



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

Thursday, December 13<sup>th</sup>, 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 Committee Meeting – TBD
2. Negotiations (S. FitzGerald, Ken Watson) – TBD – Likely February
3. Board Policy (Susan FitzGerald, K. Watson) – February 27<sup>th</sup> @ 9am
4. Curriculum (S. Fitzgerald, K. Watson) – No meeting in December – 1/17/2019
5. Activities (J. Bibb, T. Pfeiffer) – TBD – December, March & June
6. Finance (J. Egland, S. FitzGerald) - December 18<sup>th</sup> @ 4:30pm
  - A. OSBA Board Scholarship
7. Communications (J. Bibb, J. Egland) – December 20<sup>th</sup> @ 4:30pm
8. Security & Safety (K. Watson & T. Pfeiffer) – January 30<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  
Board Of Directors  
Yamhill Carlton School District Board Room  
120 N Larch Place, Yamhill, OR 97148**

Thursday, December 13th, 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**

**I. YCIS – Sources of Strength**

*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 November 8th, 2018 (Pg 1)*
  - b. Policy Work Session of October 24<sup>th</sup>, 2018 (Pg 5)*
- 2. HR Report (Pg 6)**
- 3. Enrollment Report (Pg 7)**
- 4. Donations (Pg 9)**

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

- I. YCES – Lauren Berg (Pg 10)**
- II. YCIS – Chad Tollefson (Pg 12)**
- III. YCHS – Cindy Schubert (Pg 14)**
- IV. Financial Report and List of Bills for November (Action Item) (Pg 16)**
- V. District Facilities- Brian King (Verbal Report)**
- VI. Food Service Report – Shiloh Ficek (Pg 31)**
- VII. Superintendent's Report- Charan Cline (Pg 33)**

**VII. New Business:**

- I. OSBA Resolution 1 – 2019-2020 Legislative Priorities and Policies (Action Item) (Pg 35)**
- II. OSBA Resolution 2 – Amend OSBA Bylaws Relating to Composition of Board of Directors (Action Item) (Pg 45)**
- III. YCSD OSBA Scholarship (Action Item) (Pg 63)**
- IV. Resolution 2019-03 - Line of Credit Loan Conversion (Action Item) (Pg 66)**
- V. 1<sup>st</sup> Reading of Policies**
  - a. ECACB – Unmanned Aircraft System (UAS) a.k.a Drone (Pg 69)**
  - b. GBC – Staff Ethics (Pg 71)**
  - c. GBN/JBA & JBA/GBN – Sexual Harassment (Pg 78)**
  - d. GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault or Stalking Leave (Pg 84)**
  - e. ICC – Volunteers (Pg 87)**
  - f. IGBA – Students with Disabilities – Child Identification Procedures (Pg 89)**
  - g. IGBAH – Special Education – Evaluation Procedures (Pg 91)**
  - h. IGBAJ – Special Education – Free Appropriate Education (FAPE) (Pg 94)**
  - i. IGBHE – Expanded Options Program (Pg 96)**



**Yamhill Carlton School District  
Board Of Directors  
Yamhill Carlton School District Board Room  
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- j. JECA – Admission of Resident Students (Pg 101)
- k. JHFF – Reporting Requirement Regarding Sexual Conduct with Students (Pg 103)
- l. KI- Public Solicitation in District Facilities (Pg 105)
- m. KJ-Commercial Advertising (Pg 107)

***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, November 8th, 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, Board Secretary Michelle Rettke, YCHS Principal Cindy Schubert, YCIS Associate Principal Chad Tollefson, and YCES Principal Lauren Berg

Also Present: P. Manson, G. Manson, G. Dromgoole

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

- I. Sub Committee Reports
  - a. Facilities and Transportation –
    - i. Facilities Committee Report (Tim) – Heating units at YCES manufacture is working fix for units – Fuel tank at high school in process, waiting for date on pour- gutters on gym – working on getting bid to paint interior of new gym
    - ii. Bond Project Manager Report – See report
    - iii. Next Facilities Committee Meeting – December 7<sup>th</sup>, 2018
  - b. Negotiations – likely meet in February
  - c. Board Policy (Susan) – met in October – 1<sup>st</sup> reading in December
  - d. Curriculum (Susan) – Continue to go over Oregon Improvement Survey will use it to help school improvement and curriculum goals.
  - e. Activities (Tim) – Fall sports banquet tonight – New hire Cindy Anderson – OSAA letter apologizing for not giving YC opportunity to be in State Playoffs (Football), Personally visited to apologize in person
  - f. Finance –
    - i. Scholarship Application – Discuss at work Session in December and action at Regular session
  - g. Communications – reviewed communication plan – edits are to Shaunna to work on – draft for board prior to next board meeting
  - h. Safety & Security – Next meeting November 28<sup>th</sup> – Lockout/Lockdown Drill done today in cooperation with Yamhill PD and Carlton PD.

With no further discussion, the meeting adjourned 6:57 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, Board Secretary Michelle Rettke, YCHS Assistant Principal Matt Wiles, YCHS Principal Cindy Schubert, Special Ed Director John Horne, YCIS Principal Chad Tollefson, and YCES Principal Lauren Berg

Also Present: P. Manson, G. Manson, G. Dromgoole, E. Chadwick

Flag Salute

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

YCES –

Kelso's Conflict Managers – Sherri Nauman, Paisley (Bell), Taylor (Echuari), Porter (Bell), Keyneae (Echuari) – help solve problems and conflicts at recess, mentor younger students,

Rio Room (8years) – open in the morning for students who need smaller setting and less stimulation (besides gym), gives students opportunity to restart day (Get off on the right foot). Also open during Lunch Recess – Finish homework, reminder of how to behave on the playground. Lots of great books to illustrate have to respond and work thru conflicts.

Public Comment – No Public Comment

- III. Review of Agenda

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

- IV. Regular Session – Consent Agenda

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

- V. Announcements and Report

- I. YCES – Lauren Berg

- a. See report in packet - Walk a thon has raised \$25,000 – conferences are coming up – revamping progress reports. Creator of PAX going to be in Oregon in January and will meet with Principals in Yamhill County

- II. YCIS – Chad Tollefson
  - a. Sources of Strength (Partnership with Yamhill County) is up and running, 2-day training went really well very valuable. Started new rotation in 5<sup>th</sup> and 6<sup>th</sup> grade and able to work with kids at all levels.
- III. YCHS – Cindy Schubert
  - a. Officially in the DOME – some classrooms that were moved out of in the main building are being moved into by other staff – Senior projects have all be assigned advisors – Fall Sports banquet tonight. – Winter Sports start Monday (11/19) – Working to get 100% participation in conferences
- IV. Financial Report and List of Bills for August 2018
  - a. Separate packet

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

- II. District Facilities – Brian King
  - i. Nothing to report
- III. Food Service – Shiloh Ficek
  - i. Report in packet
- IV. Superintendent’s Report – Charan Cline
  - i. See report - CTE building occupied. Larch Place has finally been paved and striped.

## VI. New Business

- I. Population Study – PSU – Charles Rynerson

*Historical enrollment – ODE Reports online – a lot of enrollment loss over 10-year period. Cohorts move thru high school.*

*State wide births were low in 2017 down 10% since 2007 – Yamhill/Carlton has seen growth in 3 of last 4 years. Lots of movement as people move in an out from birth to 5 years of age. Kindergarten enrollment is above birth rate. Move people move into district. See about 20% more students in Kindergarten than births 5 years early.*

*Growth in Cohorts for 1-3 to 2-4 (factor Alliance Academy numbers and spikes in growth)*

*Even without non-residents you see growth in 5 of last 6 years in Kindergarten – indicates in migration.*

*Also cohort growth for 1st-3rd to 2nd-4th*

*Expect a bigger kindergarten next fall in 2019*

*Projections assume that transfers remain constant (no growth or loss)*

*Decrease for last 5 years has to do with large cohorts move out and are replaced by smaller cohorts. Will see inverse in coming years as large elementary classes move thru and are replaced by modest elementary classes.*

*Manageable growth*

*5% growth over next 10 years.*

II. ELL Program Presentation – Cassie Andresen

Provided handout

Uses push in and pull out model – transition to ODE approved curriculum – using resources from NWRESD -

III. School Report Card

Overall doing well

Increase in several areas

Still working on bring up Math scores primarily at 8<sup>th</sup> grade.

*T. Pfeiffer motioned to accept the State School Report Card as presented. K. Watson seconded. All in favor, motion carried.*

IV. Teacher out of State Travel

*S. FitzGerald Motioned to approve the out of state conference travel for Bobbi Kidd and Stephanie Hunter. K. Watson seconded. All in favor, motion carried.*

**VII. Board of Directors Comments**

T. Pfeiffer – OSBA conference in Portland tomorrow.

J. Eglund – on the right track with Communication Plan – Great job at Banquet tonight

K. Watson – Change of teacher’s association affiliating with OEA – teachers felt “chronic criticism” by certain community members and wished teachers felt more embraced by community

With no further discussion the meeting was adjourned at 8:49pm

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

Wednesday, October 24<sup>th</sup>, 2018

Regular Session – 9:00 am

**MINUTES**

Board Members: Susan FitzGerald and Ken Watson.

DO/Administration Staff: Superintendent Charan Cline, Board Secretary Michelle Rettke, YCIS Principal Chad Tollefson, and YCES Principal Lauren Berg

Also Present: None

- I. Called to order at 9:00 am
- II. Introductions
- III. OSBA Recommended Policies & Revisions Discussion
  - I. ECACB – Unmanned Aircraft System (UAS) a.k.a Drone
  - II. GBC & AR – Staff Ethics
  - III. GBN/JBA & AR – Sexual Harassment
  - IV. JBA/GBN & AR – Sexual Harassment
  - V. GCBDC/GDBDC & AR – Domestic Violence, Harassment, Sexual Assault of Stalking Leave
  - VI. GCDA/GDDA & AR – Criminal Records Checks and Fingerprinting
  - VII. IICC – Volunteers
  - VIII. IGBA – Students with Disabilities – Child Identification Procedures
  - IX. IGBAG-AR – Special Education – Procedural Safeguards
  - X. IGBAH – Special Education – Evaluation Procedures
  - XI. IGBAJ & AR – Special Education – Free Appropriate Public Education (FAPE)
  - XII. IGBHE & AR – Expanded Options Program
  - XIII. JECA – Admission of Resident Students
  - XIV. JHCD/JHCDA-AR – Medications
  - XV. JHFE-AR – Reporting of Suspected Abuse of Child
  - XVI. KN-AR – Relations with Law Enforcement Agencies
  - XVII. JHFF – Reporting Requirements Regarding Sexual Conduct with Students
  - XVIII. KI – Public Solicitation in District Facilities
  - XIX. KJ – Commercial Advertising

With no further discussion the meeting was adjourned at 10:30 am

Minutes by: Michelle Rettke, Board Secretary



Yamhill Carlton School District  
Human Resources  
Board Report  
December 2018



**New Hires**

Brandon Miller (YCHS Assistant Wrestling Coach)  
Tiffany Williams (YCES 2nd Grade Teacher)

**Resignation**

None to Report

**District Enrollment Report  
November 2018**

	Female	Male	Total
Kindergarten	37	38	75
1st Grade	37	42	79
2nd Grade	32	47	79
3rd Grade	34	44	78
4th Grade	35	38	73
<b>K- 4th Subtotal:</b>	175	209	384
5th Grade	52	42	94
6th Grade	45	48	93
7th Grade	49	49	98
8th Grade	35	37	74
<b>5th-8th Subtotal:</b>	181	176	359
9th Grade	28	42	70
10th Grade	30	43	73
11th Grade	31	37	68
12th Grade	39	30	69
<b>9th – 12th Subtotal:</b>	128	152	280
<b>District Total:</b>	484	537	1023

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

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	336	337	337							
YCIS	325	310	312							
YCHS	277	277	280							
Alliance	88	89	94							
<b>Total</b>	1026	1013	1023	0	0	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							
1st Grade	70	69	68							
2nd Grade	71	73	73							
3rd Grade	68	67	66							
4th Grade	59	58	59							
<b>18/19 Total</b>	336	337	337	0	0	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							
6th Grade	79	78	79							
7th Grade	93	91	91							
8th Grade	70	60	60							
18/19	325	310	312	0	0	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							
10th Grade	72	73	73							
11th Grade	68	68	68							
12th Grade	69	68	69							
18/19 Total	277	277	279	0	0	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							
1st Grade	11	11	11							
2nd Grade	7	6	6							
3rd Grade	13	13	12							
4th Grade	15	14	14							
5th Grade	10	9	12							
6th Grade	13	14	14							
7th Grade	7	7	9							
8th Grade	8	11	12							
18/19 Total	88	89	94	0	0	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							
Outgoing	111	111	111							
<b>Online</b>										
Incoming	67	67	67							
Outgoing	12	12	12							
Total Incoming	162	162	162	0	0	0	0	0	0	0
Total Outgoing	123	123	123	0	0	0	0	0	0	0

## **Donations**

### **YCHS**

Dundee Family Dentistry	\$100.00	Cheer Fund
Methven Family Wines	\$100.00	Cheer Fund
Microsoft	\$33.33	Drone Project

### **DISTRICT**

Dorothy Skuzeski	\$100.00	Laughlin Scholarship – Kay Schrepel
Susan Peterson	\$50.00	Class of '73 Scholarship

# *Yamhill Carlton Elementary School*

## *Principal Report - December 2018*

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

We had about an 85% rate overall attendance this year at our conferences. Several teachers are continuing to make after school appointments with families that were unable to attend that week, as well as to send communication of student progress home to families who are not able to come to school.

We will be sharing the new YCES Vision with families beginning in January. Staff has been working on this for about a year. Rather than create a separate vision statement, we have incorporated the vision statement for the district, with core beliefs from our building that we have for students, into a visual representation of YCES. We are excited to share it with our families.

### **RTI/MTSS Process**

Staff met on December 5<sup>th</sup> to review Progress Monitoring Tools and structures for the ELA intervention process. We have also begun trialing and learning how to use ECRI and Benchmark Learning materials as intervention curriculums. Staff will begin the full intervention process in January, following the gathering of our Winter DIBELS data.

We will continue our work around non-negotiables in Math Instruction next week, including working on a rubric about writing towards math. We believe this will be a huge step in helping students practice proving their math thinking during instructional time.

Our school-wide PAX Kernel for November was Tootles for THANKSgiving! Students and staff worked hard to give thanks to others for displaying positive school behavior. We filled a large bulletin board in the hallway with Tootles, as well as several others inside classrooms.

In January, we will be providing each classroom with sensory materials to create a break space within the classroom. Teachers will have a cushion, sensory box with various tools, and a 5-point scale check-in/check-out sheet for students to display their feelings and needs. This will help teach them self-regulation skills and honor when students need a break, while allowing them to stay classroom and avoid missing any learning time.

### **November ADA:**

Kindergarten –93.68%

First Grade –95.47%

Second Grade –94.61%

Third Grade –94.35%

Fourth Grade –95.60%

***School Wide –94.68%***

# ***Yamhill Carlton Elementary School***

## ***Principal Report - December 2018***

### **Upcoming Events:**

December 19<sup>th</sup> – Oregon Coast Aquarium Assembly

December 20<sup>th</sup> – Holiday Sing Along Assembly

December 22<sup>nd</sup>-January 6<sup>th</sup> – Winter Break

January 14<sup>th</sup>-18<sup>th</sup> – Winter DIBELS testing

# YCIS December Board Report

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November has brought an increase in both academic intensity and positive student behavior. Conferences were a highlight of November, with many students taking an active role in their conferences. Our 5<sup>th</sup> graders, for example, prepared for conferences the week prior so they could walk through their work and goals for the year. Our teachers were grateful for the opportunity to partner with parents and to discuss individual strengths, weaknesses, and progress. The month came to a close with our Turkey Ticket drawing. We had three lucky winners who each received a gift card and were announced over the intercom.

## **Student Achievement:**

Our focus continues to be on school climate, student engagement, and growth mindset in an effort to increase student achievement. For school climate this month, staff gave out Turkey Tickets to students for positive behavior. We saw a significant decrease in discipline referrals for the month, cutting our number by more than half. Staff members have begun to collaborate around students of significant behavioral concern, and a behavior management committee was formed to increase positive student behavior. This month teachers took a renewed look into proficiency teaching and learning, which is closely tied to student engagement. Teachers met to discuss how they view and use a proficiency based system, and began a synchronization process. Growth mindset work this month focused on relationship building, which is an important component of student success.

## **Attendance:**

I am excited to announce that YCIS is intensifying efforts to increase student attendance. This month our school leadership team decided to make attendance a priority and established an attendance goal for the school year. Our school goal is to increase student attendance to 95% at all grade levels. Current attendance rates are listed below, with an average total of 92.82%.

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%

In order to achieve this goal in 18-19 we will:

- Refine our systematic response to students who are missing school.
  - Our dean of students, secretary, and mental health counselor are exploring how to more effectively collect attendance data and reach out to families about absences.
  - The attendance team will also examine how the school can better support families with chronic absenteeism to modify behavior.
- Deepen our systems within the school for recognizing and encouraging good attendance.
  - Our dean of students has launched several activities, rewards, and recognitions targeting good school attendance. This includes monthly recognition of students with perfect attendance.

- Our attendance team will also be analyzing effective motivational techniques used by our 5<sup>th</sup> and 6<sup>th</sup> grade staff in order to implement similar techniques for our 7<sup>th</sup> and 8<sup>th</sup> graders.

### **Athletics:**

Basketball is in full swing, with nightly practices in the gym. Our girl's basketball is nearing the end of their season, with only two more home games left. We hope you can make it to a game to cheer on the home team on December 18<sup>th</sup> and 20<sup>th</sup>. Go Tigers!

### **Upcoming Events:**

December

17-21	Scholastic Book Fair
19	Community Music Performances
24-Jan. 4	Winter Break

	<b><u>Current Enrollment:</u></b>	<b><u>Attendance Data:</u></b>
5 <sup>th</sup> :	84	95.13%
6 <sup>th</sup> :	79	94.39%
7 <sup>th</sup> :	91	87.70%
8 <sup>th</sup> :	77	89.50%
<b>Total:</b>	<b>331</b>	<b>91.50%</b>



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

**Upcoming Events**

**December 4-14: Food For All**

**December 20: Winter Assembly**

**December 24-January 4: Winter Break**

**Donations**

<b>Dundee Family Dentistry</b>	<b>\$</b>	<b>100.00</b>	<b>Cheer Fund</b>
<b>Methven Family Wines</b>	<b>\$</b>	<b>100.00</b>	<b>Cheer Fund</b>
<b>Microsoft</b>	<b>\$</b>	<b>33.33</b>	<b>Drone Project</b>

**FFA**

No report.

**ASPIRE**

No report.

**Principal's Report**

Although high schools traditionally do not see high attendance at parent-teacher conferences, we felt the staffings and individual conferences we had were valuable in connecting with families and helping students in need of extra support.

We had our 1st instructional rounds of the year where all staff members were observed using a newly developed walk through form based on our five instructional beliefs we revamped in November. From the instructional rounds we were able to identify several areas to focus professional development on in the coming months.

Several staff members are attending a conference in Tigard on December 12 aimed at exploring how High School Success Plans can improve student readiness for college and careers. We are currently implementing a four-year plan with our freshmen this December to assist them in goal setting and planning for post high school and believe this workshop can assist us in the overall plan. We are also forming a panel of recent graduates to talk to our 9th graders about their post high school experiences and the pathway they took to get there.

We are into winter sports with boys and girls basketball and wrestling--all of which have good numbers. Cheerleaders are doing exhibitions and competitions in preparation for State.

With the CTE building occupied, we have staff members who are cleaning, painting, and moving to new spaces in the main building. Leadership will have their own room rather than being housed in a social studies classroom. Jared Collins will be moving to a science classroom where he has been cleaning and painting. Jenna Schaljo is preparing one of the previous science classrooms into an additional art room for her extended programs and we are developing a writing lab on third floor for the English classrooms to use.

We are also beginning preparations for our accreditation which will be taking place in early April. Matt Wiles participated in an accreditation at Scio in early December in preparation for our upcoming accreditation.

### **Attendance**

<b>November</b>	
<b>Grade</b>	<b>Percent Present</b>
9	93.78
10	94.66
11	95.45
12	94.2
<b>Total</b>	94.52
<b>YTD</b>	95.21

**YAMHILL CARLTON SCHOOL DISTRICT 1**  
**FINANCIAL BOARD REPORT**  
**DECEMBER 13, 2018**

**State School Fund:** The Districts funding for 18-19 is based on 17-18 ADM as it is the greater of the two years. A new estimate was released by ODE showing the 17-18 ADM is lower than what was estimated in March 2018. This will be discussed in detail at the next Finance meeting on December 17<sup>th</sup>.

**Governor's Budget:** The Governor's budget was released on 11/28/2018. The recommended budget for the State School Fund is \$8.97 billion. Our advocates state that while this won't fully fund districts at our current service levels (CSL), it is improved over the \$8.77 billion the Legislative Fiscal Office estimated the CSL to be. As we head into the upcoming Legislative session, this will be closely monitored for YC's 2019-20 budget.

**PERS UAL:** The district will report on the impacts of SB1566, once more information is available after January. Communication from PERS says this about the School Districts Unfunded Liability Fund: The School Districts Unfunded Liability Fund, established by Senate Bill 1566 (2018), will go into effect January 1, 2019, with the first transfer of revenue from interest on unclaimed property. All public school districts, public charter schools, and education service districts will automatically be added to the fund; there is no further action required. The School Districts Unfunded Liability Fund is capitalized through capital gains taxes, estate taxes, repatriation of corporate taxes, and interest from unclaimed property. The fund may provide a rate offset to all school district employers, potentially decreasing their employer contribution rate. Employers will see changes on their upcoming valuations and their employer statements.

**Audit:** The audit will be completed by December 31, 2018 for the 17-18 fiscal year. The audit will be in the January board packet. The auditors will be here at the January board meeting to report.

**Bond:** Per the last finance meeting, we will be using the new format included in this month's board report for tracking the remainder of the projects for the bond.

**Financial Report**  
**Yamhill-Carlton School District**

For Period Ending November 30, 2018

**General Fund - Revenue & Expenditures by Object Code**

	Working Budget	Actual	Projected	Total	Balance Over/(Under)	% received
<b>Revenue:</b>						
1111 Current Taxes	3,125,000	2,447,566	677,434	3,125,000	-	78.3%
1112 Prior Taxes	45,000	97,467	-	97,467	52,467	216.6%
1113 Revenue in Lieu of Taxes	-	1,153	-	1,153	1,153	1152.8%
1190 Interest on Tax Collection	-	6,115	-	6,115	6,115	6115.4%
1312 Tuition From Other School Districts	-	-	125,000	125,000	125,000	0.0%
1330 Summer School Tuition	2,000	225	1,775	2,000	-	11.3%
1411 Transportation Fees from Individuals	-	-	-	-	-	0.0%
1510 Interest	15,000	24,804	-	24,804	9,804	165.4%
1710 Admissions	10,000	-	10,000	10,000	-	0.0%
1711 Athletic Sign Up	-	-	-	-	-	0.0%
1740 Student Fees (Athletics)	28,000	-	28,000	28,000	-	0.0%
1790 Other Curricular Activities	-	3,244	-	3,244	3,244	3244.4%
1910 Rentals	3,600	1,659	1,941	3,600	-	46.1%
1920 Contributions & Donations	10,000	-	10,000	10,000	-	0.0%
1950 Reimbursements	-	-	-	-	-	0.0%
1960 Recovery of Prior Year Expenditures	-	6,604	-	6,604	6,604	6604.2%
1990 Miscellaneous Revenue	10,000	6,326	3,674	10,000	-	63.3%
<b>Total Local Revenue</b>	<b>3,248,600</b>	<b>2,595,163</b>	<b>857,825</b>	<b>3,452,988</b>	<b>204,388</b>	<b>79.9%</b>
2101 County School Fund	-	-	-	-	-	0.0%
2102 ESD Apportionment	170,000	-	170,000	170,000	-	0.0%
2199 Other Intermediate Sources	-	-	-	-	-	0.0%
<b>Total Intermediate Revenue</b>	<b>170,000</b>	<b>-</b>	<b>170,000</b>	<b>170,000</b>	<b>-</b>	<b>0.0%</b>
3101 State School Fund Grant	6,508,899	3,187,380	3,321,519	6,508,899	-	49.0%
3103 Common School Fund	94,475	-	94,475	94,475	-	0.0%
3199 SSF - High Cost Disability Grant	-	-	-	-	-	0.0%
3299 Other Restricted Grants in Aid	-	-	-	-	-	0.0%
<b>Total State Revenue</b>	<b>6,603,374</b>	<b>3,187,380</b>	<b>3,415,994</b>	<b>6,603,374</b>	<b>-</b>	<b>48.3%</b>
4700 Federal Grants in Aid	-	-	-	-	-	0.0%
<b>Total Federal Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
5200 Transfers	-	-	-	-	-	0.0%
5300 Sale of Fixed Assets/Ins Proceeds	-	-	-	-	-	0.0%
5400 Beginning Fund Balance	1,000,000	994,721	0	994,721	(5,279)	99.5%
<b>Total Other Sources</b>	<b>1,000,000</b>	<b>994,721</b>	<b>0</b>	<b>994,721</b>	<b>(5,279)</b>	<b>99.5%</b>
<b>Total Revenues</b>	<b>\$ 11,021,974</b>	<b>\$ 6,777,264</b>	<b>\$ 4,443,819</b>	<b>\$ 11,221,083</b>	<b>\$ 199,109</b>	<b>61.5%</b>
<b>Expenditures:</b>						
	Working Budget	Actual	Encumbrances	Total	Balance (Over)/Under	% spent (actuals)
100 - Salaries	4,993,280	1,454,258	3,450,903	4,905,161	88,119	29.1%
200 - Benefits	2,737,214	710,683	1,687,901	2,398,584	338,630	26.0%
300 - Purchased Services	2,049,016	708,107	1,097,946	1,806,052	242,964	34.6%
400 - Supplies & Materials	414,900	149,189	46,486	195,675	219,225	36.0%
500 - Capital Outlay	15,000	5,000	-	5,000	10,000	33.3%
600 - Other Objects	196,600	142,378	17,391	159,768	36,832	72.4%
700 - Transfers	215,964	-	-	-	215,964	0.0%
800 - Operating Contingency	400,000	-	-	-	400,000	0.0%
<b>Total Expenditures</b>	<b>\$ 11,021,974</b>	<b>\$ 3,169,614</b>	<b>\$ 6,300,627</b>	<b>\$ 9,470,241</b>	<b>\$ 1,551,733</b>	<b>28.8%</b>

For Period Ending November 30, 2018

## Special Revenue Funds - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Total	Balance Over/(Under)	% received
<b>Revenue:</b>						
1000 Local Revenue	659,319	97,221	562,098	659,319	(0)	14.7%
2000 Intermediate Revenue	2,737	-	2,737	2,737	-	0.0%
3000 State Revenue	206,550	9,601	196,949	206,550	(0)	4.6%
4000 Federal Revenue	676,840	49,422	627,418	676,840	-	7.3%
5200 Interfund Transfers	85,500	-	85,500	85,500	-	0.0%
5400 Beginning Fund Balance	191,677	354,779	0	354,779	163,102	185.1%
<b>Total Revenues</b>	<b>\$ 1,822,623</b>	<b>\$ 511,022</b>	<b>\$ 1,474,702.68</b>	<b>1,985,725</b>	<b>163,102</b>	<b>28.0%</b>
<b>Expenditures:</b>						% spent
100 - Salaries	375,752	104,709	248,140	352,849	(22,903)	27.9%
200 - Benefits	298,364	77,533	171,980	249,513	(48,851)	26.0%
300 - Purchased Services	255,761	17,526	26,963	44,489	(211,272)	6.9%
400 - Supplies & Materials	822,991	77,565	153,478	231,043	(591,948)	9.4%
500 - Capital Outlay	61,155	-	37,714	37,714	(23,441)	0.0%
600 - Other Objects	8,600	3,937	1,084	5,021	(3,579)	45.8%
700 - Transfers	-	-	-	-	-	0.0%
800 - Reserved for Next Yr	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 1,822,623</b>	<b>\$ 281,270</b>	<b>639,359</b>	<b>\$ 920,629</b>	<b>\$ (901,995)</b>	<b>15.4%</b>

CASH FLOW - General Fund 2018-2019		JULY ACTUAL	AUG ACTUAL	SEPT ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUNE ACTUAL	TOTAL ACTUAL	BUDGET	DIFFERENCE BGT-ACT	% RECEIVED
Current Year Taxes	1111	-	-	-	-	2,447,566	-	-	-	-	-	-	-	2,447,566	3,125,000	677,434	78.32%
Prior Year Taxes	1112	-	-	71,616	6,234	19,618	-	-	-	-	-	-	-	97,467	45,000	(52,467)	216.59%
Revenue in Lieu of Taxes	1113	-	-	-	192	961	-	-	-	-	-	-	-	1,153	-	(1,153)	1152.84%
Interest on Tax Collections	1190	-	-	1,831	1,041	3,244	-	-	-	-	-	-	-	6,115	-	(6,115)	6115.44%
Tuition from other school districts	1312	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Summer School Tuition	1330	150	-	75	-	-	-	-	-	-	-	-	-	225	2,000	1,775	11.25%
Tuition from other Oregon Districts	1332	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Transportation Fees	1400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Transportation Fees frm Individuals	1411	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Interest Income	1510	3,944	7,196	4,047	3,978	5,639	-	-	-	-	-	-	-	24,804	15,000	(9,804)	165.36%
Admissions	1710	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	0.00%
Athletic Sign Up	1711	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Participation Fees	1740	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000	28,000	0.00%
Athletic Reimbursements	1790	-	3,244	-	-	-	-	-	-	-	-	-	-	3,244	-	(3,244)	3244.44%
Rentals	1910	300	300	459	300	300	-	-	-	-	-	-	-	1,659	3,600	1,941	46.08%
Donations	1920	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	0.00%
Reimbursement	1950	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Recovery of PY Expenditure	1960	-	1,986	-	4,618	-	-	-	-	-	-	-	-	6,604	-	(6,604)	6604.20%
Recovery of CY Expenditure	1961	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Miscellaneous	1990	-	-	558	93	5,675	-	-	-	-	-	-	-	6,326	10,000	3,674	63.26%
County School Fund	2101	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
ESD Apportionment	2102	-	-	-	-	-	-	-	-	-	-	-	-	-	170,000	170,000	0.00%
State School Fund Grant	3101	1,062,248	530,805	530,805	530,805	532,717	-	-	-	-	-	-	-	3,187,380	6,508,899	3,321,519	48.97%
High Cost Disability Grant	3199	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Common School Fund	3103	-	-	-	-	-	-	-	-	-	-	-	-	-	94,475	94,475	0.00%
Grants in aid from Fed Gov't	4700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
E Rate	3299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sale of Fixed Assets	5300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Beginning Fund Balance	5400	994,721	-	-	-	-	-	-	-	-	-	-	-	994,721	1,000,000	5,279	99.47%
<b>TOTAL REVENUE</b>		<b>2,061,363</b>	<b>543,531</b>	<b>609,390</b>	<b>547,261</b>	<b>3,015,719</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,777,264</b>	<b>11,021,974</b>	<b>4,244,710</b>	<b>61.49%</b>
<b>EXPENDITURES</b>																	<b>% SPENT</b>
Salaries	100	92,078	100,732	414,220	428,654	418,575	-	-	-	-	-	-	-	1,454,258	4,993,280	3,539,022	29.12%
Payroll Costs	200	43,182	46,420	202,380	210,325	208,376	-	-	-	-	-	-	-	710,683	2,737,214	2,026,531	25.96%
Purchased Services	300	16,108	88,406	90,457	247,373	214,131	51,632	-	-	-	-	-	-	708,107	2,049,016	1,340,909	34.56%
Supplies	400	7,480	20,888	46,012	46,543	24,065	4,199	-	-	-	-	-	-	149,189	414,900	265,711	35.96%
Equipments	500	-	5,000	-	-	-	-	-	-	-	-	-	-	5,000	15,000	10,000	2.54%
Other objects	600	125,889	6,014	259	2,370	7,204	641	-	-	-	-	-	-	142,378	196,600	54,222	65.93%
Transfers	700	-	-	-	-	-	-	-	-	-	-	-	-	-	215,964	215,964	0.00%
Contingency															400,000	400,000	0.00%
<b>TOTAL EXPENDITURES</b>		<b>284,738</b>	<b>267,460</b>	<b>753,329</b>	<b>935,264</b>	<b>872,352</b>	<b>56,472</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,169,614</b>	<b>11,021,974</b>	<b>7,852,360</b>	<b>28.76%</b>
<b>PROFIT/LOSS</b>		<b>1,776,625</b>	<b>276,071</b>	<b>(143,938)</b>	<b>(388,003)</b>	<b>2,143,367</b>	<b>(56,472)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,607,650</b>		<b>3,607,650</b>	
<b>RUNNING TOTAL</b>			<b>2,052,696</b>	<b>1,908,758</b>	<b>1,520,755</b>	<b>3,664,122</b>	<b>3,607,650</b>	<b>3,607,650</b>	<b>3,607,650</b>	<b>3,607,650</b>	<b>3,607,650</b>	<b>3,607,650</b>	<b>3,607,650</b>				

**Food Service Cash Flow**  
**Fund 250**  
**2018-2019**

Revenues	Actuals Jul-15	Actuals Aug-15	Actuals Sep-15	Actuals Oct-15	Actuals Nov-15	Actuals Dec-15	Actuals Jan-16	Actuals Feb-16	Actuals Mar-16	Actuals Apr-16	Actuals May-16	Actuals Jun-16	Totals	Budget	Diff Bud/Act	% Recd
<b>Local Sources</b>																
250.0000.1510 Interest	1	1	1	1	2	-	-	-	-	-	-	-	7	-	7	0%
250.0000.1610 Daily Sales	222	855	12,419	10,267	9,530	2,105	-	-	-	-	-	-	35,398	99,350	(63,952)	36%
250.0000.1620 Adult Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	(1,000)	0%
250.0000.1630 Spec Func	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.1622 Ala Carte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.1960 Recov PY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.1990 Misc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Total Local Sources</b>	<b>223</b>	<b>857</b>	<b>12,421</b>	<b>10,268</b>	<b>9,532</b>	<b>2,105</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,405</b>	<b>100,350</b>	<b>(64,945)</b>	<b>35%</b>
<b>State Sources</b>																
250.0000.3101 State School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.3201 School Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	(4,000)	0%
250.0000.3202 Farm to School	-	-	-	-	-	-	-	-	-	-	-	-	-	7,768	(7,768)	0%
250.0000.3299 ODE Breakfast	-	-	1,938	688	-	-	-	-	-	-	-	-	2,626	6,887	(4,261)	38%
<b>Total State Sources</b>	<b>-</b>	<b>-</b>	<b>1,938</b>	<b>688</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,626</b>	<b>18,655</b>	<b>(16,029)</b>	<b>14%</b>
<b>Federal Sources</b>																
250.0000.4505 Nat'l Lunch	-	-	-	14,079	16,987	-	-	-	-	-	-	-	31,066	164,500	(133,434)	19%
250.0000.4509 Summer Food	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.4511 Nat'l Breakfast	-	-	-	3,803	4,713	-	-	-	-	-	-	-	8,516	50,500	(41,984)	17%
ODE Lunch Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
USDA Commodities	-	-	-	-	-	-	-	-	-	-	-	-	-	32,000	(32,000)	0%
<b>Total Federal Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,883</b>	<b>21,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,583</b>	<b>247,000</b>	<b>(207,417)</b>	<b>16%</b>
<b>Other Resources</b>																
Transfer from General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	(15,000)	0%
Beginning Fund Balance	10,178	-	-	-	-	-	-	-	-	-	-	-	10,178	10,000	178	102%
<b>Total Other Resources</b>	<b>10,178</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,178</b>	<b>25,000</b>	<b>(14,822)</b>	<b>41%</b>
<b>Total Monthly Revenue</b>	<b>10,401</b>	<b>857</b>	<b>14,359</b>	<b>28,839</b>	<b>31,231</b>	<b>2,105</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,792</b>	<b>391,005</b>	<b>(303,213)</b>	<b>22%</b>
<b>Cumulative Revenue</b>	<b>10,401</b>	<b>11,258</b>	<b>25,617</b>	<b>54,456</b>	<b>85,687</b>	<b>87,792</b>	<b>87,792</b>	<b>87,792</b>	<b>87,792</b>	<b>87,792</b>	<b>87,792</b>	<b>87,792</b>				
<b>Expenditures</b>													<b>Totals</b>	<b>Budget</b>	<b>Diff</b>	<b>% Spent</b>
Salaries	-	-	9,710	9,841	9,890	-	-	-	-	-	-	-	29,441	126,906	(97,465)	23%
Employee Benefits	-	-	5,736	5,703	5,776	-	-	-	-	-	-	-	17,216	79,299	(62,083)	22%
Purchased Services	-	-	106	2,773	932	749	-	-	-	-	-	-	4,560	3,600	960	127%
Supplies	-	-	19,015	12,040	12,621	3,044	-	-	-	-	-	-	46,720	160,600	(113,880)	29%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000	(12,000)	0%
Insurance/Fees/Other	2,090	-	480	-	1,367	-	-	-	-	-	-	-	3,937	8,600	(4,663)	46%
Transfers														-	-	
Contingency														-	-	
Unappropriated Ending Bal																
<b>Total Monthly Expenditures</b>	<b>2,090</b>	<b>-</b>	<b>35,048</b>	<b>30,358</b>	<b>30,585</b>	<b>3,793</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>101,873</b>	<b>391,005</b>	<b>(289,132)</b>	<b>26%</b>
<b>Cumulative Expenditures</b>	<b>2,090</b>	<b>2,090</b>	<b>37,138</b>	<b>67,495</b>	<b>98,080</b>	<b>101,873</b>	<b>101,873</b>	<b>101,873</b>	<b>101,873</b>	<b>101,873</b>	<b>101,873</b>	<b>101,873</b>				
<b>Profit/Loss</b>	<b>8,311</b>	<b>9,168</b>	<b>(11,521)</b>	<b>(13,039)</b>	<b>(12,393)</b>	<b>(14,081)</b>	<b>(14,081)</b>	<b>(14,081)</b>	<b>(14,081)</b>	<b>(14,081)</b>	<b>(14,081)</b>	<b>(14,081)</b>				

**YAMHILL CARLTON SD  
DEBT SERVICE FUNDS  
2018-2019**

<b>FUND 300</b>	<b>General Obligation Bonds</b>												
Debt Service (300)	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Total</b>
Revenue	-	673	18,500	2,961	1,172,881	-	-	-	-	-	-	-	1,195,015
Expenses	-	-	-	-	279,322	-	-	-	-	-	-	-	279,322
Profit/(Loss)	-	673	19,173	22,134	915,693	915,693	915,693	915,693	915,693	915,693	915,693	915,693	
Budgeted Transfer	-												-
Beginning Fund Balance	87,040												87,040
<b>Ending Fund Balance</b>													<b>1,002,733</b>
<i>Debt Service Payments</i>													
<i>GO BOND 2015 Series</i>					<b>19,150</b>						<b>636,559</b>		
<i>GO BOND 2016 Series</i>					<b>260,375</b>						<b>590,375</b>		
<i>Total Obligations</i>					<b>279,525</b>						<b>1,226,934</b>	-	<b>1,506,459</b>
<i>Projected Tax Collections</i>													-

<b>FUND 301</b>	<b>QZAB</b>												
Debt Service (301)	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Total</b>
Revenue	-	1,431	3,350	-	3,118	-	-	-	-	-	-	-	7,899
Expenses	142,463	-	-	-	-	-	-	-	-	-	-	-	142,463
Profit/(Loss)	(142,463)	(141,032)	(137,682)	(137,682)	(134,564)	(134,564)	(134,564)	(134,564)	(134,564)	(134,564)	(134,564)	(134,564)	
Budgeted Transfer	-												-
Beginning Fund Balance	17,652												17,652
<b>Ending Fund Balance</b>													<b>(116,912)</b>
<i>Debt Service Payments</i>	<b>142,463</b>												<b>142,463</b>
<i>Projected Revenue</i>													-

<b>Fund 302</b>	<b>PERS Liability</b>												
Debt Service (302)	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Total</b>
Revenue	17,082	18,390	75,283	74,943	74,683	-	-	-	-	-	-	-	260,381
Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Profit/(Loss)	17,082	35,473	110,756	185,698	260,381	260,381	260,381	260,381	260,381	260,381	260,381	260,381	
Budgeted Transfer	-												-
Beginning Fund Balance	526,120												526,120
<b>Ending Fund Balance</b>													<b>786,501</b>
<i>Debt Service Payments</i>						<b>140,686</b>						<b>805,686</b>	<b>946,372</b>



**YAMHILL CARLTON SD  
CAPITAL PROJECTS FUNDS  
CASH FLOW REPORT  
2018-2019**

Fund 400	Building Fund (CET)													
Building Fund (400)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Budget
Revenue	14,543	17,171	4,951	3,332	4,935	-	-	-	-	-	-	-	44,932	225,000
Expenses	8,085	33,804	44,367	223	13,748	-	-	-	-	-	-	-	100,227	225,000
Profit/(Loss)	6,458	(10,175)	(49,592)	(46,483)	(55,295)	(55,295)	(55,295)	(55,295)	(55,295)	(55,295)	(55,295)	(55,295)		
Budgeted Transfer													-	
Beginning Fund Balance	298,713												298,713	
													<b>Fund Balance</b>	
													243,418	

Fund 405		Bond Projects 2016												
Bond Projects Fund (405)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Budget
Revenue	11,670	8,697	153,092	3,851	5,257	-	-	-	-	-	-	-	182,567	4,709,900
Expenses	37,270	1,237,902	1,641,919	1,050,206	864,697	-	-	-	-	-	-	-	4,831,995	4,709,900
Profit/(Loss)	(25,601)	(1,254,806)	(2,743,634)	(3,789,988)	(4,649,429)	(4,649,429)	(4,649,429)	(4,649,429)	(4,649,429)	(4,649,429)	(4,649,429)	(4,649,429)		
Budgeted Transfer													-	
Beginning Fund Balance	4,709,956												4,709,956	
													<b>Fund Balance</b>	
													60,527	

Fund 475		BUILDING FUND													
Building Fund (475)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Budget	
Revenue	1,428	21,428	1,457	1,457	1,457	-	-	-	-	-	-	-	27,226	4,657,732	
Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	4,657,732	
Profit/(Loss)	1,428	22,856	24,313	25,769	27,226	27,226	27,226	27,226	27,226	27,226	27,226	27,226			
Budgeted Transfer													-		
Beginning Fund Balance	27,168												27,168		
													<b>Fund Balance</b>		
													54,394		

Bond Budget Status Worksheet  
11/30/2018

**Total Resources**

Source	Notes	Amounts
Bond	Original Bond Amount	\$14,200,000
Matching Funds	Oregon State Grant	\$4,000,000
Bond Premium		\$1,923,680
Line of Credit	Approved Line of Credit \$2,000,000	\$2,000,000
Rebate from Energy Trust	Rebate on LED lights put in existing Gym	\$5,928
Interest	Interest on Bond Funds	\$372,000
Other Funding Sources	CET Funds as available / Capital Resources	\$42,000
Return of funds - City of Yamhill	Funds remaining from Off-Site Water Project	\$147,000
	<b>Total</b>	<b>\$22,690,608</b>

**Total Projects**

Elementary School		Paid To Date	Committed	Total Project
Self Contracted Construction	Abatement / Exterior Lead Paint and Replace	776,353	2,000	778,353
Owner Costs	FFE, Hazardous Abatement, Move-In Logistics	162,061		162,061
Turner Projects	HVAC and Electrical	2,200,423		2,200,423
<b>Total Elementary School</b>		<b>\$3,138,837</b>	<b>\$2,000</b>	<b>\$3,140,837</b>

Intermediate School		Paid To Date	Committed	Total Project
Self Contracted Construction	Roof Repairs / Flat Roof Section Just Gym Section	59,240	103,776	163,016
<b>Total Intermediate School</b>		<b>\$59,240</b>	<b>\$103,776</b>	<b>\$163,016</b>

High School (Including Site Work)		Paid To Date	Committed	Total Project
Self Contracted Construction	HS Gym Lights, Locker Rooms, Gym Floor	216,411	17,657	234,068
Owner Costs	Demo, FFE, Hazardous Abatement, Move-In Logistics (includes: Gym Curtain, Desks, Network Equipment YCHS Exterior Maint (Wood); Painting Existing Gym, Access Control/Security, Welding Hoods	625,041	33,981	659,021
FFE & Owner Contingency				-
<b>Contingency for CTE Building</b>			10,000	10,000
<b>Interior Painting Gym Dome</b>	Of Built Out items Only		70,000	70,000
<b>Weight Room Floor / Installation</b>			35,000	35,000
<b>Gym Dome Floor Installation</b>			70,000	70,000
<b>Gym Dome Floor Sealant</b>	Locker rooms / Lobby / Under Bleachers: Everything		35,000	35,000
Turner Scope of Work through GMP 8		12,907,114	1,481,957	14,389,071
City of Yamhill	Offsite Water Line	616,438	-	616,438
<b>Total High School (Inc Site Work)</b>		<b>\$14,365,003</b>	<b>\$1,753,595</b>	<b>\$16,118,598</b>

District Wide		Paid To Date	Committed	Total Project
Turner Construction Company	Pre-construction Services	82,048	-	82,048
Fees and Permits		92,713	-	92,713
OH! Architect (Pre-Design)		168,000	-	168,000
OH PLANNING+DESIGN ARCHITECTURE		2,023,733	75,422	2,099,155
M MARINO CONSULTING PC		392,319	2,513	394,832
Site Surveying		60,671	9,611	70,282
Printing and Publications		4,360	-	4,360
Community Coordination		800	-	800
Legal Counsel		29,706	-	29,706
Testing & Inspection		33,840	-	33,840
Bond and Investment Costs	Bond Closing Fees	160,865	-	160,865
<b>Total District Wide</b>		<b>\$3,049,055</b>	<b>\$87,546</b>	<b>\$3,136,601</b>
<b>Total All Projects</b>		<b>\$20,612,135</b>	<b>\$1,946,917</b>	<b>\$22,559,052</b>

<b>Total Resources</b>	<b>\$22,690,608</b>
<b>Total Expenditures</b>	<b>\$22,559,052</b>
<b>Funds</b>	<b>\$131,556</b>

# Yamhill-Carlton School District No. 1

## Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 11/01/2018

To Date: 11/30/2018

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56439	11/01/2018	IFLY PORTLAND INDOOR SKYDIVING	\$809.82	1116	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56440	11/07/2018	ALPENROSE	\$1,054.73	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56441	11/07/2018	AMAZON CAPITAL SERVICES	\$4,414.06	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56442	11/07/2018	BEACOCK MUSIC AND EDUCATION CENTER	\$140.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56443	11/07/2018	BELNICK INC	\$4,582.52	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56444	11/07/2018	BRETTAUER OIL COMPANY	\$4,637.25	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56445	11/07/2018	BRIGHTSIDE ELECTRIC AND	\$677.19	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56446	11/07/2018	CDW-GOVERNMENT, INC	\$6,216.39	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56447	11/07/2018	CENTURY LINK	\$178.77	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56448	11/07/2018	CITY OF CARLTON	\$1,540.87	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56449	11/07/2018	COSA	\$294.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56450	11/07/2018	CTL CORPORATION	\$4,900.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56451	11/07/2018	D-N-D ELECTRICAL CONTRACTORS	\$4,180.27	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56452	11/07/2018	DICK BLICK	\$2,103.84	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56453	11/07/2018	FARNHAM ELECTRIC CONSTRUCTION	\$1,378.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56454	11/07/2018	FRONTIER	\$652.98	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56455	11/07/2018	FRYES ACTION ATHLETICS	\$195.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56456	11/07/2018	GEORGIES CERAMIC AND CLAY	\$313.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56457	11/07/2018	GORMLEY PLUMBING AND HEATING	\$1,609.62	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56458	11/07/2018	HONEY BUCKET	\$300.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56459	11/07/2018	IRON MOUNTAIN INCORPORATED	\$81.76	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56460	11/07/2018	MID COLUMBIA BUS CO., INC	\$23,268.91	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56461	11/07/2018	NORTHWEST REGIONAL ESD	\$6,269.70	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56462	11/07/2018	NORTHWEST SCHOLASTIC PRESS	\$415.00	1117	Printed	Expense	<input type="checkbox"/>		
56463	11/07/2018	OACA	\$60.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56464	11/07/2018	OASBO	\$170.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56465	11/07/2018	PAULY, ROGERS AND CO., P.C.	\$7,610.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56466	11/07/2018	PEARSON SCHOOL DIVISION (SECONDARY)	\$414.52	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56467	11/07/2018	PORTLAND GENERAL ELECTRIC	\$8,878.48	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56468	11/07/2018	PRECISION WELDING/TERCOL INC.	\$50.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56469	11/07/2018	PROPANE NORTHWEST	\$233.78	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56470	11/07/2018	QUILL CORPORATION	\$73.96	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56471	11/07/2018	SCIO SCHOOL DISTRICT 95C	\$175.00	1117	Printed	Expense	<input type="checkbox"/>		
56472	11/07/2018	SEASIDE HIGH SCHOOL	\$75.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56473	11/07/2018	SPARKFUN ELECTRONICS INC	\$925.00	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56474	11/07/2018	SUBSCRIPTION SERVICES OF	\$141.79	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56475	11/07/2018	SUPPLYWORKS	\$25.45	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56476	11/07/2018	SYSCO FOOD SERVICES	\$3,203.46	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56477	11/07/2018	WARDS NATURAL SCIENCE	\$342.76	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56478	11/07/2018	WILCO	\$14.20	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56479	11/07/2018	YAMHILL COUNTY TAX COLLECTOR	\$455.44	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56480	11/07/2018	YAMHILL SHELL STATION	\$63.86	1117	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56481	11/06/2018	ANNA BEAUDRY	\$240.00	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	

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\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56482	11/06/2018	BETHANY JERNIGAN	\$144.00	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56483	11/06/2018	GIUDICE, BEN	\$235.39	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56484	11/06/2018	HEATHER GLEASON	\$84.00	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56485	11/06/2018	KARLY SIMS	\$279.00	1120	Printed	Expense	<input type="checkbox"/>		
56486	11/06/2018	LIGHTSPEED TECHNOLOGIES, INC	\$84.00	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56487	11/06/2018	MEGAN BALDWIN	\$188.57	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56488	11/06/2018	MIRIAM ELLIS	\$336.00	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56489	11/06/2018	SCHOOL SPECIALTY	\$697.37	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56490	11/06/2018	SHAUN DITTY	\$168.00	1120	Printed	Expense	<input type="checkbox"/>		
56491	11/06/2018	TAMARA DERBYSHIRE	\$201.00	1120	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56492	11/09/2018	AGS CONSTRUCTION INC	\$8,495.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56493	11/09/2018	APOGEE COMPONENTS, INC	\$1,025.09	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56494	11/09/2018	BOTTEN'S EQUIPMENT RENTAL INC	\$207.50	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56495	11/09/2018	BRETTTHAUER OIL COMPANY	\$4,094.20	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56496	11/09/2018	CHELSEY BRIX	\$150.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56497	11/09/2018	CHRISTIAN YOUTH THEATER PORTLAND VANCOUV	\$96.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56498	11/09/2018	CREATIVE FILING SYSTEMS, INC	\$319.09	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56499	11/09/2018	DAMIEN COX	\$150.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56500	11/09/2018	FRONTIER	\$20.68	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56501	11/09/2018	GARRETT, HEMANN, ROBERTSON	\$879.86	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56502	11/09/2018	GIUDICE, BEN	\$119.97	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56503	11/09/2018	NCTM	\$385.00	1121	Printed	Expense	<input type="checkbox"/>		

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Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56504	11/09/2018	PAC-VAN	\$10.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56505	11/09/2018	PACIFIC OFFICE AUTOMATION	\$2,558.67	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56506	11/09/2018	PORTLAND GENERAL ELECTRIC	\$386.55	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56507	11/09/2018	PROPANE NORTHWEST	\$153.82	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56508	11/09/2018	QUILL CORPORATION	\$93.95	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56509	11/09/2018	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$423.34	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56510	11/09/2018	SYSCO FOOD SERVICES	\$2,521.14	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56511	11/09/2018	TEACHERS SYNERGY LLC	\$29.95	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56512	11/09/2018	TIGARD HIGH SCHOOL BOOKKEEPER	\$80.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56513	11/09/2018	TOM JACKSON'S LOCK AND KEY	\$1,368.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56514	11/09/2018	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$8,853.32	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56515	11/09/2018	YAMHILL SHELL STATION	\$69.89	1121	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
* 56519	11/16/2018	ALPENROSE	\$109.84	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56520	11/16/2018	BRETTAUER OIL COMPANY	\$5,598.79	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56521	11/16/2018	CITY OF YAMHILL	\$6,414.59	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56522	11/16/2018	COMCAST NETWORK SERVICES	\$3,409.27	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56523	11/16/2018	DEMME LEARNING	\$1,967.64	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56524	11/16/2018	FRYES ACTION ATHLETICS	\$279.99	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56525	11/16/2018	GARRETT, HEMANN, ROBERTSON	\$159.00	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56526	11/16/2018	HANDWRITING WITHOUT TEARS	\$451.25	1140	Printed	Expense	<input type="checkbox"/>		
56527	11/16/2018	IXL LEARNING INC.	\$799.00	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56528	11/16/2018	LOWE'S COMPANIES INC.	\$3,360.13	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	

# Yamhill-Carlton School District No. 1

## Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 11/01/2018

To Date: 11/30/2018

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56529	11/16/2018	MID COLUMBIA BUS CO., INC	\$60,356.69	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56530	11/16/2018	PORTLAND GENERAL ELECTRIC	\$2,182.26	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56531	11/16/2018	QUILL CORPORATION	\$71.43	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56532	11/16/2018	SENTRY AIR SYSTEMS INC	\$8,078.20	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56533	11/16/2018	SP WHOLESALE MEAT/SP PROVISIONS	\$255.73	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56534	11/16/2018	SYSCO FOOD SERVICES	\$1,650.96	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56535	11/16/2018	WILCO	\$103.85	1140	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56536	11/16/2018	COMCAST NETWORK SERVICES	\$683.18	1142	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56537	11/16/2018	DAMIEN COX	\$168.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56538	11/16/2018	MORGAN, LAURA R.	\$215.00	1142	Printed	Expense	<input type="checkbox"/>		
56539	11/16/2018	PACE	\$6,054.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56540	11/16/2018	SHAUN DITTY	\$150.00	1142	Printed	Expense	<input type="checkbox"/>		
56541	11/20/2018	BETHANY BAKER	\$190.00	1143	Printed	Expense	<input type="checkbox"/>		
56542	11/20/2018	JENNIFER DRAEGER	\$72.00	1143	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56543	11/20/2018	NEWBERG YOUTH CHEER	\$200.00	1143	Printed	Expense	<input type="checkbox"/>		
56544	11/20/2018	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,573.00	1143	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56545	11/20/2018	PSA HEALTHCARE	\$5,951.60	1143	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2018	
56546	11/27/2018	US BANK ST PAUL	\$279,321.54	1146	Printed	Expense	<input type="checkbox"/>		
56547	11/30/2018	ADAFRUIT INDUSTRIES LLC	\$158.81	1148	Printed	Expense	<input type="checkbox"/>		
56548	11/30/2018	ALPENROSE	\$806.89	1148	Printed	Expense	<input type="checkbox"/>		
56549	11/30/2018	AMAZON CAPITAL SERVICES	\$5,294.19	1148	Printed	Expense	<input type="checkbox"/>		
56550	11/30/2018	BELLEVILLE WHOLESALE HOBBY	\$660.16	1148	Printed	Expense	<input type="checkbox"/>		

# Yamhill-Carlton School District No. 1

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\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56551	11/30/2018	BETHANY JERNIGAN	\$150.00	1148	Printed	Expense	<input type="checkbox"/>		
56552	11/30/2018	BIG 5	\$102.00	1148	Printed	Expense	<input type="checkbox"/>		
56553	11/30/2018	BRETTHAUER OIL COMPANY	\$2,441.21	1148	Printed	Expense	<input type="checkbox"/>		
56554	11/30/2018	CENTER POINTE SIGNS	\$6,035.00	1148	Printed	Expense	<input type="checkbox"/>		
56555	11/30/2018	COPY CATS	\$132.50	1148	Printed	Expense	<input type="checkbox"/>		
56556	11/30/2018	CTL CORPORATION	\$2,684.00	1148	Printed	Expense	<input type="checkbox"/>		
56557	11/30/2018	DEMCO	\$97.30	1148	Printed	Expense	<input type="checkbox"/>		
56558	11/30/2018	FLINN SCIENTIFIC INC.	\$95.49	1148	Printed	Expense	<input type="checkbox"/>		
56559	11/30/2018	FRYES ACTION ATHLETICS	\$262.46	1148	Printed	Expense	<input type="checkbox"/>		
56560	11/30/2018	GARRETT, HEMANN, ROBERTSON	\$3,526.50	1148	Printed	Expense	<input type="checkbox"/>		
56561	11/30/2018	HONEY BUCKET	\$300.00	1148	Printed	Expense	<input type="checkbox"/>		
56562	11/30/2018	KONE INC	\$777.30	1148	Printed	Expense	<input type="checkbox"/>		
56563	11/30/2018	MAHON, BRIAN	\$150.00	1148	Printed	Expense	<input type="checkbox"/>		
56564	11/30/2018	MIRIAM ELLIS	\$150.00	1148	Printed	Expense	<input type="checkbox"/>		
56565	11/30/2018	NEWBERG HIGH SCHOOL	\$75.00	1148	Printed	Expense	<input type="checkbox"/>		
56566	11/30/2018	OASBO	\$200.00	1148	Printed	Expense	<input type="checkbox"/>		
56567	11/30/2018	OH PLANNING+DESIGN ARCHITECTURE	\$100,466.71	1148	Printed	Expense	<input type="checkbox"/>		
56568	11/30/2018	PAC-VAN	\$1,050.00	1148	Printed	Expense	<input type="checkbox"/>		
56569	11/30/2018	PHYLICIA REED	\$149.97	1148	Printed	Expense	<input type="checkbox"/>		
56570	11/30/2018	PROPANE NORTHWEST	\$134.30	1148	Printed	Expense	<input type="checkbox"/>		
56571	11/30/2018	PSA HEALTHCARE	\$1,296.60	1148	Printed	Expense	<input type="checkbox"/>		
56572	11/30/2018	SALEM WRESTLING OFFICIALS	\$1,239.00	1148	Printed	Expense	<input type="checkbox"/>		
56573	11/30/2018	SMITH & COMPANY PAINTING INC	\$14,575.00	1148	Printed	Expense	<input type="checkbox"/>		



# Yamhill-Carlton School District No. 1

## Reprint Check Listing

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From Check:

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Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56574	11/30/2018	SUPPLYWORKS	\$4,120.21	1148	Printed	Expense	<input type="checkbox"/>		
56575	11/30/2018	SYSCO FOOD SERVICES	\$3,017.82	1148	Printed	Expense	<input type="checkbox"/>		
56576	11/30/2018	VICTOR COOK	\$338.97	1148	Printed	Expense	<input type="checkbox"/>		
56577	11/30/2018	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$8,853.32	1148	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$677,442.38

Report Total Amount: Amount

End of Report

**YAMHILL CARLTON SCHOOL DISTRICT  
FOOD SERVICE**

**LUNCH PROGRAM**

**FREE/REDUCED ELIGIBILITY**                      **YCHS = 34.4%**                      **YCIS = 38.8%**                      **YCES = 38.5%**                      **DISTRICT = 37.3%**

**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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
January	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
February	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>20,475</b>	<b>8,594</b>	<b>9,370</b>	<b>2,511</b>	<b>4,635</b>	<b>2,006</b>	<b>2,042</b>	<b>587</b>	<b>7,258</b>	<b>3,179</b>	<b>3,355</b>	<b>724</b>	<b>8,582</b>	<b>3,409</b>	<b>3,973</b>	<b>1,200</b>	<b>55</b>	<b>372</b>
Per Day		372.27	156.25	170.36	45.65														
% of sales			42.0%	45.8%	12.3%	Free and Reduced % of Meals Sold				58.0%									

**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
<b>Total</b>		<b>74,472</b>	<b>28,490</b>	<b>33,528</b>	<b>12,454</b>	<b>14,727</b>	<b>5,099</b>	<b>7,032</b>	<b>2,596</b>	<b>27,713</b>	<b>11,286</b>	<b>12,638</b>	<b>3,789</b>	<b>32,032</b>	<b>12,105</b>	<b>13,858</b>	<b>6,069</b>	<b>175</b>	<b>426</b>
Per Day		425.6	162.8	191.6	71.2														
Change		(53.3)	(6.5)	(21.2)	(25.5)	Free and Reduced % of Meals Sold				61.7%									
% change		-12.5%	-4.0%	-11.1%	-35.8%														

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**YAMHILL CARLTON SCHOOL DISTRICT  
FOOD SERVICE**

**BREAKFAST PROGRAM**

**2018-2019**

		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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
January	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
February	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	2019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		8,034	2,761	4,226	1,047	1,151	408	599	144	2,272	835	1,181	256	4,611	1,518	2,446	647	55	146
Per Day		146.1	50.2	76.8	19.0														
% of sales			34.4%	52.6%	13.0%	Free and Reduced % of Meals Sold				65.6%									

**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		(46.0)	(7.1)	(24.2)	(14.6)	Free and Reduced % of Meals Sold				70.2%									
% change		-23.9%	-12.4%	-24.0%	-43.5%														

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# YC Superintendent's Report 12/13/18

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**School Bond** – The exterior of the new gym is getting closer to completion. Turner construction is working on punch list items, the back staircase is getting installed, and the security fence is being reduced. The back retaining wall is going to be raised. The electrical generator pad has been poured and the generator is being installed. The interior painting of the new gym has begun. Ceiling tiles are being installed. Electrical and HVAC systems are coming online. Bathroom fixtures in spectator restrooms have been installed and partitions will be soon. Installation of the floor, curtain, concrete sealing, and rubber mats are being scheduled.

**YCES Heaters** – As per Facilities Committee direction, Brian King and I have contacted Modine about surge protection for our heating units at YCES. They have offered a solution. They are going to install 22 phase monitors at their cost in each machine to protect from voltage surges.

**Title IV Funding** – The long promised Title IV Funding is finally becoming available to us. We are learning how the funding can be used and what plans have to be in place to access it.

**Elementary School Mentoring** – We are exploring the idea of bringing high school students to the elementary to mentor and tutor students who need a little help getting up to grade level expectations. We are developing a class at the high school to implement next semester. We also have some volunteers from the Delphian School in Sheridan that want to work with our kids.

**COSA Law Conference** – I attended the COSA Off the Record Meeting and the Law Conference. I will give an oral report about statewide activities at the Board Meeting.

**Instructional Rounds** – Our second cycle of instructional rounds have begun with a walkthrough of YCES.

**Ford Family Foundation Donation** – The FFF has donated \$47,000 dollars for the district to purchase a Haas Mini Mill for the metal shop. This CNC milling machine will help us to teach advanced manufacturing to our students. Neil Slater has been a great partner in helping us write the grant and advising us in how to install it. We will be upgrading the wiring and getting compressed air to the machines location over Winter Break. The company will not ship the machine until both of those items are complete. Thanks to FFF and Neil Slater for making this opportunity available for YC students.

**Forecast 5** – The district has purchased a subscription to the Forecast 5 data system. We look forward to the financial and student achievement information it can give us for decision

making. Tami Ziegler is working to become our local expert on how to use the program to its best advantage.

**CTE Visitors** – We have had visitors coming through to look at the new CTE Dome and the programs our teachers are proving to our students. They all leave very impressed with what our teachers and students are doing. The best part of the tour is when one of our Rocketry Students gets randomly selected to come up and do a presentation of their work. The visitors are always blown away with the proficiency of our students.



## RESOLUTION

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### **Resolution to adopt the OSBA 2019-2020 Legislative Priorities and Policies as recommended by the Legislative Policy Committee**

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**WHEREAS**, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association's recommended Legislative Priorities and Policies, and

**WHEREAS**, the OSBA Legislative Policy Committee met in January and April to develop the Proposed OSBA Legislative Priorities and Policies for 2019-20, and

**WHEREAS**, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Policies for 2019-20 out to the membership of OSBA for comment and suggested changes, and

**WHEREAS**, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Policies for 2019-20 developed by the OSBA Legislative Policy Committee, and

**WHEREAS**, the OSBA Legislative Policy Committee met via telephone conference call in August to review the comments received by the membership, and

**WHEREAS**, the OSBA Legislative Policy Committee discussed the comments from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Policies for 2019-20, and

**WHEREAS**, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Policies for 2019-20 at its August meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Policies for 2019-20 and place them before the membership for approval.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Policies for 2019-20 be placed before the membership for consideration during the 2018 OSBA election season, and

**BE IT FURTHER RESOLVED** that the Proposed OSBA Legislative Priorities and Policies for 2019-20 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

*Submitted by: OSBA Board of Directors*

# **2019-20**

Approved by the Legislative Policy Committee on April 28, 2018

The Oregon School Boards Association (OSBA) believes funding a strong public education system is the best investment Oregonians can make to strengthen our economy, create thriving communities and improve the quality of life for every Oregonian.

To accomplish these goals, OSBA will introduce and support legislation that:

- **Supports Student Success**

OSBA will actively promote legislation that leads to increased academic success for all students from early learning through post-secondary.

OSBA will advocate to ensure local school boards and communities control the implementation of programs and curriculum and the allocation of resources so that all students are college and/or career ready upon graduation or completion of their academic program.

OSBA will support efforts to increase graduation and high school completion rates, lower the number of dropouts, close opportunity and academic achievement gaps, and provide additional supports for students from traditionally underserved populations.

- **Provides Stable and Adequate Funding**

OSBA will actively promote legislation to increase state and federal funding to ensure adequate and stable funding for Oregon's school districts, education service districts (ESDs), community colleges and early learning programs as a means to providing a quality public education for all students.

OSBA will actively promote legislation that strives for this balance by advocating for the restructuring of Oregon's revenue system, promoting job creation and increasing economic development opportunities across Oregon.

- **Promotes Local Determination and Shared Accountability**

OSBA will actively support legislation that gives locally elected boards and school district superintendents the ability and flexibility to make decisions about their students' educational needs and to provide services and programs that will maximize student success.

OSBA will highlight the need for shared accountability between school districts and their stakeholders as a best practice in improving student success.

- **Opposes Mandates**

OSBA will actively oppose any federal or state mandate that is not evidence based with results indicating increased achievement for all students and that is not accompanied with the necessary additional funding to meet all costs associated with the mandate.

- **Promotes Capital Construction/Capital Improvements**

OSBA will continue to actively promote legislation that provides additional state-level resources to school districts to help pay for capital construction and capital improvement needs, as well as deferred maintenance costs for all school facilities.

- **Contains Educational System Cost Drivers**

OSBA will actively promote legislation that provides school districts relief from cost drivers that are beyond the control of the local school district or school board. These cost drivers include the Public Employees Retirement System (PERS), health insurance and any state or federally mandated program or service.



## **Section 1: Finance**

### **PROPOSED 1.1 Investing in Oregon's Public Schools to Ensure Adequate and Stable Funding**

OSBA supports increasing state resources to school districts so that Oregon's schools are competitive nationally and globally and each school district and education service district (ESD) has the resources necessary to fully support operational, instructional and student achievement goals.

OSBA supports fully funding Oregon's Quality Education Model.

OSBA supports the role of locally elected school boards to set spending priorities and opposes using the State School Fund distribution formula to mandate specific expenditures.

OSBA supports school funding equalization. OSBA supports continued funding of local option equalization grants; local option property tax revenue should not be included in the State School Fund.

### **PROPOSED 1.2 Reforming Tax Policy**

OSBA supports efforts to provide the revenue necessary to attain the educational goals of Oregon's education system, to restructure tax policy to reduce the volatility of Oregon's current system and to provide for a diverse and fair tax system to fund public education in Oregon.

OSBA supports the creation and maintenance of an education stability fund to be used in times of economic distress.

OSBA supports the authority of local districts to seek voter approval for supplemental operating revenue from a variety of additional sources, including local option levies.

OSBA supports efforts to modify the property tax system to mitigate the impacts of property tax compression.

### **PROPOSED 1.3 Mandate Relief, Paperwork Reduction and Public Funds for Public Schools**

OSBA advocates for mandate relief and paperwork reductions for school districts and ESDs to streamline bureaucracy, remove duplicative or unnecessary reporting, and get more resources into the classroom.

OSBA opposes any mechanism that diverts public funds, including tax credits and vouchers, to private, religious or for-profit schools or erodes financial support of the public school system.

### **PROPOSED 1.4 Oregon Department of Education Supporting Districts**

OSBA supports adequate funding for Oregon Department of Education programs and state-level initiatives that are sustainable and provide timely and high-quality technical and programmatic assistance to school districts and ESDs and are focused on improving student achievement.

OSBA supports providing resources to school districts and ESDs to ensure the equitable distribution of grants or targeted investments.

OSBA opposes any effort to create an accountability or intervention system that would lead to the state takeover of any local school, school district or ESD.

OSBA advocates for the inclusion of school and ESD board members on all educationally focused state-level work groups or committees to allow for input from locally elected education policymakers.

### **PROPOSED 1.5 Financial and Program Accountability**

OSBA supports a strong system of meaningful school district and ESD accountability for the expenditure of public funds and program accountability for student achievement and outcomes.

#### **PROPOSED 1.6      School District Capital and Infrastructure Needs**

OSBA supports the use of additional state resources and the issuance of state general obligation bonds to assist school districts and ESDs in providing modern, well-equipped schools and academically appropriate classrooms that provide safe, structurally sound and healthy learning environments to promote student achievement.

OSBA supports policies that ensure collaboration, at the local level, to address school districts' infrastructure needs, including consideration of the financial impacts of urban renewal, systems-development charges and enrollment growth due to housing construction.

#### **PROPOSED 1.7      Oregon's Common School Fund**

OSBA supports maximizing the assets and the investment returns of the Common School Fund as an additional state resource for school funding in Oregon. OSBA will vigorously advocate before the State Land Board to ensure that it fulfills its fiduciary obligation to manage the resources in the Common School Fund for the greatest benefit of current and future generations of schoolchildren in Oregon.

## **Section 2: Programs**

### **PROPOSED 2.1 School Improvement**

OSBA supports state-level school improvement efforts provided they are implemented in ways that grant local school officials maximum flexibility to incorporate local needs and priorities.

### **PROPOSED 2.2 Special Education**

OSBA supports increased state and federal funding for all special education programs and services, including programs for children birth through age 5.

OSBA supports full funding for the costs associated with serving students with the most severe low-incidence, high-cost disabilities, including those served in out-of-district or out-of-state placements.

### **PROPOSED 2.3 Education Service Districts**

OSBA supports the role of ESDs to serve school districts in achieving Oregon's educational goals by providing equitable, high-quality, cost-effective, locally responsive educational services on a regional basis.

### **PROPOSED 2.4 Curriculum, Technology and Online Education**

OSBA supports curriculum-related decisions made at the district level that provide a well-rounded and rigorous curriculum for all students, including opportunities for music, art, physical education, world languages, STEAM, career and technical education, and co-curricular activities.

OSBA supports local control of curriculum and materials related to Oregon state standards.

OSBA opposes state or federal instructional mandates.

OSBA supports state financial and professional development resources so districts can implement Oregon state standards and student assessments and provide appropriate information to the public.

OSBA supports the use of English Language Learner and dual-language immersion programs as viable instructional strategies to support emerging bilingual speakers and increase student achievement.

OSBA supports increasing access to technology to enhance and support instruction and promote greater student achievement.

OSBA supports state-level funding to support and improve the technology infrastructure available to school districts and ESDs.

OSBA supports locally developed alternative and/or innovative education programs as tools to address students' educational needs.

### **PROPOSED 2.5 Public Charter Schools**

OSBA supports public, district-sponsored charter schools as an additional tool to provide innovative educational options for students.

OSBA opposes changes to the charter school law that would channel public funds to private and/or religious schools, allow entities other than school district boards to authorize charter schools within their boundaries, mandate direct access to the State School Fund by charter schools or decrease school district funding and oversight of charter schools.

OSBA supports updating the charter school law to require charter school applicants to demonstrate how the charter school will meet the legislatively adopted goals of the charter school law, including how the charter school will provide unique opportunities for children in the school district.

OSBA supports removing online education programs from the charter school statute and creating a separate section within the law for online education programs.

#### **PROPOSED 2.6 Career and Technical Education (CTE)**

OSBA supports new and continued partnerships with community colleges, higher education, apprenticeship programs, the business community and other entities to increase educational and career opportunities for students.

OSBA supports changes to teacher licensing laws to allow greater flexibility for individuals who do not hold a traditional teaching license to provide CTE instruction.

OSBA supports funding to ensure the long-term sustainability of new and existing CTE programs.

#### **PROPOSED 2.7 Post-Secondary Opportunities for High School Students**

OSBA supports increased access and opportunities for high school students to participate in post-secondary programs and classes at minimal or no cost to the student.

OSBA supports alignment between school districts and colleges/universities regarding the transferability of dual credits earned while students are enrolled in public high school.

#### **PROPOSED 2.8 Student Assessment**

OSBA supports the use of assessments as tools to inform students, parents, educators and the community about where students are in their learning progression and determining needed supports for students and schools.

OSBA supports reviewing Oregon's student assessment system with the goal of providing timely feedback, maximizing instructional time, deriving the necessary information to improve student learning and minimizing classroom disruption for students and educators.

#### **PROPOSED 2.9 Student Wellness**

OSBA believes that a student's mental and physical health are significant factors in student success and supports collaboration between governmental and community-based programs to provide wraparound services that promote social, emotional and behavioral health and other wellness programs that benefit students.

## **Section 3: Personnel**

### **PROPOSED 3.1      Collective Bargaining and Management Rights**

OSBA supports local control of collective bargaining and opposes statewide bargaining and the creation of a statewide salary schedule.

OSBA supports changing the collective bargaining structure to eliminate “status quo” bargaining and to establish shorter bargaining timelines.

OSBA supports the right of districts to look for ways to contain costs by contracting with outside providers for services.

### **PROPOSED 3.2      Employee Rights and Benefits**

OSBA supports determination and definition of school employee rights and benefits through the collective bargaining process at the local level.

OSBA supports an actuarially sound statewide retirement program for school employees that balances benefit adequacy for employees against costs for employers.

OSBA supports local school boards working with employee groups to provide the most cost-effective health insurance plans, including Oregon Educators Benefit Board (OEBB) opt-out.

### **PROPOSED 3.3      Teacher and Administrator Licensing**

OSBA supports licensing requirements that assure a level of preparation necessary to teach to rigorous academic standards, recognize licenses from other states and account for the challenges districts face attracting and retaining qualified personnel.

OSBA supports working collaboratively with the Teacher Standards and Practices Commission (TSPC) and teacher preparation programs within higher education to prepare educators to address the needs of all Oregon students and increase student achievement.

OSBA supports additional flexibility to allow more teachers to provide college-level instruction in public high schools.

OSBA supports changes to teacher licensing laws to allow greater flexibility for individuals who do not hold a traditional teaching license to provide instruction in CTE and other hard-to-fill courses.

### **PROPOSED 3.4      Teacher and Administrator Quality**

OSBA recognizes that teacher and administrator quality is one of the most important factors in improving student achievement. OSBA supports local and state programs to provide professional development, mentoring and training for teachers and administrators that is rigorous and leads to a system of continuous improvement and growth in student achievement.

OSBA supports rigorous, high-quality, ongoing evaluations of teachers and administrators that include consideration of student achievement and growth.

OSBA supports efforts to attract and retain a more diverse workforce that reflects the demographics, languages and needs of Oregon’s students.

## **Section 4: Governance and Operations**

### **PROPOSED 4.1      State-Level Education Policy and the State Board of Education**

OSBA supports a state board of education as the appropriate state-level policymaking body for elementary and secondary schools.

OSBA strongly supports collaboration between state-level policymakers, educators and stakeholders, including school board members, parents and students, when considering policy changes to Oregon's public education system.

OSBA believes that any discussion about improving student outcomes must include recognition of and a plan for the needed state investments to implement the goals.

### **PROPOSED 4.2      Local Governance**

OSBA believes that locally elected school district and ESD boards are best equipped to make decisions in the best interests of their students and communities and will strongly advocate for Oregon's tradition of democratically elected, local governance of school districts and ESDs.

OSBA opposes measures that would place additional restrictions on local voters' ability to govern their school districts and ESDs.

### **PROPOSED 4.3      School Safety**

OSBA supports school district and ESD boards determining measures necessary to promote safe and secure school environments for students, staff, parents and the community.

## **Section 5: Federal Education Issues**

### **PROPOSED 5.1      Every Student Succeeds Act (ESSA) and the Federal Role in Education**

OSBA supports collaboration between the Oregon Department of Education and local education stakeholders, including parents and students, when creating and implementing federally mandated state, district and school accountability systems and student assessments.

OSBA believes Oregon stakeholders should be empowered to design, create and implement the programs and systems necessary to fulfill ESSA requirements.

OSBA believes ESSA collaboration must focus on supports for struggling schools, closing achievement and opportunity gaps for traditionally underserved students, and increasing graduation rates for all student subgroups.

### **PROPOSED 5.2      K-12 Funding in the Federal Education Budget**

OSBA believes the federal share of funding for, including but not limited to, the Individuals with Disabilities Education Act (IDEA), Title I, emerging English or bilingual speakers, Carl Perkins CTE grant funds, and child nutrition programs should be increased and a top priority for the U.S. Department of Education, Congress and the president.

OSBA believes federal education funding should be distributed based on student needs and not through competitive grants that pit states against each other for limited funds.

OSBA opposes federal education policies that do not include financial resources to implement.

OSBA opposes any mechanism that diverts federal funds, including tax credits and vouchers, to private, religious or for-profit schools or erodes financial support of the public school system.

### **PROPOSED 5.3      County Timber Payments**

OSBA supports Oregon congressional delegation efforts to ensure that funding for the Secure Rural Schools and Community Self-Determination Act (also known as County Timber Payments) continues or that there is a successor program.

OSBA members know that cuts to timber payments do not just impact the school districts in timber country. The loss of timber money is a net loss to the entire funding system, and every school and student in Oregon is impacted.



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**Resolution to Amend Oregon School Boards Association's  
Bylaws Relating to Composition of the Board of Directors**

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**WHEREAS**, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018; and

**WHEREAS**, the Oregon School Board Members of Color Caucus (the Caucus) has been active and supported by OSBA's Board of Directors since 2016; and has developed a purpose statement, elected officers and regional and at-large representatives; and has established bylaws; and

**WHEREAS**, the Caucus has defined its core value as follows: "To promote quality education for all students with emphasis on the unique needs of students of color;" and

**WHEREAS**, the Caucus has articulated its mission; and

**WHEREAS**, OSBA's Board of Directors recognizes the importance of the Caucus's core value and mission; and

**WHEREAS**, OSBA's Board of Directors has publicly supported the Caucus's work through three separate votes in 2016 and 2017; and

**WHEREAS**, in accordance with OSBA Bylaws the Board of Directors acted to recognize the Caucus with ex-officio status on the OSBA Board and Legislative Policy Committee in August 2018; and

**WHEREAS**, the Caucus has respectfully requested that the Board of Directors submit a resolution to the membership designating the Caucus a seat on the OSBA Board of Directors and Legislative Policy Committee.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the proposed bylaws amendment designating a Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2018 OSBA election; and

**BE IT FURTHER RESOLVED** that the bylaws with the proposed amendments and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

*Submitted by: OSBA Board of Directors*





# BYLAWS

## Proposed Bylaw Changes

Approved by the Board of Directors on September 15, 2018

Submitted to the Membership for Consideration in the 2018 Election Process

Draft

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## SECTION 1 PURPOSE

- A. The Oregon School Boards Association (the “Association”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:
- B. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- C. To gather and disseminate information pertinent to the successful operation of public schools.
- D. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education and community colleges classified as a political subdivision.
- E. To work for adequate and dependable financial support for the public schools of this state.
- F. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- G. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- H. To study and interpret educational programs and to relate them to the needs of pupils.
- I. To promote public understanding of the role of school boards and school board members in the improvement of education.
- J. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- K. To endeavor to implement the policies, beliefs and resolutions of the Association members and board of directors.
- L. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- M. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

## SECTION 2 MEMBERS

**2.1 Admission.** All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

**2.1.1** Local School District as defined under ORS Chapter 332;

- 2.1.2** Education Service District as defined under ORS Chapter 334;
- 2.1.3** Community College District as defined under ORS Chapter 341;
- 2.1.4** State Board of Education as defined under ORS Chapter 326; and
- 2.1.5** Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

**2.2 Dues.** Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

**2.3 Reserved Powers of the Members.** The following corporate actions require the consent and approval of the members:

- 2.3.1** Election and removal of directors;
- 2.3.2** Election and removal of the Legislative Policy Committee (“LPC”) members;
- 2.3.3** Approval of resolutions to effectuate any of the following:
  - (a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
  - (b) Modification to the region descriptions set forth in Section 2.6.1; and the
  - (c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

**2.4 Voting Power.**

**2.4.1 Election of Directors and LPC Members.** For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

**2.4.2 Resolution.** For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

- (a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.
- (b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.
- (c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

- (d) K-12 Local Districts with an ADMr between 39,000.1 and above shall have five votes.

## **2.5 Process of Approval of Member Resolutions.**

**2.5.1** Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30th. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

**2.5.2** The board of directors may call a special meeting of the members under Section 2.9, as necessary.

## **2.6 Regional Election of Directors and LPC Members**

**2.6.1 Regional Voting.** For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the county of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.

(k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.

(l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.

(m) Washington Region includes all of the members located in the county of Washington.

(n) Multnomah Region includes all of the members located in the county of Multnomah.

Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

**2.6.2** Regional elections shall be taken by majority vote of the members within the region.

**2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.11.

**2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, any other officer or person whom the president may designate, shall report on the state of the Association, the activities and financial condition of the Association.

**2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

**2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in an annual or special meeting, or conduct the meetings through, use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present in person at the meeting.

**2.11 Place of Meetings.** Meetings of the members shall be held at any place in or out of Oregon designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.



**2.12 Action by Written Ballot.** Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the Association delivers a written ballot to every member entitled to vote on the matter. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a written ballot may not be revoked.

**2.13 Unanimous Written Consent.** Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the action is taken by all members entitled to vote on the matter. The action shall be evidenced by one or more written consents describing the action taken, signed by each member, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last member entitled to vote on the matter signs the consent, unless the consent specifies an earlier or later effective date.

**2.14 Quorum and Voting.** A quorum of the members shall consist of those votes represented at a meeting of the members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the votes represented and voting when the action is taken is the act of the members except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of members.

## **SECTION 3 DIRECTORS**

**3.1 Powers.** Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of a board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

**3.2 Qualifications.** Directors must serve on the board of a member of the Association.

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than ~~23~~ 24 persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum by the members.

**3.4 Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

**3.4.1** Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

**3.4.2** Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

**3.4.3** If a director serving as an officer requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as past president.

**3.5 Composition.** The board of directors will be comprised of up to 23 regional elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, and ex-officio nonvoting members as delineated in Section 3.5.4.

**3.5.1 Regional Elected Directors.** Each region, as described under Section 2.6.1, shall elect one director except as follows:

- (a) Clackamas Region shall elect two directors;
- (b) Marion Region shall elect two directors;
- (c) Washington Region shall elect three directors; and
- (d) Multnomah Region shall elect three directors.
- (e) Provided, however, that if the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

**3.5.2 Regional Election.** The nomination and election of directors shall be in accordance with the elections calendar adopted by the board. Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted. Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes of the members shall be elected. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

**3.5.3 Designated Representative.** The Oregon School Board Members of Color Caucus shall appoint an officer of the Caucus to serve as a director of the Association. The appointee, as defined in the Caucus bylaws, shall be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

**3.5.4 Ex-Officio.** The following individuals or their designee may serve as ex-officio nonvoting advisors to the board of directors:

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.
- (c) The immediate past president of the Oregon Association of School Executives;
- (d) The immediate past president of the Confederation of School Administrators;
- (e) The board section president of the Oregon Association of Education Service Districts;
- (f) The board section president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person as the board of directors may appoint.

**3.6 Vacancies.** In the event that any director position, other than the immediate past president is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term. If there is a vacancy in the Members of Color Caucus' director position, then the Caucus shall, as set forth in Section 3.5.3, appoint a new Caucus officer to serve the remaining term.

**3.7 Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

**3.8 Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

**3.9 Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. The board of directors may hold annual, regular or special meetings in or out of the State of Oregon.

**3.10 Notice of Meetings.** All members shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the

method by which directors can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

**3.11 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

**3.12 Quorum and Voting.** A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before the meeting begins. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

**3.13 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

**3.14 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**3.15 Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify its members and directors of the current Conflict of Interest policy. Each director shall annually complete and return a Conflict of Interest statement.

## **SECTION 4 COMMITTEES AND CAUCUSES**

**4.1 Standing Committees.** The board of directors shall maintain the standing committees described below:

**4.1.1 Executive Committee.** The executive committee shall consist of five officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board by mail, email or at the next board meeting.

**4.1.2 Finance Committee.** The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.

**4.1.3 Legislative Policy Committee.** The board of directors shall maintain a Legislative Policy Committee.

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors and the regional representatives elected under the procedures defined in 4.1.3(c) and (d). All committee members must be elected or appointed directors of a member. The vice president of the board shall chair the LPC.

(c) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may nominate a candidate to the LPC and shall do so by formal resolution of the member and timely submission of the nomination form(s) to the office of the Association. Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. Nominations will be closed by a date identified in the elections calendar adopted by the board.

(d) Election. Each LPC member shall be elected by majority of member boards of a region. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(d). Such elections shall be held using the procedures described in Section 3.5.2.

(e) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.

(f) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

**4.2 Other Board Committees.** The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the

action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, however, that no committee of the board of directors may:

- (a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- (b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- (d) Adopt, amend, or repeal the articles of incorporation or bylaws.

**4.3 Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

**4.4 Caucuses.** Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. **Caucuses shall:**

**4.4.1** Clearly articulate the vision, mission and goals of the Caucus.

**4.4.2** Adopt bylaws for operating, programming and governing within the context of the Association bylaws described herein.

**4.4.3** Caucuses shall be added or eliminated to this provision through the amendment process described in these bylaws.

**4.4.4** With the adoption of this section, the Oregon School Board Members of Color Caucus is established.

**4.5 Administration.** Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

## **SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS**

**5.1 Appointment.** The board of directors shall elect officers by majority vote at least 10 days prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be

required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

**5.2 Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

**5.3 Compensation and Term of Office.** Officer terms are one calendar year. No officer except the secretary-treasurer shall serve two consecutive terms in the same office unless the director completed a term for another officer who was unable to complete a term and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**5.4 Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

**5.5 Officers.** The officers of the Association are as follows:

**5.5.1 President:** The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, committees subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be ex-officio voting member of all committees. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

**5.5.2 President-elect:** In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.

**5.5.3 Vice president:** In the absence of the president-elect shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.

**5.5.4 Secretary-treasurer:** The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings; shall carry on official

correspondence of the Association; shall arrange for proper banking facilities; and shall receive, account for and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are read, and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

**5.5.5 Immediate past president:** The immediate past president shall advise and counsel with other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.

**5.5.6 Assistants:** The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.

## **SECTION 6 NONDISCRIMINATION**

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender, race, creed, marital status, sexual orientation, religion, color, age, disability, or national origin.

## **SECTION 7 GENERAL PROVISIONS**

### **7.1 Amendment of Bylaws.**

**7.1.1** Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.

**7.1.2** Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

**7.2 Inspection of Books and Records.** All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

**7.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.



**7.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

**7.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

**7.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

**7.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

**7.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July 1 and end on the last day of June in each year.

**7.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

\* \* \* \* \*

The foregoing bylaws were duly adopted by the Board of Directors of Oregon School Boards Association on (fill in date) and approved by the membership on (fill in date).

## Yamhill Carlton School Board OSBA Scholarship

### Academic Scholarship Application

The Academic scholarships are awarded to qualifying seniors who are students in the Yamhill Carlton School District. The deadline for applications is **May 1<sup>st</sup>, 2019**. Scholarship Award(s) will be announced at the end of the year senior awards banquet.

**Purpose:** To provide up to two scholarships to graduating seniors pursuing a post-high school course of study at either a college/university, other post-secondary educational institution, or a trade school and graduated high school in 2019 and payable in the 2019-20 school year.

**Award Components:** Two \$2500 scholarship(s) awarded to student(s) selected by the Yamhill Carlton School District School Board.

**Criteria:**

1. Applicants must be a graduating senior in the year of the award.

**Accessing Funds:** Scholarship funds will be awarded to the student upon evidence of registration (letter of matriculation) in college/university or other post-secondary educational institution or trade school. A check will be sent to the school in your name.

**Application Process:**

1. Completed application form.
2. Letter of application addressed to the School Board. Letter should contain a brief explanation of career goals and biographical (background) information.
3. An official high school transcript with cumulative grade point average and class rank/standing.
4. Two (2) letters of recommendation from high school teachers, administrators, counselors, employers, or individual with significant knowledge of applicant's experience and involvement, NOT your parent.

**5. Personal essay.** In your essay please answer the question (typed, double spaced minimum of 250 words, with word count noted):

**Describe and explain how you have worked in your life to make a positive difference.**

**Deadline:** Application deadline is **May 1<sup>st</sup>, 2019 by 4 PM**. Applications not received by this date and time will NOT be considered.

Send applications to:  
Yamhill Carlton School District – District Office  
120 N Larch Place - Yamhill, OR 97148

**Yamhill Carlton School Board OSBA Scholarship**  
**Academic Scholarship Application Form**

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

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

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

High School: \_\_\_\_\_

\*I am/will be attending the following school in the Fall 2019: \_\_\_\_\_

**\*Proof of acceptance from the above school is required prior to receipt of funds.**

1. List your academic honors, awards, sports activities, and membership activities during high school (grades 9-12). (Use a separate sheet if needed).
  
2. List your volunteer community service activities, hobbies, outside interests, and extracurricular activities (grades 9-12). (Use a separate sheet if needed).
  
3. Personal essay written separately and included in the application packet (typed, double spaced minimum of 250 words, with word count noted):

**Describe and explain how you have worked in your life to make a positive difference.**

**STATEMENT OF ACCURACY**

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge. I also consent that my picture may be taken and used for promotion and announcements. I hereby understand that if chosen as a scholarship winner, I must provide evidence of enrollment / registration at the post-secondary institution of my choice before scholarship funds can be awarded.

Signature of scholarship applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent (if under 18): \_\_\_\_\_ Date \_\_\_\_\_

**The deadline for this application to be received is: May 1, 2019, by 4 PM.**

Yamhill Carlton School Board OSBA Scholarship

<b>CRITERIA</b>	<b>3</b>	<b>2</b>	<b>1</b>
Completion of Application	All sections complete; neat presentation; statement of accuracy signed / dated	One section missing and neat; or all sections complete and messy	Two missing sections either neat or messy
Academic honors, awards, sports activities, and membership activities	Numerous (15 or more noted)	Some (9-14)	Few (3-8)
Volunteer community service, hobbies, outside interests, extracurricular activities	Numerous (6 or more noted)	Some (3-5 noted)	Few (1-2)
Required elements 1. HS transcript 2. Two letters of recommendation	All evident; recommendations completely align with application	N/A	One item missing; recommendations not completely aligned
Letter of Application	Includes career goals and biographical background; information well-articulated; neat and professional	Contains career goals and bio information; content written with minimal information; neat	Incomplete career goals and/or bio information; content weak or sparse; hand written / messy
Personal Essay	Minimum of 250 words, typed, double spaced, neat and professional (spelling, punctuation, format readable); well articulated	N/A	Incomplete for minimum words, formatting messy, spelling and / or punctuation errors
Grade Point Average	4.00+ - 3.9	3.89 – 3.70	3.69 – 3.0
		TOTAL POINTS  (POSSIBLE: 21)	

## **RESOLUTION NO. 2019-03**

### **A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A TAX-EXEMPT FINANCING AGREEMENT AND NOTE IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,000,000; DESIGNATING AN AUTHORIZED REPRESENTATIVE AND SPECIAL COUNSEL; AND RELATED MATTERS.**

**WHEREAS**, the Yamhill Carlton School District No. 1, Yamhill County, Oregon (the “District”), finds:

- A. The District is authorized pursuant to the Constitution and laws of the State of Oregon, specifically Oregon Revised Statutes Section 271.390 and 287A.315 (collectively, the “Act”) to enter into agreements to finance the cost of real and personal property and pledge its full faith and credit; and
- B. On April 12, 2018 the District adopted Resolution No. 2018-09 authorizing the execution and delivery of a non-revolving line of credit and note (the “Line of Credit”) in the principal amount not to exceed \$2,000,000, which expires December 31, 2018; and
- C. The District has not made a draw on the Line of Credit and it is in the best interest of the District to replace the Line of Credit with a financing agreement and note to (1) finance the construction, equipping and furnishing of improvements to the facilities of the District, and (2) pay all costs incidental thereto (collectively, the “Project”).

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:**

#### **Section 1. Authorization.**

The District authorizes the issuance and negotiated sale of a financing agreement and note (collectively, the “Agreement”) with U.S. Bank National Association (the “Bank”) in an amount not to exceed \$2,000,000 to finance the Project. The Agreement shall bear interest at a rate not to exceed 3.15%, shall mature on or before December 31, 2021 and shall be in a form satisfactory to the Authorized Representative (as defined below).

#### **Section 2. Security.**

The payments under the Agreement shall be a full faith and credit obligation of the District payable from lawfully available, non-restricted funds of the District other funds that may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon, and shall not be subject to annual appropriation. The Agreement will not be secured by any lien or security interest on any property, real or personal.

### **Section 3. Designation of Authorized Representative.**

The District hereby authorizes the Superintendent or the Director of Fiscal Services (each an “Authorized Representative”) to act as the authorized representative on behalf of the District to determine the remaining terms of the Agreement as delegated in Section 4 below.

### **Section 4. Delegation of Final Terms of Agreement and Additional Documents.**

The Authorized Representative is authorized, on behalf of the District, to:

A. negotiate the terms of the Agreement and establish the maturity and interest payment dates, dated date, principal amounts, prepayment provisions, interest rates, denominations, financial reporting requirements, and all other terms of the Agreement as the Authorized Representative determines to be in the best interest of the District, and to execute and deliver the Agreement;

B. designate the Agreement as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), so long as the District and all subordinate entities do not reasonably expect to issue more than \$10,000,000 of tax-exempt obligations during the calendar year in which the Agreement is entered into;

C. approve, execute and deliver a Tax Certificate; and

D. execute and deliver a certificate specifying the action taken pursuant to this Resolution and any other documents, agreements or certificates that the Authorized Representative determines are necessary and desirable to enter into the Agreement in accordance with this Resolution and take any other actions that the Authorized Representative determines are necessary or desirable to finance the Project with the Agreement in accordance with this Resolution.

### **Section 5. Compliance with Internal Revenue Code.**

The District hereby covenants for the benefit of the Bank to use the Agreement proceeds and the Project financed with the Agreement in the manner required, and to otherwise comply with all provisions of the Code, so that interest paid on the Agreement will not be includable in gross income of the Bank for federal income tax purposes. The District makes the following specific covenants with respect to the Code:

A. The District will not take any action or omit any action if it would cause the Agreement to become an arbitrage bond under Section 148 of the Code.

B. The District shall operate the Project so that the Agreement does not become a “private activity bond” within the meaning of Section 141 of the Code.

C. The District shall comply with appropriate Code reporting requirements.

D. The District shall pay, when due, all rebates and penalties with respect to the Agreement that are required by Section 148(f) of the Code.

The covenants contained in this Section 5 and any covenants in the closing documents for the Agreement shall constitute a contract with the Bank, and shall be enforceable by it. The Authorized Representative may enter into covenants on behalf of the District to protect the tax-exempt status of the Agreement.

#### **Section 6. Appointment of Special Counsel.**

The District appoints Mersereau Shannon LLP as special counsel to the District for the issuance of the Agreement.

#### **Section 7. Resolution to Constitute Contract.**

In consideration of the purchase and acceptance of the Agreement, the provisions of this Resolution shall be part of the contract of the District with the Bank and shall be deemed to be and shall constitute a contract between the District and the Bank. The covenants, pledges, representations and warranties contained in this Resolution, in the Agreement or in the closing documents executed in connection with the Agreement and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the benefit, protection and security of the Bank and shall be enforceable by the Bank.

#### **Section 8. Effective Date.**

This resolution shall take effect immediately upon its adoption by the Board of Directors of the District.

ADOPTED this 13<sup>th</sup> day of December 2018 by the Board of Directors of Yamhill Carlton School District No. 1, Yamhill County, Oregon.

**YAMHILL CARLTON SCHOOL DISTRICT NO. 1  
YAMHILL COUNTY, OREGON**

By \_\_\_\_\_  
Jami Egland  
Chair

**ATTEST:**

By \_\_\_\_\_  
Charan Cline  
Superintendent

# Yamhill Carlton School District

Code: ECACB  
Adopted: 3/8/2018  
Revised:

## Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff and **authorized volunteers** teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

District employees shall work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA sanctioned events. Use of a UAS at other district-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy.

The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.501-345 on the district’s website.

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<sup>1</sup> <http://www.osaa.org/governance/handbooks/osaa/#85>



## [Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the [superintendent or designee].

If permission is granted by the [superintendent or designee], the third party operating a UAS will comply with all FAA regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;
2. Appropriate registration and authorization issued by the FAA and the Oregon Department of Aviation when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.]

END OF POLICY

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### Legal Reference(s):

[ORS 164.885](#)

[ORS 174.109](#)

[ORS 192.501](#) ~~345~~

[ORS 837.300 - 837.390](#)

[ORS 837.995](#)

[OAR 738-080-0015 - 0045](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95 § 336 (2012).

Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 ~~(2015-2016)~~.

# Yamhill Carlton School District

Code: GBC  
Adopted: 2/27/2012  
Revised: 12/9/2014, 4/11/2016

## Staff Ethics

### I. ~~Conflict of Interest~~ Prohibited Use of Official Position or Financial Gain

No district employee will attempt to use ~~his/her~~ their district position to obtain ~~personal~~ financial ~~benefit~~ gain or avoidance of financial detriment ~~or financial gain or avoidance of financial detriment~~ for themselves, relatives, ~~household~~ members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district.

This prohibition does not apply to any part of an official compensation package as approved by the Board, honorarium ~~allowed by Oregon Revised Statute (ORS) 244.042~~, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question ~~of conflict of interest with~~ regarding the use of their official position in regards to their duties and responsibilities as ~~staff members~~ district employees. This would also apply to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives or members of the district employee's household will not use ~~their~~ the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district ~~[.] [;] [A district or charter school substitute bus driver in a district with an average daily membership of 50 or less may serve as a Board member;]~~

5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an **district** employee has a potential or actual conflict of interest, the **district** employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict. **This must be done on each occasion the district employee is met with a conflict of interest.**

**"Potential conflict of interest" means any action or any decision or recommendation by a district employee that could result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.**

**"Actual conflict of interest" means any action or any decision or recommendation by a district employee that would result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.**

In order to avoid ~~both potential and actual conflicts of interests~~ violation of nepotism provisions and district policy, district employees must abide by the following ~~rules~~ when an employee's relative or member of the household **of the district employee,** is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of **Oregon Revised Statute (ORS) Chapter 244.** This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;
2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;
3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. **[Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.]**

~~In the conflict of interest context:~~

"Member of household" means any person who resides with the employee.

“Relative” means: the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>2</sup> to the employee, or who receives any benefit from the employee’s public employment.

## II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee’s relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

“Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means: the spouse<sup>3</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>4</sup> to the employee, or who receives any benefit from the employee’s public employment.

“Member of the household” means any person who resides with the employee.

### Determining the Source of Gifts

Employees, the employee’s relatives or members of the employee’s household should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. If the giver does not have a legislative or administrative interest, the [ethics rules on gifts](#) \$50 limit does not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

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<sup>1</sup> The term spouse includes domestic partner.

<sup>2</sup> Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

<sup>3</sup> Ibid. p. 23

<sup>4</sup> Ibid. p. 23

## Determining Legislative and Administrative Interest

A “legislative or administrative interest” means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A “decision” means an act that commits the district to a particular course of action within the employee’s scope of authority and that is connected to the source of the gift’s economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor’s actions would be considered a decision.

## Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the employee.

~~3.~~ Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

~~4.~~ Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

## Value of Unsolicited Tokens or Awards: Resale Value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

## Entertainment

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

## Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
  - a. ~~Organized Planned Events~~. Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:
    - a. (+) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:

(1) ~~(a)~~ The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

(a) ~~(i)~~ The giver is a unit of a:

- (i) ~~1)~~ Federal, state, or local government;
- (ii) ~~2)~~ An Oregon or federally recognized Native American Tribe; OR
- (iii) ~~3)~~ Nonprofit corporation.

(2) ~~(b)~~ The employee is representing the district:

- (a) ~~(i)~~ On an officially sanctioned trade-promotion or fact-finding mission; OR
- (b) ~~(ii)~~ Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the superintendent.*

~~(2)~~ The purpose of ~~this~~ the exception in a. above is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i);

6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;

7. An ~~gift item~~ received by the employee as part of the usual or customary practice of the employee’s private business, employment or position as a volunteer that bears no relationship to the employee’s district employment;

8. Reasonable expenses paid to employee for accompanying students on an educational trip.

## Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

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**Legal Reference(s):**

[ORS 244](#).010 - 244.400  
[ORS 332](#).016

[ORS 659A](#).309

[OAR 199-005](#)-0001 - 199-020-0020  
[OAR 584-020](#)-0040

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.



# Yamhill Carlton School District

Code: GBN/JBA  
Adopted: 10/9/2006  
Revised: 12/14/2014

## Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or employee staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control jurisdiction of the district; or where the employee staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee staff member's ability to perform his/her job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, or staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, ~~employee~~ staff members or third parties who has knowledge of conduct in violation of this policy or feels ~~he/she is~~ they are a victim of sexual harassment must immediately report ~~his/her~~ their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. ~~A~~ ~~s~~Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, ~~or~~ the staff member or the third party who initiated the complaint shall be notified ~~of the findings of the investigation and, if appropriate, that remedial action has been taken~~ that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy ~~shall~~ may not adversely affect the educational assignments or ~~study~~ educational environment of a student complainant, ~~or~~ any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. ~~Employees~~ Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, ~~and~~ staff members and third parties, posted on the district's website ~~and published in student/parent and staff handbooks~~. The district's policy shall be posted on a sign in <sup>1</sup>[all ~~grade 6 through 12~~ schools] [all schools]. ~~Such posting~~ Posted signs shall be ~~by a sign of~~ at least 8-1/2 inches by 11 inches in size.

<sup>1</sup> [Posting in "in grade 6 through 12 schools" is the minimum requirement per ORS 342.700.]

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.706](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

**HB 4150 (2018)**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

# Yamhill Carlton School District

Code: JBA/GBN  
Adopted: 10/9/2006  
Revised: 12/14/2014

## Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties on or immediately adjacent to district property, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or ~~employee~~ staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the ~~control~~ jurisdiction of the district; or where the ~~employee~~ staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an ~~employee's~~ staff member's ability to perform ~~his/her~~ job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, ~~or~~ staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, ~~employee~~ staff members or third parties who has knowledge of conduct in violation of this policy or feels ~~he/she is~~ they are a victim of sexual harassment must immediately report ~~his/her~~ their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. ~~A~~ ~~s~~Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, ~~or the~~ staff member or the third party who initiated the complaint shall be notified ~~of the findings of the investigation and, if appropriate, that remedial action has been taken~~ that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy ~~shall~~ may not adversely affect the educational assignments or ~~study~~ educational environment of a student complainant or any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. ~~Employees~~ Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, ~~and~~ staff members and third parties, posted on the district's website ~~and published in student/parent and staff handbooks~~. The district's policy shall be posted on a sign in <sup>1</sup>all ~~grade 6 through 12~~ schools ~~all schools~~. ~~Such posting~~ Posted signs shall be ~~by a sign of~~ at least 8-1/2 inches by 11 inches in size.

<sup>1</sup> [Posting in "all grade 6 through 12 schools" is the minimum requirement per ORS 342.700.]

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.706](#)  
[ORS 342.700](#)  
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[ORS 342.708](#)  
[ORS 342.850](#)

[ORS 342.865](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)

[OAR 581-021-0038](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

[HB 4150 \(2018\)](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

# Yamhill Carlton School District

Code: GCBDC/GDBDC  
Adopted: 4/14/2008  
Revised: 12/10/2012, 12/9/2013

## Domestic Violence, Harassment, Sexual Assault or Stalking Leave

(For employers who employ six or more employees)

### Definitions

1. “Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.
2. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.
3. “Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700 - 107.735, 124.005 - 124.040 or 163.730 - 163.750 or any other order that restrains an individual from contact with an eligible employee or for the employee’s minor child or dependent.
4. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
5. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.805-065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
6. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
7. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 695A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
8. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.



A district (covered employer) shall allow an (eligible) employee to take reasonable leave for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent;
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking;
4. To obtain services from a victims services providers for the eligible employee or the employee's minor child or dependent;
5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child/dependent.

The district may limit the amount of leave, if the employee's leave creates an undue hardship on the district.

The district shall not deny leave to an employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of ~~their~~ the employee's intent to take leave unless giving advance notice is not feasible.

The district may require the employee to provide certification that:

1. The employee or minor child/dependent is a victim of domestic violence, harassment, sexual assault or stalking; and
2. The leave is taken for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a report from law enforcement indicating the employee or child/dependent was a victim of domestic violence, harassment, sexual assault or stalking.
2. A copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking.



3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or a victim's services provider that the employee, employee's child or dependent was undergoing counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

All records and information kept by the district regarding the employee's leave, including the request or obtaining of leave is confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employee may use ~~any~~ all paid accrued ~~vacation~~ leave ~~or may use any other paid leave that is offered by the district in lieu of vacation leave~~, including personal, sick and vacation leave. The employee may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.502](#)355(38)

[ORS 659A.270](#) - 659A.290

# Yamhill Carlton School District

Code: IICC  
Adopted: 12/14/2017  
Revised:

## Volunteers \*

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

<sup>1</sup>[Any person authorized by the district for volunteer service into a position that ~~will have~~ allows direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check.] [Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring fingerprinting, shall be required to undergo a nationwide criminal records check and fingerprinting. [(See Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.)] ] [Any person authorized by the district for volunteer service that will not likely have direct, unsupervised contact with students ~~[will]~~ [will not] be required to undergo an Oregon criminal records check.]

[Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form [will] [may] be denied the ability to volunteer in the district.]

[Nonexempt employees<sup>2</sup> may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services<sup>3</sup> as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.<sup>4</sup>]

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

### END OF POLICY

<sup>1</sup> [The district must make a determination on whether volunteers' positions will or will not ~~have~~ be allowed direct, unsupervised contact with students, and also decide if any of these volunteer positions will be identified by the district to require a nationwide criminal records check through fingerprinting. If the district allows volunteers direct, unsupervised contact with students, this language is required. Choose the appropriate bracketed options and align with bracketed language selections made in GCDA/GDDA and GCDA/GDDA-AR.]

<sup>2</sup> [There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.]

<sup>3</sup> [Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.]

<sup>4</sup> [Districts should review ~~with legal counsel~~ the use of non-exempt employees in extracurricular activity positions such as coaching, ~~and as advisers for~~ cheerleading ~~advisors~~ and other district-sponsored activities ~~with legal counsel~~ for FLSA district impact.]

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**Legal Reference(s):**

[ORS Chapter 243](#)

[ORS 326.607](#)

[ORS 332.107](#)

[OAR 839-020-0005](#)

~~HB 2992 (2017)~~

[OAR 581-021-0502](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

# Yamhill Carlton School District

Code: IGBA  
Adopted: 10/9/2006  
Revised: 12/14/2017,

## Students with Disabilities - Child Identification Procedures

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education (EI/ECSE) or special education services. For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency [Willamette ESD] is responsible for determining the eligibility of children for EI/ECSE services in accordance with Oregon Administrative Rule (OAR) 581-015-2100. The district identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending a private school (religious or secular) located within the boundaries of the district;
7. Attending a public charter school located in the district;
8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; ~~or~~ and
9. Above the age of compulsory school attendance who have not graduated from high school with a regular ~~or modified~~ high school diploma and have not completed the school year in which they reach their 21st birthday.

The district determines residency in accordance with Oregon Revised Statutes (ORS) Chapter 339 and, for the purposes of public charter school students with disabilities, in accordance with ORS Chapter 338 and ORS Chapter 339. The district enrolls all students who are five ~~by~~ on or before September 1 of the current school year. Students with disabilities are eligible to enroll in the district through the school year in which they reach the age of 21 if they have not graduated with a regular ~~or modified~~ high school diploma.

The district shall annually submit data to the Oregon Department of Education (ODE) regarding the number of resident students with disabilities who have been identified, located and evaluated and are receiving special education and related services. The district conducts an annual count of the total number of private school children attending private schools located within the boundaries of the district, and a

count of all children with disabilities attending private schools located within the boundaries of the district, in accordance with OAR 581-015-2465. The district reports any additional data to ODE as required by the ODE to meet the requirements of federal or state law and the applicable reporting dates.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 332.075</a>	<a href="#">ORS 343.517</a>	<a href="#">OAR 581-015-2190</a>
<a href="#">ORS 338.165</a>	<a href="#">ORS 343.533</a>	<a href="#">OAR 581-015-2195</a>
<a href="#">ORS 339.115 - 339.137</a>		<a href="#">OAR 581-015-2315</a>
<a href="#">ORS 343.151</a>	<a href="#">OAR 581-015-2040</a>	<a href="#">OAR 581-015-2480</a>
<a href="#">ORS 343.157</a>	<a href="#">OAR 581-015-2045</a>	<a href="#">OAR 581-021-0029</a>
<a href="#">ORS 343.193</a>	<a href="#">OAR 581-015-2080</a>	<a href="#">OAR 581-022-2315</a>
<a href="#">ORS 343.221</a>	<a href="#">OAR 581-015-2085</a>	

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1412(a)(3) (2012).

Early Intervention Program for Infants and Toddlers with Disabilities, 34 C.F.R. Part 303 (2017).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.111 (2017).

# Yamhill Carlton School District

Code: IGBAH  
Adopted: 10/9/2006  
Revised: 12/14/2017,

## Special Education - Evaluation Procedures\*\*

Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.

A full and individual evaluation of a student's educational needs that meets the criteria established in the Oregon Administrative Rules will be conducted before determining eligibility and before the initial provision of special education and related services to a student with a disability. The district implements an ongoing system to locate, identify and evaluate all children birth to 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services.

The district identifies all children with disabilities, regardless of the severity of their disabilities, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending private school (religious or secular) located within the boundaries of the district;
7. Attending a public charter school located in the district;
8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; or and
9. Above the age of compulsory school attendance who have not graduated from high school with a regular or modified high school diploma and have not completed the school year in which they reach their 21st birthday.

The district is responsible for evaluating and determining eligibility for special education services for school-age children. The district is responsible for evaluating children who may be eligible for early intervention/early childhood special education (EI/ECSE) services. The district's designated referral and evaluation agency is responsible for determining eligibility.

Before conducting any evaluation or re-evaluation, the district:

1. Plans the evaluation with a group that includes the parent(s);
2. Provides prior written notice to the parent(s) that describes any proposed evaluation procedures the agency proposes to conduct as a result of the evaluation planning process; and
3. Obtains informed written consent for evaluation.

The district conducts a comprehensive evaluation or re-evaluation before:

1. Determining that a child has a disability;
2. Determining that a child continues to have a disability;
3. Changing the child's eligibility;
4. Providing special education and related services;
5. Terminating the child's eligibility for special education, unless the termination is due to graduation from high school with a regular ~~or modified~~ diploma or exceeding the age of eligibility for a free appropriate public education.

Upon completion of the evaluation, the district provides the parent or eligible child a copy of the evaluation report at no cost. The evaluation report describes and explains the results of the evaluation. Upon completion of the eligibility determination, the district provides the parent or eligible child documentation of eligibility determination at no cost.

The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of education need, used to assess a child are:

1. Selected and administered so as not to be racially or culturally discriminatory;
2. Provided and administered in the child's native language or other mode of communication and form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally unless it is clearly not feasible to do so;
3. Used for purposes for which assessments or measures are valid and reliable;
4. Administered by trained and knowledgeable personnel; and
5. Administered in accordance with any instructions provided by the producer of such assessments.

Materials and procedures used to assess a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education, rather than measuring the child's English language skills.

A student must meet the eligibility criteria established in the Oregon Administrative Rules.

The district conducts re-evaluations:

1. When the educational or related services needs, including improved academic achievement and functional performance of the children warrant a re-evaluation;
2. When the child's parents or teacher requests a re-evaluation; and
3. At least every three years, unless that parent and the district agree that a re-evaluation is unnecessary.

The district does not conduct re-evaluation more than once a year, unless the parent and district agree otherwise.

If a parent has previously revoked consent for special education and related services and subsequently requests special education and related services, the district will conduct an initial evaluation of the student to determine eligibility for special education.

END OF POLICY

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**Legal Reference(s):**

[ORS 343.155](#)  
[ORS 343.157](#)

[ORS 343.164](#)  
[OAR 581-015-2000](#)

[OAR 581-015-2095](#)  
[OAR 581-015-2105 - 2190](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.530-300.534, 300.540-300.543, 300.7 (2017).



# Yamhill Carlton School District

Code: IGBAJ  
Adopted: 10/9/2006  
Revised: 12/9/2013, 12/14/2017

## Special Education - Free Appropriate Public Education (FAPE)\*\*

1. The district admits all resident school-age children with disabilities and makes special education and related services available at no cost to those:
  - a. Who have reached five years of age but have not yet reached 21 years of age on or before September 1 of the current school year, even if they ~~have not failed or have not been retained in a course or grade or~~ are advancing from grade to grade;
  - b. Who have not graduated with a regular ~~or modified~~ high school diploma;
  - c. Who have been suspended or expelled in accordance with special education discipline provisions; or
  - d. Who reach age 21 before the end of the school year. These students remain eligible until the end of the school year in which they reach 21.
2. The district determines residency in accordance with Oregon law.
3. The district takes steps to ensure that its children with disabilities have available to them the variety of educational programs and services available to nondisabled children in the area served by the district and provides a continuum of services to meet the individual special education needs of all resident children with disabilities, and children with disabilities who are enrolled in public charter schools located in the district.
4. The district may, but is not required to, provide special education and related services to a student who has graduated with a regular ~~or modified~~ diploma.
5. State law prohibits the district from recommending to parents, or requiring a child to obtain, a prescription for medication to affect or alter thought processes, mood or behavior as a condition of attending school, receiving an evaluation to determine eligibility for early childhood special education or special education, or receiving special education services.
6. If the individualized education program (IEP) team determines that placement in a public or private residential program is necessary to provide FAPE, the program, including nonmedical care and room and board, must be at no cost to the parents of the child.
7. If a parent revokes consent for a student receiving special education and related services, the district will not be considered to be in violation of the requirement to make FAPE available to the student because of the failure to provide the student with further special education and related services.

END OF POLICY

**Legal Reference(s):**

[ORS 338.165](#)  
[ORS 339.115](#)  
[ORS 343.085](#)  
[ORS 343.224](#)

[OAR 581-015-2020](#)  
[OAR 581-015-2035](#)  
[OAR 581-015-2040 - 2065](#)  
[OAR 581-015-2050](#)  
[OAR 581-015-2075](#)

[OAR 581-015-2530](#)  
[OAR 581-015-2600](#)  
[OAR 581-015-2605](#)  
[OAR 581-021-0029](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.17, 300.101-110, 300.113, 300.300 (2017).

# Yamhill Carlton School District

Code: IGBHE  
Adopted: 10/9/2006  
Revised: 2/27/2012, 12/14/2017

## Expanded Options Program\*\*

The Board is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district's Expanded Options Program (EOP) will comply with all requirements of Oregon law (ORS 340) and give priority status to "at-risk" students.

### Eligible Students

Eligible students may apply to take courses at an eligible post-secondary institution through the Expanded Options Program. A student is eligible for the EOP if he/she:

1. Is 16 years of age or older at the time of enrollment in a course under the EOP;
2. Is in grade 11 or 12 at the time of enrollment in a course under the EOP or has not yet completed the required credits to be in grade 11 or 12, but the district has allowed the student to participate in the program;
3. Has developed an educational learning plan;
4. Has not successfully completed the requirements for a high school diploma ~~or a modified diploma~~. A student who has graduated from high school may not participate; and
5. Is not a foreign exchange student enrolled in a school under a cultural exchange program.

### Student Notification

Prior to February 15 of each year, the district shall notify all high school students and the parent or guardian of students of the EOP for the following school year. The district will notify a transfer high school student, or a returning dropout, of the EOP if the student enrolls after the district has issued the February 15 notice. The district will notify a high school student who has officially expressed an intent to participate in the EOP, and the student's parent or guardian, of the student's eligibility status within 20 business days of the expression of intent.

It is a priority for the district to provide information about the EOP to high school students who have dropped out of school. The district shall establish a process to identify and provide those students with information about the program. The district shall send information about the program to the last-known address of the family of the student.

The notice must include the following:

1. Financial arrangements for tuition, textbooks, equipment and materials;

2. Available transportation services;
3. The effect of enrolling in the EOP on the student's ability to complete high school graduation requirements;
4. The consequences of failing or not completing a post-secondary course;
5. Notification that participation in the EOP is contingent on acceptance by an eligible post-secondary institution;
6. District timelines affecting student eligibility and duplicate course determinations;
7. Exclusion of duplicate courses as determined by the district;
8. The process for a student to appeal the district's duplicate course determination to the Superintendent of Public Instruction or the Superintendent's designee under ORS 340.030;
9. Exclusion of post-secondary courses in which a student is enrolled if the student is also enrolled full time in the resident high school.

### **Enrollment Process**

Prior to May 15 of each year, a student who is interested in participating in the EOP shall notify the district of his/her intent to enroll in eligible post-secondary courses during the following school year. A high school transfer student or returning dropout has 20 business days from the date of enrollment to indicate interest.

The district shall review with the student and the student's parent or guardian the student's current status toward meeting all state and district graduation requirements and the applicability of the proposed eligible post-secondary course to the remaining graduation requirements.

A student who intends to participate in the EOP shall develop an educational learning plan in cooperation with an advisory support team. An advisory support team may include the student, the student's parent or guardian and a teacher or a counselor. The educational learning plan may include:

1. The student's short-term and long-term learning goals and proposed activities; and
2. The relationship of the eligible post-secondary courses proposed under the EOP and the student's learning goals.

A student who enrolls in the EOP may not enroll in eligible post-secondary courses for more than the equivalent of two academic years. A student who first enrolls in the EOP in grade 12 may not enroll in eligible post-secondary courses for more than the equivalent of one academic year. If a student first enrolls in an eligible post-secondary course in the middle of the school year, the time of participation shall be reduced proportionately. If a student is enrolled in a year-round program and begins each grade in the summer session, summer sessions are not counted against the time of participation.

## **Duplicate Courses**

The district will establish a process to determine duplicate course designations. The district will notify an eligible student and the student's parent or guardian, of any course the student wishes to take that the district determines is a duplicate course, within 20 business days after the student has submitted a list of intended courses.

A student may appeal a duplicate course determination to the Board based on evidence of the scope of the course. The Board will issue a decision on the appeal within 30 business days of receipt of the appeal. If the appeal is denied by the Board, the student may appeal the district's determination to the Superintendent of Public Instruction or designee under ORS 340.030.

## **Expanded Options Program Annual Credit Hour Cap**

The number of quarter credit hours that may be awarded by a high school under the EOP is limited to an amount equal to the number of students in grades 9 through 12 enrolled in the high school multiplied by a factor of 0.33. For example, the cap for a high school with 450 students in grades 9 through 12 would be 148.5 ( $450 \times 0.33 = 148.5$ ). (The caps must be established separately for each high school.)

At the district's discretion, the district may choose to exceed both the individual high school level cap and the aggregate district level cap. If the district has more eligible students than are allowed under the credit hour cap the district shall establish a process for selecting eligible students for participation in the program. The process will give priority for participation to students who are "at risk." An "at-risk student" means: (1) a student who qualifies for a free or reduced price lunch program; or (2) an at-risk student as defined by rules adopted by the State Board of Education if it has adopted rules to define an at-risk student.

If the district has not exceeded the credit hour cap, the district shall ensure that all eligible at-risk students are allowed to participate in the EOP and may allow eligible students who are not at-risk to participate in the program.

## **Post-Secondary Institution Credit**

Prior to beginning an eligible post-secondary course, the district shall notify the student of the number and type of credits that the student will be granted upon successful completion of the course. If there is a dispute between the district and the student regarding the number or type of credits that the district will or has granted to a student for a particular course, the student may appeal the district's decision to the Board.

Credits granted to a student shall be counted toward high school graduation requirements and subject area requirements of the state and the district. Evidence of successful completion of each course and credits granted shall be included in the student's education record. A student shall provide the district with a copy of the student's grade in each course taken for credit under the EOP. The student's education record shall indicate that the credits were earned at an eligible post-secondary institution.

## **Financial Agreement**

The district shall negotiate in good faith a financial agreement with the eligible post-secondary institution for the payment of actual instructional costs associated with the student's enrollment, including tuition, textbooks, equipment and materials.

## **Waiver**

A district may request a waiver from the Superintendent of Public Instruction if:

1. Compliance would adversely impact the finances of the district; or
2. Accel Programs are offered by the district (i.e., Dual Credit, Sponsored-Based Dual Credit, Assessment-Based Dual Credit, Articulated Career Technical Education (CTE) courses, two-plus-two programs, Advanced Placement (AP), International Baccalaureate Programs or other locally developed program that offers Accelerated College Credit to their respective high school student).

## **Student Reimbursement**

Students are not eligible for any state student financial aid for college coursework, but students may apply to the district for reimbursement for any textbooks, fees, equipment or materials purchased by the student that are required for an eligible post-secondary course. All textbooks, fees, equipment and materials provided to a student and paid for by the district are the property of the district.

## **Transportation Services**

The district may provide transportation services to eligible students who attend post-secondary institutions within the education service district boundaries of which the district is a component district.

## **Special Education Services**

The district of an eligible student participating in the EOP shall be responsible for providing any required special education and related services to the student. If a post-secondary institution intends to provide special education and related services to an EOP participant, the institution shall enter into a written contract with the district of the student. The contract shall include the following at a minimum:

1. Allowance for the student to remain in the program during the pendency of any special education due process hearing unless the parent or guardian and district agree otherwise;
2. Immediate notification to the district if the institution suspects that a student participating in the program may have a disability and requires special education or related services;
3. Immediate notification to the district if the student engaged in conduct that may lead to suspension or expulsion; and
4. Immediate notification to the district of any complaint made by the parent or guardian of the student regarding the student's participation in the program at the institution.

## **District Alternative Programs**

The EOP does not affect any program, agreement or plan that existed on January 1, 2006 between the district and a post-secondary institution, which has been continued or renewed.

Any new program, agreement or plan that is developed after January 1, 2006 may be initiated at the discretion of the district and the post-secondary institution.

END OF POLICY

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**Legal Reference(s):**

[ORS 329.485](#)  
[ORS 332.072](#)

[ORS 336.615 - 336.665](#)  
[ORS Chapter 340](#)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 1111-1605; §§ 3111-3203 (2012).

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2012).

# Yamhill Carlton School District

Code: JECA  
Adopted: 10/0/2006  
Revised: 12/14/2017

## Admission of Resident Students\*\*

A school-age student who lives within the district attendance area between the ages of 5 and 19 shall be allowed to attend school without paying tuition.

A student who turns 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.

The Board may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if he/she is shown to be in need of additional education in order to receive a diploma or a modified diploma. This student may attend school without paying tuition for the remainder of the school year.

The Board shall admit an otherwise eligible student who has not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:

1. Has not yet received a regular high school diploma ~~or a modified diploma~~; or
2. Has received a modified diploma, an extended diploma or an alternative certificate.

A student with disabilities shall be considered a resident in which the child's parent or guardian resides under criteria identified in Oregon Revised Statute (ORS) 339.134.

A student with disabilities voluntarily placed outside the home by his/her parent or guardian may continue to attend the school the student was attending prior to the placement as a district resident, when the student's parent or guardian and school staff can demonstrate it is in the student's best interest.

The Board ~~[will]~~ ~~[will not]~~ ~~[may, based on district criteria,]~~ deny regular school admission to a student who has become a resident student and who is under expulsion from another district for reasons other than a weapons policy violation.

The Board shall deny, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another district for a weapons policy violation.

The Board ~~[will]~~ ~~[will not]~~ ~~[may, based on district criteria,]~~ provide alternative programs of instruction to a student expelled for a weapons policy violation.

END OF POLICY



**Legal Reference(s):**

[ORS 109.056](#)  
[ORS 327.006](#)

[ORS 339.115](#)  
[ORS 339.133](#)

[ORS 339.134](#)  
[ORS 433.267](#)

# Yamhill Carlton School District

Code: JHFF  
Adopted: 2/13/2012  
Revised: 12/10/2012, 9/9/2013

## Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district/~~school~~ employees, contractors or agents<sup>1</sup> of the district will not be tolerated. All district/~~school~~ employees, contractors and agents of the district are subject to this policy.

“Sexual conduct,” as defined by Oregon law, is any verbal or physical [~~or other~~] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

Any district/~~school~~ employee, contractor or agent of the district [~~or volunteer~~] who has reasonable cause to believe that another district/~~school~~ employee, contractor[,] ~~[or] agent of the district [or volunteer]~~ has engaged in sexual conduct with a student must immediately notify his/her [~~immediate supervisor~~] [~~the person identified by the district to receive such reports~~].

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor<sup>2</sup> or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a ~~school~~ district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. [The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement, if applicable.] [~~The employee, contractor or agent of the district may appeal the district’s decision through an appeal process administered by a neutral third party.~~] [~~A volunteer may appeal the district’s decision through the district’s complaint procedure.~~] [A “substantiated report” means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation;

<sup>1</sup> An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party.

<sup>2</sup> [The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file or the student's education record, and in the administrative file for the contractor or agent of the district.]

If the district employee, contractor or agent of the district decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file or in the administrative file for the contractor or agent of the district. The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the [personnel director] [superintendent] [Board chair] will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the [personnel director] [superintendent] [Board chair] shall receive the report. [If the superintendent is the alleged perpetrator, the Board chair shall receive the report.] When the [personnel director] [superintendent] [Board] takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee, a contractor or an agent of the district in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractors or agents of the district at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370 - 339.400](#)

[ORS 418.746 - 418.751](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2012).

# Yamhill Carlton School District

Code: KI  
Adopted: 10/9/2006  
Revised:

## Public Solicitation in District Facilities

~~Students and staff are to be protected from intrusions by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.~~

Fund raising and solicitation by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the [superintendent and/or principal].

Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services shall not be permitted in either the district's schools or grounds, unless authorized by the [superintendent and/or principal].

No non-school-sponsored organization or individual may solicit funds or sell tickets within the district without first securing permission through the [superintendent and/or principal].

Whenever possible, solicitation should occur during non-classroom time.

~~The solicitation and sale of travel services to students [is prohibited] [may be permitted with approval of the [superintendent] [Board]] on district property, at activities under the jurisdiction of the district and at interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).~~

~~This includes sale of services to students by any person or group that sells, provides, furnishes, contracts for, arranges or advertises travel services.~~

~~[Sellers of travel services must meet the following district criteria:~~

- ~~1. — Belong to an association of sellers of travel certified by the director of the Department of Consumer and Business Services;~~
- ~~2. — Provide proof of errors and omissions insurance;~~
- ~~3. — Provide proof of a client trust account or performance bond~~
- ~~4. — Submit references~~
- ~~5. — Include in all information provided to students and parents that drug, alcohol and tobacco use will be prohibited~~
- ~~6. — Include in all information provided to students and parents a statement that the activity is a non-school-sponsored event;~~
- ~~7. — Other.]~~

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are ~~disallowed-prohibited~~. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student, ~~as required by the Every Student Succeeds Act (ESSA)~~. Any district survey containing any "covered survey items"<sup>1</sup> ~~as defined by ESSA~~ may also be inspected by parents.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB - Parental Rights and accompanying administrative regulation.

As required by law, the superintendent shall ensure that notification is provided to parents of students at least annually at the beginning of the school year or when enrolling students for the first time in school, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled. The rights provided to parents under this policy transfer to the student when the student turns 18 years of age or is an emancipated minor under applicable state law.

The district recognizes its responsibility to protect student privacy. Personal information that may be collected as a result of such surveys will be released only with prior, written parental permission, unless as otherwise provided by ~~ESSA law~~ and/or the provisions of Board policy JOB - Personally Identifiable Information.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 339.880](#)

32 OR. ATTY. GEN. OP. 209 (1965)

46 OR. ATTY. GEN. OP 239 (1989)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Every Student Succeeds Act, 20 U.S.C. § 7928 (2012).

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

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<sup>1</sup> "Covered survey items" ~~under the ESSA~~ include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

# Yamhill Carlton School District

Code: ~~KL/KJ~~

Adopted:

## Commercial Advertising/~~Merchandise Sales~~

(Version 2)

(May permit some commercial advertising ~~and merchandise sales~~ as approved.)

The Board recognizes that district-sponsored commercial advertising ~~and merchandise sales~~ may provide an important source of revenue for its programs and activities. Such sales may be permitted as approved by the superintendent or designee and ~~as provided~~ by this policy.

“Commercial advertising” as used in this policy means, use by any person, company, business or corporation, for personal or private gain, of any district media, including, but not limited to, school newspaper, yearbook or other printed material, flyer or circular, **[radio, television,]** video or any other electronic technology or indoor or outdoor signage designed to:

1. Transmit a message offering any goods or services;
2. Cause or induce any other person to purchase any goods or services;
3. Increase demand for any goods or services.

Commercial advertising ~~and merchandise sales~~ approved by the district must be consistent with district mission, goals, Board policies and administrative regulations; promote positive values for district students through proactive educational messages that encourage student achievement and high standards of personal conduct.

The superintendent may consider for approval revenue-enhancing activities that include, but are not limited to, contracts or agreements for:

1. Exclusive advertising ~~and/or rental, sale, lease or use~~ of any product or service throughout the district or at specified locations or times to a person, business or corporation in exchange for goods or services (e.g., scoreboards, electronic message boards, athletic gear, exclusive right to sell beverages, bottled water, snacks, meals, etc.);
2. Products or services that require the dissemination of advertising to staff, students, parents or others or allow any person, business or corporation to obtain information from staff, students, parents or others for the purposes of market research;
3. The use of district facilities or grounds in exchange for products, services or financial considerations (e.g., cell phone towers, etc.);
4. Technology hardware, software, satellite hook-up and/or access in exchange for free or reduced prices and/or fees and/or advertising rights, or agreement to use equipment a certain number of hours of the day, month, etc.;
5. Naming rights to district property in exchange for goods, services or monetary considerations.

~~The solicitation and sale of travel services to students [is prohibited] [may be permitted with approval of the [superintendent] [Board]] on school property, at activities under the jurisdiction of the district and at interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).~~

~~This includes sale of services to students by any person or group that sells, provides, furnishes, contracts for, arranges or advertises travel services.~~

~~[Sellers of travel services must meet the following district criteria:~~

- ~~1. — Belong to an association of sellers of travel certified by the director of the Department of Consumer and Business Services;~~
- ~~2. — Provide proof of errors and omissions insurance;~~
- ~~3. — Provide proof of a client trust account or performance bond;~~
- ~~4. — Submit references;~~
- ~~5. — Include in all information provided to students and parents that drug, alcohol and tobacco use will be prohibited;~~
- ~~6. — Include in all information provided to students and parents a statement that the activity is a non-school sponsored event;~~
- ~~7. — Other.]~~

Contracts shall include a provision allowing the district to terminate the contract if it is determined by the district to have an adverse impact on district programs, services or activities. Revenue derived shall be used for programs, services and/or activities [designed to enhance student achievement, assist in the maintenance of existing district programs, services or activities and/or to provide scholarships for students who demonstrate financial need and merit] [as determined by the district].

All contracts considered for approval are subject to the competitive procurement requirements of Board policies DJ - District Purchasing, DJC - Bidding Requirements and the local contract review board's public contracting rules. Competitive procurement as used in this policy includes monetary as well as in-kind contributions (i.e., scoreboards, computers, other equipment or materials).

[The superintendent will develop administrative regulations as needed for implementation of this policy.]

END OF POLICY

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**Legal Reference(s):**

[ORS 279B.055](#)  
[ORS 279C.335](#)

[ORS 332.107](#)  
[ORS 332.593](#)

[ORS 339.880](#)

~~32 OR. ATTY. GEN. OP. 209 (1965)~~  
~~46 OR. ATTY. GEN. OP. 239 (1989)~~