



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

Tuesday, May 7th, 2024

Regular Session: 6:00pm

AGENDA

- I. Call to Order Regular Session**
- II. Flag Salute**
- III. Individuals, Delegations, Recognitions, and Communications**
 - A. YCES – Student Spotlight
 - B. YCHS - Student body – Verbal Report
 - C. YCHS - Tanner Smith & Brad Post – Verbal Report
 - D. YCIS - Matt Wiles & 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: 04/11/2024
 - 2. Work Session Minutes: 04/23/2024
 - B. Personnel
 - C. Enrollment
 - D. Donations
- VI. Announcements and Reports**
 - A. Superintendent's Report – Clint Raever – Verbal Report
 - B. Facilities Report – Ian Barr – Verbal Report
 - C. Financials and List of Bills for April 2024 – Tami Zigler (Action Item)
- VII. New Business**
 - A. Adopt Updated Policy GCPC/GDPC – Re-hiring of PERS Retired Staff (Action Item)
 - B. 2023-2024 Revised Nutrition Adult Meal Pricing (Action Item)
 - C. Food Service Administrative Review Corrective Action Plan
 - D. Early Literacy Grant Agreement
 - Online at: https://www.ycsd.k12.or.us/documents_reports/aligning_students_for_success
 - E. School Construction Tax Increase Resolution 2024-07 (Action Item)
 - F. DJC-AR Policy Update

VIII. Board of Directors Comments

IX. Adjournment

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



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Password: sW66uH

Thursday, April 11, 2024

Regular Session: 6:00pm

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

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

Also Present: Maddie Tuning, Julia Howard, Jennifer Hurley, Kelly Williams, Kristen Regalado, Kaylee Williams, Keilee Owen, Kiley Williams, Addie Faulkner, Tierra Braithwaite, Claire Walton, Madeline Allen, Krystal Larson, Gordon Dromgoole, Neil Slater, Amanda Greene

MINUTES

I. Call to Order Regular Session

II. Flag Salute

III. Individuals, Delegations, Recognitions, and Communications

A. YCHS - Student body – Verbal Report

-M.Tuning reported.

-The leadership team is planning for teacher appreciation week.

-May 16th is Tigerpalooza. This year it will be four periods instead of two. They are excited to have it be longer this year.

-A couple of the leadership members will be going to the OASC conference. They are applying for the gold council award this year. Last year, they earned the silver.

-The leadership team has written letters or notes to every student at school. They want to make sure that all students know they are important and give them encouragement.

-They are currently working on ideas for the Derby Day float.

B. YCHS - Tanner Smith & Brad Post – Verbal Report

-B.Post reported.

-Spring sport season is well underway. The weather has been very cooperative so far this year.

-Tony Paola runs the Fair Catch Foundation. They have sponsored six student athletes with a \$500 dollar sponsorship for each year starting in seventh grade. The money can be used for things like sports equipment and fees.

-The baseball team is playing some competitive ball so far. During their spring break trip to Arizona, they earned one win against an Idaho team and came up a few runs short of sweeping the hometown teams from Arizona.

-The softball team is ranked second in the state and are facing the number one class 4A team today. They traveled to Southern California for spring break. They faced two of California's top ranked teams. They did not get any wins, but played very competitively. They are chasing their league rival, Scio, for the league title and a first-place ranking. Coach Kuehnel and his team are hungry for a shot at the state title.

-Track and field has about forty athletes competing, which is quite a few more than last year. A lot of personal records are being set.

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- The girls' flag football team is a force to be reckoned with. They beat Hillsboro High School 46-0 and Century 26-6. They will be playing defending state champs, Banks High School, this weekend. Matt Opitz and Mark Rodriguez are doing a fantastic job with this team.*
- The one-man golf team, Talon Bryant, shot a 103 at his first tournament. He will be playing at Michelbook next week. There are now four other boys and some girls interested in playing next year.*
- T.Smith reported.*
- The school is very proud of the art department. Mr. Barrows' students have over 140 pieces on display at a gallery in Carlton that will be open to the public for a few days at the end of this week.*
- They are in the middle of state testing.*
- For MTSS, the yellow, green, and red system is still being used. The main focus right now is on the seniors. They are capable, they just need a little nudge. There is only five weeks until M term starts.*
- The M term master schedule is done. The 2024-2025 master schedule is done as well, which is important to have done early.*
- They have gathered the YouthTruth data and will have a report for the board at next month's board meeting.*
- The new tardy policy is in place. A lot of students are doing really well getting to class on time.*
- R.McKinney started a student store. They are offering quite a few items including ODE approved snacks, t-shirts, key chains, coffee, Italian sodas, and more.*
- There will be a bus evacuation drill in the next couple of weeks.*
- L.Seal's class got to go to the coast to go clamming this week.*
- Senior projects will be presented on May 20th and May 22nd.*

C. YCHS – Student Spotlight

- The student spotlight for this month is the high school cheerleading team. They are number one in the state.*
- K.Regalado spoke about the team.*
- The girls are incredible athletes. Most of them play multiple sports and get amazing grades.*
- The division they are in is unique because they compete against 1A, 2A, and 3A schools.*
- They have worked so hard this year.*
- Tierra Braithwaite has been asked to cheer at the East-West shrine game in Baker City this summer. They have also been asked to coach the West cheerleading team.*
- The cheerleaders each introduced themselves.*
- Their team is a young team. There are only two seniors on the team.*
- The cheerleaders helped with youth cheer this year and acted as mentors for the youth cheerleaders. They worked with them two to three times a week for an entire fall season which was very impactful.*
- S.FitzGerald thanked K.Regalado and the whole team and stated the district is very proud of them all.*

D. YCIS - Matt Wiles & Chad Tollefson – Verbal Report

- M.Wiles reported.*
- The DESSA, Dibels, and iReady data from the fall and winter testing was presented to the board.*
- For DESSA, the goal is for the numbers to be in the blue and green. The 7th and 8th grades have 45% in the red for DESSA. Those scores are for goal directed behavior and personal responsibility.*
- For the Dibels testing, the 4th grade went from 13% above grade level to 31%. The percentage in the red increased for 6th, 7th, and 8th grades. M.Wiles stated they are looking into that. Some of it may have to do with lack of trying on the students' part.*
- iReady scores showed strong growth for the female students. There have been strong gains in reducing the number of 7th and 8th graders that are three or more years behind. It is still not great, but they are trending up.*
- This is the third year with iReady. They are planning on using it for another year or two.*
- Advanced math isn't included in the iReady scores, which means the green is higher than it shows.*

- S.FitzGerald asked if students who needed it were getting extra help. C.Tollefson responded that they do have a math lab and they will have one during M Term as well.
- S.FitzGerald asked if the high school does any kind of testing for the 8th graders to see what level they are, especially for those behind in Math. T.Smith responded that they do a placement test for the 8th graders. He stated that for those who are behind they can do a whole year of Algebra A instead of just a semester. The requirement to graduate is three years of math at Algebra or above, but there are other math classes that meet the requirements such as consumer math and probability and statistics.
- Progress reports will be mailed out next week. The data from the reports will determine what classes will be assigned for M term.
- At the start of J Term, fifteen students were failing math. Eleven came out of J term with a passing grade. For language arts, sixteen were failing and ten came out of J term with a passing grade.
- State testing started last week. They are trying to motivate 7th and 8th graders to take it seriously. As an incentive, if they get 10% better than last year, they will get some kind of reward. M.Wiles hasn't decided what that will be yet. So far, they have sixteen opt-outs.
- The GATE process is winding down. They had seven referred for testing. Two for TAG, two for behavior, and three for academics.
- They held an anti-bullying assembly this week. M.Wiles stated that one out of four middle school students has experienced bullying. During the assembly, they also talked about cyber bullying and Officer Livingston talked about how much he deals with these issues and what the consequences are. It was not a fun assembly, but an eye opening one. A former student from the high school and shared her stories about her experiences when she was in 5th and 6th grade and how she dealt with it. They finished by watching the 'Are You Okay?' video.
- The talent show will be held on May 3rd at 4:00pm. There will be seventeen acts. This event is part of the community outreach and is open to everyone.
- Performances of Seussical The Musical will be April 25th, 26th, and 27th.
- This week is national library workers appreciation. M.Wiles wanted to recognize Karissa Peterson for all the great work she does.
- E.Galyean asked what they are doing for the students who aren't passing even after J term? M.Wiles responded that those students are being discussed and parents are being called in.

E. YCES - Amanda Dallas – Verbal Report

- A.Dallas reported.
- A big shout out to the staff. They celebrated Mrs. Pond, the librarian who is rocking it in her new role. The fabulous secretaries take care of, not only, students and staff but also herself.
- They will be celebrating our school bus drivers at the end of this month as well.
- They also have 'babies in bloom' at YCES. There will be three baby showers at the end of the month.
- They have been enjoying the time they have left with K.Cruz and Bo. The entire school will miss them dearly and wish her nothing but the best. Tomorrow will be her last day. J.Morton will take over for the remainder of the year. A.Tate, a student teacher, will also be helping.
- The kindergarten classes will be getting eggs on the 17th to incubate. They will also have one in the office for all students to observe its life cycle. They should hatch around May 6th. There will be chicks for all students to observe in the lobby of the school for a week and then they will be sent to their forever homes. A few students will be at the student spotlight next month, and maybe a chick or two.
- The third-grade students are preparing for the SBAC this month and will be doing ELA this month and math in May. This year, every grade level will be gifted an inspirational gift every week. There will also be a few special treats as well. Things like a blow pop with a little note that says 'I know you will blow the test away' and bottles of water with a 'genius water' label.
- Kindergarten round up will be April 25th from 4pm to 6pm. This is registration for any student who turns five prior to September 1st, 2024.

-For DESSA, there is no new data to share.

-For the GATE process, they are monitoring one Kindergarten and testing another. Two first graders and two second graders are also being monitored.

-For MTSS, the team went through the foundational practice of the schoolwide SEL and planned to improve the practice next year by doing more adult SEL PD as well as using the Tiger Den data in the SEL PLC Time.

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-Amanda Green spoke to the board and proposed some budget increases for Alliance Academy on behalf of the Alliance Academy Parent Advisory Committee.

-Alliance Academy has experienced tremendous growth over the last few years, but the services and resources have remained fairly static.

-It is essential to ensure that the program resources remain comparable to other similar homeschooling programs.

-The committee did request financial information about Alliance and are waiting to receive it, so they do not have all the data needed for a full proposal. They did do an estimate based on past budget reports. Student spending per student is pretty low and the income that the school receives is a lot more than what the cost is.

-For the 2024-2025 budget, they would like the following:

- 1. Adding a new position for a principal. They need someone who can provide guidance and growth.*
- 2. More teachers so their case load isn't so high.*
- 3. Increase the student stipend to \$1500 per student.*

-M.Brown informed her that her three minutes were up. A.Green thanked the board for their time and stated she would send a written proposal.

IV. Review of Agenda (Action Item)

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

V. Regular Session – Consent Agenda (Action Item)

A. Approval of Board of Directors Minutes

- 1. Regular Session Minutes: 03/14/2024*
- 2. Work Session Minutes: 04/01/2024*

B. Personnel

C. Enrollment

D. Donations

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

-J.Dumdi requested that, on the enrollment report, the historical data be added for the district just like it shows for the buildings. M.Brown stated she would update the report to show that information.

VI. Announcements and Reports

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

-C.Raever reported.

-PACE day is today. It is free to the district and T.Zigler is attending. It is a conference that covers many topics including insurance and liability.

-In preparation for the 2024-2025, T.Zigler has been meeting with all the buildings to see what their needs are for the upcoming year.

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- M.Brown has been working with Chloe at the WESD to design a mailer that will go out to every household.
- The district is partnering with Yamhill County Emergency Management for a grant for emergency supplies. Every school in the county is applying for it.
- The week of May 6th is teacher appreciation week. M.Brown is working on putting together small gifts for them and a breakfast. The schools will all do something for them as well.
- Instructional rounds will be the Tuesday after next at the elementary school. S.FitzGerald asked what these rounds look like. C.Raeveer responded that the administrator of the building provides a tool for the others to use with some specifics of what they are looking for. S.FitzGerald asked what the administrators do with that data. M.Wiles responded that they compile it and share the information with the staff. T.Smith stated that he has administrators fill out cards with what they observed and that information is then shared with each teacher individually.
- C.Raeveer had the administrators fill out a professional development survey. Three areas that stood out were culture, strategies for attendance, and bullying prevention. They will tailor next year's Tuesday meetings to work on those.
- C.Raeveer met with G.Biggs from the WESD and they are working on setting up some times to do the actual walkthroughs. He would like the administrators to be there when he does it and it takes about two hours. They will schedule it before the end of the school year.
- Brightside is installing the access controls on the fencing at the intermediate school. The cameras and intercom are also being worked on. Everything should be done before the end of the budget year.

B. Facilities Report – Ian Barr – Verbal Report

- I.Barr reported.
- The maintenance department is trying to stay on top of the grass and keeping up with spring sports.
- They are looking at what irrigation will look like as the weather gets warmer. They have to be careful of where and when they will irrigate because of the high water rates. They also need to work on fixing sprinklers. The district is looking at drilling a well. The city and county are fine with it, so it now goes to the state water resource board. The application process usually takes a year to a year and half.
- The back door of the old gym will be replaced next week.
- Eagle cap is getting specks for the footing for the back stairs of the high school. The replacement of the stairs will be done this summer.
- He is also working on getting painting bids.
- K.Watson would like to see the history of the districts water use including gallons and dollars. C.Raeveer stated he will send him that information.
- K.Watson asked if it would be possible to gather some data on the temperatures at the upper level of the high school during the warmer months. He would like to know what the peak temperatures are. I.Barr replied that there is a system he may be able to get the data from. C.Raeveer stated that student aids could also record that data if needed.

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

- T.Zigler was not present to review the financials.
- J.Dumdi asked about the addiction prevention grant under miscellaneous grants and what it would be used for. C.Tollefson replied that he is currently working on this. There are a few things they are looking at. One of them is through Vector. They have drug and alcohol trainings for middle school and high school students. Some schools are using that money for detectors, but the consensus is that those are fairly ineffective. He will send out more information next week showing what the options are.
- K.Watson asked if the district is on target. E.Galyean pointed out one of pages on the report has a forecast column that shows a forecasting with an ending fund balance of around 3.4 million.

-K.Watson motioned to approve the financials and list of bills for March 2024 as presented. J.Dumdi seconded. All in favor. Motion carried.

VII. New Business

A. Stadium Repair Proposal Approval (Action Item)

-C.Raeveer stated that at the last work session N.Slater and M.Hurley presented a request for the booster club to fund the repairs of the stadium. The board was given a packet of information to review. The district was able to confirm that they can allow them to do this and not have to pay prevailing wages.

-S.FitzGerald asked what happens if when they start to repair it, they find other issues that have to be fixed. N.Slater stated that when they did all the assessments they looked at everything very carefully, but that if something does come up, the booster club will pay for it.

-J.Dumdi asked that the board be regularly updated on the progress. C.Raeveer replied that they will do that.

-E.Galyean motioned to approve the YC Booster Club's proposal to fund the repairs on the stadium. J.Dumdi seconded. All in favor. Motion carried.

B. High School Math Curriculum Adoption (Action Item)

-C.Tollefson presented.

-The K-8 curriculum was adopted last year and the high school curriculum was postponed for a year. The high school staff is still loving the CPM curriculum. The recommendation is to continue with CPM for the next six years.

-S.FitzGerald asked if it lends itself well for the 8th grade class. Chad replied yes.

-They piloted a curriculum this year for the statistics and probability course and it was a success. The curriculum for this course is Statistics and Probability with Application (4th Edition) by BFW Publishers.

J.Egland motioned to approve the adoption of the high school math curriculum of CPM. J.Dumdi seconded. All in favor. Motion carried.

C. Delaying of High School Science Curriculum Adoption (Action Item)

-C.Tollefson is requesting to delay the adoption of a new high school science curriculum for another year. The primary reason for this is that they are in the process of selecting a new science teacher and want them to be comfortable with the curriculum they will be using for the next 6 years.

-K.Watson motioned to approve a one-year postponement of the high school science curriculum adoption. E.Galyean seconded. All in favor. Motion carried.

-C.Tollefson provided an update on the science curriculum adoption process for K-5 and 6-8 grades and the curriculums will be brought to the board next month. Currently, K-5 is using Mystery Science and the teachers really love it. The goal of K-5 teachers is to have students have a good feeling about exploration of the world and Mystery Science does that. They have researched other curriculums, but would like to stay with this one. K.Watson asked what the other choices were like. C.Tollefson replied that there were some that had an experimental aspect as well, but it is more intensive than what they want for K-5. Most of them are designed for sixty minutes a day. The feedback from the teachers was that they would be good curriculums if they weren't sixty minutes long.

-S.FitzGerald asked how it is paid for since it requires a lot of supplies. C.Tollefson replied that the quote includes yearly boxes shipped with all the supplies. Also, the cost is per district, not per student.

-J.Egland asked if a lot of schools use it. C.Tollefson replied yes.

-The 6-8 curriculum is a hybrid of two programs. OpenSciEd is one of them. It is a free online curriculum. The program is not approved by the state, but three publishing companies that are approved by the state are publishing the materials. The program is really hands-on, with excellent science labs.

-The second curriculum is Propello. OpenSciEd is the hands-on component and Propello is the text component. One of the things that stands out for Propello is that the content can be adjusted to help a student comprehend the information. C.Tollefson will make copies for the board to review and will present it next month.

-E.Galyean asked if they are doing outdoor school. C.Tollefson replied they are and it will be the week of May 13th. They will be sending out information about it to families tomorrow. They will be splitting the students into two groups. One will go Monday, Tuesday, and Wednesday morning. The other will go Wednesday afternoon, Thursday, and Friday. It will be at the Portland Audubon Society outside of Sandy. They are providing a day option this year. Only five or six students will be doing the day option.

D. First Read of Policy GCPC/GDPC – Re-hiring of PERS Retired Staff

-C.Raever stated the policy for re-hiring of PERS retired staff was first adopted in 2020. This is the first year the district will have to use this policy.

-The changes made are shown on the copy provided in the board packet.

-On page two, worker categories were added.

-‘At the recommendation of the supervisor’ was added to ensure that they have a say in whether to rehire that person.

-The line regarding salary placement was adjusted.

-It was advised that the policy clearly define that the employee is on a temporary contract for one year. That doesn’t mean they can’t keep working, it just means they are offered a new temporary contract every year. After their third year on a temporary contract, there would need to be a break in service. He emailed the attorney to see what a ‘break in service’ needs to be?

-S.FitzGerald asked what the advantage is to rehiring retirees. C.Raever replied that for the district, it is a savings of 6% PERS, having experienced teachers, and lowering starting salary. For the employee, the advantage is that they can collect pension and get a salary.

VIII. Board of Directors Comments

-K.Watson would like to see the figures of what we are receiving from the state compared to how much is being given to Alliance Academy. E.Galyean suggested they have a work session regarding this.

-J.Dumdi asked for an invitation to graduation. M.Brown will email it to the board.

-Eighth grade graduation will be Monday, June 10th.

IX. Adjournment

S.FitzGerald adjourned the meeting at 7:40pm.



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Tuesday April 23, 2024

Work Session: 6:00 pm

MINUTES

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

District Office Staff Present: Clint Raever, Mary Brown

I. Call to Order Work Session

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

II. Flag Salute

III. Superintendent Goals

C.Raever presented his proposed goals. The first is focused around communication with the community and within the district. There is some work to be done in this area. He and Tami met with Kyle Leir from Assist Education Services yesterday. Everyone on his team except one has worked in public schools. He was the superintendent of Oregon City and has now opened a consulting firm. The firm deals with all aspects of improving communication. They were very impressed with what he had to offer. The district is going to enter into a contract with him. He and his firm will assist the district in all things related to communication, from newsletters, planning forums and meet and greets. Right now, it is all about sharing positive news while also acknowledging the district does have some needs. The district will also be receiving an increased level of support from the ESD.

S.FitzGerald asked how the district builds trust with the community and lays the groundwork for helping the community understand what the district needs are. C.Raever replied that working with Assist Education Services and the ESD will help accomplish those goals.

The second goal will be centered around connecting regularly with staff, spending more quality time in the buildings with staff, and establishing a deeper connection with them.

Part of the third goal will be reinforcing the strategic and communication plans within the leadership team. His goal is to be more aware of the data and to be an accountability partner to the administrative team. He will be implementing a district data review once a month during one of the administrators' meetings.

C.Raever will draft his goals and send them to the board members individually for them to review.

J.Dumdi asked that his goals encompass the information in the strategic plan. K.Watson agreed that referencing the strategic plan is important when setting his goals. It is important for staff, admin, and the community to see that he is providing real leadership.

J.Dumdi knows that there are banners at every school that show the district's mission and vision, but wondered if there is a way to ensure that staff know what those are. She suggested having a second badge with the mission and vision on it for each staff member to have.

M.Brown will look into it.

K.Watson hopes C.Raeveer will use these new resources to make strong advances in the area of communication. C.Raeveer responded that Kyle, aside from help with communication, has experience being a superintendent and told him he could come to him for advice and/or mentoring.

J.Dumdi stated there seems to be a lack of connection between the staff of all three schools. She suggested the district do something to make them feel like they are more of a team.

C.Raeveer responded that in one of the sessions at the superintendent conference, one of the districts put their staff into teams with staff from different schools and had them complete different tasks together. Everything from ropes courses to volunteering at a food bank. He has been thinking of what types of team building activities they could do. J.Dumdi suggested an internal newsletter to staff members that highlights a different staff member each month.

S.FitzGerald stated that it would be good for teachers to meet with teachers from one grade level above and one grade level below to make sure that the curricula are aligned.

IV. Schedule for Next Year's Superintendent Evaluation

M.Brown gave the board a timeline for the superintendent evaluation for next year based on what was done this year. The board was satisfied with the schedule, but E.Galyean would like to discuss the tool they will use and who they will get input from before the December 12th meeting. The board agreed they will discuss this at the October work session.

V. Set Retreat Date

The board will set their goals, finalize the superintendent goals, and go over the superintendent communication agreement at the board retreat.

The board set the retreat date for July 29th at 3:30pm. The location is to be determined.

VI. Revised Academic Calendar Approval (Action Item)

M.Brown stated the calendar that was previously approved stated that the last day of school was a half day, which is incorrect. The calendar presented now shows the last day of school as being a full day.

S.Fitzgerald asked why the last day can't be a half day. C.Raeveer stated that adding a spring conference and moving the fall conferences up reduced the instructional time. He did not want to lose too much instructional time.

K.Watson motioned to approve the revised academic calendar as presented. J.Dumdi seconded. All in favor. Motion carried.

Due to scheduling conflicts, the board agreed to move the August 8th board meeting to August 15th.

S.FitzGerald adjourned the meeting at 6:42pm.

Yamhill Carlton School District

Human Resources

Board Report

May 7, 2024



New Hires

Sheryl Richardson, ELL Teacher (start date August 2024)
Rylee Salvay, 2024-2025 Kindergarten Teacher (star date August 2024)

Resign/Retire/Term Employees

Kaylani Cruz, YCES School Counselor

Current Employees: Position Changes

None

Currently Open Positions

YCIS General Education IA
YCIS Life Skills IA II
YCES IA II
YCES School Counselor

Open Positions For 2024-2025

YCES Behavior Teacher
YCES SEL Specialist
YCIS 5th Grade Teacher
YCIS 4th Grade Teacher
YCIS Half Time PE Teacher
YCHS Physical Science Teacher
YCHS Special Education Behavior Teacher
YCHS Varsity Girls Basketball Head Coach
YCHS English Teacher

Yamhill Carlton School District Enrollment Report

April

2024

District Enrollment for 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	284	284	282	279	280	282	285	288		
YCIS	348	344	345	345	345	348	352	355		
YCHS	289	292	283	283	281	271	269	268		
Alliance	180	181	183	183	182	179	177	176		
Total	1,101	1,101	1,093	1,090	1,088	1,080	1,083	1,087	-	-
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 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	77	76	77	77	77	76	76	78		
1st Grade	68	69	68	67	67	66	67	67		
2nd Grade	70	69	68	66	67	68	70	70		
3rd Grade	69	70	69	69	69	72	72	73		
23/24 Total	284	284	282	279	280	282	285	288	-	-
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 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	91	88	88	89	90	89	89	90		
5th Grade	54	54	53	52	52	52	53	54		
6th Grade	65	64	66	66	64	68	70	70		
7th Grade	76	75	75	74	75	75	75	75		
8th Grade	62	63	63	64	64	64	65	66		
23/24 Total	348	344	345	345	345	348	352	355	-	-
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 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	64	65	65	65	66	65	66	67		
10th Grade	75	72	69	69	66	66	65	63		
11th Grade	77	81	76	76	76	74	73	73		
12th Grade	72	72	72	72	72	66	65	65		
Transition	1	2	1	1	1	-	-	-		
23/24 Total	289	292	283	283	281	271	269	268	-	-
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 2023-24

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	15	15	15	15	15	16	15	15		
1st Grade	20	20	20	20	21	21	20	20		
2nd Grade	22	22	22	22	22	22	22	22		
3rd Grade	27	27	28	28	28	27	27	27		
4th Grade	21	21	21	21	20	19	19	19		
5th Grade	19	20	21	21	21	21	21	20		
6th Grade	24	24	24	24	24	22	22	22		
7th Grade	20	20	20	20	19	18	19	19		
8th Grade	12	12	12	12	12	13	12	12		
9th Grade	-	-	-	-	-	-	-	-		
10th Grade	-	-	-	-	-	-	-	-		
11th Grade	-	-	-	-	-	-	-	-		
12th Grade	-	-	-	-	-	-	-	-		
23/24 Total	180	181	183	183	182	179	177	176	-	-
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

March 2024

Scholarship '72	J. McLeod	\$100.00
Scholarship '72	N. Brisbee	\$100.00
Scholarship	Mid Co. Bus	\$500.00
NHS Donations	M. Opitz	\$260.00
Track	D. Murphy	\$25.00
Knapp Credit Rec	Kerr Land / Timber	\$500.00
Rocketry	J. Hurley	\$1500.00
Track	J. Hurley	\$250.00
STEM	TTM Tech	\$1250.00
STEM	J.Donnell Inc.	\$100.00
Boys' Baseball	M. Hynes	\$100.00
STEM	T. Patton	\$50.00
STEM	M. Coleman	\$100.00

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: May 7, 2024

Re: District Financial Report

SUMMARY for Fiscal Year 2023-2024

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

For the current period, total revenue was \$535,645 more than planned and total expenditures were \$631,465 less than planned. The combined result is a \$1,167,111 favorable surplus condition for the current year period.

REVENUES

TAXES: Taxes are \$136,705 under plan. This unfavorable condition represents -3.2% of the year-to-date plan amount of \$4,229,616. This amount is considered tolerable, and was primarily driven by a decrease in 1111 CURRENT YEAR TAXES. For the current year period, Taxes increased 3.7% over the prior year period compared to an average increase of 5.8% over the preceding 4 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is \$14,438 over plan. This favorable condition represents 10.0% of the year-to-date plan amount of \$144,792. The current year variance amount is considered material, and was primarily driven by increases in 1990 MISCELLANEOUS, and 1711 ATHLETIC SIGN UP. This increase was partially offset by a decrease in 1710 ADMISSIONS. For the current year period, Tuition, Fees, Other increased 16.4% over the prior year period compared to an average increase of 21.2% over the preceding 4 years. The largest Tuition, Fees, Other groups - 1990 MISCELLANEOUS, 1312 TUITION FROM OTHER OREGON DISTRICTS, and 1711 ATHLETIC SIGN UP, representing 94.6% of total Tuition, Fees, Other, increased by 44.2%.

EARNINGS ON INVESTMENTS: Earnings on Investments are \$244,477 over plan. This favorable condition represents 1167.0% of the year-to-date plan amount of \$20,950. This variance amount is considered material, and was primarily driven by an increase in 1510 INTEREST ON INVESTMENTS. For the current year period, Earnings on Investments

increased 114.6% over the prior year period compared to an average increase of 11.6% over the preceding 4 years.

INTERMEDIATE REVENUE: Intermediate Revenue is \$71,167 under plan. This unfavorable condition represents -30.1% of the year-to-date plan amount of \$236,250. This variance amount is considered material, and was primarily driven by a decrease in 2102 EDUCATION SERVICE DISTRICT APPORTIONMENT. For the current year period, Intermediate Revenue decreased 15.0% over the prior year period compared to an average increase of 21.9% over the preceding 4 years.

STATE UNRESTRICTED AID AND SSF: State Unrestricted Aid and SSF is \$484,602 over plan. This favorable condition represents 6.4% of the year-to-date plan amount of \$7,513,477. This 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 10.7% over the prior year period compared to an average increase of 4.4% over the preceding 4 years.

EXPENDITURES

SALARIES: Salaries are \$151,830 under plan. This favorable condition represents -3.3% of the year-to-date plan amount of \$4,622,231. This amount is considered tolerable, and was primarily driven by a decrease in 0111 LICENSED SALARIES. For the current year period, Salaries increased 5.6% over the prior year period compared to an average increase of 4.5% over the preceding 4 years.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are \$118,199 under plan. This favorable condition represents -4.8% of the year-to-date plan amount of \$2,450,704. The current year variance amount is considered tolerable, and was primarily driven by a decrease in 0213 PERS UAL CONTRIBUTION. For the current year period, Associated Payroll Costs increased 7.7% over the prior year period compared to an average increase of 5.4% over the preceding 4 years.

PURCHASED SERVICES: Purchased Services are \$133,621 under plan. This favorable condition represents -7.0% of the year-to-date plan amount of \$1,901,780. This amount is considered tolerable, and was primarily driven by decreases in 0310 INSTR, PROF & TECH SRVS, and 0326 FUEL. This decrease was partially offset by an increase in 0322 REPAIRS & MAINTENANCE SERVICES. For the current year period, Purchased Services increased 16.2% over the prior year period compared to an average increase of 1.0% over the preceding 4 years.

SUPPLIES: Supplies are \$167,411 under plan. This favorable condition represents -27.2% of the year-to-date plan amount of \$615,767. The current year variance amount is considered material, and was primarily driven by a decrease in 0420 TEXTBOOKS. For the current year period, Supplies increased 18.5% over the prior year period compared to an average increase of 14.8% over the preceding 4 years.

CAPITAL OUTLAY: Capital Outlay is \$87,484 under plan. This favorable condition represents -61.4% of the year-to-date plan amount of \$142,590. This amount is considered material, and was primarily driven by a decrease in 0550 TECHNOLOGY. For the current year period, Capital Outlay decreased 38.6% over the prior year period compared to an average increase of 62.1% over the preceding 4 years. The largest Capital Outlay groups - 0542 REPLACEMENT EQUIPMENT PURCHASES, 0550 TECHNOLOGY, and 0530

IMPROVEMENTS OTHER THAN BUILDINGS, representing 89.1% of total Capital Outlay, increased by 698.3%.

OTHER OBJECTS: Other Objects are \$27,079 over plan. This unfavorable condition represents 10.2% of the year-to-date plan amount of \$265,311. This variance amount is considered material, and was primarily driven by an increase in 0653 PROPERTY INSURANCE PREMIUMS. For the current year period, Other Objects increased 20.2% over the prior year period compared to an average increase of 12.0% over the preceding 4 years.

TRANSFERS: Transfers are on plan. This favorable condition represents 0% of the year-to-date plan amount of \$263,393. This variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Transfers decreased 10.3% over the prior year period compared to an average increase of 9.9% over the preceding 4 years. The largest Transfers groups - 0790 OTHER TRANSFERS, and 0791 TRANSFER TO BUILDING FUND, representing 88.6% of total Transfers, decreased by 2.2%.

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.

Yamhill Carlton SD 1

General Fund Year to Date Revenue Overview

April 2024

YTD Local Sources

\$4,488,065

96.08% of Budget

YTD State Sources

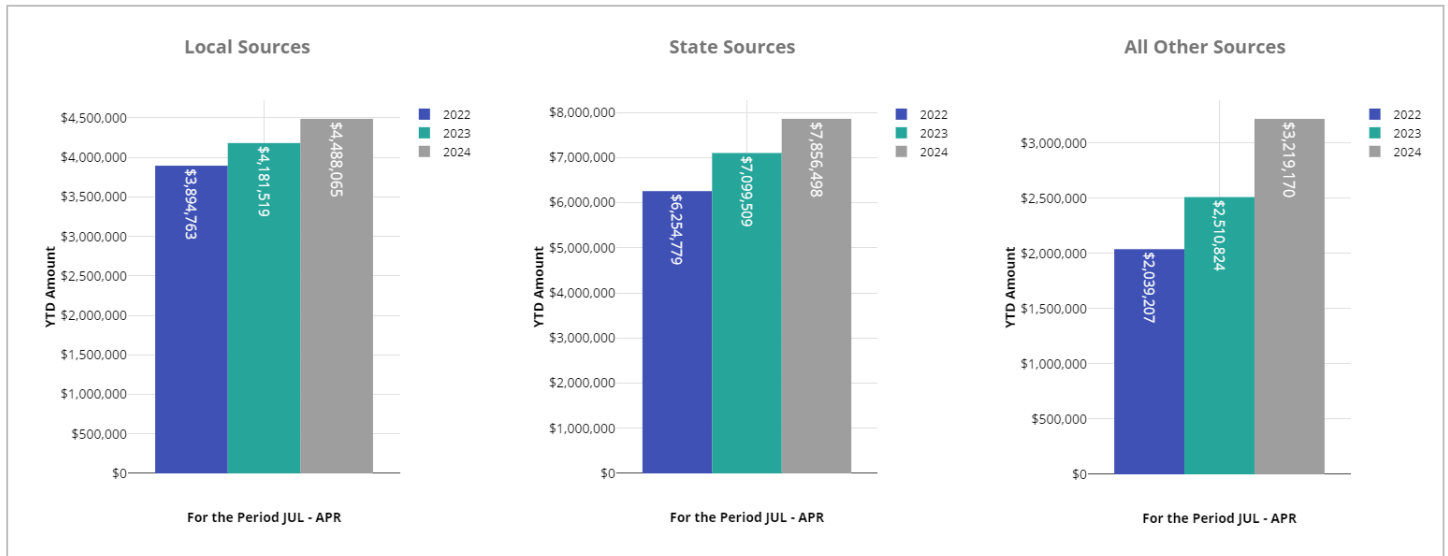
\$7,856,498

95.20% of Budget

YTD All Other Sources

\$3,219,170

111.01% of Budget



	FY 2022 YTD Amount	FY 2023 YTD Amount	FY 2024 YTD Amount	FY 2024 Annual Budget	FY 2024 % YTD Budget
Operating Revenues					
State School Fund Formula					
Local Revenue	\$3,666,811	\$3,942,802	\$4,088,722	\$4,350,000	93.99%
Intermediate Revenue	\$0	\$0	\$0	\$0	0.00%
State Revenue	\$6,254,779	\$7,099,509	\$7,856,498	\$8,202,736	95.78%
Total State School Fund Formula	\$9,921,590	\$11,042,311	\$11,945,221	\$12,552,736	95.16%
Local Revenue	\$227,952	\$238,717	\$399,342	\$321,349	124.27%
Intermediate Revenue	\$122,334	\$281,641	\$239,501	\$375,000	63.87%
State Revenue	\$0	\$0	\$0	\$0	0.00%
Federal Revenue	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$17,273	\$0	\$0	\$0	0.00%
Total Operating Revenues	\$10,289,150	\$11,562,669	\$12,584,064	\$13,299,085	94.62%
Beginning Fund Balance	\$1,899,600	\$2,229,182	\$2,979,668	\$2,525,000	118.01%
TOTAL RESOURCES	\$12,188,750	\$13,791,851	\$15,563,733	\$15,824,085	98.35%

Revenue Insight:

General Fund (Source 54XX Removed) YTD revenues totaled \$12,584,064 through April 2024, which is \$1,021,395 or 8.1% more than the amount received last year for this period. The YTD difference is driven by an increase in 3000-3999 State Sources of \$756,989, an increase in 1000-1999 Local Sources of \$306,546, and a decrease in 2000-2999 Intermediate Sources of -\$42,140.

	FY 2022 YTD Amount	FY 2023 YTD Amount	FY 2024 YTD Amount	FY 2024 Annual Budget	FY 2024 % YTD Budget
General Fund Revenues	\$12,188,750	\$13,791,851	\$15,563,733	\$15,824,085	98.35%
General Fund Expenses	\$8,113,542	\$8,927,466	\$9,630,311	\$15,824,085	60.86%
General Fund Balance	\$4,075,208	\$4,864,385	\$5,933,422	\$0	

Yamhill Carlton SD 1

General Fund Year to Date Expense Overview

April 2024

YTD Salaries and Benefits

\$6,802,906

68.35% of Budget

YTD Purchased Services

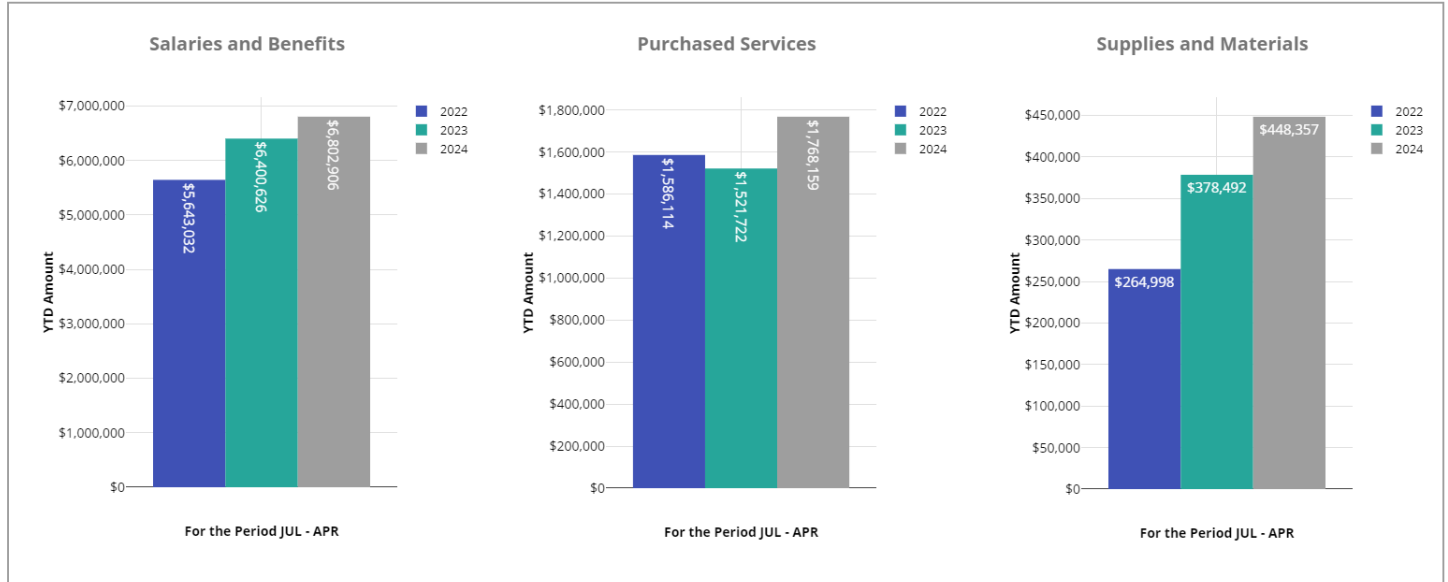
\$1,768,159

70.56% of Budget

YTD Supplies & Materials

\$448,357

66.27% of Budget



	FY 2022 YTD Amount	FY 2023 YTD Amount	FY 2024 YTD Amount	FY 2024 Annual Budget	FY 2024 % YTD Budget
Salaries					
Regular Salaries	\$3,365,965	\$3,864,566	\$4,027,029	\$5,941,039	67.78%
All Other Salaries	\$322,394	\$369,759	\$443,372	\$523,367	84.72%
Total Salaries	\$3,688,359	\$4,234,324	\$4,470,401	\$6,464,406	69.15%
Benefits					
Retirement	\$803,045	\$982,132	\$993,296	\$1,596,139	62.23%
Employee Insurance	\$857,708	\$848,679	\$970,239	\$1,369,131	70.87%
All Other Benefits	\$293,920	\$335,491	\$368,970	\$522,982	70.55%
Total Benefits	\$1,954,672	\$2,166,301	\$2,332,505	\$3,488,252	66.87%
Other Expenditures					
Purchased Services	\$1,586,114	\$1,521,722	\$1,768,159	\$2,505,809	70.56%
Supplies and Materials	\$264,998	\$378,492	\$448,357	\$676,516	66.27%
Capital Outlay	\$80,125	\$89,720	\$55,106	\$188,722	29.20%
Other Objects	\$224,694	\$243,289	\$292,390	\$266,987	109.51%
Transfers	\$314,579	\$293,617	\$263,393	\$283,393	92.94%
Total Operating Expenditures	\$8,113,542	\$8,927,466	\$9,630,311	\$13,874,085	69.41%
Contingencies	\$0	\$0	\$0	\$1,950,000	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$0	\$0	\$0
TOTAL REQUIREMENTS	\$8,113,542	\$8,927,466	\$9,630,311	\$15,824,085	60.86%

Expense Insights:

General Fund YTD expenses totaled \$9,630,311 through April 2024, which is \$702,845 or 7.3% more than the amount spent last year for this period. The YTD difference is driven by an increase in 300-399 Purchased Services of \$246,437, an increase in 100-199 Salaries of \$236,076, and an increase in 200-299 Associated Payroll Costs of \$166,204.

Yamhill Carlton SD 1

General Fund Month To Date Revenue Overview

April 2024

MTD Local Sources

\$86,487

1.85% of Budget

MTD State Sources

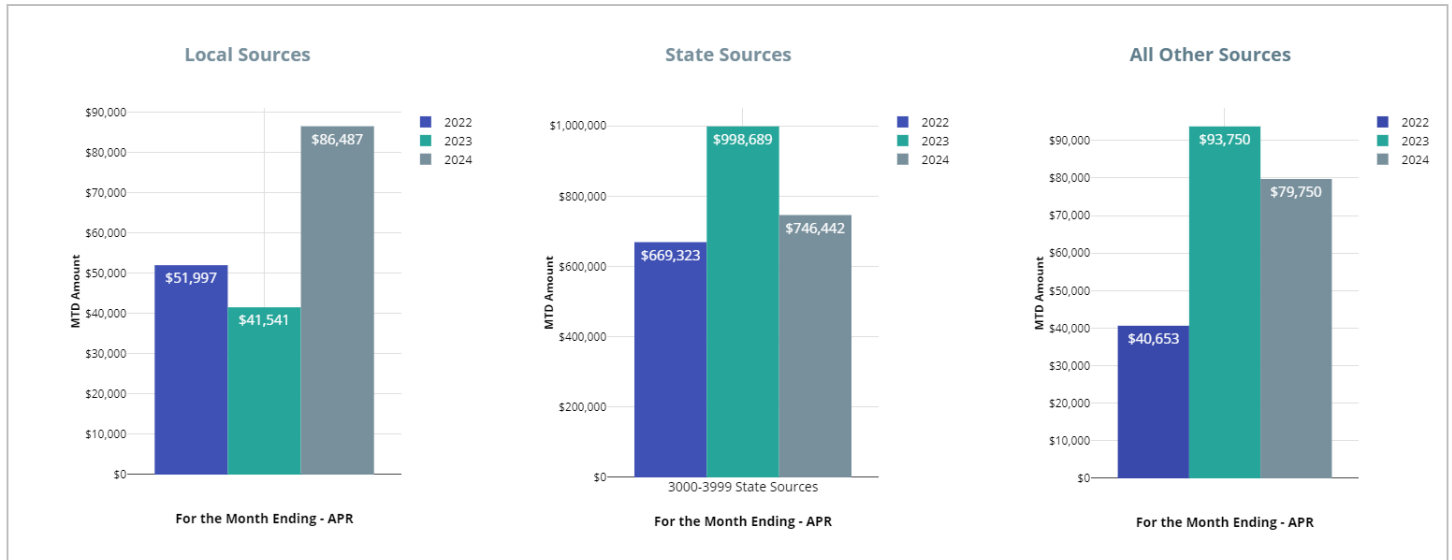
\$746,442

9.04% of Budget

MTD All Other Sources

\$79,750

2.75% of Budget



	FY 2022 MTD Amount	FY 2023 MTD Amount	FY 2024 MTD Amount	FY 2024 Annual Budget	FY 2024 % MTD Budget
Operating Revenues					
State School Fund Formula					
Local Revenue	\$18,821	\$20,309	\$25,895	\$4,350,000	0.60%
Intermediate Revenue	\$0	\$0	\$0	\$0	0.00%
State Revenue	\$669,323	\$998,689	\$746,442	\$8,202,736	9.10%
Total State School Fund Formula	\$688,144	\$998,689	\$772,337	\$12,552,736	6.15%
Local Revenue	\$33,176	\$21,231	\$60,592	\$321,349	18.86%
Intermediate Revenue	\$40,653	\$93,750	\$79,750	\$375,000	21.27%
State Revenue	\$0	\$21,231	\$0	\$50,000	0.00%
Federal Revenue	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$2,525,000	0.00%
Total Operating Revenues	\$761,973	\$1,133,980	\$912,679	\$13,299,085	6.86%
Beginning Fund Balance	\$0	\$0	\$0	\$2,525,000	0.00%
TOTAL RESOURCES	\$761,973	\$1,133,980	\$912,679	\$15,824,085	5.77%

Revenue Insight:

General Fund (Source 54XX Removed) revenues totaled \$912,679 in April 2024, which is -\$221,301 or -19.5% less than the amount received last year for this month. The year over year difference is driven by a decrease in 3000-3999 State Sources of -\$252,247, an increase in 1000-1999 Local Sources of \$44,946, and a decrease in 2000-2999 Intermediate Sources of -\$14,000.

	FY 2022 MTD Amount	FY 2023 MTD Amount	FY 2024 MTD Amount	FY 2024 Annual Budget	FY 2024 % YTD Budget
General Fund Revenues	\$761,973	\$1,133,980	\$912,679	\$15,824,085	5.77%
General Fund Expenses	\$883,936	\$1,243,436	\$1,186,119	\$15,824,085	7.50%

Yamhill Carlton SD 1

General Fund Month To Date Expense Overview

April 2024

MTD Salaries and Benefits

\$821,321

8.25% of Budget

MTD Purchased Services

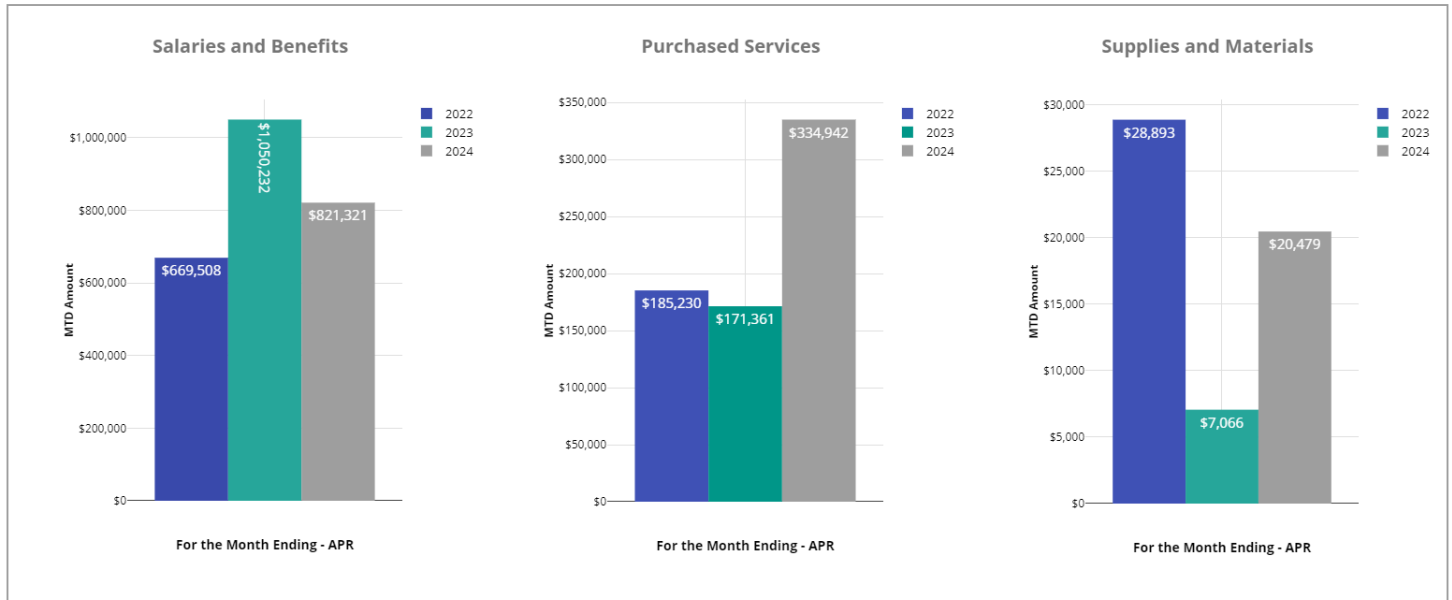
\$334,942

13.37% of Budget

MTD Supplies & Materials

\$20,479

3.03% of Budget



	FY 2022 MTD Amount	FY 2023 MTD Amount	FY 2024 MTD Amount	FY 2024 Annual Budget	FY 2024 % MTD Budget
Salaries					
Regular Salaries	\$393,981	\$653,255	\$484,104	\$5,941,039	8.15%
All Other Salaries	\$37,393	\$65,027	\$47,614	\$523,367	9.10%
Total Salaries	\$431,374	\$718,282	\$531,717	\$6,464,406	8.23%
Benefits					
Retirement	\$98,631	\$175,160	\$129,785	\$1,596,139	8.13%
Employee Insurance	\$105,773	\$100,454	\$116,069	\$1,369,131	8.48%
All Other Benefits	\$33,731	\$56,336	\$43,749	\$522,982	8.37%
Total Benefits	\$238,135	\$331,950	\$289,603	\$3,488,252	8.30%
Other Expenditures					
Purchased Services	\$185,230	\$171,361	\$334,942	\$2,505,809	13.37%
Supplies and Materials	\$28,893	\$7,066	\$20,479	\$676,516	3.03%
Capital Outlay	\$0	\$10,312	\$0	\$188,722	0.00%
Other Objects	\$304	\$4,466	\$9,378	\$266,987	3.51%
Transfers	\$0	\$0	\$0	\$283,393	0.00%
Total Operating Expenditures	\$883,936	\$1,243,436	\$1,186,119	\$13,874,085	8.55%
Contingencies	\$0	\$0	\$0	\$1,950,000	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$0	\$0	\$0

Expense Insights:

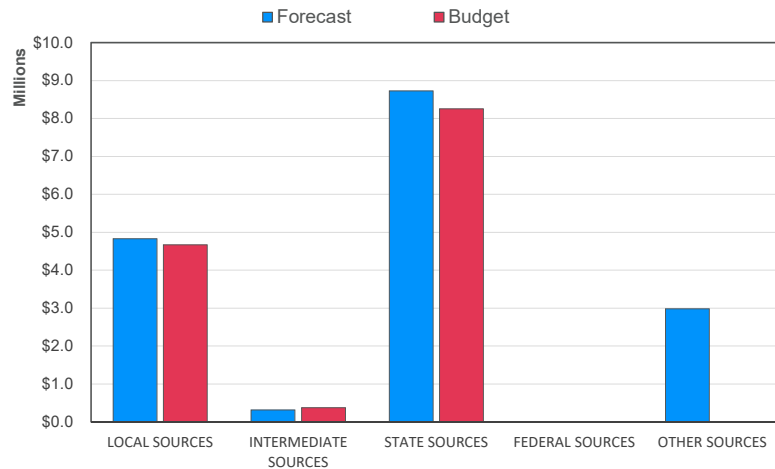
General Fund expenses totaled \$1,186,119 in April 2024, which is -\$57,317 or -4.6% less than the amount spent last year for this month. The year over year difference is driven by a decrease in 100-199 Salaries of -\$186,565, an increase in 300-399 Purchased Services of \$163,581, and a decrease in 200-299 Associated Payroll Costs of -\$42,346.

General Fund | Financial Projection

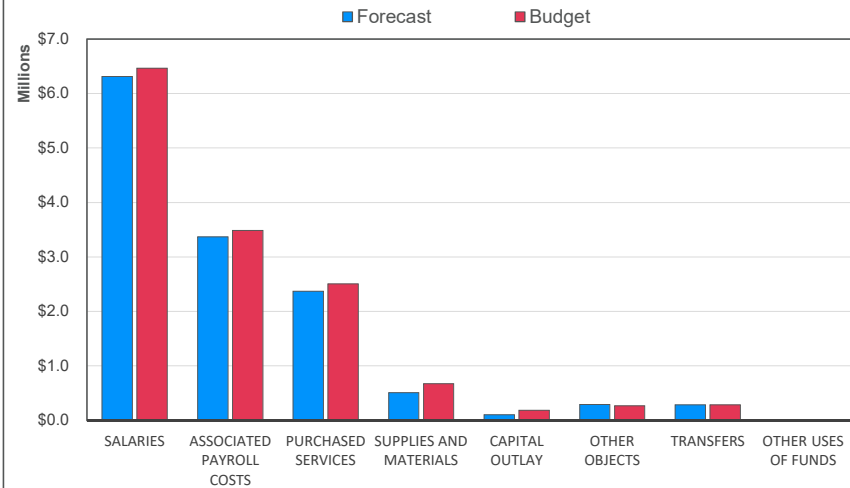
For the Period Ending April 30, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$2,229,182	\$2,979,668		\$2,979,668	\$2,525,000	\$454,668
REVENUES						
Local Sources	\$4,181,519	\$4,488,065	\$345,541	\$4,833,606	\$4,671,349	\$162,257
Intermediate Sources	281,641	239,501	78,750	318,251	375,000	(56,749)
State Sources	7,099,509	7,856,498	872,485	8,728,984	8,252,736	476,248
Federal Sources	0	0	0	0	0	0
Other Sources	2,229,182	2,979,668	0	2,979,668	0	2,979,668
TOTAL REVENUE	\$13,791,851	\$15,563,733	\$1,296,776	\$16,860,509	\$13,299,085	\$3,561,424
EXPENDITURES						
Salaries	\$4,234,324	\$4,470,401	\$1,842,175	\$6,312,575	\$6,464,406	\$151,831
Associated Payroll Costs	2,166,301	2,332,505	1,037,548	3,370,053	3,488,252	118,199
Purchased Services	1,521,722	1,768,159	604,029	2,372,188	2,505,809	133,621
Supplies and Materials	378,492	448,357	60,749	509,105	676,516	167,411
Capital Outlay	89,720	55,106	46,132	101,238	188,722	87,484
Other Objects	243,289	292,390	1,676	294,066	266,987	(27,079)
Transfers	293,617	263,393	21,254	284,647	283,393	(1,254)
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	0	0	1,950,000	1,950,000
Unappropriated Ending Fund Balance	0	0	0	0	0	0
TOTAL EXPENDITURES	\$8,927,466	\$9,630,311	\$3,613,563	\$13,243,874	\$15,824,085	\$2,580,213
SURPLUS / (DEFICIT)	\$4,864,385	\$5,933,422	(\$2,316,787)	\$3,616,635	(\$2,525,000)	\$6,596,305
Ending Fund Balance	\$4,803,283	\$5,933,421		\$3,616,634	\$0	

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



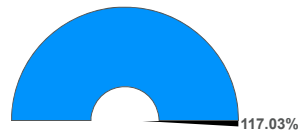
General Fund | Revenue Dashboard Summary

For the Period Ending April 30, 2024

Projected Year End Balance as % of Budgeted Revenues

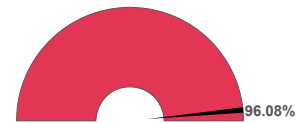


Actual YTD Revenues



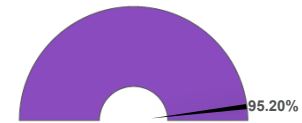
Projected YTD Revenues
91.32%

Actual YTD Local Source



Projected YTD Local Sources
94.09%

Actual YTD State Sources



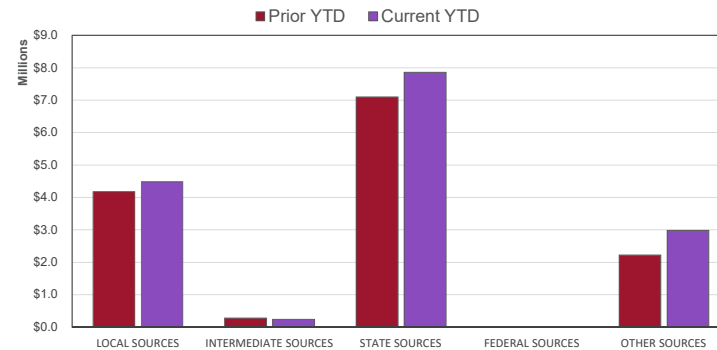
Projected YTD State Sources
91.04%

Revenue Analysis

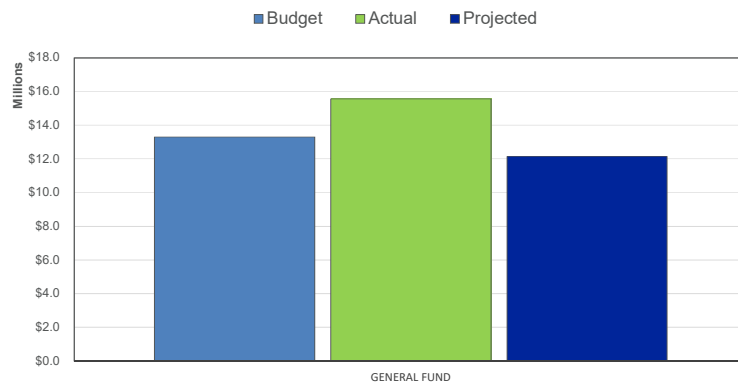
Top 10 Sources of Revenue (Year-to-Date)

Unrestricted Grants-in-Aid	\$7,856,498
Ad Valorem Taxes Levied by District	\$4,078,578
Resources - Beginning Fund Balance	\$2,979,668
Interest on Investments	\$265,427
Unrestricted Revenue	\$239,250
Miscellaneous	\$75,629
Regular Day School Tuition	\$25,690
Admissions	\$25,350
Penalties and Interest on Taxes	\$10,145
Rentals	\$3,555
Percent of Total Revenues Year-to-Date	99.97%

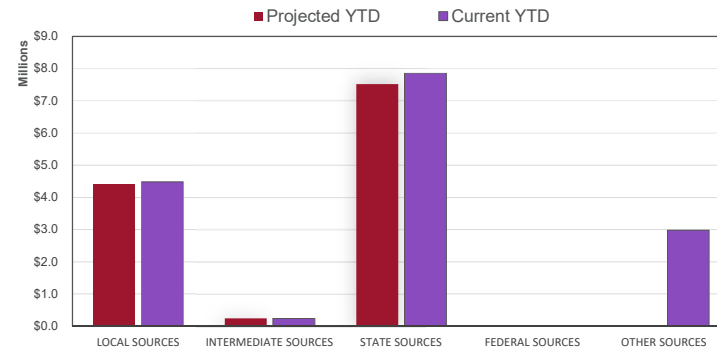
Revenues by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Actual YTD / Projected YTD



Revenues by Source | Projected YTD vs. Current YTD



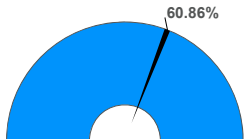
General Fund | Expenditure Dashboard Summary

For the Period Ending April 30, 2024

Projected Year End Balance
as % of Budgeted Expenditures



Actual YTD Expenditures



Projected YTD Expenditures
64.85%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
71.07%

Actual YTD All Other Objects



Projected YTD All Other Objects
81.32%

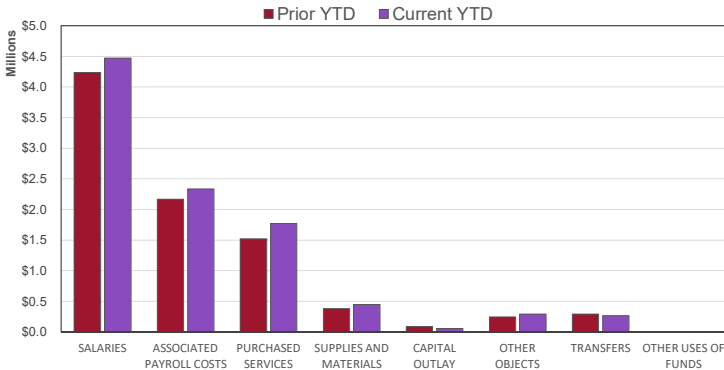
Expenditure Analysis

Top 10 Expenditures by Object (Year-to-Date)

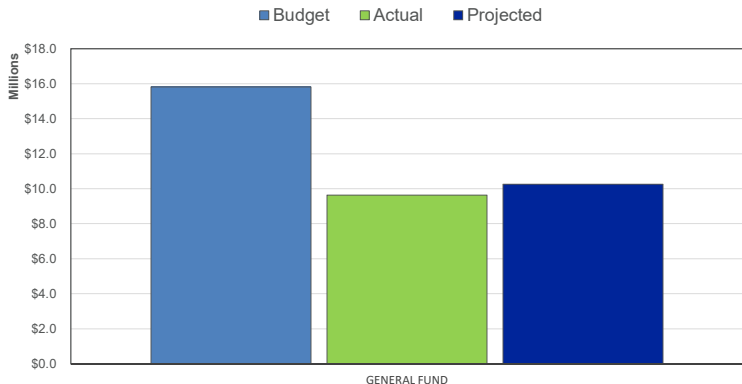
LICENSED SALARIES	\$2,079,877
CLASSIFIED SALARIES	\$1,034,840
EMPLOYEES INSURANCE	\$944,062
PERS UAL CONTRIBUTION	\$759,854
ADMINISTRATORS	\$671,731
REIMBURSABLE STUDENT TRANSPORTATION	\$557,933
INSTR, PROF & TECH SRVS	\$350,674
FICA/MEDICARE	\$335,798
MANAGERIAL-CLASSIFIED- CONF	\$240,581
P E R S, PICK-UP	\$233,645

Percent of Total Expenditures Year-to-Date 74.86%

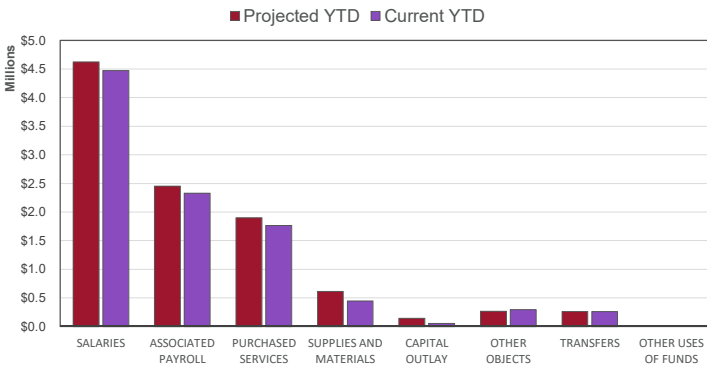
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Actual YTD / Projected YTD



Expenditures by Object | Projected YTD vs. Current YTD



**YAMHILL CARLTON SCHOOL DISTRICT
SPECIAL REVENUE FUNDS
FOR THE FISCAL YEAR 2023-2024
AS OF APRIL 30, 2024**

FUND DESCRIPTION	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
201 TITLE I	187,701.00	-	125,564.02	55,846.64	6,290.34
204 TITLE II-A & TITLE IV-D	40,648.00	-	10,404.45	1,642.41	28,601.14
206 IDEA PART B 611	219,833.18	20,290.18	155,503.40	58,453.86	5,875.92
207 IDEA PART B 619	1,091.00	1,091.00	-	-	1,091.00
213 ESSER III FUNDS	329,723.41	-	119,053.98	124,655.80	86,013.63
214 K-3 SUMMER LEARNING	-	-	-	-	-
215 MEDICAID ADMIN CLAIMING (MAC)	20,000.00	2,206.79	-	-	20,000.00
228 YCCO - KINDERGARTEN	-	-	-	-	-
235 CTE REVITALIZATION FUNDS	29,597.00	29,596.74	-	-	29,597.00
255 SAFE SCHOOL CULTURE GRANT	10,500.00	-	2,249.00	-	8,251.00
238 CAREER PATHWAYS	2,000.00	-	681.83	1,326.95	(8.78)
239 OUTDOOR SCHOOL (M-99)	67,713.00	-	-	-	67,713.00
251 STUDENT INVESTMENT ACCOUNT (SIA)	1,002,661.31	751,995.98	548,264.83	300,345.55	154,050.93
252 HIGH SCHOOL SUCCESS (M-98)*	241,245.15	-	152,105.74	70,441.72	18,697.69
253 EARLY LITERACY GRANT	90,860.45	59,000.00	26,762.91	18,751.66	45,345.88
261 TAP GRANTS - SEISMIC ASSESSMENT	20,000.00	-	-	-	20,000.00
261 TAP GRANTS - FACILITIES ASSESSMENT	20,000.00	20,000.00	20,000.00	-	-
261 TAP GRANTS - LONG RANGE PLANNING	25,000.00	25,000.00	25,000.00	-	-
261 TAP GRANTS - AHERA	6,000.00	22,500.00	1,500.00	-	4,500.00
LOCAL/STATE/FED GRANTS	2,314,573.50	931,680.69	1,187,090.16	631,464.59	496,018.75

230 MISCELLANEOUS GRANTS	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	GRANT BALANCE
0 MISCELLANEOUS GRANTS	100,000.00	650.72	185.88	-	99,814.12
850 BOARD OSBA SCHOLARSHIP	5,000.00	5,000.00	-	-	5,000.00
401 ASPIRE	3,000.00	3,000.00	1,765.87	805.45	428.68
800 UNITED WAY - RESOURCE ROOMS	609.00	609.00	422.38	-	186.62
801 YCES PTO PROJECTS	214.00	213.95	-	-	214.00
802 AG DRONE PROJECT	1,552.00	2,771.45	498.00	-	1,054.00
803 VETERANS LEGACY GRANT	785.00	785.03	-	-	785.00
806 SOPHIA'S FUND - BUBBLE WALL	520.00	520.01	357.54	-	162.46
807 SOPHIA'S FUND - THEATER	2,226.00	2,225.69	1,112.72	-	1,113.28
808 MWEC CONFERENCES	3,000.00	721.13	1,984.99	-	1,015.01
809 STUDENT TEACHING	4,300.00	2,795.15	1,784.19	-	2,515.81
812 FFA ALUMNI NATL CONFERENCE	9,201.00	6,877.81	9,222.63	-	(21.63)
814 FTC ROBOTICS DONATION	1,274.00	1,274.00	-	1,052.40	221.60
821 OSCU ROCKETRY GRANT	-	-	-	-	-
824 EIIS GRANT	3,053.00	-	1,526.50	1,526.50	-
825 MENSTRUAL DIGNITY ACT	4,816.00	-	-	-	4,816.00
826 WESD CONFERENCES/GRANTS	8,000.00	-	5,537.13	353.00	2,109.87
827 ADDICTION PREVENTION	10,683.00	10,682.28	-	-	10,683.00
SUB TOTAL MISC GRANTS	158,233.00	38,126.22	24,397.83	3,737.35	130,097.82

FUND OTHER SPECIAL REVENUE	BUDGET	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
299 FOOD SERVICE*	428,600.00	216,979.80	255,570.53	153,495.45	19,534.02
265 EARLY RETIREMENT	75,000.00	78,575.17	10,541.58	10,685.12	53,773.30
266 PROFESSIONAL DEVELOPMENT	60,000.00	63,405.45	10,146.05	8,940.11	40,913.84
280 STUDENT BODY ACCOUNTS	-	-	-	-	-
281 STUDENT BODY ACCOUNTS - YCES	30,000.00	20,326.79	-	-	30,000.00
282 STUDENT BODY ACCOUNTS - YCIS	144,000.00	73,176.18	15,522.04	4,073.22	124,404.74
283 STUDENT BODY ACCOUNTS - YCHS	300,000.00	330,024.17	78,530.89	18,997.42	202,471.69
285 ALLIANCE ACADEMY - FIELD TRIPS	5,000.00	5,287.44	1,365.68	129.00	3,505.32
SUB TOTAL OTHER SPECIAL REVENUE	1,042,600.00	787,775.00	371,676.77	196,320.32	474,602.91
TOTAL ALL 200 FUNDS	3,515,406.50	1,757,581.91	1,583,164.76	831,522.26	1,100,719.48

*Fund 252 is formerly Fund 233 - converted 04/2024

*Fund 299 is formerly Fund 250 - converted 12/2023

Balance is the Budget column minus Expenditures and Encumbrances. Actual Balance will change based on Revenues received.

**YAMHILL CARLTON SCHOOL DISTRICT
FOR THE FISCAL YEAR 2023-2024
DEBT SERVICES, CAPITAL PROJECT, AND FIDUCIARY FUNDS
AS OF APRIL 30, 2024**

		BEGINNING FUND				PROJECTED	
FUND DESCRIPTION	BUDGET	BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE	BALANCE*	CASH BALANCE
300 GENERAL OBLIGATION DEBT	991,750.00	117,841.93	956,468.20	228,075.00	763,675.00	-	846,235.13
301 QZAB DEBT	149,583.00	-	140,909.09	142,471.59	-	7,111.41	(1,562.50)
302 PERS UAL DEBT	1,976,957.00	712,525.04	892,424.36	140,686.00	1,060,686.00	775,585.00	1,464,263.40
304 JCI PROJECT DEBT	130,950.00	17,994.58	112,350.00	130,950.00	-	-	(605.42)
TOTAL DEBT SERVICES	3,249,240.00	848,361.55	2,102,151.65	642,182.59	1,824,361.00	782,696.41	2,308,330.61

		BEGINNING FUND				PROJECTED	
FUND DESCRIPTION	BUDGET	BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE	BALANCE*	CASH BALANCE
400 CET CAPITAL PROJECTS	1,390,000.00	255,396.01	113,359.17	141,687.47	5,845.00	1,242,467.53	227,067.71
475 CAPITAL PROJECT FUND	100,000.00	488,466.01	17,504.23	-	9,300.00	90,700.00	505,970.24
TOTAL CAPITAL PROJECTS	1,490,000.00	743,862.02	130,863.40	141,687.47	15,145.00	1,333,167.53	733,037.95

		BEGINNING FUND				PROJECTED	
FUND DESCRIPTION	BUDGET	BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE	BALANCE*	CASH BALANCE
784 DERBY DAYS SCHOLARSHIP	-	-	-	-	-	-	-
785 LAUGHLIN SCHOLARSHIP FUND	54,500.00	54,256.56	3,005.00	2,000.00	-	52,500.00	55,261.56
TOTAL TRUST IN AGENCY	54,500.00	54,256.56	3,005.00	2,000.00	-	52,500.00	55,261.56
TOTAL OTHER FUNDS	4,793,740.00	1,646,480.13	2,236,020.05	785,870.06	1,839,506.00	2,168,363.94	3,096,630.12

**Projected Balance is the Budget column minus Expenditures and Encumbrances. Cash Balance is actual revenues and expenditures to date.*

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 04/01/2024

To Date: 04/30/2024

Fund: 100	GENERAL FUND					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	GENERAL FUND	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$320.26
		0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$299.00
		0	GENERAL FUND	HEALTH SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$324.06
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	COMPUTER SOFTWARE	\$135.00
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	DUES AND FEES	\$150.00
		0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	NON-CONSUMABLE ITEMS	\$300.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	\$203.13
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	POSTAGE	\$26.19
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$147.96
				Total for UMPQUA BANK-CC		\$1,905.60
				Total for GENERAL FUND		\$1,905.60
Fund: 213	ESSER III FUNDS					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	ESSER III FUNDS	INSTRUCTIONAL STAFF DEVELOPMENT	TRAVEL, OUT OF DISTRICT	\$700.64
				Total for ESSER III FUNDS		\$700.64
Fund: 230	MISC GRANTS					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC						
		0	MISC GRANTS	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$498.00
		0	MISC GRANTS	INSTRUCTIONAL STAFF DEVELOPMENT	TRAVEL, OUT OF DISTRICT	\$2,669.76
				Total for UMPQUA BANK-CC		\$3,167.76
				Total for MISC GRANTS		\$3,167.76

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 04/01/2024

To Date: 04/30/2024

Fund: 280	STUDENT BODY FUNDS				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC					
	0	STUDENT BODY FUNDS	UNDESIGNATED	ACCOUNTS RECEIVABLE	\$310.75
Total for STUDENT BODY FUNDS					\$310.75
Fund: 282	YCIS STUDENT BODY				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC					
	0	YCIS STUDENT BODY	MIDDLE/JUNIOR HIGH SCHOOL- EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$60.00
Total for YCIS STUDENT BODY					\$60.00
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	\$7,004.55
Total for YCHS STUDENT BODY					\$7,004.55
Grand Total:					\$13,149.30

Recap for FUND for GENERAL FUND

100	GENERAL FUND	\$1,905.60
213	ESSER III FUNDS	\$700.64
230	MISC GRANTS	\$3,167.76
280	STUDENT BODY FUNDS	\$310.75
282	YCIS STUDENT BODY	\$60.00
283	YCHS STUDENT BODY	\$7,004.55

End of Report

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 04/01/2024 To: 04/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	ALEXANDRA TODD	\$351.22
0	ALISON CHEATHAM	\$342.32
0	AMAZON CAPITAL SERVICES	\$5,576.44
0	AMUZU, NICOLE M	\$102.51
0	BOTTEN'S EQUIPMENT RENTAL INC	\$85.68
0	BRIGHTSIDE ELECTRIC AND	\$7,935.00
0	BRIHANA NEE	\$304.00
0	BRITTNEY JEFFRIES	\$602.00
0	CALEB WELLBROCK	\$324.11
61419	CARBON WORKS TREE SERVICE LLC	\$350.00
0	CENTURY LINK	\$196.22
61445	CHEMEKETA COMMUNITY COLLEGE	\$2,289.00
61420	CITY OF CARLTON	\$1,956.87
61421	CITY OF YAMHILL	\$6,564.18
61446	CITY OF YAMHILL	\$3,125.00
61447	COASTAL RANGE LEAGUE	\$1,737.00
0	COOK, MAUREEN	\$165.30
61448	COPY CATS	\$323.67
61422	COSA	\$250.00
61423	DAVISON AUTO PARTS	\$3.78
61484	DAVISON AUTO PARTS	\$51.07
0	DAWN MARIE PEREZ	\$1,002.00
0	DILLOW, ELIZABETH J	\$32.55
61464	EDUNOMICS LAB GEORGETOWN UNIVERSITY	\$100.00
0	ERIN CONNAUGHTON	\$239.90
0	ESS WEST LLC	\$23,715.88
0	FLETCHER, KELLI	\$39.53

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 04/01/2024 To: 04/30/2024 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	GARLAND, WENDY L	\$191.35
61424	GOPHER BUSTERS	\$355.00
0	HADASSAH SHEPARD	\$390.00
0	HANNAH LYONS	\$720.83
0	HAYWARD, CHYNA R	\$30.82
61474	HEILI HARRIS-BRANT	\$225.00
0	HOOKE, SAMANTHA J	\$103.42
61449	IRON MOUNTAIN INCORPORATED	\$402.44
0	JACOB JOHNSON	\$91.99
61475	JAMES RASKE	\$140.00
0	JANAE FORD	\$746.38
0	JONATHAN GROVER	\$281.00
61476	JULIE JELLUM	\$784.63
61465	KAREN PARR	\$1,500.00
0	KARISSA PETERSON	\$45.38
61477	KASSIA JACKSON	\$85.00
0	KATE MCCANLESS	\$265.00
61478	KATHERINE BONNER	\$925.95
61479	KEZIA NAFFIN	\$600.00
0	KONE INC	\$683.67
0	KOOPMAN, KRISTY	\$191.15
0	KRISTA CAIN	\$326.01
0	LACEY BURT	\$440.00
61450	LAWRENCE COMPANY	\$100.00
61425	LEGACY HEALTH	\$50.00
61426	LES SCHWAB TIRE CENTER	\$41.99
0	LOMELI, JASMINE	\$135.92

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 04/01/2024 To: 04/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
61427	LOWE'S COMPANIES INC.	\$246.53
0	LUKE STUBBS	\$200.00
61485	MAC GLASS	\$349.95
0	MCCATHRON, EMILY D	\$404.09
61428	MCMINNVILLE GAS INC.	\$177.00
61466	MCMINNVILLE GAS INC.	\$11,387.30
61486	MCMINNVILLE GAS INC.	\$10,925.60
61451	MCMINNVILLE HIGH SCHOOL	\$325.00
0	MICHAEL ERWIN	\$87.90
0	MID COLUMBIA BUS CO., INC	\$157,077.35
61438	MILLIMAN	\$2,965.00
61480	MOLLY PEASE	\$240.00
61429	MR. ROOTER OF SALEM, OR	\$731.00
0	NEAL, BRIDGET	\$48.11
61452	NEWPORT HIGH SCHOOL	\$150.00
61481	NICOLE OGLE	\$1,000.00
0	OETC	\$1,070.78
61430	OFFICE DEPOT, INC	\$3,039.20
61467	OREGON EQUIPMENT SALES LLC	\$38.70
61468	OSAA	\$95.00
0	PACIFIC OFFICE AUTOMATION	\$5,902.27
0	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,550.00
61453	PAULY, ROGERS AND CO., P.C.	\$14,520.00
61431	PLATT ELECTRIC SUPPLY	\$23.21
0	POND, KRISTIN	\$130.53
61469	PORTLAND GENERAL ELECTRIC	\$17,651.15
0	POST, BRADLEY A	\$356.17

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 04/01/2024 To: 04/30/2024 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	POWERSCHOOL GROUP LLC	\$3,737.50
0	PROCARE THERAPY	\$4,800.00
61482	REBEKAH SUH	\$365.19
61432	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$23.00
61433	RECOLOGY WESTERN OREGON GARBAGE	\$1,134.19
0	RHONDA BONHAM	\$374.90
0	SIERRA SPRINGS	\$58.45
0	SKUZESKI, CARRIE M	\$197.00
0	STACY BROWN	\$150.00
61483	STEPHANI DEL RIO	\$490.00
0	STEPHANIE KINTNER	\$410.00
0	SUNDAY, ERIN	\$316.17
0	TAD BECKWITH	\$137.04
61455	THE HOME DEPOT PRO	\$1,990.40
61435	THE YARD ARTISAN LLC	\$1,409.00
0	THERESA BREITHAUP	\$839.10
61436	TURF TANK	\$2,750.00
61471	TURF TANK	\$2,820.53
61457	TYLER LOVGREN LLC	\$14,000.40
0	UMPQUA BANK-CC	\$1,905.60
61472	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
61473	VALLEY ATHLETICS	\$278.40
61487	VALLEY ATHLETICS	\$349.99
0	VERIZON WIRELESS	\$234.66
61437	WILCO	\$17.37
61458	WILCO	\$22.23
61488	WILCO	\$119.98

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 04/01/2024 To: 04/30/2024 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	WOODS, JEFFERY R	\$19.97
61459	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$10,485.98
0	YAMHILL SHELL STATION	\$558.63
61461	ZIPLY FIBER	\$3,518.23
Total for 100 - GENERAL FUND		\$351,951.41
201 - TITLE IA		
0	ESS WEST LLC	\$151.13
Total for 201 - TITLE IA		\$151.13
213 - ESSER III FUNDS		
0	AMAZON CAPITAL SERVICES	\$2,490.00
0	BEST BUY STORES LP	\$1,117.78
0	BRIGHTSIDE ELECTRIC AND	\$24,300.00
61454	TEACHERS SYNERGY LLC	\$4,000.00
0	UMPQUA BANK-CC	\$700.64
Total for 213 - ESSER III FUNDS		\$32,608.42
230 - MISC GRANTS		
0	ESS WEST LLC	\$786.18
0	UMPQUA BANK-CC	\$3,167.76
Total for 230 - MISC GRANTS		\$3,953.94
252 - HIGH SCHOOL SUCCESS: MEASURE 98		
0	BARROWS, ARMON C	\$125.43
Total for 252 - HIGH SCHOOL SUCCESS: MEASURE 98		\$125.43
253 - EARLY LITERACY GRANT		
0	AMAZON CAPITAL SERVICES	\$733.07
0	DALLAS, AMANDA L	\$1,467.37

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 04/01/2024 To: 04/30/2024 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
253 - EARLY LITERACY GRANT		
61456	THIRD STREET BOOKS	\$3,491.81
Total for 253 - EARLY LITERACY GRANT		\$5,692.25
255 - SAFE SCHOOL CULTURE GRANT		
3533	THE MANDT SYSTEM INC	\$0.00
61462	THE MANDT SYSTEM INC	\$2,249.00
Total for 255 - SAFE SCHOOL CULTURE GRANT		\$2,249.00
266 - TUITION REIMBURSEMENT		
0	BIRMAN, BRIANNE L	\$1,476.00
0	NEAL, BRIDGET	\$1,487.28
0	PORFILY, KAITLIN E	\$1,848.00
Total for 266 - TUITION REIMBURSEMENT		\$4,811.28
280 - STUDENT BODY FUNDS		
0	AMAZON CAPITAL SERVICES	\$77.78
61463	DEMCO	\$305.58
0	UMPQUA BANK-CC	\$310.75
Total for 280 - STUDENT BODY FUNDS		\$694.11
282 - YCIS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$584.44
0	BERTRAND, PATRICIA L	\$39.60
3534	DORMERS SCREENPRINTING	\$597.25
0	HUXMAN, MEGAN L	\$114.24
3532	SYSCO FOOD SERVICES	\$777.99
0	UMPQUA BANK-CC	\$60.00
Total for 282 - YCIS STUDENT BODY		\$2,173.52
283 - YCHS STUDENT BODY		

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☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
283 - YCHS STUDENT BODY		
0	COLLINS, JARED MICHAEL	\$132.63
20781	CUSTOM FLAG COMPANY INC	\$115.00
20782	DORMERS SCREENPRINTING	\$451.50
20789	DORMERS SCREENPRINTING	\$967.75
20790	DRAMATIC PUBLISHING COMPANY	\$169.06
20783	EVERGREEN EVENTS	\$3,000.00
0	FLORAFINDER LLC	\$189.53
20791	FRYES ACTION ATHLETICS	\$1,319.86
20784	HASTY AWARDS	\$64.95
20792	HASTY AWARDS	\$235.70
0	KUEHNEL, JOHN F	\$543.58
20785	LEGACY HEALTH	\$96.00
0	MCKINNEY, RENEE R	\$195.49
0	NASSP	\$288.99
20787	OHSET INC NORTH VALLEY DISTRICT	\$625.00
20793	OHSET INC NORTH VALLEY DISTRICT	\$595.00
20786	OREGON HIGH SCHOOL EQUESTRIAN TEAMS INC	\$595.00
20788	ROBERT BRIAN NICHOLS	\$320.00
0	SEAL, LIBERTY A	\$355.06
0	SLAVISH, JORDAN	\$992.50
0	UMPQUA BANK-CC	\$7,004.55
20794	VALLEY ATHLETICS	\$679.92
Total for 283 - YCHS STUDENT BODY		\$18,937.07
299 - NUTRITION SERVICES		
0	ESS WEST LLC	\$490.85
0	GOODY MAN DISTRIBUTING INC	\$477.56
0	SPRING VALLEY DAIRY INC	\$1,075.41

Yamhill-Carlton School District No. 1

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Report Sort: FUND From Fund: 100 To: 900 ☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
299 - NUTRITION SERVICES		
61434	SYSCO FOOD SERVICES	\$2,566.51
61470	SYSCO FOOD SERVICES	\$7,249.23
61460	YAMHILL COUNTY PUBLIC HEALTH	\$558.00
Total for 299 - NUTRITION SERVICES		\$12,417.56
Grand Total:		\$435,765.12
End of Report		

Yamhill-Carlton School District 1

Code: GCPC/GDPC
Adopted: 2/13/20

Re-hiring of PERS-Retired Staff

Given the need to recruit and retain highly qualified staff to fill positions within the district, the superintendent has determined it is in the best interest of the public for the district to re-hire PERS retired employees during the year in which they retire and in subsequent years up to and including calendar year 2034.

Yamhill Carlton School District employees who choose to retire from the district under the provisions of the Public Employees' Retirement System (PERS) may be re-hired by the district to finish the current contract year and subsequent years under the following conditions and procedures:

1. Mid-year Retirements:

- a. Employees who intend to retire and receive benefits from the PERS and request to work until the end of the school or contract year (June 30th) in which they retire, shall submit written notice, of their intent to retire and a request to work until the end of the school/contract year, to their immediate supervisor no later than 60 (sixty) days prior to the effective date of their retirement.
- b. Supervisors will forward retirement and work requests to the human resources department.
- c. An employees' retirement from the PERS will constitute a break in service from the Yamhill Carlton School District.
- d. The district may approve an employee's request to work the remainder of the school/contract year, provided the employee otherwise agrees to and meets the provisions of this section. The district has the right to determine whether the employee will be retained in their current position or another appropriate position.
- e. Employees who retire mid-year and have requested to work the remainder of the school/contract year shall be issued a temporary contract for the duration of the work year or earlier.
- f. All temporary employment contracts expire June 30 of the year in which an employee retires unless otherwise specified. There shall be no guarantee of continued employment for employees working on a temporary contract beyond June 30, and the district may declare the position to be vacant.
- g. If a re-hired retiree was a member of the licensed or classified bargaining unit prior to the employee's retirement, the employee will remain in the same bargaining unit unless the employee is excluded under the recognition provision of the applicable collective bargaining agreement.
- h. The retirees' personal and family illness leave balances will be maintained if the retiree continues to work for the district on a temporary contract as a retiree.
- i. Retirees will not retain any other leave balances upon reemployment after entering retirement.
- j. Rehired retirees will accumulate leave in accordance with customary practice based on the employee's position. For example, a full-time employee would accumulate one sick day per month.
- k. Active employees, including non-represented employees, who meet the eligibility criteria may receive health insurance benefits.

1. The superintendent has the authority to determine whether to re-employ a classified, confidential, or supervisory employee under this section. The Superintendent has the authority to determine whether to recommend reemployment of a licensed or administrative employee to the school board under this section. The school board has the authority to determine whether to re-employ the superintendent under this section.

2. Re-Employment of Retiree Following End of Contract Year:

- a. At the recommendation of a supervisor, the district may elect to employ retired individuals who have completed their final contract year or a temporary contract following a mid-year retirement in the YCSD or any school district in Oregon.
- b. PERS retirees who retired mid-year from the Yamhill Carlton School District and would like to continue employment with the district the year immediately following, may be required to submit an application and follow the established recruitment and hiring process in the same manner as all applicants seeking district employment.
- c. The district reserves the right to offer a one-year temporary contract to an eligible district retiree who meets selected standardized screening criteria determined by the district.
- d. Salary placement and benefits of PERS retirees re-employed by the district in positions covered by a collective bargaining agreement, shall be governed by the applicable collective bargaining agreement.
- e. Salary, benefits, and length of employment for PERS retirees hired into non- bargaining unit positions shall be determined by the superintendent or the human resources department.
- f. The superintendent has the authority to determine whether to re-employ a classified, confidential, or supervisory employee under this section. The superintendent has the authority to determine whether to recommend reemployment of a licensed or administrative employee to the school board under this section. The school board has the authority to determine whether to re-employ the superintendent under this section.
- g. Licensed employees re-employed under this section will have their temporary one-year contracts non-renewed by March 15th of the school year in which they are re-employed. The duration of re-employment of a non-licensed retiree is at the sole discretion of the district and shall not continue beyond June 30th of the school year in which the employee was re-hired.

3. Status of Re-hired Retirees

- a. Employees who are re-hired following retirement under PERS shall not retain accumulated seniority. Seniority for those individuals who are members of a bargaining unit shall be measured by their new re-hire date, not their original date of hire pre-retirement.
- b. Re-hired retirees shall return to probationary 1 status upon their retirement.
- c. Employees who are re-hired following retirement under PERS shall be solely responsible for any and all financial impacts on their retirement benefits as a result of their continued employment.
- d. After completing three consecutive contract years, a break in service will be required before being eligible for rehire.

END OF POLICY

Legal Reference(s):

[ORS Chapter 237](#)
[ORS Chapter 238](#)

[ORS Chapter 238A](#)
[ORS 243.303](#)

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).
Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).
OR. CONST., art. IX, §§ 10-13.



YAMHILL CARLTON SCHOOL DISTRICT

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

2023-2024 Nutrition Fees

Breakfast / Lunch Fees:	Breakfast	Lunch
Elementary	\$1.85	\$3.05
Intermediate/High School	\$1.95	\$3.25
Adult	\$2.75	\$4.75*

**In response to the Administrative Review, the adult lunch price must increase to \$4.75 for the remainder of this year. No other adjustments made to menu prices.*

Revised: May 7, 2024



Oregon

Tina Kotek, Governor



OREGON
DEPARTMENT OF
EDUCATION

Oregon achieves . . . together!

Dr. Charlene Williams
Director of the Department of Education

Administrative Review Report School Nutrition Program

School Food Authority (SFA): **Yamhill-Carlton SD**
Agreement Number: **36-25001**

Lead Reviewer: **Bernardo Tuma**

Site(s): **Yamhill Carlton Intermediate School**

Date(s) of On-Site Review: **3/14-15/24** Date of Exit Conference: **3/15/24** Date ARR issued: **3/27/24**

Corrective Action Due Date: **4/15/2024**

Programs Reviewed: National School Lunch Program, School Breakfast Program

ODE appreciates the SFA's cooperation during the onsite portion of the Administrative Review. The remainder of the Administrative Review is a multi-step collaborative process.

Exit Conference: The exit conference, following the onsite portion of the review, was conducted on **3/15/2024**. During the exit conference, the SFA was notified of any program findings, the extent of those findings, potential for fiscal action and a preliminary assessment of the corrective action required and the timeline.

Administrative Review Report: This Administrative Review Report, issued on **3/25/2024**, is within 10 business days of the Exit Conference. An authorized SFA official must sign and date in the *Acknowledgement of Exit Conference and Administrative Review Report* section. The signed report must be submitted to ODE within 3 business days of receipt.

Corrective Action: The Corrective action period is 21 calendar days. The SFA must complete all *Corrective Action Implemented by SFA* sections and submit any supporting documentation requested as noted in the *Corrective Action Plan* sections. An authorized SFA official must sign and date the *Corrective Action Plan Completed* section. All Corrective Action must be implemented system-wide, in all sites participating in School Nutrition Programs.

Review of Corrective Action: ODE will review submitted corrective action within 10 days of receipt. If the corrective action submitted is sufficient to resolve all findings, the Administrative Review will be closed, and an Administrative Review Close Letter will be issued to the SFA.

If the SFA fails to submit corrective action by the established due date or incomplete corrective action, then a Response to Corrective Action notification will be issued. Per [7 CFR 210.18\(k\)](#) the state agency will withhold program payments for failure to meet the due date or incomplete corrective action.

This process will be repeated until corrective action is sufficient to resolve all findings prior to closing the Administrative Review.

Corrective action must be submitted via [secure file transfer](#) to the ode.schoolnutrition@ode.oregon.gov mailbox.

A final version of the Administrative Review Report must be made available to the public upon request. The state agency (SA) must publicly post a summary of the report on the SA's publicly available website.

Acknowledgement of Exit Conference and Administrative Review Report

The following signature acknowledges the Exit Conference was conducted on **3/15/2024** and the SFA has reviewed this report, with notification that Corrective Action must be completed and submitted by **4/15/2024**. If the SFA fails to submit corrective action by the established due date, or the corrective action is incomplete or insufficient, per regulation outlined in [7 CFR 210.18\(k\)](#) ODE will withhold program payments.

Bernardo Tuma

3/27/2024

ODE Child Nutrition Specialist Signature

Date

SFA Official Signature

Date

Commendation(s):

ODE appreciates all courtesies and collaboration extended during the review process, the timely submission of documents and graciously answering all questions presented during the onsite visit.

Meals served on day of review were of the highest quality with pleasant appearance and rich aromas that were inviting and contributing to a great cafeteria environment, all students seemed genuinely enjoying the lunch choices, the wholesome portions with plenty of fruit choices and appetizing vegetables.

The nutrition staff was very welcoming and ran a highly efficient operation during the meal services with exceptional great customer service and expeditiously, transforming the serving line to serve and sell A La Carte favorites.

ODE acknowledges the unique challenges that small rural districts face in operating USDA Child Nutrition Programs, and wholeheartedly thanks you for all the great work you do every day.

Recommendation(s):

The ODE School Nutrition Program is participating in the USDA's Direct Certification with Medicaid Data Demonstration Project. This project increases access to free and reduced price meals for low-income children while reducing administrative burden for schools and parents/guardians, as well as improving program integrity. Beginning in School Year 2023-24, the Child Nutrition Direct Certification webpage has a new file available containing students who qualify for either federal free or reduced price meals based on household income, collected during the Medicaid application process. As a best practice, ODE recommends SFA's utilize the Medicaid Demonstration Project Direct Cert list on a monthly basis to issue benefits to households. The Medicaid Demonstration Project Direct Cert list is similar to the SNAP and Foster Direct Cert lists but has an important key difference in that students on the list are directly certified for either free or

reduced meal benefits. SFA's must have a system in place to ensure free or reduced-price benefits are issued correctly when utilizing the Medicaid Demonstration Project Direct Cert List.

Students directly certified for free meal benefits through Medicaid Data can be included in the Identified Student Percentage for the Community Eligibility Provision.

For more information on the Direct Certification with Medicaid Data Demonstration Project, please refer to the following resources:

- [Recorded webinar introducing DC-M](#)
- [Self-Study with Q&A](#)
- [DC-M At-A-Glance](#)
- [DC-M Reduced Price Notification Letter](#)

Note: Recommendations provide the SFA with information beneficial to running a successful program.

Technical Assistance:

Note: Areas of Technical Assistance may result in Findings on subsequent Administrative Reviews.

Administrative Review Findings and Corrective Action Plan

Corrective Action Due Date: 4/15/2024

Submit this *Administrative Review Report* form via [secure file transfer](#) to ode.schoolnutrition@ode.oregon.gov by the above due date. Include any supporting documentation (e.g. corrected recipes, revised policies) with the completed and signed *Administrative Review Report* form.

1. Administrative Review Finding

Meal Access and Reimbursement: Certification and Benefit Issuance

Eligibility Certifications

Income frequency factors were not applied on one application with two students determined Free Eligible based on income information. Sponsor did not consider conversion factors when processing one application indicating more than one income frequency, that resulted in students being determined free eligible when income exceeded guidelines thresholds.

SFA determined students as free when it should have been denied and determined Paid based on income.

- a. One (1) application with two (2) students determined free due to conversion factors not been applied when processing application with more than one income frequency, approved on 9/5/2023.

See SFA -1 and SFA-2 attached for individuals

Fiscal Action may apply.

Repeat Finding: No Fiscal Action to be assessed: Yes

Corrective Action Plan: Each corrective action to be completed as part of the plan is listed separately. The check boxes can be used by the SFA to track corrective action items as they are completed.

- ✓ Change affected household's eligibility due to income as noted in the SFA-1 following timelines and regulations in the Eligibility Guidelines. [Eligibility Guidelines Manual](#)
- ✓ Document in the box below that you have done so and submit a copy of the letters to ODE CNP.
- ✓ Update student's eligibility based on administrative review finding.

Technical Assistance Provided

[Eligibility Guidelines Manual](#)

SFA COMPLETES:

Corrective Action implemented by SFA Please describe the corrective action implemented to permanently correct this finding systemwide. Send supporting documents via secure file transfer.

SFA completed corrective action on day of review and SFA1 and SFA 2 were completed, household letter sent and saved in SFA's corrective action file.

ODE USE ONLY: Corrective Action Approved: **Yes** Date Received: **3/14/24** Date Reviewed: **3/14/2024**.
ODE NOTES: Completed on day of review.

2. Administrative Review Finding

Resource Management: Revenue from Nonprogram Foods

Insufficient Pricing of Adult Meals

The SFA did not ensure the revenues from the sale of nonprogram foods generates at least the same proportion of total school food service account revenues that expenses from the purchase of nonprogram foods contribute to the total school food service account food costs [[7 CFR 210.14\(f\)](#)].

Adult Meal Pricing: [FNS 782-5- Pricing of Adult Meals in the National School Lunch and School Breakfast Program](#) requires annually SFAs must evaluate the adult meal pricing to ensure the price charged continues to reimburse the school food nonprofit account at an amount sufficient to cover the cost of the meal.

Per [SP 20-2016](#) Adult Meal Sales must be included as part of Revenue from Non Program Food Calculations.

On the day of review, SFA had not updated its adult meal prices for SY 24 to comply with FNS 782-5, the adult lunch price of \$4.35, below requirement for SY 2024

Repeat Finding: Choose an item. **Fiscal Action to be assessed:** Choose an item.

Corrective Action Plan: Each corrective action to be completed as part of the plan is listed separately. The check boxes can be used by the SFA to track corrective action items as they are completed.

- ✓ The SFA must develop a written process on how adult meal prices will be established on an annual basis, and who will be responsible to assess annual compliance. Included in this process must be how adult meal sales are tracked and how monies from adult meals are deposited into the non-profit food service account.
- ✓ A timeline of when the adult meal price will be adjusted.
- ✓ Submit a copy of the Adult meal price annual adjustment written procedure.

Technical Assistance Provided

Adult meals must be priced to sufficiently cover the overall cost of the meals and must include the value of any USDA Foods (entitlement and bonus). If cost data is not available, the minimum adult payment should reflect the student paid lunch price plus entitlement and bonus. Non pricing programs should charge adults at least the amount of free reimbursement plus entitlement and bonus for lunch, and the free reimbursement rate plus bonus for breakfast. Refer to [FNS Instruction 782-5 Rev 1, Pricing of Adult Meals in the National School Lunch and School Breakfast Programs](#), for more information.

Lunch = Free Reimbursement Rate (high rate) + commodity entitlement rate + menu certification rate; SY 23-24 = \$4.72

Breakfast = Free Reimbursement Rate (high rate) = \$2.73

[Entitlement Rates for SY 2023-24](#)

[NSLP Reimbursement Rates with Oregon Payments](#)

Oregon Department of Education

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SFA COMPLETES:

Corrective Action implemented by SFA Please describe the corrective action implemented to permanently correct this finding systemwide. Send supporting documents via secure file transfer.

The Director of Fiscal Services will calculate the pricing of adult meals on an annual basis using the FNS Instruction 782-5 Rev 1. This will be presented to the school board for approval prior to the new fiscal year commencing.

The adult meals will be adjusted on May 8th after the approval from the school board on the increased rates at the May 7, 2024 school board meeting.

Annual written process is included in the Nutrition Services Charging protocol.

ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE NOTES:

3. Administrative Review Finding

General Area: Buy American

Per [7 CFR 210.21 \(d\)](#) the Buy American Provision require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

SFA's in the continental United States must purchase domestic agricultural commodities and food products. For foods that are unprocessed, the agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume.

[USDA Memo SP 38-2017 SUBJECT: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program](#)

On the day of review Buy American Justification forms were not available for the following items:
Fresh Grapes (Mexico), Cherry Tomatoes(Mexico)

The SFA was relaying on a spreadsheet print provided by a local Nutrition Co-op that listed products purchased of foreign origin, but it's not substitute for NSLP requirements for Buy American Provision. SFA must have a system in place for flagging , tracking and having Buy American Exception forms for nondomestic products at the SFA level.

Repeat Finding: Choose an item.	Fiscal Action to be assessed: Choose an item.
Corrective Action Plan: Each corrective action to be completed as part of the plan is listed separately. The check boxes can be used by the SFA to track corrective action items as they are completed.	
<p>✓ The SFA must create a written plan describing how domestic products will be procured and how exceptions will be documented. At a minimum the plan must include:</p> <ul style="list-style-type: none"> • Who places the product orders and how they will communicate with vendors to ensure domestic products are ordered where available. • How the staff that receive the orders when they are delivered will be trained to identify non domestic products. • The process for checking in the orders to ensure all products are domestic. • The process for completing a 'Buy American Exception Form' when a domestic product is not available or costs significantly higher. <p>✓ The SFA must review all food products to ensure they meet the Buy American Criteria.</p> <p>✓ The SFA must submit to ODE a Buy American Exception Justification Form for any non-domestic products found during the review and the SFA will continue to use the Buy American Provision form moving forward.</p>	
Technical Assistance Provided	
<p>Per USDA Memo SP 38-2017 – Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, there are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the “domestic” standard in circumstances when use of domestic foods is truly not practicable. These exceptions, as determined by the SFA, are:</p> <p>The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or</p> <p>Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.</p> <p>A good rule of thumb to use is that if produce is not available through DOD Fresh it is likely not available as domestically grown.</p> <p>Review USDA's Buy American Fact Sheet for additional information</p> <p>ODE's Buy American Exception Form can be used to document exceptions.</p>	
SFA COMPLETES:	
<p>Corrective Action implemented by SFA Please describe the corrective action implemented to permanently correct this finding systemwide. Send supporting documents via secure file transfer.</p> <p>Information requested has been sent to ODE.</p>	

ODE USE ONLY: Corrective Action Approved: Choose an item.	Date Received:	Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item.	Date Received:	Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item.	Date Received:	Date Reviewed:
ODE NOTES:		

4. Administrative Review Finding

General Area: Meal Charge Policy

[7CFR 245.5](#) parents or guardians of all children in attendance at schools participating in a Federal school meal service program must be informed of the availability of reimbursable school meals and must be provided information about applying for free or reduced price meals.

It is important that meal charge and alternate meal policies are clearly communicated to school administrators, school food service professionals, families, and students. Stakeholders at the local, State, and national levels emphasized that developing and communicating meal charge policies prevents confusion for students and families and promotes effective financial management of the school meal programs.

SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to this issue. Policies developed at the SFA level must be provided to the State agency during the Administrative Review.

On day of review SFA did not have an updated Meal Charge Policy incorporating state agency requirements with SB3454.

Repeat Finding: Choose an item. **Fiscal Action to be assessed:** Choose an item.

Corrective Action Plan: Each corrective action to be completed as part of the plan is listed separately. The check boxes can be used by the SFA to track corrective action items as they are completed.

- ✓ Review the materials in the Technical Assistance Provided.
- ✓ Develop a meal Charge Policy and submit a copy to ODE.
- ✓ Inform ODE when this policy will be implemented and communicated to households, the board and the community.

Technical Assistance Provided

[Oregon Shamming Law SB3454 Q & As](#)

[Oregon Meal Charge Policy At A Glance](#)

[7 CFR 210.12 Student, Parental Community Involvement](#)

[7 CFR 45.5 Public Announcement and Eligibility Criteria](#)

SFA COMPLETES:

Corrective Action implemented by SFA Please describe the corrective action implemented to permanently correct this finding systemwide. Send supporting documents via secure file transfer.

A Nutrition Services Account protocol will be submitted to the Board on May 7, 2024. Once it is reviewed and approved by the board, a notice will be sent out on social media and our parent notification software letting them know of the protocol. It will be completed by May 8, 2024.

As the protocol indicates, every August, along with the Free and Reduced information, the charging protocol will be sent to all parent/guardians.

ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE NOTES:

Technical Assistance Provided

SFA COMPLETES:

Corrective Action implemented by SFA Please describe the corrective action implemented to permanently correct this finding systemwide. Send supporting documents via secure file transfer.

ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE USE ONLY: Corrective Action Approved: Choose an item. Date Received: Date Reviewed:
ODE NOTES:

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SFA SIGNS: CORRECTIVE ACTION COMPLETED

I hereby certify that the corrective action described above has been implemented by the date(s) indicated and has been implemented system-wide, in all sites participating in Child Nutrition Programs.

SFA Official Signature

Date

ODE USE ONLY

Final Corrective Action Approved? ☐ Yes ☐ No

ODE Child Nutrition Specialist Signature

Date

National School Lunch Program
APPEAL PROCEDURE
for a School Food Authority

The following appeal procedures allow Local Education Agencies participating in School Meal Programs an avenue of appeal when the Oregon Department of Education (ODE), Child Nutrition Program (CNP) takes an adverse administrative action as required by regulations at 7 CFR 210.18(q).

Appellant SFA's must send a written request for an appeal to:

Emily Nazarov, Government and Legal Affairs Manager
Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310
Email: Emily.Nazarov@ode.oregon.gov

1. The written request for a review shall be postmarked within 15 calendar days of the date the appellant School Food Authority (SFA) received the notice of the denial of all or a part of the Claim for Reimbursement or withholding of payment, and ODE shall acknowledge the receipt of the request for appeal within 10 calendar days;
2. The appellant SFA may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than 30 calendar days after the appellant SFA received the notice. The appellant SFA may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant SFA only if the appellant SFA so specifies in the letter of request for review. Failure of the appellant SFA's representative to appear at a scheduled hearing shall constitute the appellant SFA's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of ODE shall be allowed to attend the hearing to respond to the appellant SFA's testimony and to answer questions posed by the review official;
3. If the appellant SFA has requested a hearing, the appellant SFA and ODE shall be provided with at least 10 calendar days advance written notice, sent by certified mail, or its equivalent, return receipt requested or sent electronically by email or facsimile, of the time, date and place of the hearing;
4. Any information on which ODE's action was based shall be available to the appellant SFA for inspection from the date of the receipt of the request for review;
5. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this appeal procedure;
6. The review official shall make a determination based on information provided by ODE CNP, the appellant SFA, and on Program regulations including those contained in 7 CFR § 210.18 (p), 7 CFR § 210.24, 7 CFR § 210.25, 2 CFR § 200.207, 2 CFR § 200.210, and 2 CFR §§ 200.339 -200.342;
7. The review official shall inform ODE and the appellant SFA of the determination within 60 calendar days of ODE's receipt of the request for review, by written notice, sent by certified mail, or its equivalent return receipt requested, or electronically by email or facsimile. The final determination shall take effect on the date the appellant SFA receives this written notice of the final decision of the review official;
8. ODE's fiscal action shall remain in effect during the appeal process; and

9. The determination by the review official is the final administrative determination to be afforded to the appellant SFA.

Yamhill Carlton School District Nutrition Services Charging Protocol

The Yamhill Carlton School District places a high level of importance on ensuring every child has access to a nutritious meal during the school day and continues to serve all kids. Research has consistently found that kids do better in school when they eat regularly and healthily. All students shall be given access to a meal. No student will be embarrassed in front of peers by staff refusing to serve them or taking away food. To ensure our students are eating regular, healthy meals, we have established the following:

A meal charge account for each student will be created unless the parent/guardian requests otherwise.

- A. For students charging to their account, charges will be recorded to the students' account. The balance will be owed by the student and their parent/guardian. **It is the parent and/or guardian's responsibility to pay for all charges.**
 - a. Milk is included in the regular price of a meal and free/reduced meal.
 - b. Students wishing to purchase and extra milk, or students bringing their own lunch may purchase milk at the set cost. Charging of these items is not permitted.
 - c. Charging of second meals and other a la carte items is not permitted.
- B. If a parent/guardian request that their student not have an account, the following practice will be followed:
 - a. It is the parent/guardian's responsibility to inform their student that the account is not available and they cannot charge for a meal. The Nutrition Services office will restrict the account from any charges.
 - b. If the student wishes to eat, they can pay with cash.
 - c. If the student has no cash, the student will be served and the principal's office will be notified.
 - d. The principal or designee will contact the parent/guardian and work with the student.
- C. Any student failing to keep their account current, will be notified as follows:
 - a. The parent/guardian will receive an email notice every Monday by email from the Mealtime program or a USPS letter will be sent to those without email, or
 - b. If the parent/guardian has set up the Mealtime Application, it will send a low balance alert and each day there is an overcharge an alert will be sent what the balance is in the account.
 - c. In addition to receiving a notice through Mealtime, the Nutrition Services office will contact the parent/guardian requesting immediate payment or establishment of a payment plan agreement for all balances at \$25 or more.
 - i. If payment is not received, the building principal will contact the parent/guardian regarding the balance due and establish a plan to bring the account current while ensuring daily healthy meals for the student.

- ii. If the parent/guardian does not respond to payment requests, a certified letter will be issued to the parent/guardian stating that the parent/guardian must contact the building principal and arrange a meeting to discuss the situation. The debt may be forwarded to a collection agency unless immediate action is taken by a specific date.
 - iii. If no action is taken, the account may be forwarded to a collection agency.
- D. Students who transfer out of district with a balance owing will be notified as follows:
 - a. Parent/guardian will be notified by letter of the amount owing.
 - b. If no response, amount will be submitted to a collection agency.
- E. If a balance is owed to a student when they leave the district, the parent/guardian have the following options available:
 - a. Have the balance transferred to a sibling still in the District, or
 - b. Have a payment issued by the Business Office, or
 - c. Donate the money to a student in need nutrition account

General Handling of Meal Account Debt

Classification of delinquent debt: Yamhill Carlton School District Nutrition Services will continue attempts to recover delinquent meal charge debt of enrolled students. Unpaid amounts carry-forward from school year to school year, unless balances are classified as uncollectible.

Student accounts accrue meal-related debt when insufficient funds are available to compensate the district for the meal received. Adult and staff accounts are not permitted to accrue a negative balance except in the case of Non-Sufficient Funds (NSF) or credit card charge back (declined transactions).

In August, prior to the start of school, households are notified via ParentSquare and mailed home information regarding both the Free and Reduced-priced Meal Program and notification of YCSD's charging policy and procedures.

Additional efforts to collect student account debt will be noted and logged in the district Mealtime System. Notes regarding contact attempts, accepted repayment terms, or repayment structures will be logged in Mealtime.

Definitions (for the purpose of this explanatory document):

Delinquent Debt- "When payment is overdue. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it." (USDA Memo SP 47-2016, July 2016) Debt remains delinquent as long as attempts to collect it are made or until it is classified as 'bad debt' and written off. YCSD will make reasonable efforts to collect unpaid meal charges.

Bad Debt- bad debts in context to the Non-profit School Food Service Account (**NSFSA**) are described by 2 CFR 200.426 and defines bad debt as "debts which have been determined to be uncollectable..." further, "Bad debts...arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable" costs to the NSFSA.

Bad Debt Write-Off – As per FNS/USDA and Federal cost principles for grants, the NSFSA may not incur or maintain bad debt. The term “write-off” in this context refers to the transfer of liability for this bad debt to the district General Fund or other identified fund. Bad debt may not be absorbed by the NSFSA.

YCSD Nutrition Services Donation Fund and Site-based Charity Funds

Donations to the NSFSA may be tax-deductible (consult with your tax specialist). Donations toward unpaid meal debts can be received in two methods:

- 1) Through the online district payment portal (debit/credit cards accepted)
- 2) At the local school site (cash or check only)

Corporate donations can be submitted through either of the above methods or by contacting the Business Office at (503) 852-6983.

Donation funds will be applied to balances of YCSD students in the following order and conditions:

- 1) Approved for Free or Reduced-price meals after charges were accrued
- 2) Written requests from letters of hardship
- 3) Unpaid balances of student accounts that have left the YCSD system
- 4) Unpaid meal charges 45 days after the last student attendance day, of the school year.

YCSD “Bad Debt Write Off” Procedures

Annually, the Nutrition Services Division shall compose a memo to report uncollectable balances (“bad debt”) and forward to the Business Office for write off from the NSFSA. The memo shall include:

- Reason(s) for classification as a loss requiring write off
- Request for documentation confirming credit to the NSFSA

Adult Meals

Adult meals must be priced to sufficiently cover the overall cost of the meals and must include the value of any USDA Foods (entitlement and bonus). If cost data is not available, the minimum adult payment should reflect the student paid lunch price plus entitlement and bonus. Non pricing programs should charge adults at least the amount of free reimbursement plus entitlement and bonus for lunch, and the free reimbursement rate plus bonus for breakfast. Refer to FNS Instruction 782-5 Rev 1, Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, for more information. Pricing will be calculated on an annual basis and be presented to the Board prior to the beginning of the new fiscal year. Charging of adult meals, ala carte or other purchases is not permitted. Adults may have a Mealtime account, which can be preloaded with funds or they can preload funds onto their account with check or cash to the school secretary.



YAMHILL CARLTON SCHOOL DISTRICT

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

RESOLUTION 2024-07

RESOLUTION TO INCREASE CONSTRUCTION EXCISE TAX

POLICY ISSUE / SITUATION:

Chapter 829, Oregon Laws 2007 (Senate Bill 1036), authorizes school districts, as defined in ORS 330.005, to impose construction excise taxes to fund capital improvements to school facilities.

BACKGROUND INFORMATION:

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code.

SB 1036 set tax rate limits of \$1.00 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, the Oregon Department of Revenue (DOR) is responsible for updating tax rate limits and notifying affected districts. To notify affected districts DOR has partnered with the Department of Education who receives updated limit calculations from DOR and notifies the affected districts.

An intergovernmental agreement with local agencies collecting the tax is required and collection expenses are limited to 4% of tax revenue. DCBS is allowed to establish an administration fee of .25% of tax revenue. School districts with construction tax revenue are required to develop long-term facility plan. Construction taxes may be used for repayment of capital improvement debt.

The DOR has updated tax rate limits for the 2024-2025:

	Current 2022-2023	Proposed 2023-2024
Residential*	\$1.56	\$1.63
Non-Residential*	\$0.78	\$0.82
Non Residential Max	\$39,100	\$40,800
*Dollars per square foot		

Yamhill Carlton School District's jurisdiction includes properties located within the cities of Carlton and Yamhill, as well as properties within unincorporated portions of Yamhill County.

RECOMMENDATION:

It is recommended that the School Board approve increasing the Construction Excise Tax to impose and collect the increased tax rates as listed in 2024-2025, beginning July 1, 2024.

Signed this 7th day of May, 2024.

Susan FitzGerald, Board Chair

Clint Raever, Superintendent

Bidding Requirements

SPECIAL PROCUREMENTS

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the district or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
- c. The district may specify a particular brand name or equal specification when the use of a brand name or equal specification is advantages to the district, because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district.
 - (1) The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;
 - (2) The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the district;

- (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
 - (a) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (b) Specification of the brand name, mark or product would result in cost savings to the district; or
 - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
 - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- d. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of source must be based upon written findings that shall include:
 - (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - (2) Description of the product or service to be purchased; and
 - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- e. The district may specify a product or service available from only one manufacturer but available through multiple sellers after complying with subsection c. above documenting the procurement file with the following information:
 - (1) If the total purchase is over \$~~10,000~~25,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids, or proposals and document this process in the procurement file;
 - (2) If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition.

- f. If the district intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district must so state this in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)

The district shall submit a written request to the local contract review board that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

- a. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the district which could not be realized under ORS 279B.055, 279B.060, 279B.065, or 279B.070 as required by ORS 279B.085(4).
- b. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).
- c. This rule requires the districts to make a good faith effort to determine that no other sources are available for the specified products.
- d. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.
- e. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.
- f. When the local review board approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

2. Advertising Contracts, Purchase of

- a. The district may purchase advertising in any media, regardless of dollar amount, without competitive bidding.
- b. The Board acting as the LCRB of the district must use competitive methods whenever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed impractical and the resulting contract must be in writing.
- c. If the anticipated purchase exceeds \$~~10,000~~25,000 and a competitive method is used, the district must post notice on the Oregon Procurement Information Network (ORPIN).

Findings of Fact

The district traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the district may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

- a. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves;
- b. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
- c. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
- d. Advertisements may be placed to satisfy legal notice or Board policy requirements;
- e. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
- f. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities;
- g. It is unknown whether contracts for advertisements placed with radio, television or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible, savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

Conclusion of Compliance with Law

Due to limited competition and unique nature of sources, it is unlikely that this class special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class special procurement would result in a cost savings available to the district where the district can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

3. Advertising Contracts, Sale of

The district may sell advertising for district publications and activities, regardless of dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Findings of Fact

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it

needs to do is to contact any district school department which publishes one. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

Conclusion of Compliance with Law

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity and there is no financial advantage to the district in doing so. Consequently, the cost savings test is not an issue.

4. Equipment Repair and Overhaul

- a. The district may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:
 - (1) Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
 - (2) Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and
 - (3) The purchase is made within the limits and pursuant to the methods in subsection b. of this rule.
- b. The following limitations apply to this rule:
 - (1) If the contract is less than or equal to \$150,000, the school or department shall submit in writing to the superintendent or designee the reasons why competitive bids or quotes are deemed to be impractical. The superintendent or designee will accordingly document in its procurement file and may enter directly into the contract;
 - (2) If the school or department official thinks the contract may exceed \$150,000, he/she shall submit in writing to the superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by ~~an~~ special procurement. The superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

Findings of Fact

- a. The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is broken or not working properly, the district incurs cost of downtime, possible

replacement equipment rental fees, staff time and other inconveniences or liabilities to its programs.

- b. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place which will guarantee some savings to the district in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.
- c. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed \$150,000, the district will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

Conclusion of Compliance with Law

It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement when the anticipated costs exceed \$150,000, insure the district will seek formal competitive bids and proposals. If the formal process is not practical, the district will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul.

The awarding of public contracts under this special procurement will result in a cost savings to the district, as required by ORS 279B.085, because the district incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the district and does not provide for the purchase of new equipment. The district must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

5. Copyrighted Materials

The district may, without competitive bidding and regardless of dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media and non-mass-marketed software from a particular publisher or their designated distributor.

Findings of Fact

- a. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.
- b. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/Instructional materials are examples of copyrighted

materials that the district purchases through a sole source. Textbooks/Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials which the district will purchase for use in its educational programs.

The district purchases its textbooks/instructional materials through the Northwest Textbook Depository. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member districts. Freight costs for individual districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member district's needs.

The system of textbook/instructional materials distribution enables the district to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the district, a savings that would be jeopardized if the district was to act as an individual purchaser.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The district has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the district when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

6. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
 - (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
 - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial

advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.

- b. If the district denies an application for including a product on a list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection b., of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will result in a cost savings to the district because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

7. Requirements Contracts (Blanket Purchase Orders, Price Agreements)¹

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among school and departments and reducing lead time for ordering.
- b. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- c. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- d. School and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- e. Under the authority of ORS 279A.025 and 279B.085, the district may use the requirements contract entered into by another Oregon public agency when:
 - (1) The original contract met the requirements of public contracting code; and
 - (2) The original contract allows other public agency usage of the contract; and
 - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.

¹The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc. is available. Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.

- f. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.
- d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.
- f. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will result in a cost savings to the district, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

8. Used Personal Property or Equipment, Purchase²

- a. Subject to the provisions of this rule, the district may purchase used property or equipment without obtaining competitive bids or quotes, if the district has determined that the purchase will result in cost savings to the district and will not diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used” at the time of district purchase. Used personal property or equipment generally does not include

²When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

- property or equipment if the district was the previous user, whether under a lease, as part of a demonstration, trial or pilot project or similar arrangement.
- b. For purchases of used personal property or equipment costing less than or equal to \$150,000, the district shall, where feasible, obtain three competitive quotes unless the district has determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the district and will not diminish competition or encourage favoritism.
 - c. For purchases of used personal property or equipment totaling \$150,000 or more, the district shall attempt to obtain three competitive quotes. The district will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

Findings of Fact

- a. The district is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The district purchases used property and equipment when it meets the district's needs and is cost effective. Considerations include type, quality, quantity and estimated useful life of the used item.
- b. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the district must be able to respond immediately in order to obtain the property or equipment.
- c. Some types of property or equipment may not be readily available in the new goods market. The district may have to look for used items to fill the need.
- d. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.
- e. The district maintains vendor lists which include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little competition available. Sources for used items of the type, quality and quantity required by the district are inconsistent. This rule requires the district to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the district and help ensure the continuation of district services and programs.

9. Information Technology Contracts

The district may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

- a. If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- b. If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the *Attorney General's Model Public Contract and LCRB Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award;
- c. If the amount of the contract is estimated to exceed \$150,000, the district shall provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed computer equipment quickly.
- b. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.
- c. There is generally sufficient competition among vendors of information technology hardware and software for district business.
- d. The district will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to \$150,000.
- e. If the district requires a brand name or sole source product, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure it.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of district contracts or substantially diminish competition for district contracts. The purchase of information technology hardware and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

10. Telecommunications Systems - Hardware and Software Contracts

- a. The district may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:
 - (1) If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
 - (2) If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049 of the *Attorney General's Model Public Contract and LCRB Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award.
- b. The telecommunications solicitation authorized in subsection 10.a.(1) of these rules shall:
 - (1) State the contractual requirements in the solicitation document;
 - (2) State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency and expansion potential;
 - (3) State the provisions made for bidders or proposers to comment on any specifications which they feel limit competition; and
 - (4) Be advertised in accordance with applicable provisions of the public contracting code.

Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed telecommunications hardware and software quickly.
- b. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the district to make competitive purchases.
- c. Pricing for telecommunications hardware and software also changes frequently. It is important for the district to take advantage of price competition in the marketplace.
- d. The district will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over ~~\$10,000~~\$25,000 but less than or equal to \$150,000.
- e. If a purchase of telecommunications hardware or software is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract and LCRB Rules*.
- f. There are also times when the district needs to purchase specific items that are compatible with current equipment. On these occasions, the district will follow its rule governing Brand

Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to make the purchase.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

11. Telecommunications Services

- a. The district shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The district will use routine purchasing procedures whenever possible, but if necessary, the district can consider alternative procurement methods in accordance with this rule.

The district will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

- b. In determining the appropriate procurement method for telecommunications services, the district shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the district may consider the following factors:
 - (1) The extent to which alternative providers exist in the relevant geographic and service market; the greater area of Yamhill County;
 - (2) The extent to which alternative services offered are comparable or substitutable in technology, service provided and performance. For example, if the district requires digital services, analog services are not comparable or substitutable. If the district requires fiber optic technology, then copper, microwave or satellite transmission technology may not be comparable or substitutable;
 - (3) The extent to which alternative providers can respond to the district's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management and limiting district liability. For example, to be considered as the district's long-distance service provider, any long-distance service vendor must be able to meet, support and interface with the district's centralized automated billing requirements. The district must document for the record its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the district may solicit the information

either through informal telephone or written contacts or through a formal solicitation such as an RFP.

- c. If the district determines that competition does not exist in the area for the relevant service, the district may proceed to secure the service on a sole source basis, as described in the district's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements.

Findings of Fact

- a. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the district to make competitive procurements.
- b. Since there is competition, price competition exists in the marketplace. It is important for the district to take advantage of existing competition.
- c. The district will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to \$150,000. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- d. If a purchase of service is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract and LCRB Rules*.
- e. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by district operations. In such instances, the district will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure needed services from the sole source.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need, issue a written solicitation document and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the district will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

12. Hazardous Material Removal; Oil Cleanup

- a. The district may enter into public contracts without competitive bidding, regardless of dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the district shall:
 - (1) To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services;
 - (2) Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup;
 - (3) Record the measures taken under a.1. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom award is made.
- b. The district shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site which includes a time limit that would not allow the district to hire a contractor under normal competitive bidding procedures. Goods and services to perform other hazardous material removal or cleanup will be purchased in accordance with normal competitive bidding procedures as described in Board policy with this administrative regulation.

Findings of Fact

- a. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The district would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.
- b. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The district maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the district makes use of these lists to solicit quotes, bids or proposals as needed, in addition to advertising the procurement as required.
- c. Cost savings are achieved through this exemption because the district can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations that property damage or personal injury could result if the district is slow to act.

Conclusions of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). If it is under DEQ order to act immediately, the district will still attempt to obtain

competitive quotes for the work to be performed as it has the ability and time to do so. Unless the district is faced with the quasi-emergency situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the district in these situations, as required by ORS 279B.085 (3)(b), because the district must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive and responsible bidder.

13. Renegotiation of Existing Contracts with Incumbent Contractors

- a. The district may amend or renegotiate contracts with existing vendors, service providers or other parties subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety and technical complexity, generally do not apply to this special procurement procedure.
- c. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.
- d. The district may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

Findings of Fact

- a. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:

- (1) Price;
- (2) Term;
- (3) Delivery and shipping;
- (4) Order size;
- (5) Substitution;
- (6) Warranties;
- (7) On-line ordering systems;
- (8) Price adjustments;
- (9) Produce availability;
- (10) Product quality; or
- (11) Reporting requirements;
- (12) Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

- b. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
- c. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original

contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it ~~need~~needs to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

EXEMPTIONS FROM COMPETITIVE BIDDING

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 125, Divisions 246 through 249.

The Board, acting as the Local Contract Review Board (LCRB) for the district, has made the findings required by ORS 279C.330, ORS 279C.335 and ORS 279C.345, and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition and will likely result in a substantial cost savings to the district. The findings required to justify each exemption include information regarding: (1) operational, budget and financial data; (2) public benefits; (3) value engineering; (4) specialized expertise required; (5) public safety; (6) market conditions; (7) technical complexity; and (8) funding sources. Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.355.

1. Brand Names or Products, "Or Equal," Single Seller and Sole Source

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety and technical complexity, generally do not apply to this exemption.
- c. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections d. and e. of this rule.

- d. The district may specify a particular brand name, make or product suffixed by “or equal,” “or approved equal,” “or equivalent,” “or approved equivalent” or similar language if there is no other practical method of specification after documenting the procurement file with the following:
- (1) A brief description of the solicitation(s) to be covered, including contemplated future purchases;
 - (2) Description of the brand name, mark or product to be specified; and
 - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
 - (a) The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (b) Specification of the brand name, mark or product would result in substantial cost savings to the district; or
 - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
 - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
 - (4) The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.
- e. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district’s findings of current market research to support the determination that the product is available from only one seller or source. The district’s findings shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - (2) Description of the product or service to be purchased; and
 - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
 - (a) That the efficient utilization of existing equipment, supplies or services requires the acquisition of compatible equipment, supplies or services; or
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available for only one source; or
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) Other findings that support the conclusion that the goods or services are available from only one source.
 - (4) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.

- f. The district may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:
- (1) If the total purchase is over ~~\$10,000~~\$25,000 but does not exceed \$100,000, and a comparable product or service is not available under an existing state cooperative purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file; or
 - (2) If the amount of the purchase exceeds \$100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.
- g. If the district intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the district will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed \$100,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335 (2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The district maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335 (2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

2. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
- (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or

- instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
- (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. The district has determined that special expertise required, generally, does not apply to this rule.
 - c. If the district denies an application for inclusion of a product on its list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all

- interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
 - e. Subsection c. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335 (2)(a). There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings to the district as required by ORS 279C.335 (2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

3. Requirements Contracts (Blanket Purchase Orders, Price)³

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.
- b. The district has determined that value engineering, specialized expertise required and technical complexity, generally, do not apply to this rule.
- c. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- d. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.

³The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc. is available.

- e. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- f. Under the authority of ORS 279A.025 and 279C.335, the district may use the requirements contract entered into by another Oregon public agency when:
 - (1) The original contract met the requirements of the public contracting code; and
 - (2) The original contract allows other public agencies usage of the contract; and
 - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- g. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, building, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among school, buildings and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.
- d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335 (2)(a). The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will likely result in a substantial cost savings to the district, as required by ORS 279C.335 (2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

4. Waiver of Bid Security Requirements (Public Improvement -Contracts under \$100,000)

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than \$100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under \$100,000, the district may impose a bid or quote security requirements for projects under \$100,000, when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

5. Waiver of Performance and Payment Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279C.390 if the amount of the contract for the public improvement is less than \$100,000. Although the performance/payment security requirements of ORS 279C.390 are waived for public improvement contracts less than \$100,000, the district may impose a performance/payment security requirement for projects less than \$100,000 when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

6. Projects with Complex Systems or Components

- a. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the district may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.
- b. Definitions. For purposes of this exemption only: “Complex Systems” are defined as those systems which incorporate the procurement of materials or other components which are difficult, if not impossible, to create in an “equal” specifications basis for competitive bid. Examples of such systems include but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. “Significant” is intended to mean something more than de ~~minimus~~minimum, but not necessarily the majority of the project as determined by cost.

Finding of Fact/Conclusion of Compliance with the Law

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a).

Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components (complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of an RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial cost savings to the district as required by ORS 279C.335 (2)(b).

ORS 279C.400 enumerates how RFP's are to be used if authorized by the LCRB. This criteria ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials or components represent a significant portion of the project. This class exemption **is not** intended to be used for CM/GC projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.