



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

Thursday, October 11th, 2018

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 Transportation Committee Meeting – October 5th @ 7:00am
2. Negotiations (S. FitzGerald, Ken Watson) – TBD – Likely February
3. Board Policy (Susan FitzGerald, K. Watson) – October 24<sup>th</sup> @ 9am
4. Curriculum (S. Fitzgerald, K. Watson) – September 20th @ 3:30pm
5. Activities (J. Bibb, T. Pfeiffer) – TBD – December, March & June
6. Finance (J. Egland, S. FitzGerald) – September 18<sup>th</sup> @ 4:30p
  - A. OSBA Board Scholarship
7. Communications (J. Bibb, J. Egland) – October 30<sup>th</sup> @ 4:30pm
8. Security & Safety (K. Watson & T. Pfeiffer) – September 26<sup>th</sup> @ 3:00pm

**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  
2016 BOND MEASURE PROJECTS  
PROJECT MANAGER STATUS REPORT  
SEPTEMBER 2018**

# PROJECT MONTHLY STATUS REPORT

**Project:** Yamhill Carlton School District 2016 Bond Measure Projects, *District Wide Report*

**Completion Date:** Preliminary: CTE September 27, 2018

## 1. Construction Status

### Yamhill Carlton High School and Intermediate School Sites

- Underground Utilities and Site Grading
  - The municipal on site water line was completed on June 15, 2018.
  - PBS Engineering completed the legal description and easement language and MMC has turned that information to the District for follow up with their land use attorney. Easement is currently being coordinated by the COY and District legal.
  - A water flow test of the new municipal water line was completed on September 5<sup>th</sup> and again on September 6, 2018. Although field results showed some improvement to the GPM and water pressure at the new hydrant at Camelia, the outcome was not what was expected. It is anticipated that there is a restriction (closed valves or damaged pipe) somewhere within City's water system between Pike Street and the hydrant on Camelia. The City and the Fire Department are currently in the process of testing each of their hydrants to isolate the issue. MMC will keep the District closely apprised as to the finding and official results of tests once the information is received. 10-3-18 Results of any COY testing and trouble shooting of the water system have been unreported. MMC and Turner have diagnosed, flushed and tested the on-site water system and the system appears to be operating as designed. However, the required water flow (1500 GPM) and pressure continue to be unavailable at the hydrants.
  - As of October 1, 2018 legal representatives from the Fire District, COY and the School District are coordinating to develop a plan and an agreement to allow Temporary Occupancy of the new dome facilities. Charan Cline will provide additional information.
  - All underground utilities have been completed at this time.
  - Final site preparation and paving has been ongoing through September and about 90% complete as of this date. Schedules for final paving, including the work on Larch will be has been updated from an original completion date of September 27, 2018 to October 15, 2018. The paving schedule was changed due to discovery issues (soft soil conditions have been found on Larch requiring remediation).
  - MMC continues working with the District on design of the new fuel oil tank. Civil design was completed, and permit review is underway. The work is currently scheduled and coordinated by JC Hansen. Design and Material Submittals were submitted by CJ Hansen and are currently under review by OHPD. Turner is currently scheduled to begin constructing the slab on October 15, 2018.
  - Mr. Pfiefer and a team of Community Members generously donated their time and materials to develop the final grading and plant grass seed in many of the completed softscape areas on site. Grass has already begun to germinate and is looking great.
  - The City's municipal water line was completed on June 18, 2018. The COY is currently closing out its final documentation with a \$200k credit anticipated. As of September 30, 2018 the City has refunded approximately \$150k. The remaining credit is expected once the COY completes their final project accounting.
- CTE Dome Construction
  - Turner is in the final stages of completion.
  - Punch Lists have been compiled and Turner is currently working through corrections.
  - A draft of the Certificate of Substantial Completion dated for September 27, 2018 is currently being developed.
  - MMC and the District continue working on FF&E with most items on site and several on back order and expected by the last week in October.
  - All large machinery was moved in to the building on September 19, 2018 and is ready for operation.
  - Trevor and his students have worked hard over the last several weeks moving small equipment and supplies and constructing work tables and benches in preparation for Temporary Occupancy.

- **Gymnasium Dome Construction**
  - Interior work continued through September with interior framing, rough-in of utilities and drywall being completed.
  - Turner will continue interior work through October.
  - *July 2018, 2018-Based on current budget and approval of GMP #8 in June 2018 by the Board the gym interior is currently under construction and authorization has been provided to continue interior improvements to the extent necessary to obtain functional occupancy. GMP #8 provides for interior wall framing, final rough in of utilities, installation of mechanical systems and lighting, purchase of the playing court, public restrooms rough in and weight room up to but not including final finishes. The locker rooms, concessions and training rooms will be shelled for a future TI effort.*
- **Agricultural Building**
  - MMC continues to work with the District on planning of the proposed Agricultural Building. Revised buildings plans were delivered to Yamhill County on July 16, 2018 for plan review.
  - Brightside Electric completed electrical design and submitted the design to the County.
  - Foundation and concrete drawings were completed and submitted to the County.
  - Turner Construction is in the process of removing materials and equipment from the site.
  - Construction of the concrete slab is currently scheduled to start over the next week or two.
- **Yamhill Carlton Elementary School**
  - There continues to be a problem with the new cooler and freezer around some of the interior door and floor seals. MMC continues to work with the District and NW Mechanical to isolate the problem and make corrections.

## **2. Schedule Status**

- Site work is scheduled to be completed by October 15, 2018
- Based on current estimates and decisions by the Board regarding construction of the gymnasium dome interior the schedule for completion is currently set for the end of November 2018 pending funding and approval of forthcoming GMP #9.

## **3. Currently Underway**

- Completion of Punch Lists at the CTE Facility
- Owner Training of the CTE
- High School Exterior Upgrades.
- Working to complete as much as funding will allow at the new Gym facility.
- Continued FF&E coordination and procurements.



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

Thursday, October 11th, 2018

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**

*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 September 13th, 2018 (Pg 1)**
  - b. Special Executive Session of September 25<sup>th</sup>, 2018 (Pg 5)**
- 2. HR Report (Pg 6)**
- 3. Donations (Pg 7)**

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

- I. YCES – Laruen Berg (Pg 8)**
- II. YCIS – Chad Tollefson (Pg 9)**
- III. YCHS – Cindy Schubert (Pg 11)**
- IV. Financial Report and List of Bills for September (Action Item) (Provided at Meeting)**
- V. District Facilities- Brian King (Verbal Report)**
- VI. Superintendent's Report- Charan Cline (Pg 15)**

**VII. New Business:**

- I. MMC Contract Discussion (Possible Action Item) (Pg 17)**
- II. Food Service RFP – Sysco (Action Item) (Pg 23)**
- III. Resolution 2019-02 YCHS Account Signer (Action Item) (Pg 24)**
- IV. Board Listening Session Discussion**

**VIII. Board of Directors Comments**

**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.

**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 NO.1**

**BOARD OF DIRECTORS**

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

Thursday, September 13<sup>th</sup>, 2018

Work Session – 6:30 PM

**MINUTES**

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb, S. FitzGerald and Ken Watson.

DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, Board Secretary Michelle Rettke, YCHS Assistant Principal Matt Wiles, YCHS Principal Greg Neuman, YCIS Principal/Special Ed Director John Horne, YCIS Associate Principal Chad Tollefson, and YCES Principal Lauren Berg, Facilities Manager Brian King

Also Present: P. Manson, G. Manson, R. Losili, M. Marino, R. Gelbrich, G. Dromgoole, B. King, K. Cope and E. Chadwick

Call to Order Work Session - 6:30pm by Jami Egland

- I. Sub Committee Reports
  - a. Facilities and Transportation
    - i. Facilities Committee Report (Jack Bibb) – another load of scrap metal to be hauled off, work day for landscaping this Saturday (Weather permitting), re-wax floors at YCES and pads on chairs, heating tanks (Temp at Yamhill campus) till new tank gets set.
    - ii. Bond Project Manager Report (M. Marino) - starting to wrap up projects. CTE should be ready to occupy in next month, old gym being painted now, some deferred maintenance happening at YCHS (replacing rotted window trim)
  - b. Negotiations – nothing to report
  - c. Board Policy – meeting in October
  - d. Curriculum – First meeting on year on September 20th
  - e. Activities – meet after fall sports
  - f. Finance - Meeting later in September
  - g. Communications – nothing to report
  - h. Safety & Security - first meeting later this month

With no further discussion, the meeting adjourned 6:47 pm.

Minutes by: Michelle Rettke, Board Secretary

**YAMHILL CARLTON SCHOOL DISTRICT NO.1**

**BOARD OF DIRECTORS**

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

Thursday, September 13, 2018

Regular Session – 7:00 PM

**MINUTES**

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb, Susan FitzGerald and Ken Watson.

DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, Board Secretary Michelle Rettke, YCHS Assistant Principal Matt Wiles, YCHS Principal Greg Neuman, YCIS Principal/Special Ed Director John Horne, YCIS Associate Principal Chad Tollefson, YCES Principal Lauren Berg and Facilities Manager Brian King.

Also Present: P. Manson, G. Manson, G. Dromgoole, M. Lawson, M. Marino, R. Losili, R. Gelbrich, J. Collins, B. Tuning, N. Lawson, C. Pack, K. Cope, C. Tuning & E. Chadwick

**Flag Salute**

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

**Public Comment**

FFA – Formally invite to Dinner and Auction on September 22<sup>nd</sup>, 5:00 Silent Auction, Dinner at 7pm Funds all events, \$100 per table, \$15 per person. Auction includes items made by students

**III. Review of Agenda**

*S. FitzGerald motioned to amend Executive Session per ORS 192.660(2)(e) Real Property Transactions to be with possible action in open session. J. Bibb seconded. All in favor, motion carried.*

**IV. Regular Session – Consent Agenda**

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

**V. Announcements and Report**

**I. YCES – Lauren Berg**

- a. Communication and connections – lots of face to face meeting. Appreciate having Susan and Tim at first day of school. Positive energy to start year. PTO had 30 people attend (excited to have new families involved) Open house the 20<sup>th</sup>. RTI systems building – DIEBLS assessment for ELA and Reading are happening this week. Meeting next week to discuss Data and set goals. Developing resources to look at Math Data and find good system for Math assessment. PAX Good Behavior Game work training is coming to do Classified

staff training on PAX. Kindergarten Class size at 22, 3<sup>rd</sup> grades classes are large at 32 and 33. 334 at YCES this year.

II. YCIS – Chad Tollefson

- a. Off to great start. Staff focus on building relationship and setting clear expectations. Positive atmosphere to start year. Brian and crew doing a great job of keeping building clean despite all the dust that construction has generated. New bus drop off zone, working well, much better location. Open house on Sept 18<sup>th</sup>. Up about 25 students from last year. Currently at 330, 2 new start tomorrow and 1 on Monday.

III. YCHS – Charan Cline/Matt Wiles

- a. Great start to school year. Has gone as smoothly as possible. Some class load balancing the first week. Back to School Night Sept 19<sup>th</sup>, Professional development to worked on Proficiency grading. Athletics – move to 3A has been very beneficial to sports programs. Vibe and energy is a lot different this year defiantly more competitive. Enrolment is at 280

IV. Financial Report and List of Bills for August 2018

- a. Separate packet – posted to website. On track for 1 Million ending fund balance for 2017/2018. Have a more accurate forecast in October. Finished first payroll. Bond Summary – shows encumbered to date. 17 million paid to date. 3.3 still to spend (has been encumbered)

*K. Watson motioned to accept the Financial Report and List of Bills for August 2018 as presented. T. Pfeiffer seconded. All in favor, motion carried.*

II. District Facilities – Brian King

- i. Cafeteria boiler has had final inspection and is ready to run, temporary fuel tanks being installed to provide heat until we can get final tank installed, summer irrigation has improved fields, had to do some minor repair to irrigation system. Have some annual inspections coming up (backflow and Fire System). A Little shorthanded right now, custodian out on leave.

III. Superintendent's Report – Charan Cline

- i. Thanks to local church leaders organized service day, 75 people came and helped. Doing double duty as Principal/Superintendent duties. Fun to be back in the building and working day to day with staff and students. Spirit of kids is high. Teachers have high moral, pulling together. OIT came yesterday and YC is working to create better alignment with OIT (have campus in Wilsonville now). Interviewing principal candidates, 27 people applied, interviewed 5, meeting tomorrow at 7am for final discussions. Have called references. One year positions with big search in Spring. Lots of site logistics going on, got most of internal pathways down before school started. Final push on CTE Dome reading by 25<sup>th</sup> or 27<sup>th</sup>. Couple of community meetings will be taking place. Ribbon cutting will be October 4<sup>th</sup>, will be inviting local labor to come, also time for community to tour thru.

VI. New Business

I. YCIS Account Signers



*J. Bibb motioned to accept Resolution 2019-01 – YCIS Account Signers as presented. S. FitzGerald seconded. All in favor, motion carried.*

II. Certified Contract Amendment

*S. FitzGerald motioned to accept the revised Contract Amendment as presented. T. Pfeiffer seconded. All in favor, motion carried.*

III. Confidential/Supervisory Salary Schedule

*J. Bibb moves to accept the Confidential/Supervisory Salary Schedule as presented. T. Pfeiffer seconded. All in favor, motioned carried.*

**VII. Board of Directors Comments**

J. Bibb – “Domes are going to be nicest in county” – long road to get here. Good investment in district

J. Egland – thanks to everyone for great first week of school

C. Cline – thanks to T. Pfeiffer for work on building greenhouse and landscaping, lucky to have him on the board

S. FitzGerald – have a great year – off to great start

K. Watson – great that we have so many public servants in our school community. People are “in this work because they are about furthering people and the community.”

*At 7:49 S. FitzGerald motion that we move into go into Executive Session per ORS 192.660 (2)(e) Real Property Transactions with possible action in open Session. T. Pfeiffer seconded. All in favor, motion carried.*

**VIII. Executive Session per ORS 192.660(2)(e) Real Property Transactions with possible action in Open Session**

*At 8:26pm T. Pfeiffer motioned that the Board return to Open Session. S. FitzGerald seconded. All in favor, motion carried.*

No action was taken in open session.

With no further discussion the meeting was adjourned at 8:26pm

Minutes by: Michelle Rettke, Board Secretary

**YAMHILL CARLTON SCHOOL DISTRICT NO. 1**

**BOARD OF DIRECTORS**

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

Tuesday, September 25<sup>th</sup>, 2018

Special Session- 6:00 p.m.

**MINUTES**

Board Members: Jami Egland, Tim Pfeiffer, Susan FitzGerald, Jack Bibb and Ken Watson.

Also Present: DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, and Board Secretary Michelle Rettke

Also Present: None others

**I. Flag Salute**

II. Call to Order by Chair Jami Egland at 6:02pm

III. Executive Session per ORS 192.660(2)(e) Real Property Transaction with no open action in open session.

*At 6:03pm S. FitzGerald moved that the board go into Executive Session per ORS 192.660(2)(e) Real Property Transaction with possible action in open session. J. Bibb seconded. All in favor, motion carried.*

*At 6:52pm S. FitzGerald moved that the board return to open session. J. Bibb seconded. All in favor, motion carried.*

*J. Bibb motioned to surplus property Parcel # R3422CC00200 with intent to sale to government entity or nonprofit. S. FitzGerald seconded. All in favor. Motion carried.*

*S. FitzGerald motioned to give Superintendent Cline the authority to move forward with listing Parcel # R3422CC00200 with real estate agent and negotiate price with stipulation of shared parking*

With no further discussion the meeting was adjourned 6:59pm

Minutes by: Michelle Rettke, Board Secretary

Yamhill Carlton School District  
Human Resources  
Board Report  
October 2018



**New Hires**

Cindy Schubert (YCHS Interim Principal)

Jeff Hornick (YCIS/YCHS Band/Orchestra Teacher)

Kenneth Dye ( 2 hr Day YCIS /YCHS Enrichment Program IA)

Emily Brattain (YCES Life Skills IA)

Marci Hedin ( YCES Life Skills IA)

## **Donations**

### **YCSD**

|   |        |                       |
|---|--------|-----------------------|
| Confederated Tribes of Siletz Indians   | \$2000 | Wrestling Program     |
| Associated General Contractors of America   | \$1000 | Manufacturing Program |
| National Society of Daughters of American Revolution (\$500) – Veteran Legacy Class |        |                       |

### **YCHS**

|                           |            |                         |
|---------------------------|------------|-------------------------|
| Janice Lundy              | \$50.00    | Class '72 Scholarship   |
| YCTC Booster Club         | \$1,500.00 | Girls Basketball (Camp) |
| William & Melinda Coleman | \$25.00    | Football Fund           |
| Stanley Smith             | \$50.00    | Rocketry Fund           |
| Jim & Susie Amerson       | \$100.00   | Football Fund           |
| Jim & Susie Amerson       | \$100.00   | Girls Soccer Fund       |
| John & Patricia McGhehey  | \$250.00   | Football Fund           |
| Rodney Buxton Jr.         | \$100.00   | YCHS Athletic Fund      |
| Tim & Maryalice Pfeiffer  | \$250.00   | Football Fund           |
| Lacinda & Gurn Kelly      | \$20.00    | Volleyball Fund         |
| Mark & Mary Achziger      | \$25.00    | Volleyball Fund         |
| Murray & Karly Paolo      | \$70.00    | Football Fund           |
| Victor Achziger           | \$66.75    | Volleyball Fund         |
| Susan Myers               | \$22.00    | Volleyball Fund         |
| Edwin & Gigi Annis        | \$42.00    | Volleyball Fund         |
| Zoetis                    | \$141.00   | FFA Fund                |
| Bruce & Mindy Parker      | \$100.00   | Volleyball Fund         |
| Debbie Kripas             | \$20.00    | Volleyball Fund         |

# ***Yamhill Carlton Elementary School***

## ***Principal Report - October 2018***

October is an exciting month at YCES. One of our most important annual events is next week – the YCPTO Walk-A-Thon. This event provides fun and pride to staff, students, and parents alike. This year’s theme is, “Tiger Run.” This was a great opportunity to embrace our mascot change and give all students and staff some new Tiger gear for spirit days! YCPTO parents and other volunteers worked tirelessly to both fundraise for our school, as well as organize and put-on the fun event for students. We are very grateful for the support that YCES has each year!

### **Communication**

With the help of Kristin Pond, one of our fantastic secretaries, YCES is working hard to share all of the good things that we have going on in the school through our #YCAchieves campaign. Our website, Facebook page, and monthly newsletters are being used to share lots of details about what’s happening in our classrooms. Our hope is to reach people frequently and with positive information.

### **RTI Process and Academics**

We are in year two of the Oregon RTI Project. This year will allow us to build up our Intervention Process. Our ORTI Coach will be working to help us analyze and train for use of intervention curriculum materials, as well as structuring and putting an effective intervention process in place. We still have a designated 30 minute intervention slot at every grade-level, every day that will allow for us to naturally fit this into our routine. We have utilized Title One funding to purchase Enhanced Core Reading Instruction (ECRI) Intervention materials for our K-2 classrooms, and Benchmark Reading Build-Up and Vocabulary materials for our 3-4 classrooms.

Staff was trained and is beginning to use easyCBM for math support hits year. easyCBM comes from the University of Oregon. This online platform will allow for teachers to regularly assess students with Common Core Benchmark assessments three times a year, as well as progress monitor in specific standards-based measures throughout the year. This data source will drive our monthly discussions around math instructional practices and interventions.

### **Upcoming Events:**

Oct. 16<sup>th</sup> – Picture Day  
Oct. 19<sup>th</sup> – Walk-A-Thon Day  
Nov. 12<sup>th</sup> – No School, Veteran’s Day  
Nov. 15<sup>th</sup> – 3<sup>rd</sup> Grade STAGE Performance, Patriotic  
Nov. 19<sup>th</sup> & 20<sup>th</sup> – Parent-Teacher Conferences

# YCIS October Board Report

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At YCIS the school year is starting to settle into a rhythm. It was a busy and exciting month and the YCIS team worked very hard to get the year off to a smooth start. Our Back to School Night was well attended and the overall response and feedback from parents was very positive.

## **Procedures:**

Teaching procedures to students is always the focus at the start of the school year, and our staff has done an excellent job. Homeroom classes learned how to orderly evacuate the building and then practiced evacuating. That led to a successful first fire drill. In future drills we will work on the speed at which we safely evacuate. Our office team is doing a fantastic job learning the many systems we use in the school. They have also been working on streamlining some of the office processes to increase efficiency. Our school is utilizing grade level team leaders once again this year. The team meets bi-monthly with their grade levels, and serve in a leadership role amongst their team and building at large. In addition, team leaders meet monthly with the principal and dean of students as a leadership group. This group plays an integral role in moving initiatives forward in the building. Our PTO is up and running this year, with a focus on collaboration between parents and teachers for student and school improvement and success. The first meeting was on October 9<sup>th</sup>. Please contact the office if you are interested in joining the PTO, and of course we welcome all to attend YCIS PTO meetings.

## **Academic Achievement:**

YCIS students continued to perform well last year, showing above average student learning growth in both ELA and Math. ELA continues to be a strength in the building. This year we are focusing on our school climate, student engagement, and growth mindset in an effort to increase student achievement. We have started the year by utilizing clear and consistent classroom expectations, and teachers have completed their first round of peer led instructional rounds focusing on student engagement. Peer led instructional rounds are an important part of teacher professional development, and also serve as a data collection tool that helps drive the direction of teacher professional development. Growth mindset is also a focus for us this year. As a district we are participating in a book study, and utilizing growth mindset lessons, strategies, and language within classrooms. It is exciting to see teachers discuss and implement this into their classrooms, and it is sure to have a positive impact on our climate and academic achievement.

## **RTI:**

Our RTI process is expanding this year in several ways. In addition to utilizing a reading screener for fifth and sixth graders, we will be using EasyCBM to screen our seventh and eighth graders in reading. EasyCBM will also be used to screen all students, and to monitor their progress in mathematics. This will provide much needed data in mathematics that will help inform instruction. We are also getting training to implement a social/emotional screener that will provide valuable information about lagging skills within a class, and resources to use to teach students those skills. Last year our focus as a part of ORTLi was on strengthening our core instruction. This year our focus is on interventions for students not showing success with solid core instruction. Members from the implementation team attended a training and will be bringing the information to staff this month.

## **Athletics:**

Our volleyball, football, and soccer teams are over half-way through their seasons. Volleyball's last two home games are on October 15<sup>th</sup> and October 24<sup>th</sup>. Football also has two more home games at the end of the month, on October 24<sup>th</sup> and 31<sup>st</sup>. Fall soccer has two more Saturday home games, one on October 20<sup>th</sup> and one on October 28<sup>th</sup>. YCIS students are having fun participating in these fall sports. Come on out and cheer them on at one of their last home games of the season!

**Upcoming Events:**

## October

|    |                                     |
|----|-------------------------------------|
| 12 | State-wide In-service – No students |
| 17 | Fall Music Concert – 7:00-8:30pm    |
| 24 | Picture retakes                     |

## November

|       |                            |
|-------|----------------------------|
| 12    | Veterans' Day – No School  |
| 19/20 | Parent Teacher Conferences |
| 21-23 | Thanksgiving Break         |

|                   | <b><u>Current Enrollment:</u></b> | <b><u>Attendance Data:</u></b> |
|-------------------|-----------------------------------|--------------------------------|
| 5 <sup>th</sup> : | 82                                | 94.90%                         |
| 6 <sup>th</sup> : | 79                                | 95.55%                         |
| 7 <sup>th</sup> : | 94                                | 91.22%                         |
| 8 <sup>th</sup> : | 77                                | 94.76%                         |
| <b>Total:</b>     | <b>332</b>                        | <b>93.99%</b>                  |

**Yamhill Carlton School District School Board Report  
October 2018 Board Meeting  
Yamhill Carlton High School**

**Upcoming Events**

**October 12: No school (State in-service)**

**October 17: Senior Project Dessert**

**October 17: Fall Concert**

**October 27: ACT**

**November 3: SAT**

**November 7: ASVAD**

**Donations**

|                           |             |                         |
|---------------------------|-------------|-------------------------|
| Janice Lundy              | \$ 50.00    | Class '72 Scholarship   |
| YCTC Booster Club         | \$ 1,500.00 | Girls Basketball (Camp) |
| William & Melinda Coleman | \$ 25.00    | Football Fund           |
| Stanley Smith             | \$ 50.00    | Rocketry Fund           |
| Jim & Susie Amerson       | \$ 100.00   | Football Fund           |
| Jim & Susie Amerson       | \$ 100.00   | Girls Soccer Fund       |
| John & Patricia McGhehey  | \$ 250.00   | Football Fund           |
| Rodney Buxton Jr.         | \$ 100.00   | YCHS Athletic Fund      |
| Tim & Maryalice Pfeiffer  | \$ 250.00   | Football Fund           |
| Lacinda & Gurn Kelly      | \$ 20.00    | Volleyball Fund         |
| Mark & Mary Achziger      | \$ 25.00    | Volleyball Fund         |
| Murray & Karly Paolo      | \$ 70.00    | Football Fund           |
| Victor Achziger           | \$ 66.75    | Volleyball Fund         |
| Susan Myers               | \$ 22.00    | Volleyball Fund         |
| Edwin & Gigi Annis        | \$ 42.00    | Volleyball Fund         |
| Zoetis                    | \$ 141.00   | FFA Fund                |
| Bruce & Mindy Parker      | \$ 100.00   | Volleyball Fund         |
| Debbie Kripas             | \$ 20.00    | Volleyball Fund         |



## **FFA**

FFA members had a great time at the Lower Willamette District leadership Conference. FFA members worked with the FFA state officers and professional leadership trainers. The training was held in Dallas, OR.

The Yamhill-Carlton FFA would like to thank the YC FFA alumni, our local community and business for all their donations and support at the Yamhill-Carlton FFA Alumni Dinner and Auction!

Tiger Vines Vineyard will be harvesting this Thursday October 4th.

District soils is next Tuesday in Independence, OR.

Our first FFA meeting on the year will be October 22nd at 6:30 PM in the Ag room.

## **ASPIRE**

- ASPIRE Mentor **Jo Weinstein** donated a microwave, Keurig coffee maker and student snacks to the ASPIRE office.
- We've started the school year with nine ASPIRE Mentors. Returning mentors are Robin Culver, Carol Foley, Dede Small, Jo Weinstein and Thuy Williams. New to us are mentors Tara Bloom, Shawna Lapp, Emily Severson, and Linda Cline.
- 121 hours were volunteered by ASPIRE Mentors in September 2018:
  - Tara Bloom, 4
  - Linda Cline, 7
  - Robin Culver, 4
  - Carol Foley, 16
  - Shawna Lapp, 1
  - Dede Small, 0
  - Emily Severson, 6
  - Jo Weinstein, 8
  - Thuy Williams, 3

Coordinator Janet Herring-Sherman volunteered 75 hours in addition to 60 paid hours during September.

- To date, 59 students have signed up to work with an ASPIRE Mentor to receive college- and career-readiness coaching. Of these, 41 are seniors and 18 are juniors, and 76 percent of the students have been paired with a mentor.

- Currently, the Mentors' focus is getting students to complete their Free Application for Free Student Aid (FAFSA). To this end, we are holding a FAFSA Help Night in the YC Library the evening of Oct. 8. Seniors and their parents are being encouraged to attend.
- The Oregon Promise Grant (a state grant that helps to cover tuition costs at any Oregon community college for recent high school graduates and GED® test graduates) will be offered again this year; though financial need requirements have yet to be announced.

### **Principal's Report**

As this is my first school board report and first month of school, I would like to report that I am extremely thankful for the support I have received from Superintendent Cline, Matt Wiles, the classified staff, teachers, and students.

We appreciate the maintenance work that has been occurring--the painting of the gym, painting/repair to our main building, new landscaping, paved walkways, etc. We are especially looking forward to occupying The Science/CTE Dome sometime soon. Once that occurs we have moves to accomplish inside the school as well. I am impressed with the resiliency, creativity, and can-do attitude of the staff as we wait to move forward.

Club Rush was held the middle of September and our students and staff rolled out over 20 clubs. We will be using Advisory time once a week for clubs. This allows students to be involved in clubs during the day rather than having to stay after school.

We had a great Homecoming Week with activities happening daily and the week culminating with a Homecoming Dance on Saturday night.

Trevor DaSilva and his students have been working diligently on their tiny house and took it to the convention center for a showing on December 6-7.

Our PLC's are underway with a different focus each Wednesday.

- Week 1: Opportunity to review data points for the previous month and strategize plan to address.
- Week 2: Teacher Collaboration time which gives teachers an opportunity to work with other teachers or give extra focus to a project/curriculum they are working on.

- Week 3: Academic Conversations and Building Leadership Teams. We are currently reading The Growth Mindset Playbook, by Annie Brock and Heather Hundley.
- Week 4: The fourth week is for Instructional PLC Groups and our teachers have divided into three instructional PLC Groups.
- Week 5: Vertical Teaming with the Intermediate School.

### **Attendance**

| <b>September</b> |                        |
|------------------|------------------------|
| <b>Grade</b>     | <b>Percent Present</b> |
| <b>9</b>         | 96.04                  |
| <b>10</b>        | 96.69                  |
| <b>11</b>        | 95.87                  |
| <b>12</b>        | 96.82                  |
|                  |                        |
| <b>Total</b>     | 96.36                  |
|                  |                        |
| <b>YTD</b>       | 96.36                  |

# YC Superintendent's Report 10/11/18

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**New High School Principal** – While I enjoyed my short time as the high school principal, I am glad that we have been able to bring Cindy Schubert on board in an interim role. Cindy is an experienced high school administrator who has worked at a number of school districts: Hood River, Lake Oswego, and Sherwood. We welcome her to the YC family and look forward to her contributions that will continue to grow our work with students.

**School Bond** – As has been true for most of the last two years, my time this month was dominated by work around the school bond projects. By the time of the school board meeting, we should have achieved occupancy in the new building. We held a Carlton Business Association Business after Hours event in the dome. The ribbon cutting was held on October 4<sup>th</sup>. We continue to work to get the last second items completed on the punch list in the Science /CTE Building. Furniture deliveries have begun to arrive, but significant amounts of items are on back order. We will move old tables into the new building until we can replace them with the new items.

Paving on Larch Street has become more extensive than originally planned. Kerr construction encountered a great deal of soft soil that had to be removed and replaced with rock. The new timeline for completion of the street and parking area is now October 15<sup>th</sup>. The rest of the campus pathways will be completed at the same time.

Progress is being made on the new gym. The outside shell, including paint, sheet metal, doors, windows, concrete work and the back staircase should be completed by the end of October.

The high school window surrounds are being repaired and painted. If you have not looked at the work, it really cleaned the place up.

**Landscaping** – A big thank you to Tim and Maryalice Pfeiffer for donating the seed, fertilizer, straw, and equipment to plan the new lawns at the high school. Two Saturday workdays were held to get the landscape areas planted.

**Title Applications** – The annual Federal application for Title 1 and Title 2 funds have been completed. Title 1 was approved and Title 2 is pending review.

**Instructional Rounds** – The administrative team has begun its Instructional Rounds process. Instructional rounds support our principals in their efforts to improve the instruction in their school. Our first visit was at YCES. This year we have invited each building's instructional coach join us in the process. The coaches will do peer observations and make general recommendations for professional development for all staff members.

**Energy Trust of Oregon-** Representatives of the Energy Trust of Oregon walked through the Intermediate School. They are going to recommend some projects that will save us money and research what incentives exist to help the school district put them into place.

**Communications** – Our new communications specialist, Shaunna Kaufmann, has begun to implement the district communications plan. Staff members have quickly discovered her capability and are inundating her with project to an extent that we had to build a process for commissioning work. I highly appreciate her efforts thus far.

## CONTRACT MODIFICATION REQUEST

December 15, 2017

Yamhill Carlton School District  
120 N. Larch Place\  
Yamhill, OR 97148  
Attn: Charan Cline

Dear Charan,

As you are aware through the cost saving measures the District Board approved an alternative building design for the domes and approved the cost associated with the procurement of a structural engineering firm to institute and manage the revised design.


To facilitate the design changes M. Marino Consulting procured ES2 Engineering and entered in to a contract with them on November 9, 2017 in the amount of \$40,000.00 for design services and an estimated \$7,000.00 in expenses for travel.

At this time we are requesting a modification to our original contract in an amount not to exceed \$47,000.00. This cost is a flat rate for ES2's services with no additional markups or fees as provided by our contract.

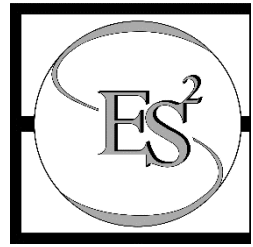
Please let me know if you have any questions or concerns.

Michael Marino

MMC Inc

Approval by:   
Mr. Charan Cline, Superintendent

Date 12/21/2017



## PROFESSIONAL SERVICES AGREEMENT

Yamhill Carlton School District., (CLIENT), hereby authorizes E&D Company, LLC (d.b.a. Engineering System Solutions, ES<sup>2</sup>), (ENGINEER) to provide the services set forth below. All services herein are subject to the terms and conditions as set forth below and on the following pages.

### 1. CLIENT INFORMATION:

*Client:* Yamhill Carlton School District  
*Representative:* Charan Cline  
*Address:* 120 N Larch Pl, Yamhill, OR  
*Phone:* 503-852-6980  
*Mobile:* 971-241-8391  
*Email:* clinec@ycschools.org

### 2. PROJECT INFORMATION:

*Project Name:* Yamhill Carlton School Domes  
*Location:* Yamhill, OR

### 3. DESCRIPTION OF SERVICES:

Two Dome structures will be constructed for the Yamhill School District. The Gymnasium building will be an approximately 157 ft diameter dome and 145 ft diameter for the CTE building:

- 3.1. Prepare structural calculation package for design of domes, walls, foundations, and structural framing. The existing 100% CD set for the Gym and CTE along with the most current geotechnical report will be used as the basis for the new design.
- 3.2. Generate CAD drawings of the structural systems. Complete structural drawings are included that will suitably replace the as-designed structural in the 100% CD bid set. Items such as the slab on grade and anchor bolt details that were missing from the CD set will be included in the design.
- 3.3. Generate a construction set of documents for submittal to CLIENT for bidding purposes and the building department as required.
- 3.4. Provide Oregon PE stamped and signed documents. A PDF copy of the structural construction documents will be emailed to CLIENT.
- 3.5. Coordinate design with other disciplines based upon the 100% CD drawings.
- 3.6. Provide structural related specifications. Specifications will be based upon existing 100% CD documents. Updates and revisions to existing specifications will be made as required.
- 3.7. Provide response letter and advice on revisions to the drawings and/or calculations as necessary due to the building department review comments. Revisions to the drawings resulting from other comments or revisions will be handled as additional service.
- 3.8. During the design phase, rework or redesign as a direct result of changes or omissions by the CLIENT shall be considered as services not expressly set forth herein, but may be provided per the rate schedule in the attached Terms and Conditions or per a separate written agreement.
- 3.9. Construction administration services will begin once a contract has been awarded and construction has begun. Construction administration items include:
  - 3.9.1. Provide a maximum of 24 hrs of contract administration services throughout the duration of construction, including responses to requests for information, field fixes, etc.
  - 3.9.2. Submittals and shop drawings shall be submitted to ENGINEER for review and approval.
  - 3.9.3. Request for information (RFIs) shall be submitted to ENGINEER for review and comment.

#### 4. EXCLUSIONS AND CLARIFICATIONS:

- 4.1. We anticipate that we will be provided with all pertinent design information including, but not limited to: soils report, and architectural backgrounds in dwg format. Design cannot be finalized until after these items are received.
- 4.2. Scope does not include site visits. Site visits will be performed as requested by CLIENT and will be billed as \$800 per day travel and \$1,200 per day at the site. All travel expenses are reimbursable by CLIENT on a cost+10% basis.
- 4.3. The following are additional services and not included in this scope of work:
  - 4.3.1. Engineering concerning items not identified on the bid specifications or drawings, such as existing utilities, foundations, ground water, unknown soil conditions and any other items not identified in the bid specifications.
  - 4.3.2. 3-D renderings.
  - 4.3.3. Construction cost estimates.
  - 4.3.4. Shop drawings
  - 4.3.5. Inspections.
  - 4.3.6. Printing drawings

#### 5. CONSULTANT'S FEE: \$40,000, Forty Thousand USD

**PAYMENT TERMS:** 25% down payment upon execution of the agreement. Remaining balance invoiced monthly for services rendered, net 45 days.

Thank you for the opportunity to propose our engineering services on this project. We look forward to working with you. Please indicate your acceptance of this proposal and the attached terms and conditions by signing below and returning a copy.

Please call me if you have any questions or concerns regarding this proposal.

Respectfully,  
**ENGINEERING SYSTEM SOLUTIONS, ES<sup>2</sup>**



Jason South, PE  
Principal  
Enc. *Terms and Conditions*

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The Professional Services Agreement herein, is effective between the CLIENT E&D Company, LLC (d.b.a. Engineering System Solutions, ES<sup>2</sup>) as of the last date appearing below.

  
\_\_\_\_\_  
CLIENT REPRESENTATIVE (*Signature*)

Yamhill Carlton SD 2016 Bond Projects  
\_\_\_\_\_  
CLIENT PROJECT #:

Owner Representative  
\_\_\_\_\_  
(*Title*)

11/9/17  
\_\_\_\_\_  
(*Date*)

\_\_\_\_\_  
CLIENT PO:



## **TERMS AND CONDITIONS**

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### **ARTICLE 1 - PERFORMANCE**

E&D Company, LLC (d.b.a. Engineering System Solutions, ES<sup>2</sup>), afterward referred to as ENGINEER, and its employees will provide engineering services exercising a standard of professional care and completeness normally exercised under similar circumstances by reputable engineers in this or similar localities. No warranties expressed or implied are made with respect to ENGINEER's performance, unless agreed in writing. ENGINEER is not responsible for actions or omissions of the CLIENT, or of third parties under ENGINEER's direct control. ENGINEER may rely upon information supplied by the CLIENT, or upon contractors or other consultants involved, or upon information available from generally accepted reputable sources, without independent verification. ENGINEER shall not have control over nor change of, and shall not be responsible for construction means, methods, techniques, sequences or procedure, or for safety precautions or for safety programs in connection with the project. ENGINEER shall not have control over or charge of acts or omissions of the contractor, subcontractors, or their agents or employees, or of any other non-ENGINEER persons providing services or performing work on the project. These Standard Terms and Conditions shall continue in full force and effect during, as well as after, the completion or termination of ENGINEER's employment.

### **ARTICLE 2 - DOCUMENTS**

All documents including Drawings and Specifications furnished by ENGINEER pursuant to this Agreement are instruments of ENGINEER'S services in respect of the Project. They are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other Project. Any reuse without specific written verification or adaptation by ENGINEER will be at OWNER'S sole risk and without liability or legal exposure to ENGINEER, and OWNER shall indemnify and hold harmless ENGINEER from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

### **ARTICLE 3 – OPINION OF PROBABLE COST**

Since ENGINEER has no control over the cost of labor, materials, equipment, or over Contractor(s)' methods of determining prices, or over competitive bidding or market conditions, any opinions of probable Project cost or construction costs provided for herein are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but ENGINEER cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by him.

### **ARTICLE 4– PROFESSIONAL SERVICES**

Unless the contract is a fixed fee, all services will be billed at the following hourly rates:

|                                       |          |
|---------------------------------------|----------|
| Principals .....                      | \$165.00 |
| Project Managers .....                | \$140.00 |
| Discipline Managers .....             | \$130.00 |
| Electrical/Automation Engineers ..... | \$125.00 |
| Mechanical Engineers.....             | \$125.00 |
| Civil / Structural .....              | \$115.00 |
| Designers .....                       | \$90.00  |
| CAD Technicians.....                  | \$80.00  |
| Office Admin .....                    | \$60.00  |

Additional services are services beyond those described herein and shall be billed as time and material at the current ENGINEER billing rates as of the date the services are rendered.

### **ARTICLE 5 - ADDITIONAL EXPENSES**

Expenses incurred by ENGINEER for additional copies of calculations, drawings and reports etc. beyond the scope of services described herein, will be billed at the following rates:

|                                 |               |
|---------------------------------|---------------|
| Calculations, Reports etc. .... | Cost plus 15% |
| Bond Drawings .....             | \$0.60 per SF |
| Mylar .....                     | \$1.25 per SF |

#### **ARTICLE 6 – BILLING**

The CLIENT engaging ENGINEER is responsible for payment of charge as described in the Consultant's Fee Section of this contract. Shipping costs incurred by ENGINEER to deliver the calculations, drawings and reports etc. are additional costs and will be included on the invoice. Payment in full is due upon receipt of the invoice. Invoices unpaid 30 days from the invoice date are considered past due and are subject to an interest surcharge at the rate of 1-1/2% per month.

#### **ARTICLE 7 – DISPUTE RESOLUTION**

All claims, disputes, and other matters in controversy between ENGINEER and CLIENT arising out of this Agreement shall be submitted to mediation before and as a condition precedent to other remedies provided by this Agreement. Mediation will be conducted in Idaho Falls, Idaho, each party bearing an equal share of the expense.

All claims, counter-claims, disputes and other matters not resolved by mediation that remain in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance therewith as provided below, will be specifically enforceable under the prevailing law of any court having jurisdiction.

Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

No arbitration arising out of, or relating to, this Agreement may include, by consolidation, joinder or in any other manner, any additional party not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to modification or appeal and judgment may be entered upon it in any court having jurisdiction thereof.

#### **ARTICLE 8 – SUCCESSORS AND ASSIGNS**

CLIENT and ENGINEER each bind himself and his partners, successors, executors, administrators, legal representatives, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, legal representatives, and assigns of such other party, in respect to all covenants and obligations of this Agreement. Except as above, neither CLIENT nor ENGINEER will assign, sublet, or transfer any interest in this Agreement without the written consent of the other. However, ENGINEER may employ others to assist him in carrying out his duties under this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than CLIENT and ENGINEER.

#### **ARTICLE 9 – INDEMNIFICATION**

CLIENT shall protect, defend, indemnify and hold harmless ENGINEER, its parent, subsidiary and affiliated companies, its successors and assigns, its insurers, and its subcontractors (jointly hereinafter called "ENGINEER'S Indemnified Parties"), from and against any and all claims, suits or demands, whether there be any basis in law or in fact for same, for injury to or death of any person which is asserted against ENGINEER'S Indemnified Parties or in which any of ENGINEER'S Indemnified Parties are named by any person, including employees of CLIENT or any third party including contractors at any tier, arising out of or in way connected with ENGINEER'S performance of services hereunder, without regard to whether any such claim, suit or demand shall arise in whole or in part from the negligent act or omission of ENGINEER (except for the sole negligence of ENGINEER), and whether sounding in agreement, tort, strict liability or other fault. CLIENT shall protect, defend, indemnify and hold ENGINEER'S Indemnified Parties harmless from and against any and all claims for loss of or damage to any property of CLIENT, or any third party including contractors at any tier and the Project CLIENT(s), which may in any manner arise from, arise out of or be connected with, directly or indirectly, ENGINEER'S performance of services hereunder, without regard to whether any such claim, suit or demand shall arise in whole or in part from any negligent act or omission of ENGINEER, and whether

sounding in tort, strict liability or other fault; excluding only the sole or intentional acts or gross negligence of ENGINEER. The indemnities stated herein for CLIENT shall not exceed ENGINEER'S limits of liability stated in Article 10.

ENGINEER shall protect, defend, indemnify and hold harmless CLIENT'S Insurers, Affiliates, and Partners (jointly hereinafter called "CLIENT'S Indemnified Parties"), from and against any and all claims, suits or demands, whether there be any basis in law or in fact for same, asserted against CLIENT'S Indemnified Parties or in which CLIENT'S Indemnified Parties are named, for injury to or death of employees of ENGINEER and its agents or subcontractors, arising out of or in way connected with ENGINEER'S performance of services hereunder, without regard to whether any such claim, suit or demand shall arise in whole or in part from the negligent act or omission of CLIENT (except for the sole negligence of CLIENT), and whether sounding in agreement, tort, strict liability or other fault. ENGINEER shall protect, defend, indemnify and hold CLIENT'S Indemnified Parties harmless from and against any and all claims for loss of or damage to any property of ENGINEER or its agents or subcontractors, which may in any manner arise from, arise out of or be connected with, directly or indirectly, ENGINEER'S performance of services hereunder. The indemnities stated herein shall not exceed ENGINEER'S limits of liability stated in Article 10.

#### **ARTICLE 10 – LIMITATION OF LIABILITY**

ENGINEER'S total aggregate liability to CLIENT, its shareholders, directors, officers, employees and agents, and any subcontractors of CLIENT at any tier, arising from ENGINEER'S negligence acts, or omissions, shall not exceed \$1,000,000 or five (5) times ENGINEER'S total fee for the services rendered on this Project, whichever is lesser. In no event shall ENGINEER be responsible for any consequential or incidental damages arising from any act or omission of ENGINEER under this Agreement, including without limitation lost production, loss of profit, increase in operating expense, interruption of construction schedule, increased construction cost, loss by customers or suppliers, loss of use of capital, borrowing expense or interest, or other loss, cost, or damage.

#### **ARTICLE 11 – COLLECTION COSTS**

In the event legal action is necessary to enforce the payment provisions of this Agreement, ENGINEER shall be entitled to collect from the CLIENT in addition to judgment and award of contract payments due, all attorney's fees, court costs, and expenses incurred by ENGINEER in connection with obtaining such judgment and, in addition, the reasonable value of ENGINEER's time and expenses spent in connection with such collection action computed at ENGINEER's time and expense rates.

#### **ARTICLE 12 – ABANDONMENT**

In the event all or any portion of the Project is suspended, abandoned, or terminated, the CLIENT shall pay ENGINEER for services rendered and for documents prepared, or partially prepared by ENGINEER on a time and expense basis, in accordance with the hourly rates contained herein, total amount not to exceed the maximum contract amount.

#### **ARTICLE 13 – MERIT OF CLAIM**

Prior to any direct or third-party claims against ENGINEER, the CLIENT shall first provide written certifications, executed by at least two independent engineers licensed and routinely providing engineering services in the project jurisdiction, who, after reviewing our contract specifying our scope of services, shall specify each and every violation of the standard of care expected by an engineer under similar circumstances. Such certifications shall be provided at least thirty days prior to the presentation of any claim or counterclaim.

#### **ARTICLE 14 – TIME TO BAR LEGAL ACTION**

The CLIENT and ENGINEER agree that claims from either party for breach of this agreement or for failure to perform in accordance with the standard of care shall not be initiated more than one (1) year from the date on which ENGINEER completes its services on the project.

#### **ARTICLE 15- FORCE MAJEURE**

Neither party shall hold the other responsible for damages or delays in performance caused by force majeure, acts of God, or other events beyond control of either party which could not have been reasonably foreseen or prevented. Such acts or events shall include unusual weather, floods, epidemics, war, riots, strikes, lockouts, protest demonstrations, unanticipated site conditions, and government instability. Any delay within the scope of this provision which cumulatively exceeds 120 days shall, at option of either party, make the Agreement subject to cancellation or renegotiation.

***Yamhill-Carlton School District***  
**Board Memo**

**Date:** 10/5/2018  
**To:** All Board Members  
**From:** Food Service  
**Subject:** Award OCNC Produce Request for Proposal #9617 Award

**Recommendation:** Award the OCNC Produce RFP #9617 for *Yamhill-Carlton School District* to SYSCO Portland for the 2018-19 school year and extend it according to the terms for an additional three school years.

The *Yamhill-Carlton School District* is a member of the Oregon Child Nutrition Coalition (OCNC). OCNC issued a Produce RFP #9617 for the 2017-2018 school year September 6, 2017 that was due on September 26, 2017. This is a sole vendor award. Two proposals were received. The successful proposer was Sysco, Portland.

Based on member usage and requests, 198 individual products were listed on the RFP and will become part of the OCNC Sysco buying list beginning September 29, 2017.

This RFP includes optional renewals for four additional school years with the change in the fixed fee delivery price for each product being at or below the Bureau of Labor Statistics CPI Inflation Calculator each March of the previous school year as identified in the RFP

Copies of the RFP and the response from SYSCO are posted on OCNC's web site at [www.ocnc.org](http://www.ocnc.org).

Approval motion: I recommend the District award the 2018-19 Produce RFP #9617 for *Yamhill-Carlton School District* to Sysco Portland. I also recommend the award be brought back to the School Board for each of the next three school years based on the increase in fixed delivery fee prices being at or below the Bureau of Labor Statistics CPI inflation Calculator in March of the previous school year as identified in the RFP for further approval.

Motion presented at October 11<sup>th</sup> Board Meeting.

Signed by Board Secretary Michelle Rettke \_\_\_\_\_



## Resolution 2019-02

### Authorization Change of Signature on YCHS Bank Accounts

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

Umpqua (Acct #-----6960) Remove Greg Neuman and add Cindy Schubert (YCHS Principal) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), Matt Wiles (Vice Principal/Athletic Director) and Susie Amerson (Secretary) will remain on account.

First Federal (Savings - Acct #----2685) Remove Greg Neuman and add Cindy Schubert (YCHS Principal) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), Matt Wiles (Vice Principal/Athletic Director) and Susie Amerson (Secretary) will remain on account.

First Federal (Scholarship - Acct #-----2657) Remove Greg Neuman and add Cindy Schubert (YCHS Principal) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), Matt Wiles (Vice Principal/Athletic Director) and Susie Amerson (Secretary) will remain on account.

First Federal (Investments - Acct #-----0850) Remove Greg Neuman and add Cindy Schubert (YCHS Principal) with the powers to Open any deposits or share accounts in the name of the association. Tami Zigler (Business Manager), Matt Wiles (Vice Principal/Athletic Director) and Susie Amerson (Secretary) will remain on account.

\_\_\_\_\_(Signature: Board Secretary), October 11<sup>th</sup>, 2018