



**Yamhill Carlton School District  
Board of Directors – YCSD Boardroom  
120 N Larch Place, Yamhill, OR 97148**

Thursday, February 14th, 2019

Board Work Session 6:30pm

**AGENDA**

***A. Call to Order Work Session***

**B. Sub-Committee Reports:**

1. Facilities and Transportation (T. Pfeiffer, J. Bibb)
  - A. Facilities Committee Report
  - B. Bond Project Manager Report
  - C. Next Facilities Committee Meeting – March 8th
2. Negotiations (S. FitzGerald, Ken Watson) – TBD - March
3. Board Policy (Susan FitzGerald, K. Watson) – February 27<sup>th</sup> @ 9am
4. Curriculum (S. Fitzgerald, K. Watson) – February 17th
5. Activities (J. Bibb, T. Pfeiffer) – TBD –March & June
6. Finance (J. Egland, S. FitzGerald) - March 19th
7. Communications (J. Bibb, J. Egland)
  - a. Board Listening Session Discussion – February 28<sup>th</sup>, 2019 @ 6:30pm
8. Security & Safety (K. Watson & T. Pfeiffer) – March 20<sup>th</sup> @ 3:00

**C. Adjournment**

Items that are ***BOLD ITALICS*** are possible Action Items.

**INTERPRETERS FOR THE HEARING IMPAIRED:** To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.



**Yamhill Carlton School District  
Board Of Directors  
Yamhill Carlton School District Board Room  
120 N Larch Place, Yamhill, OR 97148**

Thursday, February 14, 2019

Regular Session- 7:00 PM

**AGENDA**

**I. Flag Salute**

**REGULAR SESSION**

- II. Call to Order Regular Session- 30 Minutes**
- III. Individuals, Delegations, Recognition, and Communications**
  - I. Board Appreciation**
  - II. Student Spotlight – YCHS Culinary Program**

*Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form and turn it in to the Board secretary at this time. 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**

**V. Regular Session- Consent Agenda**

- 1. Approval of Board of Directors Minutes**
  - a. Work Session & Regular Session of January 10, 2019 (Pg. 1)**
- 2. Enrollment Report (Pg 6)**
- 3. HR Report (Pg 8)**
- 4. Donations(Pg 9)**
- 5. Surplus(Pg 11)**

**VI. Announcements and Reports: — 30 Minutes**

- I. YCES – Lauren Berg (Pg 14)**
- II. YCIS – Chad Tollefson (Pg 16)**
- III. YCHS – Cindy Schubert (Pg 18)**
- IV. Financial Report and List of Bills for January 2019 (Action Item) - Provided at Meeting**
- V. District Facilities- Brian King – Verbal Report**
- VI. Food Service Report – Shiloh Ficek (Pg 22)**
- VII. Human Resource Report - John Horne/Michelle Rettke – (Pg 24)**
- VIII. Superintendent's Report- Charan Cline (Pg 25)**

**VII. New Business:**

- I. 2nd Reading & Adoption (Action Item)**
  - a. GCDA/GDDA – Criminal Records Checks and Fingerprinting (Pg 27)**
- II. Division 22 Report (Action Item) (Pg 30)**
- III. WESD LSP (Action Item) (Pg 33)**
- IV. PACE Joiner Agreement (Action Item) (Pg 35)**
- V. YCSD Fire Code Plan (Action Item) (Pg 52)**
- VI. 2019/2020 School Calendar (Action Item) (Pg 54)**
- VII. 2020/2021 School Calendar (Possible Action Item) (Pg 55)**
- VIII. Budget Calendar (Action Item) - Provided at Meeting**
- IX. School Board Elections Reminder (Pg 56)**
  - February 9<sup>th</sup>, 2019 - First day for candidate filings**
  - March 21<sup>st</sup>, 2019 – Last day for candidate filings**
  - March 25<sup>th</sup>, 2019 – Candidate Statements for Voter's Pamphlet due**

**VIII. Board of Directors Comments**



**Yamhill Carlton School District  
Board Of Directors  
Yamhill Carlton School District Board Room  
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***IX. Executive Session per ORS 192.660(2) (e) Real Property Transactions with possible action in Open Session***

*Adjournment*

Note: Unless approved, Regular Meetings of the Board of Directors will be no longer than 3 hours in length at any single session.

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**YAMHILL CARLTON SCHOOL DISTRICT NO.1**

**BOARD OF DIRECTORS**

Yamhill Carlton School District Board Room  
120 N Larch Place, Yamhill, OR 97148

Thursday, January 10th, 2019

Work Session – 6:30 PM

**MINUTES**

Board Members: Tim Pfeiffer, Jack Bibb, S. FitzGerald and Ken Watson. J. Egland absent by prior arrangement.

DO/Administration Staff: Superintendent Charan Cline, Board Secretary Michelle Rettke, Business Manager Tami Zigler, YCHS Principal Cindy Schubert, Special Programs Director John Horne YCIS Principal Chad Tollefson, Athletic Director Matt Wiles and YCES Principal Lauren Berg

Also Present: P. Manson, S. Shore, S. Shore, K. Beard, C. Featherson, T. Conway, S. Featherston, R. Gelbrich, J. Shore, T. Elvrum, C. Compton, B. Howard-Dodson, G. Dromgoole

Call to Order Work Session – 6:30pm by Tim Pfeiffer

- I. Sub Committee Reports
  - a. Facilities and Transportation –
    - i. Facilities Committee Report (Jack) – Freezer was fixed over the break, was too cold but it has been corrected – air lines installed for CNC machine – work continues on new gym – working on bids for sealing floor in new gym – Ag building, Jan 21<sup>st</sup> foundation will begin -
    - ii. Bond Project Report (Charan)– clean up/punch list items – Turner is off site now – electrical inspection passed on 1/9/2019 – training on building systems for staff to come – scheduling installation of few items still to be done (Coil doors, wood floor install, concrete sealing, curtain install, sound system, mats for weight room) – water line for city, concrete panels to be ADA – fuel tank install permit approval from State Fire Marshall – mediation with PGE in February – adding testing ports into meters.
    - iii. Next Meeting – February 8<sup>th</sup>, 2019
  - b. Negotiations – both unions have notified us of intent to bargain – push into the spring a little so we have a better idea of how State is going to fund education
  - c. Board Policy (Susan) – Next meeting in February – Second reading and adoption in Regular Session tonight
  - d. Curriculum (Ken) – Meeting next week – No December Meeting
  - e. Activities (Tim) – Meeting again in March
  - f. Finance – Meeting March 19<sup>th</sup>, 2019
  - g. Communications – Schedule Committee meetings  
Listening Sessions – Bond Overview - Will send Dates ideas to Board Members
  - h. Safety & Security – January 30<sup>th</sup>, 2019

With no further discussion, the meeting adjourned 6:44 pm.

Minutes by: Michelle Rettke, Board Secretary

**YAMHILL CARLTON SCHOOL DISTRICT NO.1**

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**Flag Salute**

- I. Called to order by Chair Tim Pfeiffer at 7:00pm
- II. Individuals, Delegations, Recognition and Communications

**Public Comment**

S. Shore – New rules at YCIS – Read speech “holding accountable” – work with individuals to address behavior issues – focuses on all students instead of only those who are “problem” – staff should address situation “at that level” – staff ratio should be

Steve Shore – Continue same speech – teachers should hold students accountable – “job is not supposed to be easy it’s supposed to be effective” – blanket rules – “spending taxpayers’ dollars on outside programs” when no completed gym – YCES power outage

Teresa – situation at school on behalf of daughter – didn’t feel like they were communicated with by school about situation – doesn’t feel like they were notified – daughter was threatened

Chris – family has lived in district for over 60 years – has pulled 5<sup>th</sup> grade student out of school choosing to homeschool – “Yamhill is my town” – wants students to feel safe in school

- III. Review of Agenda

*J. Bibb motioned to approve the agenda as presented. K. Watson seconded. All in favor, motion carried.*

- IV. Regular Session – Consent Agenda

*J. Bibb motioned to approve the consent agenda as presented. S. FitzGerald seconded. All in favor, motion carried.*

- V. Announcements and Report

- I. YCES – Lauren Berg – Staff work to create vision for YCES – Banner made to display and yard signs for community, stickers – wrapping up semesters – Diebles testing starts next week – Full force into new intervention schedule in February w/ start of semester – Math assessments happening by end of month – 94.46% average attendance for building
- II. YCIS – Chad Tollefson – procedures for new year to increase student achievement – Motto for school (TIGER STRONG) - Procedures designed to increase flow between classes and get more instruction time – moving students with purpose – students lining up in classroom moving in line to locations – lockers access has been limited – decrease in students being late to class is disruptive to other students. – focus on class and school wide expectations – refresher on procedures that we review at the beginning of the year – Statements from staff (halls are clear and calm, students are more well behaved, more focus and less distractions, class can begin on time, more time to complete activities, hallways are cleaner and less students roaming hallways). Ultimate goal is student achievement and student learner. Same amount of passing time just more efficient.

T. Pfeiffer – Communication is important and we need to give changes a chance – continue the dialogue

K. Watson – appreciate that addressed the caused

Jessie shore – high level of strictness coming mid-year – wishes it could have started at beginning of year

- III. YCHS – Cindy Schubert – Semester is quickly coming to an end – using advisory time for support in core classes, roll out as semester – Upperclassman are going into Freshman advisory to talk about study habits and how finals process goes. – working the YCES to develop mentor program for high school student to mentor elementary students – graduated students who came in and talked to Freshman success classes, was very impactful to students. – resurrecting YCCA program, rolling out to 8<sup>th</sup> grade and freshman parents – Matt, Winter sports in full swing, wrestling took 1<sup>st</sup> in meet in Taft over break, cheer team took 1<sup>st</sup> at competition, Girls BBX very competitive, new gym is looking incredible

- IV. Financial Report and List of Bills for December 2018

Budget calendar and Members will be at February Meeting

Financial reports next month will look different – Forecast 5 System, will be updating bond budget, loan documents signed on December 20<sup>th</sup>

*K. Watson motioned to accept the Financial Report and List of Bill for December 2018. S. FitzGerald seconded. All in favor, motion carried.*

- II. District Facilities – Brian King – No report

- III. Superintendent's Report – Charan Cline – lots of time for instruction from now thru Spring Break – Power outage at YCES before break – Icy roads after break – CNC machine delivered over Winter Break

**VI. New Business**

- I. 2017-2018 Audit Report – Pauly Rogers and Co PC (Tiffany)

See Governing Body Letter – No Findings

*J. Bibb motioned to accept audit report as presented. K. Watson seconded. All in favor, motion carried.*

- II. YCSD OSBA Scholarship

*K. Watson motioned to accept YCSD/OSBA scholarship application and process as presented. S. FitzGerald seconded. All in favor, motion carried.*

- III. 1<sup>st</sup> Reading

- i. GCDA/GDDA – Criminal Records Checks and Fingerprinting

- IV. 2<sup>nd</sup> Reading and Adoptions

- i. ECACB – Unmanned Aircraft System (UAS) a.k.a Drone
- ii. GBC – Staff Ethics
- iii. GBN/JBA & JBA/GBN – Sexual Harassment
- iv. GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault or Stalking Leave
- v. IICC – Volunteers
- vi. IGBA – Students with Disabilities – Child Identification Procedures
- vii. IGBAH – Special Education – Evaluation Procedures
- viii. IGBAJ – Special Education – Free Appropriate Education (FAPE)
- ix. IGBHE – Expanded Options Program
- x. JECA – Admission of Resident Students
- xi. JHFF – Reporting Requirement Regarding Sexual Conduct with Students
- xii. KI- Public Solicitation in District Facilities
- xiii. KJ-Commercial Advertising

J. Bibb motioned to adopt policies as presented. S. FitzGerald seconded. All in favor, motion carried.

**VII. Board of Directors Comments**

T. Pfeiffer – Happy New Year – hopes people will take a chance to get into the new gym and take a look “it is sharp looking”

K. Watson – on record as – staff and board take concerns about students feeling safe very seriously and is a high priority – appreciate people who came and shared concerns

C. Cline – Student safety is a high priority – We can always do better and we will

S. FitzGerald – appreciates concern about communication and hears it “loud and Clear”

T. Pfeiffer – dedicated member of our community and supporter of schools – Cliff Jensen passed away. Appreciates his service to our school district.

*At 7:54pm K. Watson motioned that we move to executive session per ORS 192.660 (2)(e) Real Property Transactions with possible action in open session. J. Bibb seconded. All in favor, motion carried.*

*At 9:05 S. FitzGerald motioned to return to open session. J. Bibb seconded. All in favor, motion carried.*

*S. FitzGerald motioned to approve the counter offer on the sale of the Yamhill property. J. Bibb seconded. All in favor, motion carried.*

With no further discussion the meeting was adjourned at 9:06pm

Minutes by: Michelle Rettke, Board Secretary



**District Enrollment Report  
January 2019**

	Female	Male	Total
Kindergarten	37	38	75
1st Grade	38	41	79
2nd Grade	31	47	78
3rd Grade	33	43	76
4th Grade	35	38	73
<b>K- 4th Subtotal:</b>	174	207	381
5th Grade	52	41	93
6th Grade	44	47	91
7th Grade	50	48	98
8th Grade	35	43	78
<b>5th-8th Subtotal:</b>	181	179	360
9th Grade	28	42	70
10th Grade	31	44	75
11th Grade	31	36	67
12th Grade	37	29	66
<b>9th – 12th Subtotal:</b>	127	151	278
<b>District Total:</b>	482	537	1019

**District Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	336	337	337	337	332					
YCIS	325	310	312	311	310					
YCHS	277	277	280	281	278					
Alliance	88	89	94	94	99					
<b>Total</b>	1026	1013	1023	1023	1019	0	0	0	0	0

**YCES Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	68	70	71	71	70					
1st Grade	70	69	68	68	68					
2nd Grade	71	73	73	72	71					
3rd Grade	68	67	66	66	64					
4th Grade	59	58	59	60	59					
<b>18/19 Total</b>	336	337	337	337	332	0	0	0	0	0
<b>17/18 Total</b>	352.5	342.5	344.25	344.25	346.75	345.25	343.25	346.25	344	
<b>16/17 Total</b>	366	364	364	363	357	357	354	352	351	348
<b>15/16 Total</b>	379	380	382	379	385	381	378	379	376	376

**YCIS Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5th Grade	83	81	82	84	81					
6th Grade	79	78	79	75	76					
7th Grade	93	91	91	91	88					
8th Grade	70	60	60	60	65					
18/19	325	310	312	310	310	0	0	0	0	0
17/18 Total	323	321.5	318.5	314.5	315	310.5	309.5	308.5	303.5	
16/17 Total	317	320	319	318	313	313	314	312	311	311
15/16 Total	327	325	324	321	321	323	323	322	317	316

**YCHS Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	68	68	69	70	70					
10th Grade	72	73	73	74	75					
11th Grade	68	68	68	68	67					
12th Grade	69	68	69	69	66					
18/19 Total	277	277	279	281	278	0	0	0	0	0
17/18 Total	312	307	305	304	303	300	300	297	296	
16/17 Total	326	325	325	322	318	324	324	323	318	311
15/16 Total	360	361	360	356	352	354	352	346	341	323

**Alliance Academy Enrollment 2018/19**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	4	4	4	5	5					
1st Grade	11	11	11	11	11					
2nd Grade	7	6	6	6	7					
3rd Grade	13	13	12	12	12					
4th Grade	15	14	14	14	14					
5th Grade	10	9	12	12	12					
6th Grade	13	14	14	15	15					
7th Grade	7	7	9	9	10					
8th Grade	8	11	12	10	13					
18/19 Total	88	89	94	94	99	0	0	0	0	0
17/18 Total	67.5	64	70.25	70.25	75.25	78.25	78.25	77.25	78.5	78.5
16/17 Total	50	49	49	48	49	49	52	52	62	61
15/16 Total	39	38	37	38	42	40	38	39	37	37

**Interdistrict Transfers 2018/19**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Brick &amp; Mortar</b>										
Incoming	95	95	95	95	95					
Outgoing	111	111	111	111	111					
<b>Online</b>										
Incoming	67	67	67	67	67					
Outgoing	12	12	12	12	12					
Total Incoming	162	162	162	162	162	0	0	0	0	0
Total Outgoing	123	123	123	123	123	0	0	0	0	0

Yamhill Carlton School District  
Human Resources  
Board Report  
February 2019



**New Hires**

Melody Sauer (YCES IA)  
Megan Sprute (YCES IA)  
Lindsey Zarfes (YCES IA)

**Resignation**

Nicole Bertrand - effective 1/25/2019  
Marci Hedin - effective 1/28/2019

## **Donations** **January 2019**

### **District Office**

Christine Avila	\$50	Scholarship
Dorothy Skuezeski	\$25	Laughlin Scholarship
(in memory of Doug Sager)		

### **YCES**

Family Life Church	\$7000	Playground Fund
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### **YCHS**

Wild Oregon Wreaths	\$ 40.00	Cheer Fund
The Horse Radish	\$ 100.00	Cheer Fund
Accu-Tech Automotive	\$ 100.00	Wrestling Fund
Stanley Smith	\$ 50.00	Rocketry
AKS Engineering	\$ 500.00	Rocketry
AKS Engineering	\$ 500.00	Rocketry
Slater Machine & Tool	\$ 2,500.00	Softball Fund
Chehalem Cultural Center	\$ 600.00	Girls Soccer Fund
Chehalem Cultural Center	\$ 800.00	Cheer Fund
Hair Care Co	\$ 50.00	Cheer Fund
Lago De Chapala	\$ 100.00	Cheer Fund
T & E General Store	\$ 100.00	Cheer Fund
Bellwether Insurance	\$ 150.00	Cheer Fund
Phyllis & Richard Riley	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Susan & Roy Baumgartner	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Terry & Vivian Wymore	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Alvin & Carol Roy	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Veleda Sager	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Shirley Kimball	\$ 75.00	Athletic Fund
(D.G. Sager Memorial)		
Sleeping Giant LLC	\$ 151.00	Cheer Fund
Accu-Tech Automotive	\$ 400.00	Wrestling Fund
Scoggins Creek Coffee LLC	\$ 150.00	Cheer Fund

Luttrell's Land Cattle & Timber      \$    250.00

YC Trap Shooting

## Surplus Report to Board – No Action Necessary

### YCHS Library

Title	Copyright	Quantity
Popular Science	1978	5
Earthquakes	1988	1
Life Science	1988	1
Mysteries of the Rain Forest	1996	1
Activities for Modern Earth Science	1973	1
Earth Science Lab Manual	1988	4
Earth A Learning Strategy For Science	1972	1
Earth Science Activity Book	1981	1
Healthy People	1979	1
Focus on Earth Science	1981	5
Chemistry Visualizing Matter	2000	1
Biological Science	1963	1
Physics with video analysis	2009	1
Integrated Science	1994	1
Conceptual Physics Lab Manual	2002	1
Concept Development Practice Book	2002	1
Problem Solving Exercises in Physics	2002	2
Conceptual Physics Reading and Study WB	N/A	2
Physical Science Lab Manual	1988	4
RealTime Physics	1999	3
From the Beginning	1991	1
Earth and Space Science	2018	2
Conceptual Physics next-time questions	2002	2
Conceptual Physics next-time questions	1986	2
Science Demonstration Lessons	1989	1
Conceptual Physics Tests	2002	1
Tutorials in introductory Physics	2002	1
Opening the door to Physics through formative Assessment	2013	1
Conceptual Physics problem-solving exercises in Physics	N/A	1
Elementary Statistics	2010	1
Elementary Statistics A Step by Step Approach	2007	1
Fundamentals of Java	2003	1
Statistics informed decisions using data	2007	1
Introduction to the practice of statistics	1989	1
Science Encyclopedia	1993	1

Mathematics A Human Endeavor	1970	1
Modeling with Mathematics	2006	1
AutoCad and Its Applications	2011	1
Creating a Culture of Literacy	2005	1
Breaking Ranks II	2004	1
Breaking Ranks in the Middle	2006	1
Technology Connections	1990	1
Better Investing Using Portfolio Management Wisdom	2005	1
Better Investing Introduction to successful Investing	2004	1
Better Investing Stock Selection	2003	1
Models of Teaching	1996	1
Bridges out of Poverty	2001	1
Best Practice New Standards for Teaching	1993	1
Tinkering Toward Utopia	1995	1
Calling A Halt to Mindless Change	1998	1
On Common Ground	2005	1
Beyond Your Doorstep	1962	1
The Mind	1964	1
The Fishes	1963	1
Deep Seavents	1994	1
Geology of Oregon	1964	1
Pathways In Science	1982	6
Crusty Problems	1972	1
The Life of The Cave	1966	1
Unknown Earth	1980	1
Modern Earth Science	2002	1
General Science Lab Manual	1989	1
Project Wild Activity Guide	1992	1
Environmental Science	1972	2
The Earth	1962	1
Earth	1974	1
Earthquakes and Earth Structures	1964	1
Submarine Geology	1963	1
The Rand McNally New Concise Atlas of the Universe	1978	1
Course Goals In Biological and Physical Science	1971	1
Guide to the Coastal Marine Fishes of California	N/A	1
Earth Science	1990	2
Science Interactions	1999	1
General Science A Voyage of Discovery	1989	1
Science Connections	1990	2
Astronomy	1994	1
Physical Science Concept Mapping	1995	1
Physical Science Transparency Masters	1995	1

Chemistry Solutions Manual		2002	1
Chemistry Review Module		2002	7
Dictionary of Physics		1981	1
Physics		1986	1
The Cell	N/A		1
Globe Biology		1990	2
Chemistry Lab Manual		1990	1
Modern Biology		1989	1
Life How did it get here?		1985	1
Criminalistics An Introduction to Forensic Science		2004	1
The Insects		1962	1
Chemistry	N/A		2
Dictionary of Chemistry		1981	1
Physical Science		1981	2
Websters Dictionary		1974	6
Physical Science		1991	6
Science Insights Lesson Plans	N/A		5
Science of Earth Systems Lab Manual		2004	1
Silver Burdett & Ginn Earth Science		1990	1
Harcourt Brace Jovanovich Physical Science		1989	3
Focus on Physical Science		1989	1
Modern Physical Science		1983	1
Macmillan Physical Science		1988	1
Modern Physics		1976	2
Introduction to Physical Science		1988	1
Encyclopedia of Astronomy		1983	1
General Science		1989	1
Science of Earth Systems		2004	1
Earth Science Harcourt Brace Jovanovich		1989	1
Earth Science Prentice Hall		1991	3
Modern Science		1983	2



# *Yamhill Carlton Elementary School*

## *Principal Report - February 2019*

### **Communication & Connecting with Families**

The new YCES Vision is now being shared with the community! We have shared the development of this with families through our monthly newsletter, and now it is something that is greeting folks all over our communities. A large banner is the first item that greets community members when walking into YCES. We have also placed the image in our conference room, to inspire the work we do in there when we meet about students. We are in the process of spreading yard signs around the community to share with everyone, as well as giving staff and students stickers to share. The general idea is to celebrate what we stand for and how we care about our students.

A big THANK YOU to Family Life Church and Clint Reeves, their Associate Pastor. Family Life Church will soon be a new neighbor across from the elementary school. Pastor Reeves organized a donation to YCES through their annual holiday Big Give this past Christmas. The church raised \$7,000 for the elementary school playground. We are going to use the funds to resurface the blacktop in the undercover area to allow for better basketball court, as well as pickle ball courts for use during recess. Brian is currently working with us to get some quotes, and we have to have the work done this summer.

### **RTI Process and Academics**

We continue to build more into our system to support students at all levels and in all content and social situations. Our winter content data is as such:

<b>DIBELS</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Kindergarten	40%	52%	
1 <sup>st</sup> Grade	52%	53%	
2 <sup>nd</sup> Grade	67%	76%	
3 <sup>rd</sup> Grade	65%	71%	
4 <sup>th</sup> Grade	61%	73%	

<b>easyCBM</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Kindergarten	72%	79%	
1 <sup>st</sup> Grade	69%	55%	
2 <sup>nd</sup> Grade	81%	81%	
3 <sup>rd</sup> Grade	73%	72%	
4 <sup>th</sup> Grade	78%	71%	

We also began our formal intervention/extension process this month, at the semester change. Our ORTI coach spent an afternoon helping our building implementation team deeply analyze the DIBELS data to make sure the right kids are going to have the opportunity to be served through a structured, daily intervention. We have planned out and trained staff on materials for targeted support, mainly ECRI, as well as carefully

# *Yamhill Carlton Elementary School*

## *Principal Report - February 2019*

determined who will teach each session. Students who are not receiving targeted intervention are still going to have structured work routines during the daily 30 minute block in the form of an extension opportunity. Classroom teachers not otherwise helping in intervention will teach extensions using ECRI, leveled benchmark materials, and/or word & vocabulary skills curriculums.

easyCBM, being new this year, is still in exploration for us. Teachers had an opportunity to look at mid-year data reports to better analyze what students have retained from instruction this year, and what reviews they still need. Though not part of our formal intervention block at this time, teachers are building extra practice into gap weeks between Engage NY Modules and Daily Math Review sessions. We have also taken this data into account while continuing to draft our Math Non-Negotiables for Instruction.

### **January ADA:**

Kindergarten -94.23%

First Grade -94.11%

Second Grade -95.16%

Third Grade -94.18%

Fourth Grade -94.67%

***School Wide -94.47%***

### **Upcoming Events:**

February 18<sup>th</sup> – No School, President's Day

February 27<sup>th</sup> – Kagan Strategies Training

March 1<sup>st</sup> – Aaron Meyers Concert Violinist Performances

March 5<sup>th</sup> – ORTIi Data Day Training

March 7<sup>th</sup> – 2<sup>nd</sup> Grade STAGE Performance

# YCIS February Board Report

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January flew by as we brought our first semester to a close. Everyone was hard at work to successfully make it to the finish line. Students and staff have also been diligently working towards efficiency and productivity. This has led to increased instructional time and fewer disruptions to the learning environment.

## **Student Achievement:**

Semester reports were sent out to all YCIS families. While our grade program, JumpRope, enables students and parents to access their proficiency scores anytime, we felt it was important to send out formal grade reports in an effort to increase communication.

I wanted to give a brief update in this report regarding climate, student engagement, and student achievement at each grade level. The following are shortened versions of updates that grade level team leaders wrote:

Fifth grade has been doing amazing things. Since we came back from break, our classrooms have been more productive, engaged and exciting learning environments. Students have shown amazing growth in their proficiency levels this month. Sixth grade is going well. Attendance has been solid, and students have been frantically working to complete their STEM projects and fictional narratives. In writing, the sixth grade is actually academically ahead of schedule from where we were last year at this time. Seventh and eighth grade have started a weekly group meeting during homeroom time. It has been an asset in building the family culture we are striving for. Students have been working hard preparing for the STEM fair this month. Students are excited to start semester two, and are committed to a successful fresh start. Students are also taking advantage of a lunch time writing club, and teachers are working hard to improve student ownership and work completion. The student council has started their “Adopt a Hallway” program to create more ownership within YCIS students towards maintaining our school.

## **STEM Expo:**

Our STEM Expo took place last Thursday. It was fantastic to see all of the wonderful projects displayed in the gym. We had 142 total students participate. Clearly, there was a lot of learning and hard work happening as students used the scientific inquiry process to answer a hypothesis they had. Students had an opportunity to tour the STEM Expo during the school day, and it was open to the public from 1pm to 8pm that evening. Earlier in the day, 8 professionals working in the STEM fields came to our school to judge the projects. An awards ceremony was held at 7pm to award our top place finishers. Those students will now move on to a regional competition to be held on March 2<sup>nd</sup> at Willamette University.

**Attendance:**

September Attendance Rates		October Attendance Rates		November Attendance Rates	
19 days of school		22 days of school		16 Days of School	
5th Grade	95.00%	5th Grade	95.91%	5th Grade	95.13%
6th Grade	95.75%	6th Grade	93.71%	6th Grade	94.39%
7th Grade	91.82%	7th Grade	90.59%	7th Grade	87.70%
8th Grade	94.96%	8th Grade	90.85%	8th Grade	89.15%
Total	94.27%	Total	92.71%	Total	91.50%

December Attendance Rates		January Attendance Rates		February Attendance Rates	
15 days of school		18 days of school		Days of School	
5th Grade	92.77%	5th Grade	91.01%	5th Grade	%
6th Grade	94.64%	6th Grade	95.43%	6th Grade	%
7th Grade	88.42%	7th Grade	90.01%	7th Grade	%
8th Grade	90.71%	8th Grade	89.65%	8th Grade	%
Total	91.50%	Total	91.43%	Total	%

**Athletics:**

Boys basketball is in full swing, with nightly practices in the gym. We hope you can make it to one of our home games on February 20, 21, and 25. Go Tigers!

**Upcoming Events:**

February	18	No School – Presidents Day
	20	Exclusion Day
	21	5 <sup>th</sup> Grade Battle of the Books
	22	6 <sup>th</sup> -8 <sup>th</sup> Grade Battle of the Books Tournament
		Canned Food Drive thru February 15 <sup>th</sup>
March	1	Violinist Aaron Meyer 10:45 YCIS

**Current Enrollment:**

Grade	Students
5 <sup>th</sup>	82
6 <sup>th</sup>	76
7 <sup>th</sup>	89
8 <sup>th</sup>	75
<b>Total:</b>	<b>322</b>

**Yamhill Carlton School District Board Report  
February 2019 Board Meeting  
Yamhill Carlton High School**

**Upcoming Events**

February 12.....	Oregon Health Teens Survey
February 18.....	No School
February 16.....	State Cheerleading Championship
February 17.....	FFA Pancake Feed
February 24.....	FFA Donkey Basketball

**Donations**

Wild Oregon Wreaths	\$ 40.00	Cheer Fund
The Horse Radish	\$ 100.00	Cheer Fund
Accu-Tech Automotive	\$ 100.00	Wrestling Fund
Stanley Smith	\$ 50.00	Rocketry
AKS Engineering	\$ 500.00	Rocketry
AKS Engineering	\$ 500.00	Rocketry
Slater Machine & Tool	\$ 2,500.00	Softball Fund
Chehalem Cultural Center	\$ 600.00	Girls Soccer Fund
Chehalem Cultural Center	\$ 800.00	Cheer Fund
Hair Care Co	\$ 50.00	Cheer Fund
Lago De Chapala	\$ 100.00	Cheer Fund
T & E General Store	\$ 100.00	Cheer Fund
Bellwether Insurance	\$ 150.00	Cheer Fund
Phyllis & Richard Riley	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Susan & Roy Baumgartner	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Terry & Vivian Wymore	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Alvin & Carol Roy	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Veleda Sager	\$ 25.00	Athletic Fund
(D.G. Sager Memorial)		
Shirley Kimball	\$ 75.00	Athletic Fund
(D.G. Sager Memorial)		
Sleeping Giant LLC	\$ 151.00	Cheer Fund

Accu-Tech Automotive	\$ 400.00	Wrestling Fund
Scoggins Creek Coffee LLC	\$ 150.00	Cheer Fund
Luttrell's Land Cattle & Timber	\$ 250.00	YC Trap Shooting

## **FFA**

February 12th is District Parliamentary Procedures contest. We will have both a beginning and an advance team.

FFA week is the February 17th - 24th.

Monday the 17th is our annual Pancake breakfast at the Carlton Fire Department.

The lower Willamette District Convention is February 20th. YC will have a Farm Business Management team, multiple State degree and SAE proficiency candidates and also a district officer candidate.

Sunday the 24th is Donkey Basketball at the high school gym. Starting at 5:00PM

## **ASPIRE**

Current ASPIRE mentors are: Christine Andrus, Carol Foley, Linda Cline, Janet Herring-Sherman, Emily Severson, Jo Weinstein, and Thuy Williams.

Total hours volunteered by mentors so far this school year: 286.5.

To date, 67 students have signed up to work with an ASPIRE Mentor to receive college- and career-readiness coaching. Of these, 45 are seniors and 21 are juniors.

From the senior class, 72 percent have submitted a FAFSA (Free Application for Federal Student Aid). This represents an increase of 15 submissions from this time last year.

We anticipate that several YC students will qualify for the Chemeketa Scholars Program, which pays for two years' tuition.

We continue to remind students headed to any community college in Oregon to complete the Oregon Promise Grant application, which also helps cover tuition costs.

We have assembled and displayed scholarship applications from more than 50 community and regional sponsors.

We are collecting information on the colleges where students have been accepted and will soon be helping them interpret their financial aid offers from their college(s).

Work with juniors increases this term as mentors help teach and prepare them for senior year's many college-related tasks.

### **Principal's Report**

The new semester has started, a few of our winter sports teams are headed to playoffs, and seniors, although not showing too many signs of senioritis, are starting to think more about graduation. There is an abundance of scholarships available to our seniors that we are encouraging them to complete, students are getting acceptance letters, and we are making sure our seniors are focused on their goal of graduation. Senior projects are in process with Senior Project Night taking place on May 16.

We have implemented additional math support during advisories on Mondays, Tuesdays, Thursdays, and Fridays. All the math teachers are available in one room to support students who want or need extra help on homework or concepts. So far, in the first week of the semester, we have had multiple students using this support on a regular basis and expect it to grow as students move through the semester.

John Kuehnelt was selected as Oregon Softball Coach of the year earlier this school year and we recently received information that John was selected as the Northwest Coach of the Year for Girls' Softball for the states of Alaska, Idaho, Montana, Oregon, Washington and Wyoming. This is a huge honor and we are very proud of John!

With the plan of moving to a 7-period day next year to coincide with the intermediate school and to better utilize our shared staff, we are currently updating the curriculum guide, fine tuning our class offerings, and revamping systems to place students. Our 8th Grade Transition Night will be on April 15, preceded by the kick off of our revamped YCCA program.

Several of our staff members, Brittany Hartman, Jenna Schaljo, Jordan Slavish, and Trevor DaSilva, received training from Haas on our new CNC milling machine that we purchased with funds received from the Ford Family Foundation. Staff members are beyond excited to receive this machine as well as for the training. They envision multiple curricular areas to integrate this machine's into.

Jared Collins, Trevor DaSilva, Brittany Hartman, Shiloh Ficek, Jordan Slavish, and myself attended the CTE and Industry Summit in Salem. Charan Cline was the opening speaker on Friday, representing YC exceptionally well. The conference gave us great ideas for moving our programs forward.

### **Attendance**

January	
Grade	Percent Present
9	95.52
10	95.65
11	94.28
12	95.08
<b>Total</b>	95.15
<b>YTD</b>	95.04



**YAMHILL CARLTON SCHOOL DISTRICT  
FOOD SERVICE**

**LUNCH PROGRAM**

**FREE/REDUCED ELIGIBILITY**                      **YCHS = 35.7%**                      **YCIS = 39.8%**                      **YCES = 39.4%**                      **DISTRICT = 38.4%**

**2018-2109**

		Total				YCHS				YCIS				YCES				Days	Per Day
		Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced		
September	2018	6,660	2,641	3,218	801	1,487	591	720	176	2,524	1,030	1,251	243	2,649	1,020	1,247	382	19	351
October	2018	7,532	3,196	3,372	964	1,721	759	727	235	2,610	1,162	1,177	271	3,201	1,275	1,468	458	20	377
November	2018	6,283	2,757	2,780	746	1,427	656	595	176	2,124	987	927	210	2,732	1,114	1,258	360	16	393
December	2018	5,728	2,555	2,511	662	1,318	614	547	157	1,993	946	847	200	2,417	995	1,117	305	15	382
January	2019	6,769	2,852	3,053	864	1,558	703	653	202	2,240	1,025	965	250	2,971	1,124	1,435	412	18	376
February	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>32,972</b>	<b>14,001</b>	<b>14,934</b>	<b>4,037</b>	<b>7,511</b>	<b>3,323</b>	<b>3,242</b>	<b>946</b>	<b>11,491</b>	<b>5,150</b>	<b>5,167</b>	<b>1,174</b>	<b>13,970</b>	<b>5,528</b>	<b>6,525</b>	<b>1,917</b>	<b>88</b>	<b>375</b>
Per Day		374.68	159.10	169.70	45.88														
% of sales			42.5%	45.3%	12.2%	Free and Reduced % of Meals Sold				57.5%									

**2017-2018**

		Total				YCHS				YCIS				YCES				Days	Per Day		
		Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced				
September	2017	7,952	2,723	3,932	1,297	1,713	538	897	278	3,165	1,089	1,622	454	3,074	1,096	1,413	565	19	419		
October	2017	9,131	3,414	4,194	1,523	1,860	648	912	300	3,553	1,410	1,665	478	3,718	1,356	1,617	745	21	435		
November	2017	7,091	2,835	3,150	1,106	1,449	580	645	224	2,752	1,146	1,275	331	2,890	1,109	1,230	551	16	443		
December	2017	5,820	2,347	2,533	940	1,125	421	513	191	2,226	930	1,001	295	2,469	996	1,019	454	13	448		
January	2018	8,406	3,278	3,663	1,465	1,655	626	745	284	3,142	1,279	1,426	437	3,609	1,373	1,492	744	20	420		
February	2018	7,832	3,027	3,442	1,363	1,507	526	698	283	2,913	1,204	1,289	420	3,412	1,297	1,455	660	18	435		
March	2018	7,286	2,795	3,260	1,231	1,443	478	702	263	2,590	1,111	1,109	370	3,253	1,206	1,449	598	17	429		
April	2018	8,987	3,445	3,990	1,552	1,707	561	804	342	3,186	1,350	1,386	450	4,094	1,534	1,800	760	21	428		
May	2018	8,547	3,258	3,859	1,430	1,607	490	804	313	2,902	1,206	1,306	390	4,038	1,562	1,749	727	21	407		
June	2018	3,420	1,368	1,505	547	661	231	312	118	1,284	561	559	164	1,475	576	634	265	9	380		
Total		74,472	28,490	33,528	12,454	14,727	5,099	7,032	2,596	27,713	11,286	12,638	3,789	32,032	12,105	13,858	6,069	175	426		
Per Day		425.6	162.8	191.6	71.2																
Change		(50.9)	(3.7)	(21.9)	(25.3)	Free and Reduced % of Meals Sold														61.7%	(51)
% change		-12.0%	-2.3%	-11.4%	-35.5%																

(51)

**YAMHILL CARLTON SCHOOL DISTRICT  
FOOD SERVICE**

**BREAKFAST PROGRAM**

<b>2018-2019</b>		Total				YCHS				YCIS				YCES				Days	Per Day
		Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced		
September	2018	2,549	850	1,379	320	319	94	205	20	763	274	393	96	1,467	482	781	204	19	134
October	2018	2,918	985	1,540	393	456	175	211	70	788	280	423	85	1,674	530	906	238	20	146
November	2018	2,567	926	1,307	334	376	139	183	54	721	281	365	75	1,470	506	759	205	16	160
December	2018	2,178	723	1,147	308	341	117	176	48	645	259	304	82	1,192	347	667	178	15	145
January	2019	4,016	1,549	1,935	532	406	155	198	53	639	270	302	67	2,971	1,124	1,435	412	18	223
February	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		14,228	5,033	7,308	1,887	1,898	680	973	245	3,556	1,364	1,787	405	8,774	2,989	4,548	1,237	88	162
Per Day		161.7	57.2	83.0	21.4														
% of sales			35.4%	51.4%	13.3%	Free and Reduced % of Meals Sold				64.6%									

2017-2018		Total				YCHS				YCIS				YCES				Days	Per Day
		Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced	Total	Paid	Free	Reduced		
September	2017	3,484	975	1,970	539	546	127	325	94	1,182	298	739	145	1,756	550	906	300	19	183
October	2017	4,425	1,387	2,382	656	551	135	326	90	1,526	503	864	159	2,348	749	1,192	407	21	211
November	2017	3,191	1,059	1,632	500	432	163	206	63	1,071	311	627	133	1,688	585	799	304	16	199
December	2017	2,507	760	1,298	449	323	105	155	63	849	242	494	113	1,335	413	649	273	13	193
January	2018	3,648	1,080	1,871	697	440	134	234	72	1,141	340	618	183	2,067	606	1,019	442	20	182
February	2018	3,398	1,003	1,750	645	409	123	225	61	1,092	348	564	180	1,897	532	961	404	18	189
March	2018	3,261	906	1,703	652	390	118	216	56	1,020	325	515	180	1,851	463	972	416	17	192
April	2018	4,192	1,227	2,189	776	538	147	328	63	1,258	378	672	208	2,396	702	1,189	505	21	200
May	2018	3,956	1,179	2,076	701	507	140	325	42	1,250	405	656	189	2,199	634	1,095	470	21	188
June	2018	1,547	450	819	278	177	37	127	13	473	160	236	77	897	253	456	188	9	172
Total		33,609	10,026	17,690	5,893	4,313	1,229	2,467	617	10,862	3,310	5,985	1,567	18,434	5,487	9,238	3,709	175	192
Per Day		192.1	57.3	101.1	33.7														
Change		(30.4)	(0.1)	(18.0)	(12.2)	Free and Reduced % of Meals Sold				70.2%									
% change		-15.8%	-0.2%	-17.8%	-36.3%														

(30)

(30)

# YCHS Principal Hiring Team and Timeline

**2018-2019**

## **Screening Committee**

Charan Cline

## **Interview Committee**

Charan Cline

John Horne

## **Process and Timeline**

Meet with HS Staff                      First of February

Gather Teams                              End of February

Job Posting                                 March 11<sup>th</sup>

Job Closes                                  April 5<sup>th</sup>

Screening                                    April 8<sup>th</sup> – 12<sup>th</sup>

Interviews                                  April 18<sup>th</sup> – 19<sup>th</sup>                              8:00, 9:30, 11:00, 12:30 - Lunch 1:00, 2:30

Reference Checks                         April 22<sup>nd</sup> – 25<sup>th</sup>

2<sup>nd</sup> Interviews                                April 30<sup>th</sup>

Job Offer                                     May 3<sup>rd</sup>

Negotiate                                    May 3<sup>rd</sup>

Announce Hire                              May 6<sup>th</sup>

# YC Superintendent's Report 2/14/19

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**School Bond** – Work continues on the Gym Dome. Turner Construction is working to fulfil the final items on the punch list. The trench drain in front of the building and the YCIS driveway will be repaired during Spring Break. Mike Marino, Tami, Brian, and I continue to work on coordinating the work on the gym to get it to the point it can be practiced in. The coil doors were installed in the concession stand and storage area. The exposed concrete was cleaned and sealed. The installation of the wooden gym floor is our next big task. Basketball hoops are being researched and will soon be ordered. HS Teacher Tracie Looney has secured a donation of a rubber floor for the weight room.

**COSA Winter Conference** – The topics of the conference were interesting. Representatives from the ODE were there to gather information about how some of the governor's proposals would affect schools. I have joined the COSA/ODE committee to look at statewide graduation rates. A wonderful speaker named Zaretta Hammond defined equity in a way that made practical sense: 1) Reducing the predictability of who succeeds and who fails. 2) Interrupting reproductive practices that negatively impact diverse students in independent schools settings. 3) Cultivating the unique gifts and talents of every student.

**Mid-Year Manager's Reviews** – Are underway and will be completed in the next week.

**Task Force on School Safety** - Is issuing its report on school safety. Several of the recommendations will taken up in legislation. In summary the task force is recommending the ODE form a statewide school safety and prevention system that focuses on: Bullying and harassment prevention, youth suicide and prevention and wellness promotion, multidisciplinary safety assessment teams. I went to the capital on February 12<sup>th</sup> to be part of the press conference.

**Active Shooter Training with Yamhill PD**- The YPD came and spoke to the combined YCHS and YCIS Staff members about increasing our training on responding to active threats. We will do our next Lockout / Lockdown drill on February 20<sup>th</sup>. As part of it, the police will take charge of releasing and classrooms and evacuating students. The administration will only observe the process. In a few months the police will practice an active shooter drill with our teachers in a time period when students are not on campus.

**Work on 3<sup>rd</sup> in Carlton** – 3<sup>rd</sup> street runs in front of YCES and is a typical route that both busses and parents use to access the school. As part of a process of building a new church and five houses in Carlton, a contractor will be intermittently shutting down 3<sup>rd</sup> street over the next two months. The City of Carlton put together a meeting to coordinate bus and parent traffic. A

schedule has been created to open the street during our peek drop off and pick up times and close it for work the rest of the day. The schedule has been communicated to parents and Mid-Columbia Bus.

**Rocketry Visitors** – Systems Go is a nonprofit organization that created the curriculum we use in the YCHS Rocketry Classes. We are the only school in the state of Oregon and one of few outside of the State of Texas to be using the program. The coordinator of Systems Go came from Texas to observe our program. We were able to host a small meeting of K-12 and college educators that may be interested in expanding the program in their organizations. If the program were to expand, it would help build some educational momentum that could help all of our students gain knowledge and opportunities.

# Yamhill Carlton School District

Code: GCDA/GDDA  
Adopted: 10/9/2006  
Revised/Readopted 2/13/12, 8/8/2016, 12/14/2017

## Criminal Records Checks and Fingerprinting \*

In a continuing effort to ~~further~~ ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall ~~have~~ **submit to** criminal records checks and/or fingerprinting as required by law.

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

As required by state law, a criminal records check and/or fingerprinting shall be required of the following ~~individual or individuals~~ **(subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting):**

1. All district contractors and ~~or~~ their employees, whether employed part-time or full-time, considered by the district to have **direct, unsupervised access to** contact with students;
2. All **district** contractors and ~~or~~ their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;
3. Any community college faculty member providing instruction at the site of an early childhood education program, ~~or~~ at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day;
4. Any individual who is an employee of a public charter school and not requiring licensure~~;~~ and~~;~~
5. <sup>[2]</sup>Any individual considered for volunteer service with the district who is **allowed** to have direct, unsupervised contact with students~~].~~

**[The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions<sup>3</sup>:**

<sup>1</sup> Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

<sup>2</sup> [If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct background checks on these volunteers.]

<sup>3</sup> [If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the needs of the district.]

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

The identity of a subject individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.

A subject individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

The district [shall] ~~[shall not]~~ begin the employment of a subject individual or terms of a district contractor [on a probationary basis pending] ~~[before]~~ the return and disposition of the required criminal records checks ~~and/or fingerprinting~~.

A subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or contracted. A subject individual who ~~has failed~~ fails to disclose the presence of convictions that would not otherwise prohibit ~~his/her~~ employment or contract with the district as provided by law; [may] ~~[will not]~~ be employed or contracted with by the district. A subject individual who knowingly made a false statement as to the conviction of any crime [may] ~~[will not]~~ be employed or contracted with by the district.

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

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

[The service of a volunteer in a position identified by the district as requiring a nationwide criminal records check including fingerprinting [may] ~~[will not]~~ begin [on a probationary basis pending] ~~[before]~~ the return and disposition of the nationwide criminal records check including fingerprinting.]

[A subject individual who knowingly made a false statement ~~as to the conviction of any crime on district volunteer forms, as determined by the district,~~ or has been convicted of a crime listed in ORS 342.143 [may] ~~[will]~~ result in immediate termination from the ability to volunteer in the district.]

Fees associated with a criminal records check and/or fingerprinting may be charged.

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

## Appeals

A subject individual ~~eligible~~ may appeal a determination that prevents ~~his/her~~ employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be ~~so~~ notified of such in writing by ~~the~~ ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

END OF POLICY

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### Legal Reference(s):

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

[ORS 336.631](#)  
[ORS 342.143](#)  
[ORS 342.223](#)  
[OAR 414-061-0010 - 0030](#)  
[OAR 581-021-0500](#)

[OAR 581-021-0502](#)  
[OAR 581-022-2430](#)  
[OAR 584-050-0012](#)

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



<b>Oregon Administrative Rule</b>	<b>Yes, in Compliance</b>	<b>No, not in Compliance</b>
581-022-0102 Definitions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2000 Diploma Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2005 Veterans Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2010 Modified Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2015 Extended Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2020 Alternative Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2025 Credit Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2030 District Curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2045 Prevention Education Programs in Drugs and Alcohol	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2050 Human Sexuality Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2055 Career Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2060 Comprehensive School Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2100 Administration of State Assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2110 Exception of Students with Disabilities from State Assessment Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2115 Assessment of Essential Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2120 Essential Skills for English Language Learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2130 Kindergarten Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2205 Policies on Reporting of Child Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2210 Anabolic Steroids and Performance Enhancing Substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2215 Safety of School sports -- Concussions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2220 Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2223 Healthy and Safe Schools Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2225 Emergency Plans and Safety Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2230 Asbestos Management Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2250 District Improvement Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

581-022-2255 School and District Performance Report Criteria	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2260 Records and Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2265 Report on PE Data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2270 Individual Student Assessment, Recordkeeping, Grading, and Reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2300 Standardization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2305 Operating Policies and Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2310 Equal Educational Opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2315 Special Education for Children with Disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2320 Required Instructional Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2325 Identification of Academically Talented and Intellectually Gifted Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2330 Rights of Parents of Talented and Gifted Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2335 Daily Class Size	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2340 Media Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2345 Auxiliary Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2350 Independent Adoptions of Instructional Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2355 Instructional Materials Adoption	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2360 Postponements of Purchase of State Adopted Instructional Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2370 Complaint Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2400 Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2405 Personnel Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2410 Teacher and Administrator Evaluation and Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2415 Core Teaching Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2420 Educational Leadership – Administrator Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2440 Teacher Training Related to Dyslexia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2445 Universal Screenings for Risk Factors of Dyslexia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
581-022-2500 Programs and Services for Talented and Gifted Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>

581-022-2505 Alternative Education Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**2019-2021**

## Local Service Plan Resolution

*Approved by the Executive Council on 10.18.2018 Approved by the Willamette ESD Board on 11.6.2018*

**Integrity • Innovation • Excellence • Partnerships**

BE IT RESOLVED THAT, pursuant to the provisions of ORS 334.175, the Board of Directors of the Yamhill Carlton School District approves the following 2019-2021 Local Service Plan Resolution.

### WESD PROVIDED SERVICES:

Supported by WESD 10% – No Cost to Districts

- **Attendance Supervisor (Districts less than 1000 students)**
- **Crisis Response Team (CRT)**
- **Home School Registration**
- **Youth Suicide Prevention Services**

### PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS:

- Audiology Services
- Autism Services
- Behavior Intervention Program
- Behavior Services – School Psych
- Braille Transcription Services
- EI/ECSE Evaluations
- Life Skills Classrooms (Regionally Accessible)
- Nursing Services
- Occupational & Physical Therapy Services
- Professional Development/Trainings
- Speech/Language/Augmentative Communication
- Structured Learning Program (Regionally Accessible)
- Transition Specialist Services

### TECHNOLOGY SUPPORT:

- All Additional Services Offered in Cascade Technology Alliance Catalog
- Desktop Support
- Email Hosting
- eLearning Software
- eRate Consulting
- Instructional Technology Services
- Network Services
- PowerSchool Business and Student Software
- PowerSchool Special Education Software
- School Messenger
- Technology Training

### SCHOOL IMPROVEMENT SERVICES:

- Cascade School Improvement
- Career Technical Education Services
- Devereaux Student Strength Assessment
- English Learner Services
- Family Support Advocate Services
- Individualized School Improvement Services
- Library Media Services
- Mid-Willamette Education Consortium
- School Safety Supports
- Social Emotional Learning Services
- Student Internship Coordination
- Willamette Curriculum Coalition
- Willamette Promise Services

### ADMINISTRATIVE & SUPPORT SERVICES FOR DISTRICTS:

- Brand Development
- Business Functions
- Courier
- Criminal History Background Checks
- Data Analysis
- Frontline Education Absence Management
- General Communication Services
- Grant Writing Services
- Graphic Design
- Human Resources
- J-1 Visa Processing
- Legal Services
- Oregon Data Suite/Early Indication & Intervention Sys.
- Program & Project Evaluation Services
- Substitute Employee Management System
- Video Production and Social Media Coordination

### **Cascade Education Alliance (CEA)**

Willamette ESD is a member of CEA whose four member ESDs have agreed to make their services available to all school districts within their combined service area at the same cost.

These ESDs have agreed in principle that school districts may purchase shared services within the CEA. In practice, this will vary across ESDs depending upon existing agreements with their component school districts. In Willamette ESD, K-12 districts may use their transit funds to purchase services that are listed in the Willamette Local Service Plan or from the other CEA's Service Plans.

School districts may also use their own general fund resources to purchase services within the CEA. In either case, districts may contact cooperating ESDs directly to arrange for services.

The other ESDs in the CEA are Columbia Gorge ESD, Multnomah ESD and NW Regional ESD. The availability of CEA services may depend upon the development of additional capacity as this collaboration grows.

### **Services Provided to Entities Other than Component Districts**

In an effort to remain transparent, Willamette ESD discloses that the following services may be provided to public or private entities that are outside of the WESD region. In addition to any services listed on page one of this documents, other services may include:

#### **PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS:**

- Special Education Services: Autism Spectrum Disorder Consultation and Resources and Classroom services for students who are Deaf and Hard of Hearing. Related Services including: Physical Therapy, Occupational Therapy, Speech Therapy, Autism Specialist and Sign Language Instruction
- Migrant and ELL Support Services
- Youth Corrections Education Programs

#### **TECHNOLOGY SUPPORT:**

PowerSchool Student, Special Education and Business Information System Services, Email Hosting, eRate Consulting

#### **ADMINISTRATIVE AND SUPPORT SERVICES FOR DISTRICTS:**

Contracted Courier Services to Private Schools; Data Analysis, J-1 Visa Processing; Oregon Data Suite/Early Indication & Intervention System; Program and Project Evaluation Services, Grant Writing Services

**This certifies that the foregoing resolution services were adopted by the Yamhill Carlton School District Board of Directors on the \_\_\_\_\_ day of February, 2019.**

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Board Chair

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Superintendent

If these resolution services are approved by two-thirds of the school districts' Board of Directors with the majority of the students within WESD, WESD will budget for the services for the 2019-21 fiscal years, subject to the statutory limitation.

DATE: January 2, 2019

TO: PACE Members

FROM: Debbie Laszlo, PACE Board Chair

SUBJECT: New PACE Trust Agreement Requiring Board Action

Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. PACE's original Trust Agreement was adopted in 2006, updated in 2016 and the Trustees just completed a review and update of the Trust Agreement. The changes to the Trust Agreement were formally approved by the OSBA Board of Directors at their November 11, 2018 Board of Directors Meeting. Highlights of the Trust Agreement changes are:

- Updating language to remove the term "OSBA membership" and replacing the term with "participants" throughout the agreement. This enables charter schools continued participation with PACE.
- Adding the term Crime Coverage to the agreement. PACE offers this coverage to all participants.
- Correcting the composition of the PACE Trust Board to include employees of OSBA members on the Trust Board. Previously, the Trust Board composition wording limited the PACE Trust Board to only OSBA Board of Directors members.
- Moved operational and rule language from the Trust Agreement and placing it in the PACE Bylaws. Example of topics that were moved are Quorum, Telephone/Video Participation and Meetings of the Board of Trustees.

Now that the new PACE Declaration of Trust has been approved by the OSBA Board of Directors, it is necessary to have all the Trust Members have their boards, or their designee, adopt the Joinder of Trust Agreement. The Joinder of Trust Agreement is located on the last page of the enclosed Declaration of Trust. By signing the Joinder of Trust Agreement your

organization will continue to have an intergovernmental agreement with PACE.

Before renewing in the PACE self-insured, property, liability and automobile coverage program, your organization will need to adopt the enclosed Joinder of Trust Agreement and return a signed copy to PACE. We understand that this is not an easy task for PACE's many members to accomplish, but we assure you we would not be taking this action if the Trustees did not feel it was absolutely necessary to be in continued compliance with Oregon law.

**For K-12, ESDs & charter school members: The deadline** for sending back the signed resolution to PACE is:

- March 15, 2019
- Please have your board designee sign the resolution
- Please return the signed resolution to [pace@osba.org](mailto:pace@osba.org) or FAX to (503) 588-2813

**For Community College members: The deadline** for sending back the signed resolution to PACE is:

- March 15, 2019
- Please have the CCs board designated representative sign the resolution
- Please return the signed resolution to [pace@osba.org](mailto:pace@osba.org) or FAX to (503) 588-2813

I am sure you and your board members will have questions about the new Trust Agreement. In anticipation of your questions, following are some frequently asked questions and answers for your reference.

#### **FREQUENTLY ASKED QUESTIONS:**

##### **Didn't we sign a Joinder Agreement three years ago? Why do we need to do this again?**

**The PACE Trust Agreement has been substantially amended, along with an update of the PACE Bylaws. When the Trust Agreement is changed in substantial form, then the Trust Members must approve the changes by signing a new Joinder Agreement.**

##### **Why is the Trust Agreement an intergovernmental agreement?**

Oregon law requires that for local governments to form their own self-insured programs they must do so by entering into an intergovernmental agreement. Intergovernmental agreements require each participating organization to have a resolution adopted by its Board of Directors. The enclosed Joinder of Trust Agreement can be considered a suggested board resolution.

##### **Does my Board of Directors need to sign the Trust Agreement?**

In most instances, yes. However, some organizations have board adopted policies allowing staff to enter into intergovernmental agreements. You should review your internal policies or consult with your legal counsel, to determine who is required to sign the Trust Agreement at your organization.

**What is my district's financial risk as part of a self-insured program?**

The revised Declaration of Trust does not increase your district's financial liability any more than you currently have under the existing Trust Agreement. The PACE Trust is a non-assessable trust. This means that your district can never be asked to contribute additional funds, other than your annual contributions, to cover your claims or the claims of any other member. It also means, though, that you are ultimately responsible for your own claim's liabilities in the event the trust is not able to pay your claims. The PACE Trustees are dedicated to making sure this never happens by being extremely conservative with the amount of funds the trust retains to pay claims. Based on a certified actuary's estimates, PACE has over \$50 million in net assets, which is over and above what our actuary estimates is needed to satisfy all claims liabilities. When not used in the day-to-day business operations, these funds are invested, which allows for reinvestment of PACE resources into programs that reduce members' risks and keep rates low. In addition, the Trust purchases reinsurance that puts a cap on the trust's and members' claims liability.

**What happens if my district does not adopt the resolution?**

Unfortunately, if your district does not adopt the Joinder of Trust Agreement, your district will no longer be able to participate in the property or liability program. Your district will not be able to renew its coverage in these programs when your current policy term expires.

**Whom should I contact if I have questions about the enclosed materials?**

PACE Administrator  
Dave Harvey  
[dharvey@pace.osba.org](mailto:dharvey@pace.osba.org)

PACE Administration Assistant  
Pamela Mullen  
[pace@osba.org](mailto:pace@osba.org)  
(503) 588-2800 or (800) 578-6722



**FORM OF  
JOINDER TO TRUST AGREEMENT  
FOR MEMBERS**

By execution of this Joinder, the undersigned public body hereby agrees to become a party to, and is bound by, the Second Restatement of Declaration of Trust of the Property and Casualty Coverage for Education (PACE) effective as of \_\_\_\_\_ (and as the same may be amended, supplemented or otherwise modified from time to time, the "Agreement"), by and among the Trustees and the Members, in the same manner as if the undersigned were an original signatory to such Agreement.

The undersigned represents and warrants that (i) the undersigned has received a copy of, and has reviewed the terms of, the Agreement and all related or relevant documents and agreements, (ii) undertakes to become a Member of the Property and Casualty Coverage for Education (PACE) with all the rights and obligations thereof, and (iii) such undertaking has been duly authorized as an intergovernmental agreement to create a program of self-insurance pursuant to ORS 30.282. Capitalized terms used but not defined in this Joinder shall have the meanings set forth in the Agreement.

**IN WITNESS WHEREOF**, the undersigned has executed this Joinder as of this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
[Name of District]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With copies to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RESTATED TRUST AGREEMENT

### Property and Casualty Coverage for Education

This Agreement is between the OREGON SCHOOL BOARDS ASSOCIATION, acting by and through its Board of Directors, and the Trustees named below who consent to act as trustees.

#### BACKGROUND:

- A. The Oregon School Boards Association, hereinafter referred to as “OSBA,” is an Oregon nonprofit public benefit corporation established to promote the common interests of its Members, as defined in the OSBA Bylaws and to institute programs to assist those Members in performing their governmental functions in a cost-effective way. The Members of the OSBA are political subdivisions including local school districts, education service districts, community college districts and the state board of education in the State of Oregon; and
- B. OSBA has agreed to establish a trust for Participants which desire to procure and maintain group insurance coverages or participate in group self-insurance for the benefit of such Members; and
- C. The purpose of this trust agreement is to establish a trust which will protect and manage insurance premiums, contributions and other collections related to the program; oversee the management and administration of the program; and approve the necessary contracts, insurance policies, premium and fee schedules, and other arrangements necessary to implement the program for the benefit of Participants that choose to participate; and

**NOW**, in consideration of the benefits to be derived for the participating Participants and the mutual promises and agreements set forth below, the parties agree as follows:

- 1. **Creation of Trust:** The name of the Trust is the “OSBA Property and Casualty Coverage for Education Trust” (the “Trust”) which shall be governed by the laws of the State of Oregon. The Trust shall be administered as provided in this agreement.
- 2. **Purposes of Trust:** The express purposes and primary objectives of the Trust are limited to performing essential governmental functions and all of the Trust’s income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. The purposes of the Trust include the following:

- (a) To ensure that there is available to Participants a market for liability, property, crime and/or workers' compensation insurance coverage appropriate to the risks to which such Participants are exposed.
- (b) To aggregate the collective buying power of the Participants, and the economic advantages of individual and pooled risk retention where lawful and actuarially sound, and to reduce and stabilize the cost of funding insurance for those risks.
- (c) To provide Participants with expertise in the management of risk through loss prevention and loss control program, claims management and consulting, data gathering, information sharing and related services.
- (d) To act as an information resource to Participants in presenting to appropriate legislative bodies and committee's data related to the cost of public body risk in Oregon.
- (e) To create and act as a pooled self-insured retention fund for Participants, and to establish actuarially sound contribution schedules for Participants in such a pool at appropriate retention levels.
- (f) To receive, account for, invest and disburse as lawfully due and payable money collected from Participants as premiums, fees and other contributions to the Trust.
- (g) To promote the common interests of Participants and to institute programs to assist those Participants in performing their governmental functions in a cost-effective way.
- (h) To perform other activities as reasonable to achieve the list above, so long as such activity is allowable for an intergovernmental association under Oregon law.

### 3. Trustees:

- (a) **Number.** The Trust shall be managed by a board of nine trustees (the "Trustees") elected a by majority vote of the Board of Directors of OSBA.
- (b) **Composition.** All Trustees must be employed by a district, community college or ESD that is a member of OSBA, or serve on a board of a district, community college or ESD. No Trustee shall serve, and no appointment shall be effective, until such appointee acknowledges in writing full and, unconditional acceptance of the terms of this Trust.
- (c) **Term:** The term of office of a Trustee shall be for three years, except that the initial term of any Trustee may be one year, two years, or three years, to the end that in no year will the terms of more than one-third plus one of the Trustees expire.
- (d) **Appointment.** The Trustees shall nominate Trustee candidate(s) to OSBA. The nominees shall be elected by OSBA. If the list of candidates is not acceptable by OSBA, the Trustees will continue to nominate alternative candidate(s) for consideration until the list of candidates is accepted by OSBA. Vacancies in the office of a Trustee shall be filled by

a majority vote of Directors of OSBA from the nominations submitted by the Trustees.

- (e) **Ex Officio Trustee.** The Executive Director of OSBA or his/her designee shall be designated as the Program Administrator. The Program Administrator, or his/her designee, shall serve as an ex-officio nonvoting Trustee. The Trustees shall require the Program Administrator to keep and preserve minutes of the meetings of the Trustees and possess such powers and perform such duties as the holder of such an office usually has and performs.

4. **Powers of Board of Trustees:** In furtherance of the purposes set forth in this Trust, the Trustees shall have such powers as may be necessary or prudent to discharge their responsibilities in managing and controlling the Trust, including but not limited to the following powers:

- (a) To provide programs whereby Participants may obtain or participate in the coverage afforded by policies of insurance or participate in pooled self-insurance programs. To accept, determine and make reasonable arrangements for the payment by or on behalf of each Participant of all contributions and premiums due. To manage the assets of the Trust and adjust and pay authorized losses on behalf of its Participants.
- (b) To engage and oversee administrative services and other staff and to engage the services of competent professionals to provide services to the Trust and to purchase reinsurance or excess insurance as necessary to protect the interest of the Participants, to provide risk management and insurance related services to the Trust and its Participants, including such claims reporting and adjusting, auditing and record keeping, information sharing, underwriting, claims administration services, legal defense and settlement of claims, communications and marketing, loss control and prevention procedures and consulting, risk reduction and related administrative and consulting services as the Trustees deem appropriate. The Trustees may pay for such services out of Trust funds.
- (c) To review and approve policy forms, service contract forms, and other documents appropriate to the operation of the Trust and to establish the limits of authority of the persons engaged under Section (b) above.
- (d) To establish funding requirements for insurance coverages offered by the Trust; to establish procedures for the collection, investment and disbursement of moneys owed to and by the Trust; and to establish actions to be taken with respect to delinquent accounts receivable.
- (e) To establish standing committees and advisory committees to assist in policy and operations of the Trust and to appoint qualified persons to such committees.
- (f) To receive, hold, and manage premiums for such programs authorized by the Trustees, to invest, reinvest, and manage funds received for such purposes and to transmit to the proper recipient premiums received. To employ such agents, advisors and counsel as may be reasonably necessary in collecting, managing, administering, investing and

distributing the assets of the fund and to charge the expense thereof to the Trust.

- (g) The Trustees shall not be entitled to any remuneration for their services, but they may be reimbursed for reasonable expenses incurred by them in connection with the performance of their duties as Trustees. To the extent that such Trustee is reimbursed by a Participant or other entity for expenses as Trustee, such Trustee shall not be so reimbursed, but such reimbursement may be paid to the Participant or other entity, as the case may be, with respect to which such Trustee is an employee.
- (h) The Trustees may delegate any of their non-discretionary powers to the Program Administrator, service administrator or other staff retained by the Trustees as the Trustees deem it appropriate.
- (i) The Trustees shall require all persons performing services to the Trust to be bonded or insured in a form and amount set by the Trustees, the costs may, at the discretion of the Trustees, be paid out of Trust funds.
- (j) The Trustees may maintain bank accounts in such depositories as the Trustees may select and may empower any person or persons selected by them to draw and sign checks against any funds deposited therein and establish such accounts with financial and investment institutions and brokerages as may be necessary and prudent for the proper management of Trust funds. The Trustees may hold cash, uninvested, for such length of time as the Trustees may determine without liability for interest thereon.
- (k) To determine the general policy for operation of the Trust that shall be followed by all committees, officers, employees, agents, and independent contractors employed by the Trust.
- (l) To ensure the chair or vice-chair of the Trustees shall execute on behalf of the Trust all contracts, documents and pleadings as may be approved by the Trustees, provided that the Trustees may delegate to any person or firm engaged pursuant to Section 5(b) or (j) a limited agency authority to bind the Trust in certain cases or kinds of transactions to be specified by the Trustees.
- (m) To sue and be sued, or to prosecute and defend any and all actions affecting the Trust or its property, either in the name of the Trust or in their own names; to compromise or settle any suit, claims or demands, or waive or release any rights relating to the Trust or its property.
- (n) To have a judicial settlement of their accounts and judicial determination of any questions in connection with their duties and obligations hereunder, or in connection with the administration or distribution thereof. The costs and expenses, including accounting and legal fees, for such judicial settlement of accounts or other judicial determination shall be paid by the Trust as a general administrative expense to the extent permitted by applicable law.

- (o) To borrow or raise money for the purpose of the Trust in such amount, and upon such terms and conditions as the Trustees shall deem advisable; and for any sum so borrowed to issue the promissory note of the Trust, and to secure the repayment thereof by creating a security interest in all or any part of the property of the Trust; and no person lending such money shall be obligated to see that the money lent is applied to Trust purposes or to inquire into the validity, expedience or propriety of such borrowing. No such debt incurred by the Trust shall be deemed a debt of any Participant.
- (p) To continue to have and to execute, after the termination of the Trust and until final distribution, all of the titles, powers, discretions, rights and duties conferred or imposed upon the Trustees hereunder, or by law.
- (q) To acquire, hold, own, rent or lease, alone or in conjunction with any other party or parties and for the use in connection with the purposes of the Trust, any property, real or personal, and to pay the appropriate pro rata part of the mortgage payments, property taxes, assessments, insurance, maintenance and ordinary repairs on all such property.
- (r) To purchase as a general administrative expense of the Trust general liability insurance fidelity bonds and other insurance for the benefit of the Trust or the protection of the Trustees, Trust employees or agents against any losses by reason of errors or omissions, breach of fiduciary duty or negligence.
- (s) To construe and interpret this Trust Agreement.
- (t) Engage an independent and qualified actuary to perform actuarial calculations and provide advice regarding the sufficiency of the loss funds as frequently as is required for prudent management.
- (u) Hold meetings as specified in the Bylaws and maintain minutes of all meetings of the Trustees and Participants and distribute such minutes in a timely manner to all Trustees.

**5. Use of Trust Funds:**

- (a) Without further specific action of the Trustees, but subject to any limitations or conditions set by the Trustees in its bylaws or regulations, the administrators designated by the Trustees shall disburse or authorize disbursement of moneys from funds of the Trust for any of the following purposes:
  - (1) Payment of moneys due and certain under or by virtue of any contract, bond, or policy of insurance made or obtained by or on behalf of the Trust, including the costs of audits;
  - (2) Investment and reinvestment of Trust funds under such standards and limitations as may be approved by the Trustees;
  - (3) Payment of premiums due on fidelity, performance, errors and omissions, or other bonds and insurance which the Trustees may require in its bylaws to protect the Trust and the Trustees;

- (4) Reasonable and necessary expenses incurred by Trustees for such items as travel, meals, lodging, telephone calls and other out-of-pocket expenses incurred in performing their duties as Trustees, provided that the personal services and time devoted by Trustees shall not be compensated by Trust funds.
- (5) Payments authorized by the Trust's annually approved budget.
- (6) Payment of Participants claims, and defense costs will be paid from Trust loss funds
- (b) Except as provided in Section (a) above Trust funds shall not be disbursed, expended or indebted without express approval of the Trustees
- (c) Surplus funds, including the income from investments of the Trust, in excess of obligations payable under this Section may, at the direction of the Trustees, be distributed in whole or in part, from time to time, to Participants in the program, either directly or by way of reduction of premiums, contributions or other fees assessed to Participants. Such distributions shall be based upon such formula as the Trustees shall approve. Except as provided in this section, investment income shall remain with the Trust for reinvestment or satisfaction of the obligations of the Trust as provided in Section (a).

#### 6. Participants:

- (a) Participants must be either a Member of OSBA or a Charter School per SB 100 (1999 Oregon Laws Charter 200) that is sponsored by a participating Member of OSBA.
- (b) **Term of Participation.** Status as a Participant will be continuous unless terminated by the Participant, the Trust or by operation of law.
- (c) **Termination of Participation.** A Participant shall be suspended or expelled from the Trust in accordance with the provisions set forth below:
  - (1) Failure to pay any Contribution or Premium required by the Trustees when due and owing. Any Participant failing to pay a required Contribution or Premium may be suspended from membership by proper notice from the Program Administrator and thereafter shall have no right to coverage from the Trust for any occurrence or loss occurring after the date of the payment was due. If the Participant shall subsequently submit its payment within 30 days, the Program Administrator may reinstate such membership. The Program Administrator will notify the Trustees of any such termination or suspension.
  - (2) A material Breach of Trust Agreement or Bylaws.
  - (3) Failure to continue to meet the criteria required by any Insurer or the Trust including, without limitation, underwriting criteria.

- (4) Failure to comply in good faith with Loss Prevention Programs instituted by the Trust or noncooperation with staff of the Trust regarding loss prevention procedures including, without limitation, training programs.
- (5) Failure to maintain membership in the OSBA or, in the case of a Public Charter School, a revoking of the sponsorship by the Local Board that sponsored it. Such termination shall be effective as of the due date of such Participant's next Contribution to the Trust's policy expiration.

A Participant's suspension or expulsion shall be preceded by a 60-day written notice to the Participant from the Trustees or Administrator except that 10 days' notice shall be sufficient for nonpayment of all or any part of a Contribution or Premium as provided herein.

(d) **Obligations of Participants.** The obligations of Participants of the Trust shall be as follows:

- (1) To pay all Contributions and Premiums to the Trust at such times and in such amounts as shall be established by the Trustees within the scope of the Trust Agreement and Bylaws. To allow the Trust and its agents reasonable access to all facilities of the Participants and all records, including but not limited to financial records, which relate to the purposes or powers of the Trust.
- (2) To allow attorneys selected by the Trust or Program Administrator to represent the Participant in investigation, settlement discussions and any litigation arising out of any claim made against the Participant within the scope of coverage furnished by the Trust.
- (3) To furnish full cooperation with the claims adjusters, attorneys selected by the Trust any agent, employee, officer or independent contractor of the Trust, relating to the purposes and powers of the Trust.
- (4) To follow loss reduction and prevention procedures as reasonably required by the Trust
- (5) To report as promptly as possible all incidents which could result in a claim against the Trust.

7. **Participant Duties:**

- (a) **Participant Bound by Terms.** Each entity, on becoming a Participant, agrees to be bound by all provisions and terms of the Trust Agreement, Bylaws, Coverage Documents and other agreements entered into with the Trust or any of its Insurers.

8. **Accrual of Net Surplus:**

- (a) Net Surplus, if any, shall accrue to the Loss Funds as it is earned. No Participant shall have a legally enforceable right to any specific share thereof except as herein provided or as provided by law. Net Surplus



may, at the Trust's discretion, be distributed to the Participants as provided herein. Such distribution may be paid directly or by means of reduction in Contributions for similar coverage due in the next Fund Year.

(b) No distribution of Net Surplus, if any, shall be made in any manner to any Participant who withdraws prior to the computation and distribution of the net surplus.

(c) **Net Surplus Distribution.** The Trustees shall adopt and maintain a surplus distribution policy and shall make such a policy available to Participants upon request.

9. **Loss Funds Protection.**

(a) The Trust must maintain adequate reserves and adequate reinsurance in accordance with ORS 30.382

(b) **Excessive Losses - Non-Assessable Pool.** In the event that a single loss or series of losses by one Participant should exceed the amount of protection afforded by both the Loss Fund and other insurance carried by the Trust, then payment of valid losses shall be the obligation of the individual Participant or Participants against whom the claim(s) were made and perfected by judgment or settlement.

(c) **Transfers Among Loss Funds.** The Trustees may, in their sole discretion, transfer monies among Loss Funds in the event of excessive losses in any one Loss Fund.

(d) **Additional Insurance.** Membership in the Trust shall not preclude any Participant from purchasing insurance in addition to any coverage provided by the Trust.

10. **General Provisions:**

(a) **Title to Trust Assets.** Title to the funds and property of the Trust, including without limitation Loss Funds, shall be vested in and remain exclusively in the Trust and no Participant shall have any right, title or interest in the Loss Funds except as set forth in the Coverage documents nor any right to Contributions made or to be made thereto, nor any claim against any other Participant on account thereof, except as provided by law or by amendment to this Agreement.

(b) **Nonalienation of Benefits.** The funds and property of the Trust, including without limitation Loss Funds, shall not be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge by any person other than the Trustees and their duly authorized representative to the extent and for the purposes as herein specifically provided.

(c) **Examination of Participant's Books and Records.** The Trustees their agents, employees and attorneys shall be permitted at all reasonable times prior to the expiration of two years after the termination of a Participant's participation in the Trust to examine the Participant's books, vouchers, contracts, documents and records of any and every

kind which show or tend to show or verify the amount which is payable from the Fund to such Participant or any of its employees.

- (d) **Examination of Trust Books and Records.** The Trustees shall arrange for an annual independent audit of the Trust's books, contracts, documents and records and shall make the audited financial statement available to all Participants.

11. **Termination of Trust:**

- (a) The Trust shall terminate upon the date on which Trust has no Participants or as required by law. In addition, OSBA may terminate the Trust by providing written notice of the intent to terminate. Such notice shall be delivered to all Trustees and Participants at least 90 days prior to such termination. In the event that OSBA terminates the Trust, the Trust shall begin to wind up its affairs but shall continue to exist until every policy, contract or other agreement under which any Participant participates in the services offered by, or is indemnified or insured by, or through the Trust is exhausted by payment of claims or is deemed unnecessary as a result of the passage of time.

- (1) Upon the dissolution, adjudication of bankruptcy or appointment of a receiver for OSBA.

(b) **Winding Up:**

- (2) Upon termination of the Trust, any excess funds held in the Trust after payment of all Premiums, just claims and expenses shall be first distributed to Participants for the payment of all liabilities incurred prior to such termination and for liquidation of all assets of the trust. Upon satisfaction of all obligations of the Trust, all remaining assets of the Trust shall be returned to current Participants based on a formula of historic contributions and losses established by the Trustees.

- (3) Automatic termination as provided in Sections (1), (2) and (4) shall not affect the rights of any Participants under any "policy" of "insurance" underwritten by an "insurer" other than the Trust, as the terms "policy", "insurance" and "insurer" are defined in the Oregon Insurance Code.

- (4) No Participant shall be responsible for any claim or judgment against any other Participant or the Trust except to the extent of the assets of the loss fund, any insurance carried by the Trust and future contributions as provided herein.

- (5) The Trustees shall continue to serve in office until all obligations of the Trust have been fully and finally discharged or adequately provided for. Thirty days prior to the termination of the Trust, the Trustees shall notify Participant of such termination.

12. **Withdrawal:** Upon the termination of all participation in the programs of the Trust, including but not limited to coverage under all Coverage Documents with respect to a Participant, a Participant's membership shall cease.

### 13. Dispute Resolution Process:

- (a) **Appeal to Board of Trustees:** In the event of any dispute arising from the operation of the Trust, the affected Participant shall first appeal to the Trustees. In a matter relating to a claim under a pooled insurance fund coverage document, the appeal must be made within 30 days of the trust's proposed resolution of the disputed claim unless otherwise provided in the contract of coverage. To institute an appeal, the Participant must give written notice to the Chair or Vice-Chair of the Trust providing a written summary of the dispute, detailing in reasonable detail the facts and circumstances of the issues and the requested remedies. At the next scheduled Trust meeting or at such other time as determined by the Chair, the Trustees will review the matter, using procedures as promulgated by the Trust. The Trustees' decision will be communicated to the Participant within 90 days of the Trustees' hearing the appeal.
- (b) **Mandatory Mediation:** If a dispute is not resolved by appeal to the Trustees, it must be submitted to the Arbitration Services of Portland ("ASP"), or its successor, for mediation. The Trust or any Participant may commence mediation by providing ASP and the other affected parties a written request for mediation, setting forth the subject of the dispute and the relief requested. The Trust and each affected Participant shall cooperate with ASP and with one another in selecting a mediator from the ASP panel of neutrals and in scheduling the mediation proceedings. They agree that they will participate in the mediation in good faith and that they will share equally in the costs (the Trust will pay one half of the costs and the other half will be paid by the affected Participant, or if more than one Participant, each shall contribute equally to that half or otherwise as they may agree). All of the offers, promises and conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any ASP employees, are confidential and privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, providing that evidence that is otherwise admissible and discoverable will not be rendered inadmissible or non-discoverable as a result of its use in the mediation.
- (c) **Mandatory Arbitration:** If the matter is not resolved through mediation, then it shall be submitted to ASP, or its successor, for final and binding arbitration pursuant to the rules for commercial arbitration for ASP. The Trust or a Participant may initiate the arbitration with respect to the matter submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or at any time following 45 days from the date of filing the written request for mediation, whichever occurs first ("Earliest Initiation Date"). The mediation may continue after the commencement of arbitration if the parties agree. At no time prior to the Earliest Initiation Date will either side initiate an arbitration or litigation related to this Agreement, except as provided by the rules of commercial arbitration for ASP or by

agreement of the parties. All applicable statutes of limitations and defenses based upon the passage of time shall be tolled until 15 days after the Earliest Initiation Date. The parties will take such action, if any is required, to effectuate such tolling. The dispute will be settled by a single arbitrator. The parties will cooperate with ASP and with one another in selecting an arbitrator and in scheduling arbitration proceedings. Arbitration will occur in Salem, Oregon unless the parties otherwise agree. The parties will be entitled to conduct discovery in accordance with the Federal Rules of Civil Procedure, subject to limitation by the arbitrator to secure the just and efficient resolution of the dispute. If the amount in controversy exceeds \$250,000, the arbitrator's decision shall include a statement specifying in reasonable detail the basis for and computation of the amount of the award, if any. In any arbitration arising out of or related to this Agreement, the arbitrator may not award any incidental, indirect or consequential damages, including damages for lost profits. The decision of the arbitrator will be final and binding. The party prevailing in the arbitration will also be entitled to recover any amount for his/her costs and attorney fees incurred in connection with the arbitration as determined by the arbitrator. Judgment upon the arbitration award may be entered in any court having jurisdiction.


(d) **Coverage Agreement Dispute Resolution:** The dispute resolution provision in any coverage agreement issued by the Trust shall apply for the matters to which such provisions are made applicable in the coverage agreement and shall supersede the dispute resolution provisions of this Section 13. If a coverage agreement is silent, or the dispute resolution contained within it do not apply to a particular dispute, the dispute resolution provision of this Section 13 shall apply.

14. **Amendment:** OSBA reserves the right to alter, amend or terminate this Trust and the terms under which it exists at any time by a memorandum in writing delivered to the Trustees, provided any such change or termination shall not prejudice the rights of any Participant with respect to any accrued right or claim. In order to advise OSBA on any proposed material change to the provisions of this Trust Agreement, the Trustees shall prepare an impact statement to determine the financial impact, if any, on Trust operations and fiscal stability of the proposed changes to the Trust Agreement. The Trustees will provide a 30-day notice to Participants by sending a written copy of the impact statement to the participating Participants.
15. **Severability:** If any provision of this Agreement is adjudicated to be invalid, unenforceable or unconstitutional, the remainder of the provisions not subject to such adjudication shall not be affected and shall continue in full force and effect.
16. **Joinders:** Any joinder to this Agreement executed by a Participant will be deemed to be that Participant's assent to the entirety of this Agreement, as if such had executed an original of this Agreement.

17. **Indemnification:** Trustees, officers and employees of the Trust shall use ordinary care and diligence in the exercise of their powers and in the performance of their duties. They shall not be liable for any mistakes of judgment or other action made, taken or omitted by them in good faith, nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of funds or failure to invest. No Trustee shall be liable for any action taken or omitted by any other Trustee. No Trustee shall be required to give a bond or other security to guarantee the faithful performance of their duties hereunder. The Trust shall defend, hold harmless and indemnify the individual Trustees, officers and employees of the Trust from any and all demands, claims, suits, actions and legal proceedings brought against them in their official capacity as agents of the Trust. The incident must have occurred while the Trustee, officer or employee of the Trust, was acting within the scope of official duties. This indemnification excludes any duty to indemnify and individual from and criminal investigation or prosecution/litigation, however the Trust may procure such insurance coverage for criminal matters which is within the authority of the Trust to provide under state law.

IN WITNESS WHEREOF, by action of OSBA, this Trust Agreement is approved and OSBA by and through its authorized officers, has caused this Agreement to be executed in its name and on its behalf as of this 11<sup>th</sup> day of November 2018.

**OREGON SCHOOL BOARDS ASSOCIATION**

By:  \_\_\_\_\_

OSBA President, LeeAnn Larsen

By:  \_\_\_\_\_

OSBA Secretary-Treasurer, Maureen Wolf

## PROPERTY & CASUALTY COVERAGE FOR EDUCATION

We, the undersigned Trustees, having been duly appointed to carry out the provisions of the above Trust Agreement, do hereby approve, affirm and accept such Trust.

Date: November 16, 2018



Debbie Laszlo, Chair

Date: November 16, 2018



Sharla Andresen, Vice Chair

Date: November 16, 2018



Adam Stewart, Trustee

Date: November 16, 2018



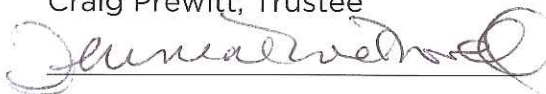
Brett Yancey, Trustee

Date: November 16, 2018



Craig Prewitt, Trustee

Date: November 16, 2018



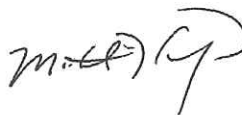
Tenneal Wetherell, Trustee

Date: November 16, 2018




Marie Knight, Trustee

Date: November 16, 2018



Mike Schofield, Trustee

Date: November 16, 2018



Tim Belanger, Trustee

## **ADDENDUM NO. 1**

**Yamhill Carlton School District  
Fire Code Violation Plan of Correction  
For  
New Science and CTE Building**

**BETWEEN:** Yamhill Carlton School District (“YCSD”)

**AND:** City of Yamhill (“City”)

**EFFECTIVE DATE:** February 13, 2019

### **RECITALS**

- A. On or about October 19, 2018, YCSD submitted the above-referenced Plan of Correction to Yamhill Fire protection District (YFPD), which was supported by the City’s Timeline Certification as Exhibit A. (City and YCSD are collectively referred to herein as the “Parties”).
- B. The Parties have decided that the Plan of Correction should extend not only to the New Science and CTE Building, but also to the New Gymnasium Building.
- C. Based upon YCSD’s Plan of Correction, YFPD supported Yamhill County’s issuance of a one-year temporary occupancy permit.
- D. Critical to YFPD’s support of YCSD facility occupancy was City’s obligation to design and construct a Booster Pump Station at a cost of approximately \$400,000 to \$500,000, by December 31, 2019.
- E. Since YCSD’s temporary occupancy permit issuance, City has obtained \$4-5 million in financing for an improved transmission main for its water system to be completed by December 31<sup>st</sup>, 2020. Once completed, Fire Flows to YCSD will meet or exceed Fire Code standards, and the planned Booster Pump would be rendered obsolete.
- F. In an effort to improve YFPD’s emergency response capabilities sooner than the Booster Pump station could be completed, and in recognition of the fact that the Booster Pump station construction costs would essentially waste \$200,000 to \$300,000 in public resources for a short term solution, the City has offered to pay for and YFPD has agreed to accept a 3,000 gallon new Kenworth water tender built to YFPD specifications, to be

delivered to YFPD on or before May 31, 2019, 6-8 months earlier than the Booster Pump station could be completed.

## **AGREEMENT**

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and the mutual covenants, conditions and obligations on the part of each Party to be kept and performed, it is hereby agreed as follows:

**1. YCSD Plan of Correction Amendments.**

- A. All references to a “New Science and CTE Building” and a “new Science and Career Technical Education (CTE) Building” within the title and text of YCSD’s above referenced Plan of Correction are hereby amended to extend to and reference, and the Plan of Correction shall hereafter govern, the “New Science, CTE and Gymnasium Buildings”.
- B. All references to the City’s Booster Pump Project are hereby amended to reference City’s Main Water Transmission Project, with associated temporary occupancy permit requests and construction timelines extended by one (1) year, to December 31<sup>st</sup>, 2020.

**2. City Timeline Certification/Exhibit A Replacement.** The City’s Timeline Certification attached to YCSD’s Plan of Correction is hereby replaced with the City’s modified Timeline Certification, attached and incorporated herein as Exhibit A.

THE PARTIES, by execution of this Addendum No. 1, hereby acknowledge that each Party has read this Addendum No. 1, understand this Addendum No. 1, and reaffirm all unamended provisions of YCSD’s Plan of Correction.

**CITY OF YAMHILL,**  
an Oregon municipal corporation

**YAMHILL CARLTON SCHOOL  
DISTRICT**  
an Oregon \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: February 13, 2019

Date: February \_\_\_\_\_, 2019

F:\1Clients\Muni\Yamhill FD\School District Facility\Plan of Correction ADD 1 (020619) CHC.docx



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# Yamhill Carlton School District 2019-2020

## DRAFT

<b>September</b>	3 - First Day of School
<b>October</b>	11 - No School - State In-service Day
<b>November</b>	11 - No School - Holiday - Veterans Day 25 - No School - Conferences 26 - No School - Conferences 27-29 - No School - Thanksgiving Break
<b>December</b>	23-31 - No School - Winter Break
<b>January</b>	1 - 3 - No School - Winter Break 20 - No School - Holiday - Martin Luther King Jr Day 30 - End of 1st Semester 31 - No School - Teacher Work Day
<b>February</b>	3 - Beginning of 2nd Semester 17 - No School - Holiday - President's Day
<b>March</b>	23-27 - No School - Spring Break
<b>May</b>	15 - No School Teacher Work Day 25 - No School - Holiday - Memorial Day
<b>June</b>	10 - Last Day of School



Start of Year/Semester



End of Year/Semester



Conferences - No School



No School Days

1st Semester - 90 Student Contact Days  
2nd Semester - 85 Student Contact Days

January 2020						
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# Yamhill Carlton School District 2020-2021

## DRAFT

<b>August</b>	31 - First Day of School
<b>September</b>	7 - No School - Holiday - Labor Day
<b>October</b>	9 - No School - State In-service Day
<b>November</b>	11 - No School - Holiday - Veterans Day 23- No School - Conferences 24 - No School - Conferences 25-27 - No School - Thanksgiving Break
<b>December</b>	21-31 - No School - Winter Break
<b>January</b>	1 - No School - Winter Break 18 - No School - Holiday - Martin Luther King Jr Day 28 - End of 1st Semester 29 - No School - Teacher Work Day
<b>February</b>	1 - Beginning of 2nd Semester 15 - No School - Holiday - President's Day
<b>March</b>	22-26 - No School - Spring Break
<b>May</b>	14 - No School Teacher Work Day 31 - No School - Holiday - Memorial Day
<b>June</b>	9 - Last Day of School

- Start of Year/Semester
- End of Year/Semester
- Conferences - No School
- No School Days

1st Semester - 90 Student Contact Days  
2nd Semester - 85 Student Contact Days

January 2021						
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Brian Van Bergen  
Yamhill County Clerk  
May 21, 2019, Special District Election Calendar

## Important Dates

First day for candidate filings	2/9/2019
Partisan candidates registered in the party	n/a
Last day for candidate filings	3/21/2019
Last day for measure filings	3/21/2019
Last Day for Cities or Districts to file statement of measures with Clerk	3/21/2019
Last Day to file candidate statements for County Voters' Pamphlet	3/25/2019
Last Day to file Measure Arguments for County Voters' Pamphlet	3/25/2019
Candidate Statements become Public	3/29/2019
Measure Arguments become Public	3/29/2019
Absentee Ballots Available	4/5/2019
Mail Military & International Absentee Ballots	4/5/2019
Mail Out-of-State Absentee Ballots	4/22/2019
Last day to register to vote (or change party)	4/30/2019
Mail Other Ballots and open Drop Sites	5/1/2019
Last Day to conduct Public Certification of Ballot Counting System	5/14/2019
<b>ELECTION DAY</b>	<b>5/21/2019</b>
Challenge ballot names become public	5/29/2019
Last day to resolve ballot challenges	6/4/2019
Last day to deliver abstracts	6/10/2019
Certify election results	6/20/2019