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

BOARD OF DIRECTORS
REGULAR SESSION AGENDA
LOCATION: YCSD BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148
Or VIA ZOOM https://us06web.zoom.us/j/91341315065
Password: sW66uH

Thursday, February 13, 2025 **Regular Session: 6:00pm**

AGENDA - Revised

I. Call to Order Regular Session

I. Flag Salute

II. Individuals, Delegations, Recognitions, and Communications

A. YCHS - Tanner Smith & Brad Post – Verbal Report
B. YCHS – Student Body – Verbal Report
C. YCIS-YCHS Student Spotlight
D. YCHS - Tanner Smith & Brad Post – Verbal Report
E. YCIS – Amanda Dallas & Chad Tollefson - Verbal Report
F. YCES - Amanda Dallas – Verbal Report

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form by sending an email to the Board Secretary at brownm@ycschools.org. The Board will receive public comments at this time but will defer issues to the appropriate administrator. During public comment, the Board listens but neither discusses, nor responds to questions and concerns. Speakers are limited to three minutes.

III. Review of Agenda (Action Item)

IV. Regular Session – Consent Agenda (Action Item)

A. Approval of Board of Directors Minutes
    1. Regular Session Minutes: 1/9/2025
    2. Work Session Minutes: 1/23/2025
B. Personnel
C. Enrollment
D. Donations
E. Surplus

V. Announcements and Reports

A. Superintendent's Report – Clint Raever – Verbal Report
B. District Facilities Report – Ian Barr – Verbal Report
C. Financials and List of Bills for January 2025 – Tami Zigler (Action Item)

VI. New Business

A. Request for Rocketry Team to Travel Out of State to Sheboygan, Wisconsin and Randsburg, California (Action Item)
B. S.A.S Team Member Approval (Action Item)
C. Budget Committee Appointment (Action Item)
D. Resolution to Transfer Appropriations to Capital Projects Fund (Action Item)
E. Student Investment Account Plan Change (Action Item)
F. 2025-2027 WESD Local Service Plan Resolution (Action Item)

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

G. First Read of Policies:
    1. Graduation Requirements (IKF)
    2. Suspected Sexual Conduct with Students and Reporting Requirements (GBNAA/JHFF & JHFF/GBNAA)
    3. Medications (JHCD)
    4. Community Use of District Facilities (KG)

H. Adopt New and Updated Policies (Action Item):
    1. Nondiscrimination and Civil Rights (AC)

I. New and Updated AR Policies
    1. Medications (JHCD-AR)
    2. Community Use of District Facilities (KG-AR)

VII. Board of Directors Comments

VIII. Adjournment

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

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Thursday, January 9, 2025 **Regular Session: 6:00pm**

MINUTES

Meeting Video Link

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

Admin and DO Present: Clint Raever, John Horne, Mary Brown, Ian Barr, Amanda Dallas, Chad Tollefson, Tanner Smith, Brad Post, Tami Zigler

Others Present: Morgan Bishop, Julia Howard

I. Call to Order Regular Session

E.Galyean called the meeting to order at 6:00pm.

I. Flag Salute

II. Individuals, Delegations, Recognitions, and Communications

A. YCHS - Tanner Smith & Brad Post – Verbal Report
B. YCIS – Amanda Dallas & Chad Tollefson - Verbal Report
C. YCES - Amanda Dallas – Verbal Report
T.Smith, B.Post, and A.Dallas presented their monthly reports. C.Tollefson presented the Youth Truth survey results, comparing the district with other ESD schools. See attached documents.
D. Board Appreciation
The administrative staff and C.Raever expressed their appreciation to the board for their efforts and contributions to the district.

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form by sending an email to the Board Secretary at brownm@ycschools.org. The Board will receive public comments at this time but will defer issues to the appropriate administrator. During public comment, the Board listens but neither discusses, nor responds to questions and concerns. Speakers are limited to three minutes.

III. Review of Agenda (Action Item)

K.Watson motioned to approve the agenda as presented. S.FitzGerald seconded. All in favor. Motion passes.

IV. Regular Session – Consent Agenda (Action Item)

A. Approval of Board of Directors Minutes
    1. Regular Session Minutes: 12/12/2024
B. Personnel
C. Enrollment
D. Donations
E. Surplus

S.FitzGerald motioned to approve the consent agenda as presented. K.Watson seconded. All in favor. Motion passes.

V. Announcements and Reports

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

C.Raever gave an update on WESD monthly emergency management planning, ODE free facilities assessment, and the substance abuse prevention plan.

The board discussed the importance of addressing the math proficiency results from the state report card.

J.Horne gave an update on upcoming bargaining sessions, the SPED stipend grant, ODE cyclical monitoring, and meetings with new employees.

B. District Facilities Report – Ian Barr – Verbal Report

I.Barr gave an update on facilities, including damage repairs from a power surge, the completion of the third-floor renovation in the high school, the rekeying project, and a mouse problem in one of the YCIS buildings.

Future projects include asbestos abatement, gym floor repairs, and exterior lighting.

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

T.Zigler presented the December financials, noting higher than expected tax receipts and the potential for a reduced May adjustment.

She discussed the SPED grant and its implications for payroll costs.

K.Watson motioned to accept the financials & list of bills for December 2024 as presented. S.FitzGerald seconded. All in favor. Motion passes.

D. Quarterly Financial Update – Tami Zigler

T.Zigler presented the quarterly financial update, with a focus on state budget projections and potential increases in funding.

VI. New Business

A. PERS Update

T.Zigler provided information regarding the survey that OASBO will be sending out. This survey will gather information on what interest school districts have in starting a side account.

B. 2025-2026 Budget Calendar (Action Item)

T.Zigler has sent out applications for budget committee members. Applicants will be submitted for approval at the February board meeting.

J.Dumdi motioned to approve the 2025-2026 budget calendar as presented. J.England seconded. All in favor. Motion passes.

C. Auditor Selection Discussion (Action Item)

T.Zigler discussed the auditor selection process and requested that one or two board members be involved in the interview and selection process.

D. First Read of Policies:

1. Nondiscrimination and Civil Rights (AC)
2. Sexual Harassment (GBN/JBA and JBA/GBN)
3. Pregnant and Parenting Students (JFE)
4. Medications (JHCD) – New Policy

C.Raever introduced the first reading of the policies listed above.

E. Policies to Delete:
    1. Sexual Harassment (GBN/JBA-AR and JBA/GBN-AR)
       Deleting because procedures are now in the GBN/JBA policy.
    2. Medications (JHCD/JHCDA and JHCD/JHCDA-AR)

C.Raever informed the board that the policies listed above are outdated and will be deleted from the district's policy manual.

F. New and Updated AR Policies:
    1. Nondiscrimination and Civil Rights (AC-AR(1) and AC-AR(2))
    2. Electronic Communications System (IIBGA-AR)

C.Raever explained that the AC-AR(1) is related to discrimination and civil rights and AC-AR(2) is specific to sex-based discrimination under Title IX.

C.Raever clarified that AR policies do not require board approval, but any feedback from the board is appreciated.

G. Adopt Updated Electronic Communications System Policy (IIBGA) (Action Item)
K.Watson motioned to approve policy IIBGA as presented. J.Dumdi seconded. All in favor. Motion passes.

VII. Board of Directors Comments

The board expressed their thanks for all the gifts.

VIII. Adjournment

E.Galyean adjourned the meeting at 7:38pm.

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Thursday, January 23, 2025 **Work Session: 6:00pm**

Board Members Present: Jami Egland, Susan FitzGerald, Erin Galyean, Ken Watson, JaJetta Dumdi
District Office Staff Present: Ian Barr, Tami Zigler, Mary Brown, Clint Raever
Others Present: Kyle Laier, Scott Rose

MINUTES

Meeting Video Link 1
Meeting Video Link 2
***Zoom meeting disconnected at 7:54pm due to technology issues. Reconnected at 7:58pm.*

I. Call to Order Work Session

E.Galyean called the meeting to order at 6:00pm.

II. Flag Salute

III. S.A.S Team Member Approval (Action Item)

-The Supporting All Students committee is made up of staff, students, parents, counselor, and budget committee member. The committee will be led by C.Tollefson and will meet three or four times a year.
-Sarah Sitton who is listed as a committee member will not be on the committee because she will be moving out of the area. The district will look for another parent to replace her, as well as a budget committee member. Once members for those positions are found, the names will be brought to the board for approval.
-The committee will look at student data, like Youth Truth survey data, to see where the district may be failing to support students. It is an advisory committee that will inform the administration and the board on how the district can make sure that all students are seen.
-Because it is an advisory committee that will be reporting to the board, the board needs to approve the committee members.
-K.Watson motioned to approve the S.A.S. team members as presented. S.FitzGerald seconded. All in favor. Motion passes.

IV. Long Range Facilities Planning Discussion

-The Yamhill Carlton School Board discussed prioritizing facilities needs based on the executive summary from the long-range facilities planning committee, focusing on immediate and long-term projects.

-Key points included the completion of a facilities assessment in December 2023 and the importance of applying for the OSCIM grant by December 15, 2027.
-The board considered options for a new cafeteria at the elementary school and classroom additions.
-They also discussed the need for security vestibules at all campuses.
-The board emphasized the importance of community engagement and detailed polling to gauge support for various projects, including moving fourth grade back to the elementary school.
-The board discussed ways to educate the community on how school funding works.
-The board discussed various facility improvement projects, focusing on cost-effective solutions.
-The board debated prioritizing projects like exterior lighting, storm sewer expansion, and window replacements, with specific budget considerations.
-The board agreed that there are not enough funds in the operating budget to cover all of the items that need attention. The board identified items that can be completed within that operating budget and will work to educate the community on the bigger needs that will require additional funding.

***Zoom meeting disconnected at 7:54pm due to technology issues. Reconnected at 7:58pm.*

-C.Raever has a scheduling conflict with the April 10th board meeting. The board agreed to move the April meeting to April 8th.

V. Adjournment

E.Galyean adjourned the meeting at 8:07pm.

Yamhill Carlton School District
Human Resources
Board Report
February 13, 2025

New Hires

None

Resign/Retire/Term Employees

None

Current Employees: Position Changes

None

Open Positions For 2024-2025

YCIS Track Coach
YCSD Instructional Assistant Behavior/Life Skills
YCES Title 1 IA

Yamhill Carlton School District Enrollment Report
January
2025

District Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	274	273	274	271	274					
YCIS	367	367	370	370	369					
YCHS	281	278	275	274	273					
Alliance	172	168	171	172	173					
Total	**1,094**	**1,086**	**1,090**	**1,087**	**1,089**	-	-	-	-	-
23/24 Total	1,101	1,101	1,093	1,090	1,088	1,080	1,083	1,087	1,098	1,094
22/23 Total	1,118	1,110	1,108	1,098	1,098	1,103	1,098	1,102	1,106	1,096
21/22 Total	1,029	1,028	1,038	1,032	1,029	1,028	1,023	1,023	1,022	1,016
20/21 Total	1,067	1,064	1,064	1,063	1,054	1,038	1,048	1,039	1,028	1,043
19/20 Total	1,060	1,067	1,065	1,060	1,053	1,043	1,034	1,045	1,045	1,044

YCES Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	57	57	58	58	57					
1st Grade	72	70	70	70	72					
2nd Grade	75	76	77	76	76					
3rd Grade	70	70	69	67	69					
24/25 Total	**274**	**273**	**274**	**271**	**274**	-	-	-	-	-
23/24 Total	284	284	282	279	280	282	285	288	290	291
22/23 Total	301	297	299	299	297	297	298	304	306	307
21/22 Total	265	269	271	264	273	274	270	268	268	266
20/21 Total	231	229	230	228	225	221	225	223	223	223
19/20 Total	362	365	366	361	363	361	358	364	367	366

YCIS Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	72	71	73	73	73					
5th Grade	91	90	87	88	87					
6th Grade	53	54	55	55	55					
7th Grade	76	75	77	76	76					
8th Grade	75	77	78	78	78					
24/25 Total	**367**	**367**	**370**	**370**	**369**	-	-	-	-	-
23/24 Total	348	344	345	345	345	348	352	355	361	360
22/23 Total	332	329	330	325	322	328	322	321	325	324
21/22 Total	343	342	347	349	351	348	343	347	349	345
20/21 Total	291	287	276	276	272	273	282	291	282	282
19/20 Total	308	312	311	313	307	303	303	307	307	307

For FY 18/19 19/20, the 4th grade was counted at YCES.

YCHS Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	66	65	64	64	64					
10th Grade	71	70	70	70	71					
11th Grade	71	70	69	70	68					
12th Grade	73	73	72	70	70					
Transition	-	-	-	-	-					
24/25 Total	**281**	**278**	**275**	**274**	**273**	**-**	**-**	**-**	**-**	**-**
23/24 Total	289	292	283	283	281	271	269	268	270	270
22/23 Total	293	290	288	284	290	285	286	285	284	278
21/22 Total	284	283	285	285	278	281	281	278	276	277
20/21 Total	290	290	292	290	290	290	291	291	276	291
19/20 Total	299	300	298	295	295	290	286	287	284	284

Alliance Academy Enrollment 2024-25

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	18	18	20	21	21					
1st Grade	15	14	14	14	15					
2nd Grade	22	20	20	20	20					
3rd Grade	23	22	22	22	21					
4th Grade	32	33	34	34	34					
5th Grade	15	15	15	15	15					
6th Grade	18	17	18	18	18					
7th Grade	16	17	16	16	16					
8th Grade	10	8	8	8	9					
9th Grade	2	2	2	2	2					
10th Grade	-	-	-	-	-					
11th Grade	-	1	1	1	1					
12th Grade	1	1	1	1	1					
24/25 Total	**172**	**168**	**171**	**172**	**173**	**-**	**-**	**-**	**-**	**-**
23/24 Total	180	181	183	183	182	179	177	176	177	173
22/23 Total	192	194	191	190	189	193	192	192	191	187
21/22 Total	137	134	135	134	127	125	129	130	129	128
20/21 Total	255	258	266	269	267	254	250	234	247	247
19/20 Total	91	91	91	92	89	90	88	88	88	88

For FY 18/19 19/20, the 4th grade was counted at YCES.

DONATIONS
February 2025

YCHS Girls' Basketball	R.Bansen	$300.00
YCHS Boys' Basketball	R.Bansen	$300.00
YCHS Rocketry	S.Broderick	$55.00
YCHS Rocketry	C.Hamilton	$1100.00

SURPLUS

YCHS 24 Desks and 30 Student Chairs

Mission

The Yamhill-Carlton School District champions the growth of its students. Our students recognize their individual strengths and talents, overcome their challenges, grow past proficiency, and succeed in their aspirations so each may contribute positively to a local and global society.

To:	Board of Directors – Yamhill Carlton School District Clint Raever, Superintendent
From:	Tami Zigler, Business Manager
Date:	February 13, 2025
Re:	2024-2025 District Financial Report

SUMMARY for Fiscal Year 2024-2025

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

For the current period, total revenue was $689,873 more than planned and total expenditures were $410,757 less than planned. The combined result is a $1,100,630 favorable surplus condition for the current year period.

REVENUES

TAXES: Taxes are $119,910 over plan. This favorable condition represents 2.9% of the year-to-date plan amount of $4,110,056. This variance amount is considered tolerable, and was primarily driven by an increase in 1111 CURRENT YEAR TAXES. For the current year period, Taxes increased 6.8% over the prior year period compared to an average increase of 5.9% over the preceding 4 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is $23,964 over plan. This favorable condition represents 67.5% of the year-to-date plan amount of $35,520. The current year variance amount is considered material, and was primarily driven by increases in 1711 ATHLETIC SIGN UP, and 1990 MISCELLANEOUS. For the current year period, Tuition, Fees, Other decreased 34.1% over the prior year period compared to an average increase of 2.3% over the preceding 4 years.

EARNINGS ON INVESTMENTS: Earnings on Investments are $205,915 over plan. This favorable condition represents 1020.9% of the year-to-date plan amount of $20,170. This variance amount is considered material, and was primarily driven by an increase in 1510 INTEREST ON INVESTMENTS. For the current year period, Earnings on Investments increased 37.8% over the prior year period compared to an average increase of 21.0% over the preceding 4 years.

INTERMEDIATE REVENUE: Intermediate Revenue is $2,556 under plan. This unfavorable condition represents -5.1% of the year-to-date plan amount of $50,000. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Intermediate Revenue decreased 35.1% over the prior year period compared to an average increase of 19.4% over the preceding 4 years.

STATE UNRESTRICTED AID AND SSF: State Unrestricted Aid and SSF is $329,389 over plan. This favorable condition represents 5.6% of the year-to-date plan amount of $5,879,478. This variance amount is considered tolerable, and was primarily driven by an increase in 3101 STATE SCHOOL FUND - GENERAL SUPPORT. For the current year period, State Unrestricted Aid and SSF increased 7.1% over the prior year period compared to an average increase of 6.3% over the preceding 4 years.

STATE RESTRICTED GRANTS-IN-AID: State Restricted Grants-in-Aid is on plan. The current year variance amount is considered trivial and meets expectations based on budget appropriations.

INTERFUND TRANSFERS/LONG TERM DEBT/OTHER: Interfund Transfers/Long Term Debt/Other is $13,250 over plan. The current year variance amount is considered material, and was primarily driven by an increase in 5300 SALE OF/COMPENSATION FOR LOSS OF FIXED ASSETS.

EXPENDITURES

SALARIES: Salaries are $118,595 under plan. This favorable condition represents -3.7% of the year-to-date plan amount of $3,214,215. This variance amount is considered tolerable, and was primarily driven by decreases in 0111 LICENSED SALARIES, and 0113 ADMINISTRATORS. For the current year period, Salaries increased 6.8% over the prior year period compared to an average increase of 5.1% over the preceding 4 years.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are $66,434 under plan. This favorable condition represents -4.2% of the year-to-date plan amount of $1,591,975. This variance amount is considered tolerable, and was primarily driven by a decrease in 0241 EMPLOYEES INSURANCE. For the current year period, Associated Payroll Costs increased 2.3% over the prior year period compared to an average increase of 4.8% over the preceding 4 years. The largest Associated Payroll Costs groups - 0241 EMPLOYEES INSURANCE, 0213 PERS UAL CONTRIBUTION, and 0220 FICA/MEDICARE, representing 85.9% of total Associated Payroll Costs, increased by 0.5%.

PURCHASED SERVICES: Purchased Services are $298,098 under plan. This favorable condition represents -21.9% of the year-to-date plan amount of $1,359,115. The current year variance amount is considered material, and was primarily driven by decreases in 0331 REIMBURSABLE STUDENT TRANSPORTATION, 0310 INSTR, PROF & TECH SRVS, and 0326 FUEL. For the current year period, Purchased Services decreased 4.9% over the prior year period compared to an average increase of 6.0% over the preceding 4 years. The largest Purchased Services groups - 0331 REIMBURSABLE STUDENT TRANSPORTATION, 0310 INSTR, PROF & TECH SRVS, 0311 SUBSTITUTE SERVICES, 0325 ELECTRICITY, and 0327 WATER AND SEWAGE, representing 78.0% of total Purchased Services, increased by 2.3%.

SUPPLIES: Supplies are $36,718 over plan. This unfavorable condition represents 9.5% of the year-to-date plan amount of $386,048. This variance amount is considered material, and

was primarily driven by an increase in 0480 COMPUTER HARDWARE. This increase was partially offset by a decrease in 0420 TEXTBOOKS. For the current year period, Supplies increased 29.4% over the prior year period compared to an average increase of 11.0% over the preceding 4 years. The largest Supplies groups - 0470 COMPUTER SOFTWARE, 0410 CONSUMABLE SUPPLIES & MATERIALS, and 0480 COMPUTER HARDWARE, representing 83.7% of total Supplies, increased by 125.1%.

CAPITAL OUTLAY: Capital Outlay is $92,310 under plan. This favorable condition represents -100.0% of the year-to-date plan amount of $92,310. The current year variance amount is considered material, and was primarily driven by decreases in 0550 TECHNOLOGY, and 0542 REPLACEMENT EQUIPMENT PURCHASES. For the current year period, Capital Outlay decreased 100.0% over the prior year period compared to an average increase of 17.7% over the preceding 4 years..

OTHER OBJECTS: Other Objects are $16,619 under plan. This favorable condition represents -5.0% of the year-to-date plan amount of $331,826. This amount is considered tolerable, and was primarily driven by a decrease in 0653 PROPERTY INSURANCE PREMIUMS. For the current year period, Other Objects increased 12.1% over the prior year period compared to an average increase of 13.0% over the preceding 4 years.

TRANSFERS: Transfers are $144,582 over plan. This unfavorable condition represents 17.7% of the year-to-date plan amount of $814,719. This variance amount is considered material, and was primarily driven by increases in 0710 FUND MODIFICATIONS, and 0791 TRANSFER TO BUILDING FUND. For the current year period, Transfers increased 94.2% over the prior year period compared to an average increase of 9.2% over the preceding 4 years. The largest Transfers groups - 0710 FUND MODIFICATIONS, and 0791 TRANSFER TO BUILDING FUND, representing 80.4% of total Transfers, increased by 266.1%

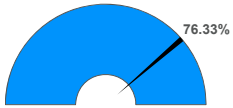
OTHER USES OF FUNDS: Other Uses of Funds are on plan. The current year variance amount is considered trivial and meets expectations based on budget appropriations.

Information provided by Frontline Analytics powered by Forecast5.

100 GENERAL FUND Revenue Dashboad Summary

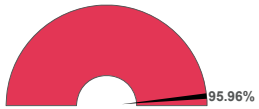
For the Period Ending January 31, 2025

Actual YTD Revenues



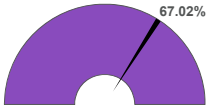
Projected YTD Revenues
72.63%

Actual YTD Local Sources



Projected YTD Local Sources
88.49%

Actual YTD State Sources



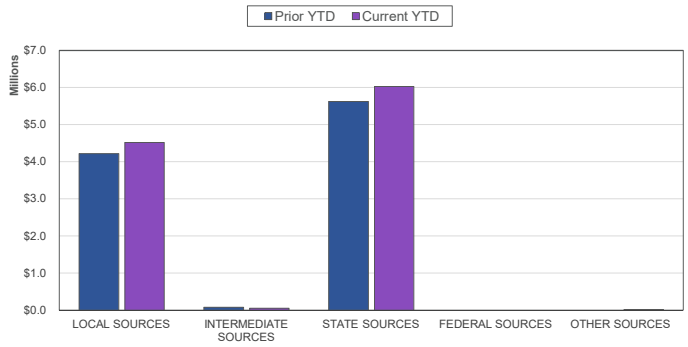
Projected YTD State Sources
65.38%

General Fund Revenues

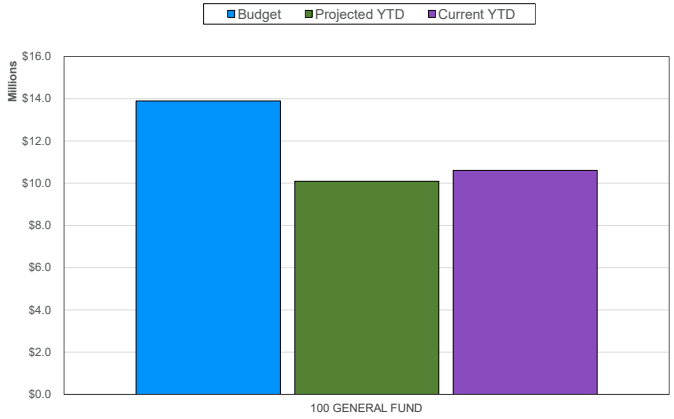
Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

Unrestricted Grants-In-Aid	$6,026,472
Ad Valorem Taxes Levied By District	$4,220,993
Resources - Beginning Fund Balance	$3,518,892
Interest On Investments	$223,663
Unrestricted Revenue	$50,000
Miscellaneous	$29,271
Admissions	$22,866
Sale Of Or Compensation For Loss Of Fixed Assets	$13,250
Penalties And Interest On Taxes	$8,973
Regular Day School Transportation	$5,627
Percent of Total Revenues Year-to-Date	**99.94%**

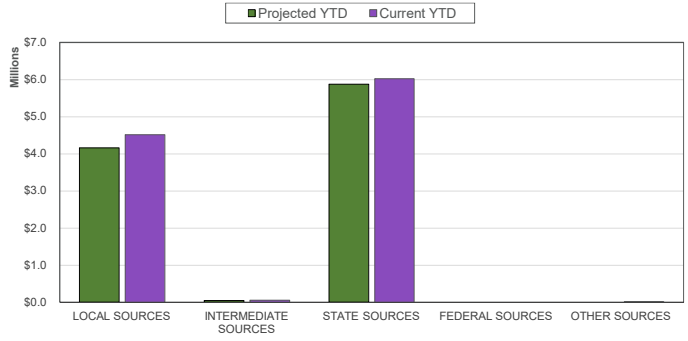
GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



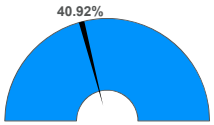
GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



100 GENERAL FUND Expense Dashboard Summary

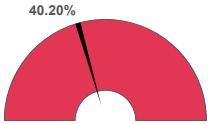
For the Period Ending January 31, 2025

Actual YTD Expenditures



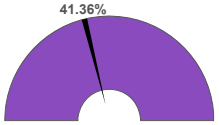
Projected YTD Expenditures
45.99%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
45.87%

Actual YTD Other Objects



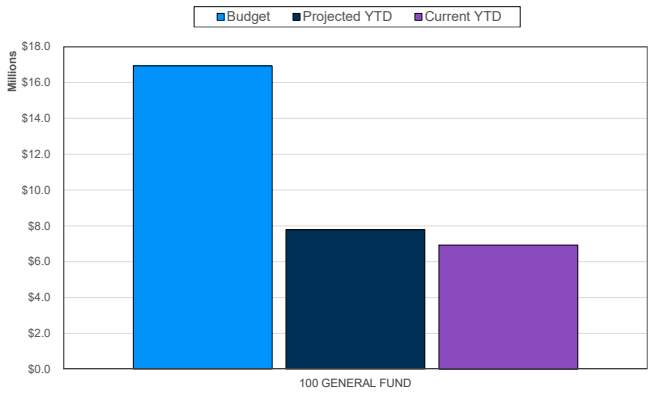
Projected YTD Other Objects
46.06%

General Fund Expenditures

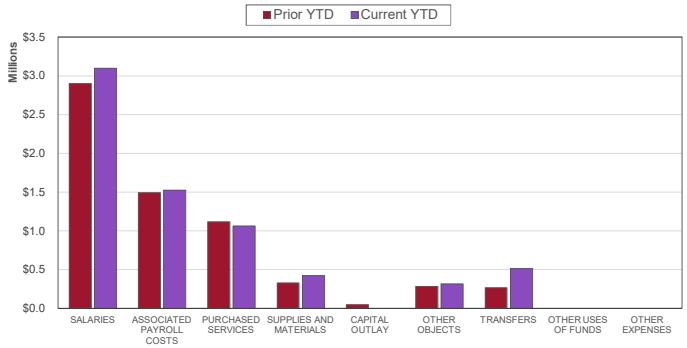
Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Licensed Salaries	$1,457,852
Classified Salaries	$755,348
Employees Insurance	$630,348
Pers Ual Contribution	$448,619
Administrators	$429,794
Fund Modifications	$293,707
Reimbursable Student Transportation	$247,475
Instr, Prof & Tech Srvs	$240,613
Fica/Medicare	$232,120
Property Insurance Premiums	$223,331
Percent of Total Expenditures Year-to-Date	**71.54%**

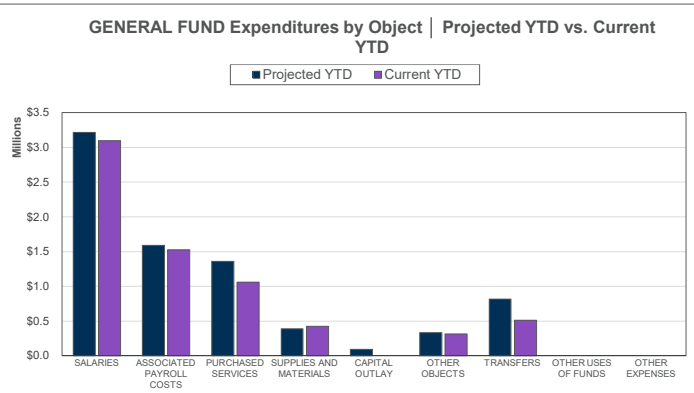
Expenditures by Fund | Budget / Projected YTD / Current YTD



GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



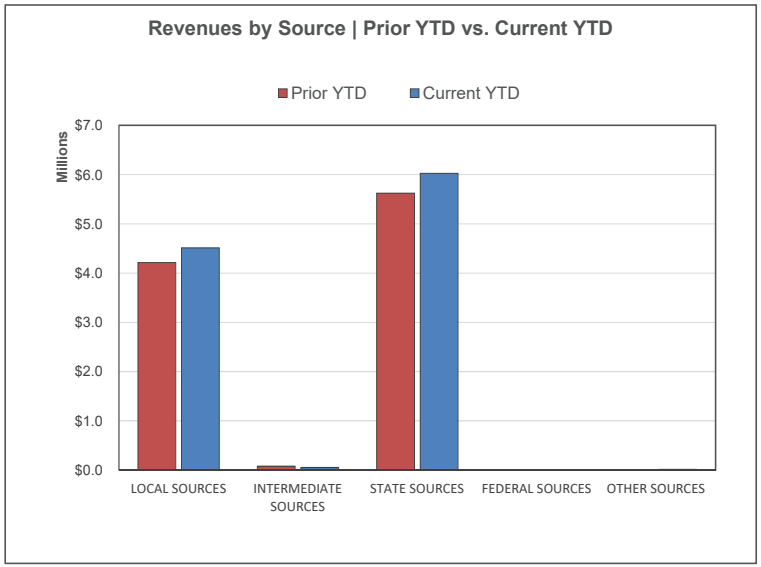
GENERAL FUND Expenditures by Object | Projected YTD vs. Current YTD

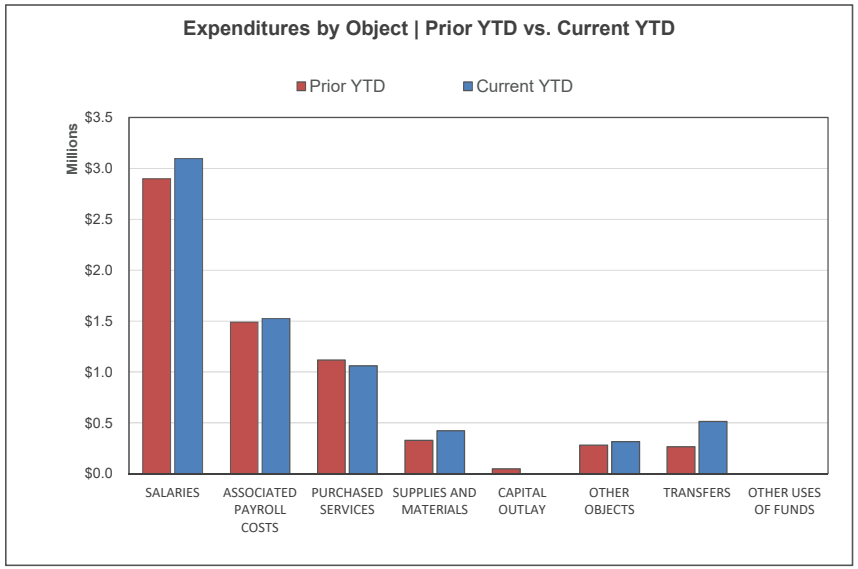


100 GENERAL FUND | Financial Summary by Object

For the Period Ending January 31, 2025

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
Beginning Fund Balance	$ 2,979,668	$ 2,979,668		$ 3,518,892	$ 3,040,000	
REVENUES						
Local Sources	4,218,413	4,868,858	86.64%	4,517,501	4,707,564	95.96%
Intermediate Sources	80,001	323,831	24.70%	51,929	200,000	25.96%
State Sources	5,626,115	8,848,442	63.58%	6,026,472	8,992,254	67.02%
Federal Sources	-	-		-	-	
Other Sources	-	-		13,250	-	
TOTAL REVENUE	**$ 9,924,529**	**$ 14,041,132**	**70.68%**	**$ 10,609,152**	**$ 13,899,818**	**76.33%**
EXPENDITURES						
Salaries	$ 2,898,234	$ 6,261,260	46.29%	$ 3,095,620	$ 6,985,784	44.31%
Associated Payroll Costs	1,491,129	3,334,202	44.72%	1,525,541	3,622,291	42.12%
Purchased Services	1,115,176	2,325,215	47.96%	1,061,017	2,811,386	37.74%
Supplies and Materials	326,739	483,452	67.58%	422,765	528,775	79.95%
Capital Outlay	46,749	55,106	84.83%	-	168,722	0.00%
Other Objects	281,140	345,747	81.31%	315,208	360,747	87.38%
Transfers	263,393	760,393	34.64%	511,557	602,147	84.96%
Other Uses of Funds	-	-		-	1,859,966	0.00%
Other Expenses	-	-		-	-	
TOTAL EXPENDITURES	**$ 6,422,560**	**$ 13,565,375**	**47.35%**	**$ 6,931,708**	**$ 16,939,818**	**40.92%**
SURPLUS / (DEFICIT)	**$ 3,501,969**	**$ 475,757**		**$ 3,677,445**	**$ (3,040,000)**	
ENDING FUND BALANCE	**$ 6,481,637**	**$ 3,455,426**		**$ 7,196,336**	**$ -**	

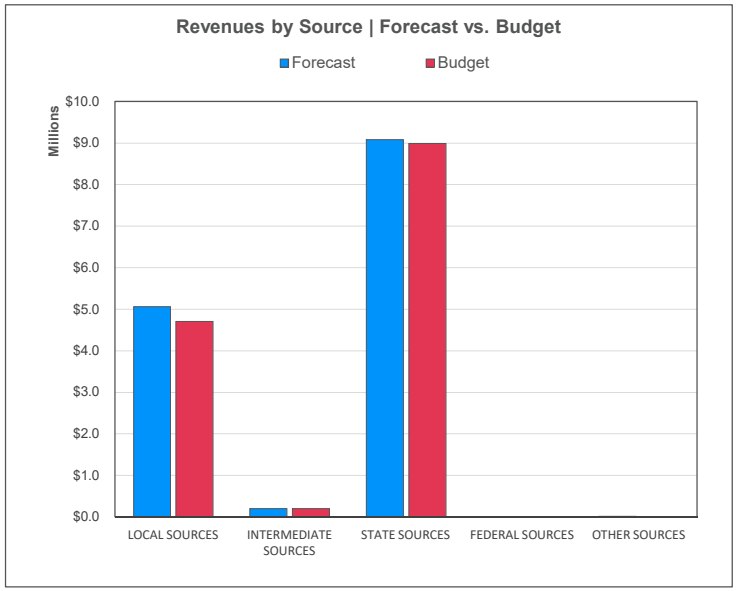


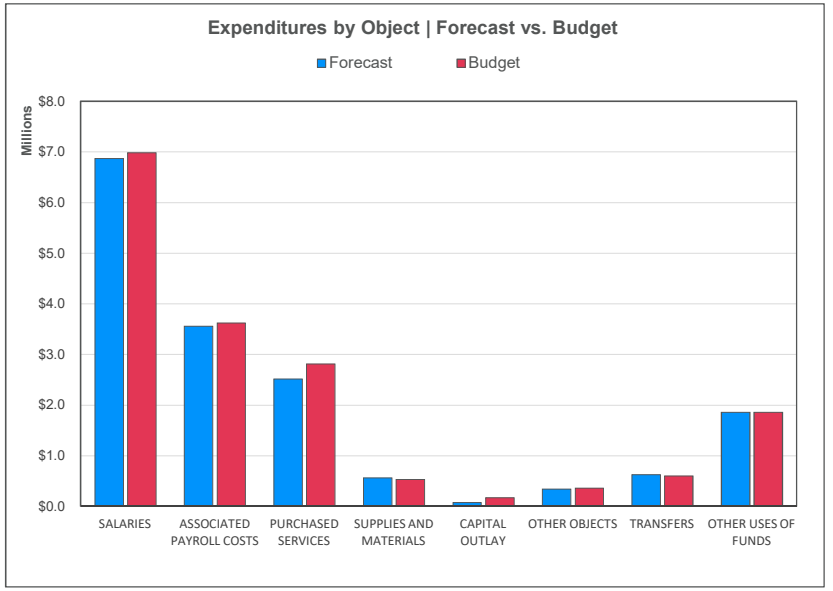


100 GENERAL FUND | Financial Projection by Object

For the Period Ending January 31, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	$ 2,979,668	$ 3,518,892	$ -	$ 3,518,892	$ 3,040,000	$ 478,892
REVENUES						
Local Sources	4,218,413	4,517,501	546,234	5,063,736	4,707,564	356,172
Intermediate Sources	80,001	51,929	150,000	201,929	200,000	1,929
State Sources	5,626,115	6,026,472	3,054,488	9,080,960	8,992,254	88,706
Federal Sources	-	-	-	-	-	-
Other Sources	-	13,250	-	13,250	-	13,250
TOTAL REVENUE	**$ 9,924,529**	**$ 10,609,152**	**$ 3,750,722**	**$ 14,359,875**	**$ 13,899,818**	**$ 460,057**
EXPENDITURES						
Salaries	$ 2,898,234	$ 3,095,620	$ 3,771,569	$ 6,867,189	$ 6,985,784	$ 118,595
Associated Payroll Costs	1,491,129	1,525,541	2,030,316	3,555,857	3,622,291	66,434
Purchased Services	1,115,176	1,061,017	1,452,271	2,513,288	2,811,386	298,098
Supplies and Materials	326,739	422,765	142,727	565,493	528,775	(36,718)
Capital Outlay	46,749	-	76,412	76,412	168,722	92,310
Other Objects	281,140	315,208	28,921	344,128	360,747	16,619
Transfers	263,393	511,557	112,794	624,351	602,147	(22,204)
Other Uses of Funds	-	-	1,859,966	1,859,966	1,859,966	-
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 6,422,560**	**$ 6,931,708**	**$ 9,474,975**	**$ 16,406,683**	**$ 16,939,818**	**$ 533,135**
SURPLUS / (DEFICIT)	**$ 3,501,969**	**$ 3,677,445**	**$ (5,724,253)**	**$ (2,046,808)**	**$ (3,040,000)**	
ENDING FUND BALANCE				**$ 1,472,083**		





YAMHILL CARLTON SCHOOL DISTRICT
SPECIAL REVENUE FUNDS
FOR THE FISCAL YEAR 2024-2025
AS OF JANUARY 31, 2025

FUND	DESCRIPTION	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
201	TITLE I	213,046.00	79,912.99	81,987.23	106,460.33	24,598.44
202	TITLE IV-A	15,139.00	-	-	-	15,139.00
204	TITLE II-A	60,254.30	-	10,147.82	-	50,106.48
206	IDEA PART B 611	260,273.61	88,630.68	88,630.68	106,845.51	64,797.42
207	IDEA PART B 619	-	-	-	-	-
213	ESSER III FUNDS	7,392.41	7,392.41	7,392.41	-	-
215	MEDICAID ADMIN CLAIMING (MAC)	1,506.17	1,506.17	-	-	1,506.17
235	CTE REVITALIZATION FUNDS	29,596.74	29,596.74	23,230.00	-	6,366.74
238	CAREER PATHWAYS	4,000.00	-	-	2,000.00	2,000.00
239	OUTDOOR SCHOOL (M-99)	68,000.00	-	8,669.70	20,229.30	39,101.00
251	STUDENT INVESTMENT ACCOUNT (SIA)	1,297,517.00	491,479.50	585,179.55	534,731.43	177,606.02
252	HIGH SCHOOL SUCCESS (M-98)*	244,742.77	1,773.74	71,660.67	104,142.69	68,939.41
253	EARLY LITERACY GRANT	115,257.95	16,712.55	19,529.85	24,932.16	70,795.94
255	SAFE SCHOOL CULTURE GRANT	11,059.76	3,721.94	3,721.94	704.26	6,633.56
261	TAP GRANTS - SEISMIC ASSESSMENT	25,000.00	-	-	-	25,000.00
261	TAP GRANTS - WATER TESTING	5,000.00	-	-	-	5,000.00
	LOCAL/STATE/FED GRANTS	2,357,785.71	720,726.72	900,149.85	900,045.68	557,590.18

230	MISCELLANEOUS GRANTS	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	GRANT BALANCE
0	MISCELLANEOUS GRANTS	-	616.61	-	-	-
850	BOARD OSBA SCHOLARSHIP	5,000.00	5,000.00	5,000.00	-	-
401	ASPIRE	2,817.17	2,817.17	703.28	1,117.36	996.53
800	UNITED WAY - RESOURCE ROOMS	186.62	186.62	-	-	186.62
801	YCES PTO PROJECTS	206.76	206.76	-	-	206.76
802	AG DRONE PROJECT	1,515.48	2,879.65	-	-	1,515.48
803	VETERANS LEGACY GRANT	785.03	785.03	-	-	785.03
805	DONATIONS TO CREDIT RECOVERY	424.66	424.66	69.54	355.12	-
807	SOPHIA'S FUND - THEATER	925.44	925.44	-	-	925.44
808	MWEC CONFERENCES	5,000.00	750.00	458.35	-	4,541.65
809	STUDENT TEACHING	1,501.10	2,101.10	337.01	138.99	1,025.10
812	FFA ALUMNI NATL CONFERENCE	-	-	-	-	-
824	EIIS GRANT	3,227.04	-	808.65	2,425.95	(7.56)
825	MENSTRUAL DIGNITY ACT	5,035.68	-	-	-	5,035.68
827	ADDICTION PREVENTION	15,603.95	17,672.48	-	-	15,603.95
828	SECURITY GRANT	4,000.00	-	4,000.00	-	-
829	COUNSELING OFFICE DONATION	500.00	500.00	-	-	500.00
	SUB TOTAL MISC GRANTS	46,728.93	34,865.52	11,376.83	4,037.42	31,314.68

FUND	OTHER SPECIAL REVENUE	BUDGET	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
265	EARLY RETIREMENT / TEXTBOOK ADOPTIC	483,957.00	482,957.11	136,500.63	10,750.00	336,706.37
266	PROFESSIONAL DEVELOPMENT	65,000.00	65,065.28	6,310.84	-	58,689.16
281	STUDENT BODY ACCOUNTS - YCES	51,000.00	44,356.20	8,316.95	-	42,683.05
282	STUDENT BODY ACCOUNTS - YCIS	144,000.00	71,912.88	10,177.96	2,580.52	131,241.52
283	STUDENT BODY ACCOUNTS - YCHS	300,000.00	280,310.30	92,306.97	8,084.75	199,608.28
285	ALLIANCE ACADEMY - FIELD TRIPS	10,000.00	3,510.76	1,932.50	1,253.75	6,813.75
299	FOOD SERVICE*	399,880.74	220,420.99	209,850.23	218,363.76	(28,333.25)
	SUB TOTAL OTHER SPECIAL REVENUE	1,453,837.74	1,168,533.52	465,396.08	241,032.78	747,408.88
	TOTAL ALL 2OO FUNDS	3,858,352.38	1,924,125.76	1,376,922.76	1,145,115.88	1,336,313.74

*Fund 252 is formerly Fund 233 - converted 04/2024
*Fund 299 is formerly Fund 250 - converted 12/2023
Balance is the Budget column minus Expenditures and Encumbrances. Actual Balance will change based on Revenues received.

YAMHILL CARLTON SCHOOL DISTRICT
FOR THE FISCAL YEAR 2024-2025
DEBT SERVICES, CAPITAL PROJECT, AND FIDICUARY FUNDS
AS OF JANUARY 31, 2025

FUND	DESCRIPTION	BUDGET	BEGINNING FUND BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE	PROJECTED BALANCE*	CASH BALANCE
300	GENERAL OBLIGATION DEBT	1,020,350.00	119,264.85	963,671.32	217,375.00	802,375.00	600.00	865,561.17
302	PERS UAL DEBT	2,015,987.00	805,492.89	507,319.22	114,878.00	1,139,878.00	761,231.00	1,197,934.11
304	JCI PROJECT DEBT	136,100.00	4,233.29	132,224.75	135,500.00	-	600.00	958.04
	TOTAL DEBT SERVICES	3,172,437.00	928,991.03	1,603,215.29	467,753.00	1,942,253.00	762,431.00	2,064,453.32

FUND	DESCRIPTION	BUDGET	BEGINNING FUND BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE	PROJECTED BALANCE*	CASH BALANCE
400	CET CAPITAL PROJECTS	295,000.00	302,259.21	112,413.24	31,147.71	34,500.00	229,352.29	383,524.74
475	CAPITAL PROJECT FUND	528,400.00	952,585.09	11,417.92	1,892.76	-	526,507.24	962,110.25
	TOTAL CAPITAL PROJECTS	823,400.00	1,254,844.30	123,831.16	33,040.47	34,500.00	755,859.53	1,345,634.99

FUND	DESCRIPTION	BUDGET	BEGINNING FUND BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE	PROJECTED BALANCE*	CASH BALANCE
784	DERBY DAYS SCHOLARSHIP	4,000.00	-	-	-	-	4,000.00	-
785	LAUGHLIN SCHOLARSHIP FUND	59,900.00	55,361.56	-	2,000.00	-	57,900.00	53,361.56
	TOTAL TRUST IN AGENCY	63,900.00	55,361.56	-	2,000.00	-	61,900.00	53,361.56
	TOTAL OTHER FUNDS	4,059,737.00	2,239,196.89	1,727,046.45	502,793.47	1,976,753.00	1,580,190.53	3,463,449.87

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

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 01/01/2025 **To:** 01/31/2025 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900 ☐ Page Break ☑ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	AMAZON CAPITAL SERVICES	$4,306.91
0	AMY STOKES	$258.75
0	ASSAD, ARIA	$270.80
0	BRIGHTSIDE ELECTRIC AND	$1,224.00
0	BRITTANY GREGG	$400.00
0	CAROLINE KOTZOT	$353.96
0	CATHERINE WEAVER	$176.99
0	CDW-GOVERNMENT, INC	$9,271.75
0	CENTURY LINK	$196.75
61983	CHEMEKETA COMMUNITY COLLEGE	$3,140.00
61984	CITY OF CARLTON	$1,892.98
61985	CITY OF YAMHILL	$6,382.63
61998	DAKTRONICS INC.	$865.00
61986	DAVISON AUTO PARTS	$97.56
0	DAWN MARIE PEREZ	$474.76
0	DELL INC	$69,122.00
0	DILLOW, ELIZABETH J	$72.26
61999	EDUPOINT EDUCATION SYSTEMS LLC	$1,171.75
0	ESS WEST LLC	$8,126.02
62000	GLADSTONE HIGH SCHOOL	$125.00
0	HOLLY WILSON	$280.00
62025	HOUGHTON MIFFLIN HARCOURT	$116.00
62033	IAN CRAIG	$219.00
62001	IRON MOUNTAIN INCORPORATED	$321.72
0	JACOB JOHNSON	$47.72
62034	JOHN DORT	$109.00
0	JORAMO, CASEY	$159.77

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 01/01/2025 **To:** 01/31/2025 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900 ☐ Page Break ☑ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	JORDAN, JOSHUA	$50.00
0	KONE INC	$724.35
62035	LAURIANO BARAJAS	$1,350.00
62017	LAWRENCE COMPANY	$100.00
61987	LEARNING WITHOUT TEARS	$46.00
0	LICON, ELIZABETH	$390.00
0	LIND, MORGAN	$168.90
0	LOMELI, JASMINE	$99.00
0	LUKE STUBBS	$152.00
0	MCCATHRON, EMILY D	$186.88
61988	MCMINNVILLE GAS INC.	$1,394.36
62002	MCMINNVILLE GAS INC.	$372.82
62018	MCMINNVILLE GAS INC.	$12,092.42
62026	MCMINNVILLE GAS INC.	$566.11
0	MEGHAN PLIES	$156.20
62036	MICHELLE MATSON	$250.00
61989	MIKES RESTAURANT EQUIPMENT LLC	$452.98
0	MILLER, BRANDON K	$149.85
61990	MR. ROOTER OF SALEM, OR	$236.80
62003	NEWBERG SCHOOL DISTRICT	$125.00
0	OETC	$5,357.88
62027	OREGON STATE UNIVERSITY	$200.00
62037	OVERHOLT, REBECCA	$229.28
0	PACIFIC OFFICE AUTOMATION	$2,944.55
0	PACIFIC OFFICE AUTOMATION (LEASE)	$3,177.50
62005	PBS ENGINEERING AND ENVIRONMENTAL	$2,500.00
0	POND, KRISTIN	$56.58

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 01/01/2025 **To:** 01/31/2025 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900 ☐ Page Break ☑ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
62006	PORTLAND GENERAL ELECTRIC	$21,939.86
0	POST, BRADLEY A	$146.19
0	PROCARE THERAPY	$4,928.00
61991	RECOLOGY WESTERN OREGON GARBAGE	$1,205.88
62028	REID RENTAL INC	$225.65
0	RICHES, REBECCA	$67.00
61992	SAFEGUARD BUSINESS SYSTEMS	$552.02
61993	SALEM BASKETBALL OFFICIAL	$830.32
62029	SALEM BASKETBALL OFFICIAL	$1,190.48
62019	SCHOOL SPECIALTY	$578.44
0	SIERRA SPRINGS	$117.41
62038	STEPHANI DEL RIO	$254.51
62008	THE HOME DEPOT PRO	$1,172.95
62031	THE HOME DEPOT PRO	$557.62
0	TIFFANY CRAIG	$75.00
62009	TUALATIN CHEER BOOSTERS	$125.00
0	UMPQUA BANK-CC	$1,213.75
62010	UNITED RENTALS (NORTH AMERICA) INC	$127.50
0	VERIZON WIRELESS	$351.99
61995	WADDELL ELECTRIC	$575.27
62032	WADDELL ELECTRIC	$827.61
62021	WARDS NATURAL SCIENCE	$460.92
62011	WESTVIEW HIGH SCHOOL PARENT ORGANIZATION	$125.00
0	WRIGHT, JOLYNN M	$36.00
62012	YAMHILL COUNTY HEALTH & HUMAN SERVICES	$11,220.00
0	YAMHILL SHELL STATION	$112.57
62022	ZIPLY FIBER	$3,422.39

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 01/01/2025 **To:** 01/31/2025 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900 ☐ Page Break ☑ Exclude Invoice Description

Check Number	Vendor		Amount
		Total for 100 - GENERAL FUND	**$195,151.87**
201 - TITLE IA			
0	ESS WEST LLC		$4,133.29
		Total for 201 - TITLE IA	**$4,133.29**
235 - CTE REVITALIZATION GRANT			
61982	ARCLIGHT DYNAMICS LLC		$21,480.00
62023	ARCLIGHT DYNAMICS LLC		$1,750.00
		Total for 235 - CTE REVITALIZATION GRANT	**$23,230.00**
251 - STUDENT INVESTMENT ACCOUNT			
0	ASSIST EDUCATION SERVICES		$1,553.75
62024	CHOWN INC		$2,991.65
62004	OASC		$1,100.00
		Total for 251 - STUDENT INVESTMENT ACCOUNT	**$5,645.40**
252 - HIGH SCHOOL SUCCESS: MEASURE 98			
0	AMAZON CAPITAL SERVICES		$1,144.82
61997	APOGEE COMPONENTS, INC		$96.95
0	BLICK ART MATERIALS		$99.95
0	UMPQUA BANK-CC		$1,401.59
		Total for 252 - HIGH SCHOOL SUCCESS: MEASURE 98	**$2,743.31**
265 - UNEMPL/RETIREE RESERVE			
61996	A PLUS SCIENCE		$9,535.00
		Total for 265 - UNEMPL/RETIREE RESERVE	**$9,535.00**
266 - TUITION REIMBURSEMENT			
0	JORAMO, REBECCA I		$1,431.00
		Total for 266 - TUITION REIMBURSEMENT	**$1,431.00**

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 01/01/2025 **To:** 01/31/2025 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900 ☐ Page Break ☑ Exclude Invoice Description

Check Number	Vendor		Amount
280 - STUDENT BODY FUNDS			
0	AMAZON CAPITAL SERVICES		$32.99
		Total for 280 - STUDENT BODY FUNDS	**$32.99**
282 - YCIS STUDENT BODY			
3543	SCHOLASTIC BOOK FAIRS		$2,567.30
		Total for 282 - YCIS STUDENT BODY	**$2,567.30**
283 - YCHS STUDENT BODY			
20847	BSN SPORTS LLC		$2,585.13
20846	CAROL DAUENHAUER		$550.00
20845	CHEMEKETA COMMUNITY COLLEGE		$1,000.00
20848	DOUBLE EAGLE SILKSCREEN & EMBROIDERY		$2,537.00
20840	LEGACY HEALTH		$124.00
20849	OHSET INC NORTH VALLEY DISTRICT		$1,170.00
0	OPITZ, MATTHEW B		$80.54
20850	OREGON FFA FOUNDATION		$40.00
0	UMPQUA BANK-CC		$975.61
20843	VALLEY ATHLETICS		$1,847.64
20844	YAMHILL CARLTON TOGETHER CARES, INC.		$6,770.72
		Total for 283 - YCHS STUDENT BODY	**$17,680.64**
299 - NUTRITION SERVICES			
0	GOODY MAN DISTRIBUTING INC		$111.40
0	SPRING VALLEY DAIRY INC		$3,227.30
61994	SYSCO FOOD SERVICES		$3,372.31
62007	SYSCO FOOD SERVICES		$5,255.99
62020	SYSCO FOOD SERVICES		$3,390.07
62030	SYSCO FOOD SERVICES		$3,170.39
		Total for 299 - NUTRITION SERVICES	**$18,527.46**

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 01/01/2025 **To:** 01/31/2025 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900 ☐ Page Break ☑ Exclude Invoice Description

Check Number	Vendor	Amount
304 - JCI PROJECT		
0	US BANK ST PAUL	$60,100.00
	Total for 304 - JCI PROJECT	**$60,100.00**
	Grand Total:	$340,778.26

End of Report

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund From Date: 01/01/2025 To Date: 01/31/2025

Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC					
	0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	TRAVEL, OUT OF DISTRICT	$472.34
	0	GENERAL FUND	FISCAL SERVICES	TRAVEL, OUT OF DISTRICT	$31.00
	0	GENERAL FUND	HIGH SCHOOL PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS	$47.00
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	COMPUTER SOFTWARE	$23.99
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	$348.90
	0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	$231.95
	0	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	$58.57
				Total for UMPQUA BANK-CC	$1,213.75
				Total for GENERAL FUND	$1,213.75

Fund: 252 HIGH SCHOOL SUCCESS: MEASURE 98

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC					
	0	HIGH SCHOOL SUCCESS: MEASURE 98	HIGH SCHOOL PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS	$1,281.59
	0	HIGH SCHOOL SUCCESS: MEASURE 98	HIGH SCHOOL PROGRAMS	NON-CONSUMABLE ITEMS	$120.00
				Total for UMPQUA BANK-CC	$1,401.59
				Total for HIGH SCHOOL SUCCESS: MEASURE 98	$1,401.59

Fund: 283 YCHS STUDENT BODY

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK-CC					
	0	YCHS STUDENT BODY	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	$975.61
				Total for YCHS STUDENT BODY	$975.61

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund From Date: 01/01/2025 To Date: 01/31/2025

Grand Total: $3,590.95

Recap for FUND for GENERAL FUND		
100	GENERAL FUND	$1,213.75
252	HIGH SCHOOL SUCCESS: MEASU	$1,401.59
283	YCHS STUDENT BODY	$975.61

End of Report

Mary Brown <brownm@ycschools.org>

Re: Board authorization out of state travel

1 message

Mary Brown <brownm@ycschools.org> Thu, Jan 23, 2025 at 9:29 AM
To: Jordan Slavish <slavishj@ycschools.org>

Good Morning Jordan,
I can add it to the February board meeting agenda if you would like. The meeting is February 13th.

Thanks,

On Thu, Jan 23, 2025 at 7:07 AM Jordan Slavish <slavishj@ycschools.org> wrote:

> Hey Mary, trying to get ahead of the gun a bit - we have two hypothetical out of state rocket trips this year, Sheboygan WI for the 8-11th of May, and then the Friends of Amateur Rocketry near Randsburg, CA on the 14th through 18th of May. Going to be a whirlwind month.
>
> What are my timeline requirements for getting board approval?
>
> Jordan
>
> Sent from mobile, please excuse typos!

--

Mary Brown
Administrative Assistant/Board Secretary
Yamhill-Carlton School District
Phone Number: 503.852.6980 | f. 503.662.4931
Email: brownm@ycschools.org

Mission

The Yamhill-Carlton School District champions the growth of its students. Our students recognize their individual strengths and talents, overcome their challenges, grow past proficiency, and succeed in their aspirations so each may contribute positively to a local and global society.

To:	Board of Directors – Yamhill Carlton School District Clint Raever, Superintendent
From:	Tami Zigler, Business Manager
Date:	February 13, 2025
Re:	Proposed Budget Committee Members for the 25-26 Budget Planning

---

Explanation: Budget Committee positions #1 and #2 are open due to the expiration of the terms of John Donehoo and Kristy Edwards. Both of these positions have a three-year term, which will expire June 30, 2027.

The District solicited applications for these positions from December 17, 2024 to January 17, 2025. Two applications were received; Kelsey Freese and Roy Durfee.

The Board will consider the received application and will have the opportunity to appoint both applicants to the Budget Committee, should the Board choose to do so. As there is only one applicant for each of the positions open, an interview process and vote are not needed at this time.

Requested Action: Appointment of new Budget Committee members

YAMHILL CARLTON SCHOOL DISTRICT
2025-2026 BUDGET COMMITTEE

BOARD MEMBERS

Board Position and Name	Term Expires
1. Jami Egland	06/30/2025
2. Erin Galyean, Board Chair	06/30/2027
3. Susan FitzGerald, Vice Board Chair	06/30/2027
4. JaJetta Dumdi	06/30/2025
5. Ken Watson	06/30/2025

COMMITTEE MEMBERS

Name	Term Expires
Gordon Dromgoole	06/30/2025
Ralph Weinstein	06/30/2025
Julia Howard	06/30/2026
Kelsey Freese (Proposed)	06/30/2027
Roy Durfee (Proposed)	06/30/2027

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

RESOLUTION 2025-02

YAMHILL CARLTON SCHOOL DISTRICT
RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN FUNDS
2024-2025 BUDGET

Appropriation Details

General Fund –

1. To provide additional budget authority for transfers to the building fund for on-going facilities and maintenance projects.
2. Budget savings are anticipated due to a higher beginning fund balance. The transfer would come from the District's contingency fund.

BE IT RESOLVED, that for the fiscal year beginning July 1, 2024, the budget transfers shown below, are hereby appropriated as indicated within the funds listed:

GENERAL FUND

Expenditure Function	Adopted Budget	Change	Adjusted Budget
Instruction	$ 8,515,502	0	$ 8,515,502
Support Services	5,962,203	0	5,962,203
Transfers	602,147	400,000	1,002,147
Contingency	1,859,966	(400,000)	1,459,966
Total	$ 16,939,818	0	$ 16,939,818

ADOPTED by the Board of Directors of the Yamhill Carlton School District this 13th day of February 2025.

_____
Erin Galyean, Board Chair

_____
Clint Raever, Superintendent

Willamette EDUCATION SERVICE DISTRICT

2025-27 Local Service Plan
Yamhill Carlton School District
Resolution 2025-03

Approved by Executive Council on 11.21.2024 ***Approved by Willamette ESD Board on 12.10.2024***

BE IT RESOLVED THAT, pursuant to the provisions of ORS 334.175, the Board of Directors of the Yamhill Carlton School District approves the following 2025-27 Local Service Plan Resolution:

WESD PROVIDED SERVICES: WESD Uses Non-LSP Funds, No Cost to Districts

- Attendance Services (Districts less than 1000 students)
- Homeschool Registration
- Regional Leadership Meetings
- Crisis Response Team
- Youth Suicide Prevention Services

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS:

- Audiology Services
- Autism Services
- Behavior Intervention Program
- Behavior Services / School Psych
- Braille Transcription Services
- EI/ECSE Evaluations
- Nursing Services
- Occupational & Physical Therapy Services
- Professional Development/Trainings
- Speech/Language/Augmentative Communication
- Transition Specialist Services
- Vision Education Assistant
- SPED Administration Services
- Licensed Clinical Social Worker
- Preschool Administration & Oversight
- Preschool Curriculum Coaching & Support

TECHNOLOGY SUPPORTS:

- Cybersecurity Audits
- Desktop Support
- Network Services
- Software Supports
- Technology Training
- Student Information Services
- HR & Financial Systems
- Special Education Systems
- Oregon Data Suite/Early Indicator & Intervention Sys.

SCHOOL IMPROVEMENT SERVICES:

- Family Support Advocate
- Library Media Specialist
- Mid-Willamette Education Consortium
- School Safety Supports
- Individualized School Improvement Services/Assessments
- Social Emotional Learning Services
- Student Internship Coordination
- Willamette Career Academy
- Willamette School Improvement Consortium
- Willamette Promise Services
- Newcomer & Recent Arriver Transcript Review

ADMINISTRATIVE & SUPPORT SERVICES FOR DISTRICTS:

- Business Services
- Communications, Marketing & Bond Services
- Courier
- Criminal History Background Checks
- Data Analysis and/or Data Coaches
- Grant Writing Services
- Human Resources Services
- Legal Services
- Professional Support Services/PD Services
- Program & Project Evaluation Services
- Substitute & Employee Management
- Translation Services
- Medicaid Billing/MAC Claiming

SERVICES PROVIDED TO ENTITIES OTHER THAN COMPONENT DISTRICTS

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

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS:

- Special Education Services: Autism Spectrum Disorder Consultation and Resources and Classroom services for students who are Deaf and Hard of Hearing. Related Services including, but not limited to: Physical Therapy, Occupational Therapy, Speech Therapy, Autism Specialist, Behavior Intervention Program and Sign Language Instruction

SCHOOL IMPROVEMENT SERVICES:

- Willamette Promise and Willamette Career Academy

TECHNOLOGY SUPPORT:

- Student Information Services, HR & Financial Systems, Desktop Support, Network Services and Oregon Data Suite/Early Indicator & Intervention System

ADMINISTRATIVE AND SUPPORT SERVICES FOR DISTRICTS:

- Contracted Courier Services to Private Schools; Data Analysis; Program and Project Evaluation Services, Grant Writing Services, Legal Services, Regional Educator Network, Professional Support Services/PD Services and Business Services

This certifies that the 2025-27 Local Service Plan is hereby adopted by the Yamhill Carlton School District Board of Directors on the 13th day of February, 2025.

Board Chair

Superintendent

If these resolution services are approved by two-thirds of the school districts' Board of Directors with the majority of the students within WESD, WESD will budget for the services for the 2025-27 fiscal years, subject to the statutory limitation.

Yamhill-Carlton School District 1

Code: **IKF**
Adopted: 10/09/06
Revised/Readopted: 4/14/08; 2/13/12; 4/09/20; 12/02/21; 2/08/23

Graduation Requirements**

The Board establishes[1] graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and ~~an alternative~~a certificate of attendance which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. ~~A foster child~~ In foster care[1];

~~1. A foster child[2];~~
~~2.~~ Experiencing house lessness[2];~~Homeless;~~

~~3.~~2.

~~4.~~3. A runaway;

~~5.~~4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;

~~6.~~5. A child of a migrant worker; ~~or~~

~~7.~~6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program; or~~.~~

7. Enrolled in an approved recovery school under ORS 336.680[3].

For any student identified above, the district shall accept any credits earned by the student in an educational program[4~~3~~] in this state, applying those credits toward the state requirements for a diploma if

[1] ~~As~~"Foster child" is defined in ORS 30.297.

[2] See OAR 581-022-2000 for additional information.

[3] Applies to high school diplomas awarded on or after January 1, 2026.

[4] "Educational program in this state" means an educational program that is provided by a school district, a public charter school, an approved recovery school (applies to diplomas awarded on or after January 1, 2026), the Youth Corrections Education Program or

the credits satisfied those requirements in that educational program in this state.

~~[1] "Educational program in this state" means an educational program that is provided by a school district, a public charter school, the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long term care or treatment facility described in ORS 343.962 or a hospital identified in ORS 343.261.~~
~~[2] As defined in ORS 30.297.~~

~~[3]. If the district has additional credit or graduation requirements, the district is required to include those additional credits and graduation requirements in the following lists. However, if the district provides an education as described in ORS 336.585 or 336.590 and awards high school diplomas, the district may not impose requirements for a high school diploma in those instances that are in addition to the requirements prescribed by ORS 329.451 (2)(a) or by rule of the State Board of Education.~~

the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long-term care or treatment facility described in ORS 343.961 or a hospital identified in ORS 343.261.

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits [4] which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);

2. Four credits in language arts[5] (shall include the equivalent of one unit in written composition);

3. Three credits in science (must include scientific inquiry and lab experience as outlined in the standards);

4. Three credits in social sciences (shall include 0.5 units of US Civics[6] credit in addition to at least 2.5 units of credit aligned to the Oregon State Board adopted standards for US and world history, geography, economics and financial literacy[7]);

~~3. including history, civics[5], geography and economics (including personal finance));~~

~~4.~~5. One credit in health education;

~~5.~~6. One credit in physical education;

7. Three credits in career and technical education, the arts or world languages[8] (units shall be earned in any one or a combination), and

8. One-half credit of higher education and career path skills[9];

9. One-half credit of personal financial education[10];

~~6. One credit in Advisory/Career Exploration.~~

[5] "Language arts" includes reading, writing and other communications in any language, including English.

[6] Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

[7] This requirement is replaced with a one-half credit of personal financial education requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year.

[8] "World languages" includes sign language, heritage languages and languages other than a student's primary language.

[9] Higher education and career path skills becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

[10] Personal finance education becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements outlined above, a student must:

1. Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings[11];

2. Develop an education plan and build an education profile;

1. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and

2. Participate in career-related learning experiences.

Honors Diploma

In addition to the Standard Diploma, Yamhill Carlton High School offers an Honors Diploma. The Honors Diploma recognizes the student who pursues a more rigorous course load throughout their four years of high school. ~~An honors diploma will be awarded to students in grades 9 through 12 who maintain a 3.5 cumulative GPA complete a minimum of 26 credits which include at least:~~ To qualify for the honors diploma, students must maintain a 3.5 cumulative GPA and complete 27 credits with the following requirements:

1. Four credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);

2. Four credits in language arts (shall include the equivalent of one unit in written composition);

3. Four credits in science;

4. Three credits in social sciences (including history, civics[6], geography and economics (including personal finance));

5. One credit in health education;

~~[4]If the district has additional credit or graduation requirements, the district is required to include those additional credits and graduation requirements in the following lists. However, if the district provides an education as described in ORS 336.585 or~~

~~336.590 and awards high school diplomas, the district may not impose requirements for a high school diploma in those instances that are in addition to the requirements prescribed by ORS 329.451 (2)(a) or by rule of the State Board of~~

[11] The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

~~Education.~~

~~[5] Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021).~~

~~[6] "World language" includes sign language, heritage language and languages other than a student's primary language.~~

6. One credit in physical education;

7. Three credits in career and technical education, the arts or world languages[5] (units shall be earned in any one or a combination); and

8. One-half credit of higher education and career path skills;

9. One-half credit of personal financial education;

~~8. One credit in Advisory/Career Exploration.~~

~~9.~~10. Complete three~~3~~ of the specialty categories from the following list:

Mathematics	5 Credits including Calculus or Statistics
Science	4 Credits – *If 3 Credits, must be Biology I and above, not CTE*
~~Spanish~~Foreign Languages	4 Credits
Adv. Humanities	2 of the following; Adv. English, Adv. US History, ~~Law & Politics,~~ History Through Film or Veteran's Legacies. (*earning college credit not required*)
Fine and Performing Arts	4 ~~Years of the same track~~credits of any combination of ~~(~~Theater, Music or Visual Arts~~)~~
CTE	4 credits include agriculture, rocketry, and manufacturing
Leadership	2 years of Leadership and have held a Student Council position

Distinguished Diploma

~~In addition to the Standard Diploma,~~ Yamhill Carlton High School also offers a Distinguished Diploma. The Distinguished Diploma recognizes the student who pursues a more rigorous course load than is required by the Honors Diploma throughout their four years of high school. All Valedictorians must meet the requirements of the distinguished diploma. A Distinguished diploma will be awarded to students in grades 9 through 12 who maintain a 3.5 cumulative GPA complete a minimum of 28 credits which include at least:

1. Four credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);

2. Four credits in language arts (shall include the equivalent of one unit in written composition);

3. Four credits in science;

4. Three credits in social sciences (including history, civics[7], geography and economics (including personal finance));

5. One credit in health education;

6. One credit in physical education;

~~7.~~ Four credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination); and

~~7.~~

~~8.~~

8. One-half credit of higher education and career path skills;

~~9.~~ One-half credit of personal financial education;~~One credit in Advisory/Career Exploration.~~

~~10.~~

~~11.~~

~~12.~~ ~~7 Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021).~~

9.

~~13.~~10. Complete ~~4~~ four of the specialty categories from the following list:

Mathematics	5 Credits including Calculus or Statistics
Science	4 Credits – *If 3 Credits, must be Biology I and above, not CTE*
~~Spanish~~Foreign Languages	4 Credits
Adv. Humanities	2 of the following; Adv. English, Adv. US History, ~~Law & Politics~~, History Through Film or Veteran's Legacies. (*earning college credit not required*)
Fine and Performing Arts	4 ~~Years of the same track~~credits of any combination of ~~(~~Theater, Music or Visual Arts~~)~~
CTE	4 credits include agriculture, rocketry, and manufacturing
Leadership	2 years of Leadership and have held a Student Council position

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements outlined in OAR 581-022-2000, a student must[8]:

1. Develop an education plan and build an education profile;

2. Demonstrate extended application through a collection of evidence; and

3. Participate in career-related learning experiences.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010(3):

1. The student h~~H~~as a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or

2. The student h~~H~~as a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits with at least 14 of those credits to ~~which shall~~ include:

1. Three credits in language arts;

~~2.~~ Two credits in mathematics;

~~3.~~2.

~~4.~~ Two credits in science;

~~5.~~3.

~~6.~~ Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));

4.

5. One credit in health education;

6. One credit in physical education;

7. Two credits in career technical education, the arts or world languages (units may be earned in any one or a combination); and

8. One-half credit in personal financial education;

9. One-half credit in higher education and career path skills

The remainder of the 24 credits will come from elective courses.

[8] The proficiency in Essential Skills requirement has been waived and is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school year (Senate Bill 744, 2021).

~~7. One credit in health education;~~

~~8. One credit in physical education;~~

~~9. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination); and~~

~~10. One credit in Advisory/Career Exploration.~~

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Demonstrate proficiency in the essential skills of reading, writing and apply mathematics in a variety of settings[12];

2. Develop an education plan and build an education profile; and

3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).

~~3.~~4. Complete a senior project which will be modified to the student's needs.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in the achievement level,~~learning expectations,~~ construct, or ~~content that is to be measured, grade level standard, or~~ measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard. The IEP or 504 team must inform the student's parent that the use of a modification on an assessment will result in an invalid assessment.~~;~~

2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified ~~Smarter Balanced~~statewide assessment.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide ~~that~~ if a student will ~~should~~ work toward a modified diploma no earlier than the end of grade six and no

[12] The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

~~Beginning in grade five or beginning after a documented history to qualify for a modified diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.~~
For students with a documented history as described above, the district shall annually provide the parents or guardians of students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas and the requirements for such diplomas; and

2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills in the student's language of origin for a high school diploma or a modified diploma.

The district will develop procedures to provide local performance assessment options as described in the *Local Performance Assessment Manual*, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations.

To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom, and will include:

    a. Two credits in mathematics;
    b. Two credits in language arts;
    c. Two credits in science;
    d. Three credits in history, geography, economics or civics;
    e. One credit in health;
    f. One credit in physical education; and
    g. One credit in the arts or a world language; and~~.~~

2. Have a documented history of:

a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
b. A medical condition that creates a barrier to achievement; or
c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

For students with ~~Beginning in grade five or beginning after~~ a documented history ~~to qualify for an extended diploma~~, the district shall annually provide to the parents or guardians of ~~the~~ such students, beginning in grade five or after such documented history has been established, the following:

1. I~~i~~nformation about the availability of high school diplomas, modified diplomas and the~~and~~ requirements ~~of an extended~~for such diplomas; and

~~1.~~2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the state or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.~~.~~

Certificate of Attendance

A C~~c~~ertificate of Attendance[13] will be awarded to students who:

1. Have maintained regular full-time attendance for at least four years beginning in grade nine;

2. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and

3. Have a documented history[14].

For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:

3. Information about the availability of high school diplomas, modified diplomas and the requirements for the diplomas; and

4. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

~~**Alternative Certificates**~~

~~Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma, or an extended diploma if the students meet minimum requirements established by the district.~~

[13] A student who began grade 9 before July 1, 2020, may be awarded an alternative certificate if the student satisfies the requirements for an alternative certificate which are in effect on the day before July 1, 2024.

[14] "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

~~Beginning in grade five or beginning after a documented history to qualify for an alternative certificate, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.~~

Other District Responsibilities

The district will ensure that all students have onsite access to the appropriate resources and courses to achieve high school ~~a~~ diploma~~s~~, ~~a~~ modified diploma~~s~~, ~~an~~ extended diploma~~s~~, at each high school in the district. ~~or an alternative certificate at each high school.~~ The district will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.~~.~~

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or who has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district ~~shall~~ must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or ~~an alternative certificate~~a certificate of attendance in the later of 4 years after starting the ninth grade, or until the student reaches the age of 21 if the student is entitled to a public education until the age of 21 under state or federal law.

A student may ~~satisfy~~ complete the requirements for a modified diploma, an extended diploma or ~~an alternative certificate~~a certificate of attendance in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or ~~an alternative certificate~~a certificate of attendance in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or ~~an alternative certificate~~a certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma, or ~~an alternative certificate~~a certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student. W~~and w~~hen added together, the district will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that is~~are~~ required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, ~~an alternative certificate~~a certificate of attendance or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or ~~alternative certificate~~certificate of attendance is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the ~~Smarter Balanced~~Oregon statewide assessments in language arts and/or mathematics ~~or~~

~~alternate Oregon Extended Assessment~~ by completing the Oregon Department of Education's Opt-out Form[15] [9] and submitting the form to the district.

The district will issue a high school diploma ~~pursuant to Oregon law (ORS 332.114)~~ to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

ORS 329.007
ORS 329.045
ORS 329.451
ORS 329.479
ORS 332.107
ORS 332.114
ORS 336.585
ORS 336.590
ORS 339.115
ORS 339.505
ORS 343.295

OAR 581-021-0009
OAR 581-022-0102
OAR 581-022-2000
OAR 581-022-2005
OAR 581-022-2010
OAR 581-022-2015
OAR 581-022-2020
OAR 581-022-2025
OAR 581-022-2030
OAR 581-022-2115
OAR 581-022-2120
OAR 581-022-2505

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.
Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992, published by the OREGON DEPARTMENT OF EDUCATION.

~~Senate Bill 1522 (2022).~~

Cross Reference(s):

IKFA - Early Graduation
IL - Assessment Program

[15] Oregon Department of Education page for: 30-day notice and opt-out form

~~Oregon Department of Education page for: 30-day notice and opt-out form~~

Yamhill-Carlton School District 1

Code: GBNAA/JHFF
Adopted: 4/09/20
Revised/Readopted: 1/13/22

Suspected Sexual Conduct with Students and Reporting Requirements

Sexual conduct by district employees, contractors[1], agents[2], and volunteers[3] is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students[4] are subject to this policy. ~~Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.~~

~~5~~[4]"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance, or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within ~~90 days~~one calendar year prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that

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[1] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[2] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

[3] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

[4] Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

[54] This definition of "sexual conduct" affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and

3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is prohibited.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.370 - 339.400 ORS 419B.005 - 419B.045

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).
~~House Bill 2136 (2021).~~
~~Senate Bill 51 (2021).~~
House Bill 4160 (2024)

Cross Reference(s):

GBN/JBA - Sexual Harassment
GCAB - Personal Electronic Devices and Social Media - Staff
IIBGA - Electronic Communications System
JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and Domestic Violence – Student
JHFE - Reporting of Suspected Abuse of a Child
JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

Yamhill-Carlton School District 1

Code: JHCD
Adopted: 02/13/2025

Medications

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student's parents or guardian.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.866 - 339.871
ORS 433.800 - 433.830
ORS 689.800

OAR 166-400-0010(17)
OAR 166-400-0060(29)
OAR 333-055-0000 - 0035
OAR 581-021-0037

OAR 581-022-2220
OAR 851-047-0000 - 0030

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).
OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.
House Bill 1552 (2024).

Yamhill-Carlton
School District 1

Code: **KG**
Adopted: 10/09/06

Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. The superintendent will encourage the involvement of staff, parents and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

Eligible Organizations

There will be three classifications of non-school uses of district facilities. These classifications are established for the purpose of determining rental charges and other fees.

1. ~~General: Use must be for purposes that are educational, charitable or of general community interest. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.~~Category 1: School district programs or affiliated[1] non-profit youth recreational programs.

2. ~~Noncommercial: Private nonprofit or community clubs or organizations may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.~~Category 2: In district non-profit groups (75% of participants reside within the Yamhill Carlton School District boundary).

3. ~~Commercial: All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally sponsored noncommunity groups requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Groups of this nature will be charged in accordance with fees approved by the Board.~~

Category 3: In and out of district for-profit, out of district non-profit, or private organizations.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;

2. Such use will not benefit principally the organization operating for private gain;

3. A worthy educational, civic or charitable purpose will be served;

[1] Affliated organizations have a working memorandum of understanding (MOU) with the Yamhill Carlton School District.

4. A substantial group in the community will benefit;

5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by district employees will be discouraged.

Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the superintendent based upon the rental charges and personnel fees approved by the Board.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.

The Board expects the users to treat the facilities with respect. A ~~*Building Use Request*~~*Facility Rental Application* ~~form~~ must be submitted by the person or group to the ~~school office in coordination with administrators of the involved facility~~district office. The application can be found on the district website at https://www.ycsd.k12.or.us/departments/facilities. The users must agree to all guidelines in~~on~~ the ~~*Building Use Request*~~*Facility Rental Application* ~~form~~. The original copy of the agreement will remain in the ~~school~~ district office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Requests must be resubmitted if the user desires to continue usage.

The superintendent will encourage the involvement of staff, parents and the community in the development of specific building-use regulations.

END OF POLICY

Legal Reference(s):

~~ORS 330.430~~
ORS 332.107
ORS 332.172

Yamhill-Carlton School District 1

Code: AC
Adopted: 10/09/06
Revised/Readopted: 2/13/12; 12/14/15; 12/14/17; 1/09/20; 12/02/21; 02/13/25

Nondiscrimination and Civil Rights

The district does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race[1], color, religion, sex[2], sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

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[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001

[2] 34 CFR § 106.10 provides "discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and

2. The training completed by each civil rights coordinator.

Civil Rights Coordinator

The Superintendent is the district's civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;

2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;

3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:

    a. The notice of nondiscrimination[3] required by OAR 581-021-0045; and
    b. The district written complaint process for making reports of discrimination.

4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;

5. Provide guidance to district staff on civil rights issues in the district;

6. Respond to questions and concerns about civil rights in the district;

7. Coordinate efforts to prevent civil rights violations from occurring in the district; and

8. Satisfy the training requirements in OAR 581-021-0660 (2)-(3)

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 192.630
ORS 326.051(1)(e)
ORS 332.505
ORS 408.230
ORS 659.805
ORS 659.815
ORS 659.850 - 659.860
ORS 659.865
ORS 659A.001
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.040
ORS 659A.103 - 659A.145
ORS 659A.230 - 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.321
ORS 659A.409

OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0047
OAR 581-021-0650-0665
OAR 581-022-2310
OAR 581-022-2370
OAR 581-075-0001-075-0005
OAR 581-075-0901
OAR 839-003

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35
(2019).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2024).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Cross Reference(s):

ACB - All Students Belong
GBA - Equal Employment Opportunity
GBEA - Workplace Harassment
JB - Equal Educational Opportunity
KL - Public Complaints

Yamhill-Carlton
School District 1

Code: JHCD-AR
Adopted:

Medications**/*

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions[1]

   a. "Administer" means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner's authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)
   b. "Adrenal crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
   c. "Adrenal insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
   d. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
   e. "Delegation" means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
   f. "Designated personnel" means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
   g. "Medication" means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. "Medication" also means any prescription for bronchodilators or auto injectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. "Medication" does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
   h. "Nonprescription medication" means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
   i. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

[1] There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

j. "Opioid overdose" means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)
k. "Prescriber[2]" means a "practitioner" as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
l. "Prescription medication" means a "prescription drug" as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with "Caution: Federal law prohibited dispensing without prescription" or "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian"; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
m. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
n. "Short-acting opioid antagonist" means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

2. Designated Staff/Training

a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person[3]. During

[2] A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

[3] An online training may qualify as "in-person" when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice; and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.

e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Short-Acting Opioid Antagonists

A short-acting opioid antagonist may be administered by any district personnel[4] to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The principal or school district nurse shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

a. A description of short-acting opioid antagonists and their purpose;
b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and
d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

[4] Including district personnel who have not received medication administration training.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or a district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
d. The district will develop an individualized health care plan for the student;
e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:

(1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:

(a) The written permission of the student's parent or guardian; and
(b) The written instruction from the prescriber for the administration of the medication to the student that includes:

(i) Name of the student;
(ii) Name of the medication;
(iii) Method of administration;
(iv) Dosage;
(v) Frequency of administration;
(vi) Other special instructions from the prescriber, if any; and
(vii) Signature of the prescriber.

The prescription medication is provided in the original prescription packaging by the student's parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

(a) The nonprescription medication is necessary for the student to remain in school;
(b) The nonprescription medication is:

(i) Provided in the original manufacturer's container by the student's parent or guardian; or
(ii) Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.

(c) The written instruction and permission from the student's parent or guardian for the administration of the nonprescription medication[5] includes:

(i) Name of the student;
(ii) Name of the medication;
(iii) Method of administration;
(iv) Dosage;
(v) Frequency of administration;
(vi) Other special instructions, if any; and
(vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

(d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:

(i) Name of the student;
(ii) Name of the medication;
(iii) Dosage;
(iv) Method of administration;
(v) Frequency of administration;
(vi) A statement that the medication must be administered while the student is in school;
(vii) Other special instructions, if any; and
(viii) Signature of the prescriber.

b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a

[5] For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;

c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Them self

a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to them self without assistance from designated personnel and is subject to the following:

(1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:

(a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
(b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
(c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

(2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication[6] and must have:

[6] For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

(a) The written permission of the student's parent or guardian;
(b) The student's name affixed to the manufacturer's original container; and
(c) The permission to self-administer medication from a building administrator.

(3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

(a) The written permission of the student's parent or guardian; and
(b) A written order from the student's prescriber that includes:

(i) Name of the student;
(ii) Name of the medication;
(iii) Dosage;
(iv) Method of administration;
(v) Frequency of administration;
(vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
(vii) Other special instructions, if any; and
(viii) Signature of the prescriber.

b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, auto injectable epinephrine or bronchodilators/inhalers;
d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited[7];
e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
f. A student shall not administer medication to them self until the necessary permission form and written instructions have been submitted as required by the district;
g. The permission for a student to administer medication to them self may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;
i. A student permitted to administer medication to them self may be monitored by designated personnel to monitor the student's response to the medication;
j. The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.

[7] Except for short-acting opioid antagonists.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

   a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
   b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
   c. Nonprescription medication must be kept in original manufacturer's bottle or box.
   d. Never administer medication sent to school in unlabeled containers.
   e. Never repackage medication into a plastic bag or other container for any reason.
   f. Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt and initialed by the two individuals who counted or witnessed the procedure, documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the school district nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
   g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
   h. Medication will be secured as follows:

      (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
      (2) Medications requiring refrigeration will be stored in a separate refrigerator used solely for the storage of medication in a secure area under supervision; or, if supervision is not possible, in a lockbox in a separate refrigerator used solely for the storage of medication. Refrigeration shall be kept at 36*-46* and checked weekly;
      (3) Access to medication storage keys will be limited to the principal and designated personnel.

   i. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
   j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

   a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian, school nurse, and principal will be notified immediately.
   b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.
   c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

a. Medication not picked up by the student's parent or guardian, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:

(1) Medication will be removed from its original container and personal information will be destroyed;
(2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
(3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
(4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.

b. Prescriptions will never be flushed down the toilet or drain or burnt with other waste.
c. Sharps and glass will be disposed of in accordance with state guidelines.
d. All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.

11. Transcribing, Recording and Record Keeping

a. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper[8] or electronic form and will include, but not be limited to:

(1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
(2) Student refusals of medication;
(3) Errors in administration of medication;
(4) Incidents of emergency and minor adverse reaction by a student to medication;
(5) Discrepancies in medication supply;
(6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.
c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.

[8] If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.

e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Auto Injectable Epinephrine

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student's Oregon licensed health care professional, in good faith assists the student's self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student's parent, guardian or Oregon licensed health care professional.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, school nurse, teacher or other school employee in good faith administers auto injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers auto injectable epinephrine to a

student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the auto injectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.

Yamhill Carlton School District

Community Use of District Facilities Sheet & Form

Code: **KG-AR**
Revised/Reviewed: 11/29/2018, 02/03/2025
Orig. Code(s): KG-AR

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. The superintendent will encourage the involvement of staff, parents and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

	CATEGORIES		
	1	*2*	*3*
Location			
YCES & YCIS Gyms	Free	$25	$40
YCHS Gyms	Free	$35	$55
Cafeteria	Free	$35	$55
Library	Free	$25	$40
Classroom	Free	$25	$40
Baseball Field	Free	$35	$55
Football Field	Free	$35	$55
Parking Lot Only	Free	$25	$40
*****Rates listed above are hourly rates**			

Category 1 In school district programs or affiliated* non-profit youth recreational programs.

Category 2 In district non-profit groups (75% of participants reside within district boundary). Custodial staff charges may be incurred.

Category 3 In or out of district for-profit, out of district non-profit, or private organizations.** Custodial staff charges may be incurred.

*Affiliated organizations have a working memorandum of understanding (MOU) with the Yamhill Carlton School District.
**Refer to "Use of District Facilities for Private Gain" section of board policy KG.

All cancellations must be made 48 working hours in advance of the event or paid fees may be forfeited. School programs have priority.
Space is not reserved until a written confirmation is issued and payment has been received. The undersigned is responsible for information all participants of district guidelines.

Rental Charges and Approval of Use
The Board expects the users to treat the facilities with respect. A Facility Rental Application must be submitted (see reverse) by the person or group via email to communications@ycschools.org, or dropped off at the District Office. The original copy of the agreement will remain with the district with copies distributed to the appropriate building admin, building custodial staff and facility user.

YAMHILL CARLTON SCHOOL DISTRICT

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

Facility Rental Application

1) Complete one form for each school / site requested.
2) Return completed forms to the facility rental office 15 working days prior to the event.
3) Complete all of Part I, read and sign Part II Facility Regulations.
4) Sign, date, and send application to Yamhill Carlton School District..
5) Space is not reserved until a written confirmation is issued and payment has been received.

PART 1

School/Site Requested: _____

Contact Person(s): _____

Name of Organization: _____ Non-Profit Tax ID #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone: _____ Email: _____

Purpose for use of space/describe event in detail: _____

_____

_____

_____

_____

_____

_____

Space Requested:

☐ Classroom ☐ YCHS Gym ☐ YCIS Gym ☐ Cafeteria ☐ Tiger Dome ☐ YCIS Library ☐ YCHS Library ☐ Football Field
☐ Soccer Field ☐ Baseball Field ☐ Parking Lot ☐ Courtyard ☐ YCES Library ☐ Other

Space Requested	Day(s) Week (M-Su)	Beginning Date	Ending Date	Set Up Start Time	Take Down End Time	Total Hours

Equipment Requested (be specific):

Number of participants and spectators: Adults _____ Children _____

Do you have liability insurance?

☐ Yes (attach a certificate of insurance naming Yamhill Carlton School District an additional insured).

☐ No—visit this link to acquire the insurance:
https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx
Scroll down to "*Or search for your Venue*" and type in "Yamhill-Carlton" and select "Oregon School Boards Association—Property Casualty for Education (PACE) - YCSD 1". Proceed by filling out the rest in order to purchase temporary insurance.

PART 2

1. A completed application must be submitted to the YC School District office 15 working days in advance of the proposed event. Hours of operation are 8:00-4:00 pm, Monday-Friday. The application must be completed in full and returned to the Yamhill Carlton District Office. The applicant will be responsible for payment for rental fees and school personnel except in the case of security officers who are to be paid directly.
2. Every non-school related group using a school facility must complete an application. There may be no advertisement or usage of the school property until **written authority** is given. No flyers, placards or signs are to be placed on school property except during the times the actual event is taking place.
3. YC District Office will determine availability of the particular site and whether an application is approved or denied; however, permission to use school facilities shall not be based on the viewpoint or message of the applicant group. This contract may be canceled by the Superintendent or designee at their discretion. No events involving non-school related groups will be scheduled prior to 5:00 pm on school days or teacher workdays.
4. Applications may not be transferred from one group to another. Cancellations must be made at least 72 hours prior to the scheduled event.
5. **Applicants are to submit to YC School District a Certificate of Insurance evidencing liability insurance in an amount of not less than $500,000 per occurrence combined single limit, within 5 working days prior to use of the facility. The Certificate of Insurance must identify *Yamhill Carlton School District* as certificate holder and additional insured with respect to the event for which this application is being submitted**. Failure to do so will risk cancellation of this request. Insurance will not be required for events that hold under 5 people. Your signature on this form will serve as a contract.
6. A school custodian/representative shall be on duty when the facility is open for use. He/she will be responsible to the school system. The renting party will follow his/her directions on appropriate use of facilities.
7. **All activities must have appropriate adult supervision. The user will assume full responsibility for payment of damages to facilities and/or school owned equipment that occurs during use (with or without insurance).**
8. Only school furniture provided at a particular facility may be used. The user renting the facility may rearrange furniture with prior approval of the principal/ designee. **The user must return moved furniture and equipment to its proper location.**
9. **Use of tobacco, marijuana or vape pens is prohibited;** no visitor shall be permitted under any circumstances to use these products in or on the grounds of any Yamhill Carlton School District property. The use of open flames, and alcoholic beverages is prohibited. Absolutely no weapons of any kind are allowed on the premises. Gambling is also prohibited. Unreasonably loud or disturbing noise is prohibited: Noise which is substantially incompatible with the time and location or which is perceived as interrupting the normal peace and calm of the area. This includes amplified sound or a public address system.
10. Concession rights will be reserved for the school when facilities are used. The principal may waive this right to the applicant.
11. Fields can not be used during inclement weather or at other inappropriate times.
12. In the event of an emergency, principals are authorized to use their discretion for cancellation of events, (ex. inclement weather). ******If the schools are closed due to weather, emergency, etc., all events and rentals are canceled until schools are officially reopened.******
13. The applicant agrees to indemnify and hold harmless the Yamhill Carlton School District Board of Education, and all their officers, employees, and agents from any and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against the event which is subject to this agreement. **Yamhill Carlton School District assumes no liability for personal injury suffered by reason of the use of such school property pursuant to the facility use agreement.**

I have read and agree to abide by the rules and regulations governing facility use in the Yamhill Carlton School District.

I agree to cover any damages caused from the event.

Renter's Signature: _____ **Date:** _____