high school and be able to put interventions in place if they are behind.

-They will begin polling around what the community wants. The company will give him the questions that they can be tailored for the district, but the company stated they shouldn't be changed too much. They are hoping to start the polling next week. They have one more draft of the questions to review before starting.

-S.FitzGerald asked if one of the questions has to do with 4th and 5th graders being moved to the elementary school. C.Raever replied not specifically. It will be more of a question about how they feel about the grade split. This will give the district an idea of how people are feeling about the structure of the grades.

-J.Dumdi asked how they will go about doing the polling. C.Raever replied that they will be doing it by phone. Because it is scientifically based, they don't want to let the community know ahead of time, so that data doesn't get skewed. They are confident they can get 400 responses.

-E.Galyean asked for an update on the website. The announcement about it will be in the newsletter. The newsletter should have gone out last week, but there was a delay due to some issues with the printing company.

B. Facilities Report – Ian Barr – Verbal Report

-I.Barr reported.

-The back stairs at the high school should be done this week.

-They are working on the lighting inside the stadium.

-They have conquered the courtyard drain.

-The section of the roof that was being replaced at the intermediate school is done.

-They have added more bark chips to the playgrounds.

-The cafeteria has new interior paint.

-They are starting to spray, weed, and seed.

- They are going to be rebuilding the storage areas under the stadium. The concession stand floor will need to be addressed if they decide to use it.*
- They are also working on a regular inspection plan to catch things related to the stadium before they get bad.*
- J.Dumdi stated that one of the bleachers at the softball field doesn't have an end cap on it and it is very sharp and could cause injury. I.Barr stated he would take care of it.*
- S.FitzGerald asked if they will be putting in hand rails at the stadium. C.Raever responded that J.Collins has the materials and a plan to make them, it is just matter of getting them done.*
- C.Raever stated they will reconvene the long range facilities committee in November. There will be up to three meetings from November to December to look at the proposal that was presented to the board and reprioritize the items on the list.*

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

- T.Zigler was unable to attend due to a conference she was attending.*
- E.Galyean stated that she asked T.Zigler about the supplies being higher than planned. T.Zigler replied to her that in the past they were able to use ESSER funds. Those are gone now which is the reason for the increase.*
- J.Dumdi noticed that both of the salary plans had decrease and asked if it was due to new teachers and vacancies. J.Horne replied that he believes that is why.*
- J.Egland motioned to approve the financials and list of bills for August 2024 as presented. S.FitzGerald seconded. All in favor. Motion carried.*

VII. New Business

D. Approve Board Goals (Action Item)

- E.Galyean would like to postpone the approval of the goals to be able set up the strategies to achieve those goals. The rest of the board felt that they could approve the goals tonight and work on the strategies at a work session.*
- K.Watson motioned to approve the 2024-2025 board goals as presented. S.FitzGerald seconded. All in favor. Motion carried.*

E. Approve Superintendent Goals (Action Item)

- C.Raever stated these are just his goals and it does not include the indicators. The board has a copy of his goals that include the indicators.*
- S.FitzGerald motioned to approve the 2024-2025 superintendent goals as presented. J.Dumdi seconded. All in favor. Motion carried.*

F. First Read of Policy Updates:

1. Evaluation of Superintendent (CBG)
2. Evaluation of Administrators (CCG)
 - J.Dumdi asked if the section about the standards adopted by the state board of education is still current. C.Raever confirmed that is correct.*
3. Injury or Illness Reports (EBBB)
 - C.Raever stated there were a lot of changes to this one. Some of them were choices the district had to make. J.Dumdi asked who is the district safety officer. C.Raever replied that he is. Each building also has their own.*
4. Special Education – Individualized Education Program (IGBAF)
 - The only changes for this policy are some added legal references.*
5. Use of Restraint or Seclusion (JGAB)

-There were some changes in the statutes for this policy.

VIII. Board of Directors Comments

-The board had no comments.

IX. Adjournment

-E.Galyean adjourned the meeting at 7:34pm.



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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

Monday, September 23, 2024

Work Session: 6:00 pm

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

D/O Members Present: Clint Raever, Mary Brown

Others Present: Kyle Laier via Zoom

MINUTES

I. Call to Order Work Session

E.Galyean called the meeting to order at 6:00pm.

II. Flag Salute

III. District Strategic Plan Monitoring Plan

-E.Galyean stated that in the five year strategic plan there are sub points. This meeting is to establish what indicators will be used to measure each of those points.

-K.Watson asked if some of them would only be once a year. C.Raever replied that the YouthTruth Survey is done once a year in the fall and DESSA is done three times a year.

-C.Raever shared the dashboard that the ESD put together. There are a lot of indicators that can be pulled from the student information system (SIS). What the board wants to look at is the other key indicators that can't be pulled from the SIS and how they can be tracked. E.Galyean stated that they should also look at things that the community might want to see that aren't in the goals.

-E.Galyean asked where student performance data is pulled from. C.Raever responded that assessment test scores get uploaded into the SIS, but ACT or SAT not required so there is limited data. The majority of colleges do not require those anymore.

-J.Dumdi asked how they would track things like attendance at events. C.Raever responded that they can track ticket sales. They don't currently do head counts, but could get a clicker and have someone track it that way.

-C.Raever stated that the dashboard shows at risk indicators based on attendance, behavior, etc. They can expand beyond 3rd grade reading if they want. K.Laier, the ESD, and himself are working with ODS on how to use this as more of a web based dashboard. The dashboard does offers trend data over multiple years.

-C.Raever showed the dashboard that is on the Marcola School District's website. K.Laier stated that the Yamhill Carlton School District would like to make theirs more interactive and accessible to the whole community online. The idea behind the dashboard is that those who visit the district's website don't have to click on multiple links to find the data, but can instead go to one area on the front of the website where if they choose one of those indicators, they would be able to put the cursor on that and the data would show up and when the cursor was moved off of it would go away.

E.Galyean stated she likes that idea. J.Dumdi thinks it would be well received, but would need to be communicated to the community that it is there. K.Laier encouraged the board to get really clear on the data points they want to share and not over do it. C.Raever stated that the important thing is deciding what forward-facing indicators they want to share with the community.

-K.Watson asked how often should they be monitoring these indicators. E.Galyean stated that OSBA recommends to do it once a month. S.FitzGerald stated that monthly would be too often and take up the entire meetings. C.Raever stated he thinks a few times a year would be sufficient. Some of the indicators are updated at different times of the year. K.Laier stated they could have a report made for the board when those indicators line up.

-E.Galyean would like to review the data thoroughly at the retreat. She would like to review a monthly topic in line with what the report is for that month and show the ones that have been updated. It can be quick, but it would show the community that the board is paying attention. K.Watson suggested that as part of the superintendent's monthly report, he could show the strategic plan monitoring. Maybe a couple of times a year, have a summary of the monitoring data to date. Perhaps in January and June.

-S.FitzGerald would like to know what is being done to improve the areas where the testing scores are low. K.Watson stated that a lot of the plans are for individuals. S.FitzGerald stated it can be a broad, but wants to know that there is a plan to help students move forward and to see if it is working. Otherwise, there is no point in just looking at the data and nothing else. C.Raever agreed that understanding the systems the building have in place is a good idea. K.Watson stated that if they look at all of that in great detail, they are going to be getting into technical and weedy stuff. He doesn't know if it is appropriate. S.FitzGerald responded she just wants to know what they are doing without great detail.

-C.Raever started going over the goals to establish what items should be reported on and when.

-Goal 1.1 is about staff training in SEL. The staff has had SEL training. This year, they are piloting a new program called Wayfinder. C.Tollefson can report on it later in the year.

-C.Raever stated he could have a quarterly or biannual summary report. The report would include key indicator data. If the data is moving strongly in one direction or the other, he would bring that up for them to discuss. K.Watson would like a report sometime during the year on what trainings staff have done. He believes the more often you train, the more the needle moves in the right direction for the key indicators.

-Goal 1.2 – For tracking the progress of this goal, maybe there is a way to gage it more frequently. C.Raever can ask the principals if they can poll the students more often. Maybe there is a way to gage this more frequently. K.Watson stated that ideally they would have input directly from students, so the teachers can be aware of it and work with other staff and involve them. C.Raever stated that they used to put every students' name on the wall and the teachers would put a dot next to the students that they had made a connection with. The staff would then reach out to the students that didn't have any dots by their names.

Goal 1.3 – The data for this goal can be pulled from the SIS. They can look at it monthly or every other month. J.Dumdi asked if the board will we have access to the ODS dashboard. C.Raever replied that they will not have access because it has confidential student data on it. He can, however, create a template with the information.

-Goal 1.4 – The DESSA assessment is done three times a year. For grades K-5, the teachers rate on where they think the students are. For grades 6-12, the students take the survey themselves. From that data, they create lessons to target the needs of the students. C.Raever stated that they could have a report from administrators on the highlights of where they are seeing the most needs for additional support and where they can get that support.

-E.Galyean asked what data would be an indicator that SEL is doing well. C.Raever replied that good DESSA data, overall reduction in behavior referrals, and students attending more regularly will show that. E.Galyean stated that they had initially discussed having a dashboard for the board to look at that had the data that is reported on in the meetings without having to go search for it. They need someone who will look at the key indicators on a regular basis. K.Watson stated that doing this would cause them to be swimming in data. S.FitzGerald stated if they keep adding things for staff to look at, it kind of mushrooms and staff will get overwhelmed. J.Dumdi stated it should be presented in a way that shows the ones who need help. K.Watson stated they do not want to be wallowing in data. They should look at the big picture and the trends of how things are going. C.Raever stated that if the board can identify what they want to see on a monthly basis, he can do that. It would be too much to report on all of the key indicators. K.Watson agreed that they need to identify a few high priority indicators and have a summary of how the indicators are looking, but not monthly. Three times a year would be sufficient.

-Goal 2.1 - J.Dumdi stated it would be helpful to have a benchmark of how many events were held throughout the year, not just sports, but community events as well. Then they could look at whether there was an increase. J.Egland stated that it wouldn't have to be an increase in events, but more that they are consistent with the amount they hold. E.Galyean stated that ultimately they want to show the community data that shows they are accomplishing their goals.

-Goal 2.2 – Encouraging more student involvement in community events is one way to meet this goal. Things like Derby Days, Carlton Fun Days, getting more than just FFA members involved in the fall festival. C.Raever stated they are also going to have leadership students go to the city council meetings as a way to increase their presence in the community.

-Goal 2.3 – C.Raever wasn't excited about the original communication plan that the ESD put together. It was too broad. He looked at other districts' plans and will work on a draft for the board to show at the next work session. He will share it with K.Laier to have him look at it as well.

-Goal 2.4 – The data for this goal can be pulled out of ODS.

-Goal 2.5 – YouthTruth survey is a part of this. C.Raever stated they can see if the number increases from year to year. S.FitzGerald stated that increasing the participation would be good, but they need to give them all the opportunities to do it, because some people don't even see it.

-Goal 2.6 – This goal is similar to the goal around SEL training.

-Goal 2.7 – In relations to this goal, C.Raever stated that he and J.Horne are doing new employee empathy interviews. They are meeting with new employees to see how things are going, how they are feeling, and ask them how they could improve the onboarding process. J.Horne is also working on some exit interview questions. With the new employees, they will revisit them in the second semester. He will share the information they gather from these interviews with the board. J.Dumdi asked if they could see the data on the retention of staff. C.Raever responded that he can pull data on staff turnover.

-Goal 3.1 – One of the indicators for this goal is the data from the once a year state reporting. C.Raever stated that the test is taken in April or May, but they do not get the scores until the fall. The district is currently revising the integrated guidance plans to have more data to show on what the progress is now.

-Goal 3.2 – This is something that they won't be able to demonstrate right away, but they can report the change from last year to this year. There is also the data from iReady tests that is available on an ongoing basis.

-Goal 3.3 – C.Raever stated that they are looking at 97% of freshmen on track to graduate. With the new 'Tigers on Track', they expect to maintain a very high number.

-Goal 3.4 – They can track this goal based on the 'Tigers on Track' reports. S.FitzGerald stated there is a huge disconnect with high freshmen on track percentage to the actual graduation rate.

K.Watson stated that what he heard Tanner say is that the current rate is a statistical anomaly because of Covid. He would expect to see really strong gains in the next two years. J.dumdi stated the cohorts are what count for the four year graduation rate. K.Watson believes that if the school is doing their job well it should go up by at least 10%.

-Goal 3.5 – ODS has created a report for 7th and 8th grade on track. C.Raever stated they could pull that report daily if they wanted to.

-Goal 3.6 – The standardized tests are only taken by juniors. The credit attainment and attendance can be tracked through the SIS.

-Goal 3.7 – Instructional rounds will help with the monitoring of this goal. C.Raever stated the first instructional rounds will be next Tuesday. He can report to the board about it at the next board meeting.

-Goal 4.1 – This goal has been completed.

-Goal 4.2 – They will reconvene the facilities committee in November. There will be two meetings in November and one in December. These meetings will look at what projects have been completed since the original planning was done. S.FitzGerald asked if board members will be on this committee. K.Watson thinks that one or two should be on it.

-Goal 4.3 – C.Raever stated there have been a few very unfortunate incidents because of a holes that weren't filled in. They need to look what can be done to prevent them in the future. There has been a reduction in maintenance calls, because they are doing a better job of maintaining things and dealing with issues as they arise.

-Goal 4.4 – C.Raever stated they will be polling again this fall and can use that data for this goal. K.Laier stated the first polling was completed on the 22nd.

-E.Galyean asked what the next steps are. They need to decide on what and how often these indicators should be reviewed. C.Raever stated he can go through the information reviewed tonight and put together a calendar showing what and how often he will report on these. He will put it together and send it to the board for review. E.Galyean stated if it's easy to show trending data, she would like to see that as well.

IV. Board Development Opportunities

-E.Galyean stated the board rated themselves low on personal development. She was able to find a lot of opportunities for board development. It seems like last year they did fewer trainings than in the past. She found a lot of webinars on the OSBA website. In addition to the biannual conferences, they have on demand training available. The board will be having a training on public meeting laws at the next month's work session.

-E.Galyean stated that if they don't pick what they are going to do, then they won't do it. One board member could focus on one area and report back to the board. K.Watson stated that he has gone to a lot of conventions and has found them very valuable, but this is his last year as a board member and won't be attending anymore.

-S.FitzGerald asked if any board members were going to the convention in November. E.Galyean responded that OSBA isn't showing what the specific sessions will be. She wants to know what those are before registering.

-J.Dumdi stated that she is more interested in areas related to legislation. C.Raeveer stated that COSA does a good job of presenting legislative updates. E.Galyean stated there is also a webinar about those.

-E.Galyean suggested that they create a board professional development plan at the board retreat.

V. Review Board Operating Agreement and Board Policies

-The board policies were sent to the board in advance so they had an opportunity to review them before tonight's meeting. They are also always in their binders.

-S.FitzGerald noticed that on page two of policy BDDH it states that questions asked by the public should be answered immediately by the board. C.Raeveer will get an updated sample of that policy to review.

-E.Galyean reviewed the operating agreement with Vince and he recommended that it be reviewed every year by the board. C.Raeveer presented the agreement to the board. The board agreed it is accurate and no changes need to be made.

VI. Define Activities to Meet Board Goals

-Goal 1 - Two board members will attend the facilities committee meetings. Based on the results of those, they will need to put their heads together and prioritize what needs to be done over the next two years. E.Galyean stated they will need to plan a work session to do this. S.FitzGerald stated that the next work session meeting after the last facilities committee meeting will be January 23rd. Clint shared the agenda for the facilities planning committee. The dates will be November 6th and 20th and December 4th. K.Watson stated they need to get input from the broader community.

C.Raeveer stated that the polling in the fall will have more specific questions related to facility needs.

-Goal 2 - Step one for this goal will be to complete the communication plan that C.Raeveer is drafting. Step two

, will be to make sure the plan includes all that are listed in the goal. i.e. parents, broader community, etc. Step three, will be to complete all the steps that will be in the finalized communication plan.

-Goal 3 – This goal was worked on a tonight's meeting, including identifying key performance indicators. Implementing this goal will be done by reviewing the data on a regular basis.

E.Galyean adjourned the meeting at 8:10pm.

Yamhill Carlton School District

Human Resources

Board Report

October 10, 2024



New Hires

Alyssa Ellis, YCES Life Skills IA

Keri Neurohr, YCES Life Skills IA

Resign/Retire/Term Employees

None

Current Employees: Position Changes

None

Open Positions For 2024-2025

YCIS Instructional Assistant

YCIS Basketball Coaches

Yamhill Carlton School District Enrollment Report

September

2024

District Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	274									
YCIS	367									
YCHS	281									
Alliance	172									
24/25 Total	1,094	-	-	-	-	-	-	-	-	-
23/24 Total	1,101	1,101	1,093	1,090	1,088	1,080	1,083	1,087	1,098	1,094
22/23 Total	1,118	1,110	1,108	1,098	1,098	1,103	1,098	1,102	1,106	1,096
21/22 Total	1,029	1,028	1,038	1,032	1,029	1,028	1,023	1,023	1,022	1,016
20/21 Total	1,067	1,064	1,064	1,063	1,054	1,038	1,048	1,039	1,028	1,043
19/20 Total	1,060	1,067	1,065	1,060	1,053	1,043	1,034	1,045	1,045	1,044

YCES Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	57									
1st Grade	72									
2nd Grade	75									
3rd Grade	70									
24/25 Total	274	-	-	-	-	-	-	-	-	-
23/24 Total	284	284	282	279	280	282	285	288	290	291
22/23 Total	301	297	299	299	297	297	298	304	306	307
21/22 Total	265	269	271	264	273	274	270	268	268	266
20/21 Total	231	229	230	228	225	221	225	223	223	223
19/20 Total	362	365	366	361	363	361	358	364	367	366

YCIS Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	72									
5th Grade	91									
6th Grade	53									
7th Grade	76									
8th Grade	75									
24/25 Total	367	-	-	-	-	-	-	-	-	-
23/24 Total	348	344	345	345	345	348	352	355	361	360
22/23 Total	332	329	330	325	322	328	322	321	325	324
21/22 Total	343	342	347	349	351	348	343	347	349	345
20/21 Total	291	287	276	276	272	273	282	291	282	282
19/20 Total	308	312	311	313	307	303	303	307	307	307

For FY 18/19 19/20, the 4th grade was counted at YCES.

YCHS Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	66									
10th Grade	71									
11th Grade	71									
12th Grade	73									
Transition	-									
24/25 Total	281	-	-	-	-	-	-	-	-	-
23/24 Total	289	292	283	283	281	271	269	268	270	270
22/23 Total	293	290	288	284	290	285	286	285	284	278
21/22 Total	284	283	285	285	278	281	281	278	276	277
20/21 Total	290	290	292	290	290	290	291	291	276	291
19/20 Total	299	300	298	295	295	290	286	287	284	284

Alliance Academy Enrollment 2024-25

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	18									
1st Grade	15									
2nd Grade	22									
3rd Grade	23									
4th Grade	32									
5th Grade	15									
6th Grade	18									
7th Grade	16									
8th Grade	10									
9th Grade	2									
10th Grade	-									
11th Grade	-									
12th Grade	1									
24/25 Total	172	-	-	-	-	-	-	-	-	-
23/24 Total	180	181	183	183	182	179	177	176	177	173
22/23 Total	192	194	191	190	189	193	192	192	191	187
21/22 Total	137	134	135	134	127	125	129	130	129	128
20/21 Total	255	258	266	269	267	254	250	234	247	247
19/20 Total	91	91	91	92	89	90	88	88	88	88

For FY 18/19 19/20, the 4th grade was counted at YCES.



DONATIONS

September 2024

FFA	Nancy Thornton	\$100.00
Stadium Improvement	R.Buxton Jr.	\$200.00

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: October 10, 2024

Re: 2024-2025 District Financial Report

IMPORTANT ITEMS:

- The 2023-2024 audited numbers and update will be provided in November (last months financials said October. Audit is scheduled for October 18).
- 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 anticipated beginning fund balance from 2023-2024 is \$3,500,000. We had budgeted \$3,040,000. I will share some factors of what makes up this difference.

SUMMARY for Fiscal Year 2024-2025

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

For the current period, total revenue was \$238,983 more than planned and total expenditures were \$375,362 less than planned. The combined result is a \$614,345 favorable surplus condition for the current year period.

REVENUES

TAXES: Taxes are \$3,445 under plan. This unfavorable condition represents -24.1% of the year-to-date plan amount of \$14,312. This amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Taxes decreased 52.7% over the prior year period compared to an average increase of 13.6% over the preceding 4 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is \$4,621 under plan. This unfavorable condition represents -37.5% of the year-to-date plan amount of \$12,325. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Tuition, Fees, Other decreased 25.9% over the prior year period compared to an average decrease of 2.6% over the preceding 4 years.

EARNINGS ON INVESTMENTS: Earnings on Investments are \$79,837 over plan. This favorable condition represents 1153.7% of the year-to-date plan amount of \$6,920. This 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 61.3% over the prior year period compared to an average increase of 23.6% 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 \$153,962 over plan. This favorable condition represents 5.4% of the year-to-date plan amount of \$2,874,990. 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 \$41,760 under plan. This favorable condition represents -4.9% of the year-to-date plan amount of \$855,817. This amount is considered tolerable, and was primarily driven by decreases in 0113 ADMINISTRATORS, and 0112 CLASSIFIED SALARIES. For the current year period, Salaries increased 5.3% over the prior year period compared to an average increase of 4.4% over the preceding 4 years.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are \$21,996 under plan. This favorable condition represents -5.4% of the year-to-date plan amount of \$411,118. This variance amount is considered tolerable, and was primarily driven by a decrease in 0241 EMPLOYEES INSURANCE. For the current year period, Associated Payroll Costs increased 0.9% over the prior year period compared to an average increase of 4.3% over the preceding 4 years. The largest Associated Payroll Costs groups - 0241 EMPLOYEES INSURANCE, 0213 PERS UAL CONTRIBUTION, and 0220 FICA/MEDICARE, representing 85.1% of total Associated Payroll Costs, decreased by 1.2%.

PURCHASED SERVICES: Purchased Services are \$34,061 under plan. This favorable condition represents -13.2% of the year-to-date plan amount of \$257,575. The current year variance amount is considered material, and was primarily driven by decreases in 0326 FUEL, 0389 OTHER NON-INSTR PROF & TECH SRVS, and 0310 INSTR, PROF & TECH SRVS.

This decrease was partially offset by an increase in 0331 REIMBURSABLE STUDENT TRANSPORTATION. For the current year period, Purchased Services decreased 12.8% over the prior year period compared to an average increase of 5.1% over the preceding 4 years.

SUPPLIES: Supplies are \$4,918 over plan. This unfavorable condition represents 2.3% of the year-to-date plan amount of \$213,958. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Supplies increased 9.7% over the prior year period compared to an average increase of 12.5% over the preceding 4 years. The largest Supplies groups - 0470 COMPUTER SOFTWARE, 0410 CONSUMABLE SUPPLIES & MATERIALS, and 0420 TEXTBOOKS, representing 81.9% of total Supplies, increased by 0.3%.

CAPITAL OUTLAY: Capital Outlay is \$30,986 under plan. This favorable condition represents -100.0% of the year-to-date plan amount of \$30,986. This variance amount is considered material, and was primarily driven by decreases in 0550 TECHNOLOGY, and 0541 INITIAL & ADDITIONAL EQUIPMENT PURCHASE. For the current year period, Capital Outlay decreased 100.0% over the prior year period compared to an average decrease of 2.3% over the preceding 4 years.

OTHER OBJECTS: Other Objects are \$12,601 under plan. This favorable condition represents -4.0% of the year-to-date plan amount of \$314,789. This variance amount is considered tolerable, and was primarily driven by a decrease in 0653 PROPERTY INSURANCE PREMIUMS. For the current year period, Other Objects increased 11.5% over the prior year period compared to an average increase of 12.7% over the preceding 4 years.

TRANSFERS: Transfers are \$238,876 under plan. This favorable condition represents -30.4% of the year-to-date plan amount of \$784,523. This variance amount is considered material, and was primarily driven by decreases in 0795 TRANSFER TO EMP BENEFIT FUND, 0710 FUND MODIFICATIONS, 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.

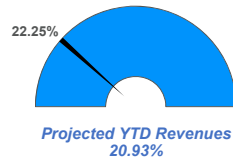
OTHER USES OF FUNDS: Other Uses of Funds are on plan. This amount is considered trivial and meets expectations based on budget appropriations.

Information provided by Frontline Analytics powered by Forecast5.

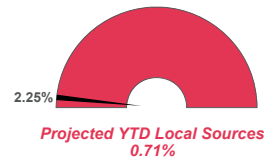
100 GENERAL FUND Revenue Dashboard Summary

For the Period Ending September 30, 2024

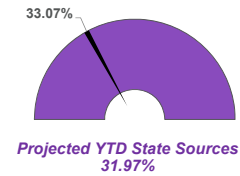
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

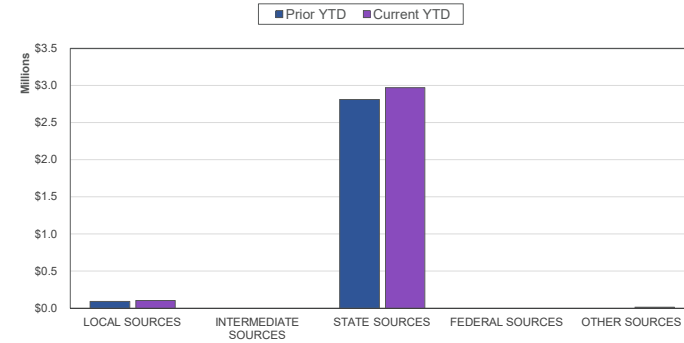


General Fund Revenues

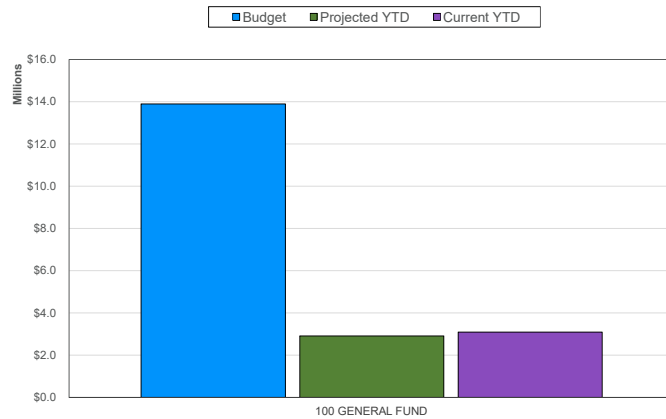
Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

Unrestricted Grants-In-Aid	\$2,973,335
Interest On Investments	\$84,335
Sale Of Or Compensation For Loss Of Fixed Assets	\$13,250
Ad Valorem Taxes Levied By District	\$9,327
Regular Day School Transportation	\$5,479
Admissions	\$3,616
Penalties And Interest On Taxes	\$1,540
Summer School Tuition	\$900
Rentals	\$480
Miscellaneous	\$17
Percent of Total Revenues Year-to-Date	100.00%

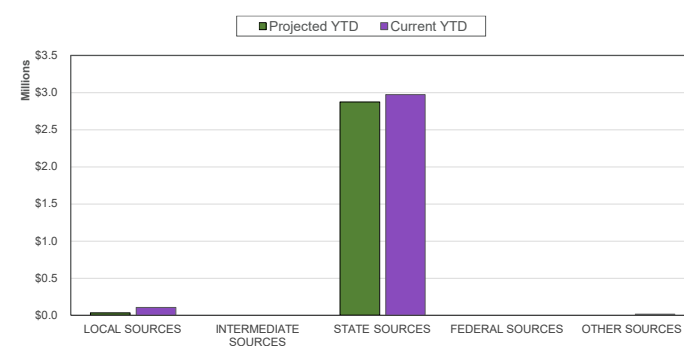
GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



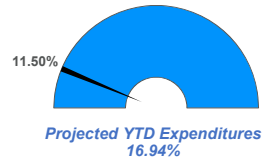
GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



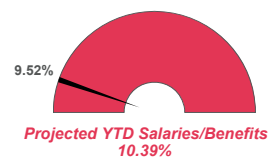
100 GENERAL FUND Expense Dashboard Summary

For the Period Ending September 30, 2024

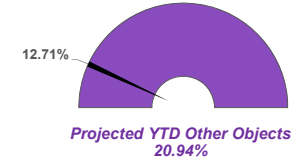
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

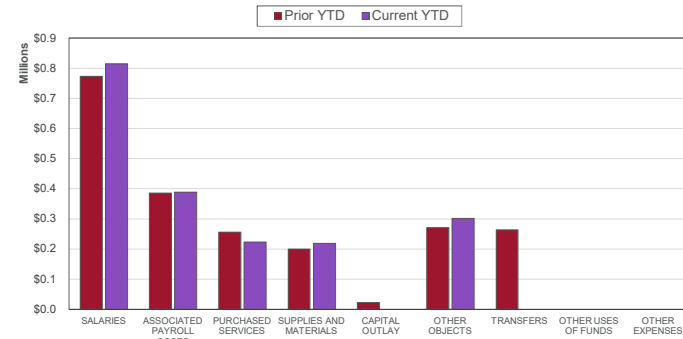


General Fund Expenditures

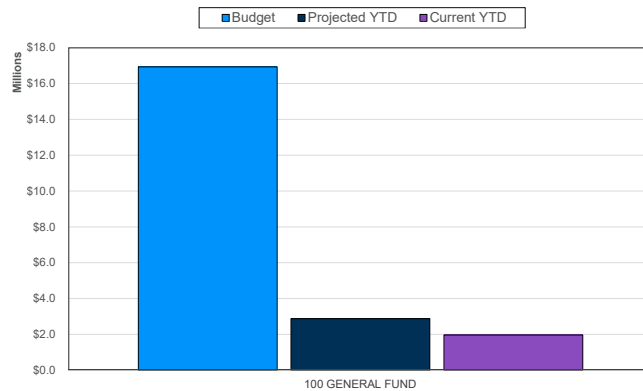
Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Licensed Salaries	\$299,846
Property Insurance Premiums	\$223,331
Classified Salaries	\$203,637
Administrators	\$190,408
Employees Insurance	\$149,146
Pers Ual Contribution	\$120,888
Computer Software	\$107,317
Fica/Medicare	\$60,973
Managerial-Classified- Conf	\$59,463
Liability Insurance	\$55,940
Percent of Total Expenditures Year-to-Date	75.52%

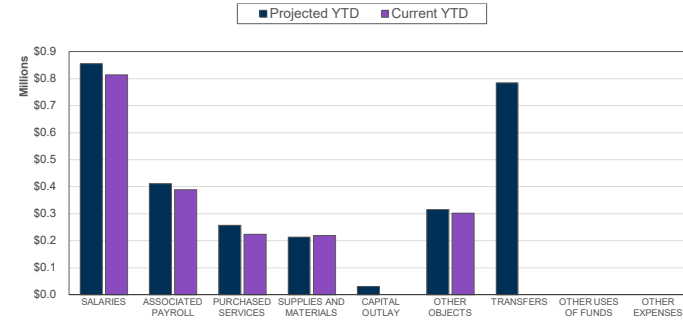
GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



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

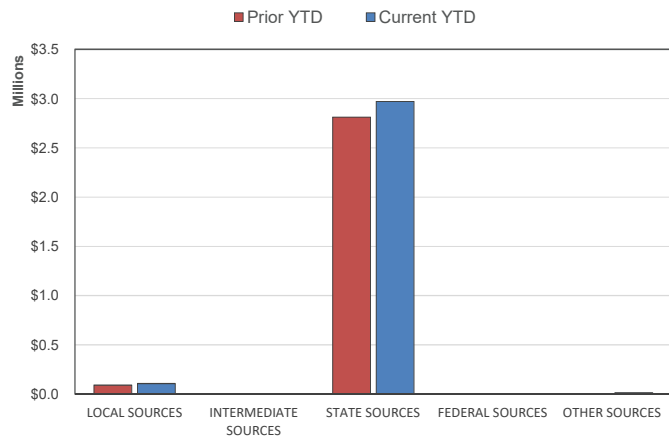


100 GENERAL FUND | Financial Summary by Object

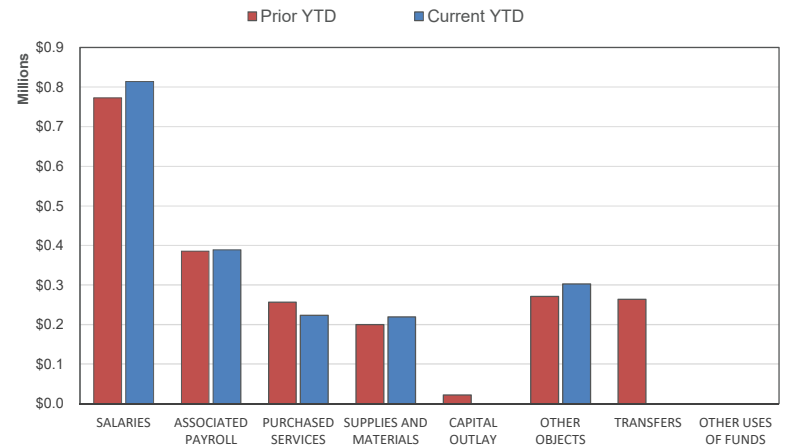
For the Period Ending September 30, 2024

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
Beginning Fund Balance	\$ 2,979,668	\$ 2,979,668		\$ -	\$ 3,040,000	
REVENUES						
Local Sources	89,405	4,868,858	1.84%	105,693	4,707,564	2.25%
Intermediate Sources	-	323,831	0.00%	-	200,000	0.00%
State Sources	2,813,433	8,848,442	31.80%	2,973,335	8,992,254	33.07%
Federal Sources	-	-		-	-	
Other Sources	-	-		13,250	-	
TOTAL REVENUE	\$ 2,902,838	\$ 14,041,132	20.67%	\$ 3,092,278	\$ 13,899,818	22.25%
EXPENDITURES						
Salaries	\$ 772,866	\$ 6,261,260	12.34%	\$ 814,057	\$ 6,985,784	11.65%
Associated Payroll Costs	385,544	3,334,202	11.56%	389,122	3,622,291	10.74%
Purchased Services	256,238	2,325,215	11.02%	223,514	2,811,386	7.95%
Supplies and Materials	199,489	483,452	41.26%	218,876	528,775	41.39%
Capital Outlay	22,195	55,106	40.28%	-	168,722	0.00%
Other Objects	271,105	345,747	78.41%	302,188	360,747	83.77%
Transfers	263,393	760,393	34.64%	-	602,147	0.00%
Other Uses of Funds	-	-		-	1,859,966	0.00%
Other Expenses	-	-		-	-	
TOTAL EXPENDITURES	\$ 2,170,829	\$ 13,565,375	16.00%	\$ 1,947,756	\$ 16,939,818	11.50%
SURPLUS / (DEFICIT)	\$ 732,008	\$ 475,757		\$ 1,144,522	\$ (3,040,000)	
ENDING FUND BALANCE	\$ 3,711,677	\$ 3,455,426		\$ 1,144,522	\$ -	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD

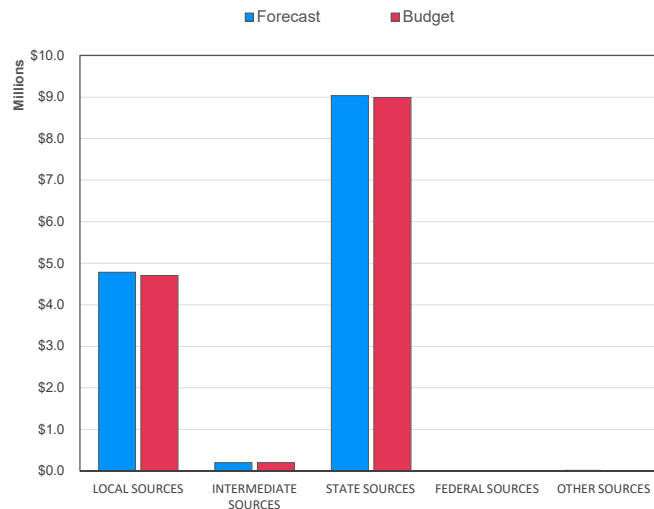


100 GENERAL FUND | Financial Projection by Object

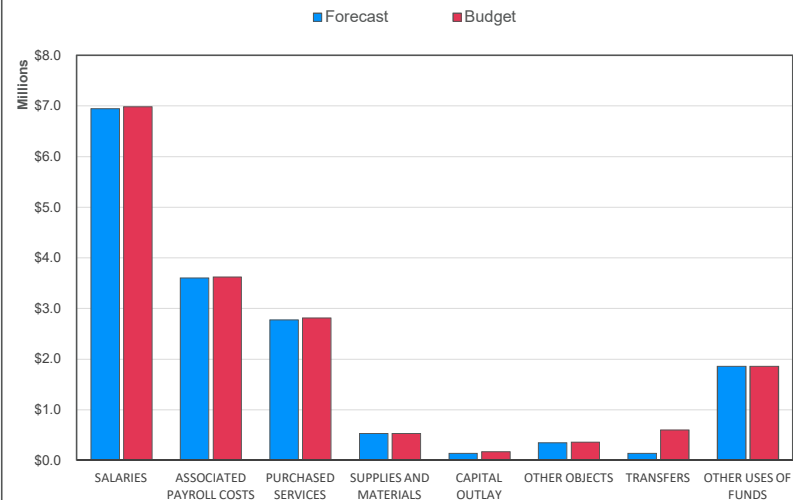
For the Period Ending September 30, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,979,668	\$ -	\$ -	\$ -	\$ 3,040,000	\$ (3,040,000)
REVENUES						
Local Sources	89,405	105,693	4,676,815	4,782,508	4,707,564	74,944
Intermediate Sources	-	-	200,000	200,000	200,000	-
State Sources	2,813,433	2,973,335	6,058,976	9,032,311	8,992,254	40,057
Federal Sources	-	-	-	-	-	-
Other Sources	-	13,250	-	13,250	-	13,250
TOTAL REVENUE	\$ 2,902,838	\$ 3,092,278	\$ 10,935,791	\$ 14,028,069	\$ 13,899,818	\$ 128,251
EXPENDITURES						
Salaries	\$ 772,866	\$ 814,057	\$ 6,129,967	\$ 6,944,024	\$ 6,985,784	\$ 41,760
Associated Payroll Costs	385,544	389,122	3,211,173	3,600,295	3,622,291	21,996
Purchased Services	256,238	223,514	2,553,811	2,777,325	2,811,386	34,061
Supplies and Materials	199,489	218,876	314,817	533,693	528,775	(4,918)
Capital Outlay	22,195	-	137,736	137,736	168,722	30,986
Other Objects	271,105	302,188	45,958	348,146	360,747	12,601
Transfers	263,393	-	142,991	142,991	602,147	459,156
Other Uses of Funds	-	-	1,859,966	1,859,966	1,859,966	-
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 2,170,829	\$ 1,947,756	\$ 14,396,420	\$ 16,344,176	\$ 16,939,818	\$ 595,642
SURPLUS / (DEFICIT)	\$ 732,008	\$ 1,144,522	\$ (3,460,629)	\$ (2,316,107)	\$ (3,040,000)	
ENDING FUND BALANCE				\$ (2,316,107)		

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 09/01/2024 To: 09/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
61728	7 PINES PLUMBING LLC	\$2,500.00
61743	ACTIVITIES FOR LEARNING	\$87.45
61697	ALPHA OMEGA PLUMBING LLC	\$2,375.00
0	AMAZON CAPITAL SERVICES	\$6,117.73
0	BARROWS, ARMON C	\$149.45
0	BLICK ART MATERIALS	\$731.23
0	BRIGHTSIDE ELECTRIC AND	\$4,225.00
61745	BSN SPORTS LLC	\$265.00
61715	CAMACHO SEALCOATING LLC	\$2,800.00
0	CDW-GOVERNMENT, INC	\$1,825.30
0	CENTURY LINK	\$196.26
61746	CHOWN INC	\$7,205.32
61716	CITY OF CARLTON	\$1,853.67
61698	CITY OF YAMHILL	\$22,011.41
0	COOK, MAUREEN	\$98.88
61699	COPY CATS	\$155.00
0	DALLAS, AMANDA L	\$412.01
0	DELL INC	\$649.80
61747	DEMME LEARNING	\$315.00
61748	DEMOSS & GUTTERMAN LLC	\$3,100.00
61700	DORMERS SCREENPRINTING	\$1,543.25
61731	DORMERS SCREENPRINTING	\$561.00
0	ESS WEST LLC	\$10,662.51
0	FOX, KAITLIN H	\$198.59
0	FRONTLINE TECHNOLOGY GROUP LLC	\$33,151.95
61732	GEORGIES CERAMIC AND CLAY	\$920.00
61701	HEARTLAND PAYMENT SYSTEMS LLC	\$2,595.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 09/01/2024 To: 09/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	HOOKEER, SAMANTHA J	\$78.62
0	IMAGINE LEARNING LLC	\$30,127.50
61751	INSTITUTE FOR EXCELLENCE IN WRITING LLC	\$157.00
61733	IXL LEARNING INC.	\$599.00
61702	JACKRIS PUBLISHING LLC	\$1,892.22
61752	JACKRIS PUBLISHING LLC	\$3,593.64
0	JOHANSEN, RANDI R	\$36.97
0	JONES, KATRINA A	\$79.22
61717	JONES, KAYLA	\$15.29
61753	JOSTENS	\$383.95
61718	LEARNING ALLY INC	\$1,709.08
61703	LOWE'S COMPANIES INC.	\$61.99
61719	LOWE'S COMPANIES INC.	\$433.14
61734	LOWE'S COMPANIES INC.	\$33.23
61754	LOWE'S COMPANIES INC.	\$142.46
0	MCKINNEY, RENEE R	\$148.64
61704	MOBYMAX, LLC	\$623.00
61756	OASBO	\$175.00
61757	OREGON GOVERNMENT ETHICS COMMISSION	\$1,323.95
61758	OREGON SMALL SCHOOLS ASSOC	\$1,026.00
61705	OSBA LEGAL ASSISTANCE TRUST	\$800.00
0	PACIFIC OFFICE AUTOMATION	\$142.10
0	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,550.00
0	PAGEFREEZER SOFTWARE INC	\$1,595.09
0	POND, KRISTIN	\$202.08
61736	PORTLAND GENERAL ELECTRIC	\$14,072.41
0	POST, BRADLEY A	\$224.21

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 09/01/2024 To: 09/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	PROCARE THERAPY	\$3,696.00
61760	RAINBOW RESOURCE CENTER, INC	\$1,710.54
61706	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$140.00
61722	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$1,810.00
61707	RECOLOGY WESTERN OREGON GARBAGE	\$1,205.88
61723	RECOLOGY WESTERN OREGON GARBAGE	\$698.14
61737	RECOLOGY WESTERN OREGON GARBAGE	\$789.69
61738	RISE AND SHINE WINDOW CLEANING LLC	\$1,860.00
61724	rSCHOOL TODAY	\$953.75
61725	SALEM VOLLEYBALL OFFICIALS ASSOCIATION	\$4,125.59
61739	SCHOLASTIC INC MAGAZINES	\$741.40
0	SEAL, LIBERTY A	\$120.48
0	SIERRA SPRINGS	\$45.96
0	SLAYTON, KIANNA E	\$97.70
0	SPINK, ZACHARY C	\$91.96
61727	THE HOME DEPOT PRO	\$2,143.88
0	UMPQUA BANK-CC	\$4,949.26
61709	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
61762	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
0	VERIZON WIRELESS	\$234.66
61741	VIRCO INC	\$3,530.80
61710	VISIBLE BODY	\$750.00
0	WATSON, KRISTEN R	\$69.85
61763	WILLAMETTE HVAC	\$3,113.00
0	WILLIAMS, NIKITA R	\$144.10
0	YAMHILL SHELL STATION	\$150.32
61742	ZIPLY FIBER	\$3,523.93

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 09/01/2024 To: 09/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900 ☐ Page Break ☒ Exclude Invoice Description

Check Number	Vendor	Amount
Total for 100 - GENERAL FUND		\$204,883.49
201 - TITLE IA		
0	ESS WEST LLC	\$782.65
Total for 201 - TITLE IA		\$782.65
213 - ESSER III FUNDS		
0	ZIGLER, TAMARA JO	\$378.50
Total for 213 - ESSER III FUNDS		\$378.50
230 - MISC GRANTS		
0	JANET HERRING-SHERMAN	\$48.24
0	KNAPP, WHITNEY A	\$69.54
61708	SAFERWATCH LLC	\$4,000.00
Total for 230 - MISC GRANTS		\$4,117.78
251 - STUDENT INVESTMENT ACCOUNT		
61714	3 R'S CONCRETE INC	\$8,900.00
0	ASSIST EDUCATION SERVICES	\$2,682.50
61744	BROCKMAN PAINTING	\$11,900.00
61729	CARLSON TESTING, INC.	\$529.25
61749	EAGLE CAP INDUSTRIES LLC	\$53,300.00
0	JEREMY RHODES CONSTRUCTION LLC	\$20,905.00
61721	MONTES PAINTING LLC	\$15,500.00
Total for 251 - STUDENT INVESTMENT ACCOUNT		\$113,716.75
255 - SAFE SCHOOL CULTURE GRANT		
0	UMPQUA BANK-CC	\$298.00
0	VANDERPAS, HILAREE R	\$197.74
Total for 255 - SAFE SCHOOL CULTURE GRANT		\$495.74

265 - UNEMPL/RETIREE RESERVE

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 09/01/2024 To: 09/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900 ☐ Page Break ☒ Exclude Invoice Description

Check Number	Vendor	Amount
265 - UNEMPL/RETIREE RESERVE		
61696	A PLUS SCIENCE	\$2,645.00
0	MACMILLAN HOLDINGS LLC	\$4,564.98
61735	NORTHWEST TEXTBOOK DEPOSITORY	\$2,937.25
Total for 265 - UNEMPL/RETIREE RESERVE		\$10,147.23
280 - STUDENT BODY FUNDS		
0	AMAZON CAPITAL SERVICES	\$2,091.30
0	UMPQUA BANK-CC	\$2,386.80
Total for 280 - STUDENT BODY FUNDS		\$4,478.10
282 - YCIS STUDENT BODY		
3539	DRAMATIC PUBLISHING COMPANY	\$615.43
3538	SCHOOL MATE	\$1,134.00
Total for 282 - YCIS STUDENT BODY		\$1,749.43
283 - YCHS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$279.96
20816	BSN SPORTS LLC	\$2,492.10
20820	CARAVAN GLOBAL	\$156.90
20819	EDUCATIONAL THEATRE ASSOCIATION	\$129.00
20817	OHSET INC NORTH VALLEY DISTRICT	\$2,175.00
0	UMPQUA BANK-CC	\$143.82
20818	YAMHILL CARLTON SD 1	\$11,460.47
20821	YAMHILL CARLTON SD 1	\$900.00
Total for 283 - YCHS STUDENT BODY		\$17,737.25
299 - NUTRITION SERVICES		
61750	FELTON & MARYS ARTISAN FOODS LLC	\$321.00
0	GOODY MAN DISTRIBUTING INC	\$453.05
61755	MARLIN BRETHOWER	\$252.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria:
Report Sort: FUND

From Check Date: 09/01/2024
From Fund: 100

To: 09/30/2024
To: 900

Voucher: ALL
☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
299 - NUTRITION SERVICES		
61720	MIKES RESTAURANT EQUIPMENT LLC	\$2,136.62
61759	OUR TABLE COOPERATIVE	\$144.00
0	SPRING VALLEY DAIRY INC	\$2,291.58
61726	SYSCO FOOD SERVICES	\$9,349.56
61740	SYSCO FOOD SERVICES	\$4,820.12
61761	SYSCO FOOD SERVICES	\$5,929.44
Total for 299 - NUTRITION SERVICES		\$25,697.37
400 - CAPITAL PROJECT FUNDS - CET		
61730	CROWN RIDGE CONSTRUCTION	\$25,000.00
Total for 400 - CAPITAL PROJECT FUNDS - CET		\$25,000.00
Grand Total:		\$409,184.29

End of Report

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 09/01/2024

To Date: 09/30/2024

Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	GENERAL FUND	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$573.27
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	COMPUTER SOFTWARE	\$48.96
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$672.26
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	TRAVEL, OUT OF DISTRICT	\$248.72
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	DUES AND FEES	\$323.00
		0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	NON-CONSUMABLE ITEMS	\$500.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	COMPUTER SOFTWARE	\$179.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	\$1,115.06
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	INSTR, PROF & TECH SRVS	\$35.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	NON-CONSUMABLE ITEMS	\$843.00
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	REPAIRS & MAINTENANCE SERVICES	\$11.00
		0	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$399.99
Total for UMPQUA BANK-CC						\$4,949.26
Total for GENERAL FUND						\$4,949.26

Fund: 255 SAFE SCHOOL CULTURE GRANT		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	SAFE SCHOOL CULTURE GRANT	INSTRUCTIONAL STAFF DEVELOPMENT	CONSUMABLE SUPPLIES & MATERIALS	\$298.00
Total for SAFE SCHOOL CULTURE GRANT						\$298.00

Fund: 280 STUDENT BODY FUNDS		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	STUDENT BODY FUNDS	UNDESIGNATED	ACCOUNTS RECEIVABLE	\$2,386.80

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 09/01/2024

To Date: 09/30/2024

Total for STUDENT BODY FUNDS				\$2,386.80
Fund: 283	YCHS STUDENT BODY			
Remit Name	Check#	FUND	FUNCTION	OBJECT
				Amount
UMPQUA BANK-CC				
	0	YCHS STUDENT BODY	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS
				\$143.82
Total for YCHS STUDENT BODY				\$143.82
Grand Total:				\$7,777.88

Recap for FUND for GENERAL FUND		
100	GENERAL FUND	\$4,949.26
255	SAFE SCHOOL CULTURE GRANT	\$298.00
280	STUDENT BODY FUNDS	\$2,386.80
283	YCHS STUDENT BODY	\$143.82

End of Report

2024-2025 Yamhill Carlton SD 1 General Fund Year to Date Revenue Overview September 2024

YTD Local Sources

\$105,693

2.25% of Budget

YTD State Sources

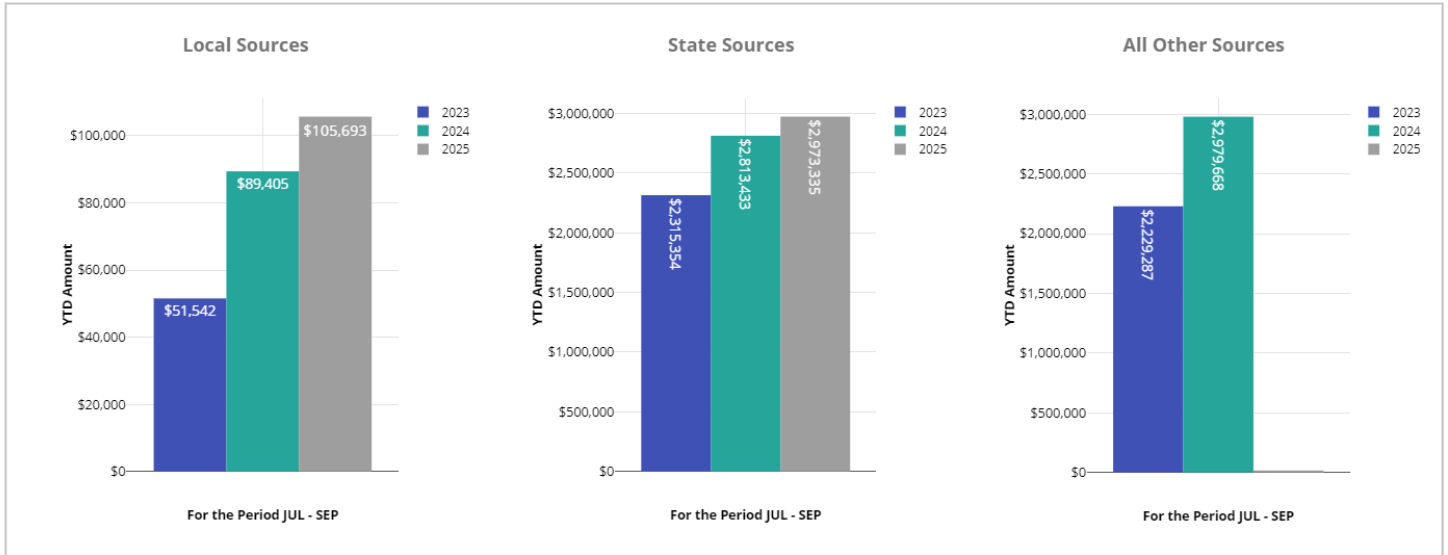
\$2,973,335

33.07% of Budget

YTD All Other Sources

\$13,250

0.41% of Budget



	FY 2023 YTD Amount	FY 2024 YTD Amount	FY 2025 YTD Amount	FY 2025 Annual Budget	FY 2025 % YTD Budget
Operating Revenues					
State School Fund Formula					
Local Revenue	\$11,991	\$22,961	\$10,867	\$4,355,000	0.25%
Intermediate Revenue	\$0	\$0	\$0	\$0	0.00%
State Revenue	\$2,315,354	\$2,813,433	\$2,973,335	\$8,942,254	33.25%
Total State School Fund Formula	\$2,327,345	\$2,836,394	\$2,984,202	\$13,297,254	22.44%
Local Revenue	\$39,551	\$66,444	\$94,826	\$352,564	26.90%
Intermediate Revenue	\$105	\$0	\$0	\$200,000	0.00%
State Revenue	\$0	\$0	\$0	\$0	0.00%
Federal Revenue	\$0	\$0	\$0	\$0	0.00%
Other Revenue	\$0	\$0	\$13,250	\$0	0.00%
Total Operating Revenues	\$2,367,001	\$2,902,838	\$3,092,278	\$13,899,818	22.25%
Beginning Fund Balance	\$2,229,182	\$2,979,668	\$0	\$3,040,000	0.00%
TOTAL RESOURCES	\$4,596,183	\$5,882,506	\$3,092,278	\$16,939,818	18.25%

Revenue Insight:

General Fund (Source 54XX Removed) YTD revenues totaled \$3,092,278 through September 2024, which is \$189,440 or 6.1% more than the amount received last year for this period. The YTD difference is driven by an increase in 3000-3999 State Sources of \$159,902, an increase in 1000-1999 Local Sources of \$16,288, and an increase in 5000-5999 Other Sources of \$13,250.

	FY 2023 YTD Amount	FY 2024 YTD Amount	FY 2025 YTD Amount	FY 2025 Annual Budget	FY 2025 % YTD Budget
General Fund Revenues	\$4,596,183	\$5,882,506	\$3,092,278	\$16,939,818	18.25%
General Fund Expenses	\$1,930,253	\$2,170,829	\$1,947,756	\$16,939,818	11.50%
General Fund Balance	\$2,665,930	\$3,711,677	\$1,144,522	\$0	

2024-2025 Yamhill Carlton SD 1 General Fund Year to Date Expense Overview September 2024

YTD Salaries and Benefits

\$1,203,178

11.34% of Budget

YTD Purchased Services

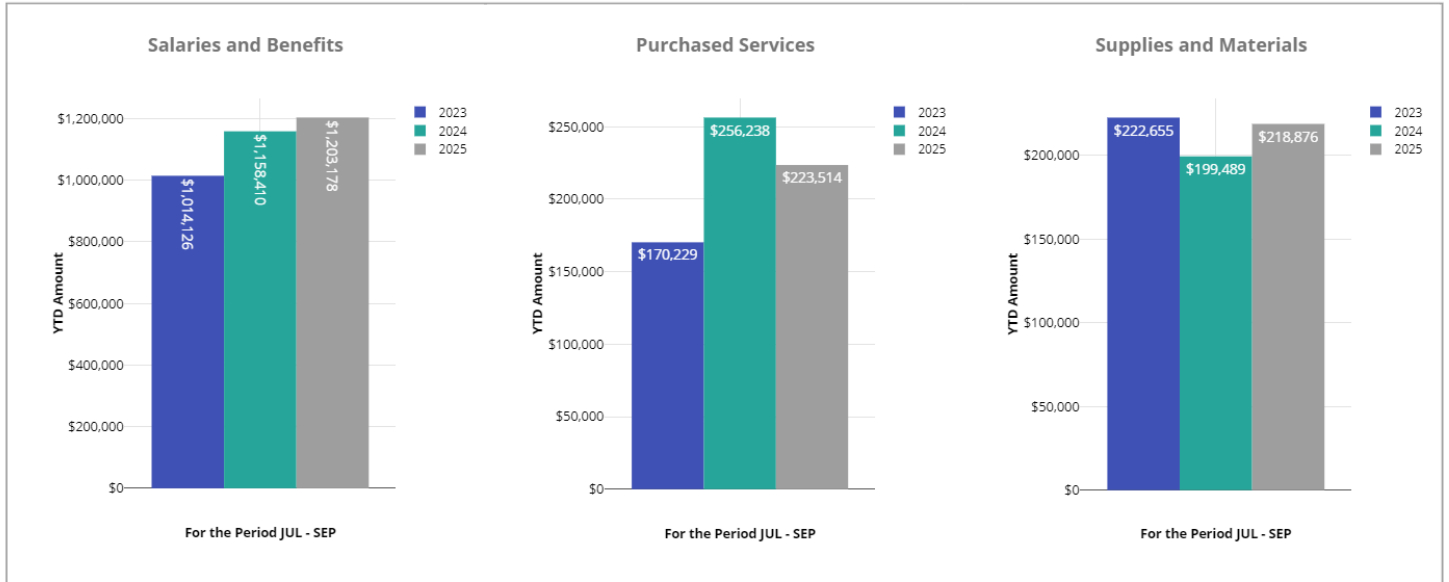
\$223,514

7.95% of Budget

YTD Supplies & Materials

\$218,876

41.39% of Budget



	FY 2023 YTD Amount	FY 2024 YTD Amount	FY 2025 YTD Amount	FY 2025 Annual Budget	FY 2025 % YTD Budget
Salaries					
Regular Salaries	\$618,249	\$708,687	\$753,354	\$6,386,280	11.80%
All Other Salaries	\$53,822	\$64,179	\$60,703	\$599,504	10.13%
Total Salaries	\$672,072	\$772,866	\$814,057	\$6,985,784	11.65%
Benefits					
Retirement	\$156,323	\$169,032	\$166,138	\$1,484,259	11.19%
Employee Insurance	\$133,342	\$153,810	\$155,504	\$1,569,886	9.91%
All Other Benefits	\$52,389	\$62,702	\$67,479	\$568,146	11.88%
Total Benefits	\$342,055	\$385,544	\$389,122	\$3,622,291	10.74%
Other Expenditures					
Purchased Services	\$170,229	\$256,238	\$223,514	\$2,811,386	7.95%
Supplies and Materials	\$222,655	\$199,489	\$218,876	\$528,775	41.39%
Capital Outlay	\$0	\$22,195	\$0	\$168,722	0.00%
Other Objects	\$229,626	\$271,105	\$302,188	\$360,747	83.77%
Transfers	\$293,617	\$263,393	\$0	\$602,147	0.00%
Total Operating Expenditures	\$1,930,253	\$2,170,829	\$1,947,756	\$15,079,852	12.92%
Contingencies	\$0	\$0	\$0	\$1,859,966	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$0	\$0	0.00%
TOTAL REQUIREMENTS	\$1,930,253	\$2,170,829	\$1,947,756	\$16,939,818	11.50%

Expense Insights:

General Fund YTD expenses totaled \$1,947,756 through September 2024, which is -\$223,074 or -11.5% 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 100-199 Salaries of \$41,191, and a decrease in 300-399 Purchased Services of -\$32,724.

2024-2025 Yamhill Carlton SD 1 General Fund Month To Date Revenue Overview September 2024

MTD Local Sources

\$47,118

1.00% of Budget

MTD State Sources

\$743,111

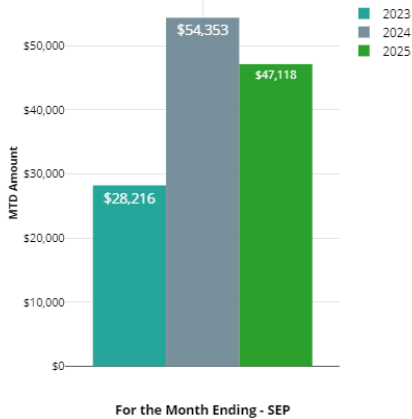
8.26% of Budget

MTD All Other Sources

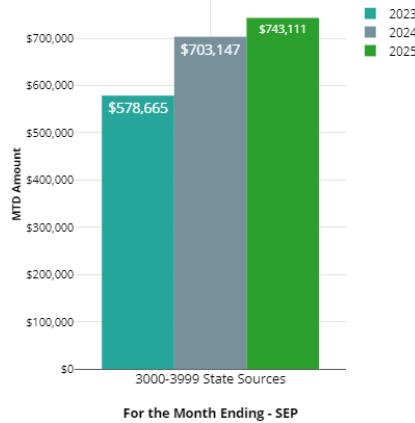
\$0

0.00% of Budget

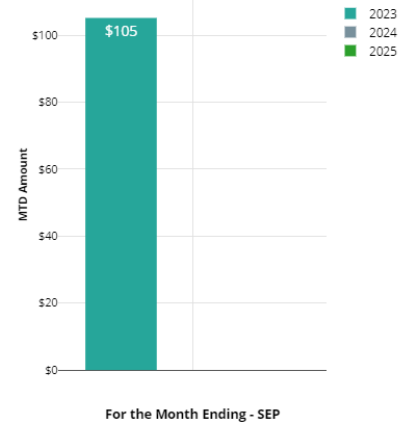
Local Sources



State Sources



All Other Sources



	FY 2023 MTD Amount	FY 2024 MTD Amount	FY 2025 MTD Amount	FY 2025 Annual Budget	FY 2025 % MTD Budget
Operating Revenues					
State School Fund Formula					
Local Revenue	\$11,991	\$22,961	\$10,867	\$4,355,000	0.25%
Intermediate Revenue	\$0	\$0	\$0	\$0	0.00%
State Revenue	\$578,665	\$703,147	\$743,111	\$8,942,254	8.31%
Total State School Fund Formula	\$590,656	\$703,147	\$753,978	\$13,297,254	5.67%
Local Revenue	\$16,225	\$31,393	\$36,251	\$352,564	10.28%
Intermediate Revenue	\$105	\$0	\$0	\$200,000	0.00%
State Revenue	\$0	\$31,393	\$0	\$50,000	0.00%
Federal Revenue	\$0	\$0	\$0	\$0	0.00%
Other Revenue	\$0	\$0	\$0	\$3,040,000	0.00%
Total Operating Revenues	\$606,986	\$757,500	\$790,229	\$13,899,818	5.69%
Beginning Fund Balance	\$0	\$0	\$0	\$3,040,000	0.00%
TOTAL RESOURCES	\$606,986	\$757,500	\$790,229	\$16,939,818	4.66%

Revenue Insight:

General Fund (Source 54XX Removed) revenues totaled \$790,229 in September 2024, which is \$32,729 or 4.3% more than the amount received last year for this month. The year over year difference is driven by an increase in 3000-3999 State Sources of \$39,964, a decrease in 1000-1999 Local Sources of -\$7,235, and an increase in 2000-2999 Intermediate Sources of \$0.

	FY 2023 MTD Amount	FY 2024 MTD Amount	FY 2025 MTD Amount	FY 2025 Annual Budget	FY 2025 % YTD Budget
General Fund Revenues	\$606,986	\$757,500	\$790,229	\$16,939,818	4.66%
General Fund Expenses	\$953,092	\$1,024,170	\$1,050,375	\$16,939,818	6.20%
General Fund Balance	-\$346,106	-\$266,670	-\$260,146	\$0	

2024-2025 Yamhill Carlton SD 1
General Fund Month To Date Expense Overview
September 2024

MTD Salaries and Benefits**\$844,873**

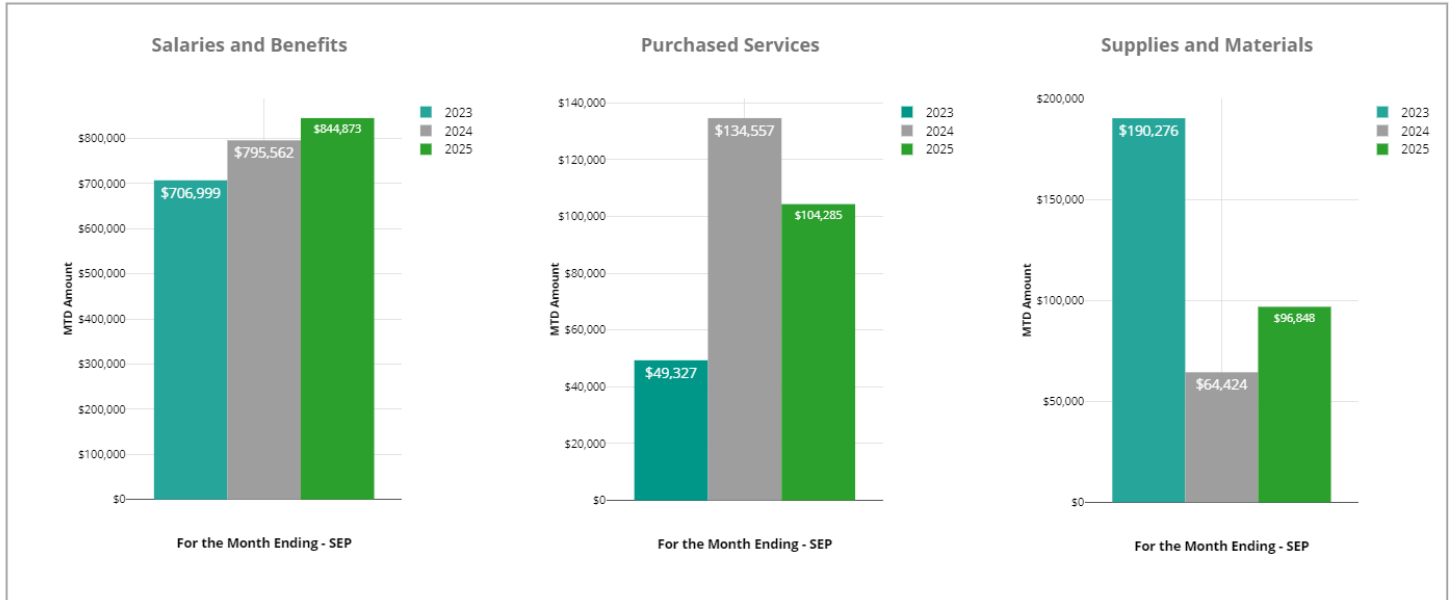
7.96% of Budget

MTD Purchased Services**\$104,285**

3.71% of Budget

MTD Supplies & Materials**\$96,848**

18.32% of Budget



	FY 2023 MTD Amount	FY 2024 MTD Amount	FY 2025 MTD Amount	FY 2025 Annual Budget	FY 2025 % MTD Budget
Salaries					
Regular Salaries	\$417,406	\$472,587	\$516,355	\$6,386,280	8.09%
All Other Salaries	\$49,023	\$54,178	\$52,229	\$599,504	8.71%
Total Salaries	\$466,430	\$526,765	\$568,585	\$6,985,784	8.14%
Benefits					
Retirement	\$105,707	\$111,917	\$112,310	\$1,484,259	7.57%
Employee Insurance	\$98,490	\$113,684	\$117,064	\$1,569,886	7.46%
All Other Benefits	\$36,373	\$43,196	\$46,916	\$568,146	8.26%
Total Benefits	\$240,569	\$268,797	\$276,289	\$3,622,291	7.63%
Other Expenditures					
Purchased Services	\$49,327	\$134,557	\$104,285	\$2,811,386	3.71%
Supplies and Materials	\$190,276	\$64,424	\$96,848	\$528,775	18.32%
Capital Outlay	\$0	\$22,195	\$0	\$168,722	0.00%
Other Objects	\$6,490	\$7,433	\$4,369	\$360,747	1.21%
Transfers	\$0	\$0	\$0	\$602,147	0.00%
Total Operating Expenditures	\$953,092	\$1,024,170	\$1,050,375	\$15,079,852	6.97%
Contingencies	\$0	\$0	\$0	\$1,859,966	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$0	\$0	0.00%
TOTAL REQUIREMENTS	\$953,092	\$1,024,170	\$1,050,375	\$16,939,818	6.20%

Expense Insights:

General Fund expenses totaled \$1,050,375 in September 2024, which is \$26,205 or 2.6% more than the amount spent last year for this month. The year over year difference is driven by an increase in 100-199 Salaries of \$41,820, an increase in 400-499 Supplies and Materials of \$32,424, and a decrease in 300-399 Purchased Services of -\$30,272.

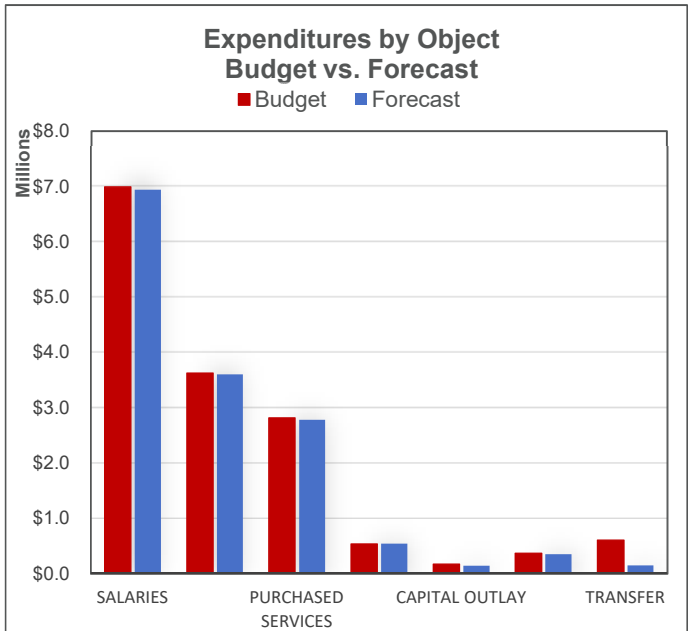
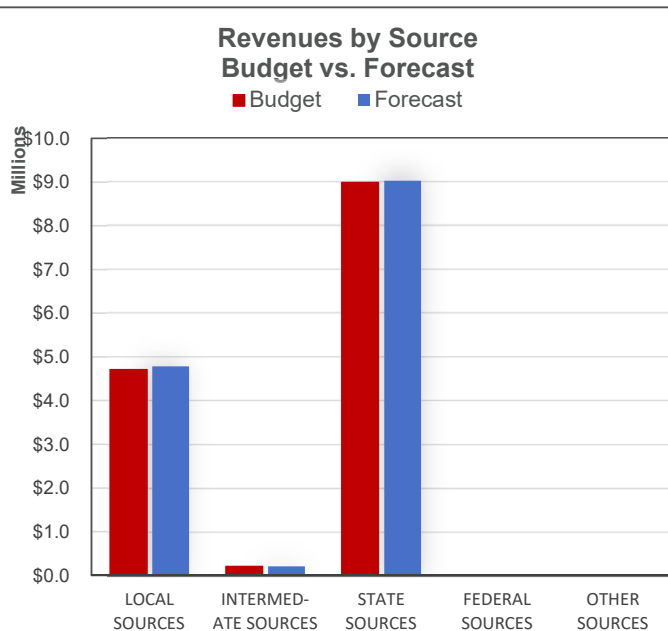
General Fund | 2024 - 2025 by Object

For the Period Ending September 30, 2024

	2023 - 2024 YTD Actual	Prior Year % of Actual	Adopted Budget	2024 - 2025 YTD Actual	% of Budget	Annual Forecast	Variance Fav / (Unfav)
RESOURCES							
Operating Revenues							
Local Sources	\$ 89,405	1.8%	\$ 4,707,564	\$ 105,693	2.2%	\$ 4,782,508	\$ 74,944
Intermediate Sources	-	0.0%	200,000	-	0.0%	200,000	-
State Sources	2,813,433	31.8%	8,992,254	2,973,335	33.1%	9,032,311	40,057
Federal Sources	-	-	-	-	-	-	-
Other Sources	-	-	-	13,250	-	13,250	13,250
Total Operating Revenues	\$ 2,902,838	20.67%	\$ 13,899,818	\$ 3,092,278	22.25%	\$ 14,028,069	\$ 128,251
Beginning Fund Balance	2,979,668	100.0%	3,040,000	-	0.0%	-	(3,040,000)
TOTAL RESOURCES	\$ 5,882,506	34.56%	\$ 16,939,818	\$ 3,092,278	18.25%	\$ 14,028,069	\$ (2,911,749)
REQUIREMENTS							
Operating Expenditures							
Salaries	\$ 772,866	12.3%	\$ 6,985,784	\$ 814,057	11.7%	\$ 6,944,024	\$ 41,760
Associated Payroll Costs	385,544	11.6%	3,622,291	389,122	10.7%	3,600,295	21,996
Purchased Services	256,238	11.0%	2,811,386	223,514	8.0%	2,777,325	34,061
Supplies and Materials	199,489	41.3%	528,775	218,876	41.4%	533,693	(4,918)
Capital Outlay	22,195	40.3%	168,722	-	0.0%	137,736	30,986
Other Objects	271,105	78.4%	360,747	302,188	83.8%	348,146	12,601
Transfers	263,393	34.6%	602,147	-	0.0%	142,991	459,156
Total Operating Expenditures	\$ 2,170,829	16.00%	\$ 15,079,852	\$ 1,947,756	12.92%	\$ 14,484,210	\$ 595,642
Contingencies	-	-	1,859,966	-	0.0%	1,859,966	-
Unappropriated Ending Fund Balance	-	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 2,170,829	16.00%	\$ 16,939,818	\$ 1,947,756	11.50%	\$ 16,344,176	\$ 595,642
Ending Fund Balance	\$ (2,316,107)						

Ending Fund Balance % of Revenue

-16.51%



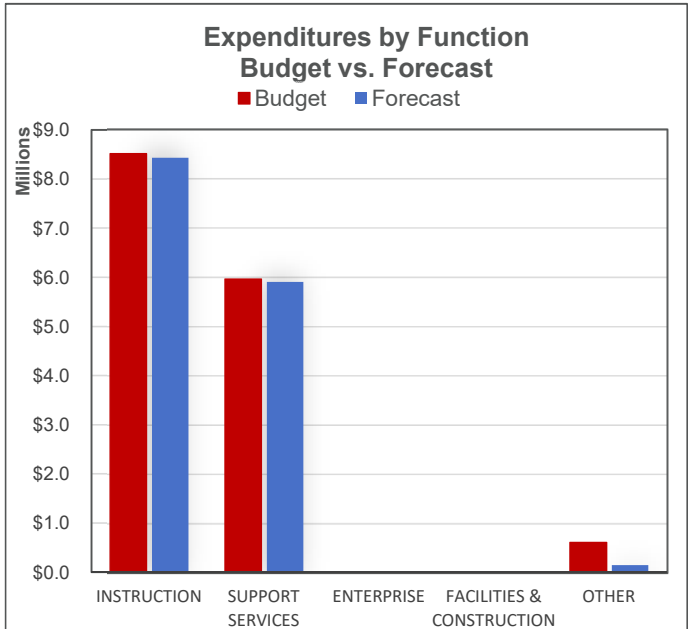
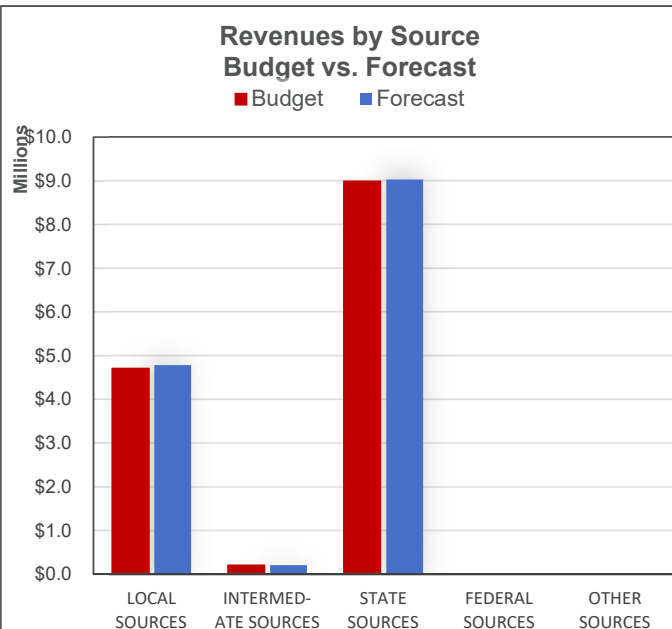
General Fund | 2024 - 2025 by Function

For the Period Ending September 30, 2024

	2023 - 2024 YTD Actual	Prior Year % of Actual	Adopted Budget	2024 - 2025 YTD Actual	% of Budget	Annual Forecast	Variance Fav / (Unfav)
RESOURCES							
Operating Revenues							
Local Sources	\$ 89,405	1.8%	\$ 4,707,564	\$ 105,693	2.2%	\$ 4,782,508	\$ 74,944
Intermediate Sources	-	0.0%	200,000	-	0.0%	200,000	-
State Sources	2,813,433	31.8%	8,992,254	2,973,335	33.1%	9,032,311	40,057
Federal Sources	-	0.0%	-	-	0.0%	-	-
Other Sources	-	0.0%	-	13,250	0.0%	13,250	13,250
Total Operating Revenues	\$ 2,902,838	20.67%	\$ 13,899,818	\$ 3,092,278	22.25%	\$ 14,028,069	\$ 128,251
Beginning Fund Balance	2,979,668	100.0%	3,040,000	-	0.0%	-	(3,040,000)
TOTAL RESOURCES	\$ 5,882,506	34.56%	\$ 16,939,818	\$ 3,092,278	18.25%	\$ 14,028,069	\$ (2,911,749)
REQUIREMENTS							
Operating Expenditures							
Instruction	\$ 724,049	9.8%	\$ 8,515,502	\$ 711,195	8.4%	\$ 8,435,740	\$ 79,762
Support Services	1,183,387	21.8%	5,962,203	1,236,560	20.7%	5,905,479	56,724
Enterprise and Community Services	-	0.0%	-	-	0.0%	-	-
Facilities Acquisition and Construction	-	0.0%	-	-	0.0%	-	-
Other Uses	263,393	34.6%	602,147	-	0.0%	142,991	459,156
Total Operating Expenditures	\$ 2,170,829	16.00%	\$ 15,079,852	\$ 1,947,756	12.92%	\$ 14,484,210	\$ 595,642
Contingencies	-	0.0%	1,859,966	-	0.0%	1,859,966	-
Unappropriated Ending Fund Balance	-	0.0%	-	-	0.0%	-	-
TOTAL REQUIREMENTS	\$ 2,170,829	16.00%	\$ 16,939,818	\$ 1,947,756	11.50%	\$ 16,344,176	\$ 595,642
Ending Fund Balance							\$ (2,316,107)

Ending Fund Balance % of Revenue

-16.51%



General Fund | 2024 - 2025 by Function and Object

For the Period Ending September 30, 2024

	2023 - 2024 YTD Actual	Prior Year % of Actual	Adopted Budget	2024 - 2025 YTD Actual	% of Budget	Annual Forecast	Variance Fav / (Unfav)
RESOURCES							
Operating Revenues							
Local Sources	\$ 89,405	1.8%	\$ 4,707,564	\$ 105,693	2.2%	\$ 4,782,508	\$ 74,944
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Total Operating Revenues	\$ 2,902,838	20.67%	\$ 13,899,818	\$ 3,092,278	22.25%	\$ 14,028,069	\$ 128,251
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TOTAL RESOURCES	\$ 5,882,506	34.56%	\$ 16,939,818	\$ 3,092,278	18.25%	\$ 14,028,069	\$ (2,911,749)

By Function

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REQUIREMENTS							
Operating Expenditures							
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Other Uses	263,393	34.6%	602,147	-	0.0%	142,991	459,156
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Contingencies	-	0.0%	1,859,966	-	0.0%	1,859,966	-
Unappropriated Ending Fund Balance	-	0.0%	-	-	0.0%	-	-
TOTAL REQUIREMENTS	\$ 2,170,829	16.00%	\$ 16,939,818	\$ 1,947,756	11.50%	\$ 16,344,176	\$ 595,642
Ending Fund Balance						\$ (2,316,107)	
Ending Fund Balance % of Revenue						-16.51%	

By Object

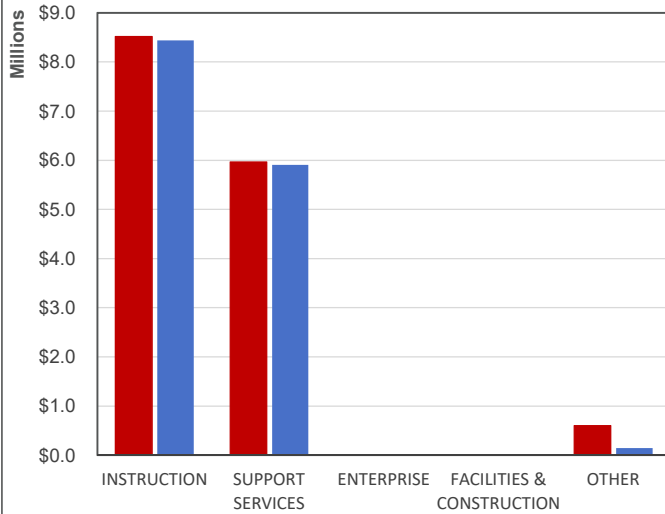
	2023 - 2024 YTD Actual	Prior Year % of Actual	Adopted Budget	2024 - 2025 YTD Actual	% of Budget	Annual Forecast	Variance Fav / (Unfav)
REQUIREMENTS							
Operating Expenditures							
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Other Objects	271,105	78.4%	360,747	302,188	83.8%	348,146	12,601
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Contingencies	-		1,859,966	-	0.0%	1,859,966	-
Unappropriated Ending Fund Balance	-		-	-		-	-
TOTAL REQUIREMENTS	\$ 2,170,829	16.00%	\$ 16,939,818	\$ 1,947,756	11.50%	\$ 16,344,176	\$ 595,642
Ending Fund Balance						\$ (2,316,107)	
Ending Fund Balance % of Revenue						-16.51%	

General Fund | 2024 - 2025 by Function and Object

For the Period Ending September 30, 2024

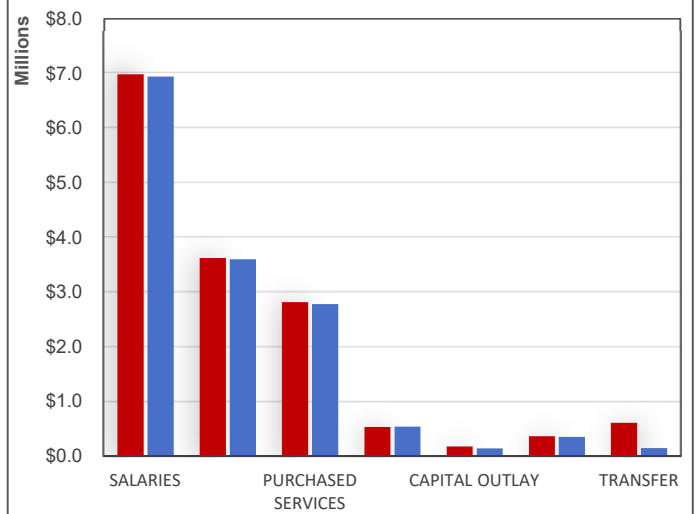
**Expenditures Function
Budget vs. Forecast**

■ Budget ■ Forecast



**Expenditures Object
Budget vs. Forecast**

■ Budget ■ Forecast



Yamhill County, Yamhill Carlton SD 1

District ID: 2251

2024-2025 Extended ADMw

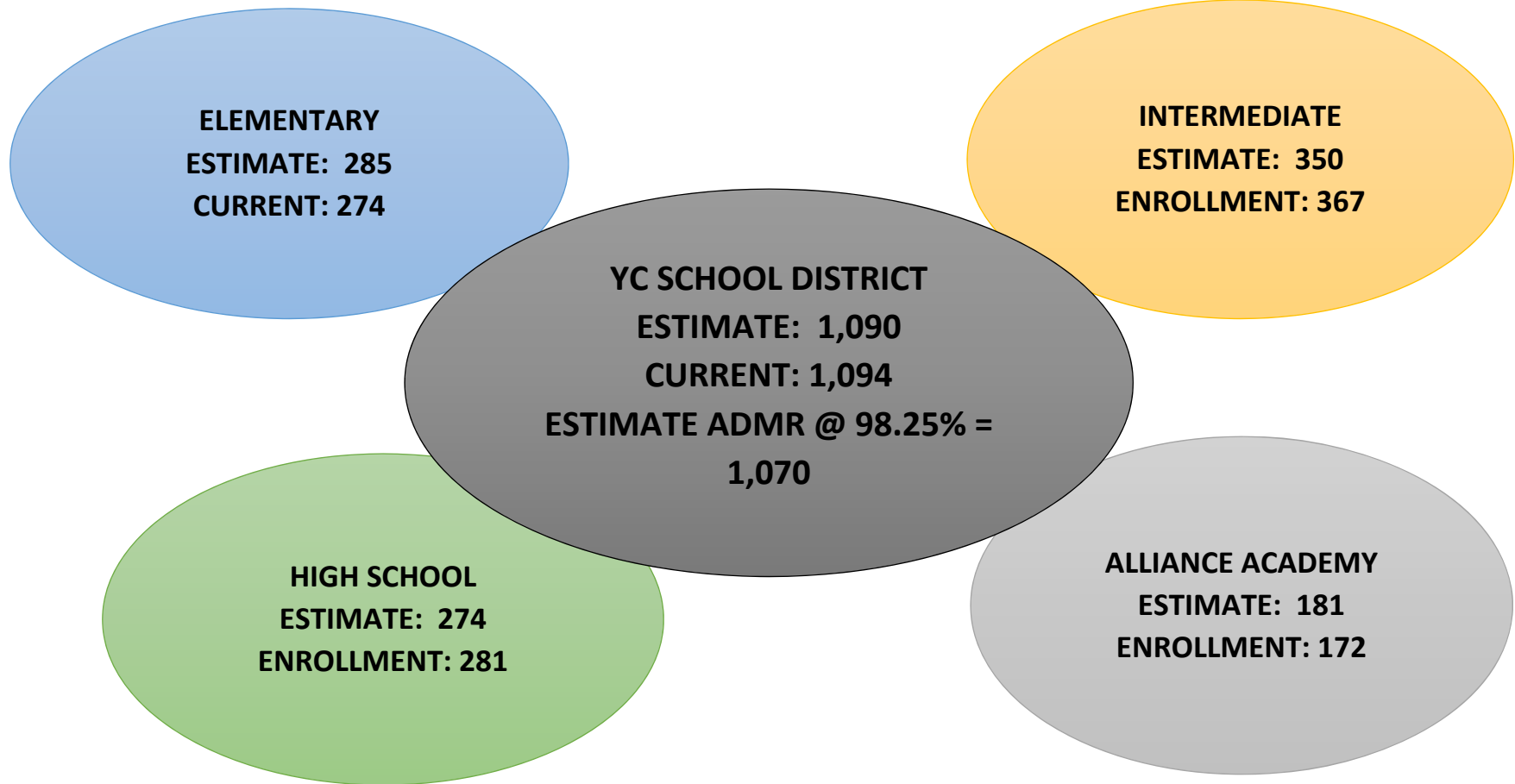
Yamhill Carlton SD 1: District total extended ADMw for funding calculations

	2024-2025		2023-2024	
ADMr: 1,070.00 X 1.00	1,070.00		1,075.68 X 1.00	1,075.68
Students in ESL programs: 24.00 X 0.50	12.00		22.20 X 0.50	11.10
Students in Pregnant and Parenting Programs: 0.00 X 1.00	0.00		0.00 X 1.00	0.00
154 IEP Students capped at 11% of District ADMr: 117.70 X 1.00	117.70		118.32 X 1.00	118.32
Students on IEP Above 11% of ADMr: 8.30 X 1.00	8.30		8.30 X 1.00	8.30
Students in Poverty: 122.67 X 0.25	30.67		123.32 X 0.25	30.83
Students in Foster Care and Neglected/Delinquent: 4.00 X 0.25	1.00		5.00 X 0.25	1.25
Remote Elementary School Correction: 0.00 X 1.00	0.00		0.00 X 1.00	0.00
Small High School Correction: 0.00 X 1.00	0.00		0.00 X 1.00	0.00
Post Graduate Scholars: 0.00 X-0.25	0.00		0.00 X-0.25	0.00
2024-2025 ADMw	1,239.67		2023-2024 ADMw	1,245.48
Yamhill Carlton SD 1 Extended ADMw			1,245.48	

Yamhill Carlton SD 1 Extended ADMw 1,245.48

Estimate vs Current Enrollment

Estimate as of 01/09/2024



STATE SCHOOL FUND GRANT

2024-2025

Based on \$10.2 Billion Budget with a 49/51 split as of 6/20/2024

Yamhill County, Yamhill Carlton SD 1 - 2251

2024-2025 Local Revenue

Property Taxes and in-lieu of property taxes from local sources	=	\$4,355,000.00
Common School Fund	=	\$149,712.80
County School Fund	=	\$0.00
State Managed Timber	=	\$0.00
ESD Equalization	=	\$0.00
In-Lieu of Property Taxes(non-local sources)	=	\$0.00
Revenue Adjustments	=	\$0.00
Sum of Local Revenue	=	\$4,504,712.80

2024-2025 Experience Adjustment

District Average Teacher Experience	=	8.69
State Average Teacher Experience	=	11.85
Experience Adjustment (Difference in District and State Teacher Experience)	=	-3.16

2024-2025 Transportation Grant

Salaries	=	N/A
Payroll	=	N/A
Purchased Services	=	N/A
Supplies	=	N/A
Other	=	N/A
Garage Depreciation	=	N/A
Bus Depreciation	=	N/A
Fees Collected	=	N/A
Non-Reimbursable	=	N/A
Net Eligible Trans Expenditures	=	\$775,000.00
Transportation per ADMr Rank		32%
Transportation Reimbursement Rate		70.00%
70.00% of the Net Eligible Transportation Expenditures = the Transportation Grant \$542,500.00		

2024-2025 Extended ADMw

2024-2025 ADMw 1,239.67

2023-2024 ADMw 1,245.48

Extended ADMw 1,245.48

2024-2025 General Purpose Grant

Multiply the Teacher Experience Adjustment of -3.16 by \$25 then add \$4500 to the result = \$4,421.00
Then multiply \$4,421.00 by the Extended ADMw 1245.4848 and then by the funding ratio 2.33970839042 = \$12,883,108.94

2024-2025 Total Formula Revenue

Add the General Purpose Grant \$12,883,108.94 to the Transportation Grant \$542,500.00 = \$13,425,608.94

2024-2025 State School Fund Grant

Subtract the Local Revenue \$4,504,712.80 from the Total Formula Revenue \$13,425,608.94 = \$8,920,896.14

2024-2025 Rates per ADMw

General Purpose Grant per Extended ADMw = \$10,344

Total Formula Revenue per Extended ADMw = \$10,779

Charter Schools Rate(ORS 338.155) = \$10,392

Payments

SSF Total Paid To Date

SSF Estimated Remaining Balance Due

Small HS Grant Total Paid To Date

Small HS Grant Estimated Remaining Balance Due

High Cost Disability Estimated Remaining Balance Due

Yamhill-Carlton School District 1

Code: **CBG**
Adopted: 10/09/06
Revised/Readopted: 12/10/12,
12/14/17, 10/10/24

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 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

Legal Reference(s):

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

[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 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

Legal Reference(s):

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

[ORS 332.505](#)

[ORS 342.120](#)

[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 illnesses¹, 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-aid² 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-related³ illness or injury to an employee resulting in in patient hospitalization, loss of an eye, amputation or avulsion⁴, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁵ shall be reported⁶ 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 on injuries or illnesses, accidents involving district property, employees, students or visiting public.

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.

¹ 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))

² 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))

³ 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 injury or illness. (OAR 437-001-0700(6))

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

⁵A “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.

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

END OF POLICY

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](#)

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

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, 300.325, 300.328, 300.501 (2012).

Yamhill-Carlton School District 1

Code: **IGBAG**
Adopted: 10/09/06

Special Education - Procedural Safeguards**

The district provides written notice to the parent of a student or eligible student, within a reasonable period of time, when the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation or educational placement of the student, or the provision of a free appropriate public education.

Parents of students with disabilities may request a due process hearing if the district refuses to initiate or change the identification, evaluation or educational placement of the student or to provide a free appropriate public education to the student.

During the pendency of any administrative or judicial proceeding concerning the identification, evaluation or educational placement of a student or the provision of a free appropriate public education, unless the district and parents of the student agree otherwise, the student involved must remain in his/her present educational placement. In the case of an application for initial admission to school, the student, with the consent of the parents, shall be placed in a program provided or selected by the district until the completion of all proceedings.

The placement may be changed to an interim alternative education setting, for up to 45 school days, due to a weapon, illegal drug or controlled substance incident or due to the infliction of serious bodily injury. The placement may be changed to an interim alternative educational placement by an administrative law judge for substantial likelihood of injurious behavior. The placement may be changed to an interim alternative educational setting for students who are suspended or expelled for more than 10 school days for behavior that is not a manifestation of the student's disability as determined by the student's IEP team.

END OF POLICY

Legal Reference(s):

ORS 343.155

ORS 343.165

ORS 343.177

ORS 343.181

OAR 581-015-2000

OAR 581-015-2030

OAR 581-015-2090

OAR 581-015-2095

OAR 581-015-2190

OAR 581-015-2195

OAR 581-015-2305

OAR 581-015-2310

OAR 581-015-2325

OAR 581-015-2330

OAR 581-015-2345

OAR 581-015-2360

OAR 581-015-2385

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.500 - 300.505, 300.515, 300.517 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300 (2008).

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, 10/10/2024

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 object¹, 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.

¹ 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 training program for restraint or seclusion to train staff and use in the district which is approved by the Oregon Department of Education (ODE)

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;
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 characteristics² 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 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

² 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

Yamhill-Carlton School District 1

Code: GBNAB/JHFE/GBNAB
Adopted: 10/09/06+13/22
Revised/Readopted: 4/14/08; 12/10/12; 4/09/20; 1/13/22
Orig. Code: JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee through the centralized child abuse reporting system~~ or to ~~the a~~ law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**² with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner described above ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known, the~~ The report ~~shall must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors³, agents⁴, volunteers⁵, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee through its centralized child abuse reporting system~~ or ~~the local a~~ law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~a~~ the designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² "Person" could include adult, student or other child.

³ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁴ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to local law enforcement ~~or~~ and the local centralized child abuse reporting system of DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.789(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~prohibited~~ strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).
~~Senate Bill 51 (2021).~~

Cross Reference(s):

BBF - Board Member Ethics
GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements
GCAB - Personal Electronic Devices and Social Media - Staff
JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements
JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

Yamhill-Carlton School District 1

Code: DBDB
Adopted: 10/10/2024

Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance¹ 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 expenditures²; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

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

[ORS 294.398](#)

[ORS 332.107](#)

¹ 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.

² 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.

³ 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.

⁴ 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.

⁵ 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.

Yamhill-Carlton School District 1

Code: AC
Adopted: 10/09/06
Revised/Readopted: 2/13/12; 12/14/15; 12/14/17;
1/09/20; 12/02/21

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The Board designates the superintendent as the district's civil rights coordinator.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical

characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

Legal Reference(s):

ORS 174.100	ORS 659A.006	ORS 659A.409
ORS 192.630	ORS 659A.009	OAR 581-002-0001 – 002-0005
ORS 326.051(1)(e)	ORS 659A.029	OAR 581-021-0045
ORS 408.230 ORS 332.505	ORS 659A.030	OAR 581-021-0046
ORS 408.230 ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.805 ORS 659.815	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 659.815 ORS 659.850	ORS 659A.230 - 659A.233	OAR 581-022-2370
ORS 659.850 - 659.860 ORS	ORS 659A.236	OAR 839-003
ORS 659.865 ORS 659A.001	ORS 659A.309	
ORS 659A.001 ORS 659A.003	ORS 659A.321	
ORS 659A.003		

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

~~House Bill 2935 (2021).~~

~~House Bill 3041 (2021).~~

Cross Reference(s):

ACB - All Students Belong

JBB - Educational Equity

GBA - Equal Employment Opportunity

GBEA - Workplace Harassment

JB - Equal Educational Opportunity

KL - Public Complaints

Yamhill-Carlton School District 1

Code: GBNAB/JHFE
Adopted: 1/13/22
Orig. Code: JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee through the centralized child abuse reporting system~~ or to ~~the a~~ law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**² with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~described above to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known, the~~ The report ~~shall must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors³, agents⁴, volunteers⁵, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee through its centralized child abuse reporting system~~ or ~~the local a~~ law enforcement agency ~~pursuant to ORS 419B.015~~, and to athe designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² "Person" could include adult, student or other child.

³ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁴ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised

contact with students.

⁵ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to local law enforcement ~~or~~ and the local centralized child abuse reporting system of DHS-office or its designee, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.789(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~prohibited~~ strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).
~~Senate Bill 51 (2021).~~

Cross Reference(s):

BBF - Board Member Ethics

GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements

GCAB - Personal Electronic Devices and Social Media - Staff

JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements

JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

Yamhill-Carlton School District 1

Code: GBNAB/JHFE/GBNAB
Adopted: 10/09/06+13/22
Revised/Readopted: 4/14/08; 12/10/12; 4/09/20; 1/13/22
Orig. Code: JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee through the centralized child abuse reporting system~~ or to ~~the a~~ law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**² with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~described above to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known, the~~ The report ~~shall must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors³, agents⁴, volunteers⁵, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee through its centralized child abuse reporting system~~ or ~~the local a~~ law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~a the~~ designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² "Person" could include adult, student or other child.

³ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁴ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to local law enforcement ~~or~~ and the local centralized child abuse reporting system of DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.789(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~prohibited~~ strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).
~~Senate Bill 51 (2021).~~

Cross Reference(s):

BBF - Board Member Ethics
GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements
GCAB - Personal Electronic Devices and Social Media - Staff
JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements
JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

Yamhill-Carlton School District 1

Code: GCDA/GDDA
Adopted: 10/09/06
Revised/Readopted: 2/13/12; 8/08/16;
12/14/17; 1/09/20

OSBA Model Sample Policy

Code: _____ GCDA/GDDA
Adopted: _____

Criminal Records Checks and Fingerprinting *

~~{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510—021-0512 and ORS 326.603—326.607.}~~

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

Requirements for Employees ~~{¹}~~not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)}

All newly hired employees² not identified under Oregon Revised Statutes (ORS) 342.223³ are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district⁴ or private school, and has not resided outside the state between the two periods of employment⁵.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the ~~{district.}~~ individual. ~~An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.}~~

¹ ~~{If the district wants to include the larger section on TSPC licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC licensed individuals, omit this bracketed language.}~~

² Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

³ ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

⁴ As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

⁵ ~~{Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}~~

The district ~~{may⁶}~~~~{shall not}~~ begin the employment of an individual ~~{on a probationary basis pending}~~~~{before}~~ the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁷ prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual will not ~~{may}~~~~{will not}~~ be employed by the district, or if employed by the district ~~{may}~~~~{will}~~ be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law ~~{may}~~~~{will not}~~ be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

~~{Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.}~~

OR

~~{Requirements for TSPC Licensed, Certified or Registered Individuals}~~

- ~~1. — Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.~~
- ~~2. — Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.~~
- ~~3. — Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.~~
- ~~4. — Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.~~
- ~~5. — Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.~~

Requirements for Contractors^{⁸}

⁶ Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

⁷ See OAR 581-021-0511(8).

⁸ ~~{The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}~~

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁹ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent ~~for~~ ~~designee~~ will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification¹⁰ from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual ~~may~~ ~~will~~ be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

Requirements for Volunteers

~~++~~¹¹ The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. List of other positions subject to this fingerprinting, if any.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check ~~may~~ ~~will not~~ begin ~~on a probationary basis pending~~ ~~before~~ the return and disposition of a state and national criminal records check based on fingerprints.

~~+~~¹² Volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

⁹ “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

¹⁰ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

¹¹ ~~{If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.}~~

¹² ~~{If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.}~~

~~The service of a volunteer allowed to have direct, unsupervised contact with students may will not begin on a probationary basis pending before the return and disposition of a criminal records check.~~

A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, will ~~will not~~ be required to submit to an in-state criminal records check.

A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may ~~will~~ result in immediate termination from the ability to volunteer in the district.

Fees associated with a required fingerprinting for volunteers shall be paid by the ~~individual district~~. Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the ~~individual district~~.

A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.

Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school ~~sites~~ during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, or contracts ~~or volunteer forms~~.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers ~~or the ability to volunteer~~ are contingent upon the results of such checks;
3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment~~, or contract status, or the ability to volunteer in the district~~;
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;
5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts~~, or~~ ODE forms ~~(written or electronic) may will~~ result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status~~; or~~

7. ~~{~~A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number ~~{may_}{will}~~ result in immediate termination from the ability to volunteer in the district.~~}~~ ~~{~~The district ~~{may_}{will}~~ remove the volunteer from the position allowing direct, unsupervised contact with students.~~}~~

Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized finger_printer as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger_printer.

The authorized finger_printer will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment~~{,}{or}~~ contract~~{ or volunteering}~~.

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).

Yamhill-Carlton School District 1

Code: GCDA/GDDA
 Adopted: 10/09/06
 Revised/Readopted: 2/13/12; 8/08/16; 12/14/17;
 1/09/20

Criminal Records Checks and Fingerprinting

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All individuals employed as or by a contractor, whether employed part-time or full-time and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or forms.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual may be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check may begin on a probationary basis pending the return and disposition of a state and national criminal records check based on fingerprints.

A volunteer who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)

[ORS 332.107](#)
[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)
[OAR 581-022-2430](#)
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Cross Reference(s):

EEACA - School Bus Driver Examination and Training
IICC - Volunteers

Yamhill-Carlton School District 1

Code: IGBAG
Adopted: 10/09/2006
Revised:

Special Education - Procedural Safeguards**

Procedural Safeguards – General

A district ensures that students with disabilities and their families are afforded their procedural safeguards related to:

1. Access to students' educational records;
2. Parent and adult student participation in special education decisions;
3. Transfer of rights to students who have reached the age of majority;
4. Prior written notice of proposed district actions;
5. Consent for evaluation and for initial placement in special education¹;
6. Independent educational evaluation;
7. Dispute resolution through mediation, state complaint investigation, resolution sessions and due process hearings;
8. Discipline procedures and protections for students with disabilities, including placements related to discipline;
9. Placement of students during the pendency of due process hearings;
10. Placement of students by their parents in private schools;
11. Civil actions; and
12. Attorney's fees.

Procedural Safeguards Notice

¹ If, at any time subsequent to the initial provision of special and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the district: 1) may not continue to provide special education and related services to the child, but must provide prior written notice before ceasing the provision of special education and related services; 2) may not use mediation or due process procedures to obtain an agreement or ruling that the services may be provided to the child; 3) the district will not be considered to be in violation of the requirement to make a free appropriate public education (FAPE) available to the child because of the failure to provide the child with further special education and related services; and 4) the district is not required to convene an individualized education program (IEP) team meeting or develop an IEP for the child for further provision of special education or related services.

The district provides to parents a copy of the *Procedural Safeguards Notice*, published by the Oregon Department of Education, at least once per year and upon initial referral or parent request for special education evaluation and when the parent requests a copy. The district also gives a copy to the student at least a year before the student's 18th birthday or upon learning that the student is considered emancipated.

The district provides the *Procedural Safeguards Notice* in the parent's native language or other mode of communication unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the district takes steps to ensure that the notice is translated orally or by other means understandable to the parent and that the parent understands the content of the notice. The district maintains written evidence that it meets these requirements.

Parent or Adult Student Meeting Participation

1. The district provides parents or adult students an opportunity to participate in meetings with respect to the identification, evaluation, IEP and educational placement of the student, and the provision of a free appropriate public education (FAPE) to the student.
2. The district provides parents or adult students written notice of any meeting sufficiently in advance to ensure an opportunity to attend. The written notice:
 - a. States the purpose, time and place of the meeting and who is invited to attend;
 - b. Advises that parents or adult students may invite other individuals who they believe have knowledge or special expertise regarding the student;
 - c. Advises that the team may proceed with the meeting even if the parents are not in attendance;
 - d. Advises the parents or adult students who to contact before the meeting to provide information if they are unable to attend; and
 - e. Indicates if one of the meeting's purposes is to consider transition services or transition services needs. If so:
 - (1) Indicates that the student will be invited; and
 - (2) If considering transition services, identifies any agencies invited to send a representative (with parent or adult student consent).
3. The district takes steps to ensure that one or both parents of a child with a disability are present at each IEP or placement meeting or are afforded the opportunity to participate, including:
 - a. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and
 - b. Scheduling the meeting at a mutually agreed upon time and place.
4. If neither parent can attend, the district will use other methods to ensure an opportunity to participate, including, but not limited to, individual or conference phone calls or home visits.
5. The district may conduct an evaluation planning or eligibility meeting without the parent or adult student if the district provided meeting notice to the parent or adult student sufficiently in advance to ensure an opportunity to attend.

Access to Records

A parent is entitled at any reasonable time to examine all of the records of the district pertaining to the identification, evaluation and educational placement of their child and the provision of FAPE to their child. Records must be provided without undue delay, which may not exceed 10 business days, as defined in ORS 192.311, from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

END OF POLICY

Legal Reference(s):

ORS 343.155	OAR 581-015-2000	OAR 581-015-2310
ORS 343.165	OAR 581-015-2030	OAR 581-015-2325
ORS 343.173	OAR 581-015-2090	OAR 581-015-2330
ORS 343.177	OAR 581-015-2095	OAR 581-015-2345
ORS 343.181	OAR 581-015-2190	OAR 581-015-2360
	OAR 581-015-2195	OAR 581-015-2385
OAR 581-001-0005	OAR 581-015-2305	

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.500 - 300.505, 300.515, 300.517.

<p>Yamhill-Carlton School District 1</p>

Code: **IGBAG**
Adopted: 10/09/06

Special Education - Procedural Safeguards**

The district provides written notice to the parent of a student or eligible student, within a reasonable period of time, when the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation or educational placement of the student, or the provision of a free appropriate public education.

Parents of students with disabilities may request a due process hearing if the district refuses to initiate or change the identification, evaluation or educational placement of the student or to provide a free appropriate public education to the student.

During the pendency of any administrative or judicial proceeding concerning the identification, evaluation or educational placement of a student or the provision of a free appropriate public education, unless the district and parents of the student agree otherwise, the student involved must remain in his/her present educational placement. In the case of an application for initial admission to school, the student, with the consent of the parents, shall be placed in a program provided or selected by the district until the completion of all proceedings.

The placement may be changed to an interim alternative education setting, for up to 45 school days, due to a weapon, illegal drug or controlled substance incident or due to the infliction of serious bodily injury. The placement may be changed to an interim alternative educational placement by an administrative law judge for substantial likelihood of injurious behavior. The placement may be changed to an interim alternative educational setting for students who are suspended or expelled for more than 10 school days for behavior that is not a manifestation of the student's disability as determined by the student's IEP team.

END OF POLICY

Legal Reference(s):

ORS 343.155

ORS 343.165

ORS 343.177

ORS 343.181

OAR 581-015-2000

OAR 581-015-2030

OAR 581-015-2090

OAR 581-015-2095

OAR 581-015-2190

OAR 581-015-2195

OAR 581-015-2305

OAR 581-015-2310

OAR 581-015-2325

OAR 581-015-2330

OAR 581-015-2345

OAR 581-015-2360

OAR 581-015-2385

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.500 - 300.505, 300.515, 300.517 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300 (2008).

Safety Threats**

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

Yamhill-Carlton School District 1

Code: ~~EBC~~**EBCA**
Adopted: 4/14/08
Revised/Readopted: 12/14/15

Code: _____~~EBC~~
Adopted: _____

Emergency Plan and First Aid**

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

In the case of long term disruption to district operations as a result of a pandemic flu, declared public health emergency or other catastrophe, the district emergency plan shall at a minimum include the following:

1. Who is in charge of the district plan;
2. What steps the district will take to stop the spread of disease;
3. How sick students will be identified;
4. Transportation plan for sick students;
5. Disease containment measures for the district;
6. Communication plan for staff, students, parents;
7. Continuing education plan for students;
8. Procedures for dealing with student privacy rights;
9. Employee leave procedures during a pandemic flu or other catastrophe;

10. Employee pay and benefit plan and procedures;
11. Facility utilization by other agencies procedures;

12. Business operations plan for offsite operation or alternative measures.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)

[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Cross Reference(s):

EEAC - School Bus Safety Program

GBE - Staff Health and Safety

JHCC - Communicable Diseases

Yamhill Carlton School District

Report on Compliance with Public School Standards

2023-24 School Year

By November 1 of each year, school district superintendents are required by [OAR 581-022-2305: District Assurances of Compliance with Public School Standards](#) to report to their community on the district's status with respect to all of the Standards for Public Elementary and Secondary Schools. The Standards are adopted by the State Board of Education and set out in Oregon Administrative Rules Chapter 581, Division 22.

The table below contains a summary of Yamhill Carlton School District's compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#) during the 2023-24 school year. For each rule reported as out of compliance, Yamhill Carlton School District has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance. The corrective action must be approved by ODE and completed by the district by the beginning of the 2025-26 school year.

What are the requirements of the standards? For a general overview of what each rule/standard requires, consult this high-level [Rules at a Glance summary](#). For specific, comprehensive requirements, use the links below for each individual rule.

Category: Teaching & Learning

Subcategory: Curriculum & Instruction

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2030 District Curriculum	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2045 Substance Use Prevention and Intervention Plan	Out of Compliance	The district has met all of the requirements for this rule.	The district will be reviewing and updating the plan including stakeholders and technical assistance from ODE. The

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
			estimated time of completion will be September 1, 2025.
581-022-2050 Human Sexuality Education	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2055 Career Education	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2060 Comprehensive School Counseling	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2263 Physical Education Requirements *Elementary Grades	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2263 Physical Education Requirements *Middle Grades	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2320 Required Instructional Time	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2340 Media Programs	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2500 Programs and Services for TAG Students	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2350 Independent Adoptions of Instructional Materials	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2355 Instructional Materials Adoption	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2360 Postponement of Purchase of State-Adopted Instructional Materials	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Assessment & Reporting

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2100 Administration of State Assessments	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2110 Exception of Students with Disabilities from State Assessments	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2115 Assessment of Essential Skills: Diploma Requirements	Waived through the end of 2027-28 school year	Not applicable	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2115(2) Assessment of Essential Skills: Local Performance Assessment Requirement	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2120 Essential Skill Assessments for English Language Learners	Waived through the end of 2027-28 school year	Not applicable	Not applicable
581-022-2270 Individual Student Assessment, Recordkeeping and Reporting	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2445 Universal Screenings for Risk Factors of Dyslexia	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Program & Service Requirements

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2315 Special Education for Children with Disabilities	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2325 Identification of Academically Talented	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
and Intellectually Gifted Students			
581-022-2330 Rights of Parents of TAG Students	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2505 Alternative Education Programs	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2515 Menstrual Dignity for Students	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: High School Diploma

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2000 Diploma Requirements	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2005 Veterans Diploma	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2010 Modified Diploma	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2015 Extended Diploma	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2020 Certificate of Attendance	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2025 Credit Options	In compliance	The district has met all of the requirements for this rule.	Not applicable

Category: Health & Safety

Subcategory: Policies & Practices

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2205 Policies on Reporting of Child Abuse	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2220 Health Services	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2310 Equal Education Opportunities	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2312 Every Student Belongs	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2345 Auxiliary Services	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Plans & Reports

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2223 Healthy and Safe Schools Plan	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2225 Emergency Plans and Safety Programs	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2230 Asbestos Management Plans	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2267 Annual Report on Restraint and Seclusion	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2510 Suicide Prevention Plan	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Athletics & Interscholastic Activities

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2210 Anabolic Steroids and Performance Enhancing Substances	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2215 Safety of School Sports – Concussions	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2308 Agreements Entered Into with Voluntary Organizations	In compliance	The district has met all of the requirements for this rule.	Not applicable

Category: District Performance & Accountability

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2250 District Improvement Plan	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2255 School and District Performance Report Criteria	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2260 Records and Reports	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2265 Report on PE Data	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2300 Standardization	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2305 District Assurances of Compliance with Public School Standards	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2370 Complaint Procedures	In compliance	The district has met all of the requirements for this rule.	Not applicable

Category: Human Resources/Staffing

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2335 Daily Class Size	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2400 Personnel	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2405 Personnel Policies	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2410 Teacher and Administrator Evaluation and Support	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2415 Core Teaching Standards	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2420 Educational Leadership - Administrator Standards	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2440 Teacher Training Related to Dyslexia	In compliance	The district has met all of the requirements for this rule.	Not applicable