



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;120 N LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://zoom.us/j/91341315065?pwd=WEVMZmhoSmkxdE8zcGFqZ3BsQnh5UT09>
Password: sW66uH

Thursday, January 12, 2023

Regular Session: 6:00pm

AGENDA

- I. **Call to Order Regular Session**
- II. **Flag Salute**
- III. **Individuals, Delegations, Recognitions, and Communications**
 - A. Audit Report Presented by Tara Kamp, Pauly Rogers and Co PC
 - B. YCHS Student body Representative – Verbal Report
 - C. YCES – Amanda Dallas – Student Spot Light
 - D. YCIS – Matt Wiles & Chad Tollefson – Verbal Report
 - E. YCHS – Scott Henderson & Brad Post – 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 vertner@yoschools.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. Work & Regular meeting December 08, 2022
 - B. Personnel
 - C. Enrollment
 - D. Donations
- 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 December 2022 – Tami Zigler (Action Item)

Note: Unless approved, Regular Meetings of the Board of Directors will be no longer than 3 hours in length at any single session. **INTERPRETERS FOR THE HEARING IMPAIRED:** To request interpreter services for this meeting call 503-852-6983 at least 24 hours prior to the meeting.

VII. New Business

- A. Approval of Audited Financials for Fiscal Year Ending 2022 (Action Item)
- B. 1st Read of Policies
 - 1. Academic Achievement (IK)
 - 2. Graduation Requirements (IKF)
 - 3. Use of Restraint or Seclusion (JGAB)

- C. Adopt Updated Policies (Action Item)
 - 1. Interscholastic Activities (IGDJ)
 - 2. Criminal Records Checks & Fingerprinting (GCDA/GDDA-AR)

VIII. Board of Directors Comments

IX. Adjournment

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BOARD OF DIRECTORS WORK SESSION AGENDA

LOCATION; 120 N Larch PL. YAMHILL OR 97148

Or VIA ZOOM <https://zoom.us/j/91341315065?pwd=WEVMZmhoSmkxdE8zcGFqZ3BsQnh5UT09>
Password: sW66uH

Thursday, December 08, 2022

Work Session: 5:00pm

MINUTES

School Board Members in Attendance: Susan FitzGerald, Jami Eglund, Ken Watson, Erin Galyean, JaJetta Dumdi

District members in attendance: Clint Raever and Tami Zigler

Community members in attendance: Julia Howard

I. Call to Order Work Session

S. Fitzgerald called the work session to order @ 5:00pm.

II. District Financial Review

Tami Zigler, Director of Fiscal Services reviewed the District's financial position including:

District Enrollment – up 86 students from the original estimate done in December of 2021, which translates into an increase of 70 ADMw (Average Daily Membership weighted) for a total of 1,222 ADMw. The 2022-23 Budget was done on an estimate of 1,193 ADMw.

Importance of reviewing the ADM reporting to the state is on track with projected numbers. Reporting is done 4 times per year.

Reviewed Local Tax revenues compared to prior years percentages collected at the same time. The tax revenues are on track for the budgeted amount.

Discussed how Local Tax Revenues affect the money received from the State School Fund. The more taxes received at the local district, the less money received from the State.

Discussed Alliance Academy enrollment and how the effect of increase students has on the state school fund and what could happen if a sudden decrease in enrollment.

Reviewed the financial packet, including balance sheet funds, cash flow reports in all funds and general fund, statement of resources, statement of expenditures by function, statement of expenditures by function and object, financials for Special Revenue funds (Grants), Debt Service Funds, and Capital Project Funds, and reports showing Budget Analysis reports with YTD comparisons to prior years.

III. Adjournment

S. FitzGerald adjourned the work session @ 5:55pm.

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BOARD OF DIRECTORS REGULAR SESSION AGENDA

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Or VIA ZOOM <https://zoom.us/j/91341315065?pwd=WEVMZmhoSmkxdE8zcGFqZ3BsQnh5UT09>
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School Board Members in Attendance: Susan FitzGerald, Jami Egland, Ken Watson, Erin Galyean, JaJetta Dumdi
District members in attendance: Clint Raever, Tami Zigler, Scott Henderson, Chad Tollefson, Matt Wiles and Kristen Watson
Community members & Students in attendance: Dorothy Adair and Julia Howard

Thursday, December 08, 2022

Regular Session: 6:00pm

MINUTES

I. Call to Order Regular Session

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

II. Flag Salute

III. Individuals, Delegations, Recognitions, and Communications

A. YCHS – Scott Henderson & Brad Post – Student Spot Light

- Graduation number update: 78% of seniors are currently on track, with a goal to go above 80%.

- 9th Grade on Track: 40%-Failing 1 class; 21%-Failing 2 classes; 15%-Failing 3 classes; 8%-Failing 4 or more classes. Support classes in language arts and math will be started semester 2.

- Over 30 seniors, 32 juniors, 16 sophomores in Credit Recovery.

- YCHS Rocketry team has been invited to once again participate in the Student Launch Initiative NASA Competition in Alabama.

- YCHS Rocketry group has gained 3 new team members this year and is finalizing plans for the agricultural based payload project.

B. YCHS Student body Representative – Verbal report

Dorothy Adair: ASB President:

- YCHS raised 700 cans of food for food drive

- Winter themed spirit week will be December 12th - December 16th 2022

- Fall blood drive was a huge success

C. YCES – Amanda Dallas – Verbal Report

- Amanda Dallas not present - Printed copy of report given to Board.

D. YCIS – Matt Wiles & Chad Tollefson – Verbal Report

- MTSS 20% meetings happened the past few weeks to use data to identify students in need of support.

- Winter screening assessments will take place January 9-20.

- Mr. Wiles and several other staff members attended ASSIST training last week. This is a suicide training to recognize and support students in need.

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IV. Review of Agenda (Action Item)

E. Galyean motioned to approve the agenda as presented. J. Dumdi seconded. All in favor, motion carried.

V. Regular Session- Consent Agenda (Action Item)

A. Approval of Board of Directors minutes

1. Regular meeting November 10, 2022

B. Personnel

C. Enrollment

K. Watson motioned to approve the consent agenda as presented. J. Eglund seconded. All in favor, motion carried.

VI. Announcements and Reports

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

- Math adoption year: Curriculum caravan was attended by the elementary school live, and secondary will watch recordings.

- Wireless access points will be installed over winter break.

- RFP’s will go out Tuesday for a vendor for a facilities assessment.

- An engineer looked at the stadium, and there is a Zoom meeting tomorrow. Hope to have more information soon about the overall health of the stadium.

B. District Facilities Report- Ian Barr – Verbal Report

- Boiler re-pipe for the YCIS 91’ building will start in the next few weeks.

- Down two staff at the elementary school, staff is positive and doing well to cover.

- Updated the fire suppression systems within both school kitchens.

- New intercom bell system is currently being installed.

- Looking at the Storm water drains that will need to be fixed in the future.

C. Financials & List of Bills for November 2022 – Tami Zigler (Action Item)

E. Galyean motioned to approve the Financials & List of Bills for November 2022 as presented. J. Dumdi seconded. All in favor, motion carried.

VII. New Business

A. Approval for out of state travel for YCHS Rocketry Team- April 2023

E. Galyean motioned to approve out of state travel for the YCHS Rocketry Team in April 2023. J. Dumdi seconded. All in favor, motion carried.

B. School Improvement Act (SIA) Annual Report (Action Item)

K. Watson motioned to approve the School Improvement Act Annual Report as presented. J. Dumdi seconded. All in favor, motion carried.

C. 1st Read of Policies

1. Interscholastic Activities (IGDJ)

2. Criminal Records Checks & Fingerprinting (GCDA/GDDA-AR)

D. Approve Updated Policies (Action Item)

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1. Personnel Records (GBL)
2. Special Education - Individualized Education Program (IEP) (IGBAF)
3. Special Education - Individualized Education Program (IEP) (IGBAF-AR)
4. Special Education - Procedural Safeguards** (IGBAG-AR)
5. Workplace Harassment (GBEA)

E. Galyean motioned to approve the Updated Policies as presented. K. Watson seconded. All in favor, motion carried.

VIII. Board of Directors Comments
Happy Holidays!

IX. Adjournment

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Yamhill Carlton School District
Human Resources
Board Report
January 12, 2023



New Hires

Myste Ferrie, YCES Behavior/ Life Skills IA II
Joey Koopman, Custodial/ Maintenance/ Grounds
Erin Tichenor, Custodian

Resign/Retire/Term Employees

Current Employees: Position Changes

Currently Open Positions

YCIS Gen Ed IA
YCIS 8th Grade Language Arts Teacher

Yamhill Carlton School District Enrollment Report

December

2022

District Enrollment for 2022-23 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	301	297	299	299	-	-	-	-	-	-
YCIS	332	329	330	325	-	-	-	-	-	-
YCHS	293	290	288	284	-	-	-	-	-	-
Alliance	192	194	191	190	-	-	-	-	-	-
Total	1,118	1,110	1,108	1,098	-	-	-	-	-	-

YCES Enrollment for 2022-23 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	73	71	72	72	-	-	-	-	-	-
1st Grade	66	65	65	65	-	-	-	-	-	-
2nd Grade	73	72	71	71	-	-	-	-	-	-
3rd Grade	89	89	91	91	-	-	-	-	-	-
22/23 Total	301	297	299	299	-	-	-	-	-	-
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
18/19 Total	336	337	337	337	332	332	330	332	332	331

YCIS Enrollment for 2022-23 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	57	57	55	55	-	-	-	-	-	-
5th Grade	66	66	65	64	-	-	-	-	-	-
6th Grade	75	75	78	76	-	-	-	-	-	-
7th Grade	70	70	70	68	-	-	-	-	-	-
8th Grade	64	61	62	62	-	-	-	-	-	-
22/23 Total	332	329	330	325	-	-	-	-	-	-
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
18/19 Total	325	310	312	310	310	305	304	305	304	303

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

YCHS Enrollment for 2022-23 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	74	75	76	75	-	-	-	-	-	-
10th Grade	77	75	74	74	-	-	-	-	-	-
11th Grade	73	71	70	67	-	-	-	-	-	-
12th Grade	69	69	68	68	-	-	-	-	-	-
Transition	-	-	-	-	-	-	-	-	-	-
22/23 Total	293	290	288	284	-	-	-	-	-	-
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
18/19 Total	277	277	279	281	278	281	279	274	275	261

Alliance Academy Enrollment 2022-23

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	16	16	16	16	-	-	-	-	-	-
1st Grade	27	27	27	27	-	-	-	-	-	-
2nd Grade	25	25	25	25	-	-	-	-	-	-
3rd Grade	21	21	21	21	-	-	-	-	-	-
4th Grade	25	26	24	23	-	-	-	-	-	-
5th Grade	23	23	23	23	-	-	-	-	-	-
6th Grade	21	21	21	21	-	-	-	-	-	-
7th Grade	12	13	13	13	-	-	-	-	-	-
8th Grade	8	8	8	8	-	-	-	-	-	-
9th Grade	4	3	3	3	-	-	-	-	-	-
10th Grade	5	5	5	4	-	-	-	-	-	-
11th Grade	5	6	5	6	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-	-	-	-	-
22/23 Total	192	194	191	190	-	-	-	-	-	-
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
18/19 Total	88	89	94	94	99	105	106	106	103	103

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

Donations 2022-2023 YCES

DATE	NAME	Donation	Address
Dec-22	Steve & Janelle Shaffer	\$50.00 Winter Wonderland	2801 E Harrison Ave #16 Harlingen, TX 78550

Mission

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



To: Board of Directors – Yamhill Carlton School District
Clint Raever, Superintendent

From: Tami Zigler, Business Manager

Date: January 12, 2023

Re: District Financial Report

SUMMARY for Fiscal Year 2022-2023

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

For the current period, total revenue was \$5,594 more than planned and total expenditures were \$476,251 less than planned. The combined result is a \$481,845 favorable surplus condition for the current year period.

REVENUES

TAXES: Taxes are \$31,445 over plan. This favorable condition represents 0.8% of the year-to-date plan amount of \$3,713,656. This amount is considered tolerable, and was primarily driven by an increase in 1111 CURRENT YEAR TAXES. For the current year period, Taxes increased 7.3% over the prior year period compared to an average increase of 6.0% over the preceding 4 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is \$43,547 under plan. This unfavorable condition represents -60.3% of the year-to-date plan amount of \$72,180. This variance amount is considered material, and was primarily driven by a decrease in 1990 MISCELLANEOUS. For the current year period, Tuition, Fees, Other decreased 67.5% over the prior year period compared to an average increase of 3.3% over the preceding 4 years.

EARNINGS ON INVESTMENTS: Earnings on Investments are \$40,739 over plan. This favorable condition represents 401.6% of the year-to-date plan amount of \$10,145. This amount is considered material, and was primarily driven by an increase in 1510 INTEREST ON INVESTMENTS. For the current year period, Earnings on Investments increased 539.7% over the prior year period compared to an average decrease of 13.6% over the preceding 4 years.

INTERMEDIATE REVENUE: Intermediate Revenue is \$257 over plan. This favorable condition represents 0.3% of the year-to-date plan amount of \$93,750. This amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Intermediate Revenue increased 130.0% over the prior year period compared to an average decrease of 4.9% over the preceding 4 years.

STATE UNRESTRICTED AID AND SSF: State Unrestricted Aid and SSF is \$23,299 under plan. This unfavorable condition represents -0.6% of the year-to-date plan amount of \$4,135,892. This variance amount is considered tolerable, and was primarily driven by a decrease in 3101 STATE SCHOOL FUND - GENERAL SUPPORT. For the current year period, State Unrestricted Aid and SSF increased 7.0% over the prior year period compared to an average increase of 0.3% over the preceding 4 years.

EXPENDITURES

SALARIES: Salaries are \$77,645 under plan. This favorable condition represents -3.6% of the year-to-date plan amount of \$2,161,532. The current year variance amount is considered tolerable, and was primarily driven by decreases in 0111 LICENSED SALARIES, 0112 CLASSIFIED SALARIES, and 0130 ADDITIONAL SALARY. For the current year period, Salaries increased 6.2% over the prior year period compared to an average increase of 1.6% over the preceding 4 years.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are \$109,918 under plan. This favorable condition represents -9.2% of the year-to-date plan amount of \$1,192,582. The current year variance amount is considered material, and was primarily driven by a decrease in 0241 EMPLOYEES INSURANCE. For the current year period, Associated Payroll Costs increased 5.4% over the prior year period compared to an average increase of 3.3% over the preceding 4 years.

PURCHASED SERVICES: Purchased Services are \$288,388 under plan. This favorable condition represents -28.5% of the year-to-date plan amount of \$1,011,813. This variance amount is considered material, and was primarily driven by decreases in 0331 REIMBURSABLE STUDENT TRANSPORTATION, 0310 INSTR, PROF & TECH SRVS, and 0311 SUBSTITUTE SERVICES. For the current year period, Purchased Services decreased 3.2% over the prior year period compared to an average decrease of 1.9% over the preceding 4 years. The largest Purchased Services groups - 0331 REIMBURSABLE STUDENT TRANSPORTATION, 0310 INSTR, PROF & TECH SRVS, 0325 ELECTRICITY, 0327 WATER AND SEWAGE, and 0311 SUBSTITUTE SERVICES, representing 74.0% of total Purchased Services, increased by 1.2%.

SUPPLIES: Supplies are \$118,394 under plan. This favorable condition represents -27.9% of the year-to-date plan amount of \$423,887. This amount is considered material, and was primarily driven by a decrease in 0420 TEXTBOOKS. For the current year period, Supplies increased 59.3% over the prior year period compared to an average decrease of 2.4% over the preceding 4 years.

CAPITAL OUTLAY: Capital Outlay is \$47,026 under plan. This favorable condition represents -39.6% of the year-to-date plan amount of \$118,842. The current year variance amount is considered material, and was primarily driven by a decrease in 0550 TECHNOLOGY. For the current year period, Capital Outlay decreased 10.4% over the prior year period. The largest Capital Outlay group - 0541 INITIAL & ADDITIONAL EQUIPMENT PURCHASE, representing 91.4% of total Capital Outlay, increased by 741.2%.

OTHER OBJECTS: Other Objects are \$446 over plan. This unfavorable condition represents 0.2% of the year-to-date plan amount of \$236,377. This amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Other Objects increased 6.9% over the prior year period compared to an average decrease of 2.8% over the preceding 4 years.

TRANSFERS: Transfers are \$164,675 over plan. This unfavorable condition represents 127.7% of the year-to-date plan amount of \$128,942. This variance amount is considered material, and was primarily driven by increases in 0791 TRANSFER TO BUILDING FUND, and 0790 OTHER TRANSFERS. For the current year period, Transfers decreased 6.7% over the prior year period compared to an average decrease of 7.6% over the preceding 4 years. The largest Transfers groups - 0791 TRANSFER TO BUILDING FUND, and 0790 OTHER TRANSFERS, representing 81.3% of total Transfers, decreased by 0.4%.

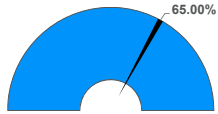
OTHER USES OF FUNDS: Other Uses of Funds are on plan. This amount is considered trivial and meets expectations based on budget appropriations.

Information provided by Frontline Analytics powered by Forecast5.

100 GENERAL FUND Revenue Dashboard Summary

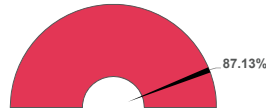
For the Period Ending December 31, 2022

Actual YTD Revenues



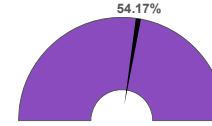
Projected YTD Revenues
64.95%

Actual YTD Local Sources



Projected YTD Local Sources
86.47%

Actual YTD State Sources



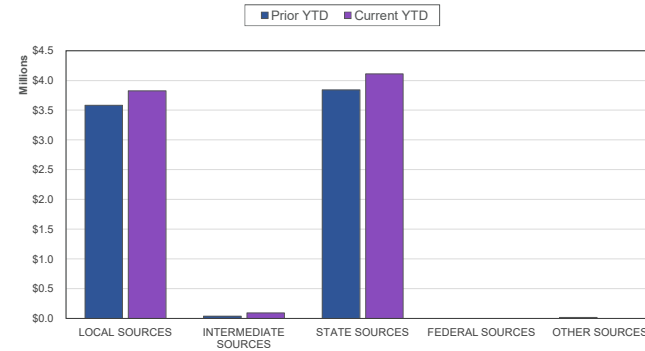
Projected YTD State Sources
54.48%

General Fund Revenues

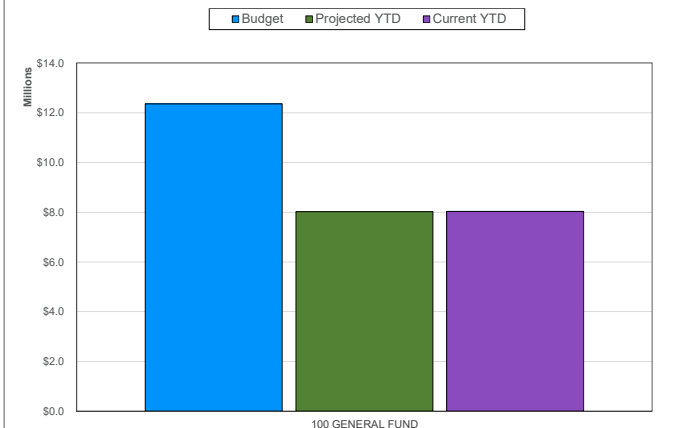
Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

State School Fund	\$4,112,593
Ad Valorem Taxes Levied By District	\$3,739,373
Resources - Beginning Fund Balance	\$2,229,182
Unrestricted Revenue	\$93,750
Interest On Investments	\$50,884
Fees	\$18,525
Miscellaneous	\$7,401
Penalties And Interest On Taxes	\$5,728
Rentals	\$1,560
Fees Charged To Grants	\$1,146
Percent of Total Revenues Year-to-Date	100.00%

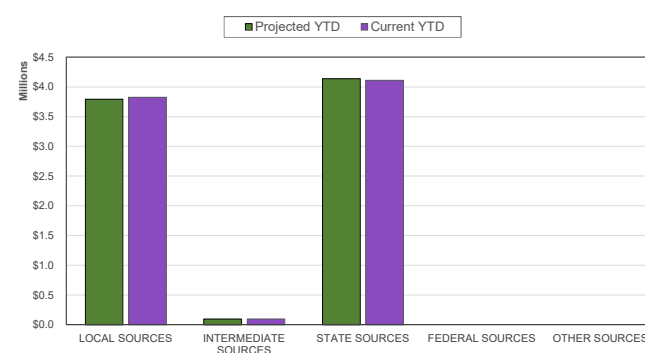
GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



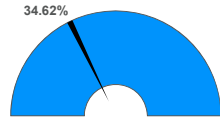
GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



100 GENERAL FUND Expense Dashboard Summary

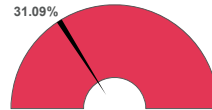
For the Period Ending December 31, 2022

Actual YTD Expenditures



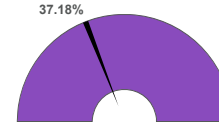
Projected YTD Expenditures
38.06%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
37.94%

Actual YTD Other Objects



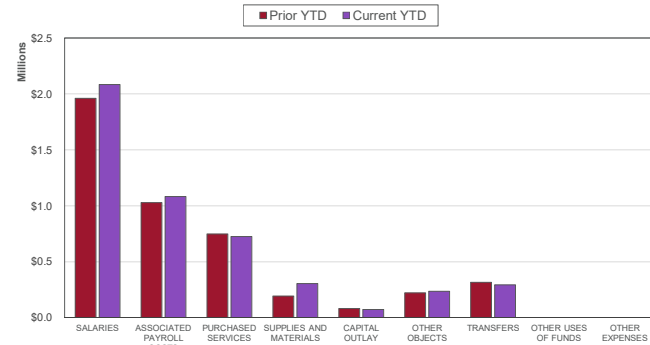
Projected YTD Other Objects
38.15%

General Fund Expenditures

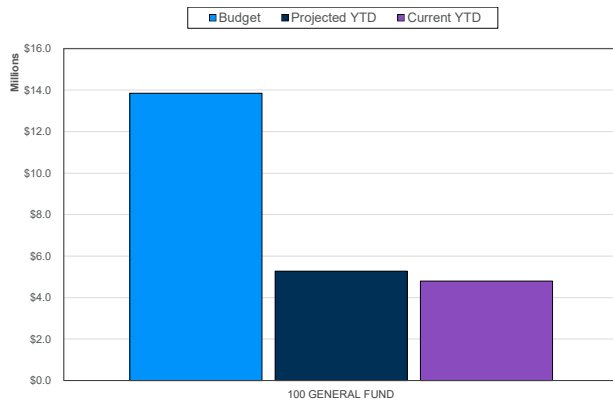
Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Licensed Salaries	\$973,665
Classified Salaries	\$467,320
Employees Insurance	\$423,260
Pers Ual Contribution	\$362,538
Administrators	\$345,154
Reimbursable Student Transportation	\$203,748
Property Insurance Premiums	\$180,444
Instr. Prof & Tech Svcs	\$155,582
Fica/Medicare	\$155,474
Textbooks	\$154,348
Percent of Total Expenditures Year-to-Date	71.32%

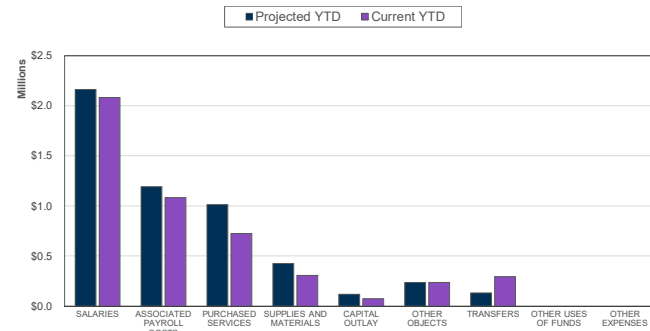
GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



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

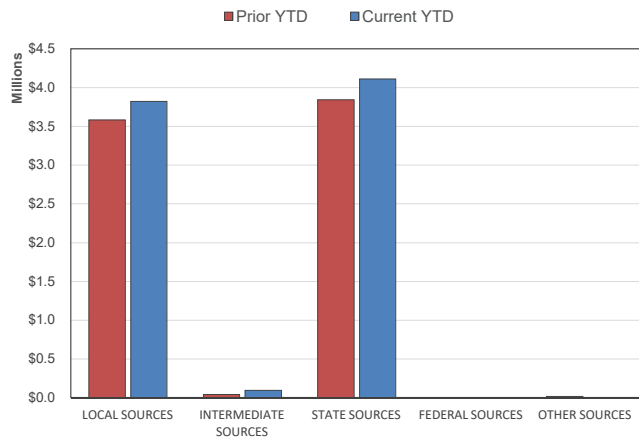


100 GENERAL FUND | Financial Summary by Object

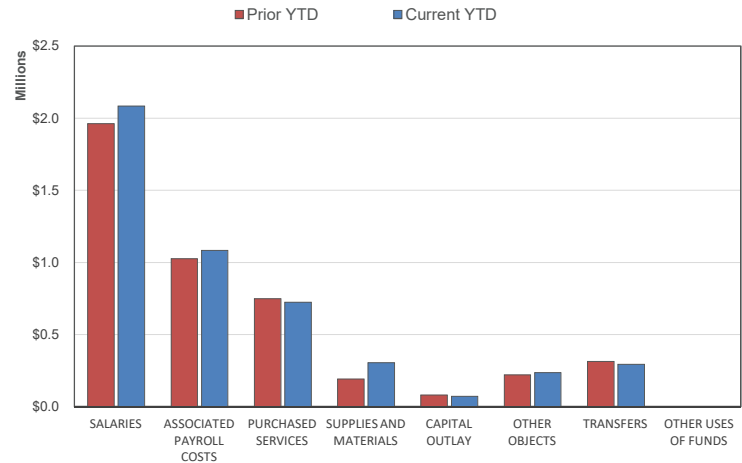
For the Period Ending December 31, 2022

	Prior Year Actual		YTD % of PY Actual	Annual Budget		YTD % of Budget
	Prior YTD	Prior Year Actual		Current YTD	Annual Budget	
Beginning Fund Balance	\$ 1,899,600	\$ 1,899,600		\$ 2,229,182	\$ 1,500,000	
REVENUES						
Local Sources	3,585,846	4,092,569	87.62%	3,824,616	4,389,725	87.13%
Intermediate Sources	40,879	166,694	24.52%	94,007	375,000	25.07%
State Sources	3,843,754	7,164,071	53.65%	4,112,593	7,591,710	54.17%
Federal Sources	-	-		-	-	
Other Sources	17,273	17,273	100.00%	-	-	
TOTAL REVENUE	\$ 7,487,752	\$ 11,440,607	65.45%	\$ 8,031,216	\$ 12,356,435	65.00%
EXPENDITURES						
Salaries	\$ 1,961,437	\$ 5,155,869	38.04%	\$ 2,083,887	\$ 5,726,471	36.39%
Associated Payroll Costs	1,026,959	2,780,466	36.93%	1,082,664	3,365,472	32.17%
Purchased Services	747,558	1,985,625	37.65%	723,426	2,444,433	29.59%
Supplies and Materials	191,726	289,972	66.12%	305,493	607,234	50.31%
Capital Outlay	80,125	101,283	79.11%	71,816	137,400	52.27%
Other Objects	221,488	225,729	98.12%	236,823	240,750	98.37%
Transfers	314,579	514,579	61.13%	293,617	313,617	93.62%
Other Uses of Funds	-	-		-	1,021,058	0.00%
Other Expenses	-	-		-	-	
TOTAL EXPENDITURES	\$ 4,543,872	\$ 11,053,523	41.11%	\$ 4,797,725	\$ 13,856,435	34.62%
SURPLUS / (DEFICIT)	\$ 2,943,880	\$ 387,084		\$ 3,233,491	\$ (1,500,000)	
ENDING FUND BALANCE	\$ 4,843,480	\$ 2,286,684		\$ 5,462,673	\$ -	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD



**YAMHILL CARLTON SCHOOL DISTRICT
SPECIAL REVENUE FUNDS
FOR THE FISCAL YEAR 2022-2023
AS OF DECEMBER 31, 2022**

FUND DESCRIPTION	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
201 TITLE I	135,635.82	2,187.82	46,001.67	88,002.27	1,631.88
204 TITLE II-A & TITLE IV-D	10,763.00	-	-	-	10,763.00
206 IDEA PART B 611	170,133.00	20,409.16	48,572.76	75,007.28	46,552.96
212 ESSER II FUNDS	127,051.31	-	83,005.41	11,894.04	32,151.86
213 ESSER III FUNDS	636,799.63	-	194,775.24	161,113.78	280,910.61
214 SUMMER LEARNING GRANTS - 2022 K-8	51,770.84	51,770.84	51,770.84	-	-
214 SUMMER LEARNING GRANTS - 2022 9-12	16,566.13	16,566.13	16,566.13	-	-
215 MEDICAID ADMIN CLAIMING (MAC)	10,000.00	1,527.92	-	-	10,000.00
218 ORTII	3,326.64	3,326.64	3,326.64	-	-
231 FUEL UP TO PLAY 60	771.40	771.40	-	-	771.40
233 HIGH SCHOOL SUCCESS (M-98)	237,912.42	61,835.21	79,669.91	144,288.51	13,954.00
235 CTE REVITALIZATION FUNDS	30,000.00	29,596.74	-	-	30,000.00
238 CAREER PATHWAYS	8,120.27	-	-	-	8,120.27
239 OUTDOOR SCHOOL (M-99)	69,976.00	-	-	-	69,976.00
241 ESSA SUPPORT	45,521.00	2,937.50	13,263.33	27,533.93	4,723.74
251 STUDENT INVESTMENT ACCOUNT (SIA)	788,749.23	409,479.59	267,907.51	443,465.60	77,376.12
259 RECRUITMENT & RETENTION GRANT	129,866.73	110,385.00	83,389.74	-	46,476.99
261 TAP GRANTS - FACILITIES ASSESSMENT	20,000.00	-	-	-	20,000.00
261 TAP GRANTS - LONG RANGE PLANNING	25,000.00	-	-	-	25,000.00
261 TAP GRANTS - AHERA	25,000.00	-	8,500.00	13,000.00	3,500.00
261 TAP GRANTS - LEAD TESTING	5,880.00	-	1,750.00	4,130.00	-
LOCAL/STATE/FED GRANTS	2,548,843.42	712,540.59	898,499.18	968,435.41	681,908.83
230 MISCELLANEOUS GRANTS	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	GRANT BALANCE
000 MISCELLANEOUS GRANTS	1,500.00	822.08	173.74	1,460.57	(134.31)
401 ASPIRE	2,500.00	-	902.10	1,353.19	244.71
802 AG DRONE PROJECT	1,474.57	1,474.57	-	-	1,474.57
803 VETERANS LEGACY GRANT	785.03	785.03	-	-	785.03
809 STUDENT TEACHING	1,705.02	2,005.02	956.42	-	748.60
814 FTC ROBOTICS DONATION	1,274.00	1,274.00	-	-	1,274.00
821 OSCU ROCKETRY GRANT	16.17	16.17	-	-	16.17
824 EIIS GRANT	3,055.00	-	-	-	3,055.00
825 MENSTRUAL DIGNITY ACT	4,676.22	-	-	-	4,676.22
SUB TOTAL MISC GRANTS	16,986.01	6,376.87	2,032.26	2,813.76	12,139.99
FUND OTHER SPECIAL REVENUE	BUDGET	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
250 FOOD SERVICE	444,252.00	181,930.56	128,838.02	289,886.03	25,527.95
265 EARLY RETIREMENT	81,000.00	90,033.81	8,400.00	18,400.00	54,200.00
266 PROFESSIONAL DEVELOPMENT	60,000.00	65,273.01	9,997.00	12,730.00	37,273.00
280 STUDENT BODY ACCOUNTS	-	-	-	-	-
281 STUDENT BODY ACCOUNTS - YCES	30,000.00	-	-	-	30,000.00
282 STUDENT BODY ACCOUNTS - YCIS	170,000.00	80,024.20	-	-	170,000.00
283 STUDENT BODY ACCOUNTS - YCHS	315,000.00	260,211.28	10,467.87	58,622.74	245,909.39
SUB TOTAL OTHER SPECIAL REVENUE	1,100,252.00	677,472.86	157,702.89	379,638.77	562,910.34
TOTAL ALL 200 FUNDS	3,666,081.43	1,396,390.32	1,058,234.33	1,350,887.94	1,256,959.16

*Balance is the Budget column minus Expenditures and Encumbrances. Actual Balance will change based on Revenues received.

**YAMHILL CARLTON SCHOOL DISTRICT
FOR THE FISCAL YEAR 2022-2023
DEBT SERVICES, CAPITAL PROJECT, AND FIDUCIARY FUNDS
AS OF DECEMBER 31, 2022**

FUND DESCRIPTION	BUDGET	BEGINNING FUND			ENCUMBRANCE	PROJECTED	CASH BALANCE
		BALANCE	REVENUE	EXPENDITURE		BALANCE*	
300 GENERAL OBLIGATION DEBT	966,350.00	104,498.93	892,259.28	237,872.74	728,477.26	-	758,885.47
301 QZAB DEBT	143,517.00	3,496.85	124,923.10	143,514.57	-	2.43	(15,094.62)
302 PERS UAL DEBT	1,861,684.00	556,602.20	453,774.76	140,686.00	1,146,372.00	574,626.00	869,690.96
304 JCI PROJECT DEBT	121,100.00	18,600.43	121,291.68	121,100.00	-	-	18,792.11
TOTAL DEBT SERVICES	3,092,651.00	683,198.41	1,592,248.82	643,173.31	1,874,849.26	574,628.43	1,632,273.92

FUND DESCRIPTION	BUDGET	BEGINNING FUND			ENCUMBRANCE	PROJECTED	CASH BALANCE
		BALANCE	REVENUE	EXPENDITURE		BALANCE*	
400 CET CAPITAL PROJECTS	130,939.92	55,378.79	75,561.13	4,669.84	11,740.00	114,530.08	126,270.08
410 SEISMIC REHABILITATION GRANT	1,174,267.00	-	1,115,772.29	1,115,772.29	-	58,494.71	-
475 CAPITAL PROJECT FUND	18,000.00	18,487.92	9,398.31	-	-	18,000.00	27,886.23
TOTAL CAPITAL PROJECTS	1,323,206.92	73,866.71	1,200,731.73	1,120,442.13	11,740.00	191,024.79	154,156.31

FUND DESCRIPTION	BUDGET	BEGINNING FUND			ENCUMBRANCE	PROJECTED	CASH BALANCE
		BALANCE	REVENUE	EXPENDITURE		BALANCE*	
785 LAUGHLIN SCHOLARSHIP FUND	49,000.00	51,827.47	2,429.09	-	-	49,000.00	54,256.56
TOTAL TRUST IN AGENCY	49,000.00	51,827.47	2,429.09	-	-	49,000.00	54,256.56
TOTAL OTHER FUNDS	4,464,857.92	808,892.59	2,795,409.64	1,763,615.44	1,886,589.26	814,653.22	1,840,686.79

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

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: **From Check Date:** 12/01/2022 **To:** 12/31/2022 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
60354	A & E SAFE AND ALARM INC	\$13.57
0	ALISON CHEATHAM	\$123.62
0	ALLAN, DOUGLAS M	\$168.00
0	AMAZON CAPITAL SERVICES	\$1,536.86
0	AMUZU, NICOLE M	\$218.75
0	BELT-VERHOEF, STEPHANIE	\$284.14
0	BETH SHEPPARD	\$500.00
0	BLICK ART MATERIALS	\$835.41
60325	CARLSON TESTING, INC.	\$825.00
0	CENTURY LINK	\$190.61
60369	CHAD SCOTT	\$98.75
0	CHELSEA POGUE	\$324.25
60333	CHEMEKETA COMMUNITY COLLEGE	\$1,979.00
60334	CITY OF CARLTON	\$1,766.61
60335	CITY OF YAMHILL	\$4,620.40
60336	COPY CATS	\$338.00
0	CORRENA BRIX	\$1,200.00
0	CRYSTAL SHULMIRE	\$220.88
60337	DAVISON AUTO PARTS	\$748.96
0	DELL INC	\$253.78
60326	DEPT CONSUMER & BUSINESS SERVICES	\$84.00
60327	E3 DIAGNOSTICS	\$174.99
0	ERIKA BARBER	\$1,500.00
0	ERIN CONNAUGHTON	\$107.10
0	ESS WEST LLC	\$10,952.66
0	FOLEY, ANNE MICHELLE	\$39.38
60355	FRYES ACTION ATHLETICS	\$152.82

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: **From Check Date:** 12/01/2022 **To:** 12/31/2022 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
60370	GEORGIA CONRAD	\$231.95
60338	GORMLEY PLUMBING AND HEATING	\$74.05
60356	GORMLEY PLUMBING AND HEATING	\$172.95
60339	HARDWOOD INDUSTRIES	\$625.00
0	HAYLEY MCCULLOUGH	\$1,500.00
0	HEATHER BROWN	\$413.50
0	HEIDI WISMER	\$500.00
60357	IXL LEARNING INC.	\$899.00
0	JAYLYNN REA	\$500.00
0	JOHANSEN, RANDI R	\$43.90
60371	JOHN DORT	\$97.00
0	JOHNSON CONTROLS	\$2,136.60
0	JOY GEPHART	\$65.79
0	KATE MCCANLESS	\$256.69
0	KOOPMAN, KRISTY	\$582.45
0	LACEY BURT	\$55.00
60358	LANE COUNTY SCHOOL DISTRICT 2&J	\$120.00
0	LATISHA BARKER	\$159.95
0	LOMELI, JASMINE	\$90.00
0	MALIS, TRUDI F	\$43.31
60372	MARK LOUIS BRENDLE	\$500.00
0	MCCATHRON, EMILY D	\$192.50
60328	MCMINNVILLE GAS INC.	\$280.25
60340	MCMINNVILLE GAS INC.	\$72.75
60359	MCMINNVILLE GAS INC.	\$11,976.00
60377	MCMINNVILLE GAS INC.	\$78.00
0	MEGHAN PLIES	\$122.68

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: From Check Date: 12/01/2022 To: 12/31/2022 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	MICHAEL CRISP	\$150.00
0	MICHAEL ERWIN	\$467.00
60373	MICHELLE EARLY	\$239.97
0	MOLLY PANIDA	\$234.00
60374	MOLLY PEASE	\$392.00
0	NCS PEARSON, INC	\$373.92
60375	NICHOLAS TURNER	\$251.93
0	NORTHWEST REGIONAL ESD	\$38,568.02
60360	OREGON DEPARTMENT OF REVENUE	\$120.00
60342	PACIFIC FIRE SUPPRESSION LLC	\$360.00
0	PACIFIC OFFICE AUTOMATION	\$2,823.25
60376	PARKER BALDWIN	\$80.00
60361	PAULY, ROGERS AND CO., P.C.	\$18,780.00
60362	PLATT ELECTRIC SUPPLY	\$98.91
60363	PORTLAND GENERAL ELECTRIC	\$17,706.79
0	POST, BRADLEY A	\$705.04
0	PROCARE THERAPY	\$3,269.00
0	RAEVER, CLINT R	\$18.75
0	REBECCA KENT	\$298.00
60343	RECOLOGY WESTERN OREGON GARBAGE	\$1,080.18
0	RHONDA BONHAM	\$88.00
0	RIVAS, KAYLA M	\$400.00
0	SAIF CORPORATION	\$5,048.50
60329	SALEM BASKETBALL OFFICIAL	\$13,490.82
60344	SALEM WRESTLING OFFICIALS	\$246.93
60364	SCIO SCHOOL DISTRICT 95C	\$200.00
60365	SECRETARY OF STATE- AUDIT DIVISION	\$350.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: From Check Date: 12/01/2022 To: 12/31/2022 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

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Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
60345	SHERWIN WILLIAMS CO.	\$50.00
0	SIERRA SPRINGS	\$47.95
0	SISTO, JOANN	\$47.50
0	TAD BECKWITH	\$131.09
60332	THE HOME DEPOT PRO	\$2,094.56
0	THERESA BREITHAAPT	\$504.72
0	UMPQUA BANK-CC	\$800.85
60379	UNITED RENTALS (NORTH AMERICA) INC	\$112.20
0	VAN DOMELEN, KAYLIN M	\$64.07
0	VANCE, CHRISTI	\$80.73
60346	WARDS NATURAL SCIENCE	\$1,258.05
60367	WARDS NATURAL SCIENCE	\$849.07
60347	WILCO	\$87.63
0	WILLIAMSON, JASON	\$43.75
0	WILLIAMSON, JODY	\$1,640.00
60380	WINDWARD FILTRATION	\$8,458.00
0	WOODS, JEFFERY R	\$27.00
0	WRIGHT, JOLYNN M	\$26.25
60348	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$21,399.96
0	YAMHILL SHELL STATION	\$239.20
60349	ZIPLY FIBER	\$3,456.91
Total for 100 - GENERAL FUND		\$198,307.36
201 - TITLE IA		
0	ESS WEST LLC	\$506.62
Total for 201 - TITLE IA		\$506.62
212 - ESSER II FUNDS 2020-2023		

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: **From Check Date:** 12/01/2022 **To:** 12/31/2022 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
212 - ESSER II FUNDS 2020-2023		
0	UMPQUA BANK-CC	\$660.96
		Total for 212 - ESSER II FUNDS 2020-2023
		\$660.96
233 - MEASURE 98		
0	UMPQUA BANK-CC	\$33.50
		Total for 233 - MEASURE 98
		\$33.50
250 - FOOD SERVICES		
0	DELL INC	\$2,014.02
0	GOODY MAN DISTRIBUTING INC	\$261.65
0	SPRING VALLEY DAIRY INC	\$997.44
60331	SYSCO FOOD SERVICES	\$2,302.24
60378	SYSCO FOOD SERVICES	\$5,724.14
		Total for 250 - FOOD SERVICES
		\$11,299.49
259 - RECRUITMENT AND RETENTION		
60330	SLP NOW LLC	\$249.00
		Total for 259 - RECRUITMENT AND RETENTION
		\$249.00
266 - TUITION REIMBURSEMENT		
0	BROWN, DAVIDA J	\$3,143.00
		Total for 266 - TUITION REIMBURSEMENT
		\$3,143.00
280 - STUDENT BODY FUNDS		
0	BERTRAND, PATRICIA L	\$487.26
0	BSN SPORTS LLC.	\$435.93
0	MILNER, ALLYSON E	\$1,548.33
60341	OREGON BALLET THEATRE	\$243.00
0	UMPQUA BANK-CC	\$1,937.81
60368	YAMHILL CARLTON HIGH SCHOOL	\$300.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: **From Check Date:** 12/01/2022 **To:** 12/31/2022 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
Total for 280 - STUDENT BODY FUNDS		\$4,952.33
283 - YCHS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$484.84
20674	COPY CATS	\$304.00
20672	EVA A LOPEZ	\$5,800.00
20675	OREGON HIGH SCHOOL EQUESTRIAN TEAMS INC	\$900.00
20676	PROPER PRINT SOURCE LLC	\$646.00
20673	SHIRTS & SKINS INC	\$540.00
0	SLAVISH, JORDAN	\$522.06
0	UMPQUA BANK-CC	\$129.00
Total for 283 - YCHS STUDENT BODY		\$9,325.90
304 - JCI PROJECT		
60366	US BANK ST PAUL	\$60,550.00
Total for 304 - JCI PROJECT		\$60,550.00
Grand Total:		\$289,028.16

End of Report

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2022-2023

Criteria: Report Sort: Fund

From Date: 12/01/2022

To Date: 12/31/2022

Fund: 100	GENERAL FUND					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
<hr/>						
UMPQUA BANK-CC						
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$19.96
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	DUES AND FEES	\$95.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	INSTR, PROF & TECH SRVS	\$254.19
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	POSTAGE	\$8.09
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$283.98
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	NON-CONSUMABLE ITEMS	\$37.63
		0	GENERAL FUND	RESOURCE ROOMS	COMPUTER SOFTWARE	\$36.00
		0	GENERAL FUND	RESOURCE ROOMS	INSTR, PROF & TECH SRVS	\$66.00
				Total for UMPQUA BANK-CC		\$800.85
				Total for GENERAL FUND		\$800.85

Fund: 212	ESSER II FUNDS 2020-2023					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
<hr/>						
UMPQUA BANK-CC						
		0	ESSER II FUNDS 2020-2023	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$660.96
				Total for ESSER II FUNDS 2020-2023		\$660.96

Fund: 233	MEASURE 98					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
<hr/>						
UMPQUA BANK-CC						
		0	MEASURE 98	GUIDANCE SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$33.50
				Total for MEASURE 98		\$33.50

Fund: 280	STUDENT BODY FUNDS					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
<hr/>						
UMPQUA BANK-CC						
		0	STUDENT BODY FUNDS	UNDESIGNATED	ACCOUNTS RECEIVABLE	\$1,937.81

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2022-2023

Criteria: Report Sort: Fund

From Date: 12/01/2022

To Date: 12/31/2022

Total for STUDENT BODY FUNDS \$1,937.81

Fund: 283	YCHS STUDENT BODY				
Remit Name	Check#	FUND	FUNCTION	OBJECT	<u>Amount</u>
<hr/>					
UMPQUA BANK-CC					
	0	YCHS STUDENT BODY	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$129.00
			Total for YCHS STUDENT BODY		<u>\$129.00</u>
				Grand Total:	<u><u>\$3,562.12</u></u>

Recap for FUND for GENERAL FUND		
100	GENERAL FUND	\$800.85
212	ESSER II FUNDS 2020-2023	\$660.96
233	MEASURE 98	\$33.50
280	STUDENT BODY FUNDS	\$1,937.81
283	YCHS STUDENT BODY	\$129.00

End of Report

Code: IK
Adopted: 10/09/06
Revised/Readopted: 2/13/12; 12/08/14; _____

Academic Achievement**

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public school options.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students may be informed at least annually, of their student's progress toward achieving the academic content standards, including but not limited to:
 - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
 - c. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
 - d. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
5. When no grades are given but the student is evaluated in terms of progress, the school staff will show whether the student is achieving course requirements at the student's current grade level;
6. The staff will take particular care to explain to students the meaning of marks and symbols used to reflect student performance.

END OF POLICY

Legal Reference(s):

[ORS 107.154](#)
[ORS 329.485](#)

[ORS 343.295](#)
[OAR 581-021-0022](#)

[OAR 581-022-2260](#)
[OAR 581-022-2270](#)

Code: IKF
Adopted: 4/14/08; 2/13/12; 4/09/20; 12/02/21; _____

Graduation Requirements**

The Board establishes² graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements.

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

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

1. A foster child¹;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.
7. For any student identified above, the district shall accept any credits earned by the student in an educational program² in this state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits³ which include at least:

¹ As defined in ORS 30.297.

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

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

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. Three credits in social sciences (including history, civics⁴, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education;
7. Three credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination), and
8. One credit in Advisory/Career Exploration.

Honors Diploma

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

1. Four credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts (shall include the equivalent of one unit in written composition);
3. Four credits in science;
4. Three credits in social sciences (including history, civics⁵, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education;
7. Three credits in career and technical education, the arts or world languages⁵ (units shall be earned in any one or a combination); and
8. One credit in Advisory/Career Exploration.
9. Complete 3 of the specialty categories from the following list:

⁴ Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021).

⁵ “World language” includes sign language, heritage language and languages other than a student’s primary language.

Mathematics	5 Credits including Calculus
Science	4 Credits – <i>If 3 Credits, must be Biology I and above, not CTE</i>
Spanish	4 Credits
Adv. Humanities	2 of the following; Adv. English, Adv. US History, Law & Politics, History Through Film or Veteran’s Legacies. (<i>earning college credit not required</i>)
Fine and Performing Arts	4 Years of the same track (Theater, Music or Visual Arts)
CTE	4 credits

Distinguished Diploma

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

1. Four credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts (shall include the equivalent of one unit in written composition);
3. Four credits in science;
4. Three credits in social sciences (including history, civics⁶, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education;
7. Four credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination); and
8. One credit in Advisory/Career Exploration.
9. Complete 4 of the specialty categories from the following list:

Mathematics	5 Credits including Calculus
Science	4 Credits – <i>If 3 Credits, must be Biology I and above, not CTE</i>
Spanish	4 Credits

⁶ Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021).

Adv. Humanities	2 of the following; Adv. English, Adv. US History, Law & Politics, History Through Film or Veteran’s Legacies. (<i>earning college credit not required</i>)
Fine and Performing Arts	4 Years of the same track (Theater, Music or Visual Arts)
CTE	4 credits

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

To receive a diploma, in addition to credit requirements outlined in OAR 581-022-2000, a student must⁷:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence; and
3. Participate in career-related learning experiences.

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

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

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

1. Three credits in language arts;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education;

⁷ The proficiency in Essential Skills requirement has been waived and is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school year (Senate Bill 744, 2021).

7. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination); and
8. One credit in Advisory/Career Exploration.

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

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

1. Develop an education plan and build an education profile; and
2. Demonstrate extended application through a collection of evidence.

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

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in learning expectations, construct, or content that is to be measured, grade level standard, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;
2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

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

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

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

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

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits in mathematics;
 - b. Two credits in language arts;
 - c. Two credits in science;
 - d. Three credits in history, geography, economics or civics;
 - e. One credit in health;
 - f. One credit in physical education; and
 - g. One credit in the arts or a world language.

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

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

Alternative Certificates

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

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

Other District Responsibilities

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

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

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

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

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

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

A student who receives a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school.

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

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

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

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form⁹ and submitting the form to the district.

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

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

veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

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

END OF POLICY

Legal Reference(s):

[ORS 329.007](#)
[ORS 329.045](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 332.107](#)
[ORS 332.114](#)
[ORS 339.115](#)

[ORS 339.505](#)
[ORS 343.295](#)

[OAR 581-021-0009](#)
[OAR 581-022-2000](#)
[OAR 581-022-2005](#)
[OAR 581-022-2010](#)

[OAR 581-022-2015](#)
[OAR 581-022-2020](#)
[OAR 581-022-2025](#)
[OAR 581-022-2030](#)
[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022-2505](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.
House Bill 2056 (2021).
Senate Bill 744 (2021).

Code: **JGAB**
Adopted: 2/13/12
Revised/Readopted: 12/08/14; 12/14/17; 4/09/20: _____

Use of Restraint or Seclusion**

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

¹ The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student’s behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator[, or volunteer], it will be used only for as long as the student’s behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. “Restraint” means the restriction of a student’s actions or movements by holding the student or using pressure or other means.

“Restraint” does not include:

- a. Holding a student’s hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student’s impulsive behavior that threatens the student’s immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

“Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student’s behavior.

3. “Seclusion cell” means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
4. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
5. “Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.
6. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
 8. “Prone restraint” means a restraint in which a student is held face down on the floor.
 9. “Supine restraint” means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall utilize the MANDT² training program of restraint or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and seclusion.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

² The district must identify the program utilized for training.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics³ of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district's main office and on the district's website, and to the Board.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 - 581-002-0023. This appeal process is identified in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of restraint or seclusion by district staff.

³ Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.285](#)
[ORS 339.288](#)
[ORS 339.291](#)
[ORS 339.294](#)
[ORS 339.297](#)

[ORS 339.300](#)
[ORS 339.303](#)

[OAR 581-021-0061](#)
[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)

[OAR 581-021-0563](#)
[OAR 581-021-0566](#)
[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)
[OAR 581-022-2267](#)
[OAR 581-022-2370](#)

Yamhill Carlton School District 1

Code: IGDJ
Adopted: 1/09/20
Readopted: _____

Interscholastic Activities**

The Board recognizes the integral role interscholastic activities¹ play in the character development and general enhancement of the education of its students. Accordingly, administrators, coaches, advisors, student participants, and others associated with the district's high school activities programs and events shall conduct themselves in a manner that is consistent with the letter and spirit of policies, rules, and regulations of the district and any associated voluntary organization³. Each will be held accountable for their actions.

The district and its schools may only be members of and pay fees, if any, to a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities if the organization:

1. Implements and adheres to equity focused policies that:
 - a. Address the use of derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule that occurs at an interscholastic activity, including by spectators of the interscholastic activity;
 - b. Prohibit discrimination;
 - c. Permit a student to wear religious clothing in accordance with the student's sincerely held religious belief and consistent with any safety and health requirements; and
 - d. Balance the health, safety, and reasonable accommodation needs of participants on an activity-by-activity basis;
2. Maintains a transparent complaint process that:
 - a. Has a reporting system to allow participants of interscholastic activities or members of the public to make complaints about student, coach, or spectator behavior;
 - b. Responds to a complaint made within 48 hours of the complaint being received; and
 - c. Resolves a complaint within 30 days of the complaint being received unless the organization determines that there is good cause to extend the timeline for resolving the complaint;
3. Develops and implements a system of sanctions against schools, students, coaches, and spectators if a complaint is verified; and

¹ Interscholastic activities includes: for students any grade from kindergarten through grade 12, athletics, music, speech and other similar or related activities; for students in any grade from kindergarten through grade eight, activities that are offered only before or after regular school hours and that may, but are not required to, involve interaction among other schools.

³ Includes a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.

4. Performs an annual survey of students and their parents to understand and respond to potential violations of equity focused policies or other discrimination.

The district shall allow homeschooled students that reside in the district, students eligible to attend school and enrolled in a high school equivalency program⁴ that reside in the district, and students attending a public charter school that does not provide interscholastic activities that reside in the district, the opportunity to participate in available interscholastic activities when the requirements found in Oregon law are met.

Interscholastic activities when provided by the district will comply with Title IX and other nondiscrimination laws.

District employees, students, parents, alumni, and activity volunteers are prohibited from inducing or attempting to induce a student to attend a district school for interscholastic activity eligibility or participation. The principal, activities director, advisors and coaches are each responsible for ensuring student participants meet all district eligibility requirements of participation and those of the associated voluntary organization. The principal or designee is responsible for ensuring accurate certification regarding the eligibility of participating students and for verifying that athletic directors, coaches of sports, and activity advisors have all required certifications prior to assuming their duties. The principal or designee shall ensure that a program is in place to effectively evaluate the performance of all coaches and activity advisors under their supervision.

Volunteers may be approved to assist with district activities with prior approval from the principal.

The principal or designee shall investigate all allegations of district student ineligibility, staff recruitment violations or other student or staff conduct that may violate Board policies, administrative regulations, and/or the rules and regulations of the associated voluntary organization. The principal shall notify the superintendent or designee of conduct that violates the terms of this policy and report to the associated voluntary organization if required.

An employee determined to have violated Board policies and/or rules and regulations of the associated voluntary organization may be subject to discipline, up to and including, dismissal. A student in violation of Board policies and/or the rules and regulations of the associated voluntary organization will be subject to discipline, up to and including, dismissal from an interscholastic activity or program, suspension and/or expulsion from school. Volunteers in violation of Board policies and/or the rules and regulations of the associated voluntary organization shall be subject to discipline, up to and including, removal from district programs and activities and such other sanctions as may be deemed appropriate by the district.

Employees, volunteers, or students in violation of such policies, rules and/or regulations will be required to remunerate the district in the event fines are assessed as a result of their actions.

The superintendent will develop procedures, as necessary, to implement this policy, including a process to ensure that all district rules governing the conduct of students, staff, and volunteers engaged in district activities are regularly reviewed and updated.

⁴ “High school equivalency program” means a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

The district will annually review interscholastic activities and participation to determine whether the current offerings reflect the students the district serves.

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)

[ORS 332.075\(1\)\(e\)](#)

[ORS 332.107](#)

[ORS 339.450 - 339.460](#)

[OAR 581-015-2255](#)

[OAR 581-021-0045 – 0049](#)

[OAR 581-022-2308\(2\)](#)

[OAR 581-026-0005](#)

[OAR 581-026-0700](#)

[OAR 581-026-0705](#)

[OAR 581-026-0710](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2022).

Montgomery v. Bd. of Educ., 188 Or. App. 63 (2003).

Senate Bill 1522 (2022).

Yamhill Carlton School District 1

Code: GCDA/GDDA-AR
Adopted: 10/09/06
Revised/Reviewed: 2/13/12; 8/08/16; 12/14/17; 1/09/20, _____

Criminal Records Checks and Fingerprinting

Requirements

1. Any individual newly hired employee¹, whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223 as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check and fingerprinting.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to a criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor², whether part-time or full-time, into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to a criminal records check and fingerprinting.

The superintendent will identify contractors who are subject to such requirements.

5. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a criminal records check and fingerprinting.
6. Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a criminal records check and fingerprinting.
7. ³A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall undergo an in-state criminal records check.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

³ If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal records checks on these volunteers. Choose the bracketed language options in 7, 8 and/or 9 of this policy that aligns with district practice. If the district allows volunteers to have direct, unsupervised contact with students the presented language is required. Align policy ICC – Volunteers with chosen language here.

8. A volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy⁴ by the district as requiring a fingerprint-based criminal records check, shall undergo a state and national criminal records check based on fingerprints.
9. A volunteer that is not likely to have direct, unsupervised contact with students will be required to undergo an in-state criminal records check.

Exceptions

A newly hired employee⁵ is not subject to fingerprinting if:

1. The district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment; or
2. ⁶The Oregon Department of Education (ODE) determines the person:
 - a. Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
 - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
 - c. Remained continuously licensed or registered with the TSPC.

Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
 - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
 - b. Any action resulting from such checks completed by the ODE that impact employment, contract or volunteering may be appealed as a contested case to ODE;
 - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment or contract status or the ability to volunteer in the district;
 - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts or ODE forms (written or electronic) may result in immediate termination from employment or contract status;
 - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
 - g. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, will result in immediate termination from the ability to volunteer in the district. The district will remove the volunteer from the position allowing direct, unsupervised contact with students.
2. The district will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

⁴ See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

⁵ Any individual hired within the last three months.

⁶ This revision to TSPC rules sunsets July 1, 2024.

Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized finger printer as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
2. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.
3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer.
4. The authorized finger printer will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment or contract or volunteering.
5. A copy of the fingerprinting results will be kept by the district.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors⁷, shall be paid by the individual.
2. Fees associated with required criminal records checks for volunteers shall be paid by the district.
3. Fees associated with a required fingerprinting for volunteers shall be paid by the district.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification⁸ from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

⁷ A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

⁸ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

2. A subject individual will be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual [will] [may] be denied the ability to volunteer.
6. A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.