



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

Thursday, July 6th, 2017

Board Work Session 6:30pm

AGENDA

A. Call to Order Work Session

B. Sub-Committee Reports:

1. Facilities and Transportation (T. Pfeiffer, S. FitzGerald)
 - A. Facilities Committee Report
 - B. Citizen Oversight Committee Report
 - C. Bond Project Manager Report
2. Negotiations (R. Yeo, S. Fitzgerald)
3. Board Policy (H. Nettles, J. Egland)
4. Curriculum (S. Fitzgerald)
5. Activities (R. Yeo, T. Pfeiffer)
6. Finance (J. Egland, H. Nettles)

C. Adjournment

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

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

**YAMHILL CARLTON SCHOOL DISTRICT
2016 BOND MEASURE PROJECTS
COC INTERIM PROJECT MANAGER STATUS REPORT
June, 2017**

PROJECT MONTHLY STATUS REPORT

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

Completion Date: Preliminary: October 23, 2018

Completed in April/May 2017:

1. CM/GC

- As of June 27, 2017 Turner has completed bidding of the following scope of work.
 - Dome Buildings
- Turner has completed bidding of the dome buildings and are currently vetting bid numbers and contractors. GMP #3 is scheduled to be presented to the District by July 5, 2017.
- Once GMP #3 is presented to the District a Value Engineering effort will be conducted with the COC prior to making a recommendation to the Board.
- Turner continues to work closely with the District and jurisdictions on planning and permit items.
- PGE mobilized on site to provide electrical disconnects on June 19, 2017. The work was completed as scheduled.
- Turner mobilized for demolition of existing buildings on June 22, 2017 and as of June 27, 2017 demolition is in progress and approximately 60% complete.
- Turner is continuing mobilization on site in preparation of site work,

2. Budget

- A final reconciliation of the Master Budget has been delayed due to the extended bidding period. MMC will complete the final budget once Turner receives bids from their subcontractors and presents GMP #3 to the District.

3. Status of Design

- An additional services proposal has been submitted by OHPD for the design of the public utility offsite water line and is currently under review. This proposal does not include the onsite water storage and pumping station design.
- An additional services proposal was submitted by OHPD for additional work required due to the City's requirement that a separate design package and permit be provided for the Camelia ROW work. Design includes the separation of documents and additional details. The proposal is currently under review.

4. Schedule Status

- The project continues to be on schedule with a minor change of start date.
- Turner has provided a construction Master Schedule.

Beginning June 20, 2017

- Begin Construction Mobilization
- Demolish Existing Buildings
- Begin Site Work on HS/IS

•Summer/Fall, 2017

- Site Work, Site Utilities, Excavation and pads for new Dome Buildings
- Dome Shells starting fall 2017
- Elementary School Upgrades
- Agriculture Building

•Summer/Fall, 2018

- Dome Interiors
- Site Completion

- High School Upgrades
- Intermediate School Upgrades

5. Permits

- On May 2, 2017 a Planning Commission hearing was held at the City of Yamhill to hear and vote on the height variance application. The Planning Commission agreed that the variance is necessary and approved the application.
- During the (15) day mandatory public appeal period an appeal from a community member was submitted to the City of Yamhill.
- A public City Council hearing was held on June 7, 2017. The City Council deferred a vote on the matter for an additional (14) days in order to receive and review additional written input.
- On June 22, 2017 the a City Council Meeting was held to review additional written information and following review voted to uphold the Planning Commission's decision. The height variance was approved.
- The demolition permit was approved by the City of Yamhill.
- As of June 27, 2017 a permit for site work is pending submission of additional details requested by the Public Works Director. The additional details are scheduled to be submitted by OHPD on June 30, 2017.

6. Water Flows and Hydrants

- As reported last month an on-site fire hydrant flow test was conducted on March 1, 2017 at the High School/Intermediate School Campus which determined that the existing fire system flow is 997gpm and does not meet minimum hydrant flow requirements as required by code.
- As also reported last month a hydrant flow test was conducted on the City's off-site water line on March 22, 2017 with results determining that the City of Yamhill's primary distribution fire line currently has a flow rate of 1373gpm.
- As a result of the offsite hydrant test it has been determined that achieving a 1500gpm flow rate from the City's water line within the campus hydrant system is not possible without additional improvements. The improvements may include the installation of an on- site reservoir system (tanks) or upgrades to the City's primary transmission line.
- By recommendation by MMC Inc the District procured Interface Engineering to review the current conditions, make a recommendation and provide preliminary engineering of a system that meets the 1500gpm code requirements.
- On May 11, 2017 Interface Engineering submitted a report and proposal for a "dry hydrant cistern system" and an on-site water reservoir to the City of Yamhill and the Fire Department and scheduled a meeting to review and discuss the recommendation. The recommendation was based on Interface Engineering's interpretation of the current fire code for municipal water systems that are inadequate and/or unreliable. The proposed system has been estimated at \$200k to \$250K.
- On May 12, 2017 the Fire Department rejected the recommendation and stated that Interface Engineering's interpretation of the code is incorrect and that the portion of the code referred to in the report does not apply in this instance because the City "does" maintain and adequate and reliable water utility.
- In order to achieve the Fire Department's requirements an on-site reservoir, a fully enclosed redundant pumping station and significant improvements will need to be designed and implemented. Discussions continue on how to achieve this within the current bond budget. Current estimates for this work range from \$600k to \$800k.
- MMC has recommended that the District receive all of the construction bids, finalize the budget and then consider reductions to the current scope of construction to accommodate the Fire Departments requirements and to continue to discuss the issue with their consultants to develop equitable alternatives and solutions.
- As of June 27, 2017 MMC is recommending that the District consider moving ahead with design efforts for the municipal upgrades being required by the COY and Fire Department.
- The District fully intends to meet all code compliance requirements in all aspects of the project.

7. Deferred Maintenance Projects:

- MMC has competitively priced the sub-contractors for Owner contracted work at YCSD. The following firms will be providing the following services:
 - Storage Containers: PacVan
 - Moving: PDX Movers
 - Hazardous Materials Abatement: IRS Environmental of Portland Inc.
 - Roofing and Gutters: Washington Roofing
 - Exterior Painting: Smith and Company Painting
 - Interior Painting: Smith and Company Painting
 - Floor Tiles and Carpet: Classique Floors and Tiles
 - Counters and Laminate: Hartmann Exhibits and Display
 - Masonry: Spiger Stonework and Masonry
 - Refrigeration: Advanced Mechanical
- Staff was fundamental in the organization and packing of classrooms in preparation of the summer move out.
- As of June 22, 2017 all classroom materials have been temporarily relocated to storage areas in preparation of this summer's work.
- As of June 22, 2017 asbestos abatement is underway with flooring and painting scheduled to follow closely.

8. Currently Underway

- Hazardous Material Abatement of the Metal and Wood Shop buildings where completed over Spring Break in preparation of demolition.
- Turner and MMC Inc continue to work on logistics planning for this summer's work at the Elementary School and the High School and Intermediate Campuses.
- MMC and Turner continue to work on procurement of long lead materials and equipment.
- Continued Value Engineering efforts to reduce budget.

9. Critical Issues:

- Resolution on water flow deficiencies at District hydrants
- Budget Reconciliation



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

Thursday, July 6th, 2017

Regular Session- 7:00 PM

AGENDA

- I. Call to Order Regular Session***
- II. Individuals, Delegations, Recognition, and Communications***
- III. Review of Agenda***
- IV. Swearing in New Board Members – Ken Watson, Jack Bibb & Jami Egland***
- V. Nominate and Approve Board Chair and Vice Chair***
- VI. Appoint Committee Members (Pg 1)***
- VII. 2017-2018 Appointments and Designations (Pg 2)***
- VIII. Approve Sub Committee Meeting Schedule (Pg 3)***
- IX. Regular Session- Consent Agenda***
 - 1. Approval of Board of Directors Minutes***
 - a. Work Session & Regular Session June 12th, 2017 (Pg 4)***
 - 2. Donations (Pg 12)***
 - 3. Personnel Changes (Pg 13)***
- X. Announcements and Reports:***
 - a. Financial Report and List of Bill for June 2017 (thru June 26th, 2017) (Pg 14)***
 - b. Superintendent's Report - Verbal Report***
- XI. New Business***
 - 1. Reconsideration Committee Recommendation – Eleanor & Park (Action Item) (Pg 27)***
 - 2. Science Curriculum Adoption (Action Item) (Pg 28)***
 - 3. High School Fees (Possible Action Item) (Pg 30)***
 - 4. High School Student Representative on the School Board***
 - 5. Approve Classified Contract (Action Item) (Pg 31)***
 - 6. Resolution 2018-01 – YCIS Account Signers (Action Item) (Pg 57)***
 - 7. OSBA Promise Grant Training – 8/15/2017, 9/19/2017 & 10/26/2017***
 - 8. Board Retreat (Possible Action Item)***
- XII. Adjournment***

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

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.

Sub Committees 2017-18

<u>Committee</u>	<u>Chair</u>	<u>Additional Member</u>	<u>Administrator/ Manager</u>
Facilities & Transportation (Meets Monthly at 7am)			
Negotiations (Meets as Needed)			
Board Policy (Quarterly at 4:30pm)			
Curriculum (Monthly at 3:30pm)			
Activities (Quarterly)			
Finance (Quarterly at 4:30pm)			

**2017-2018 School Year
Yamhill Carlton School District
Designations and Authorizations**

Approve Bonds \$100,000 for District Clerk (Superintendent) and Deputy Clerk (Business Manager)

Authorize the Superintendent and the Business Manager to pay salaries, bills and other financial requirements.

Designate the following:

- Superintendent as Clerk and Chief Budget Officer.
- McMinnville News Register as Publication of Records
- The Hungerford Law Firm and GHR (Paul Dakoplos) as legal counsel, but the Superintendent has authority to seek other counsel for specific other legal services.
- Umpqua Bank, First Federal Savings and State of Oregon Local Government Investment Pool as depositories of District funds.
- Charan Cline as District representative with the authority to apply for Title 1 Funds, and other federal and state grants.
- Pauly, Rogers and Co., PC as official auditor for the 2017-18 School Year
- SAIF as worker's compensation insurance carrier for the 2017-18 School Year
- WHA as the agent of record for liability insurance coverage through Special Districts Association of Oregon for the 2017-18 School Year.

Yamhill Carlton School District - 2017-2018 School Board Committee Meeting Schedule



July 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Board Meeting =

Facilities/Transportation (7:00am) =

Policy (4:30pm) =

Activities (TBD) =

Finance (4:30pm) =

Curriculum (3:30pm) =

YAMHILL CARLTON SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

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

Monday, June 12th, 2017

Work Session- 6:30 PM

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Holly Nettles and Rick Yeo. Susan FitzGerald absent by prior arrangement.

Also Present: DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, Board Secretary Michelle Rettke, YCES Principal Lauren Berg, YCIS Principal Michael Fisher, YCHS Principal Greg Neuman, YCHS VP/Athletic Director Matt Wiles, Special Ed Director John Horne

Also Present: T. Clinton, C. Johnston, J. Bibb, K. Watson, L. Hess, S. Rindel, R. Berstien, D. Horning, C. Mitchell, R. Losli, P. Manson, G. Manson, M. Davis, J. Morse, S. Ficek, C. McCord, K. Wright, B. King, E. Galyean, R. Juarez, P. Crockett, B. Kidd, H. Cooper, E. Haus, L. Jacobs, E. Lockhart, A. Livingston, W. Bareckman, B. Titular, D. Lershaw, S. Donog, C. Livingston, T. Kershaw, P. Livingston, L. Miller, P. Hill, B. Hill, G. Dromgoole and K. Hetzler.

I. Call to Order Work Session—6:30pm by Board Chair

II. Sub Committee Reports

A. Facilities and Transportation

1. Facilities Committee Report (T. Pfeiffer) - interviews for new Facilities Manager will be happening on June 13th in the morning.
2. Citizen Oversight Committee (Murray Paolo) – GMP Pkg #2 is begin presented to the board tonight it is under budget, Demo will begin on June 19th and 20th, due to the hot market the bids for the AG building came in high, development and building permits have been submitted, waiting for decision on appeal for the variance it is not holding up the project yet, continue to work on resolving water flow issue “district fully intends to meet and comply with building code”, reducing scope of items to meet budget, need administrative help from a district employee for COC meetings, will also provide written report to the board reporting highs and lows (one page summary).
3. Bond Project Manager Report (Mike Marino) –GMP Pkg #2 submitted by Turner under budget, overall budget is about 1.1 over, 250k allowance for AG building bids coming in at 750K due to hot construction market, doing final reconciliation of budget, Dome bids should be coming in soon, demo is happening after school is out, working thru water issue, permit documents being reviewed, engineering firm working to resolve fire flow issue, 600k to 800k to do what city/fire are requesting, valuing engineering has realized 750k work of savings to decrease 1.1 million budget overage.

B. Negotiations – settled with Classified

C. Board Policy – Meeting June 19th at 4:30

D. Curriculum – Science adoption will come to Board at July Meeting

E. Activities- Approve coaches at July Meeting

F. Finance – nothing new to report

With no further discussion, the meeting adjourned at 6:56pm.

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

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Also Present: DO/Administration Staff: Superintendent Charan Cline, Director of Fiscal Services Tami Zigler, Board Secretary Michelle Rettke, YCES Principal Lauren Berg, YCIS Principal Michael Fisher, YCHS Principal Greg Neuman, YCHS VP/Athletic Director Matt Wiles, Special Ed Director John Horne

Also Present: T. Clinton, C. Johnston, J. Bibb, K. Watson, L. Hess, S. Rindel, R. Bernstein, D. Horning, C. Mitchell, R. Losli, P. Manson, G. Manson, M. Davis, J. Morse, S. Ficek, C. McCord, K. Wright, B. King, E. Galyean, R. Juarez, P. Crockett, B. Kidd, H. Cooper, E. Haus, L. Jacobs, E. Lockhart, A. Livingston, W. Bareckman, B. Titular, D. Lershaw, S. Donog, C. Livingston, T. Kershaw, P. Livingston, L. Miller, P. Hill, B. Hill, G. Dromgoole and K. Hetzler.

Regular Session Agenda

I. Call to Order by Board Chair at 7:00pm

II. Individuals, Delegations, Recognition and Communications

1. Retiree Recognition – Cathy Johnston, Teresa Clinton and Steve Bucher. Thank you for your many years of dedicated service to the Yamhill Carlton School District.
2. Board Member Recognition – Rick Yeo and Holly Nettles – This is their last meeting. The Yamhill Carlton School District thanks them for the many hours they put in as Board Members and their tireless efforts to get a bond passed.
3. YCES – 4th Grade Leadership – Most of the 4th graders as YCES participate in a leadership group. They plan activities throughout the year and focus on learning about service. They did a Mexican Fiesta for the teachers and are leading a school wide assembly on Wednesday with an anti-bullying message.
4. YCIS Comprehensive Student Travel Program – YCIS has been working to develop a comprehensive student travel program – this would provide students an opportunity to set themselves apart and add something to their education resume. The travel would connect to something that is being learned in the classroom. Travel would be both domestic and international. Some trips would have a service learning focus. The Walk in The Park Foundation is willing to contribute \$4000 per year for 3 years to contribute to a needs based scholarship fund. They are also going to apply to the Oregon Community Fund for funding. They hope to have school sponsorship. It will be important for the school to develop a comprehensive student travel policy. International travel would be for the older students. Board would also approve each trip.

Public Comment:

- a. D. Horning is requesting a copy of minutes when board took action to keep the cell phone tower, date and time public was informed of the cell tower going in, real estate value study done by district. She also brought a map of a 400 meter circle surrounding the cell tower, which includes most of Yamhill. Presented her request in writing.

V. Review of Agenda

R. Yeo motioned to accept the agenda as presented. H. Nettles seconded. All in favor, motion carried.

VI. Regular Session – Consent Agenda

R. Yeo motioned to accept the minutes of the Work Session and Regular Session of May 8th, 2017. T. Pfeiffer seconded. All in favor, motion carried.

R. Yeo motioned to accept the minutes of the Budget Committee Meetings on May 2nd and 9th. T. Pfeiffer seconded. All in favor, motion carried.

R. Yeo motioned to accept the minutes of the Special Session on May 25th, 2017. T. Pfeiffer seconded. All in favor, motion carried.

R. Yeo motioned to accept the list of bill for April 2017. H. Nettles seconded. All in favor, motion carried.

R. Yeo motioned to accept the Financial Reports and List of Bill for May 2017. H. Nettles seconded. All in favor, motion carried.

R. Yeo motioned to accept the resignation of Julie McKenzie (YCES SLPA IA) effective 6/1/2017 and Sarah Wilson (YCES Instructor) effective 6/19/2017. T. Pfeiffer seconded. All in favor, motion carried.

R. Yeo motioned to accept the hire of Audra Folsom as Lead Cook for the 2017 Summer Food Program. H. Nettles seconded. All in favor, motion carried.

R. Yeo motioned to accept the hire of Brenda VanderZanden (YCHS Social Studies Instructor), Lisa Heatherly (YCES Title 1 Instructor) and Anne Foley (YCIS 5th Grade Instructor) for the 2017-18 School Year. H. Nettles seconded. All in favor, motion carried.

R. Yeo motioned to accept donations as listed. H. Nettles seconded. All in favor, motion carried.

District

Wells Fargo Community Support \$180

Yamhill Carlton High School - March 1, 2017 through March 31, 2017

Rachel Henry \$25.00 Track & Field

Cary Maynard \$1,000.00 FFA General Fund (on behalf of the Stonebrink family)
 Utopia Wines \$200.00 Class 2018 (Prom)
 Joseph Duyn \$150.00 Class 2018 (Prom)
 Ken & Karen Wright \$300.00 Class 2018 (Prom)
 Dorothy & Robert Laughlin \$300.00 Class 2018 (Prom)
 Carl & Wanda Weidner \$300.00 Class 2018 (Prom)
 Bill Paolo \$100.00 Class 2018 (Prom)
 Victor & RaeAnn Gomes \$500.00 Track & Field
 Carlton Business Association \$1,500.00 YCHS Athletic programs
 Chehalem Cultural Center \$200.00 Girls Soccer
 Chehalem Cultural Center \$200.00 Cheer Team
 Cheryl & Stanley Gaibler \$300.00 Softball Fund

Yamhill Carlton High School - April 1, 2017 through April 30, 2017

Eric & Judy Abrams \$100.00 Class of '72 scholarship
 Nancy Bisbee \$75.00 Class of '72 scholarship
 Burgerville \$220.06 OHSET
 Craig & Joyce Stiff \$20.00 Tennis
 YCTC Boosters \$105.00 Boys Basketball
 Meghan & Nathan Leon \$10.00 Tennis
 Ralph & Jo Weinstein \$100.00 Track & Field
 Victor & RaeAnn Gomes \$500.00 Tennis
 James Skuzeski \$75.00 Class of '72 scholarship
 Chris Zook \$25.00 Tennis
 Corey & Lisa Stiff \$250.00 Tennis
 Stanley & Amy Pinard \$100.00 Tennis
 Courtney Landels \$10.00 Tennis
 Bob & Lin Hess \$25.00 Tennis
 Bellwether Insurance \$50.00 Orchestra

Yamhill Carlton High School - May 1, 2017 through May 31, 2017

Michael & Heather Moeller \$100.00 Tennis
 Debbie & William Barber \$25.00 Class of '72 scholarship
 Joseph Sharp \$500.00 OHSET (Rachael Rush)
 Ralph & Jo Weinstein \$50.00 OHSET (Rachael Rush)
 DeMoss & Gutter Man \$250.00 OHSET (Rachael Rush)
 Carlton Veterinary Hospital \$100.00 OHSET (Rachael Rush)
 Gregg & Bobbie Bebereia \$10.00 Tennis
 Joseph Rush \$100.00 OHSET (Rachael Rush)
 Roy & Carolyn Decrevel \$100.00 OHSET (Rachael Rush)
 Mark Wood \$100.00 Class of '72 scholarship
 Carlton Corners \$25.00 OHSET (Rachael Rush)
 T & E \$100.00 OHSET (Rachael Rush)
 Cliff & Kelly Van Horn \$200.00 OHSET (Rachael Rush)
 Thomas & Priscilla Hahne \$50.00 Tennis
 James Stonebridge \$50.00 OHSET (Rachael Rush)
 Jason & Mykie McAllister \$100.00 Tennis
 Emerald Veil Jerseys \$200.00 FFA
 Sandy Schultz \$50.00 Tennis
 Joe McLeod \$50.00 Class of '72 Scholarship
 Jim Orth \$600.00 Vo Ag Construction
 T & E \$260.00 Softball
 Michelle & Shannon Stepp \$50.00 Tennis
 Edward & Patricia Zakocs \$100.00 OHSET (Rachael Rush)

VII. Announcements and Reports

YCES – Enrollment 351 – see report in June 2017 Board Packet – Also working on applying for RTI grant.

YCIS – Enrollment 311 – see report in June 2017 Board Packet

YCHS – Enrollment 318 – See report in June 2017 Board Packet

Superintendent – See report in June 2017 Board Packet. Superintendent Cline also thanked Michael Fisher for his service to the district and wished him luck on his position in Columbia.

VIII. New Business

Approve Turner Construction GMP #2

Total GMP is 3.637718. Amendment will to forth coming. This was discussed with the Citizen Oversight Committee at last meeting. No specific recommendation was made.

R. Yeo motioned to approve Turner GMP #2. T. Pfeiffer seconded. All in favor, motion carried.

Revise PM-CO Bylaws

R. Yeo motioned to accept the revisions to the PM-COC Bylaws as presented. H. Nettles seconded. All in favor, motion carried.

Adopting the Budget – Resolution 2017-09

R. Yeo motioned to accept Resolution 2017-09 Adopting the Budget. H. Nettles seconded. All in favor, motion carried.

Paid Breakfast

Proposing that “paid” students be charged \$1.00 for Breakfast. They currently eat free along with the “free and reduced” students. As our free and reduced student counts have declined we are operating on a loss each year.

T. Pfeiffer motioned to approve the breakfast price of \$1.00. R. Yeo seconded. All in favor, motion carried.

Summer Food Report

See report on Summer Food Application Process in Board Packet. Summer Food has been approved for one year only. We will need to reapply next year. We will actively work to get the lunch applications filled out by all families.

General Fund Resolution 2017-10

R. Yeo motioned to approve Resolution 2017-10. T. Pfeiffer seconded. All in favor, motion carried.

Sub Services Contract Recommendation

T. Pfeiffer motioned to approve the sub services contract recommendation as presented. R. Yeo seconded. All in favor, motion carried.

YCCA Survey

YCCA Survey presented to the board. This has been a very productive year. All about setting the foundation for the program.

H. Nettles is excited to see how much the community has benefited from the program. Community Colleges and Business have shown an interest in what we are doing and have been out to tour the program.

Mid-Co Contract Addendum

Mid-Columbia Bus is asking that we agree to a contract addendum to increase the wage for drivers from \$12.75 per hour to \$13.75 per hour. It is becoming more and more challenging to find bus drivers as we try to compete with the wages offered by surrounding districts. This would result in an \$8000 increase to the contract this year.

R. Yeo motioned to approve the contract addendum with Mid-Columbia Bus to increase driver's hourly wage to \$13.75. T. Pfeiffer seconded. All in favor, motion carried.

Administrative Consult & Confer

R. Yeo motioned to approve the Administrative Consult & Confer agreement as presented. T. Pfeiffer seconded. All in favor, motion carried.

Confidential/Supervisory Consult & Confer

R. Yeo motioned to approve the Confidential/Supervisory Consult & Confer agreement as presented. T. Pfeiffer seconded. All in favor, motion carried.

Superintendent Contract Addendum

R. Yeo motioned to approve the Superintendent Contract Addendum as presented. T. Pfeiffer seconded. All in favor, motion carried.

Consent Agenda Rule of Order

R. Yeo motioned to accept a Rule of Order for Consent Agenda. T. Pfeiffer seconded. All in favor, motion carried.

Comprehensive Student Travel Program

P. Hill spoke and advocated for the program. She has had students who have traveled and it built confidence in them and she felt it was an important part of their education. They “Came back as different kids” “more mature, more responsible”

T. Pfeiffer has concerns about how we will fund after the 3 years of grants is over. Could develop fundraising to sustain after 3 year.

Scholarships would be available and would be beneficial to students who wouldn’t normally be able to go

C. Cline – “opens kid’s eyes to the possibility of what exists tin the world”

H. Nettles motioned to approve and endorse the YCIS Comprehensive Student Travel plan as an integral component of the education programing at YCIS, recognizing each trip as an Educational Field Study or Enrichment Activity as defined in IGDKA-AR, so long as the requirement of IGDKA-AR or subsequent polices are net for each trip. T. Pfeiffer seconded. All in favor, motion carried.

Creating Zones for Elections Discussion.

Looking into possibility of creating zones for School Board Positions. 2 for Yamhill 2 for Carlton and 1 at large. When developing positions the have to have a similar population in order to be balanced.

With no further discussion the meeting was adjourned at 9:32 pm

Minutes by: Michelle Rettke, Board Secretary

Donations

June 2017

District

Brown, Leryl & Vicki	\$25	Laughlin Scholarship Fund
Overgaard, David & Stephanie	\$100	Laughlin Scholarship Fund

Yamhill Carlton School District Human Resources Board Report July 2017



New Hires for 2017/2018 School Year

Patricia Bertrand (District Office Confidential Secretary)
Brian King (YCSD Facilities Director)
Emily Chadwick (YCES Kindergarten Instructor)
Sean Nonamaker (YCHS Wrestling)
Gary McCulloch (YCHS Boy Basketball)
Nile Seibel (YCHS Girls Basketball)
Brennon Mossholder (YCHS Baseball)
John Kuehnel (YCHS Softball)
Shiloh Ficek (YCHS Track & Field)
Richard Aki (YCHS JV Volleyball)

Open/Unfilled Positions for 2017/2018

SLPA Instructional Assistant (YCES)
4th Grade Instructor (.5 at YCES)
Custodial/Maintenance (YCES)
Math Instructor (YCIS/YCHS)
Freshman Success Instructor (.5 at YCHS)
Attendance/Dropout Prevention Secretary (YCHS)

GENERAL FUND

- REVENUE – We are still projecting some payments for the Common School Fund, the ESD Apportionment, and taxes. The July and August taxes will be posted into the 2016-2017 fiscal year.
- EXPENDITURES – We are still waiting on some high invoices to come in, which is why we still have encumbrances showing. The payroll on June 30, 2017 will be recorded and reported at the August Board meeting. We should have final expenditures complete by July 31st to report. We have released a large amount of encumbrances closing out open purchase orders.

SPECIAL REVENUE FUNDS

- The grants are in the final stages of reconciliation and will be reported in their entirety at the August Board meeting.

FUND 250 – FOOD SERVICE

- Food Service projection shows that we will have a positive fund balance of approximately \$14,000. We are waiting to submit June counts for reimbursement.

FUND 3XX – DEBT SERVICE FUNDS

- The PERS Debt payment will be transferred at the end of June and reported at the August Board Meeting.

FUND 4XX – CAPITAL PROJECTS FUNDS

- Bond project funds are being encumbered as planning continues.

Financial Report
Yamhill-Carlton School District

For Period Ending June 26, 2017

General Fund - Revenue & Expenditures by Object Code

	Working Budget	Actual	Projected	Total	Balance Over/(Under)	% received
Revenue:						
1111 Current Taxes	2,784,700	2,818,427	33,015	2,851,442	66,742	101.2%
1112 Prior Taxes	83,225	101,329	-	101,329	18,104	121.8%
1312 Tuition From Other School Districts	23,460	17,079	10,801	27,880	4,420	72.8%
1330 Summer School Tuition	5,000	400	-	400	(4,600)	8.0%
1411 Transportation Fees from Individuals	-	-	-	-	-	0.0%
1510 Interest	10,000	29,498	-	29,498	19,498	295.0%
1710 Admissions	15,000	10,582	4,418	15,000	-	70.5%
1711 Athletic Sign Up	-	-	-	-	-	0.0%
1740 Student Fees (Athletics)	28,000	23,425	4,575	28,000	-	83.7%
1910 Rentals	600	5,010	-	5,010	4,410	835.0%
1920 Contributions & Donations	15,000	10,330	-	10,330	(4,671)	68.9%
1950 Reimbursements	-	-	-	-	-	0.0%
1960 Recovery of Prior Year Expenditures	15,000	22,949	-	22,949	7,949	153.0%
1961 Recouping Current Year Expenditures	3,200	-	-	-	(3,200)	0.0%
1990 Miscellaneous Revenue	5,000	57,393	-	57,393	52,393	1147.9%
Total Local Revenue	2,988,185	3,096,421	52,809	3,149,230	161,045	103.6%
2101 County School Fund	4,700	1,095	-	1,095	(3,605)	23.3%
2102 ESD Apportionment	226,005	169,503	56,502	226,005	-	75.0%
2199 Other Intermediate Sources	-	-	-	-	-	0.0%
Total Intermediate Revenue	230,705	170,598	56,502	227,100	3,605	73.9%
3101 State School Fund Grant	6,642,707	6,573,809	-	6,573,809	(68,898)	99.0%
3103 Common School Fund	106,913	69,539	69,500	139,039	32,126	65.0%
3199 SSF - High Cost Disability Grant	90,000	50,274	-	50,274	(39,726)	55.9%
3299 Other Restricted Grants in Aid	50,000	-	-	-	(50,000)	0.0%
Total State Revenue	6,889,620	6,693,622	69,500	6,763,122	(126,498)	97.2%
4700 Federal Grants in Aid	2,000	-	-	-	(2,000)	0.0%
Total Federal Revenue	2,000	-	-	-	(2,000)	0.0%
5200 Transfers	-	-	-	-	-	0.0%
5300 Sale of Fixed Assets/Ins Proceeds	-	26,614	-	26,614	26,614	26613.8%
5400 Beginning Fund Balance	400,000	892,444	-	892,444	492,444	223.1%
Total Other Sources	400,000	919,058	-	919,058	519,058	229.8%
Total Revenues	\$ 10,510,510	\$ 10,879,699	\$ 178,811	\$ 11,058,510	\$ 555,210	103.5%
Expenditures:						
	Working Budget	Actual	Encumbrances	Total	Balance Over/(Under)	% spent
100 - Salaries	4,849,223	4,787,141	-	4,787,141	(62,082)	98.7%
200 - Benefits	2,575,365	2,425,075	8,664	2,433,739	(141,626)	94.2%
300 - Purchased Services	1,778,129	1,602,547	129,227	1,731,774	(46,355)	90.1%
400 - Supplies & Materials	407,937	302,539	29,339	331,878	(76,059)	74.2%
500 - Capital Outlay	-	-	-	-	-	0.0%
600 - Other Objects	228,672	206,402	35	206,437	(22,235)	90.3%
700 - Transfers	486,375	477,875	-	477,875	(8,500)	98.3%
800 - Operating Contingency	184,810	-	-	-	(184,810)	0.0%
Total Expenditures	\$ 10,510,510	\$ 9,801,578	\$ 167,266	\$ 9,968,843	\$ (541,667)	93.3%

For Period Ending June 26, 2017

Special Revenue Funds - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Total	Balance Over/(Under)	% received
Revenue:						
Local Revenue	661,151	111,713	-	111,713	(549,438)	16.9%
Intermediate Revenue	-	-	-	-	-	0.0%
State Revenue	181,292	80,048	-	80,048	(101,245)	44.2%
Federal Revenue	656,154	207,942	-	207,942	(448,211)	31.7%
Interfund Transfers	164,974	156,474	-	156,474	(8,500)	94.8%
Beginning Fund Balance	195,000	279,954	-	279,954	84,954	143.6%
Total Revenues	\$ 1,858,571	\$ 836,131	\$ -	836,131	(1,022,440)	45.0%
Expenditures:						% spent
100 - Salaries	455,783	415,850	-	415,850	(39,933)	91.2%
200 - Benefits	307,824	236,790	-	236,790	(71,033)	76.9%
300 - Purchased Services	76,500	39,769	6,251	46,020	(30,480)	52.0%
400 - Supplies & Materials	980,896	316,144	63,545	379,688	(601,208)	32.2%
500 - Capital Outlay	32,768	99	-	99	(32,669)	0.3%
600 - Other Objects	4,800	6,079	-	6,079	1,279	126.7%
700 - Transfers	-	-	-	-	-	0.0%
800 - Reserved for Next Yr	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,858,571	\$ 1,014,731	69,796	\$ 1,084,527	\$ (774,044)	54.6%

CASH FLOW - General Fund 2016-2017		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	-	-	-	-	2,558,714	69,139	35,985	22,201	66,348	(10,693)	12,306	64,428	2,818,427	2,784,700	(33,727)	101.21%
Prior Year Taxes	1112	-	-	42,964	7,444	6,068	19,532	7,589	3,512	2,507	3,517	3,734	4,462	101,329	83,225	(18,104)	121.75%
Tuition from other school districts	1312	-	-	-	-	4,880	-	-	12,199	-	-	-	-	17,079	23,460	6,381	72.80%
Summer School Tuition	1330	-	-	400	-	-	-	-	-	-	-	-	-	400	5,000	4,600	8.00%
Tuition from other Oregon Districts	1332	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Transportation Fees	1400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Transportation Fees frm Individuals	1411	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Interest Income	1510	1,023	1,402	1,332	1,279	2,127	4,017	4,092	3,510	3,540	3,883	3,292	-	29,498	10,000	(19,498)	294.98%
Admissions	1710	-	-	-	-	6,148	-	-	-	-	4,434	-	-	10,582	15,000	4,418	70.55%
Athletic Sign Up	1711	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Participation Fees	1740	-	-	-	-	15,825	-	-	-	-	7,600	-	-	23,425	28,000	4,575	83.66%
Rentals	1910	-	400	300	2,140	300	300	300	350	320	300	300	-	5,010	600	(4,410)	835.00%
Donations	1920	-	-	-	210	-	-	10,000	-	120	-	-	-	10,330	15,000	4,671	68.86%
Reimbursement	1950	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Recovery of PY Expenditure	1960	-	-	-	20,164	-	69	-	-	-	-	-	2,717	22,949	15,000	(7,949)	152.99%
Recovery of CY Expenditure	1961	-	-	-	-	-	-	-	-	-	-	-	-	-	3,200	3,200	0.00%
Miscellaneous	1990	-	191	1,337	39,643	446	2,668	18	203	50	90	540	12,205	57,393	5,000	(52,393)	1147.85%
County School Fund	2101	-	-	-	-	-	-	-	-	-	1,095	-	-	1,095	4,700	3,605	23.29%
ESD Apportionment	2102	-	-	-	-	-	56,501	-	56,501	-	56,501	-	-	169,503	226,005	56,502	75.00%
State School Fund Grant	3101	1,107,403	553,370	553,370	553,370	553,370	553,282	553,282	553,282	591,316	601,131	400,633	-	6,573,809	6,642,707	68,898	98.96%
High Cost Disability Grant	3199	-	-	-	-	-	-	-	-	-	-	50,274	-	50,274	90,000	39,726	55.86%
Common School Fund	3103	-	-	-	-	-	-	69,539	-	-	-	-	-	69,539	106,913	37,374	65.04%
Grants in aid from Fed Gov't	4700	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000	0.00%
E Rate	3299	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	0.00%
Sale of Fixed Assets	5300	-	-	-	-	-	-	-	-	-	-	-	26,614	26,614	-	(26,614)	26613.82%
Beginning Fund Balance	5400	892,444	-	-	-	-	-	-	-	-	-	-	-	892,444	400,000	(492,444)	223.11%
TOTAL REVENUE		2,000,871	555,363	599,704	624,250	3,147,877	705,507	680,806	651,758	664,202	667,858	471,079	110,426	10,879,699	10,510,510	(369,189)	103.51%
EXPENDITURES																	
Salaries	100	94,165	103,119	401,855	408,423	408,867	405,035	396,562	411,811	405,489	391,893	412,808	947,115	4,787,141	4,849,223	62,082	98.72%
Payroll Costs	200	41,403	47,892	203,727	204,933	207,760	201,224	203,943	201,560	204,940	193,114	208,073	506,506	2,425,075	2,575,365	150,290	94.16%
Purchased Services	300	10,486	82,966	168,155	130,695	96,264	161,538	146,421	125,878	177,729	198,333	130,800	173,283	1,602,547	1,778,129	175,582	90.13%
Supplies	400	675	71,395	46,775	29,292	26,924	7,533	13,977	37,433	21,490	12,288	21,802	12,955	302,539	407,937	105,398	74.16%
Equipments	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Other objects	600	143,739	917	5,932	1,036	1,989	49,375	1,769	214	452	469	262	248	206,402	228,672	22,270	42.44%
Transfers	700	121,401	-	-	-	-	-	-	-	156,474	-	-	200,000	477,875	486,375	8,500	258.58%
Contingency															184,810	184,810	0.00%
TOTAL EXPENDITURES		411,868	306,289	826,444	774,379	741,804	824,704	762,671	776,896	966,573	796,098	773,744	1,840,107	9,801,578	10,510,510	708,932	93.26%
PROFIT/LOSS		1,589,002	249,074	(226,740)	(150,129)	2,406,073	(119,196)	(81,865)	(125,138)	(302,372)	(128,240)	(302,666)	(1,729,681)	1,078,121		1,078,121	
RUNNING TOTAL			1,838,076	1,611,336	1,461,207	3,867,280	3,748,083	3,666,219	3,541,080	3,238,708	3,110,469	2,807,803	1,078,121				

**YAMHILL CARLTON SD
DEBT SERVICE FUNDS
2016-2017**

FUND 300	General Obligation Bonds												
Debt Service (300)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	-	-	9,689	1,651	1,297,383	19,973	9,816	5,828	34,164	30,787	7,034	33,642	1,449,969
Expenses	-	-	-	-	226,897	-	-	-	-	500	1,171,414	-	1,398,810
Profit/(Loss)	-	-	9,689	11,341	1,081,827	1,101,800	1,111,617	1,117,445	1,151,609	1,181,895	17,516	51,158	
Budgeted Transfer	-												-
Beginning Fund Balance	686												686
Ending Fund Balance													51,844
Debt Service Payments													
GO BOND 2015 Series						30,492						593,622	
GO BOND 2016 Series						196,405						577,825	
Total Obligations						226,897						1,171,447	1,398,344

FUND 301	QZAB												
Debt Service (301)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	-	-	1,663	3,326	-	1,555	1,583	1,949	2,125	1,908	1,718	1,535	17,362
Expenses	144,401	-	(0)	-	-	-	-	-	-	-	-	-	144,400
Profit/(Loss)	(144,401)	(144,401)	(142,737)	(139,411)	(139,411)	(137,857)	(136,273)	(134,325)	(132,200)	(130,292)	(128,573)	(127,038)	
Budgeted Transfer	121,401												121,401
Beginning Fund Balance	14,411												14,411
Ending Fund Balance													8,774
Debt Service Payments	144,401												144,401

Fund 302	PERS Liability												
Debt Service (302)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	17,004	18,861	71,793	70,367	70,733	73,261	68,850	68,537	74,113	74,557	73,659	378,605	1,060,340
Expenses	(0)	-	0	-	-	140,686	-	-	-	-	-	-	140,686
Profit/(Loss)	17,005	35,866	107,658	178,026	248,759	181,334	250,184	318,721	392,833	467,391	541,049	919,654	
Budgeted Transfer	-												-
Beginning Fund Balance	137,882												137,882
Ending Fund Balance													1,057,536
Debt Service Payments						140,686						715,686	856,372

**YAMHILL CARLTON SD
CAPITAL PROJECTS FUNDS
2016-2017**

Fund 400		Building Fund (CET)											
Building Fund (400)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	13,581	3,558	6,970	12,902	-	672	2,400	10,067	10,743	1,208	19,945	5,497	87,543
Expenses	-	-	24,708	8,958	3,802	2,449	7,096	1,868	186	298	8,583	231	58,180
Profit/(Loss)	13,581	17,139	(599)	3,345	(457)	(2,234)	(6,930)	1,269	11,825	12,735	24,097	29,363	
Budgeted Transfer													-
Beginning Fund Balance	171,966												171,966
													Fund Balance 201,329

Fund 405		Bond Projects 2016											
Bond Projects Fund (405)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	-	16,134,934	12,307	13,970	13,531	13,994	15,681	14,177	881,304	17,204	17,796	-	17,134,900
Expenses	-	192,360	37,888	13,771	15,367	155,100	142,277	83,597	649,895	236,194	100,116	383,674	2,010,240
Profit/(Loss)	-	15,942,575	15,916,994	15,917,193	15,915,357	15,774,250	15,647,654	15,578,234	15,809,643	15,590,653	15,508,333	15,124,659	
Budgeted Transfer													-
Beginning Fund Balance	-												-
													Fund Balance 15,124,659

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2016-2017

Criteria:

Bank Account: STERLING SAVINGS BANK 34 70042403

From Date: 06/01/2017

To Date: 06/30/2017

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
54560	06/02/2017	ALPENROSE	\$363.13	1305	Printed	Expense	<input type="checkbox"/>		
54561	06/02/2017	ALPENROSE (CES ACCOUNT)	\$547.06	1305	Printed	Expense	<input type="checkbox"/>		
54562	06/02/2017	CONNECTIONS EDUCATION INC	\$950.00	1305	Printed	Expense	<input type="checkbox"/>		
54563	06/02/2017	D-N-D SECURITY/COMMUNICATIONS	\$866.25	1305	Printed	Expense	<input type="checkbox"/>		
54564	06/02/2017	DRAEGER, JENNIFER	\$198.86	1305	Printed	Expense	<input type="checkbox"/>		
54565	06/02/2017	FRONTIER .	\$276.80	1305	Printed	Expense	<input type="checkbox"/>		
54566	06/02/2017	HANCOCK, BRANDI	\$116.13	1305	Printed	Expense	<input type="checkbox"/>		
54567	06/02/2017	HANDWRITING WITHOUT TEARS	\$73.50	1305	Printed	Expense	<input type="checkbox"/>		
54568	06/02/2017	LOMBROZO, DARLENE	\$217.00	1305	Printed	Expense	<input type="checkbox"/>		
54569	06/02/2017	LOWE'S COMPANIES INC.	\$381.64	1305	Printed	Expense	<input type="checkbox"/>		
54570	06/02/2017	MID COLUMBIA BUS CO., INC	\$21,530.88	1305	Printed	Expense	<input type="checkbox"/>		
54571	06/02/2017	NURSINGALE	\$1,833.00	1305	Printed	Expense	<input type="checkbox"/>		
54572	06/02/2017	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,476.41	1305	Printed	Expense	<input type="checkbox"/>		
54573	06/02/2017	PLATT ELECTRIC SUPPLY	\$491.84	1305	Printed	Expense	<input type="checkbox"/>		
54574	06/02/2017	PSA HEALTHCARE	\$7,102.00	1305	Printed	Expense	<input type="checkbox"/>		
54575	06/02/2017	QUILL CORPORATION	\$78.98	1305	Printed	Expense	<input type="checkbox"/>		
54576	06/02/2017	SYSCO FOOD SERVICES (CES)	\$2,058.48	1305	Printed	Expense	<input type="checkbox"/>		
54577	06/02/2017	SYSCO FOOD SERVICES (YGS)	\$3,095.57	1305	Printed	Expense	<input type="checkbox"/>		
54578	06/02/2017	SYSTEMSGO	\$3,000.00	1305	Printed	Expense	<input type="checkbox"/>		
54579	06/02/2017	THOMPSON MORRISON	\$750.00	1305	Printed	Expense	<input type="checkbox"/>		
54580	06/02/2017	VALLEY ATHLETICS	\$460.00	1305	Printed	Expense	<input type="checkbox"/>		
54581	06/02/2017	VASQUEZ, ROSE	\$150.00	1305	Printed	Expense	<input type="checkbox"/>		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2016-2017

Criteria:

Bank Account: STERLING SAVINGS BANK 34 70042403

From Date: 06/01/2017

To Date: 06/30/2017

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
54582	06/02/2017	VOYAGER SOPRIS LEARNING INC	\$365.37	1305	Printed	Expense	<input type="checkbox"/>		
54583	06/02/2017	W.K. LARSEN INC.	\$325.00	1305	Printed	Expense	<input type="checkbox"/>		
54584	06/02/2017	WILCO	\$31.25	1305	Printed	Expense	<input type="checkbox"/>		
54585	06/02/2017	YAMHILL COUNTY CARE ORGANIZATION INC	\$12,904.41	1305	Printed	Expense	<input type="checkbox"/>		
54586	06/02/2017	YAMHILL SHELL STATION	\$10.43	1305	Printed	Expense	<input type="checkbox"/>		
54587	06/02/2017	YAMHILL COUNTY	\$5,159.65	1306	Printed	Expense	<input type="checkbox"/>		
54588	06/09/2017	BOSSLASER	\$4,831.47	1309	Printed	Expense	<input type="checkbox"/>		
54589	06/09/2017	CAREERSAFE LLC	\$1,946.00	1309	Printed	Expense	<input type="checkbox"/>		
54590	06/09/2017	CITY OF CARLTON	\$1,454.14	1309	Printed	Expense	<input type="checkbox"/>		
54591	06/09/2017	CITY OF YAMHILL	\$2,870.36	1309	Printed	Expense	<input type="checkbox"/>		
54592	06/09/2017	COOPER, HEATHER L	\$216.54	1309	Printed	Expense	<input type="checkbox"/>		
54593	06/09/2017	DAVISON AUTO PARTS	\$188.55	1309	Printed	Expense	<input type="checkbox"/>		
54594	06/09/2017	DYNAMIC MEASUREMENT GROUP INC	\$512.00	1309	Printed	Expense	<input type="checkbox"/>		
54595	06/09/2017	FERGUSON, COURTNEY	\$322.73	1309	Printed	Expense	<input type="checkbox"/>		
54596	06/09/2017	FRISBEE, SHANTA	\$100.00	1309	Printed	Expense	<input type="checkbox"/>		
54597	06/09/2017	FRONTIER	\$92.95	1309	Printed	Expense	<input type="checkbox"/>		
54598	06/09/2017	FRONTIER.	\$280.06	1309	Printed	Expense	<input type="checkbox"/>		
54599	06/09/2017	GASTON SCHOOL DISTRICT	\$4,000.00	1309	Printed	Expense	<input type="checkbox"/>		
54600	06/09/2017	JAILLET, ANDRE	\$86.20	1309	Printed	Expense	<input type="checkbox"/>		
54601	06/09/2017	JUICE PLUS+ COMPANY	\$2,974.60	1309	Printed	Expense	<input type="checkbox"/>		
54602	06/09/2017	KERR CONTRACTORS	\$37,500.00	1309	Printed	Expense	<input type="checkbox"/>		
54603	06/09/2017	MARTINEZ, BETHANY	\$254.39	1309	Printed	Expense	<input type="checkbox"/>		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2016-2017

Criteria:

Bank Account: STERLING SAVINGS BANK 34 70042403

From Date: 06/01/2017

To Date: 06/30/2017

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
54604	06/09/2017	OH PLANNING+DESIGN ARCHITECTURE	\$324,641.94	1309	Printed	Expense	<input type="checkbox"/>		
54605	06/09/2017	OREGON VINEYARD SUPPLY CO.	\$118.53	1309	Printed	Expense	<input type="checkbox"/>		
54606	06/09/2017	PEARSON SCHOOL DIVISION (SECONDARY)	\$122.97	1309	Printed	Expense	<input type="checkbox"/>		
54607	06/09/2017	PITNEY BOWES PURCHASE POWER	\$35.47	1309	Printed	Expense	<input type="checkbox"/>		
54608	06/09/2017	PORTLAND GENERAL ELECTRIC	\$2,211.51	1309	Printed	Expense	<input type="checkbox"/>		
54609	06/09/2017	RAINBOW RESOURCE CENTER, INC	\$424.74	1309	Printed	Expense	<input type="checkbox"/>		
54610	06/09/2017	REYNOLDS, TINA JEANNE	\$46.88	1309	Printed	Expense	<input type="checkbox"/>		
54611	06/09/2017	SALEM BASEBALL UMPIRES ASSOC.	\$1,854.75	1309	Printed	Expense	<input type="checkbox"/>		
54612	06/09/2017	SHIPLEY, CHRISTINA	\$75.88	1309	Printed	Expense	<input type="checkbox"/>		
54613	06/09/2017	STAYTON HIGH SCHOOL	\$150.00	1309	Printed	Expense	<input type="checkbox"/>		
54614	06/09/2017	THIMBLE HOMES	\$35,000.00	1309	Printed	Expense	<input type="checkbox"/>		
54615	06/09/2017	TRC LOCKBOX	\$1,675.00	1309	Printed	Expense	<input type="checkbox"/>		
54616	06/09/2017	TROXELL COMMUNICATIONS	\$572.00	1309	Printed	Expense	<input type="checkbox"/>		
54617	06/09/2017	WESLEY EDWARDS	\$274.00	1309	Printed	Expense	<input type="checkbox"/>		
54618	06/09/2017	WILLIAMSON, JODY	\$800.00	1309	Printed	Expense	<input type="checkbox"/>		
* 54635	06/16/2017	ALPENROSE	\$583.88	1317	Printed	Expense	<input type="checkbox"/>		
54636	06/16/2017	ALPENROSE (CES ACCOUNT)	\$459.91	1317	Printed	Expense	<input type="checkbox"/>		
54637	06/16/2017	BELT-VERHOEF, STEPHANIE	\$45.48	1317	Printed	Expense	<input type="checkbox"/>		
54638	06/16/2017	COFFEY, SHANE	\$67.20	1317	Printed	Expense	<input type="checkbox"/>		
54639	06/16/2017	COMCAST NETWORK SERVICES	\$4,196.19	1317	Printed	Expense	<input type="checkbox"/>		
54640	06/16/2017	COPY CATS	\$1,349.00	1317	Printed	Expense	<input type="checkbox"/>		

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* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
54641	06/16/2017	D-N-D SECURITY/COMMUNICATIONS	\$430.75	1317	Printed	Expense	<input type="checkbox"/>		
54642	06/16/2017	DAVID MATTHEW BAILEY	\$82.91	1317	Printed	Expense	<input type="checkbox"/>		
54643	06/16/2017	DEMME LEARNING	\$852.24	1317	Printed	Expense	<input type="checkbox"/>		
54644	06/16/2017	DICK BLICK	\$401.49	1317	Printed	Expense	<input type="checkbox"/>		
54645	06/16/2017	FICEK, SHILOH	\$85.60	1317	Printed	Expense	<input type="checkbox"/>		
54646	06/16/2017	HALL, MEIKO	\$45.00	1317	Printed	Expense	<input type="checkbox"/>		
54647	06/16/2017	HANDWRITING WITHOUT TEARS	\$73.50	1317	Printed	Expense	<input type="checkbox"/>		
54648	06/16/2017	HONEY BUCKET	\$118.00	1317	Printed	Expense	<input type="checkbox"/>		
54649	06/16/2017	IRON MOUNTAIN INCORPORATED	\$67.93	1317	Printed	Expense	<input type="checkbox"/>		
54650	06/16/2017	IYLA PRINE	\$304.97	1317	Printed	Expense	<input type="checkbox"/>		
54651	06/16/2017	JAILLET, ANDRE	\$22.00	1317	Printed	Expense	<input type="checkbox"/>		
54652	06/16/2017	KARLY SIMS	\$25.00	1317	Printed	Expense	<input type="checkbox"/>		
54653	06/16/2017	MAC SPORTS	\$1,400.00	1317	Printed	Expense	<input type="checkbox"/>		
54654	06/16/2017	MARTINEZ, BETHANY	\$48.00	1317	Printed	Expense	<input type="checkbox"/>		
54655	06/16/2017	MCCOLM, SKYLER TARRACH HUNTLEY	\$94.21	1317	Printed	Expense	<input type="checkbox"/>		
54656	06/16/2017	MID COLUMBIA BUS CO., INC	\$56,605.11	1317	Printed	Expense	<input type="checkbox"/>		
54657	06/16/2017	NASCO	\$1,335.09	1317	Printed	Expense	<input type="checkbox"/>		
54658	06/16/2017	NEWS REGISTER	\$714.24	1317	Printed	Expense	<input type="checkbox"/>		
54659	06/16/2017	NORTHWEST REGIONAL ESD	\$2,045.78	1317	Printed	Expense	<input type="checkbox"/>		
54660	06/16/2017	NURSINGALE	\$4,277.00	1317	Printed	Expense	<input type="checkbox"/>		
54661	06/16/2017	PACE	\$5,000.00	1317	Printed	Expense	<input type="checkbox"/>		
54662	06/16/2017	PEARSON SCHOOL DIVISION (SECONDARY)	\$221.64	1317	Printed	Expense	<input type="checkbox"/>		

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* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
54663	06/16/2017	PORTLAND GENERAL ELECTRIC	\$6,542.33	1317	Printed	Expense	<input type="checkbox"/>		
54664	06/16/2017	POTTER, MATTHEW	\$150.00	1317	Printed	Expense	<input type="checkbox"/>		
54665	06/16/2017	PROPANE NORTHWEST	\$94.30	1317	Printed	Expense	<input type="checkbox"/>		
54666	06/16/2017	PSA HEALTHCARE	\$1,395.00	1317	Printed	Expense	<input type="checkbox"/>		
54667	06/16/2017	QUILL CORPORATION	\$121.99	1317	Printed	Expense	<input type="checkbox"/>		
54668	06/16/2017	RAINBOW RESOURCE CENTER, INC	\$206.65	1317	Printed	Expense	<input type="checkbox"/>		
54669	06/16/2017	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$393.12	1317	Printed	Expense	<input type="checkbox"/>		
54670	06/16/2017	RUBIO, MICHELLE	\$635.31	1317	Printed	Expense	<input type="checkbox"/>		
54671	06/16/2017	RUIZ, TRACIE	\$140.00	1317	Printed	Expense	<input type="checkbox"/>		
54672	06/16/2017	SCHOOL OUTFITTERS	\$3,289.20	1317	Printed	Expense	<input type="checkbox"/>		
54673	06/16/2017	SCHOOL SPECIALTY	\$118.38	1317	Printed	Expense	<input type="checkbox"/>		
54674	06/16/2017	SUMMERS, AUDREY	\$392.00	1317	Printed	Expense	<input type="checkbox"/>		
54675	06/16/2017	SYSCO FOOD SERVICES (CES)	\$1,239.70	1317	Printed	Expense	<input type="checkbox"/>		
54676	06/16/2017	SYSCO FOOD SERVICES (YGS)	\$2,729.72	1317	Printed	Expense	<input type="checkbox"/>		
54677	06/16/2017	TEXAS A&M AGRILIFE EXTENSION SERVICE	\$5,942.10	1317	Printed	Expense	<input type="checkbox"/>		
54678	06/16/2017	THE MANDT SYSTEM, INC	\$1,680.00	1317	Printed	Expense	<input type="checkbox"/>		
54679	06/16/2017	W.K. LARSEN INC.	\$900.00	1317	Printed	Expense	<input type="checkbox"/>		
54680	06/16/2017	WARDS NATURAL SCIENCE	\$1,141.38	1317	Printed	Expense	<input type="checkbox"/>		
54681	06/16/2017	YAMHILL COUNTY CLERK	\$5,057.96	1317	Printed	Expense	<input type="checkbox"/>		
54682	06/16/2017	YAMHILL COUNTY PLANNING DEPT	\$231.00	1317	Printed	Expense	<input type="checkbox"/>		
54683	06/16/2017	YAMHILL SHELL STATION	\$123.11	1317	Printed	Expense	<input type="checkbox"/>		
54684	06/16/2017	ZOOK, DALTON TANNER	\$195.00	1317	Printed	Expense	<input type="checkbox"/>		

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* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
* 54689	06/22/2017	CARPENTER, KYLE	\$149.91	1331	Printed	Expense	<input type="checkbox"/>		
54690	06/22/2017	CLARK, NICOLA E.M.	\$147.98	1331	Printed	Expense	<input type="checkbox"/>		
54691	06/22/2017	COOK, VICTOR	\$310.00	1331	Printed	Expense	<input type="checkbox"/>		
54692	06/22/2017	CROPP, DAVINA	\$317.88	1331	Printed	Expense	<input type="checkbox"/>		
54693	06/22/2017	D-N-D SECURITY/COMMUNICATIONS	\$462.00	1331	Printed	Expense	<input type="checkbox"/>		
54694	06/22/2017	DOBBELS, DANA	\$25.00	1331	Printed	Expense	<input type="checkbox"/>		
54695	06/22/2017	FICEK, SHILOH	\$72.76	1331	Printed	Expense	<input type="checkbox"/>		
54696	06/22/2017	GARRETT, HEMANN, ROBERTSON	\$146.00	1331	Printed	Expense	<input type="checkbox"/>		
54697	06/22/2017	LAND, JANET A	\$42.74	1331	Printed	Expense	<input type="checkbox"/>		
54698	06/22/2017	LEWIS, WENDEE	\$59.76	1331	Printed	Expense	<input type="checkbox"/>		
54699	06/22/2017	PSA HEALTHCARE	\$3,960.00	1331	Printed	Expense	<input type="checkbox"/>		
54700	06/22/2017	QUILL CORPORATION	\$7,936.55	1331	Printed	Expense	<input type="checkbox"/>		
54701	06/22/2017	STEFFANIE FROST	\$436.30	1331	Printed	Expense	<input type="checkbox"/>		
54702	06/22/2017	SUMMERS, AUDREY	\$10.00	1331	Printed	Expense	<input type="checkbox"/>		
54703	06/22/2017	THOMPSON MORRISON	\$750.00	1331	Printed	Expense	<input type="checkbox"/>		
54704	06/22/2017	VERNIER SOFTWARE	\$1,352.16	1331	Printed	Expense	<input type="checkbox"/>		
54705	06/22/2017	WEST, CAROL	\$54.59	1331	Printed	Expense	<input type="checkbox"/>		
54706	06/22/2017	YAMHILL SHELL STATION	\$23.73	1331	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$620,375.03						

Yamhill-Carlton School District No. 1

Reprint Check Listing

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From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

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

Report Total Amount:

Amount

End of Report

Date: June 5, 2017

To: YC School Board; Charan Cline, YC Schools Superintendent; Kelly Emry; Joseph Padberg

From: YC 2016-2017 Reconsideration Committee

Re: Reconsideration Committee decision about *Eleanor & Park*

The Reconsideration Committee has determined that *Eleanor & Park* is an educationally valuable work and recommend that no removal action is taken. This concurs with the original decision made by the Curriculum Committee. We carefully evaluated the differing perspectives and concerns raised within the community and in the published reviews and academic literature, as well as the teacher's thorough consideration of the novel prior to choosing it for the classroom.

Although we understand that some families may wish to limit their child's exposure to some of the language and mature themes in the book, six out of nine of the committee members felt that the book has both literary and topical value, and is appropriate for students at the 8th grade level and above. In order to balance the diversity of opinions raised and to meet the needs of all students, we encourage the 8th grade English Language Arts teacher to consider teaching the book again provided that the teacher a) notifies parents if the book is to be used, including providing information on its contents and potential concerns, b) offers alternative materials for students when requested, and c) refrains from reading controversial portions aloud in class.

We also recommend that the book be reinstated immediately in the high school library, and be potentially available for students (with appropriate labeling/age restrictions, as decided upon by the school library assistants) in the middle school library.

Built on a **digital** platform, enhanced by **print**, and brought to life through hands-on **kits**, STEMscopes Oregon is a comprehensive STEM solution for K-12. Developed by Rice University, STEMscopes Oregon uses the familiar 5E instructional model, connecting the three dimensions of NGSS in an easy-to-use, intuitive format that enhances any teaching style.



Built-from-the-Ground-Up Alignment

Developed over two years, STEMscopes Oregon is designed to meet the rigor of the Next Generation Science Standards by interweaving the Disciplinary Core Ideas, Science and Engineering Practices, and Crosscutting Concepts into easy-to-implement lesson activities.

- > Founded on 3-dimensional instruction
- > Embedded research-based pedagogical techniques and ELL strategies



Student Engagement

STEMscopes Oregon is fully customizable. Use hands-on, inquiry-based investigations in whole group, informational texts and Twig videos to extend learning outside the classroom, or crosscurricular literacy and math exercises for differentiation. Mix and match to maximize student engagement.

- > Robust resources: over 30 unique activities per lesson objective
- > Cooperative learning, engineering challenges, and creative PBLs—your students interact with the content the way they learn best



Intuitive Design

The STEMscopes Oregon point and click, drag and drop platform makes it easy to implement on day 1. Teacher support, professional development, and teaching tools are integrated throughout.

- > Assign work to students in seconds—receive reports and provide feedback to students just as fast
- > Dynamic and constantly improving content based on your feedback. Want to suggest a change or improvement? Simply click the feedback button to the content team. STEMscopes Oregon evolves weekly based on your suggestions and in-classroom expertise

Meghan Coleman | (503) 784-2077 | mcoleman@acceleratelearning.com

The 5E (engage, explore, explain, elaborate, and evaluate) model has long been a staple of quality science instruction. STEMscopes Oregon uses the familiarity of the 5E to bring clarity to the complexity of the Next Generation Science Standards.

Hook your students, develop inquiry and context through rich hands-on activities, deliver academic vocabulary through video and text, differentiate with crosscurricular connections, and assess your students in both unique summative projects and traditional tests.

➔ Start using STEMscopes Oregon today. **Activate a FREE trial at STEMpreview.com.**

The screenshot shows the '7.8A Catastrophic Events' unit page. It includes sections for 'Student Expectation', 'Key Concepts', and 'Essential' topics. The 'Key Concepts' section describes natural events like floods, hurricanes, and tornadoes, and their impact on ecosystems. The 'Essential' section lists topics such as Scope Summary, Teacher Background, Standards Connections, Materials List, Answer Key, and Standards User Guide.

This block shows a reading science page for '7.8A: Catastrophic Events Earth and Space'. It includes a 'Name: _____ Date: _____ Group: _____' header and a 'READING SCIENCE' title. The main content is titled 'Catastrophic Events Lexile 800L' and features a video of a tornado. The text describes how catastrophic events like floods, hurricanes, and tornadoes can change ecosystems. It lists four points: 1. The surface of Earth is always changing. 2. Spring brings warm, wet air that makes new life bloom and grow. 3. Hurricanes also damage an ecosystem in a variety of ways. 4. Like tornadoes and hurricanes, floods can also have a catastrophic effect on the ecosystem.



This block shows a mobile view of the '7.8A Catastrophic Events' unit page. It includes the 'Student Expectation' and 'Key Concepts' sections, which describe natural events like floods, hurricanes, and tornadoes, and their impact on ecosystems.

The screenshot shows the 'Student Notebook' app interface. It features a 'READING SCIENCE' section with a video of a bird in flight. Below the video are several small images of different organisms, including a cell, a flower, and a leaf. The app also includes a 'Student Notebook' section with a checklist of topics to be studied.

YCHS Fee Change Proposal

Increase fee to \$70 and Identify the number of students who participate in the classes that require an additional funding and split accordingly.

For example.....if we take in \$15,000 in student fees and 100 students are taking Design and Production they are awarded \$900 which is 6% of the fund.

And so on so on....

We then allocate the rest of the money in the same manner as we have in the past to support student programming.

This makes it equitable and provides a clear process.

CONTRACT AGREEMENT
2017-18 thru 2018-19

Between

**OREGON SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER 171**

And

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

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ARTICLE 1 - Recognition

- 1.1 The District recognizes the Association as the sole and exclusive collective bargaining representative for all employees who work in all regular full and part-time classified positions. Supervisors, confidential employees and substitute employees are excluded from the bargaining unit.
- 1.2 There shall be two signed copies of the final agreement for the purpose of records. One shall be retained by the District and one by the Association. Within one month of ratification of this agreement by both parties, the Board agrees to produce and make available to the president of the Association sufficient copies for each of the classified employees. Cost for producing these copies shall be borne by the District.
- 1.3 A substitute employee shall be defined as a person who replaces a regular employee for a period not to exceed 120 calendar days. If it becomes necessary for a substitute position to exceed 120 calendar days, or at the time it is apparent that the assignment will exceed 120 calendar days, the position shall become a temporary position.
- 1.4 A temporary employee shall be defined as a person hired for a grant-funded position, seasonal work or the extended absence of a regular employee for a period in excess of 120 calendar days and not more than one (1) year. The temporary employee shall become a member of the bargaining unit and shall have all the privileges and benefits of membership except layoff and recall rights. Temporary employees do not accrue seniority; however, when a temporary employee is hired into a regular position where there is not a break in employment, time spent as a temporary employee shall be credited toward seniority.

An Instructional Assistant working on a Conditional Contract with Yamhill Carlton School District is considered a temporary employee for purposes of contract language. These contracts exist to allow the District to employ staff members to work with students who have a medical or behavioral need for a one on one assistant. Contracts are renewed on a yearly basis and employment may be terminated any time the student withdraws from school or moves to another district.

- 1.5 The rate of pay for a substitute or temporary employee will be at least the lowest step of the classification for which the substitute or temporary employee is hired.

ARTICLE 2 - Dues Deduction

- 2.1 The District agrees to deduct from the wages of each Association member the dues of the Association. Authorization shall be in writing by each employee on the form provided by the Association.

The Association agrees to hold the District harmless against any and all claims, suits and judgments brought against the District as a result of the provision of this article.

- 2.2 The District agrees to transmit the dues deducted with a check-off list to the state office of the Oregon School Employees Association by the 15th of the month following payroll deduction.

ARTICLE 3 - Successor Agreement

- 3.1 This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties. Notice of intent to negotiate a successor agreement shall be given to the District by February 1, 2019. There will be a re-opener on salary and benefits for the 2019-20 school year which will begin by February 1, 2019.

ARTICLE 4 - Association Rights

- 4.1 The local Association or the committees of the local Association may, when not in regular or scheduled use, and with the permission of the Superintendent or Principal be allowed facilities in which to meet.

The Association may be allowed use of such office equipment when needed to provide duplication material to the members. All supplies must be paid for by the Association and clearance to use the equipment must be given to the Superintendent or Principal.

- 4.2 The District will provide each employee in the bargaining unit an accounting of the employee's accumulation of sick leave prior to October 31st of each school year.

ARTICLE 5 – District Rights

- 5.1 It is recognized that the Board of Directors had, and will continue to retain, the rights and responsibilities to operate and manage the school system and its programs, facilities and educational activities of its employees.

- 5.2 Without limiting the generality of the foregoing 5.1, it is expressly recognized that the Board's operational and managerial rights include:

- The right to determine location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close facilities;
- The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations;
- The determination of the management, supervisory, or administrative organization of each school or facility in the system, and the decisions of the employees for promotion to supervisory, management or administrative positions;

- The maintenance of discipline and control and use of the school system, property and facilities;
- The determination of the safety, health and property protection measures where legal responsibility of the Board or another governmental agency is involved;
- The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time not in conflict with this Agreement;
- The direction and arrangement of all working forces in the system, including the right to hire, suspend, discharge, discipline or transfer employees;
- The creation, combination, modification or elimination of any classified position;
- The determination of the size of the work force, the allocation and assignment of work to employees, the establishment of quality standards and judgment of employee performance.

- 5.3 The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth; the Board retains all functions and rights to act not specifically nullified by this agreement.

ARTICLE 6 – Personnel Records

- 6.1 The personnel records of any employee in the bargaining unit shall be maintained in the District's personnel office. Such personnel records shall not contain any information of a critical nature that does not bear the employee's signature or initials indicating that the employee has been shown the material. An employee shall have the right to attach a written statement of explanation to any material. If the employee refuses to sign or initial such statements, then the supervisor or administrator, and a witness will then sign the statement which then is placed into the employee's file.
- 6.2 The District agrees that it is an employee's right under law to inspect his or her personnel file.
- 6.3 Material placed in the personnel records of an employee without conformity with the provision of this agreement will not be used by the Board in any subsequent evaluation or disciplinary procedure involving the employee.

ARTICLE 7 - Compensation

- 7.1 Wages for classified employees shall be the same as indicated on the attached Wage Schedules.
- 7.2 Pay day shall be the 15th day of each month. When the 15th falls on a weekend the pay day will be the Friday preceding. Monthly contract payments shall be paid as stated below:

12 Month employees – Twelve equal payments, July to June.

11 Month employees (Aug 1 to June 30) – Twelve equal payments, August to June with two checks received in June.

9, 10, 10+ Month employees – Twelve equal payments, September to August with three checks received in June.

- 7.3 Physical examination and hepatitis B shots that are mandated by the District for each employee will be paid by the District.
- 7.4 Costs associated with fingerprinting and/or background checks for District employees who move from one position to another within the District will be paid by the District if they are required. Costs for fingerprinting and/or background checks for new classified employees will be paid by the employee. All drug, alcohol or other tests, including pre-employment screenings, required by the District will be paid for by the District.
- 7.5 An employee who substitutes for an absent employee will move up to the wage level of the absent employee but will remain on their current step provided:
1. The rate of pay of the absent employee is higher; and
 2. The time substituted totals at least one full day of that position's time.
- 7.6 Any employee who performs supervision at school functions as authorized by the principal shall be compensated at the same rate of pay per hour as defined in the current certified contract.
- 7.7 When committees are formed requiring substantial time commitments, the Administration in consultation with the Association shall review the committees' objectives, timelines, and whether or not the committee shall be voluntary or compensated at the extra duty rate. Committees requiring substantial time commitments shall be compensated at the extra duty rate as defined in the certified contract. The definition of a substantial time commitment shall be committee assignments, which meet the following criteria:
1. Meeting times are consistently outside the normal working hours,
 2. Release time is not provided,
 3. The committee meets for an extended period of time.
- 7.8 Upon retirement an employee will be paid the following lump sum amounts based upon the number of full time equivalent years of service accumulated in the District:
- 10-14 years: \$500 15-19 years: \$1000 20 or more years: \$1500
- 7.9 In the event of the absence of a certified staff member who supervises IA's the District will ensure a certified person is assigned to cover for the absent staff member.
- 7.10 Employees who are eligible for step advancement will make such movement on July 1st of each year covered by this agreement. An employee shall work at least 70% of the contracts days for that position in any given year to qualify for the step/year advancement.

ARTICLE 8 - School Closures

- 8.1 The following guidelines are to be used in cases where school is cancelled or delayed due to inclement weather or other emergencies:

If school is delayed:

In the event of a late start, all employees report to work at their regular times, if it is safe to do so. If an employee is unable to report at the regular time, they are to report before the students arrive. Employees must notify their building Administrator if they are going to be delayed arriving at school. The Building Administrator will be responsible for making arrangements for making up any missed time.

If an employee is delayed beyond the student arrival time or cannot make it to work at all because of road conditions the employee must call their building level secretary to report the absence in AESOP as Unpaid, Vacation, or Personal leave.

If school is closed:

Teachers, Instructional Assistants, All Secretaries, and Food Service Workers:

Do not report to work and do not call the AESOP system to report an absence as the day may be rescheduled later in the school year if we are closed for more than the two days the state allows us.

Maintenance, Groundskeepers & Custodian II: Must report to work at the regular time, if not able to make it to work then call the Facilities Director. If unable to come in on more than two snow days (the amount allowed by the State without make-up days) leave will need to be used to cover any additional absences. Employees who are required to work will be granted comp time for the hours worked

Custodian I: Do not report to work unless the Facilities Director calls you to come in.

- 8.2 For school closure other than inclement weather, employees will be paid for a regular day if school is closed after they have worked at least half of their regular workday and are sent home early. If school is closed after they have arrived at work but before they have worked half a day, they will be paid for half a day. Those who do not come in for any work time will not be compensated. In emergency/safety situations, the District may require specified employees to work.

Any time loss experienced by an employee due to school closure for purposes other than inclement weather may be made up at a time mutually agreeable by the District and the employee, except when the District extends the school year to make up the time.

ARTICLE 9 - Hours of Work

- 9.1 Each employee will have a break not to exceed 15 minutes for every 4 hours of work. An employee working more than 5 hours per day shall have in addition to the break, ½ hour unpaid, uninterrupted lunch break. An employee working more than 7 hours per day shall have an additional 15-minute break. Breaks are not accumulative.
- 9.2 The workweek shall be Sunday through Saturday.
- 9.3 An employee called back to work or called into work on a scheduled day off shall be guaranteed a minimum of 2 hours at the rate of time and a half of that employee's rate of pay.
- 9.4 An employee in the bargaining unit shall not be required to work in addition to 40 hours per week without compensation of time and a half of that employee's rate of pay or the time and a half equivalent in compensatory time off.
 - 1. The District will have the option of using part-time employees for work beyond 40 hours a week.
 - 2. Any overtime worked must have prior approval of the principal or superintendent for the specific overtime hours to be worked.

ARTICLE 10 - Holidays

- 10.1 The following will be paid holidays for 12 month classified employees in the bargaining unit: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, December 24th and December 25th. All other employees in the Association will be paid for the following 5 holidays: Labor Day, Veteran's Day, Thanksgiving Day, President's Day and Memorial Day. Employees, who work the scheduled workday before and after July 4th as part of their regular contracted schedule, will also receive Independence Day as a paid holiday.
- 10.2 When a holiday falls on a Saturday the preceding Friday will be the holiday. When a holiday falls on Sunday the following Monday will be the holiday.
- 10.3 An employee will be compensated for the holiday as though he/she worked their regular schedule for the day. An employee who is required by the administration to work on any of the above named holidays shall receive the overtime rate for all hours worked in addition to his/her regular holiday pay.

ARTICLE 11 - Vacations

- 11.1 All employees on a 12-month schedule shall be entitled to two weeks of paid vacation annually. No vacation shall be used in the first six months of employment with the District. An employee shall be granted one (1) additional week of vacation for service beyond five (5) years, and one (1) additional week of vacation after fifteen (15) years of District employment. Vacation leave shall be credited to the employee at the beginning of each fiscal year. The maximum vacation period shall be four (4) weeks. An employee may be allowed to carry over five (5) days of vacation from one year to the next. Vacations shall be scheduled and approved by the Superintendent, who will make reasonable effort to accommodate all requests.

Vacation requests shall be submitted at least 10 working days in advance and shall be granted on a first come, first serve basis. Normally, no more than two employees shall be out on vacation at one time. Exceptions may be granted by approval of the Superintendent.

ARTICLE 12 – Paid Leave

- 12.1 Sick leave is defined as absence from duty because of an employee's illness or injury. The District will allow each employee in the Association ten (10) days sick leave per school year or one (1) day per month employed, whichever is greater, in accordance with ORS 332.507. Sick leave shall be credited to the employee's account at the beginning of the fiscal year, and use of the leave shall be prorated based on the hours worked.

Sick leave for new hires will be credited at the rate of one day per month for the first year. At the end of the first year of employment any unused Sick leave remaining will be allowed to be credited back towards unpaid leave that was taken as a result of Sick leave not yet deposited.

After the first year of employment the employee will accrue all sick leave at the beginning of the fiscal year.

The District will comply with the Oregon Family Leave Act (OFLA) and the Family Medical Leave Act (FMLA). When applicable accrued sick leave will run concurrently with leave taken in accordance with these laws. The district will allow classified employees to use accumulated paid sick leave for any approved FMLA or OFLA leave.

Paid sick leave may be used to care for members of the employee's immediate family who are ill. Immediate family members are defined as spouse, child or stepchild, parent, parent-in-law and grandchild or step grandchild.

- 12.2 For the purposes of determining and computing times for leaves of absence, a day of leave shall be the amount of time in an employee's regular day or work.

12.3 Bereavement leave with full pay will be granted for each death in the immediate family during the school year according to the following schedule:

- a. Death of a spouse – 2 weeks or 10 working days, whichever is less,
- b. Death of a mother, father, son or daughter – 1 week or 5 working days.
- c. Death of a brother, sister, grandparent or grandchild – 3 working days.
- d. Death of a mother-in-law or father-in-law – 2 working days.
- e. Death of an aunt, uncle, brother-in-law or sister-in-law – 1 working day.
- f. Death of a friend – 1 working day.

* Each day must be taken in increments of at least one-half of that person's scheduled day. E & F are limited to 3 days per year.

The District will comply with FMLA/OFLA laws applicable to bereavement leave.

12.4 Three (3) days paid leave will be granted for personal, legal, or family business that the employee is unable to attend to after regular school hours. Personal leave is subject to prior approval by the administration and requests for such leave must be made in writing at least three school days in advance. Employees eligible for vacation days must use all vacation days before they use personal days.

Such days may not be used for extending the following school holiday breaks; Labor Day, Thanksgiving Break, Winter Break, Spring Break or Memorial Day. Emergency leave may be granted as an exception with approval from the superintendent.

Classified employees who do not use their personal leave days will be paid out at their regular hourly rate for their personal leave balance remaining at the end of each fiscal year.

12.5 Two (2) days paid professional leave will be granted for attending conferences, workshops or inservice activities. Professional leave is subject to approval by the administration and requests for such leave must be made in writing at least three (3) school days in advance.

12.6 An employee on maternity leave will be allowed to use accumulated sick leave for that portion of the leave for which his/her doctor certifies that he/she was physically disabled and unable to perform her duties due to pregnancy or childbearing.

12.7 An employee shall be granted leave with pay for service upon a jury, provided that upon being excused from jury service during any day, the employee shall return to complete his/her assignment for the remainder of the employee's regular work day.

Example: the employee's regular workday is eight (8) hours. He/she serves four (4) hours on jury duty, so he/she would be required to work the remaining four (4) hours at school that day. Any payment for such service, other than mileage, will be turned over to the District by the employee.

12.8 Each Classified staff member will be allowed to contribute up to sixteen (16) hours of his or her own accrued sick leave days per year to any other classified employee. The receiving

employee must have exhausted all of his or her own paid leave before receiving contributed sick leave from a classified employee and may not receive more than forty (40) total donated sick leave hours in one school year.

ARTICLE 13 - Unpaid Leave

- 13.1 With Board approval the District will grant leaves of absence without pay for up to one year.
- 13.2 An employee on Board approved leave without pay shall, be returned to a position in their classification at the end of the leave.
- 13.3 The District will comply with FMLA and OFLA specifically in relation to allowing employees who have exhausted their paid leave to use unpaid leave until FMLA and OFLA protected time is exhausted. They will also be able to maintain their group medical coverage at their own cost subject to COBRA laws and restrictions. The employee must request this action be taken.
- 13.4 Employees who have exhausted their sick leave and do not qualify for FMLA or OFLA leave due to their length of service or FTE shall be allowed leave without pay until the condition that placed them on sick leave is remedied or for a period not exceeding one year, whichever is less. The employee must provide the District with a written statement and documentation from their treating physician. The documentation must state when the employee is expected to return to work.
- 13.5 If an employee has expended their personal leave, two (2) days of unpaid leave not otherwise covered by other District leave policies may be granted with prior approval by the Superintendent.

ARTICLE 14 - Employment and Assignment

- 14.1 New employees will be placed on probationary status for the first 80 working days of employment. During this time they will have an opportunity to demonstrate their competence for a particular job. At the end of the probationary period the supervisor may perform an evaluation. If their performance is not satisfactory the District may consider reassignment or termination.
- 14.2 Reclassification of personnel is a District right and is the responsibility of the Superintendent. A request for reclassification or job description change may be submitted, through the Association, by any classified employee. The Superintendent shall approve or deny the change within ten (10) working days and notify, in writing, the employee and the Association of the decision.

- 14.3 If an employee's job description is changed, the employee's wage shall be subject to renegotiation. The Superintendent shall notify the Association President of any change in job description.
- 14.4 The District shall provide each classified employee represented by the provisions of this contract with a job description that outlines the major duties and responsibilities of each employee in the unit. This job description shall be given to the employee upon employment, or as soon as it is available. The District will also provide a calendar of workdays. Days marked off on the calendar shall indicate regular work days.
- 14.5 All classified bargaining unit jobs will be posted both internally and externally simultaneously. Any qualified bargaining unit in-house candidate who applies will be granted an interview.
- 14.6 When an employee is promoted or reclassified to a higher paying position, the employee shall be moved to the step on the new wage schedule as he/she held in the former position.
- 14.7 When an employee transfers to a lower paying position the employee shall be placed on the same step (on corresponding years) on the new wage schedule as he/she held in the former position.
- 14.8 Number of years of service will be based on date of hire in all regular full time (6 hours per day or more) and part time classified positions. Extra duty or substitute positions will not be considered in determining year of service for placement on the wage schedule.
- 14.9 When a reduction in the number of contract days for Classified staff members is being considered, the Administration agrees to consult with all parties involved prior to making the final decision.
- 14.10 The District will notify our local OSEA president each time a new classified employee is hired or ends employment.

ARTICLE 15 - Reduction in Force/Seniority

15.1 Layoff

Layoff is defined as the complete elimination of a specific position or as a permanent reduction of more than one (1) hour per day.

The District shall determine when a layoff is necessary and which job assignments will be affected. When the Board has formally determined a layoff is necessary, it will notify the Association in writing at least thirty (30) workdays prior to the layoff, except in the case of an emergency.

Seniority shall be defined as the length of continuous service for the District (any of the buildings) from the original date of hire within the bargaining unit. Seniority shall not accumulate while an employee is on an unpaid leave of 30 or more calendar days.

Classifications are defined as the individual job titles listed on the salary schedule in the appendices. Classification groups include classifications (job titles) that are similar and related in nature and generally progress upwards in terms of job responsibilities and wages.

The District will use the following procedures to implement a layoff:

1. Layoff will occur by classification , with the least senior employee in the affected classification being laid off. In unique circumstances the District may retain an employee with less seniority than one being laid off when the District can demonstrate that the less senior employee possesses specialized skills necessary to the performance of the job and that the more senior employee does not possess those specialized skills. Persons being considered for layoff, that have worked in more than one job classification, shall be considered for all positions in which they performed.
2. Employees identified for layoff who have worked in a different classification shall have the ability to bump back into that classification provided they have greater seniority than another employee currently working in that classification. In these circumstances, the bumping employee must still possess the skills and competence necessary to perform the tasks of the former classification. Employees identified for layoff in a classification which is included in a classification group, may bump downward into a lower classification within that group provided they have greater seniority than another employee currently working in the lower classification. In these circumstances, the bumping employee must possess the skills necessary to perform the tasks of the lower classification. A skills test will be agreed upon by the District and the Association.
3. If two or more employees have equal seniority and skill sets, a drawing will be conducted in conjunction with OSEA to determine the senior employee for the layoff process.

15.2 Recall

Recall from a layoff shall be in reverse order of layoff within a classification for a period of up to twenty-seven (27) months. Employees shall be notified by certified mail at the

last address of record on file with the District when a position becomes open for which they are qualified.

A laid off employee shall be considered laid off until reinstated in the District or the twenty-seven (27) month period elapses. If an employee fails to respond within ten (10) calendar days of notification to a written offer of a position made by the District or if the employee submits a written resignation, then that person's name shall be taken off the recall list. All benefits, including seniority, to which an employee was entitled at the time of his/her layoff, will be restored upon his/her return to active employment.

The Board shall not fill a bargaining unit position for which an employee laid off under this Article is qualified without first offering the position to a qualified employee who is on the recall list.

An employee will not forfeit his/her rights to recall should he/she take a job within the District in a lower paying position. Employees who were full time prior to layoff who accept a part time position with the District shall remain on the recall list for recall to full time employment until the end of the twenty-seven (27) month recall period. An employee on layoff shall not forfeit his/her recall rights if he/she refuses an offer of employment that is less than his/her former compensation level unless the position is within the same classification group.

- 15.3 Subject to the rules and regulations of the insurance provider and at the expense of the employee, a laid off employee shall be allowed at his/her discretion to continue under all or any part of the District insurance programs by directly paying the premiums while he/she is on the layoff list. Employees who are laid off may remain in the District's group insurance programs at their own expense for a maximum of eighteen (18) months subject to OEBB and COBRA regulations. Premiums for such coverage must be paid directly to OEBB. The parties agree that the District shall be held harmless from all damage or injury incurred by the termination of insurance coverage due to payment not being received in time.

This provision is contingent upon insurance carrier regulations.

- 15.4 For seniority purposes, employees who are laid off and subsequently reinstated within twenty-seven (27) months shall retain cumulative seniority for all period of work except for the period of layoff.

ARTICLE 16 - Grievance Procedure

16.1 Definitions:

- A. "Contract Grievance" shall mean a complaint by an employee or group of employees that there has been to his/her/them a violation of inequitable application of any provision of the contract.
- B. "Aggrieved" is the person or persons who has the contract grievance and is presenting the complaint, also referred to as the complainant.
- C. The "Part in Interest" is either the person or persons making the complaint or the person or persons against who the complaint is made.
- D. "Consultant" is the one who advises either party in interest.
- E. "Representative" is the one who may speak for and/or advise a party in interest.
- F. "Immediate Supervisor" is the one who has direct administrative or supervisory responsibilities over the aggrieved in the area of grievance as stated in School Board Policy.
- G. "Days" – The term "days" when used in this article shall, except where otherwise indicated, mean the aggrieved working days.
- H. "Persons Officially Involved" means the Superintendent, his/her representative and/or consultant, the aggrieved, his/her representative and/or consultant, and witnesses.
- I. "Association" – the Oregon School Employees Association, Chapter 171.

16.2 General Procedures

- A. These procedures should be processed as rapidly as possible, the number of days indicated for settlement or appeal at each level should be considered a maximum. The time limits can be extended by written mutual consent of the parties involved at any level of the procedures.
- B. All parties should attempt to complete the procedures by the end of the school year. The parties shall make good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year and avoid, if possible, carrying the process into the summer vacation period or the following school year.
- C. All parties in interest have a right to consultant or representatives of their own choosing at each level of these grievance procedures.
- D. There shall be no restraint, interferences, discrimination, or reprisal exerted on any employee choosing to use these procedures for resolution of contract grievances.
- E. Failure at any level of these procedures by the aggrieved to appeal a contract grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Failure at any level of this procedure to communicate the decision in writing on a contract grievance within the specified time limits shall permit the aggrieved to proceed to the next level.
- F. All documents, communications, and records of a contract grievance will be filed in the District office separately from the personnel files. References to the records, such as a summary, should be placed in the appropriate personnel file(s).

- G. Every effort will be made by all parties to avoid interruption of classroom and/or any other school sponsored activities.
- H. Every effort will be made by all parties to avoid the unnecessary involvement of students in the grievance procedure.
- I. All parties in interest will process contract grievances after the regular work day or at other times, which do not interfere with assigned duties.
- J. Each contract grievance shall be initiated within ten (10) days after the occurrence of the cause for the complaint; however, if the aggrieved did not become aware of the occurrence until after the date, he/she must initiate action within the ten (10) days following his/her first knowledge of the cause, in failing to thus initiate action he/she may be considered to not have a reasonable grievance.
- K. Financial Responsibility: Each party shall pay any and all costs incurred by said party. Costs for the services of any arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the District and the Association.
- L. The grievance procedure will not be used when the aggrieved has resorted to the judicial process.

16.3 Level One – Informal and Formal Grievance Level

The aggrieved will first discuss his/her contract grievance with his/her principal or immediate supervisor, either individually or through the Association representative, or accompanied by a representative, with the objective of solving the matter informally.

If the aggrieved is not satisfied with the disposition of his/her contract grievance, he/she may file a written contract grievance with the immediate supervisor within ten (10) days following the act or condition, which is the basis of his/her complaint. The complainant shall set forth the grounds upon which the complaint is based and the reasons why the aggrieved considered the decision unacceptable. The supervisor shall communicate his/her decision in writing within five (5) days to the aggrieved.

16.4 Level Two

If the aggrieved is not satisfied with the disposition of the grievance at Level One, he/she may appeal the grievance to the Superintendent within ten (10) days of receipt of the supervisor's decision.

Appeals to the Superintendent shall be heard by the Superintendent or his/her representative within ten (10) days of his/her receipt of the appeal. Written notice of the time and place of the hearing shall be given (5) days prior thereto to the aggrieved, his/her representative, or any other person officially involved in the grievance.

Attendance at the hearing shall be restricted to persons officially involved. Parties in interest may elect to call witness who shall appear individually at the hearing.

Within five (5) days of the hearing, the Superintendent shall communicate to the aggrieved and all of the parties officially present at the hearing, his/her written decision that shall include supporting reasons therefore.

16.5 Level Three

If the aggrieved is not satisfied with the decision of the Superintendent he/she may file a written appeal through the Superintendent to the School Board within ten (10) days from the receipt of the Superintendent's decision. The appeal shall state the aggrieved reasons for appeal to Level Three.

Within five (5) days of the receipt of the appeal, the School Board will notify all official parties of a hearing to be held within ten (10) days of the receipt of the appeal. The Board of Directors shall hear arguments of the Superintendent and the aggrieved. The hearing before the School Board shall be closed unless the aggrieved requests it to be public.

Within five (5) days following the hearing, the School Board of Directors shall render a decision in writing to all official parties.

16.6 Level Four

If the aggrieved person is not satisfied with the School Board's decision he/she may, within ten (10) days request in writing that the Association submit the grievance to arbitration.

If the Association determines that the contract grievance has merit it may submit the grievance to arbitration within ten (10) days of receipt of the School Board's decision. The Association shall notify the Superintendent of its intent in writing.

Within ten (10) days of such written notice the Board and Association shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators may be made to the Employment Relations Board. The parties shall then be bound by the rules and procedures of the Employment Relations Board.

The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue a decision not later than thirty (30) days from the date of the close of the hearing, or if oral hearings have been waived, then from the date that the final statements and proofs on the issues were submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions, which require the commission of an act prohibited by law. The decision of the arbitrator shall be submitted to the District and the Association and shall be final and binding on all parties.

ARTICLE 17 - Separability

- 17.1 If any portion or provision of this contract is held to be illegal or invalid by operation of law, or if compliance with or enforcement of any provision should be restrained by law, the remainder of the agreement shall not be affected. Upon request by either party, negotiation may be reopened on the item only to arrive at a mutually satisfactory replacement for such portion or provision.

ARTICLE 18 - Funding

- 18.1 The parties recognize that revenue needed to fund the compensation provided by this agreement must be approved by established budget procedures.

All such compensation is therefore contingent upon sources of revenue. The district cannot and does not guarantee any level of employment in the bargaining unit covered by this agreement.

ARTICLE 19 - No Strike Provision

- 19.1 During the term of the agreement neither the Association nor any persons acting on its behalf will cause, authorize, support or take part in a strike. (A strike is defined as a concerted failure to report for duty or willful absence of an employee from his/her position or stoppage of work in whole or in part from the full, faithful and proper performance of the employee's duties for any purpose whatsoever.)
- 19.2 The District agrees not to lock out any classified employees for the life of this agreement. However, where the Board/District closes school classified will not work.

ARTICLE 20 - Evaluations

- 20.1 Each employee shall be evaluated in writing at least once per work year. Evaluations shall be based upon the employee's job description and his/her performance on the job in relation to the skills needed. The written evaluation shall be given to the employee for signature. However, the signature does not necessarily mean agreement with the evaluation. The employee may attach a response to the evaluation and have it placed in their personnel file.

ARTICLE 21 – Fringe Benefits

- 21.1 Oregon Educators Benefit Board

The benefit program(s) identified shall be provided only in accordance with the underwriting rules and regulations set forth by the carrier(s) in the policy/policies retained

by the policyholder. If there is a substantial change in plan design by the OEBB the parties will enter into interim negotiations pursuant to ORS 243.698.

It is understood and agreed that any employee eligible for insurance coverage under any plan offered by OEBB, but who does not meet the requirement for eligibility under this contract, will not be eligible to receive any District contribution. Furthermore, by enrolling in any of the plans any employee who is ineligible for the District contribution agrees to a payroll deduction for the full premiums of selected plans including any administrative fees.

District contribution of funds may only be used towards the purchase and /or fees of primary Medical, Dental, or Vision Insurance. No part of the District contribution may be used towards administrative fees imposed by OEBB for any other coverage not listed above or any other costs associated with the insurance programs(s) beyond the negotiated contribution. No “unused employer contribution” funds may be used toward other coverage and/or paid as cash.

- 21.2 Insurance carriers and levels of coverage shall be selected by mutual agreement between the District and the Association. Any participation requirements of OEBB and the carrier must be complied with.
- 21.3 Beginning with the September pay period (for October Premiums) the maximum monthly District contribution towards primary medical, dental, and vision insurance premiums will \$1309 per employee. Any cost exceeding this amount will be borne by employees through payroll deduction.

If the employee’s medical plan selection is an OEBB offered HSA plan the difference between the premium cost and the District CAP will be contributed monthly to the employee’s HSA account not to exceed the annual limits allowed by the IRS for HSA contribution. The employee may open an HSA account with any District approved vendor

The anniversary period for insurance coverage is October 1 through September 30. Employees receiving medical, dental and vision insurance will be covered from October 1 of the new school year. Employees hired during the school year will be covered the first of the month following receipt of their first paycheck.

- 21.4 Full time employment is defined as 30 or more hours per week. Employees working 20 hours per week through 29 hours per week will receive one-half of the full time benefit. Employees working less than 20 hours per week on a regular basis will not receive medical benefits.
- 21.5 Changes in insurance coverage may be made once each year and must be selected during the OEBB open enrollment period. Coverage adjustments resulting from additions to a family may be made at the time specified in the policy with the insurance providers.

- 21.6 Employees eligible for a District insurance contribution, but who choose not to obtain insurance coverage, may “opt out” in accordance with OEGB terms and regulations.

Employees choosing to “opt out” must declare that intention within the first seven (7) days in September. The employee must at that time provide proof of other group coverage and verify by OEGB process they are waiving the OEGB insurance benefit. If an eligible employee chooses to “opt out” or waive his/her insurance coverage, that waiver shall be effective until the next open enrollment period. An employee can reinstate the insurance benefit and forfeit future benefit stipends should there be a “major life event” as defined by OEGB in accordance with the rules and regulations.

An eligible employee who “opts out” of the District insurance benefit by meeting the above requirements shall receive a monthly stipend of \$400 in lieu of the contractual insurance coverage. Employees eligible for half benefit (employees working 20 hours per week through 29 hours per week) will be eligible to participate at a half benefit rate. The stipend will be considered taxable income under section 125 benefits.

- 21.7 For classified employees who terminate prior to completing their contract, insurance benefits will end on the month following their last paycheck. For the classified employees terminating and completing their contract, benefits will end as follows:

10 Month employees – benefits terminate on September 30

11 Month employees – benefits terminate on August 31

12 Month employees – benefits terminate on July 31

ARTICLE 22 - Just Cause

- 22.1 No member of the bargaining unit will be disciplined or dismissed except for just cause. However, this just cause provision does not apply to retention or non-retention in extra-duty positions.
- 22.2 No classified employee shall be formally disciplined without first being informed of the charges, given the opportunity to have representation present and given an opportunity to meet with the charging party and to respond to those charges. The employee’s response may be verbal or in writing. After a decision is finalized, the employees and the Association will be given written notification thereof.

ARTICLE 23 – Wages Placement Schedule

- 23.1 For the 2017-18 thru 2018-19, school years, the wage schedules shall be as stated in Appendices B and C. Column advances will become effective July 1st of each year. Employees will advance according to the wage tables, with column movement by column

headings (one column over each year for the first 5 steps and longevity column movement after steps 10 and 15).

- 23.2 Years of experience in another District will be considered by the administration upon hiring and placement of a new employee on the schedule. In placing new employee the District will consult with the Association on any placement above a level 6 if based on experience outside of a school district.

ARTICLE 24 - Classes and Workshops

- 24.1 Classified employees may request to take classes/workshops to be paid for by the District. Any request must:
- A. be specifically related to the job and responsibilities of the employee;
 - B. have written approval of the principal and Superintendent;
 - C. be subject to the availability of funds.

No travel expenses will be paid for these classes/workshops and no pay will be provided for time spent except those hours, which may fall within the employee's regular work schedule on that day.

When an employee is asked by the District to attend a class or workshop, he/she is eligible to receive travel reimbursement and pay for the hours spent at the session, including their travel time to and from the class or workshop location. The employee must document the extra hours on their monthly time sheet in order to be paid for them.

TERMS OF AGREEMENT

This is a two year agreement that covers the 2017-18 and 2018-19 school years. For 2017-18 there is a 3% wage increase and for 2018-19 there is a 3% wage increase. Salary schedules are included in the Appendices of this agreement.

The District contribution amount to insurance will remain at \$1309 for the 2017-18 and 2018-19 school years. It is the Districts goal to keep all bargaining groups at the same contribution amount. Therefore when one bargaining group's insurance contribution amount is raised the contribution amount would raise simultaneously for classified employees.

All “past practice” or memorandums of understanding in existence at the time of signing this agreement that are not expressly included in this agreement are considered null and void once this contract is signed.

SIGNATURE PAGE

THIS AGREEMENT ENTERED INTO THIS ____ DAY OF _____ 2017,
BY AND BETWEEN OSEA CHAPTER #171, HEREIN CALLED THE
“ASSOCIATION.” AND THE YAMHILL CARLTON SCHOOL DISTRICT NO. 1,
YAMHILL COUNTY , OREGON, HEREIN CALLED THE “DISTRICT.” THIS
AGREEMENT SHALL BE IN EFFECT FOR A TWO (2) YEAR PERIOD FROM JULY
1, 2017 TO JUNE 30, 2019.

NOW, THEREFORE, THE PARTIES HERETO AGREE TO BE BOUND BY THE
CONVENANTS SET FORTH ON THIS PAGE AND IN THE PRIOR ATTACHED
PAGES.

INWITNESS WHEREOF, THE PARTIES HERE AFFIX THEIR SIGNATURES AS OF
THE DATE FIRST HEREIN ABOVE WRITTEN.

Signed:

President – Susan Dehm
Oregon School Employees Association
Chapter 171

Date

Jami Egland, Board Chair
Yamhill Carlton School District No. 1

Date

Charan Cline, Superintendent
Yamhill Carlton School District No. 1

Date

Appendix A – Classification Groups

Secretarial	Food Service	Custodial	Maintenance
Lead Secretary	Cook	Custodian I	Building Maintenance
Secretary	Kitchen Helper		Bldg Maint Specialized

2017 - 2018
 OSEA Salary Schedule
 3% increase over 2016-2017

<u>Classification</u>	<u>1 year</u>	<u>2 years</u>	<u>3 years</u>	<u>4 years</u>	<u>5 years</u>	<u>6 to 10</u>	<u>11 to 15</u>	<u>16 to 20</u>
Teaching Assistants and ELL Specialists	\$ 12.83	\$ 13.19	\$ 13.62	\$ 14.01	\$ 14.44	\$ 14.85	\$ 17.06	\$ 17.56
SLPA- Speech Asst	\$ 17.96	\$ 18.51	\$ 19.05	\$ 19.62	\$ 20.21	\$ 21.43	\$ 23.08	\$ 23.40
Library Assistants	\$ 13.35	\$ 13.74	\$ 14.15	\$ 14.59	\$ 15.02	\$ 15.93	\$ 17.74	\$ 18.28
Secretary	\$ 13.87	\$ 14.28	\$ 14.72	\$ 15.16	\$ 15.61	\$ 16.57	\$ 18.49	\$ 19.03
Lead Secretary	\$ 14.43	\$ 14.85	\$ 15.31	\$ 15.74	\$ 16.26	\$ 17.24	\$ 19.20	\$ 19.77
Custodian I	\$ 11.86	\$ 12.22	\$ 12.61	\$ 12.96	\$ 13.36	\$ 14.19	\$ 15.83	\$ 16.30
Custodian II	\$ 12.83	\$ 13.19	\$ 13.62	\$ 14.01	\$ 14.44	\$ 15.31	\$ 17.06	\$ 17.56
Maint/Cust/ Grounds	\$ 15.02	\$ 15.41	\$ 15.92	\$ 16.41	\$ 16.88	\$ 17.40	\$ 19.99	\$ 20.59
Bldg Maintenance	\$ 16.87	\$ 17.37	\$ 17.92	\$ 18.44	\$ 19.11	\$ 20.12	\$ 22.48	\$ 23.16
Bldg Maint- Specialized	\$ 19.77	\$ 20.36	\$ 20.97	\$ 21.61	\$ 22.48	\$ 23.59	\$ 26.42	\$ 27.22
Kitchen Helpers	\$ 10.98	\$ 11.29	\$ 11.64	\$ 12.01	\$ 12.33	\$ 13.48	\$ 14.59	\$ 15.02
Cook	\$ 12.83	\$ 13.19	\$ 13.62	\$ 14.01	\$ 14.44	\$ 15.77	\$ 17.06	\$ 17.56

2018 - 2019
 OSEA Salary Schedule
 3% increase over 2017-2018

<u>Classification</u>	<u>1 year</u>	<u>2 years</u>	<u>3 years</u>	<u>4 years</u>	<u>5 years</u>	<u>6 to 10</u>	<u>11 to 15</u>	<u>16 to 20</u>
Teaching Assistants and ELL Specialists	\$ 13.21	\$ 13.59	\$ 14.03	\$ 14.43	\$ 14.87	\$ 15.30	\$ 17.57	\$ 18.09
SLPA- Speech Asst	\$ 18.50	\$ 19.07	\$ 19.62	\$ 20.21	\$ 20.82	\$ 22.07	\$ 23.77	\$ 24.10
Library Assistants	\$ 13.75	\$ 14.15	\$ 14.57	\$ 15.03	\$ 15.47	\$ 16.41	\$ 18.27	\$ 18.83
Secretary	\$ 14.29	\$ 14.71	\$ 15.16	\$ 15.61	\$ 16.08	\$ 17.07	\$ 19.04	\$ 19.60
Lead Secretary	\$ 14.86	\$ 15.30	\$ 15.77	\$ 16.21	\$ 16.75	\$ 17.76	\$ 19.78	\$ 20.36
Custodian I	\$ 12.22	\$ 12.59	\$ 12.99	\$ 13.35	\$ 13.76	\$ 14.62	\$ 16.30	\$ 16.79
Custodian II	\$ 13.21	\$ 13.59	\$ 14.03	\$ 14.43	\$ 14.87	\$ 15.77	\$ 17.57	\$ 18.09
Maint/Cust/ Grounds	\$ 15.47	\$ 15.87	\$ 16.40	\$ 16.90	\$ 17.39	\$ 17.92	\$ 20.59	\$ 21.21
Bldg Maintenance	\$ 17.38	\$ 17.89	\$ 18.46	\$ 18.99	\$ 19.68	\$ 20.72	\$ 23.15	\$ 23.85
Bldg Maint- Specialized	\$ 20.36	\$ 20.97	\$ 21.60	\$ 22.26	\$ 23.15	\$ 24.30	\$ 27.21	\$ 28.04
Kitchen Helpers	\$ 11.31	\$ 11.63	\$ 11.99	\$ 12.37	\$ 12.70	\$ 13.88	\$ 15.03	\$ 15.47
Cook	\$ 13.21	\$ 13.59	\$ 14.03	\$ 14.43	\$ 14.87	\$ 16.24	\$ 17.57	\$ 18.09

RESOLUTIONS 2018-01

Authorizations Change of Signature on YCIS Bank Accounts

Yamhill Carlton Intermediate School

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

Umpqua (Acct# -----1594) - Remove Michael Fisher and add John Horne (Principal) with the powers to Open any deposit or share accounts in the name of the association. Linda Hess (Secretary), Courtney Landels (Secretary) and Tami Zigler (Business Manager) will remain on account.

_____(Signature: Board Secretary) July 6th, 2017