



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

Monday, August 11, 2025

Regular Session: 6:00pm

AGENDA

- I. Call to Order Regular Session**
- II. Flag Salute**
- III. Individuals, Delegations, Recognitions, and Communications**
 - A. YCHS – Tanner Smith & Richard Ceder – Verbal Report
 - B. YCIS – Amanda Dallas & Chad Tollefson - Verbal Report
 - C. YCES – Morgan Bishop – 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.

- IV. Review of Agenda (Action Item)**
- V. Regular Session – Consent Agenda (Action Item)**
 - A. Approval of Board of Directors Minutes
 - 1. Regular Session Minutes: 07/10/2025
 - 2. Work Session Minutes: 07/21/2025
 - B. Personnel
 - C. Enrollment
 - D. Surplus
- VI. 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 July 2025– Melanie Neece (Action Item)
- VII. New Business**
 - A. Request for FFA to Travel Out of State for Nationals (Action Item)
 - B. Substance Abuse Prevention Plan (Action Item)
 - C. Approve 2025-2026 Board Meeting Schedule (Action Item)
 - D. Resolution 2026-04 to Make Changes in Appropriations (Action Item)
 - E. Adopt Policy KH – Public Gifts to the District
 - F. Cell Phone Ban Discussion
- VIII. Board of Directors Comments**
- IX. Executive Session per ORS 192.660(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.**
- X. Adjournment**

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

Yamhill Carlton School District Human Resources Board Report August 11, 2025



New Hires

Tristyn DeHart, YCIS Instructional Assistant - Behavior
Yolanda Damaso, YCSD Instructional Assistant - EL
Jason Wofford, YCSD Temporary Cust/Maint/Grds
Zachary Spink, YCHS Cross Country Head Coach
Rhonda Cutler, YCIS Instructional Assistant - LRC

Resign/Retire/Term Employees

Karissa Cox, YCIS Instructional Assistant - Behavior
Richard Lyons, YCHS Instructional Assistant - Behavior
Rylan Larsen, YCHS Cross Country Head Coach

Current Employees: Position Changes

Lisa Mulholland, YCIS Behavior IA to YCHS Behavior IA

Open Positions For 2025-2026

None

Yamhill Carlton School District Enrollment Report

June

2025

District Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	274	273	274	271	274	273	269	271	269	269
YCIS	367	367	370	370	369	362	367	368	368	369
YCHS	281	278	275	274	273	272	265	265	267	261
Alliance	172	168	171	172	173	170	164	163	164	163
Total	1,094	1,086	1,090	1,087	1,089	1,077	1,065	1,067	1,068	1,062
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	57	56	55	54	54
1st Grade	72	70	70	70	72	72	70	72	71	71
2nd Grade	75	76	77	76	76	76	76	76	76	76
3rd Grade	70	70	69	67	69	68	67	68	68	68
24/25 Total	274	273	274	271	274	273	269	271	269	269
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	71	72	72	72	73
5th Grade	91	90	87	88	87	87	89	90	90	90
6th Grade	53	54	55	55	55	54	53	54	54	54
7th Grade	76	75	77	76	76	72	73	73	73	73
8th Grade	75	77	78	78	78	78	80	79	79	79
24/25 Total	367	367	370	370	369	362	367	368	368	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	63	63	62	63	63
10th Grade	71	70	70	70	71	70	67	66	66	64
11th Grade	71	70	69	70	68	68	67	67	68	66
12th Grade	73	73	72	70	70	71	68	70	70	68
Transition	-	-	-	-	-	-	-	-	-	-
24/25 Total	281	278	275	274	273	272	265	265	267	261
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	23	23	23	23	23
1st Grade	15	14	14	14	15	14	14	13	13	13
2nd Grade	22	20	20	20	20	20	20	20	20	20
3rd Grade	23	22	22	22	21	21	20	19	19	19
4th Grade	32	33	34	34	34	32	31	33	33	32
5th Grade	15	15	15	15	15	15	13	12	12	12
6th Grade	18	17	18	18	18	17	17	17	17	17
7th Grade	16	17	16	16	16	15	15	15	16	16
8th Grade	10	8	8	8	9	10	8	8	8	8
9th Grade	2	2	2	2	2	2	2	2	2	2
10th Grade	-	-	-	-	-	-	-	-	-	-
11th Grade	-	1	1	1	1	-	-	-	-	-
12th Grade	1	1	1	1	1	1	1	1	1	1
24/25 Total	172	168	171	172	173	170	164	163	164	163
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.



SURPLUS AUGUST 2025

YCIS SCIENCE ITEMS: (Various Values)

24 1995 PH Life Science books
24 1995 PH Earth Science books
25 1993 PH Motion, forces, energy
25 1993 PH Matter: building blocks of the universe
8 1993 PH TE sample books, various subjects
30 Varied preserved specimens
2 boxes craft supplies: stamps, masks beads
1 case 2006 Potential Teem Maze case
1 case genetics worksheets/lab material
1 Chrystal growing kit
1 case human body systems worksheets
1 case virusus/snake model
20 Science posters
2 boxes summer ag institute supplies
1 box marble run
Binder and small box science and our food supply materials
1 tub hydroponics set up – tubes and sprinklers
1 box unknown lab supplies
1 box large glue gun glue sticks
7 containers preserved dissection creatures
1 box various fiction books
50 old teaching books
5 boxes animal tank supplies / 2 tanks
2 turning point click technology sets
Tub wooden carts and wheels
1 box human body models various condition parts
2 animal pelts
1 box electronic cables and speakers

YCHS: (Various Values)

12 Orange chairs (Science Dome)
2 metal desks
One wood desk
1 six foot wood table
1 6 foot metal table
2 carts
1 2 drawer file cabinet
2 large metal bookshelves
1 wooden 6 foot bookshelf
4 four drawer file cabinets
3 office chairs
1 Blue student chair
1 3 foot x 18" table

DISTRICT SHEET MUSIC

Concert band (Value Range \$63,850 to \$153,240)
Orchestra (*Value Range \$5,010 to \$14,195*)
Jazz Band (*Value Range \$7,650 to \$14,450*)
Pep band (*Value Range \$150 to \$450*)
Small ensemble/Solo (*Value Range \$180 to \$840*)

DISTRICT:

Clark Forklift (Approximate Value \$500)



YAMHILL CARLTON SCHOOL DISTRICT

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Date: August 6, 2025

To: Yamhill Carlton School District Board of Directors

From: Melanie Neece, Director of Fiscal Services

Subject: July 2025 - Financial Statements and Summary

Board Members,

Please find attached the financial statements for the 2025-26 fiscal year through July 31, 2025.

General Fund Status

I estimate our total **General Fund Ending Fund Balance** to be approximately **\$1.2 million**. Of this total, approximately \$55,900 is the unappropriated ending fund balance, with the remainder reflecting our estimated Non-Resolution Fund Balance, which includes contingencies. At this time, no changes have been noted in the statewide funding picture for the current biennium, and I do not anticipate any changes to our current funding estimates. We will continue to be vigilant in our spending and keep you informed of any changes.

Financial Statements Overview

The attached statements cover the following funds:

- 100 General Fund
- 200 Restricted – Special Revenue Funds
- 300 Debt Services Fund
- 400 Capital Projects Fund
- 700 Trust and Agency Funds
- Balance Sheet Accounts – All Funds

The Statement of Revenues and Expenditures shows the Budget vs. Actuals for the period and projects through the fiscal year-end. An appropriations summary for all funds is also included.

Check and Investment Activity

The district issued checks **62361-62403**, totaling **\$169,236.09**, for the period ending July 31, 2025. Please note that an asterisk (*) indicates a gap in the check sequences, and check 62387 was issued for an employee advancement.

The LGIP investment pool earned dividends of **\$28,859.30**, based on a monthly distribution yield rate of 4.60%. These funds are posted under revenue code 1510 on page 2 of the financial summary.

Other Fund Statements

The other fund statements include actual expenditures and any encumbrances from July 1 through July 31, 2025. I have not projected revenues or expenditures for these funds, as they are generally limited by the revenue collected and are designated for specific uses.

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

Thank you.

Yamhill-Carlton SD
Statement of Revenues Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

	Adopted 2025-26 Budget	Actual YTD Rev. 7/31/2025	Projected 8/1/2025 Thru 6/30/2026	Total Estimated 2025-26	(Over)/Under Budget	Actuals 2024-25 6/30/2025	Budget 2024-25
Resources - Revenues							
SSF Funding							
1111 Current Year Property Taxes	\$ 4,580,000	\$ -	4,580,000	\$ 4,580,000	\$ -	4,416,789	4,285,000
1112 Prior Year's Property Taxes	-	-	-	-	-	74,360	60,000
1114 In Lieu of Property Taxes	-	-	-	-	-	335	-
1190 Interest on Tax Collections	-	-	-	-	-	16,528	10,000
3101 State School Support Funds	9,426,877	1,540,951	7,885,926	\$ 9,426,877	-	8,687,756	8,792,799
3103 Common Schools	-	-	-	-	-	161,386	149,455
3199 State Other Unrestricted Grants	-	-	-	-	-	49,807	50,000
3299 State Grants	-	-	-	-	-	56,941	-
Total SSF Funding	14,006,877	1,540,951	12,465,926	14,006,877		13,463,903	13,347,254
Other School Support Funding							
4519 Federal Edu Jobs Funding	-	-	-	-	-	-	-
4500 Federal SFSF	-	-	-	-	-	-	-
Total Other School Support							
Total SSF Revenue	14,006,877	1,540,951	12,465,926	14,006,877		13,463,903	13,347,254
Non State School Support Formula Sources							
Local Sources							
1300 Tuition	-	-	-	-	-	240,590	176,920
1411 Transportation Fees	-	28,859	-	28,859	(28,859)	9,540	-
1510 Earnings on Investments	-	-	-	-	-	394,114	40,000
1710 Athletic Fees	-	-	-	-	-	51,041	52,525
1910 Rentals	-	-	-	-	-	-	-
1960 Recovery of Prior Year Exp	-	-	-	-	-	-	-
1980 Fees Charged to Grants	-	-	-	-	-	26,863	56,044
1990 Miscellaneous Local Revenue	485,874	5,066	480,808	485,874	-	40,913	27,575
Total Non Formula Local Sources	485,874	33,926	480,808	514,733	(28,859)	763,062	353,064
Intermediate Sources							
2000 Intermediate Resources	190,000	-	190,000	190,000	-	201,828	200,000
Other Sources							
5300 Sale of Fixed Assets	-	-	-	-	-	30,250	-
5400 Beginning Fund Balance	3,430,946	-	3,430,946	3,430,946	-	3,518,892	3,040,000
Total Non SSF Revenue	4,106,820	33,926	4,101,754	4,106,820	(28,859)	4,514,032	3,593,064
Total Resources	\$ 18,113,697	\$ 1,574,877	\$ 16,567,680	\$ 18,113,697	\$ (28,859)	\$ 17,977,934	\$ 16,940,318
		Less Estimated Requirements (pg 3)					
		Estimated Ending Fund Balance		\$ 1,274,103			

Yamhill-Carlton SD
Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

Expenditure Functions	Adopted 2025-26 Budget	Actual YTD Exp. 7/31/2025	Projected 8/1/2025 Thru 6/30/12	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2025	2024-25 Budget
Instruction								
1111 K-5 Elementary Programs	\$ 1,660,979	\$ 250	1,381,414	\$ 1,381,663	\$ 279,316	83.18%	\$ 1,470,028	\$ 1,767,207
1113 K-5 Elementary Extracurricular	6,011.00		5,978.56	5,978.56	32.44	99.46%	\$ 3,690	\$ 3,710
1121 Intermediate Programs	1,735,338.00	6,350.41	1,728,988.05	1,735,338.46	(0.46)	100.00%	\$ 1,545,826	\$ 1,446,800
1122 Intermediate Extracurricular	94,220.00		49,659.52	49,659.52	44,560.48	52.71%	\$ 46,357	\$ 87,955
1131 High School Programs	1,873,750.00	592.36	1,788,662.05	1,789,254.41	84,495.59	95.49%	\$ 1,636,719	\$ 1,714,011
1132 High School Extracurricular	388,479.00		322,137.36	322,137.36	66,341.64	82.92%	\$ 297,642	\$ 358,939
1120 Programs for Talented and Gifted	2,000.00	0.00	337.49	337.49	1,662.51	16.87%	\$ 337	\$ 2,000
1220 Programs for Students w/Severe Disabilities	1,784,280.00		1,648,340.79	1,648,340.79	135,939.21	92.38%	\$ 1,437,723	\$ 1,556,293
1250 Special Education	524,097.00		507,904.88	507,904.88	16,192.12	96.91%	\$ 466,721	\$ 481,600
1280 Alternative Programs Credit Recovery	58,143.00	30.00	40,551.99	40,581.99	17,561.01	69.80%	\$ 45,588	\$ 65,315
1281 Alternative Programs	16,000.00		10,832.36	10,832.36	5,167.64	67.70%	\$ 30,128	\$ 44,500
1285 District Alt Programs - Alliance Academy	831,158.00	8,055.25	661,300.40	669,355.65	161,802.35	80.53%	\$ 686,996	\$ 853,062
1291 English Language Learner ORS 366.079	135,121.00		132,571.34	132,571.34	2,549.66	98.11%	\$ 122,286	\$ 124,638
1400 Summer Programs High School	26,090.00		8,022.85	8,022.85	18,067.15	30.75%	\$ 2,404	\$ 7,817
1410 Summer Programs Elementary	2,208.00		1,682.60	1,682.60	525.40	0.00%	\$ 1,642	\$ 2,155
Total Instruction	9,137,874	15,278	8,288,384	8,303,662	834,212	90.87%	7,794,086	8,516,002
Support Services								
2110 Attendance & Social Work	73,226	349	72,877	73,226	0	100.00%	82,041	68,306
2120 Guidance Services	17,000		17,000	17,000	(0)		299,817	12,750
2130 Health Services	331,186	616	330,570	331,186	0	0.00%	45,331	291,767
2140 Psychological Services	51,200				51,200			51,200
2150 Speech Pathology Audiology Services	70,404		70,404	70,404	(0)		66,987	65,410
2190 Student Support Services Direction	122,187	9,957	112,230	122,187	(0)	0.00%	119,485	111,073
2210 Improvement of Instruction Services	26,550	895	25,000	25,895	655		1,485	25,690
2220 Educational Media/Library Services	105,692		105,692	105,692	(0)	100.00%	98,512	93,804
2310 Board of Education Services	138,309	6,999	98,657	105,655	32,654	76.39%	89,455	117,101
2320 Executive Administration/Superintendent	436,314	25,840	410,474	436,314	0	100.00%	372,957	371,996
2410 Office of the Principal Services	1,171,944	71,597	1,057,836	1,129,434	42,510		1,047,701	1,087,135
2520 Fiscal Services	340,588	26,005	302,909	328,914	11,674	96.57%	318,416	329,717
2540 Operation & Maintenance of Plant Services	2,063,743	132,513	1,704,979	1,837,492	226,251	89.04%	1,717,650	1,929,145
2550 Student Transportation Services	875,000		875,000	875,000	(0)	100.00%	863,393	850,393
2573 Internal Services	0		0	0	0	10.00%	0	0
2640 Staff Services/Human Resources	231,127	18,790	202,308	221,097	10,030	95.66%	207,766	217,191
2660 Technology Services	336,320	30,188	294,098	324,287	12,033	96.42%	327,377	339,525
2700 Supplemental Retirement Program						#DIV/0!	0	0
Total Support Services	6,390,790	323,749	5,680,035	6,003,784	387,006	93.94%	5,658,373	5,962,203
Other Requirements								
5200 Transfers to Other Funds	585,033		532,148	532,148	52,885	90.96%	911,557	1,002,147
5300 Apportionments	0				0	0.00%	0	0
6000 Contingency	2,000,000		2,000,000	2,000,000		100.00%		1,459,966
7000 Unappropriated Ending Fund Balance	0		0	0	0	10.00%	0	0
Total Other Requirements	2,585,033		2,532,148	2,532,148	52,885	97.95%	911,557	2,462,113
Total Requirements	\$ 18,113,697	\$ 339,026	\$ 16,500,568	\$ 16,839,594	\$ 1,274,103	97.97%	\$ 14,364,016	\$ 16,940,318

Yamhill-Carlton
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 7/31/2025	Encumbered as of 8/1/2025	Total Est. Incl. Encum. as of 8/1/2025	(Over)/Under Budget	Actuals 6/30/2025	2024-25 Budget
REVENUE							
1510 Investment Earnings	\$ -	\$ 0	\$ (0)	\$ -	\$ -	-	\$ -
1610 Food Services	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	\$ -	23,192	\$ 75,000
1620 Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 1,000
1700 Extracurricular	\$ 203,000	\$ -	\$ 203,000	\$ 203,000	\$ -	-	\$ 203,000
1920 Contributions or Donations	-	-	-	-	-	-	10,062
1990 Miscellaneous Local Revenue	122,500	-	\$ 122,500	\$ 122,500	\$ -	215,659	8,575
1991 Pre School Tuition	-	-	-	\$ -	\$ -	-	-
2199 Other Intermediate Resources	3,000	-	\$ -	\$ -	\$ -	-	5,000
2200 Restricted Intermediate Revenue	-	-	\$ 3,000	\$ 3,000	\$ -	-	3,000
3102 Restricted SSF High Cost Disability	-	-	-	\$ -	\$ -	-	-
3200 Restricted State Grant	250,000	-	\$ 250,000	\$ 250,000	\$ -	3,722	11,060
3202 Restricted State Farm to School	3,500	-	\$ 3,500	\$ 3,500	\$ -	2,250	3,500
3299 Restricted State Grants-In-Aid	1,670,595	-	\$ 1,670,595	\$ 1,670,595	\$ -	1,646,822	1,927,766
4500 Restricted Federal thru State	694,409	-	\$ 694,409	\$ 694,409	\$ -	795,468	304,534
4501 Restricted Federal	-	-	\$ -	\$ -	\$ -	-	228,185
4510 Restricted Federal JPTA	-	-	\$ -	\$ -	\$ -	-	198,035
4511 Restricted Federal Breakfast	-	-	\$ -	\$ -	\$ -	-	65,000
4910 Restricted Federal Commodities	30,000	-	\$ 30,000	\$ 30,000	\$ -	23,268	31,000
5200 Transfers	260,826	-	\$ 260,826	\$ 260,826	\$ -	393,957	484,547
5400 Beginning Fund Balance	507,715	-	\$ 507,715	\$ 507,715	\$ -	533,889	512,938
TOTAL REVENUE	3,758,045	0	3,758,045	3,758,045	-	3,638,226	4,072,202
EXPENDITURES							
Instruction							
1111 Elementary	315,702	-	315,702	315,702	-	338,425	383,584
1113 Elementary Extracurricular	51,000	-	50,998	50,998	2	37,825	51,000
1121 Intermediate	230,264	10,500	160,279	170,779	59,485	122,283	279,970
1122 Intermediate Extracurricular	211,965	-	92,580	92,580	119,385	57,996	211,965
1131 High School Programs	281,074	10,832	80,594	91,426	189,648	173,765	310,606
1132 High School Extracurricular	318,458	-	178,158	178,158	140,300	182,102	321,796
1220 Students w/Severe Disabilities	170,012	-	96,209	96,209	73,803	273,312	168,645
1250 Students with Disabilities	167,907	-	167,257	167,257	650	151,609	213,471
1272 Title I Services	205,373	-	145,858	145,858	59,515	209,909	222,046
1260 Early Intervention Services	-	-	0	0	(0)	-	0
1285 Alternative Programs	15,000	-	-	-	15,000	12,303	10,000
1290 Other Programs	250,000	-	249,990	249,990	10	441	0
1400 Summer Programs	28,138	-	15,087	15,087	13,051	28,383	52,937
Total Instruction	2,244,893	21,332	1,552,712	1,574,044	670,849	1,588,353	2,226,021

Yamhill-Carlton
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 7/31/2025	Encumbered as of 8/1/2025	Total Est. Indl. Encum. as of 8/1/2025	(Over)/Under Budget	Actuals 6/30/2025	2024-25 Budget
Support Services							
2110 Attendance & Social Work	-	-	0	0	(0)	-	0
2115 Attendance & Social Work	-	-	-	-	-	4,000	4,000
2120 Guidance Services	291,654	3,750	287,906	291,656	(2)	259,050	258,171
2130 Health Services	-	-	0	0	(0)	-	0
2150 Health Services	-	-	-	-	-	446	446
2160 Other Student Treatment Services	-	-	0	0	(0)	-	0
2190 Student Support Services Direction	-	-	0	0	(0)	-	0
2210 Student Support Services Direction	-	-	-	-	-	12,480	9,844
2220 Instructional Support Services	-	-	0	0	(0)	0	0
2230 EIS	3,227	-	3,227	3,227	-	3,227	3,227
2240 Instructional Support Services	55,772	-	24,537	24,537	31,235	14,437	32,816
2300 General Administration	-	-	0	0	(0)	-	0
2310 Board of Directors	45,237	1,366	43,871	45,237	-	62,893	84,744
2410 School Administration	204,223	16,929	187,296	204,225	(2)	185,702	185,701
2520 Fiscal Services	125,194	-	116,335	116,335	8,859	33,846	113,108
2540 Maintenance Operations	126,684	23,295	61,965	85,260	41,424	269,051	399,773
2550 Transportation	35	-	472	472	(437)	472	35
2600 Technology & Records Management	-	-	-	-	-	-	65,000
2640 Staff Management	65,000	-	65,000	65,000	-	29,745	0
2700 Supplemental Retirement Programs	73,250	-	8,501	8,501	64,749	8,501	73,250
3100 Enterprise and Community	522,876	2,978	385,635	388,612	134,264	456,844	614,681
3130 Supplemental Retirement Programs	-	-	-	-	-	-	1,200
Total Support Services	1,513,152	48,318	1,184,743	1,233,061	280,091	1,340,694	1,845,995
5200 Transits	-	-	-	-	-	0	0
5300 Transfers	-	-	-	-	-	0	0
7000 Unappropriated Ending Fund Balance	-	-	-	-	-	0	0
TOTAL EXPENDITURES	\$ 3,758,045	\$ 69,650	\$ 2,737,456	\$ 2,807,105	\$ 950,940	\$ 2,929,047	\$ 4,072,015

Yamhill-Carlton
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 7/31/2025	Encumbered as of 8/1/2025	Total Est. Incl. Encum. as of 8/1/2025	(Over)/Under Budget	Actuals 6/30/2025	2024-25 Budget
REVENUE							
1111 Current Year Taxes	\$ 948,450	\$ -	\$ 948,450	\$ 948,450	\$ -	998,290	\$ 916,426
1112 Prior Year Taxes	15,000	-	\$ 15,000	\$ 15,000	\$ -	20,116	22,994
1190 Interest on Property Tax	2,500	-	\$ 2,500	\$ 2,500	\$ -	3,208	4,930
1970 Services Provided to Other Funds	-	-	\$ -	\$ -	\$ -	-	1,169,235
1990 Miscellaneous Revenue	1,539,466	29,067	\$ 1,510,399	\$ 1,539,466	\$ -	1,170,130	18,500
5200 Transfers	124,700	-	\$ 124,700	\$ 124,700	\$ -	117,600	117,600
5400 Beginning Fund Balance	758,705	-	\$ 758,705	\$ 758,705	\$ -	928,991	922,752
TOTAL REVENUE	3,388,821	29,067	3,359,754	3,388,821	-	3,238,335	3,172,437
EXPENDITURES							
5110 Principal/Interest	3,388,821	85,100	3,303,721	3,388,821	-	2,410,006	3,172,437
5200 Transits	-	-	-	-	-	-	-
5300 Transfers	-	-	-	-	-	-	-
7000 Unappropriated Ending Fund Balance	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 3,388,821	\$ 85,100	\$ 3,303,721	\$ 3,388,821	\$ -	\$ 2,410,006	\$ 3,172,437

Yamhill-Carlton SD
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

Source	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 7/31/2025	Encumbered as of 8/1/2025	Total Est. Incl. Encum. as of 8/1/2025	(Over)/Under Budget	Actuals 45838	2024-25 Budget
REVENUE							
1130 Construction Excise Tax Revenue	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 171,583	\$ 100,000
1510 Investment Earnings	-	-	\$ -	-	-	-	-
1990 Miscellaneous Local Revenue	19,992	-	\$ 19,992	19,992	-	19,620	19,600
5200 Transfers from Other Funds	-	-	\$ -	-	-	400,000	-
5400 Beginning Fund Balance	1,739,000	-	\$ 1,739,000	1,739,000	-	1,254,844	703,800
TOTAL REVENUE	1,908,992	-	1,908,992	1,908,992	-	1,846,047	823,400
EXPENDITURES							
Facility Acquisition and Construction							
2540 Building Acquisition	914,000	-	914,000	914,000	-	26,651	385,000
4150 Building Construction/Improvement	994,992	-	994,992	994,992	-	8,756	438,400
Total Facility Acquisition	1,908,992	-	1,908,992	1,908,992	-	35,407	823,400
6100 Contingency	-	-	-	-	-	0	0
7000 Unappropriated Ending Fund Balance	-	-	-	-	-	0	0
TOTAL EXPENDITURES	\$ 1,908,992	\$ -	\$ 1,908,992	\$ 1,908,992	\$ -	\$ 35,407	\$ 823,400

Yamhill-Carlton SD
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

Source	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 7/31/2025	Encumbered as of 8/1/2025	Total Est. Incl. Encum. as of 8/1/2025	(Over)/Under Budget	Actuals 45838	2024-25 Budget
REVENUE							
1510 Investment Earnings	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ 2,400
1920 Contributions or Donations	6,500	-	6,500	6,500	-	-	6,500
1990 Miscellaneous Local Revenue	-	-	-	-	-	-	-
5200 Transfers from Other Funds	-	-	-	-	-	-	-
5400 Beginning Fund Balance	55,000	-	55,000	55,000	-	55,362	55,000
TOTAL REVENUE	63,900	-	63,900	63,900	-	55,362	63,900
EXPENDITURES							
Instruction							
1300 Tuition	8,000	-	8,000	8,000	-	2,000	8,000
Total Instruction	8,000	-	8,000	8,000	-	2,000	8,000
5200 Transits	-	-	-	-	-	0	0
5300 Transfers	-	-	-	-	-	0	0
6000 Unforeseen Expenditures	-	-	-	-	-	0	0
7000 Unappropriated Ending Fund Balance	55,900	-	55,900	55,900	-	-	55,900
TOTAL EXPENDITURES	63,900	-	63,900	63,900	\$ -	\$ 2,000	\$ 63,900

Yamhill-Carlton SD
Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 07/31/2025

Expenditure by Object	Adopted 2025-26 Budget	Actual YTD Exp. 7/31/2025	Projected 8/1/2025 Thru 6/30/12	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2025	2024-25 Budget
100 General Fund								
01 Salaries	\$ 7,631,319	\$ 142,572	7,172,891	\$ 7,315,463	\$ 315,856	95.86%	\$ 6,696,647	\$ 6,985,784
02 Associated Payroll Cost	4,046,906	67,744	3,644,523	3,712,267	334,639	91.73%	\$ 3,322,763	\$ 3,622,291
03 Purchased Services	2,800,503	45,064	2,511,814	2,556,878	243,625	91.30%	\$ 2,545,402	\$ 2,787,933
04 Supplies	496,625	47,548	361,793	409,341	87,284	82.42%	\$ 528,290	\$ 640,938
05 Capital Outlay	148,722	-	32,396	32,396	116,326	21.78%	\$ 18,749	\$ 86,072
06 Other Objects	404,589	36,099	353,262	389,361	15,228	96.24%	\$ 341,819	\$ 355,188
07 Transfers	585,033	-	532,148	532,148	52,885	90.96%	\$ 911,557	\$ 1,002,147
08 Other Uses of Funds (Reserves)	2,000,000	-	-	-	2,000,000	0.00%	-	\$ 1,459,966
Total 100 General Fund	18,113,697	339,026	14,608,829	14,947,855	3,165,842	82.52%	14,365,227	16,940,318
200 Special Revenue Funds								
01 Salaries	1,297,329	11,524	1,261,303	1,272,827	24,502	98.11%	\$ 1,164,311	\$ 1,186,725
02 Associated Payroll Cost	880,563	5,404	662,964	668,368	212,195	75.90%	\$ 604,769	\$ 796,772
03 Purchased Services	282,647	2,698	226,756	229,454	53,193	81.18%	\$ 275,977	\$ 339,956
04 Supplies	1,155,563	26,696	538,735	565,431	590,132	48.93%	\$ 670,334	\$ 1,369,951
05 Capital Outlay	91,649	23,295	28,990	52,285	39,364	57.05%	\$ 179,533	\$ 314,699
06 Other Objects	58,694	32	31,302	31,333	27,361	53.38%	\$ 34,120	\$ 63,913
07 Transfers	0	0	0	0	(0)	100.00%	\$ 0	\$ 0
08 Other Uses of Funds (Reserves)	0	0	0	0	(0)	100.00%	0	0
Total 200 General Funds	3,766,445	69,650	2,750,049	2,819,699	946,746	74.86%	2,929,044	4,072,016
300 Debt Services Funds								
06 Other Objects	\$ 2,508,186	\$ 85,100	2,423,086	2,508,186	-	0.00%	\$ 2,410,006	\$ 2,411,206
08 Other Uses of Funds (Reserves)	880,635	-	-	-	880,635	0.00%	-	761,231
Total 300 Debt Services Funds	3,388,821	85,100	2,423,086	2,508,186	880,635	74.01%	2,410,006	3,172,437
400 Capital Projects Funds								
03 Purchased Services			-	-	-	0.00%	\$ 1,893	\$ 1
05 Capital Outlay	\$ 1,898,992	-	1,898,992	1,898,992	-	0.00%	\$ 25,000	\$ 813,400
06 Other Objects	10,000	-	10,000	10,000	-	0.00%	8,515	10,000
Total 400 Capital Projects Funds	1,908,992	-	1,908,992	1,908,992	-	100.00%	35,407	823,401
700 Trust Funds								
03 Purchased Services	\$ 8,000	-	8,000	8,000	55,900	0.00%	\$ 2,000	\$ 8,000
08 Other Uses of Funds (Reserves)	55,900	-	-	-	55,900	12.52%	-	55,900
Total 700 Trust Funds	63,900	-	8,000	8,000	55,900	12.52%	2,000	63,900
Total Requirements	\$ 27,241,855	\$ 493,776	\$ 21,698,956	\$ 22,192,732	\$ 5,049,124	\$ 3	\$ 19,741,684	\$ 25,072,072

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Check: To Check:

From Voucher: To Voucher:

From Date: 07/01/2025 To Date: 07/31/2025

From Clear Date: To Clear Date:

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

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
62361	07/11/2025	BROCKMAN PAINTING	\$8,500.00	1004	Printed	Expense	☒	07/31/2025	
62362	07/11/2025	CARBON WORKS TREE SERVICE LLC	\$325.00	1004	Printed	Expense	☒	07/31/2025	
62363	07/11/2025	COSA	\$895.00	1004	Printed	Expense	☒	07/31/2025	
62364	07/11/2025	EDUPOINT EDUCATION SYSTEMS LLC	\$3,823.35	1004	Printed	Expense	☒	07/31/2025	
62365	07/11/2025	FINALSITE	\$7,788.00	1004	Printed	Expense	☒	07/31/2025	
62366	07/11/2025	JOHNSON FLOORING INC	\$23,295.00	1004	Printed	Expense	☒	07/31/2025	
62367	07/11/2025	LAWRENCE COMPANY	\$100.00	1004	Printed	Expense	☒	07/31/2025	
62368	07/11/2025	LOWE'S COMPANIES INC.	\$144.23	1004	Printed	Expense	☒	07/31/2025	
62369	07/11/2025	MCMINNVILLE GAS INC.	\$226.22	1004	Printed	Expense	☒	07/31/2025	
62370	07/11/2025	OSBA	\$1,620.00	1004	Printed	Expense	☒	07/31/2025	
62371	07/11/2025	PAYSCHOOLS	\$2,585.00	1004	Printed	Expense	☒	07/31/2025	
62372	07/11/2025	PROJECT WAYFINDER INC	\$3,750.00	1004	Printed	Expense	☒	07/31/2025	
62373	07/11/2025	RODDA PAINT CO	\$403.90	1004	Printed	Expense	☒	07/31/2025	
62374	07/11/2025	TURF TANK	\$11,000.00	1004	Printed	Expense	☒	07/31/2025	
62375	07/15/2025	O S E A	\$294.20	1011	Printed	Payroll Ded	☒	07/31/2025	
62376	07/16/2025	CITY OF YAMHILL	\$12,194.09	1497	Printed	Expense	☒	07/31/2025	
62377	07/16/2025	CLACKAMAS ESD	\$1,270.35	1497	Printed	Expense	☐		
62378	07/16/2025	RODDA PAINT CO	\$334.61	1497	Printed	Expense	☒	07/31/2025	
62379	07/16/2025	SYSO FOOD SERVICES	\$343.54	1497	Printed	Expense	☒	07/31/2025	
62380	07/16/2025	YAMHILL COUNTY CLERK	\$3,425.25	1497	Printed	Expense	☒	07/31/2025	
62381	07/17/2025	CLEVER INC	\$3,000.00	1019	Printed	Expense	☒	07/31/2025	
62382	07/17/2025	LOWE'S COMPANIES INC.	\$139.72	1019	Printed	Expense	☒	07/31/2025	

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 07/01/2025 To Date: 07/31/2025

From Check: To Check:

From Clear Date: To Clear Date:

From Voucher: To Voucher:

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

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
62383	07/17/2025	MIAPLAZA, INC.	\$960.00	1019	Printed	Expense	☐		
62384	07/17/2025	OSBA	\$800.00	1019	Printed	Expense	☒	07/31/2025	
62385	07/17/2025	PORTLAND GENERAL ELECTRIC	\$13,211.01	1019	Printed	Expense	☒	07/31/2025	
62386	07/24/2025	UMPQUA BANK-CC	\$165.64	1498	Printed	Expense	☒	07/31/2025	
* 62388	07/31/2025	COSA	\$5,015.00	1028	Printed	Expense	☐		
62389	07/31/2025	DEPT CONSUMER & BUSINESS SERVICES	\$394.24	1028	Printed	Expense	☐		
62390	07/31/2025	IRON MOUNTAIN INCORPORATED	\$514.42	1028	Printed	Expense	☐		
62391	07/31/2025	MYSTERY SCIENCE	\$21,000.00	1028	Printed	Expense	☐		
62392	07/31/2025	OREGON EQUIPMENT SALES LLC	\$24.13	1028	Printed	Expense	☐		
62393	07/31/2025	OREGON SCHOOL RESOURCE OFFICER ASSN	\$349.00	1028	Printed	Expense	☐		
62394	07/31/2025	OSPA	\$220.00	1028	Printed	Expense	☐		
62395	07/31/2025	PBS ENGINEERING AND ENVIRONMENTAL	\$2,500.00	1028	Printed	Expense	☐		
62396	07/31/2025	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$490.00	1028	Printed	Expense	☐		
62397	07/31/2025	RECOLOGY WESTERN OREGON GARBAGE	\$1,265.84	1028	Printed	Expense	☐		
62398	07/31/2025	TODAYS CLASSROOM LLC	\$3,816.35	1028	Printed	Expense	☐		
62399	07/31/2025	UNITED RENTALS (NORTH AMERICA) INC	\$198.90	1028	Printed	Expense	☐		
62400	07/31/2025	VIVI LLC	\$1,908.00	1028	Printed	Expense	☐		
62401	07/31/2025	WHA INSURANCE AGENCY INC	\$26,447.00	1028	Printed	Expense	☐		
62402	07/31/2025	WILLAMETTE HVAC	\$1,011.15	1028	Printed	Expense	☐		
62403	07/31/2025	ZIPLY FIBER	\$3,487.95	1028	Printed	Expense	☐		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Check: To Check:

From Voucher: To Voucher:

From Date: 07/01/2025 To Date: 07/31/2025

From Clear Date: To Clear Date:

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

Total Amount: \$169,236.09

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Check: To Check:

From Voucher: To Voucher:

From Date: 07/01/2025 To Date: 07/31/2025

From Clear Date: To Clear Date:

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

Other Disbursements

Date	BankName	Account	Amount	Memo	Clear Date
7/11/2025	STERLING SAVINGS BANK	2403	91,719.79	Direct Voucher Posting	7/31/2025
7/15/2025	STERLING SAVINGS BANK	2403	109,532.62	Direct Voucher Posting	7/31/2025
7/16/2025	STERLING SAVINGS BANK	2403	0.00	Direct Voucher Posting	7/31/2025
7/18/2025	STERLING SAVINGS BANK	2403	2,634.35	Direct Voucher Posting	7/31/2025
7/29/2025	STERLING SAVINGS BANK	2403	2,876.23	Direct Voucher Posting	7/31/2025
7/30/2025	STERLING SAVINGS BANK	2403	1,637.05	Direct Voucher Posting	7/31/2025
7/30/2025	STERLING SAVINGS BANK	2403	150.00	Direct Voucher Posting	7/31/2025
7/25/2025	STERLING SAVINGS BANK	2403	746.44	Direct Voucher Posting	7/31/2025
7/2/2025	STERLING SAVINGS BANK	2403	(100,000.00)	Trns LGIP 4556 to Cking 2403 4230934	7/31/2025
7/10/2025	STERLING SAVINGS BANK	2403	(500,000.00)	Wire Transfer from LGIP 4556 to Cking 2403	7/31/2025
7/16/2025	STERLING SAVINGS BANK	2403	10,542.15	Direct Voucher Posting	7/31/2025
7/16/2025	STERLING SAVINGS BANK	2403	36,959.99	Direct Voucher Posting	7/31/2025
7/15/2025	STERLING SAVINGS BANK	2403	1,036.37	Direct Voucher Posting	7/31/2025
7/15/2025	STERLING SAVINGS BANK	2403	1,149.99	Direct Voucher Posting	7/31/2025
7/15/2025	STERLING SAVINGS BANK	2403	4,570.46	Direct Voucher Posting	7/31/2025
7/15/2025	STERLING SAVINGS BANK	2403	98.94	Direct Voucher Posting	7/31/2025
7/15/2025	STERLING SAVINGS BANK	2403	7,727.11	Direct Voucher Posting	7/31/2025
7/16/2025	STERLING SAVINGS BANK	2403	0.00	Direct Voucher Posting	7/31/2025
7/18/2025	STERLING SAVINGS BANK	2403	(125,000.00)	LGIP to Cking Transfer 4241649	7/31/2025
7/29/2025	STERLING SAVINGS BANK	2403	1,086.40	Direct Voucher Posting	7/31/2025

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Check: To Check:

From Voucher: To Voucher:

From Date: 07/01/2025 To Date: 07/31/2025
From Clear Date: To Clear Date:

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

Date	BankName	Account	Amount	Memo	Clear Date
7/29/2025	STERLING SAVINGS BANK	2403	613.62	Direct Voucher Posting	7/31/2025
7/31/2025	STERLING SAVINGS BANK	2403	17,388.49	Direct Voucher Posting	7/31/2025
7/9/2025	STERLING SAVINGS BANK	2403	1,585.50	Direct Voucher Posting	7/31/2025
7/3/2025	STERLING SAVINGS BANK	2403	200.00	Direct Voucher Posting	7/31/2025
7/11/2025	STERLING SAVINGS BANK	2403	13,871.29	Direct Voucher Posting	7/31/2025
7/11/2025	STERLING SAVINGS BANK	2403	870.08	Direct Voucher Posting	7/31/2025
7/10/2025	STERLING SAVINGS BANK	2403	32,144.62	Direct Voucher Posting	7/31/2025
Other Disbursement Total:			(385,858.51)		

Report Total Amount: (\$216,622.42)

End of Report

Yamhill-Carlton SD
BALANCE SHEET ALL ACCOUNTS
July 31, 2025

ASSETS

Cash in Bank (AP)	490,549
Petty Cash - Student Body	236,769
Petty Cash - Café	-
Cash w/Fiscal Agents	229,167
Cafeteria Account	1,985
Investments LGIP	6,211,388
Taxes Receivable	224,506
Account Receivable - GASB	24,498
Interfund Accounts Receivable	448,287
Intergovernmental A/R Prior Year	(645,423)
Intergovernmental Accounts Receivable	-
Inventories for Nutrition Services	15,260
Prepaid Expenses	(5,469)

Total Current Assets	<u>\$ 7,231,518</u>
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LIABILITIES AND NET EQUITY

Liabilities:	
Accounts Payable	3,698
Salaries Payable	-
Payroll Federal Deductions Payable	-
Payroll State Deductions Payable	329
FICA / Medicare Withholding	(82)
PERS Payable	(12,346)
Payroll Volunteer Deduction Payable	(3,501)
Payroll Direct Deposit Payable	-
Employer Paid Benefit	(254,828)
W/C Liberty NW	23,299
W/C OR Assessment	(49)
Deferred Property Tax Revenues	(259,647)
Payroll Flex Plan Payable	-
Total Liabilities	<u>(503,128)</u>

Total Liabilities and Net Equity	<u>\$ 6,728,391</u>
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* Rounded

* *Financials without Audit Adjustments*

Yamhill-Carlton SD
For the Fiscal Year 2025-2026
As of 07/31/2025

Appropriations		Adopted Budget	Working Budget	YTD	Encumbrance	YTD + Enc	Adopted Budget less YTD + Enc
General Fund 100							
Instruction	1000	9,137,874	9,137,874	15,277.63	4,953,746.20	4,969,023.83	4,168,850.17
Support Services	2000	6,390,790	6,390,790	323,748.63	2,924,731.16	3,248,479.79	3,142,310.21
	4000	-	-	-	-	-	-
Transfers	5200	585,033	585,033	-	-	-	585,033.00
		16,113,697	16,113,697	339,026.26	7,878,477.36	8,217,503.62	7,896,193.38
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	2,000,000	2,000,000	-	-	-	2,000,000.00
		18,113,697	18,113,697	339,026.26	7,878,477.36	8,217,503.62	9,896,193.38
	7000	-	-	-	-	-	-
General Fund		18,113,697	18,113,697	339026.26	7878477.36	8217503.62	9896193.38
Restricted Revenue Fund 200							
Instruction	1000	2,244,893	2,244,893	21,331.80	744,567.62	765,899.42	1,478,993.58
Support Services	2000	998,676	998,676	45,340.13	357,787.34	403,127.47	595,548.53
Community Services	3000	522,876	522,876	2,977.74	155,797.44	158,775.18	364,100.82
Transfers	5200	-	-	-	-	-	-
		3,766,445	3,766,445	69,649.67	1,258,152.40	1,327,802.07	2,438,642.93
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		3,766,445	3,766,445	69,649.67	1,258,152.40	1,327,802.07	2,438,642.93
	7000	-	-	-	-	-	-
Restricted Revenue Fund		3,766,445	3,766,445	69649.67	1258152.40	1327802.07	2438642.93
Debt Services Fund 400							
Debt Services	5100	3,388,821	3,388,821	85,100.00	2,245,828.00	2,330,928.00	1,057,893.00
		3,388,821	3,388,821	85,100.00	2,245,828.00	2,330,928.00	1,057,893.00
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		3,388,821	3,388,821	85,100.00	2,245,828.00	2,330,928.00	1,057,893.00
	7000	-	-	-	-	-	-
Debt Services Fund		3,388,821	3,388,821	85100	2245828.00	2330928	1057893
Capital Projects Fund 400							
Instruction	1000	-	-	-	-	-	-
Support Services	2000	914,000	914,000	-	-	-	914,000.00
Facilities Acquisitions	4000	994,992	994,992	-	-	-	994,992.00
Transfers	5200	-	-	-	-	-	-
		1,908,992	1,908,992	-	-	-	1,908,992.00
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		1,908,992	1,908,992	-	-	-	1,908,992.00
	7000	-	-	-	-	-	-
Capital Projects Fund		1,908,992	1,908,992	0	0.00	0	1908992
Trust and Agency Funds 700							
Instruction	1000	8,000	8,000	-	-	-	8,000.00
Transfers	5200	-	-	-	-	-	-
		8,000	8,000	-	-	-	8,000.00
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		8,000	8,000	-	-	-	8,000.00
	7000	55,900	55,900	-	-	-	55,900.00
Trust and Agency Funds		63,900	63,900	0	0.00	0	63900
All Funds							
Instruction	1000	11,390,767	11,390,767	36,609.43	5,698,313.82	5,734,923.25	5,655,843.75
Support Services	2000	8,303,466	8,303,466	369,089	3,282,519	3,651,607.26	4,651,858.74
Community Services	3000	522,876	522,876	2,977.74	155,797.44	158,775.18	364,100.82
Facilities Acquisitions	4000	994,992	994,992	-	-	-	994,992.00
Debt Services	5100	3,388,821	3,388,821	85,100.00	2,245,828.00	2,330,928.00	1,057,893.00
Transfers	5200	585,033	585,033	-	-	-	585,033.00
		25,185,955	25,185,955	493,775.93	11,382,457.76	11,876,233.69	13,309,721.31
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	2,000,000	2,000,000	-	-	-	2,000,000.00
		27,185,955	27,185,955	493,775.93	11,382,457.76	11,876,233.69	15,309,721.31
Unappropriated & Reser	7000	55,900	55,900	-	-	-	55,900.00
All Funds		27,241,855	27,241,855	493,775.93	11,382,457.76	11,876,233.69	15,365,621.31

Yamhill Carlton School District

Substance Use Prevention and Intervention Plan

Date: May 19, 2025

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Executive Summary

The Yamhill Carlton School District (YCSD) is committed to supporting students in leading healthy, drug-free lives by fostering a safe and supportive environment rooted in strong partnerships with families, staff, and the broader community. The district's prevention strategy focuses on education, early intervention, and promoting responsible decision-making through health instruction, counseling services, and social-emotional learning.

Findings from the 2024 Oregon Student Health Survey highlight growing concerns: as students age, substance use increases significantly. For example, alcohol use rises from 15.8% in 6th grade to 33.3% in 11th grade, marijuana use from 4.8% to 39.5%, and tobacco/vaping from 1.6% to 38.1%. While misuse of prescription opioids remains low, a high number of younger students report uncertainty about substance use, indicating a need for clearer, more accessible education.

YCSD already has several strengths in place: a comprehensive K–12 health curriculum (with an updated version in progress), access to school counseling, support from a part-time Drug & Alcohol Therapist, regular visits from a School Resource Officer, and the use of programs like Wayfinder and Character Strong to build students' resilience and decision-making skills. Policies and communication efforts further reinforce prevention goals.

However, challenges remain. Limited availability of key support personnel, inconsistent staff confidence in addressing substance use concerns, unclear reporting procedures, and barriers to family engagement hinder the effectiveness of current efforts. Additionally, students are not yet actively involved in leading prevention work, and staffing limitations restrict the expansion of programming.

Despite these challenges, YCSD sees numerous opportunities to strengthen its prevention plan. The updated health curriculum offers a timely avenue to integrate enhanced prevention content. Expanded involvement from community partners, improved staff training, increased student leadership, and new outreach tools—such as a planned student resource area—can help close existing gaps.

The district also recognizes potential threats, including budget constraints, varying community attitudes toward substance use, and inconsistent family engagement, which may dilute the impact of prevention messaging.

In response, YCSD's prevention plan focuses on expanding student and family awareness, strengthening education and intervention strategies, equipping staff with necessary training, and enhancing communication with all stakeholders. Through these efforts, the district aims to build a robust, proactive system that empowers students to make healthy, informed choices and thrive both in school and beyond.

Overview

The Yamhill Carlton School District (YCSD) Substance Use Prevention and Intervention Plan presents a comprehensive, collaborative framework aimed at preventing and addressing substance use among students. Grounded in a prevention-first philosophy, the plan emphasizes education, early identification, and connection to support services, while maintaining clear policies and consequences in alignment with Oregon Administrative Rules.

Funded through a blend of general funds, grants, electronic inhalation device settlement funds, and community partnerships, the plan supports district-wide implementation and sustainability. Students may be referred to intervention services through multiple channels—including self, parent, staff, MTSS identification, or disciplinary action—with school staff and substance abuse counselors coordinating to provide appropriate support. Referral procedures and policy implementation are reviewed annually to ensure effectiveness and alignment with legal and best practice standards.

YCSD's K–12 health education curriculum aligns with State Board-adopted standards and includes instruction on the impacts of substance use, legal implications, and prevention strategies, supported by input from school resource officers and local partners like Yamhill County Mental Health. Supplementary programs such as Wayfinder and Character Strong enhance instruction by promoting resilience, decision-making, and positive student behavior.

The plan reinforces that prevention is a shared responsibility among schools, families, and the broader community. It outlines clear consequences for substance use or possession while ensuring students also have access to intervention and support. Staff training is conducted annually to equip personnel with the knowledge to identify signs of substance use and respond effectively.

Recognizing the importance of clear and consistent communication, the district is committed to improving how prevention strategies and available resources are shared with students, families, and the community. The plan includes steps to enhance stakeholder engagement and ensure transparency, including School Board review and public access to policies online. Input from parents, educators, students, and local agencies will be actively sought to guide the plan's ongoing development and implementation.

Mission Statement

At Yamhill Carlton School District, our mission is to prevent opioid misuse by helping students build healthy, strong lives. With strong support from our school counselors, substance abuse counselor, and the wider community, we focus on teaching social-emotional skills, healthy habits, and smart decision-making through our adopted health and substance abuse curriculum. We are committed to improving communication with parents and the community, and to increasing training opportunities for staff, parents, and students. Together, we prepare and empower students to make positive choices and stay drug-free.

Vision Statement

Yamhill Carlton School District envisions a community where students are supported by strong school and community resources to live healthy, drug-free lives. By working together with families, staff, and local partners, we aim to create a safe environment that teaches prevention, encourages positive choices, and helps every student succeed.

District Policies and Documents

SCHOOL BOARD POLICIES

SUBSTANCE/DRUG USE

[HTTPS://POLICY.OSBA.ORG/YCSD/J/JFCI%20G1.PDF](https://policy.osba.org/YCSD/J/JFCI%20G1.PDF)

[HTTPS://POLICY.OSBA.ORG/YCSD/J/JFCI%20R%20D1.PDF](https://policy.osba.org/YCSD/J/JFCI%20R%20D1.PDF)

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

[HTTPS://POLICY.OSBA.ORG/YCSD/I/IGAEB%20G1.PDF](https://policy.osba.org/YCSD/I/IGAEB%20G1.PDF)

USE OF TOBACCO PRODUCTS, ALCOHOL, DRUGS OR INHALANT

[HTTPS://POLICY.OSBA.ORG/YCSD/J/JFCG_JFCH_JFCI%20G1.PDF](https://policy.osba.org/YCSD/J/JFCG_JFCH_JFCI%20G1.PDF)

Substance Use Prevention & Intervention Action Plan

Goal: K-12 Instruction

Adopt and implement a comprehensive K-12 substance abuse prevention curriculum.

Objective #1: All students will receive age appropriate lessons in substance use and prevention education.

Objective #2: Students will learn about impacts of substance abuse and misuse.

Objective #3: Students will learn about prevention and intervention resources.

Activities/Approaches	Timeframe (Activity Timeframe)	Person(s) Responsible	Outcomes	
			Short Term Anticipated Outcomes	Long Term Anticipated Outcomes
Adopt new K-12 health curriculum.	June 2025	School Board	☐ All teachers are trained and confident in delivering the new health curriculum. ☐ Updated lesson plans reflect the new curriculum standards. ☐ Initial feedback from staff and students will show improved understanding of key health topics.	☐ Students demonstrate sustained improvement in health knowledge, decision-making skills, and healthy behaviors as a result of the new curriculum. ☐ Teachers continue to receive ongoing professional development to ensure effective delivery and alignment with best practices. ☐ A measurable positive impact is observed in student well-being, including increased physical activity, improved nutrition habits, and enhanced mental health awareness over multiple academic years.
Wayfinder substance misuse module	2025-26 School Year	YCIS Admin	☐ Teachers are trained to deliver the module confidently and effectively. ☐ The module is introduced in classrooms within the next academic year. ☐ Students begin to engage in discussions and activities that build	☐ Students develop an understanding of the risks and consequences associated with substance misuse, leading to healthier decision-making over time. ☐ The module becomes a consistent part of the school's health education

			awareness of the risks of substance misuse.	<p>program, supporting a prevention-focused school culture.</p> <p>☐ A measurable reduction in substance misuse-related incidents and risk behaviors among students is observed over several academic years, supported by ongoing evaluation and community engagement.</p>
Health class units	2025-26 School Year	Teachers	<p>☐ The new units are implemented in health classes during the next school year.</p> <p>☐ Students actively participate in lessons that promote awareness of substance abuse risks and prevention strategies.</p> <p>☐ Early assessments and feedback show improved student understanding and engagement with the topic.</p>	<p>☐ Students demonstrate informed decision-making and a strong understanding of the risks associated with substance abuse.</p> <p>☐ The substance abuse units become a core component of the health curriculum, reinforced across grade levels for continued relevance and impact.</p> <p>☐ Over time, the school community sees a measurable decline in substance-related incidents and an increase in healthy coping strategies and behaviors among students.</p>
Advisory Lessons	2025-26 School Year	Teachers	<p>☐ Advisory teachers receive training and materials to effectively deliver the new substance abuse prevention lessons.</p> <p>☐ The lessons are introduced and implemented in advisory sessions during the next school year.</p> <p>☐ Students begin to engage in open conversations about substance use, risk factors, and healthy decision-making.</p> <p>☐ Initial feedback indicates increased student awareness and comfort discussing substance-related topics in a supportive setting.</p>	<p>☐ Students develop lasting knowledge and resilience to make healthy, informed choices about substance use through regular, age-appropriate advisory lessons.</p> <p>☐ Substance abuse prevention becomes an integrated part of the school culture, reinforced through ongoing advisory discussions.</p> <p>☐ Advisory teachers are confident and well-prepared to lead meaningful conversations and provide support using up-to-date resources and training.</p>

				☐ Over time, the school sees a reduction in substance-related issues and an increase in student-reported confidence to resist peer pressure and seek help when needed.
Annual Opioid Prevention Lessons	2025-26 School year	Admin and Teachers	☐ Teachers will deliver the annual opioid prevention lessons in either health classes or advisory lessons.	☐ Students retain and apply the knowledge gained from these presentations to make healthier choices throughout their school years.
Prevention Speaker	2025-26 School Year	School Admin	☐ A qualified substance abuse prevention speaker is scheduled and presents to students during the next school year. ☐ Students are exposed to real-life experiences and evidence-based information about the risks of substance use. ☐ The presentation sparks meaningful conversations among students and staff about healthy choices and peer influence. ☐ Immediate feedback shows increased student awareness and understanding of substance abuse prevention messages.	☐ Students retain and apply the knowledge gained from these presentations to make healthier choices throughout their school years. ☐ The school community develops a stronger culture of awareness, support, and open dialogue around substance abuse prevention. ☐ Over time, there is a measurable decrease in substance misuse incidents and increased student engagement in prevention programs and resources.
Law enforcement presentation (SRO)	2025-26 School Year	School admin/SRO	☐ A law enforcement officer presents to students about substance abuse, legal consequences, and prevention during the next school year. ☐ Students gain firsthand knowledge of the risks and laws related to substance use. ☐ The presentation encourages student questions and discussions about making safe, legal choices. ☐ Initial feedback shows increased student awareness and understanding of	☐ Law enforcement presentations become a trusted part of the school's substance abuse education, providing students with accurate information and real-world perspectives. ☐ Students develop a clearer understanding of the legal consequences and health risks related to substance abuse, influencing their decision-making positively. ☐ Stronger partnerships between the school and local law enforcement

			substance abuse issues and legal impacts.	<p>foster ongoing dialogue and support for prevention efforts.</p> <p>☐ Over time, the school experiences a reduction in substance-related incidents and an increase in student awareness about safe, lawful behaviors.</p>
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Goal: Policies, Rules and Procedures

YCSD will ensure compliance with all state and federal policies and laws regarding substance abuse, prevention, and education.

Objective #1: YCSD will review all district policies to ensure they are current and represent best practice in substance abuse prevention and intervention.

Objective #2: Each YCSD school will review handbooks and practices to ensure alignment with YCSD policies regarding substance abuse prevention and intervention.

Objective #3: Establish tiered interventions when violations of the districts substance abuse and prevention policies and practices occur.

Activities/Approaches	Timeframe (Activity Timeframe)	Person(s) Responsible	Outcomes	
			Short Term Anticipated Outcomes	Long Term Anticipated Outcomes
Review School Handbooks	August 2025	School Admin	<ul style="list-style-type: none">☐ The school handbook is reviewed and updated to clearly outline substance abuse policies, consequences, and available support resources.☐ Staff and administration are informed about any changes or clarifications in the handbook related to substance abuse.☐ Students and families receive communication about the updated handbook and understand the school's expectations and support options.☐ Initial feedback shows increased awareness and clarity among students and staff about substance abuse rules and resources.	<ul style="list-style-type: none">☐ The updated school handbook consistently reinforces clear, fair, and supportive substance abuse policies that promote a safe and healthy school environment.☐ Students, staff, and families regularly reference and understand the handbook, leading to greater compliance and awareness of expectations.☐ Ongoing reviews ensure the handbook stays current with best practices and legal requirements related to substance abuse.☐ Over time, the school experiences fewer substance-related incidents and stronger community trust in the school's commitment to prevention and support.

Review district policies	August 2025	District Admin	<ul style="list-style-type: none"> ☐ District policies on substance abuse are reviewed and updated to ensure clarity, relevance, and alignment with current laws and best practices. ☐ Key staff and administrators are informed about any changes or updates to the policies. ☐ Schools receive guidance on implementing the updated policies effectively. 	<ul style="list-style-type: none"> ☐ District policies on substance abuse are regularly reviewed and updated to reflect current best practices, legal standards, and prevention strategies. ☐ Schools across the district consistently implement clear, supportive, and effective substance abuse policies. ☐ Staff, students, and families are well-informed about district-wide expectations, consequences, and available resources related to substance abuse. ☐ Over time, the district sees a decrease in substance-related incidents and an increase in coordinated prevention efforts and support services across schools.
Review handbooks and policies with students	September 2025	School Admin	<ul style="list-style-type: none"> ☐ Students participate in sessions where key substance abuse policies from the handbook and district are clearly explained and discussed. ☐ Students gain a better understanding of school expectations, consequences, and available support related to substance abuse. ☐ Open dialogue encourages students to ask questions and share concerns, fostering a supportive environment. ☐ Initial feedback shows increased student awareness and clarity about substance abuse rules and resources. 	<ul style="list-style-type: none"> ☐ Regular reviews of substance abuse policies with students become a standard part of school practice, reinforcing understanding and accountability over time. ☐ Students develop a strong sense of responsibility and awareness regarding substance abuse expectations and consequences. ☐ Ongoing conversations help build a supportive school culture where students feel comfortable

				<p>seeking help and making healthy choices.</p> <p>☐ Over time, there is a measurable reduction in substance-related incidents and increased use of available support resources among students.</p>
Review handbooks and policies with staff	September 2025	School Admin	<p>☐ Staff participate in sessions to review and clarify substance abuse policies outlined in the handbook and district guidelines.</p> <p>☐ Staff gain a clear understanding of their roles and responsibilities in enforcing policies and supporting students.</p> <p>☐ Immediate questions and concerns from staff are addressed to ensure consistent application of policies.</p> <p>☐ Initial feedback indicates increased staff confidence and readiness to handle substance abuse issues effectively.</p>	<p>☐ Regular reviews of substance abuse policies with staff become a routine practice, ensuring consistent understanding and enforcement across the school.</p> <p>☐ Staff members are confident and prepared to apply policies fairly and supportively, fostering a safe and healthy school environment.</p> <p>☐ Ongoing discussions help build a unified approach to prevention, intervention, and student support related to substance abuse.</p> <p>☐ Over time, improved staff awareness and collaboration contribute to a reduction in substance-related incidents and enhanced student well-being.</p>
Review Law enforcement response when violations occur	September 2025	SRO and District admin	<p>☐ Staff and administrators review and clarify procedures for involving law enforcement in substance abuse violations.</p>	<p>☐ A clear, well-understood protocol for law enforcement involvement in substance abuse violations is consistently applied across the school.</p>

			☐ Clear guidelines are established on when and how to engage law enforcement in a consistent and appropriate manner. ☐ Staff understand their roles and responsibilities in coordinating with law enforcement during incidents. ☐ Initial feedback shows increased staff confidence in managing substance abuse violations and collaborating with law enforcement effectively.	☐ Strong collaboration and communication between school staff and law enforcement foster timely, appropriate responses that prioritize student safety and support. ☐ Staff remain confident and prepared to handle incidents involving law enforcement, ensuring consistent enforcement of policies. ☐ Over time, this coordinated approach contributes to a safer school environment and supports prevention efforts by addressing violations effectively and fairly.
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Goal: Communication

Establish regular and ongoing communication regarding substance abuse prevention and intervention within our schools and greater community.

Objective #1: Communicate with parents and the greater community the professional development YCSD staff receive in substance abuse prevention and intervention.

Objective #2: Report semi-annually, to the governing board, data regarding substance abuse incidents and prevention activities.

Objective #3: Provide regularly updates resources and information to students and staff regarding substance abuse prevention and intervention.

Activities/Approaches	Timeframe (Activity Timeframe)	Person(s) Responsible	Outcomes	
			Short Term Anticipated Outcomes	Long Term Anticipated Outcomes
Parentsquare	Quarterly	Schools/District	<ul style="list-style-type: none">☐ Substance abuse prevention messages and resources are shared with families through ParentSquare during the next school year.☐ Parents and guardians receive timely, clear information about risks, prevention strategies, and available support.☐ The communication encourages family engagement and conversations around substance abuse prevention at home.☐ Early feedback shows increased parent awareness and positive responses to the information shared via ParentSquare.	<ul style="list-style-type: none">☐ Families remain well-informed and actively engaged in prevention efforts, fostering stronger home-school partnerships.☐ Consistent communication supports a culture of open dialogue about substance abuse, helping students make healthier choices.☐ Over time, increased family involvement contributes to a decrease in substance misuse incidents and greater utilization of support services within the community.
District Wide Newsletter	Quarterly	Superintendent	<ul style="list-style-type: none">☐ Readers receive clear, relevant information about substance abuse risks, prevention strategies, and available support resources.☐ The newsletter sparks initial interest and encourages conversations about substance	<ul style="list-style-type: none">☐ District-wide newsletters provide up-to-date, evidence-based information on substance abuse prevention to

			<p>abuse prevention within the school community.</p> <p>☐ Early feedback indicates increased awareness and positive reception of the newsletter content.</p>	<p>students, families, and staff.</p> <p>☐ The newsletters foster ongoing awareness and open conversations about substance abuse risks and healthy choices across the school community.</p> <p>☐ Increased engagement with prevention resources and programs is supported through newsletter content and calls to action.</p> <p>☐ Over time, the district experiences stronger community support for prevention efforts and a measurable reduction in substance-related incidents.</p>
Semi Annual Board Report	Semester	Building Admin	<p>☐ The first semi-annual report on substance abuse prevention efforts is prepared and presented to the school board.</p> <p>☐ The report provides clear updates on current programs, activities, and any immediate challenges or needs.</p> <p>☐ Board members gain a better understanding of the district's prevention initiatives and areas for improvement.</p> <p>☐ Initial feedback from the board helps guide short-term planning and resource allocation for substance abuse prevention.</p>	<p>☐ Semi-annual reports keep the school board well-informed about substance abuse prevention efforts, progress, and challenges across the district.</p> <p>☐ The reports support data-driven decision-making and allocation of resources to strengthen prevention programs.</p> <p>☐ Ongoing transparency fosters accountability and encourages continued investment in student health and safety initiatives.</p>

				☐ Over time, regular reporting contributes to improved prevention outcomes and a safer, healthier school environment district-wide.
Staff professional development around Prevention and Incidents	Quarterly	Building Admin	☐ Staff receive training that covers available substance abuse prevention resources as well as recent data on the number and types of incidents. ☐ The professional development helps staff understand how to use prevention tools effectively in response to identified incident trends. ☐ Staff feel better equipped to recognize, prevent, and address substance abuse issues based on real data. ☐ Initial feedback shows increased staff confidence and awareness of both resources and incident patterns.	☐ Ongoing professional development ensures staff stay informed about the latest prevention resources and trends in substance abuse incidents. ☐ A culture of proactive prevention and informed intervention is established, improving overall student safety and well-being. ☐ Over time, enhanced staff capacity contributes to a measurable reduction in substance abuse incidents and more effective support for at-risk students.
Digital Billboard	Year long	Building Admin	☐ A TV display is set up in a central school location to share substance abuse prevention resources and data. ☐ Students and staff begin to notice and engage with the information presented. ☐ The display sparks initial awareness and conversations about substance abuse prevention. ☐ Early feedback indicates that the TV is an effective tool for increasing visibility of important prevention messages.	☐ The TV display becomes a regular and engaging way to share up-to-date substance abuse prevention resources and incident data with students and staff. ☐ Increased visibility of prevention information raises awareness and encourages proactive discussions around substance abuse.

				<ul style="list-style-type: none">☐ Staff and students use the displayed data to stay informed about trends and available support, promoting a culture of prevention.☐ Over time, this consistent communication contributes to greater community engagement and a reduction in substance-related incidents.
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Goal: Staff Training

All YCSD staff will be provided training in substance abuse prevention and intervention including specified training that is age appropriate for their assignment.

Objective #1: All YCSD staff will receive training in substance abuse recognition.

Objective #2: All YCSD staff will receive training in available prevention and intervention resources.

Objective #3: YCSD leadership will regularly meet with substance use prevention counselor to monitor trends and the effectiveness of the programs.

Activities/Approaches	Timeframe (Activity Timeframe)	Person(s) Responsible	Outcomes	
			Short Term Anticipated Outcomes	Long Term Anticipated Outcomes
Superintendent Sharing Plan with Staff	September 2025	Superintendent	<ul style="list-style-type: none">☐ The superintendent presents the substance abuse prevention plan to all staff, clearly outlining goals, strategies, and expectations.☐ Staff gain a better understanding of their roles in implementing the plan and supporting prevention efforts.☐ The presentation encourages staff questions and feedback, fostering engagement and collaboration.☐ Initial responses show increased staff awareness and commitment to the prevention plan.	<ul style="list-style-type: none">☐ Regular communication from the superintendent reinforces staff understanding and commitment to the substance abuse prevention plan over time.☐ Staff consistently implement prevention strategies aligned with the plan, fostering a unified approach across the district.☐ Ongoing dialogue between leadership and staff supports continuous improvement and responsiveness to emerging needs.☐ Over time, this leadership engagement contributes to a stronger prevention culture and measurable reductions in substance-related incidents.
Staff PD Recognition and Intervention	October 2025/February 2026	Building Admin/SRO/Substance Abuse Counselor	<ul style="list-style-type: none">☐ Staff receive training to identify signs of substance abuse and learn about available support resources.☐ Staff demonstrate increased awareness of how to recognize substance abuse indicators in students.	<ul style="list-style-type: none">☐ Staff develop a strong ability to recognize signs of substance abuse early and respond appropriately.☐ Staff are well-informed about the full range of support resources available for students and families.

			☐ Staff know where and how to refer students to appropriate prevention and support services. ☐ Initial feedback shows improved staff confidence in addressing substance abuse concerns.	☐ A supportive environment is fostered where staff actively connect students to prevention and intervention services. ☐ Over time, enhanced staff awareness and responsiveness contribute to reduced substance abuse incidents and improved student well-being.
Check-ins with Substance Abuse Counselor	Monthly	Building Admin/District Admin, SRO, SAC	☐ Administrators hold regular check-ins with the substance abuse counselor to review current cases, trends, and resource needs. ☐ Improved communication between administration and counseling staff supports timely decision-making and intervention. ☐ Admins gain a clearer understanding of substance abuse issues affecting the school community. ☐ Initial feedback indicates stronger collaboration and more effective planning for prevention and response efforts.	☐ Regular admin check-ins with the substance abuse counselor become a sustained practice, ensuring ongoing monitoring and support. ☐ Strong collaboration between administration and counseling staff leads to proactive, data-informed strategies for prevention and intervention. ☐ Administrators are well-equipped to allocate resources and support policies that address substance abuse effectively. ☐ Over time, this coordinated approach contributes to a safer school environment and improved student outcomes related to substance abuse prevention and support.
Substance Misuse Emergency Action Plan	Annually and as needed.	Building Admin, District Admin, Nurse,	☐ Develop and disseminate an Substance Misuse Emergency Action Plan	☐ Staff will know how to respond in the event of a substance misuse event.

Goal: School Board Approval

The YCSD school board will play an active role in substance abuse prevention and intervention.

Objective #1: The YCSD school board will adopt policies that are current and represent best practices in substance abuse prevention and intervention.

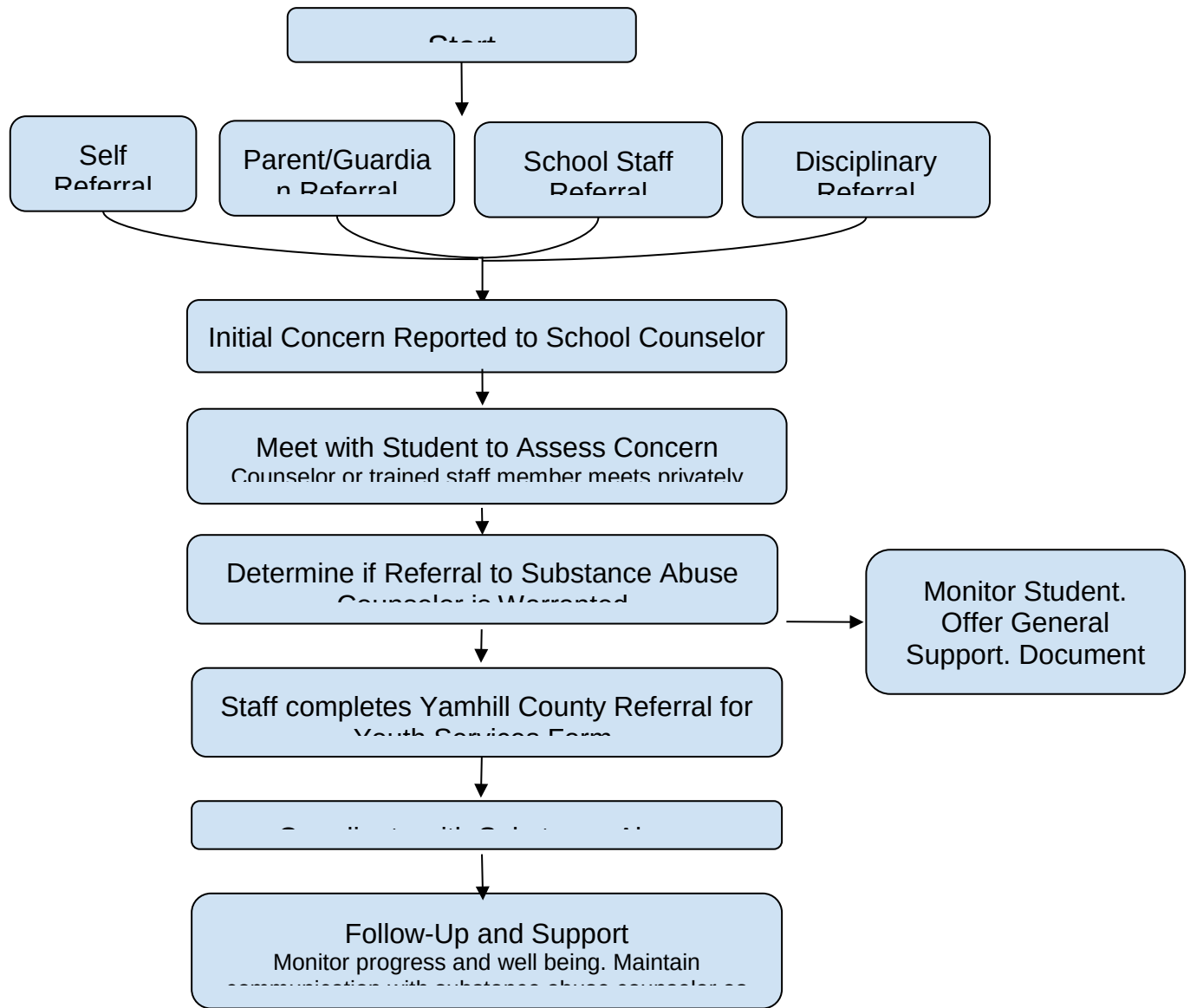
Objective #2: The YCSD school board will receive semiannual reports on substance abuse prevention and intervention within the district and county.

Objective #3: The YCSD school board will stay informed on training and curriculum utilized in the district.

Activities/Approaches	Timeframe (Activity Timeframe)	Person(s) Responsible	Outcomes	
			Short Term Anticipated Outcomes	Long Term Anticipated Outcomes
Review Policies	Using current and best practices, aligned with current law	Ongoing	☐ The school board conducts a review of current district substance abuse policies. ☐ Board members help identify any gaps or needed updates to align policies with best practices and legal standards. ☐ Recommendations for policy revisions are developed. ☐ Initial feedback reflects increased board awareness and commitment to strengthening substance abuse policies.	☐ The school board reviews and updates district substance abuse policies to ensure they remain current, clear, and effective. ☐ Updated policies reflect best practices and legal requirements, supporting consistent implementation across all schools. ☐ The board's oversight promotes accountability and prioritizes student health and safety district-wide. ☐ Over time, these efforts contribute to stronger prevention programs and a measurable reduction in substance abuse incidents throughout the district.
Statistical Board Reports	Informational, Trends, Ability to Intervene, Success of Interventions	Ongoing	☐ Recent data on substance abuse incidents and prevention efforts is collected and compiled for presentation. ☐ The school board receives a clear, comprehensive report highlighting trends, challenges, and successes. ☐ Board members gain a better understanding of the current	☐ Presentation of substance abuse data to the school board becomes standard practice, supporting ongoing transparency and informed decision-making. ☐ The board uses data insights to continuously refine policies, programs, and resource allocation to address emerging trends and needs.

			<p>substance abuse landscape within the district.</p> <p>☐ Initial discussions help guide decisions on resource allocation and policy adjustments related to substance abuse prevention.</p>	<p>☐ Enhanced data-driven oversight leads to more effective prevention strategies and stronger accountability across the district.</p> <p>☐ Over time, these efforts contribute to measurable reductions in substance abuse incidents and improved student health outcomes district-wide.</p>
Training Updates for Board	Staff Training Opportunities will be shared with School Board	Ongoing	<p>☐ The board receives an initial update on recent staff training sessions focused on substance abuse prevention.</p> <p>☐ Information is provided on training content, staff participation rates, and immediate feedback.</p> <p>☐ Board members gain a clearer understanding of current professional development efforts.</p> <p>☐ Early input from the board helps shape future training plans and resource needs.</p>	<p>☐ The school board receives updates on the progress and impact of staff training programs related to substance abuse prevention.</p> <p>☐ Board members understand the effectiveness of training efforts and support ongoing professional development initiatives.</p> <p>☐ Over time, improved staff training contributes to more consistent implementation of prevention strategies and a reduction in substance abuse incidents across the district.</p>

Substance Misuse Referral Process



Emergency Action Plan: Substance Abuse Incident in School

Purpose:

To provide a clear and structured response to incidents involving substance abuse, ensuring the safety and health of all students and staff, and complying with state laws and school district policies.

I. Initial Discovery of Incident

Any staff member who witnesses or suspects substance abuse should:

1. Ensure Immediate Safety:

- Do **not** leave the student alone.
- Remove other students from the immediate area if necessary.
- Avoid confrontation; remain calm and supportive.

2. Notify School Administration Immediately:

- Contact the **Principal, Assistant Principal, or Designee**.
 - Provide a clear account of what was observed (behavior, paraphernalia, etc.).
-

II. Medical Emergency Response (Suspected Overdose)

If the student is unresponsive, having difficulty breathing, or exhibiting other signs of overdose:

1. Call 911 Immediately (Activate EMS).

- Provide dispatcher with:
 - School address and exact location of the student.
 - Description of the student's condition.
 - Substances suspected (if known).

2. Notify the School Nurse (RN) or Medical Responder On-Site.

3. Administer Naloxone (Narcan), if Available and Trained:

- Follow school policy and training procedures.
- Document time, dose, and response to naloxone.

4. Provide Basic Life Support (BLS) as Needed:

- If not breathing, begin CPR.
- Use an AED if indicated and available.

5. Stay with the Student Until EMS Arrives.

- Monitor breathing and responsiveness.
- Do not attempt to restrain unless the student poses danger to self or others.

III. Post-Emergency Medical Procedures

Once EMS has arrived:

1. Provide All Relevant Information:

- Observations.
- Actions taken (naloxone, CPR).
- Student's known medical history if available.

2. Escort EMS to and from the building.

3. Notify Parent/Guardian:

- As soon as possible, school administration or designee will contact the student's emergency contacts.
- Provide clear, factual information.

4. Secure and Preserve Any Evidence:

- Substance containers, paraphernalia.
- Turn over to law enforcement as required.

IV. Reporting and Documentation

1. Complete Incident Report:

- All staff involved must submit a detailed written report.
- Include timelines, actions taken, and who was notified.

2. Report to Appropriate Authorities:

- School resource officer (SRO).
- Local law enforcement (as required by state law).
- Child protective services (if applicable).

3. **Log Naloxone Use (if administered):**

- Record in school medical log per district and health department protocol.
-

V. Student Support and Follow-Up

1. **Initiate Support Services:**

- Refer to school counselor or substance abuse specialist.
- Develop a student re-entry plan if applicable.
- Schedule a parent/guardian meeting.

2. **Consider Disciplinary Action Per School Policy:**

- Follow district guidelines for drug-related violations.
- Balance accountability with access to support services.

3. **Monitor Student:**

- Ongoing check-ins with nurse, counselor, and administration.
 - Safety planning and possible behavioral contract.
-

VII. Review and Update of EAP

- **Conduct a Post-Incident Review** with school safety team and administration.
- **Update EAP Annually** or after any significant incident.
- **Coordinate with Local Health and Safety Agencies** for compliance



HEALTH AND HUMAN SERVICES DEPARTMENT

FAMILY & YOUTH DIVISION
 420 NE 5th Street • McMinnville, OR 97128
 Phone (503) 434-7462 • Fax (503) 434-7335
www.hhs.co.yamhill.or.us

Referral for Youth Services

☐ Mental Health ☐ Substance Use

Your Name		Date of Referral	
Role		If you believe the child/family is in a mental health crisis or may be at risk of harm to self/others, please call the REACH team at 503-434-7462, then follow-up with this referral form.	
Agency	YC School District		
Contact #/email			
Full Name of Child			
Full Name of Child		Name of Guardian	
Child's Date of Birth		Relationship to child	
Child's Phone # (ages 14+)		Phone # (Guardian)	
Child's Insurance ☐ OHP/YCCO ☐ Providence ☐ United ☐ Other Private (Out of Network)			
Is the CHILD/YOUTH aware you are making this referral?			☐ YES ☐ NO
Is the GUARDIAN aware that you are making this referral?			☐ YES ☐ NO
If no, indicate why:			
Briefly describe your concerns for this child and/or the family (what are the symptoms or circumstances that you believe may warrant behavioral health intervention). Please include any known details that are pertinent to your concerns, such as UA results, missed appointments, DHS or probation involvement (please name caseworker(s) assigned and contact info if possible), expected parental involvement, etc. If you need more room please write on the back page.			

Fax completed form to 503-434-7335 Attn: REACH
 For MH Elementary/Middle school Sheryl Rindel email rindels@yamhillcounty.gov
 For MH High school
 For SUD email

Committed to supporting safety, wellness, and dignity for all.



Meeting Date	Type of Meeting	Time	Student Spotlight
07/10/2025	Regular Session	6:00pm	None
08/11/2025	Regular Session	6:00pm	None
08/19/2025	Retreat	8:00am -12pm	None
08/26/2025	Work Session	6:00pm	None
09/09/2025	Regular Session	6:00pm	None
09/23/2025	Work Session	6:00pm	None
10/07/2025	Regular Session	6:00pm	YCIS
10/21/2025	Work Session	6:00pm	None
11/11/2025	Regular Session	6:00pm	YCHS
Thanksgiving Break			
12/09/2025	Regular Session	6:00pm	YCES
Winter Break			
01/06/2026	Regular Session	6:00pm	YCIS
01/20/2026	Work Session	6:00pm	None
02/10/2026	Regular Session	6:00pm	YCHS
02/24/2026	Work Session	6:00pm	None
03/10/2026	Regular Session	6:00pm	YCES
Spring Break			
04/07/2026	Regular Session	6:00pm	YCIS
04/21/2026	Work Session	6:00pm	None
05/12/2026	Regular Session	6:00pm	YCHS
05/26/2026	Work Session	6:00pm	None
06/16/2026	Regular Session	6:00pm	YCES
06/23/2026	Work Session	6:00pm	None

RESOLUTION 2026-04

YAMHILL CARLTON SCHOOL DISTRICT
RESOLUTION TO MAKE CHANGES IN APPROPRIATIONS
DEBT SERVICES FUND
2025-2026 BUDGET

Appropriation Details

Debt Services Fund 302 – The PERS Reserved fund was adopted under function 5100 object 0810 and should be function 6000.

BE IT RESOLVED, that for the fiscal year beginning July 1, 2025, the budget shown below, with the change in budget appropriations, in order to provide proper budget authority as described above, are hereby appropriated as indicated within the funds listed:

DEBT SERVICES PERS RESERVE FUND 302

<u>Expenditure Function</u>	<u>Adopted Budget</u>	<u>Budget Adjustment</u>	<u>Adjusted Budget</u>
Planned Reserve (5100)	880,635	-880635	0
Contingencies (6000)	0	880,635	880,635
Total	\$ 880,635	0.00	\$ 880,635

ADOPTED by the Board of Directors of the Yamhill Carlton School District this 12th day of August 2025.

Susan FitzGerald, Board Chair

Clint Raever, Superintendent

Yamhill-Carlton School District 1

Code: **KH**
Adopted: 4/14/08
Revised: 8/11/25

Public Gifts to the District

Gifts which may serve to enhance and extend the work of the schools may be received by the district. It will be the district's general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.
2. Contributions of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from district funds, will be presented by the Superintendent for Board consideration and approval.
3. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and superintendent regarding what kind of gift should be made. The

Superintendent will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools.

4. Priority lists of needed and desirable equipment, supplies or services will be kept in each school.
5. All gifts will be subject to the provisions of Board policy.

Gifts accepted shall be used for the purpose for which they were donated. In accepting gifts, the Board will be aware of the requirement that there should not be significant differences among the various school facilities. The Board will also consider Title IX compliance when accepting gifts.

END OF POLICY

Legal Reference(s):

[ORS 294.326](#)
[ORS 332.075](#)

[ORS 332.107](#)
[ORS 332.385](#)

Cross Reference(s):

IIA - Instructional Resources/Instructional Materials