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

Tuesday, December 9, 2025 **Regular Session: 6:00pm**

AGENDA

I. Call to Order Regular Session

II. Flag Salute

III. Individuals, Delegations, Recognitions, and Communications

A. YCES - Student Spotlight
B. YCHS - Student Body - Verbal Report
C. YCHS - Tanner Smith & Richard Ceder - Verbal Report
D. YCIS - Amanda Dallas & Chad Tollefson - Verbal Report
E. 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: 11/10/25
    2. Work Session Minutes: 11/18/25
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 & List of Bills for November 2025 – Melanie Neece (Action Item)

VII. New Business

A. Approve Superintendent Evaluation Tool and Timeline for the 25-26 School Year (Action Item)
B. SIA Annual Report (Action Item)
C. Adopt Updated Policies:
    1. Student Transportation in Private Vehicle (EEAE)
    2. Use of Private Vehicles for District Business (EEBB)
D. First Read Policies:
    1. District Curriculum (IF)
    2. Directory Information (JOA)
E. Updated Public Records AR Policy (KBA-AR)

VIII. Board of Directors Comments

IX. 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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Monday, November 10, 2025 **Regular Session: 6:00pm**

Board Members Present: Susan FitzGerald, Erin Galyean, JaJetta Dumdi, Buzz Ready
District Office and Admin Staff Present: Clint Raever, Melanie Neece, Julie Warner, Mary Brown (via Zoom), Richard Ceder, Tanner Smith, Morgan Bishop, Amanda Dallas
Others Present: Michelle Partin, Lucas Partin, Luke O'Halloran, Beth Patt-McKinney, Lincoln Sitton, Logan Guinn, Tucker VanDyke, Olivia Dumdi, Torsten Nordstrom, Taylor Lewis, Zayden Aspey, Chase McMullen, Saige Hockley, Kimberly Navarro, Tracy Looney, Jennifer Nordstrom, Hans Norstrom

MINUTES

Meeting Recording

I. Call to Order Regular Session

S.FitzGerald called the meeting to order at 6:00pm.

II. Flag Salute

III. Individuals, Delegations, Recognitions, and Communications

A. YCHS - Student Body - Verbal Report
L.Partin provided an update on the what the leadership teams have been working on including hallway decorating, the canned food drive, and the OASC conference.

B. YCHS - Student Spotlight
-The student spotlight featured the boys' cross-country team and the FFA ag sales team.
-Students of the cross-country team reported and answered questions about their team, training, and on making it to the State championship where they placed 12th as a team.
-Tucker VanDyke and Saige Hockley reported on the FFA trip to the National Championship including details about the various places they visited while there.
-The biggest highlight of the trip was that the ag sales team won the gold medal. The marketing team also won the bronze medal.

C. YCHS - Tanner Smith & Richard Ceder - Verbal Report
T.Smith and R.Ceder provided updates on students of the month, attendance recognition, athletic recognition, and current on-track rates (see attached report for more details).

D. YCIS - Amanda Dallas & Chad Tollefson - Verbal Report
-A.Dallas provided updates on the intermediate school, including the fall festival, VIP day, winter sports, tiger time interventions, student leadership activities, book fair, after school clubs, and Thanksgiving break family resources.
-Two upcoming events are Grinchmas which will be held December 5th and the winter play.
-The MTSS team is focusing on proximity, Pax quiet, specific praise, and Pax voice levels.

E. YCES - Morgan Bishop - Verbal Report

-M.Bishop provided updates on the elementary school. Recent past events included a costume parade, Halloween parties, trunk or treat, and conferences. Upcoming events include a school wide fieldtrip, VIP day, winter wonderland, and dress up week.

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.

Public Comment was received from Luke O'Halloran regarding his concerns with girls and boys wrestling each other on the middle school teams. The board thanked him for sharing and C.Raever stated he should contact the school administrator and the athletic director to discuss this further.

IV. Review of Agenda (Action Item)

E.Galyean motioned to accept the agenda as presented. J.Dumdi seconded. All in favor. Motion passed.

V. Regular Session – Consent Agenda (Action Item)

A. Approval of Board of Directors Minutes
   1. Regular Session Minutes: 10/14/25
   2. Work Session Minutes: 10/28/25

B. Personnel

C. Enrollment

D. Surplus

J.Dumdi motioned to accept the consent agenda as presented. B.Ready seconded. All in favor. Motion passed.

VI. Announcements and Reports

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

-C.Raever provided an update on the newsletter, InTouch software implementation, and the State budge reduction exercise.

-At this time schools are being told that mid-year cuts are unlikely, but should plan on cuts for the second half of the biennium (the 26-27 school year).

B. District Facilities Report – Ian Barr – Verbal Report

-I.Barr was not present. C.Raever stated he may not have known the meeting had been changed. He will get a list of current projects from I.Barr and send it to the board.

C. Financials & List of Bills for October 2025 – Melanie Neece (Action Item)

-M.Neece reviewed the financials and list of bills.

-She suggested having some time at the next work session to explain how to read and understand the financial reports that are presented every month. The board agreed that would be beneficial.

-J.Dumdi motioned to accept the financials and list of bills for October 2025. E.Galyean seconded. All in favor. Motion passed.

VII. New Business

A. Superintendent Evaluation Tool for the 25-26 School Year Discussion

-S.FitzGerald stated she wanted the new board members to see the tool that has been used previously.

-C.Raever stated he reached out to other districts and they all use the same tool as this district except for one.

-The board discussed whether they would like to change the evaluation tool for the superintendent evaluation.
-The board agreed they are satisfied with using this tool and the staff survey.

B. Approve Superintendent Evaluation Timeline for the 25-26 School Year (Action Item)
-E.Galyean suggested that the executive sessions be held on a different day than the regular board meetings in February and March. S.FitzGerald will meet with M.Brown and look at finding dates for those sessions.
-The board will table this action item it until a later date.
-E.Galyean moved to postpone the motion to accept the superintendent evaluation timeline to a future date. B.Ready seconded. All in Favor. Motion passed.

C. First Read of Policies:
1. Student Transportation in Private Vehicle (EEAE)
2. Use of Private Vehicles for District Business (EEBB)

-These policies had not been updated 2006. Just a few minor changes were made.

D. New AR Policy:
1. Proof of Vehicle Liability Insurance (EEAE-AR)

-The district is adopting an AR policy for this policy that they did not previously have.

VIII. Board of Directors Comments

-At the work session next Tuesday, the board will review their goals and have Melanie explain the financial reports in more detail.
-The board has discussed getting a tour of the facilities. They agreed it would be better to have it during the day on a Friday afternoon. C.Raever will send out a few dates for them to choose from.

IX. Adjournment

S.FitzGerald adjourned the meeting at 7:27pm.

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Tuesday, November 18, 2025 **Work Session: 6:00pm**

Board Members Present: Susan FitzGerald, Erin Galyean, Buzz Ready, JaJetta Dumdi
District Office Staff Present: Clint Raever, Melanie Neece, Mary Brown

MINUTES

Meeting Recording

I. Call to Order Work Session

S.FitzGerald called the meeting to order at 6:00pm.

II. Approve Amended Agenda

E.Galyean motioned to approve the agenda as amended. E.Galyean seconded. All in Favor. Motion passed.

III. Financial Report Deep Dive

-M.Neece presented. She began with an overview and explanation of the PBAM (Program Budgeting and Accounting Manual), which outlines fund classifications and coding for expenditures and revenues.
-She provided an overview of the chart of accounts and how it relates to the balance sheet, using specific account codes to illustrate how different transactions are categorized and reported.
-She reviewed the monthly financial report that is shared with the board, explaining what each column represents and how the figures in the report are calculated.
-She discussed how financial projections are used to estimate the ending fund balance and emphasized the importance monitoring both actual expenditures and encumbrances throughout the year.
-She explained the purpose of the contingency fund and how it is reflected in the financial statements. She noted that the contingency amount is approved as part of the annual budget process and that accessing these funds requires a formal resolution presented to the board.
-E.Galyean requested that the columns with last year's budget and actuals not be included in the printed report. M.Neece will adjust the report so those columns do not show.

IV. Review Board Goals

-The board reviewed and discussed the progress toward meeting their established goals.
-For Goal One, the board noted that building administrators are doing a strong job of providing data updates, including Tigers on Track.

-The board emphasized the importance of including context and comparable data in student performance reports. At the December board meeting, C.Raever will present a comprehensive report that includes comparisons with other districts. After reviewing that information, the board will be better positioned to determine whether this goal is being met.
-Regarding Goal Two, the board acknowledged that while they can provide oversight, they do not directly control attendance rates. The reason to set this goal at the board level is that strong attendance rates are closely linked to student success. By maintaining focus on attendance, the board hopes to reinforce its importance to administrators and throughout the schools.
-Goal Three focuses on the importance of fostering meaningful partnerships with the community. The board discussed strategies for achieving this goal and identified events they could attend, including YCTC board meetings, city council meetings, FFA events, sporting events, assemblies, and derby days.
-Goal Four focuses on facilities. The board agreed that receiving a written facilities report from I.Barr at the board meetings would be beneficial. Board members who are available will tour district facilities on the afternoon of December 5th. At the January meeting, the board will review current facility needs and establish priorities for the upcoming year. They will also revisit and update these priorities at that time.

V. Superintendent Evaluation Tools and Dates Discussion

-The board confirmed that they will be using the OSBA superintendent evaluation tool, as well as who the survey should be sent out to.
-The board members will review the evaluation tool and send any proposed changes to M.Brown.
-The board discussed the dates on the evaluation timeline and agreed to change the date for the February executive session. M.Brown will update the timeline and present it to the board for approval at the December board meeting along with the tool and the survey.

VI. Adjournment

S.FitzGerald adjourned the meeting at 7:45pm.

Yamhill Carlton School District
Human Resources
Board Report
December 9, 2025

New Hires

None

Resign/Retire/Term Employees

Maureen Cook, YCHS Lead Secretary

Current Employees: Position Changes

None

Open Positions For 2025-2026

YCIS/YCHS Instructional Assistant - Behavior
YCIS Boys Basketball Coach
YCHS Lead Secretary

Yamhill Carlton School District Enrollment Report
December
2025

District Enrollment for 2025-26 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	275	279	274	275						
YCIS	380	375	373	373						
YCHS	281	273	271	272						
Alliance	168	150	153	154						
Total	**1,104**	**1,077**	**1,071**	**1,074**	-	-	-	-	-	-
24/25 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 2025-26 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	68	69	68	68						
1st Grade	55	58	55	56						
2nd Grade	75	75	74	74						
3rd Grade	77	77	77	77						
25/26 Total	**275**	**279**	**274**	**275**	-	-	-	-	-	-
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 2025-26 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	78	79	78	78						
5th Grade	72	71	72	72						
6th Grade	96	94	94	92						
7th Grade	54	54	53	53						
8th Grade	80	77	76	78						
25/26 Total	**380**	**375**	**373**	**373**	-	-	-	-	-	-
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 2025-26 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	83	78	76	75						
10th Grade	68	66	66	67						
11th Grade	64	64	62	64						
12th Grade	66	65	67	66						
Transition	-	-	-	-						
25/26 Total	**281**	**273**	**271**	**272**	**-**	**-**	**-**	**-**	**-**	**-**
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 2025-26

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	10	9	9	9						
1st Grade	25	24	26	25						
2nd Grade	14	14	14	16						
3rd Grade	19	19	20	20						
4th Grade	16	15	15	16						
5th Grade	32	26	26	26						
6th Grade	12	13	13	13						
7th Grade	16	15	15	15						
8th Grade	14	9	9	9						
9th Grade	8	4	4	3						
10th Grade	2	2	2	2						
11th Grade	-	-	-	-						
12th Grade	-	-	-	-						
25/26 Total	**168**	**150**	**153**	**154**	**-**	**-**	**-**	**-**	**-**	**-**
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.

December 2025

Donations

YCIS/YCHS Costume Donations	Linda Mattson	$1729.00
YCSD Industrial Arts Program	Mark Juenemann Family	$1000.00

Surplus

Trex Decking Materials

YAMHILL CARLTON SCHOOL DISTRICT

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Date: December 4, 2025

To: Yamhill Carlton School District Board of Directors
From: Melanie Neece, Director of Fiscal Services
Subject: November 2025 - Financial Statements and Summary

Board Members,

Please find attached the financial statements for the 2025-26 fiscal year through November 30, 2025.

General Fund Status - We estimate our **General Fund Ending Fund Balance** to be approximately **$1.4 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.

Financial Statements Overview
The attached statements include activity for the following funds: 100 General Fund, 200 Restricted – Special Revenue Funds, 300 Debt Service Fund, 400 Capital Projects Fund, 700 Trust and Agency Funds, and Balance Sheet Accounts for 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. I have not projected revenues or expenditures for 200-700 funds, as they are generally limited by the revenue collected and are designated for specific uses.

Check and Investment Activity
The district issued checks **62603-62653**, totaling **$92,298.33** for the period ending November 30, 2025. The LGIP investment pool earned dividends of **$29,448.29**, The monthly distribution yield rate has dropped slightly from **4.57% to 4.43%.** These funds are posted under revenue code 1510 on page 2 of the financial summary.

Notable Changes
The prior year budget to actuals columns, which tracked the modify accrual expenditure from July through December to estimate the ending fund balance has been removed. On Page 3, added Function **1272** has been added to track **Tile I** activities due to reductions in federal funding allocations for fiscal year 2025-26.

Oregon Revenue Forecast
Oregon's December Revenue Forecast shows slight improvement, Oregon's December Economic and Revenue Forecast shows a net increase of **$318.8 million** in General Fund and Lottery resources since September, though revenues remain **$635.9 million below** the forecast from June. While this is relatively positive news for K-12, the Legislature still anticipates significant statewide budget pressures. In other programs, particularly in the Human Services sector, may face cuts due to recent federal legislation affecting programs like Medicaid and SNAP. We will continue to monitor developments closely and keep the Board informed of any changes. The next forecast is scheduled for **February 4, 2026**.

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 11/30/2025

Resources - Revenues	Adopted 2025-26 Budget	Actual YTD Rev. 11/30/2025	Projected 12/1/2025 Thru 6/30/2026	Total Estimated 2025-26	(Over)/Under Budget
SSF Funding					
1111 Current Year Property Taxes	$ 4,580,000	$ 4,252,332	327,668	$ 4,580,000	$ -
1112 Prior Year's Property Taxes	-	55,715	-	$ 55,715	(55,715)
1114 In Lieu of Property Taxes	-	-	-	$ -	-
1190 Interest on Tax Collections	-	9,380	-	$ 9,380	(9,380)
3101 State School Support Funds	9,426,877	4,620,755	4,806,122	$ 9,426,877	-
3103 Common Schools			-	$ -	-
3199 State Other Unrestricted Grants			-	$ -	-
3299 State Grants			-	$ -	-
	-	-	-	-	-
Total SSF Funding	14,006,877	8,938,183	5,133,790	14,071,973	(65,096)
Other School Support Funding					
4519 Federal Edu Jobs Funding	-	-	-	-	-
4500 Federal SFSF	-	-	-	-	-
Total Other School Support	-	-	-	-	-
Total SSF Revenue	14,006,877	8,938,183	5,133,790	14,071,973	(65,096)
Non State School Support Formula Sources					
Local Sources					
1300 Tuition	244,180	50	244,130	244,180	
1411 Transportation Fees			-	-	
1510 Earnings on Investments	100,000	139,648	(39,648)	100,000	-
1710 Athletic Fees	46,500	19,339	27,161	46,500	
1910 Rentals		-	-	-	
1960 Recovery of Prior Year Exp			-	-	
1980 Fees Charged to Grants	55,194	-	55,194	55,194	-
1990 Miscellaneous Local Revenue	40,000	36,591	3,409	40,000	-
Total Non Formula Local Sources	485,874	195,628	290,246	485,874	-
Intermediate Sources					
2000 Intermediate Resources	190,000	-	190,000	190,000	-
Other Sources					
5300 Sale of Fixed Assets					
5400 Beginning Fund Balance	3,430,946	-	3,858,861	3,858,861	(427,915)
Total Non SSF Revenue	4,106,820	195,628	4,339,107	4,505,876	(427,915)
Total Resources	$ 18,113,697	$ 9,133,811	$ 9,472,897	$ 18,577,849	$ (493,011)
		Less Estimated Requirements (pg 3)		$ (17,081,189)	
		Estimated Ending Fund Balance		***$ 1,496,660***	

Expenditure Functions	Adopted 2025-26 Budget	Actual YTD Exp. 11/30/2025	Projected 12/1/2025 Thru 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed
Instruction						
1111 K-5 Elementary Programs	$ 1,660,979	$ 397,223	1,180,831	$ 1,578,055	$ 82,924	95.01%
1113 K-5 Elementary Extracurricular	6,011.00	732	5,246.22	5,978.56	32.44	99.46%
1121 Intermediate Programs	1,735,338.00	404,451	1,270,461.41	1,674,912.05	60,425.95	96.52%
1122 Intermediate Extracurricular	94,220.00	27,047	31,821.08	58,867.72	35,352.28	62.48%
1131 High School Programs	1,873,750.00	471,504	1,284,785.07	1,756,288.81	117,461.19	93.73%
1132 High School Extracurricular	388,479.00	125,666	196,741.93	322,407.94	66,071.06	82.99%
1210 Programs for Talented and Gifted	2,000.00	9	8.99	17.98	1,982.02	0.90%
1220 Programs for Students w/Severe Disabilities	1,784,280.00	369,352	1,255,607.12	1,624,959.54	159,320.46	91.07%
1250 Special Education	524,097.00	157,766	366,328.63	524,094.55	2.45	96.50%
1272 Title I	**0.00**	**14,061**	**43,161.35**	**57,222.73**	**(57,222.73)**	
1280 Alternative Programs Credit Recovery	58,143.00	4,571	35,980.99	40,551.99	17,591.01	69.75%
1281 Alternative Programs	16,000.00	13,859	-	13,858.65	2,141.35	86.62%
1285 District Alt Programs - Alliance Academy	831,158.00	199,078	470,277.87	669,355.65	161,802.35	80.53%
1291 English Language Learner ORS 366.079	135,121.00	26,943	106,042.05	132,985.28	2,135.72	98.42%
1400 Summer Programs High School	26,090.00	-	8,022.85	8,022.85	18,067.15	30.75%
1410 Summer Programs Elementary	2,208.00	1,984	-	1,983.93	224.07	0.00%
Total Instruction	9,137,874	2,214,246	6,255,317	8,469,563	668,311	92.69%
Support Services						
2110 Attendance & Social Work	73,226	18,265	54,961	73,226	0	100.00%
2115 Student Saftey	**17,000**	**3,474**	**13,526**	**17,000**	-	**100.00%**
2120 Guidance Services	321,186	51,516	234,339	285,856	35,330	
2130 Health Services	41,200	7,223	11,976	19,199	22,001	
2140 Psychological Services	0	-	-	-	0	0.00%
2150 Speech Pathology Audiology Services	70,404	17,534	52,870	70,404	(0)	
2190 Student Support Services Direction	122,187	49,818	72,370	122,187	(0)	0.00%
2210 Improvement of Instruction Services	26,550	3,160	5,656	8,816	17,734	
2220 Educational Media/Library Services	106,692	28,035	78,688	106,724	(32)	100.03%
2310 Board of Education Services	138,309	107,218	21,889	129,107	9,202	93.35%
2320 Executive Administration/Superintendent	436,314	170,084	266,230	436,314	0	100.00%
2410 Office of the Principal Services	1,181,944	472,126	641,125	1,113,250	68,694	
2520 Fiscal Services	**340,588**	**225,196**	**148,552**	**373,748**	**(33,160)**	**109.74%**
2540 Operation & Maintenance of Plant Services	2,072,743	848,479	1,011,866	1,860,346	212,397	89.75%
2550 Student Transportation Services	875,000	225,214	649,786	875,000	(0)	100.00%
2573 Internal Services	0	-	0	0	0	10.00%
2640 Staff Services/Human Resources	231,127	102,817	108,281	211,097	20,030	91.33%
2660 Technology Services	336,320	154,596	169,724	324,320	12,000	96.43%
2700 Supplemental Retirement Program	-	-	-	-	-	#DIV/0!
Total Support Services	6,390,790	2,484,755	3,541,838	6,026,593	364,197	94.30%
						-
Other Requirements						
5200 Transfers to Other Funds	585,033	585,033	-	585,033	-	100.00%
5300 Apportionments	0	-	-	-	0	0.00%
6000 Contingency	2,000,000	-	2,000,000	2,000,000	-	100.00%
7000 Unappropriated Ending Fund Balance	0	-	0	0	0	10.00%
Total Other Requirements	2,585,033	585,033	2,000,000	2,585,033	0	100.00%
Total Requirements	$ 18,113,697	$ 5,284,034	$ 11,797,154	$ 17,081,189	$ 1,032,508	94.30%

	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 11/30/2025	Encumbered as of 12/1/2025	Total Est. Incl. Encum. as of 12/1/2025	(Over)/Under Budget
REVENUE					
1510 Investment Earnings	$ -	$ 425	$ (425)	$ -	$ -
1610 Food Services	$ 12,500	$ 5,936	$ 6,564	$ 12,500	$ -
1620 Investment Earnings			$ -	$ -	$ -
1700 Extracurricular	$ 203,000	$ 8,200	$ 194,800	$ 203,000	$ -
1920 Contributions or Donations	-	-	$ -	$ -	$ -
1990 Miscellaneous Local Revenue	122,500	61,230	$ 61,270	$ 122,500	$ -
1991 Pre School Tuition	-	-	$ -	$ -	$ -
2199 Other Intermediate Resources			$ -	$ -	$ -
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	$ -
3202 Restricted State Farm to School	3,500	-	$ 3,500	$ 3,500	$ -
3299 Restricted State Grants-In-Aid	1,670,595	38,983	$ 1,631,612	$ 1,670,595	$ -
4500 Restricted Federal thru State	694,409	29,820	$ 664,589	$ 694,409	$ -
4501 Restricted Federal			$ -	$ -	$ -
4510 Restricted Federal JPTA			$ -	$ -	$ -
4511 Restricted Federal Breakfast			$ -	$ -	$ -
4910 Restricted Federal Commodities	30,000		$ 30,000	$ 30,000	$ -
5200 Transfers	260,826	460,333	$ (199,507)	260,826	$ -
5400 Beginning Fund Balance	507,715	-	$ 507,715	507,715	$ -
TOTAL REVENUE	3,758,045	604,926	3,153,119	3,758,045	-
EXPENDITURES					
Instruction					
1111 Elementary	345,751	113,701	237,842	351,543	(5,792)
1113 Elementary Extracurricular	51,000	3,848	47,152	51,000	(0)
1121 Intermediate	269,772	105,362	165,645	271,007	(1,235)
1122 Intermediate Extracurricular	211,965	10,217	130,588	140,805	71,160
1131 High School Programs	270,283	66,637	90,886	157,523	112,760
1132 High School Extracurricular	318,458	37,606	162,481	200,087	118,371
1220 Students w/Severe Disabilities	111,246	26,362	79,543	105,905	5,341
1250 Students with Disabilities	167,907	51,189	116,717	167,907	0
1272 Title I Services	205,373	35,149	108,510	143,658	61,715
1260 Early Intervention Services	-	-	0	0	(0)
1285 Alternative Programs	15,000	116	1,084	1,200	13,800
1290 Other Programs	250,000	68,109	181,881	249,990	10
1400 Summer Programs	28,138	5,167	9,920	15,087	13,051
Total Instruction	2,244,893	523,464	1,332,249	1,855,713	389,180
Support Services					
2110 Attendance & Social Work	23,361	5,841	17,519	23,360	1
2115 Attendance & Social Work	-	4,000	-	4,000	(4,000)
2120 Guidance Services	336,203	79,835	257,155	336,989	(786)
2130 Health Services	-	-	-	-	-
2150 Health Services		-	-	-	-
2160 Other Student Treatment Services	-	-	-	-	-
2190 Student Support Services Direction	-	-	-	-	-
2210 Student Support Services Direction		1,148	1,852	3,000	(3,000)
2220 Instructional Support Services	-	-	-	-	-
2230 EIIS	3,227		3,227	3,227	-
2240 Instructional Support Services	55,772		24,537	24,537	31,235
2300 General Administration	-	-	0	0	(0)
2310 Board of Directors	60,073	10,074	45,237	55,311	4,762
2410 School Administration	200,675	83,622	116,781	200,404	271
2520 Fiscal Services	73,450	41,214	22,754	63,968	9,482
2540 Maintenance Operations	99,230	52,259	17,820	70,079	29,151
2550 Transportation	35		472	472	(437)
2600 Technology & Records Management	-	-	-	-	-

Yamhill-Carlton
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 11/30/2025

	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 11/30/2025	Encumbered as of 12/1/2025	Total Est. Incl. Encum. as of 12/1/2025	(Over)/Under Budget
2640 Staff Management	65,000	9,783	55,217	65,000	-
2700 Supplemental Retirement Programs	73,250	1,400	7,101	8,501	64,749
3100 Enterprise and Community	522,876	141,526	318,069	459,595	63,281
3130 Supplemental Retirement Programs	-	-	-	-	-
Total Support Services	1,513,152	430,702	887,741	1,318,443	194,709
5200 Transits	-	-	-	-	-
5300 Transfers	-	-	-	-	-
7000 Unappropriated Ending Fund Balance	-	-	-	-	-
TOTAL EXPENDITURES	$ 3,758,045	$ 954,166	$ 2,219,990	$ 3,174,156	$ 583,889

Yamhill-Carlton
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 11/30/2025

	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 11/30/2025	Encumbered as of 12/1/2025	Total Est. Incl. Encum. as of 12/1/2025	(Over)/Under Budget
REVENUE					
1111 Current Year Taxes	$ 948,450	$ 992,709	$ (44,259)	$ 948,450	$ -
1112 Prior Year Taxes	15,000	20,754	$ (5,754)	$ 15,000	$ -
1190 Interest on Property Tax	2,500	3,116	$ (616)	$ 2,500	$ -
1970 Services Provided to Other Funds	-	-	$ -	$ -	$ -
1990 Miscellanous Revenue	1,539,466	456,400	$ 1,083,066	$ 1,539,466	$ -
5200 Transfers	124,700	124,700	$ -	$ 124,700	$ -
5400 Beginning Fund Balance	758,705	-	$ 758,705	$ 758,705	$ -
TOTAL REVENUE	3,388,821	1,597,679	- 1,791,142	3,388,821	-
EXPENDITURES					
5110 Principal/Interest	3,388,821	290,773	3,098,048	3,388,821	-
5200 Transits	-	-	-	-	-
5300 Transfers	-	-	-	-	-
7000 Unappropriated Ending Fund Balance	-	-	-	-	-
TOTAL EXPENDITURES	$ 3,388,821	$ 290,773	$ 3,098,048	$ 3,388,821	$ -

Yamhill-Carlton SD
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 11/30/2025

Source	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 11/30/2025	Encumbered as of 12/1/2025	Total Est. Incl. Encum. as of 12/1/2025	(Over)/Under Budget
REVENUE					
1130 Construction Excise Tax Revenue	$ 150,000	$ 52,011	$ 97,989	$ 150,000	$ -
1510 Investment Earnings	-	-	$ -	-	-
1990 Miscellaneous Local Revenue	19,992	4,987	$ 15,005	19,992	-
5200 Transfers from Other Funds	-	-	$ -	-	-
5400 Beginning Fund Balance	1,739,000	-	$ 1,739,000	1,739,000	-
TOTAL REVENUE	1,908,992	56,998	1,851,994	1,908,992	-
EXPENDITURES					
Facility Acquisition and Construction					
2540 Building Acquisition	914,000	34,500	879,500	914,000	-
4150 Building Construction/Improvement	994,992	-	994,992	994,992	-
Total Facility Acquisition	1,908,992	34,500	1,874,492	1,908,992	-
6100 Contingency	-	-	-	-	-
7000 Unappropriated Ending Fund Balance		-	-	-	-
TOTAL EXPENDITURES	$ 1,908,992	$ 34,500	$ 1,874,492	$ 1,908,992	$ -

Yamhill-Carlton SD
Statement of Revenues/Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 11/30/2025

Source	Adopted 2025-26 Budget	Actual YTD Rev./Exp. 11/30/2025	Encumbered as of 12/1/2025	Total Est. Incl. Encum. as of 12/1/2025	(Over)/Under Budget
REVENUE					
1510 Investment Earnings	$ 2,400	$ -	$ 2,400	$ 2,400	$ -
1920 Contributions or Donations	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	-
TOTAL REVENUE	63,900	-	63,900	63,900	-
EXPENDITURES					
Instruction					
1300 Tuition	8,000	-	8,000	8,000	-
Total Instruction	8,000	-	8,000	8,000	-
5200 Transits	-	-	-	-	-
5300 Transfers	-	-	-	-	-
6000 Unforeseen Expenditures	-	-	-	-	
7000 Unappropriated Ending Fund Balance	55,900	-	55,900	55,900	-
TOTAL EXPENDITURES	$ 63,900	$ -	$ 63,900	$ 63,900	$ -

Yamhill-Carlton SD
Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 11/30/2025

Expenditure by Object	Adopted 2025-26 Budget	Actual YTD Exp. 11/30/2025	Projected 12/1/2025 Thru 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed
100 General Fund						
01 Salaries	$ 7,641,319	$ 2,172,802	5,007,829	$ 7,180,631	$ 460,688	93.97%
02 Associated Payroll Cost	4,049,306	1,082,438	2,541,926	3,624,364	424,942	89.51%
03 Purchased Services	2,765,903	769,287	1,781,703	2,550,989	214,914	92.23%
04 Supplies	518,325	313,026	86,818	399,844	118,481	77.14%
05 Capital Outlay	148,722	8,659	23,737	32,396	116,326	21.78%
06 Other Objects	405,089	352,792	52,308	405,100	(11)	100.00%
07 Transfers	585,033	585,033	-	585,033	-	100.00%
08 Other Uses of Funds (Reserves)	2,000,000	-	2,000,000	2,000,000	-	100.00%
Total 100 General Fund	18,113,697	5,284,036	11,494,321	16,778,357	1,335,340	92.63%
200 Special Revenue Funds						
01 Salaries	1,429,950	357,390	1,072,516	1,429,905	45	100.00%
02 Associated Payroll Cost	894,722	228,612	541,158	769,770	124,952	86.03%
03 Purchased Services	287,840	34,717	198,952	233,669	54,171	81.18%
04 Supplies	1,096,507	283,724	275,021	558,744	537,763	50.96%
05 Capital Outlay	42,076	47,960	-	47,960	(5,884)	113.99%
06 Other Objects	6,950	1,763	5,212	6,976	(26)	100.37%
07 Transfers	0	0	0	0	(0)	100.00%
08 Other Uses of Funds (Reserves)	0	0	0	0	(0)	100.00%
Total 100 General Funds	3,758,045	954,166	2,092,858	3,047,025	711,020	81.08%
300 Debt Services Funds						
06 Other Objects	$ 2,508,186	$ 290,773	2,217,413	2,508,186	-	0.00%
08 Other Uses of Funds (Reserves)	880,635	$ -	-	-	880,635	0.00%
Total 300 Debt Services Funds	3,388,821	290,773	2,217,413	2,508,186	880,635	74.01%
400 Capital Projects Funds						
03 Purchased Services	$ -	$ 34,500	-	34,500	(34,500)	0.00%
05 Capital Outlay	$ 1,898,992		1,898,992	1,898,992	-	0.00%
06 Other Objects	10,000	$ -	10,000	10,000	-	0.00%
Total 400 Capital Projects Funds	1,908,992	34,500	1,908,992	1,943,492	(34,500)	101.81%
700 Trust Funds						
03 Purchased Services	$ 8,000		8,000	8,000		
08 Other Uses of Funds (Reserves)	55,900	$ -	-	-	55,900	0.00%
Total 700 Trust Funds	63,900	-	8,000	8,000	55,900	12.52%
Total Requirements	$ 27,233,455	$ 6,563,476	$ 17,721,584	$ 24,285,060	$ 2,948,395	

Yamhill-Carlton SD
BALANCE SHEET ALL ACCOUNTS
November 30, 2025

ASSETS

Cash in Bank (AP) - Checking	247,804	
Cash in the Bank (Student Body) - Checking	495,673	* * *
Petty Cash - Café	50	
Cash w/Fiscal Agents	716,336	
Cafeteria Account	6,026	
Investments LGIP	11,004,863	
Taxes Receivable	219,968	
Account Receivable - GASB	4,950	
Interfund Accounts Receivable	-	
Intergovernmental A/R Prior Year	1,125	
Intergovernmental Accounts Receivable	-	
Inventories for Nutrition Services	11,288	
Prepaid Expenses	22,040	
ASB Fund Balance	**(251,928)**	* *
Total Current Assets	$ 12,478,196	

LIABILITIES AND NET EQUITY

Liabilities:		
Accounts Payable	2,693	
Salaries Payable	-	
Payroll Federal Deductions Payable	-	
Payroll State Deductions Payable	222	
FICA / Medicare Withholding	-	
PERS Payable	(41,264)	
Payroll Volunteer Deduction Payable	1,131	
Payroll Direct Deposit Payable	-	
Employer Paid Benefit	(128,455)	
W/C Liberty NW	14,071	
W/C OR Assessment	(781)	
Deferred Property Tax Revenues	(235,985)	
Payroll Flex Plan Payable	-	
Deposit Payable	-	
Total Liabilities	$ (388,366)	

Total Assets - Liabilities	$	12,089,830
Net Equity	**$**	**12,089,830** *
Rounded Variance		-

** Financials without Audit Adjustments*

Note: The totals tie out correctly, and negative balances represent timing or accrual adjustments that will resolve with the final audit.

Yamhill-Carlton SD
For the Fiscal Year 2025-2026
As of 11/30/2025

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	2,214,248.02	5,839,098.86	8,053,346.88	1,084,527.12
Support Services	2000	6,390,790	6,390,790	2,484,755.38	3,447,255.60	5,932,010.98	458,779.02
	4000	-	-	-	-	-	-
Transfers	5200	585,033	585,033	585,033.00	-	585,033.00	-
		16,113,697	**16,113,697**	**5,284,036.40**	**9,286,354.46**	**14,570,390.86**	**1,543,306.14**
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	2,000,000	2,000,000	-	-	-	2,000,000.00
		18,113,697	**18,113,697**	**5,284,036.40**	**9,286,354.46**	**14,570,390.86**	**3,543,306.14**
	7000	-	-	-	-	-	-
General Fund		18,113,697	18,113,697	5,284,036	9,286,354	14,570,391	3,543,306
Restricted Revenue Func	**200**						
Instruction	1000	2,244,893	2,244,893	523,464.43	952,953.76	1,476,418.19	768,474.81
Support Services	**2000**	**990,276**	**998,676**	289,175.61	460,357.56	749,533.17	240,742.83
Community Services	3000	522,876	522,876	141,526.42	318,068.75	459,595.17	63,280.83
Transfers	5200	-	-	-	-	-	-
		3,758,045	**3,766,445**	**954,166.46**	**1,731,380.07**	**2,685,546.53**	**1,072,498.47**
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		3,758,045	**3,766,445**	**954,166.46**	**1,731,380.07**	**2,685,546.53**	**1,072,498.47**
	7000	-	-	-	-	-	-
Restricted Revenue Fund		3,758,045	3,766,445	954,166	1,731,380 0	2,685,547	1,072,498
Debt Services Fund	**400**						
Debt Services	5100	3,388,821	3,388,821	290,772.91	2,040,153.00	2,330,925.91	1,057,895.09
		3,388,821	**3,388,821**	**290,772.91**	**2,040,153.00**	**2,330,925.91**	**1,057,895.09**
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		3,388,821	**3,388,821**	**290,772.91**	**2,040,153.00**	**2,330,925.91**	**1,057,895.09**
	7000	-	-	-	-	-	-
Debt Services Fund		3,388,821	3,388,821	290,773	2,040,153	2,330,926	1,057,895
Capital Projects Fund	**400**						
Instruction	1000	-	-	-	-	-	-
Support Services	2000	914,000	914,000	34,500.00	-	34,500.00	879,500.00
Facilities Acquisitions	4000	994,992	994,992	-	-	-	994,992.00
Transfers	5200	-				-	-
		1,908,992	**1,908,992**	**34,500.00**	**-**	**34,500.00**	**1,874,492.00**
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	-	-	-	-	-	-
		1,908,992	**1,908,992**	**34,500.00**	**-**	**34,500.00**	**1,874,492.00**
	7000	-	-	-	-	-	-
Capital Projects Fund		1,908,992	1,908,992	34,500	-	34,500	1,874,492
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	-	-	-	63,900
All Funds							
Instruction	1000	11,390,767	11,390,767	2,737,712.45	6,792,052.62	9,529,765.07	1,861,001.93
Support Services	2000	8,295,066	8,303,466	2,808,431	3,907,613	6,716,044.15	1,579,021.85
Community Services	3000	522,876	522,876	141,526.42	318,068.75	459,595.17	63,280.83
Facilities Acquisitions	4000	994,992	994,992	-	-	-	994,992.00
Debt Services	5100	3,388,821	3,388,821	290,772.91	2,040,153.00	2,330,925.91	1,057,895.09
Transfers	5200	585,033	585,033	585,033.00	-	585,033.00	-
		25,177,555	**25,185,955**	**6,563,475.77**	**13,057,887.53**	**19,621,363.30**	**5,556,191.70**
Apportionments	5300	-	-	-	-	-	-
Contingency	6000	2,000,000	2,000,000	-	-	-	2,000,000.00
		27,177,555	**27,185,955**	**6,563,475.77**	**13,057,887.53**	**19,621,363.30**	**7,556,191.70**
Unappropriated & Reser	7000	55,900	55,900	-	-	-	55,900.00
All Funds		**27,233,455**	**27,241,855**	**6,563,475.77**	**13,057,887.53**	**19,621,363.30**	**7,612,091.70**

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: COLUMBIA BANK 2403 **From Date:** 11/01/2025 **To Date:** 11/30/2025

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
	62603	11/07/2025	APOGEE COMPONENTS, INC	$429.30	1156	Printed	Expense	☑	11/30/2025	
	62604	11/07/2025	CITY OF CARLTON	$2,604.30	1156	Printed	Expense	☑	11/30/2025	
	62605	11/07/2025	CITY OF YAMHILL	$10,213.59	1156	Printed	Expense	☑	11/30/2025	
	62606	11/07/2025	DAVISON AUTO PARTS	$595.68	1156	Printed	Expense	☑	11/30/2025	
	62607	11/07/2025	ESTES INDUSTRIES, LLC	$295.97	1156	Printed	Expense	☑	11/30/2025	
	62608	11/07/2025	FRYES ACTION ATHLETICS	$1,199.94	1156	Printed	Expense	☑	11/30/2025	
	62609	11/07/2025	LEARNING WITHOUT TEARS	$55.00	1156	Printed	Expense	☑	11/30/2025	
	62610	11/07/2025	MCMINNVILLE GAS INC.	$174.68	1156	Printed	Expense	☑	11/30/2025	
	62611	11/07/2025	Nurse Kama Consulting, LLC	$2,200.00	1156	Printed	Expense	☑	11/30/2025	
	62612	11/07/2025	OASBO	$450.00	1156	Printed	Expense	☑	11/30/2025	
	62613	11/07/2025	PERIN-HAVILAND, HOLLY	$95.20	1156	Printed	Expense	☑	11/30/2025	
	62614	11/07/2025	RECOLOGY WESTERN OREGON GARBAGE	$1,249.80	1156	Printed	Expense	☑	11/30/2025	
	62615	11/07/2025	Wennerstrom, Amber	$918.73	1156	Printed	Expense	☑	11/30/2025	
	62616	11/07/2025	WILCO	$22.08	1156	Printed	Expense	☑	11/30/2025	
*	62620	11/21/2025	BENJAMIN BROUILLET	$481.00	1175	Printed	Expense	☐		
	62621	11/21/2025	CLACKAMAS ESD	$3,253.75	1175	Printed	Expense	☐		
	62622	11/21/2025	Collins, Austin Hunter Saunders	$354.00	1175	Printed	Expense	☑	11/30/2025	
	62623	11/21/2025	DAVISON AUTO PARTS	$4.01	1175	Printed	Expense	☑	11/30/2025	
	62624	11/21/2025	GEORGIES CERAMIC AND CLAY	$980.00	1175	Printed	Expense	☐		
	62625	11/21/2025	Joshua Ellis	$159.31	1175	Printed	Expense	☑	11/30/2025	
	62626	11/21/2025	JOSTENS	$18.70	1175	Printed	Expense	☑	11/30/2025	
	62627	11/21/2025	KATHERINE BONNER	$238.72	1175	Printed	Expense	☑	11/30/2025	
	62628	11/21/2025	KCDA PURCHASING COOPERATIVE	$4,299.00	1175	Printed	Expense	☑	11/30/2025	

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:
Bank Account: COLUMBIA BANK 2403 **From Date:** 11/01/2025 **To Date:** 11/30/2025
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
62629	11/21/2025	LOWE'S COMPANIES INC.	$238.76	1175	Printed	Expense	☐		
62630	11/21/2025	MARLIN BRETHOWER	$187.20	1175	Printed	Expense	☐		
62631	11/21/2025	MCMINNVILLE GAS INC.	$161.42	1175	Printed	Expense	☐		
62632	11/21/2025	MICHELLE MATSON	$194.75	1175	Printed	Expense	☐		
62633	11/21/2025	MOLLY PEASE	$335.00	1175	Printed	Expense	☐		
62634	11/21/2025	MYSTERY SCIENCE INC	$8,520.00	1175	Printed	Expense	☑	11/30/2025	
62635	11/21/2025	NEWBERG STEEL & FABRICATION INC	$1,572.00	1175	Printed	Expense	☑	11/30/2025	
62636	11/21/2025	OASBO	$350.00	1175	Printed	Expense	☐		
62637	11/21/2025	OFFICE DEPOT, INC	$271.64	1175	Printed	Expense	☐		
62638	11/21/2025	OMSI	$8,500.00	1175	Printed	Expense	☑	11/30/2025	
62639	11/21/2025	PIPER CATES	$5.55	1175	Printed	Expense	☐		
62640	11/21/2025	PORTLAND GENERAL ELECTRIC	$18,461.98	1175	Printed	Expense	☑	11/30/2025	
62641	11/21/2025	REBEKAH D SMITS	$466.78	1175	Printed	Expense	☐		
62642	11/21/2025	RECOLOGY WESTERN OREGON GARBAGE	$104.79	1175	Printed	Expense	☐		
62643	11/21/2025	ROBERTS, CASSANDRA	$74.00	1175	Printed	Expense	☐		
62644	11/21/2025	Russell, Julie	$330.00	1175	Printed	Expense	☐		
62645	11/21/2025	SALEM SOCCER REFEREES ASSOC.	$26.50	1175	Printed	Expense	☑	11/30/2025	
62646	11/21/2025	SALEM WRESTLING OFFICIALS	$3,215.84	1175	Printed	Expense	☑	11/30/2025	
62647	11/21/2025	STAYTON HIGH SCHOOL	$325.00	1175	Printed	Expense	☑	11/30/2025	
62648	11/21/2025	SYSCO FOOD SERVICES	$10,628.17	1175	Printed	Expense	☑	11/30/2025	
62649	11/21/2025	THE HOME DEPOT PRO	$6,957.09	1175	Printed	Expense	☐		
62650	11/21/2025	WILCO	$144.92	1175	Printed	Expense	☑	11/30/2025	

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: COLUMBIA BANK 2403 **From Date:** 11/01/2025 **To Date:** 11/30/2025

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
62651	11/26/2025	CEDER, RICHARD G	$183.78	1181	Printed	Expense	☐		
62652	11/26/2025	SALEM GARAGE DOOR	$551.50	1181	Printed	Expense	☐		
62653	11/26/2025	UNITED RENTALS (NORTH AMERICA) INC	$198.90	1181	Printed	Expense	☐		
		Total Amount:	$92,298.33						

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: COLUMBIA BANK 2403 **From Date:** 11/01/2025 **To Date:** 11/30/2025

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

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

Other Disbursements

Date	BankName	Account	Amount	Memo	Clear Date
11/13/2025	COLUMBIA BANK	2403	(625,000.00)	LGIP 4556 to Cking 3403 Conf 4232654	11/30/2025
11/14/2025	COLUMBIA BANK	2403	516,222.78	Direct Voucher Posting	11/30/2025
11/20/2025	COLUMBIA BANK	2403	9,006.63	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	914.53	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	165.58	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	38,340.02	Direct Voucher Posting	
11/20/2025	COLUMBIA BANK	2403	(350,000.00)	LGIP to Cking	11/30/2025
11/21/2025	COLUMBIA BANK	2403	52,293.18	Direct Voucher Posting	11/30/2025
11/10/2025	COLUMBIA BANK	2403	150,002.35	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	5,606.40	Direct Voucher Posting	11/30/2025
11/13/2025	COLUMBIA BANK	2403	208.26	Direct Voucher Posting	11/30/2025
11/21/2025	COLUMBIA BANK	2403	3,100.00	Direct Voucher Posting	11/30/2025
11/10/2025	COLUMBIA BANK	2403	10,366.87	Direct Voucher Posting	11/30/2025
11/20/2025	COLUMBIA BANK	2403	4,228.11	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	158,234.64	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	44,619.95	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	50.30	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	0.00	Direct Voucher Posting	11/30/2025
11/26/2025	COLUMBIA BANK	2403	10,807.95	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	7,181.50	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	1,191.66	Direct Voucher Posting	11/30/2025

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: COLUMBIA BANK 2403 **From Date:** 11/01/2025 **To Date:** 11/30/2025

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

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

Date	BankName	Account	Amount	Memo	Clear Date
11/14/2025	COLUMBIA BANK	2403	98.94	Direct Voucher Posting	11/30/2025
11/14/2025	COLUMBIA BANK	2403	4,942.98	Direct Voucher Posting	11/30/2025
	Other Disbursement Total:		42,582.63		

Report Total Amount: $134,880.96

End of Report

2025-2026 Superintendent Evaluation Timeline

Date	ACTION
Open Session **December 9th**	Approve superintendent evaluation process and tool for 2025-2026 school year.
January 13th	Board and staff evaluation survey of the superintendent due to the board secretary. *Board secretary will compile the results (i.e., all board ratings and comments); which will then be provided to the board when they are discussing their own individual evaluations of the superintendent and developing the summative evaluation report.*
Executive Session *unless otherwise requested by the superintendent to be done in open session ORS 192.660(2)(i).* **February 12th** ****Regular February session will still be February 10th****	1. Superintendent presents their self-eval and/or artifacts of evidence of performance to the board. 2. Superintendent exits 3. Board discusses their own individual evaluations *(i.e., the compiled results of their own direct experience/observation of the superintendent's performance of standards and superintendent goals, if applicable). During this time, the board will also take into consideration the superintendent's self-evaluation/artifacts of evidence to develop the board's written summative evaluation report. (Speak with one voice)*
March 3th	Board chair presents a draft of the summative evaluation report to the superintendent. *Typically, at least 3-5 business days for superintendent to review.*
Executive Session *unless otherwise requested by the superintendent to be done in open session ORS 192.660(2)(i).* **March 10th**	Executive session for the superintendent to ask any clarifying questions of the report, superintendent exits, board discusses, makes any changes, if necessary, comes out of executive session and votes in open session to approve the summative evaluation. *A copy of the final written summative evaluation form is placed in the superintendent's personal folder.*

YCSD

Student Investment Account

2024-25 Annual Report

Overview

Student Success Act

- $2 Billion Investment (Every 2 Years)
- 50% Allocated: Student Investment Account
- Allocation for 2023-2024 - $1,002,661.31
- Allocation for 2024-2025 - $1,074,712.50

Purpose

ODE stated purpose for the Student Investment Account:

1. Meet students' mental or behavioral health needs

2. Increase academic achievement for students, including reducing academic disparities for:
    a. Economically disadvantaged
    b. Racial or ethnic groups that have historically experienced academic disparities
    c. Disabilities
    d. English language learners
    e. Foster children
    f. Homelessness
    g. Other student groups that have historically experienced academic disparities

2024-2025 SIA Budget Summary

YCES: $361,180.86 ○ Staff ■ Primary Grade ■ Behavior ■ Intervention ■ Counseling ■ Support ■ Specials	YCIS: $527,177.65 ○ Staff ■ Core Subject ■ Behavior ■ Intervention ■ Counseling ■ Support ■ Specials/Elective
YCHS: $120,376.77 ○ Staff ■ Core Subject	YCSD: $65,977.22 ○ Facility Improvement

Highlights

1. Mental and Behavioral Health
    a. School-wide social emotional learning
    b. Improved student wellbeing through counseling and behavioral support
    c. Facility improvement (fencing and cameras) for student safety

2. Improved Academic Outcomes
    a. Professional development and team-planning focused on student learning
    b. Implementation of data analysis and academic support systems
    c. Reduced class sizes

Thank You

Student Investment Account

2024-25 Annual Report

Yamhill-Carlton
School District 1

Code: **EEAE**
Adopted/Revised: 10/09/06, 12/9/25

Student Transportation in Private Vehicles

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;

2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;

3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;

4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits.[1]

5. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper installation and use of child safety system may be required.

The district will develop procedures to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 801.455
ORS 811.210
ORS 815.055
ORS 806.010 – 806.020
ORS 815.080
ORS 332.107
OAR 735-102-0010

[1] "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Yamhill-Carlton
School District 1

Code: **EEBB**
Adopted: 10/09/06, 12/09/25

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

When transporting a single student in a private vehicle, at least two staff members must be present unless the principal has authorized an exception in advance and written parental consent has been obtained. A single staff member may transport multiple students with parental consent.

A student will not be allowed to perform district business with his/her own vehicle or a staff member's vehicle.

END OF POLICY

Legal Reference(s):

ORS 30.260 - 30.265
ORS 332.107
ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080
OAR 735-102-0010

Yamhill-Carlton
School District 1

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

District Curriculum ~~Development~~

The Board believes it is necessary to continually develop and modify the district's curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of students. While keeping with the requirements of state law, the Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum ~~periodically~~ and to advise the Board on needed curriculum changes.

The Board or a committee or administrator responsible for making a decision for regarding the sure of textbooks or other instructional materials must not prohibit the use of or refuse to approve the use of textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260.

~~END OF POLICY~~

Legal Reference(s):

ORS 243.650
ORS 332.075(1)
ORS 336.035
ORS 336.067
ORS 337.260
ORS 659.850
OAR 581-021-0045
OAR 581-021-0046
OAR 581-022-0606
OAR 581-022-0807
OAR 581-022-1020
OAR 581-022-1130
OAR 581-022-1140
OAR 581-022-1210
OAR 581-022-1340
OAR 581-022-1610
Senate Bill 1098 (2025)

Yamhill-Carlton
School District 1

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

District Curriculum

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END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 332.075(1)
ORS 336.035
ORS 336.067
ORS 337.260
ORS 659.850
OAR 581-021-0045
OAR 581-021-0046
OAR 581-022-0606
OAR 581-022-0807
OAR 581-022-1020
OAR 581-022-1130
OAR 581-022-1140
OAR 581-022-1210
OAR 581-022-1340
OAR 581-022-1610
Senate Bill 1098 (2025)

Yamhill-Carlton
School District 1

Code: **JOA**
Adopted: 10/09/06
Revised/Readopted: 12/10/12; 12/14/17

Directory Information**

"Directory information" means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. ~~The following categories are designated as directory information. The following d~~Directory information may be released to the public through appropriate procedures and includes:

1. Student's name;

~~2. Student's address;~~

~~3. Student's telephone listing;~~

~~4. Student's electronic address;~~

~~5.~~2. Student's photograph;

~~6. Date and place of birth;~~

~~7.~~3. Major field of study;

~~8.~~4. Participation in officially recognized ~~sports and~~ activities and sports;

~~9.~~5. Weight and height of ~~athletic team~~ members of athletic teams;

~~10.~~6. Dates of attendance; and

~~11.~~7. Degrees or awards received;

~~12.~~8. ~~Most recent previous school or program attended.~~

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information and the requirement that the district must, by law upon request, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 180.805
ORS 326.565
ORS 326.575
ORS 336.187

OAR 581-021-0220 to -0430
OAR 581-022-1660

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - ~~1427~~ 1419 (~~2006~~2024).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2011~~2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2011~~2025).
No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (~~2006~~2024).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities
JO/IGBAB - Education Records/Records of Students with Disabilities

Yamhill-Carlton
School District 1

Code: **JOA**
Adopted: 10/09/06
Revised/Readopted: 12/10/12; 12/14/17

Directory Information**

"Directory information" means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. Directory information may be released to the public through appropriate procedures and includes:

1. Student's name;

2. Student's photograph;

3. Major field of study;

4. Participation in officially recognized activities and sports;

5. Weight and height of members of athletic teams;

6. Dates of attendance; and

7. Degrees or awards received;

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information and the requirement that the district must, by law upon request, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

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END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 180.805
ORS 326.565
ORS 326.575
ORS 336.187

OAR 581-021-0220 to -0430
OAR 581-022-1660

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1419 (2024).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2025).
No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2024).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities
JO/IGBAB - Education Records/Records of Students with Disabilities

Yamhill-Carlton
School District 1

Code: **KBA-AR**
Revised/Reviewed: 12/14/17

Public Records

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. A public records request shall be submitted in writing through the superintendent's office at 120 N Larch Pl - Yamhill, OR 97148.

2. Upon receipt of a written request, the district shall respond within five business days[1] acknowledging receipt of the request or completing[2] the district's response to the request. If the district provides an acknowledgment of the request, it must:

   a. Confirm that the district is the custodian of the requested record;
   b. Inform the requester that the district is not the custodian of the requested record; or
   c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.

3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:

   a. Complete its response to the public records request in accordance with ORS 192.329(2). If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
   b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.

4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:

   a. The staff or volunteers[3] necessary to complete a response to the public records request are unavailable;

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[1]"Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

[2]The district response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.329).

[3]Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
c. Of the volume of the public records request being simultaneously processed by the district.

The district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the district for information or clarification, the district shall close the request.

6. If a copy of a public record is requested, the district will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be provided in the form the record is maintained.

~~6.~~7. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

~~7.~~8. Information will be made available to individuals with disabilities in an ~~appropriate~~ accessible format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

9. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be charged to the requester~~reimbursed to the district~~. ~~Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of $.25 per page.~~

Costs will be as follows:

a. Clerical time: $40 per hour;
b. Administrator time: $90 per hour;
c. Attorney time: $300 per hours;
d. Printing: $.25 per page.~~-~~

Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date he/she was informed of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the

district shall close the request.

~~9.~~10. The district reserves the right to restrict the inspection of some public records to the district's facilities.

Yamhill-Carlton
School District 1

Code: **KBA-AR**
Revised/Reviewed: 12/14/17, 12/09/25

Public Records

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. A public records request shall be submitted in writing through the superintendent's office at 120 N Larch Pl - Yamhill, OR 97148.

2. Upon receipt of a written request, the district shall respond within five business days[1] acknowledging receipt of the request or completing[2] the district's response to the request. If the district provides an acknowledgment of the request, it must:

   a. Confirm that the district is the custodian of the requested record;
   b. Inform the requester that the district is not the custodian of the requested record; or
   c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.

3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:

   a. Complete its response to the public records request in accordance with ORS 192.329(2). If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
   b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.

4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:

   a. The staff or volunteers[3] necessary to complete a response to the public records request are unavailable;
   b. Compliance would demonstrably impede the district's ability to perform other necessary services; or

[1]"Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

[2]The district response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.329).

[3]Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

c. Compliance would demonstrably impede the district's ability to perform other necessary services; or

d. Of the volume of the public records request being simultaneously processed by the district.

The district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the district for information or clarification, the district shall close the request.

6. If a copy of a public record is requested, the district will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be provided in the form the record is maintained.

7. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

8. Information will be made available to individuals with disabilities in an accessible format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

9. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be charged to the requester.

   Costs will be as follows:

   a. Clerical time: $40 per hour;
   b. Administrator time: $90 per hour;
   c. Attorney time: $300 per hours;
   d. Printing: $.25 per page.

   Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

   If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date he/she was informed of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

10. The district reserves the right to restrict the inspection of some public records to the district's facilities.