



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

Thursday, March 14th, 2019

Board Work Session 6:45pm

AGENDA

A. Call to Order Work Session

B. Sub-Committee Reports:

1. Facilities and Transportation (T. Pfeiffer, J. Bibb)
 - A. Facilities Committee Report
 - B. Bond Project Manager Report
 - C. Next Facilities Committee Meeting – April 5th
2. Negotiations (S. FitzGerald, Ken Watson) – TBD
3. Board Policy (Susan FitzGerald, K. Watson) – April
4. Curriculum (S. Fitzgerald, K. Watson) – March 21st
5. Activities (J. Bibb, T. Pfeiffer) – TBD –March & June
6. Finance (J. Egland, S. FitzGerald) - March 19th
7. Communications (J. Bibb, J. Egland) – April 30th @ 4:30
8. Security & Safety (K. Watson & T. Pfeiffer) – March 20th @ 3:00

C. Adjournment

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

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



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

Thursday, March 14, 2019

Regular Session- 7:00 PM

AGENDA

I. Flag Salute

REGULAR SESSION

- II. *Call to Order Regular Session- 30 Minutes*
- III. Individuals, Delegations, Recognition, and Communications

I. Student Spotlight -YCIS - Geo Challenge

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form and turn it into the Board secretary at this time. 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*

V. Regular Session- Consent Agenda

- 1. *Approval of Board of Directors Minutes*
 - a. *Work Session & Regular Session of February 14th, 2019 (Pg. 1)*
- 2. *Enrollment Report (Pg 7)*
- 3. *Donations(Pg 9)*

VI. Announcements and Reports: — 30 Minutes

- I. YCES – Lauren Berg (Pg 10)
- II. YCIS – Chad Tollefson (Pg 11)
- III. YCHS – Cindy Schubert (Pg 13)
- IV. Financial Report and List of Bills for January 2019 (Action Item) (Pg 16)
- V. District Facilities- Brian King – Verbal Report
- VI. Food Service Report – Shiloh Ficek (Pg 33)
- VII. Superintendent's Report- Charan Cline (Pg 34)

VII. New Business:

- I. YCIS - GEO-Challenge Out of State Travel - March 2019 (Action Item) (Pg 35)
- II. YCIS - Costa Rica 2020 Trip (Action Item) (Pg 36)
- III. YCSD Propane Proposal/Report (Action Item) (Pg 37)
- IV. Willamette Promise Report (Pg 63)
- V. Licensed Renewals (Action Item) (Pg 66)
- VI. Administrative Renewals (Action Item) (Pg 68)
- VII. Emergency Operations Plan (Action Item) (Pg 69)
- VIII. School Board Elections Reminder
 - March 21st, 2019 – Last day for candidate filings
 - March 25th, 2019 – Candidate Statements for Voters Pamphlet due

VIII. ***Board of Directors Comments***

Adjournment

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

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

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

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

Thursday, February 14th, 2019

Work Session – 6:30 PM

MINUTES

Board Members: Jami Egland, Tim Pfeiffer, Jack Bibb, S. FitzGerald and Ken Watson.

DO/Administration Staff: Superintendent Charan Cline, Board Secretary Michelle Rettke, Business Manager Tami Zigler, YCIS Principal Chad Tollefson, Athletic Director Matt Wiles and YCES Principal Lauren Berg

Also Present: P. Manson, G. Manson, G. Dromgoole

Call to Order Work Session – 6:30pm by Jami Egland

- I. Sub Committee Reports
 - a. Facilities and Transportation –
 - i. Facilities Committee Report (Jack) – fields settling in some drain lines, heating system at YCES library, water pump failure in a boiler, bond work continues – doors, basketball hoops, floor installation, updates to heating system at YCES are done, repair freezer/cooler at YCIS/YCHS Cafeteria.
 - ii. Bond Project Report (Charan)– Floor sealing to gymnasium, inspector has signed off on temporary occupancy for building, bids for wood floors, basketball hoops, extensive building punch list on gym is in process of being completed, spring break projects will be happening around campus to sidewalk and walkways, Mike M is working remotely and working hard to finish projects
 - iii. Next Meeting – March 8th, 2019
 - b. Negotiations – preliminary meeting in March
 - c. Board Policy (Susan) – Next meeting in February 27th at 9am – Second reading and adoption in Regular Session tonight of one policy
 - d. Curriculum (Ken) – February 21st – last meeting looked at multi-tiered support system, discussed goal of working with students to develop individual plans targeted to interests in the process of being rolled out, parent survey results still have some work to do committee working to address areas of concerns, lots of positive & encouraging results.
 - e. Activities (Tim) – Meeting again in March prior to board meeting
 - f. Finance – Meeting March 19th, 2019 @ 4:30
 - g. Communications – Schedule Committee meetings
Listening Sessions – Bond – February 28th, 2019 at 6:30pm
 - h. Safety & Security – January 30th, 2019 – upcoming safety drill – will happen at more inconvenient time (some kids at lunch). Will also have police doing release solo, no admin involvement. Letter will be going home with student's tomorrow. Will do active shooter drill on a Wednesday afternoon when just staff are present. No students. Updates to emergency operations plan, will be presented to board for approval in March.

With no further discussion, the meeting adjourned 6:46 pm.

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

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

Thursday, February 14, 2019

Regular Session – 7:00 PM

MINUTES

Board Members: Jami Egland, Jack Bibb, S. FitzGerald and Ken Watson. T. Pfeiffer absent by prior arrangement.

DO/Administration Staff: Superintendent Charan Cline, Board Secretary Michelle Rettke, Business Manager Tami Zigler, YCHS Principal Cindy Schubert, Special Programs Director John Horne YCIS Principal Chad Tollefson, Athletic Director Matt Wiles and YCES Principal Lauren Berg

Also Present: P. Manson, G. Manson, J. Hovey, C. Johnson, G. Dromgoole, J. Easton, J. Jones, E. Chadwick, and M. Chadwick.

Flag Salute

- I. Called to order by Chair Tim Pfeiffer at 7:00pm
- II. Individuals, Delegations, Recognition and Communications

Board Appreciation – THANK YOU

Student Spotlight –YCHS Culinary program – Learn about foundation of cooking, 3 week final prepare 3 course meal, Intro and advanced food, advanced baking class offered this semester

Joey J (Sophomore) – interested in cooking and wanted to see how he could develop his skills – large amount of preparation is involved. Be ready before you start putting things on burner. Highlights – making things that I have never heard of before, making ice cream.

Julie E (Junior) – excited about how in-depth the class was and able to apply to home life. Gaining skills that will be useful at home about food – learn a lot about organization and preparation

Lavonne W (Sophomore) – enjoys cooking at home. Learning to use different resources that don't have at home. Learning about different ingredients and how to combine them in recipes.

S. FitzGerald – “Do you clean as you cook” – Yes would be too much to clean if waited till the end.

J. Egland – “favorite thing so far” – making pasta

Kids have to make things from scratch for final.

Public Comment

J. Hovey – 2 boys at YCHS – has concerns with Special Ed – Son not comfortable at school – “being given passing grades but not able to do work” – feels needs are not being met

C. Johnson – feels curriculum is just “pushing kids thru” – want him to gain skills that will help him be functional when he is 18 so that he can live on his own.

III. Review of Agenda

S. FitzGerald motioned to approve the agenda as presented. J. Bibb seconded. All in favor, motion carried.

IV. Regular Session – Consent Agenda

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

V. Announcements and Report

- I. YCES – Lauren Berg – focus on data – Winter data – just completed first week of targeted interventions 1) easyCBM – how do we use data to target intervention and work to help students retain information.
- II. YCIS – Chad Tollefson – STEM expo last week with 142 students participating – seeing growth thru Dibels assessment – working with high school to help students transition to high school had assembly today (February 14th)
- III. YCHS – Cindy Schubert – Just wrapped up 1st semester -85.7% success rate for freshman and can focus on students who may need additional supports.

Matt Wiles – John Kuehnelt coach since 1997 – Regional Coach of the Year – state cheer is happening this weekend, Girls BBX league playoffs this weekend, District Wrestling on Saturday

IV. Financial Report and List of Bills for January 2019

Will bring new financial reports using Forecast 5 to next Finance Committee meeting for review

K. Watson motioned to approve the financial report and list of bills for January 2019. S. FitzGerald seconded. All in favor, motion carried.

- II. District Facilities – Brian King – Working on various project throughout district – replacing sensors on 3rd floor at YCHS to help control heat
- III. Food Service Report – Shiloh Ficek – Free and Reduced lunch are remaining constant – increase in breakfast in January – cooler resealing – summer food cost analysis is under way – 307K students in state eligible for free and reduced lunch only about 39K participate in summer foods
- IV. Human Resource Report – Principal Hiring Timeline presented

- V. Superintendent's Report – Charan Cline – see report – Joining state committee to evaluation graduation rates and how we compare ourselves to other states – Wasn't able to attend Task Force on School Safety Press Conference due to sending kids home. Sending kids home early on Tuesday went smoothly

VI. New Business

- I. 2nd Reading & Adoption

- i. GCDA/GDDA – Criminal Records Checks and Fingerprinting

J. Bibb motioned to adopt GCDA/GDDA – Criminal Records and Fingerprinted policy as presented. K. Watson seconded. All in favor, motion carried.

- II. Division 22 Report

S. FitzGerald motioned to accept the Division 22 Report as presented. K. Watson seconded. All in favor, motion carried.

- III. WESD LSP

K. Watson motioned to accept the WESD LSP for 2019-2020. S. FitzGerald seconded. All in favor, motion carried.

- IV. PACE Joiner Agreement

K. Watson motioned to approve the PACE Joiner Agreement. J. Bibb seconded. All in favor, motion carried.

- V. YCSD Fire Code Plan

City has received grant to upgrade transmission lines and when line is complete booster pump will no longer be necessary – City will buy tanker truck for fire department to use to fight fires in interim.

J. Bibb motioned to approve YCSD Fire Code Plan. K. Watson seconded. All in favor, motion carried.

- VI. 2019/2020 School Calendar

K. Watson motioned to approve the 2019/2020 School Calendar as presented. J. Bibb seconded. All in favor, motion carried.

- VII. 2020/2021 School Calendar

Presented calendar for 2020-2021 school year as well. First day of school would be prior to labor day. Surveyed staff and 65% were in favor of a before labor day start. Many be some changes to the calendar if Governor mandates additional days to all schools in Oregon.

K. Watson approved a 2020/2021 school calendar with a start date prior to labor day 2020. S. FitzGerald seconded. All in favor, motion carried.

VIII. Budget Calendar

K. Watson motioned to approve the Budget Calendar as presented. S. FitzGerald seconded. All in favor, motion carried.

IX. School Board Election Reminder

February 9th, 2019 – First Day for candidate filings

March 21st, 2019 – Last day for candidate filings

March 25th, 2019 – Candidate statements for voter's pamphlet due.

VII. Board of Directors Comments

S. FitzGerald - "thanks for the gifts and recognition"

K. Watson - "have appreciated all the other members of the board and what they bring."

NO EXECUTIVE SESSION

With no further discussion the meeting was adjourned at 8:13pm

Minutes by: Michelle Rettke, Board Secretary

**District Enrollment Report
February 2019**

	Female	Male	Total	
Kindergarten	37	38	75	-5
1st Grade	37	41	78	-11
2nd Grade	31	47	78	-7
3rd Grade	33	43	76	-12
4th Grade	35	39	74	-14
K- 4th Subtotal:	173	208	381	
5th Grade	52	42	94	-13
6th Grade	43	46	89	-15
7th Grade	50	49	99	-13
8th Grade	35	44	79	-15
5th-8th Subtotal:	180	181	361	
9th Grade	30	42	72	
10th Grade	32	45	77	
11th Grade	31	37	68	
12th Grade	35	29	64	
9th – 12th Subtotal:	128	153	281	
District Total:		481	542	1023

District Enrollment for 2018/19 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	336	337	337	337	332	332				
YCIS	325	310	312	311	310	305				
YCHS	277	277	280	281	278	281				
Alliance	88	89	94	94	99	105				
Total	1026	1013	1023	1023	1019	1023	0	0	0	0

YCES Enrollment for 2018/19 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	68	70	71	71	70	70				
1st Grade	70	69	68	68	68	67				
2nd Grade	71	73	73	72	71	71				
3rd Grade	68	67	66	66	64	64				
4th Grade	59	58	59	60	59	60				
18/19 Total	336	337	337	337	332	332	0	0	0	0
17/18 Total	352.5	342.5	344.25	344.25	346.75	345.25	343.25	346.25	344	
16/17 Total	366	364	364	363	357	357	354	352	351	348
15/16 Total	379	380	382	379	385	381	378	379	376	376

YCIS Enrollment for 2018/19 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5th Grade	83	81	82	84	81	81				
6th Grade	79	78	79	75	76	74				
7th Grade	93	91	91	91	88	86				
8th Grade	70	60	60	60	65	64				
18/19	325	310	312	310	310	305	0	0	0	0
17/18 Total	323	321.5	318.5	314.5	315	310.5	309.5	308.5	303.5	
16/17 Total	317	320	319	318	313	313	314	312	311	311
15/16 Total	327	325	324	321	321	323	323	322	317	316

YCHS Enrollment for 2018/19 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	68	68	69	70	70	72				
10th Grade	72	73	73	74	75	77				
11th Grade	68	68	68	68	67	68				
12th Grade	69	68	69	69	66	64				
18/19 Total	277	277	279	281	278	281	0	0	0	0
17/18 Total	312	307	305	304	303	300	300	297	296	
16/17 Total	326	325	325	322	318	324	324	323	318	311
15/16 Total	360	361	360	356	352	354	352	346	341	323

Alliance Academy Enrollment 2018/19

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	4	4	4	5	5	5				
1st Grade	11	11	11	11	11	11				
2nd Grade	7	6	6	6	7	7				
3rd Grade	13	13	12	12	12	12				
4th Grade	15	14	14	14	14	14				
5th Grade	10	9	12	12	12	13				
6th Grade	13	14	14	15	15	15				
7th Grade	7	7	9	9	10	13				
8th Grade	8	11	12	10	13	15				
18/19 Total	88	89	94	94	99	105	0	0	0	0
17/18 Total	67.5	64	70.25	70.25	75.25	78.25	78.25	77.25	78.5	78.5
16/17 Total	50	49	49	48	49	49	52	52	62	61
15/16 Total	39	38	37	38	42	40	38	39	37	37

Interdistrict Transfers 2018/19

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Brick & Mortar										
Incoming	95	95	95	95	95	95				
Outgoing	111	111	111	111	111	111				
Online										
Incoming	67	67	67	67	67	67				
Outgoing	12	12	12	12	12	12				
Total Incoming	162	162	162	162	162	162	0	0	0	0
Total Outgoing	123	123	123	123	123	123	0	0	0	0

Donations

February 2019

District

Dorothy Skuzeski	\$25.00	Laughlin Scholarship (Glen Gilbert)
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YCHS

Scoggins Creek Coffee Co	\$ 150.00	YC Trap Shooting Club
Denny Whitzel	\$ 200.00	Cheer Team
Accu-Tech Automotive	\$ 250.00	YC Trap Shooting Club
Peter & Marilyn Shultz	\$ 500.00	YCHS Rocketry
Jean Brethower	\$ 62.00	YCHS Rocketry
Jason & Stacy Armstrong	\$ 60.00	YCHS Rocketry

Yamhill Carlton Elementary School

Principal Report - March 2019

The PAXIS Institute has asked Yamhill Carlton Elementary for permission to visit the building and film our PAX Good Behavior Game work in April! PAXIS uses these materials in program promotion, training videos, as well as support pieces for existing districts and states. They are impressed with the work we have done in creating a building-wide PAX system that is helping our students grow in their social and emotional learning.

I have been asked to be a panel speaker to the state's Oregon RTI Conference in late April in Eugene. Specifically, the panel is going to discuss successes and barriers to implementing an RTI process in small, rural schools. We hope to help new districts learn from our process, and maybe garner more for our process from fellow panel members!

We are honored to be recognized in these ways for our work in creating strong programs to support our students.

RTI Process and Academics

As we continue to build our RTI system in ELA, we have added in Progress Monitoring tools and student tracking sheets to our Intervention System. Progress Monitoring tools allow us to assess students in intensive support groups to track their growth, as well as give teachers data that will allow for making adjustments to instruction should students not be making necessary growth. Our teams will continue to meet monthly to discuss data and make instructional decisions that best support students.

Our High School Mentor program is off and running! We have five YCHS students and nine Delphian students who come to campus 2-3 times a week to meet one-on-one with their mentees. The mentors are providing tutoring support on academics from exactly where each student is at in their learning, and they are building relationships with students to increase their love of learning.

February ADA:

Kindergarten -90.24%

First Grade -92.02%

Second Grade -90.63%

Third Grade -91.57%

Fourth Grade -92.50%

School Wide -91.36%

Upcoming Events:

March 19th - Literacy Night, 6:00-7:00pm

March 21st - First Grade STAGE Performance

March 25th-29th - Spring Break

April 9th - PAXIS Filming at YCES

April 17th - Art & Science Fair

May 2nd - Kindergarten Registration

YCIS March Board Report

February was filled with amazing student achievements as we started our second semester off full steam ahead. We were also very fortunate that concert rock violinist Aaron Meyer gave an amazing and educational performance for our school. The month also brought an opportunity to celebrate student achievement during our Semester 1 academic and attendance awards assembly.

Student Achievement:

A brief summary of what YCIS students were up to in February: Fifth grade finished the book *Esperanza Rising*. Students diligently worked to complete a project and an essay about what they read. The unit ended with an *Esperanza* celebration in which students showcased their hard work. In science, fifth graders also created incredible comic strips about the scientific method. Sixth grade has been piloting Tiger cards, which students can use as a type of hall pass. We are looking into a few adjustments, and then we will begin to use Tiger cards to reinforce responsibility throughout the school. The 7th and 8th graders were busy in social studies this month as they completed a research project on Colonial America. The culmination of the project was an exhibit of their efforts. Classes from throughout the school toured the projects throughout the exhibit day.

Geo Challenge Competition:

YCIS students participated in the Geo Challenge Competition this past month. The Geo Challenge Presentation is a standards-based competition from the National Geographic Society that challenges student groups in grades five through eight to develop a creative solution to a real-world problem. Participating YCIS students formed teams of between four and six people. The groups then developed a presentation that responded to a problem, challenge, or critical issue by using research, collaboration, creativity, and communication to create and present real-world solutions. This year there were over 600 projects submitted, with teams qualifying for regional competitions at 15 different locations. YCIS is proud of all of our teams, and we want to congratulate the three YCIS teams that will compete on Friday, March 29th at Highline Community College in Seattle at the Regional Competition!

Regional STEM Fair:

YCIS students represented our school at the regional STEM fair on Saturday, March 2 at Willamette University in Salem. The event was a wonderful experience for our students and their families. The hard work of our students was rewarded with eleven students and their projects being invited to attend the state competition in April at Portland State University. We also had one student receive a US Metric Association award for their use of the Metric system, and one student ended up taking third place in the Engineering and Physics category. Great job students!!!

Attendance:

September Attendance Rates		October Attendance Rates		November Attendance Rates	
19 days of school		22 days of school		16 Days of School	
5th Grade	95.00%	5th Grade	95.91%	5th Grade	95.13%
6th Grade	95.75%	6th Grade	93.71%	6th Grade	94.39%
7th Grade	91.82%	7th Grade	90.59%	7th Grade	87.70%
8th Grade	94.96%	8th Grade	90.85%	8th Grade	89.15%
Total	94.27%	Total	92.71%	Total	91.50%

December Attendance Rates		January Attendance Rates		February Attendance Rates	
15 days of school		18 days of school		16 Days of School	
5th Grade	92.77%	5th Grade	91.01%	5th Grade	90.63%
6th Grade	94.64%	6th Grade	95.43%	6th Grade	94.12%
7th Grade	88.42%	7th Grade	90.01%	7th Grade	89.53%
8th Grade	90.71%	8th Grade	89.65%	8th Grade	89.60%
Total	91.50%	Total	91.43%	Total	90.89%

March Attendance Rates		April Attendance Rates		May Attendance Rates	
days of school		days of school		Days of School	
5th Grade	%	5th Grade	%	5th Grade	%
6th Grade	%	6th Grade	%	6th Grade	%
7th Grade	%	7th Grade	%	7th Grade	%
8th Grade	%	8th Grade	%	8th Grade	%
Total	%	Total	%	Total	%

Athletics:

The 5th, 6th, 7th, and 8th-grade girls traveling basketball teams all qualified for the state championship competition. Please let the athletes know of your appreciation of their efforts.

Upcoming Events:

March	20	Spring Music Concert
	25-29	Spring Break
April	11-13	The Music Man

Current Enrollment:

5 th : 82	6 th : 76	7 th : 90	8 th : 75	Total: 323
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**Yamhill Carlton School District Board Report
March 2019 Board Meeting
Yamhill Carlton High School**

Upcoming Events

March 20: Spring Concert
March 25-29: Spring Break
April 5: Black Light Dance
April 9: College & Career 101
April 11: The Tin Man Performance

Donations

Scoggins Creek Coffee Co	\$ 150.00	YC Trap Shooting Club
Denny Whitzel	\$ 200.00	Cheer Team
Accu-Tech Automotive	\$ 250.00	YC Trap Shooting Club
Peter & Marilyn Shultz	\$ 500.00	YCHS Rocketry
Jean Brethower	\$ 62.00	YCHS Rocketry
Jason & Stacy Armstrong	\$ 60.00	YCHS Rocketry

FFA

No report.

ASPIRE

So far, 11 seniors have reported receiving nearly 28 college acceptance letters from OSU, PSU, George Fox, University of Oregon, OIT, Linfield, Pacific University, Boise State, Bradley University, Southern Illinois University, St. Louis University, Southern Illinois University, Pacific Lutheran College, Concordia, Willamette University, Hawaii University, Harvard, Yale, College of Southern Idaho and BYU.

Six mentors continue to work with 45 seniors and 21 juniors. We hope to work with the two 10th graders signed up soon.

ASPIRE has a high need for more mentors to work with these students. We'd be grateful if you could help spread the word. Mentor applications can be found on our district website at

https://hs.ycsd.k12.or.us/for_students/aspire/volunteering_for_a_s_p_i_r_e

The year-to-date hours that volunteers have spent working with YC students is 191.

Nineteen juniors and seniors went on the JumpStart field trip to Chemeketa's Yamhill Valley campus on Feb. 5.

Our focus is turning to the 21 Juniors who signed up to work with an ASPIRE mentor. Among the items ASPIRE mentors will coach juniors on are: registering to take the SAT/ACT test in May or June; gaining volunteer/community service experience over the summer; preparing their Activities Chart and practicing their Personal Essay statements for the OSAC Scholarship Application (They can begin these sections now, then go back and update them next school year.); suggest signing up for scholarship search engine (some awards are available for juniors as well as the many for seniors); types of colleges; researching careers and where to receive the training required. We will also inform them about the Private College Week this summer where they can visit four campuses and, in turn, have the admission application fee at each waived when they apply in the Fall.

Principal's Report

Academics

With the celebration of Classified Appreciation Week, we would like to do a shoutout to our amazing classified staff--secretaries, instructional assistants, library technicians, cafeteria workers, and custodial staff--for their year-long efforts in supporting students, staff, and parents

We are headed into forecasting season with 9th and 10th graders forecasting before break and 8th and 11th graders after break. Our YCCA/Transition Night will be on April 15.

Our high school will be presenting our High School Success Report this month along with other schools around the state. This will be a great opportunity to get feedback and to see what other schools are doing to improve the success rate of our freshmen. We are in the planning stages for the next funding biennium.

High School Accreditation is coming up on April 4 & 5. We are looking forward to presenting our school data, setting up meetings with stakeholders, and hearing the committee's findings on what we are doing well and what needs improving.

State Testing started this week in 11th grade English. This will be followed by Science and Math after spring break. Improving in each area is the goal, but we recognize we need additional focus on Math. We are adding two additional classes next year that will focus on the acquisition of algebra skills--Math Lab and Integrated Algebra/Geometry. Students accessing math support during advisory are growing with Calc students also accessing the support. Anxious to look at scores to see if it helps. Lots of conversations around math right now.

Seniors received their caps and gowns, etc., for graduation! Many are also completing the essential skills graduation requirements, working on their senior projects, and we are trying to figure out where to go on the Senior Trip since Kah-Nee-Ta shut down last year.

Athletics

There will be a signing for Aylea Dixon on March 14. Aylea has committed to Linfield for Volleyball. Signing will be after school in the library.

Spring sports started amidst below freezing weather and snow. Good numbers, great students, and hopefully it will warm up prior to the meets and games starting

Attendance

February	
Grade	Percent Present
9	94.14
10	94
11	93.4
12	91.81
Total	93.38
YTD	94.77

Financial Report
Yamhill-Carlton School District

For Period Ending February 28, 2019

General Fund - Revenue & Expenditures by Object Code

	Working Budget	Actual	Projected	Total	Balance Over/(Under)	% received
Revenue:						
1111 Current Taxes	3,125,000	2,938,699	186,301	3,125,000	-	94.0%
1112 Prior Taxes	45,000	108,892	-	108,892	63,892	242.0%
1113 Revenue in Lieu of Taxes	-	1,153	-	1,153	1,153	1152.8%
1190 Interest on Tax Collection	-	8,776	-	8,776	8,776	8775.7%
1312 Tuition From Other School Districts	-	-	125,000	125,000	125,000	0.0%
1330 Summer School Tuition	2,000	3,205	-	3,205	1,205	160.3%
1411 Transportation Fees from Individuals	-	102	-	102	102	101.9%
1510 Interest	15,000	58,723	-	58,723	43,723	391.5%
1710 Admissions	10,000	-	12,583	12,583	2,583	0.0%
1711 Athletic Sign Up	-	-	-	-	-	0.0%
1740 Student Fees (Athletics)	28,000	-	31,060	31,060	3,060	0.0%
1790 Other Curricular Activities	-	3,657	-	3,657	3,657	3656.8%
1910 Rentals	3,600	2,409	1,191	3,600	-	66.9%
1920 Contributions & Donations	10,000	-	10,000	10,000	-	0.0%
1950 Reimbursements	-	-	-	-	-	0.0%
1960 Recovery of Prior Year Expenditures	-	6,604	-	6,604	6,604	6604.2%
1990 Miscellaneous Revenue	10,000	34,479	-	34,479	24,479	344.8%
Total Local Revenue	3,248,600	3,166,698	366,135	3,532,833	284,233	97.5%
2101 County School Fund	-	-	-	-	-	0.0%
2102 ESD Apportionment	170,000	85,000	85,000	170,000	-	50.0%
2199 Other Intermediate Sources	-	-	-	-	-	0.0%
Total Intermediate Revenue	170,000	85,000	85,000	170,000	-	50.0%
3101 State School Fund Grant	6,508,899	4,782,145	1,716,527	6,498,672	(10,227)	73.5%
3103 Common School Fund	94,475	-	108,553	108,553	14,078	0.0%
3199 SSF - High Cost Disability Grant	-	-	86,000	86,000	86,000	0.0%
3299 Other Restricted Grants in Aid	-	-	-	-	-	0.0%
Total State Revenue	6,603,374	4,782,145	1,911,080	6,693,225	89,851	72.4%
4700 Federal Grants in Aid	-	-	-	-	-	0.0%
Total Federal Revenue	-	-	-	-	-	0.0%
5200 Transfers	-	-	-	-	-	0.0%
5300 Sale of Fixed Assets/Ins Proceeds	-	-	-	-	-	0.0%
5400 Beginning Fund Balance	1,000,000	994,721	0	994,721	(5,279)	99.5%
Total Other Sources	1,000,000	994,721	0	994,721	(5,279)	99.5%
Total Revenues	\$ 11,021,974	\$ 9,028,564	\$ 2,362,215	\$ 11,390,779	\$ 368,805	81.9%
Expenditures:						
	Working Budget	Actual	Encumbrances	Total	Balance (Over)/Under	% spent (actuals)
100 - Salaries	4,993,280	2,710,053	2,230,968	4,941,021	52,259	54.3%
200 - Benefits	2,737,214	1,331,206	1,121,949	2,453,154	284,060	48.6%
300 - Purchased Services	2,048,516	1,222,209	685,655	1,907,865	140,651	59.7%
400 - Supplies & Materials	414,560	193,739	34,778	228,517	186,043	46.7%
500 - Capital Outlay	15,500	5,000	-	5,000	10,500	32.3%
600 - Other Objects	196,940	153,776	17,220	170,995	25,945	78.1%
700 - Transfers	215,964	200,964	-	200,964	15,000	93.1%
800 - Operating Contingency	400,000	-	-	-	400,000	0.0%
Total Expenditures	\$ 11,021,974	\$ 5,816,947	\$ 4,090,570	\$ 9,907,517	\$ 1,114,457	52.8%

For Period Ending February 28, 2019

Special Revenue Funds - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Total	Balance Over/(Under)	% received
Revenue:						
1000 Local Revenue	661,419	131,375	527,944	659,319	(2,100)	19.9%
2000 Intermediate Revenue	2,737	1,369	1,369	2,737	-	50.0%
3000 State Revenue	206,550	14,355	192,195	206,550	(0)	6.9%
4000 Federal Revenue	676,840	101,709	575,131	676,840	-	15.0%
5200 Interfund Transfers	85,500	70,500	15,000	85,500	-	82.5%
5400 Beginning Fund Balance	191,677	354,779	0	354,779	163,102	185.1%
Total Revenues	\$ 1,824,723	\$ 674,086	\$ 1,311,639.50	1,985,725	161,002	36.9%
Expenditures:					Balance (Over)/Under	% spent
100 - Salaries	375,752	191,321	165,699	357,020	18,732	50.9%
200 - Benefits	298,364	142,571	119,864	262,436	35,928	47.8%
300 - Purchased Services	255,761	28,134	45,527	73,661	182,100	11.0%
400 - Supplies & Materials	825,091	127,162	113,909	241,071	584,020	15.4%
500 - Capital Outlay	61,155	39,600	5,000	44,600	16,555	64.8%
600 - Other Objects	8,600	4,472	1,084	5,556	3,044	52.0%
700 - Transfers	-	-	-	-	-	0.0%
800 - Reserved for Next Yr	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,824,723	\$ 533,260	451,084	\$ 984,344	\$ 840,379	29.2%

CASH FLOW - General Fund 2018-2019		JULY ACTUAL	AUG ACTUAL	SEPT ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUNE ACTUAL	TOTAL ACTUAL	BUDGET	DIFFERENCE BGT-ACT	% RECEIVED
Current Year Taxes	1111	-	-	-	-	2,447,566	443,001	32,437	15,695	-	-	-	-	2,938,699	3,125,000	186,301	94.04%
Prior Year Taxes	1112	-	-	71,616	6,234	19,618	4,244	3,722	3,459	-	-	-	-	108,892	45,000	(63,892)	241.98%
Revenue in Lieu of Taxes	1113	-	-	-	192	961	-	-	-	-	-	-	-	1,153	-	(1,153)	1152.84%
Interest on Tax Collections	1190	-	-	1,831	1,041	3,244	798	777	1,085	-	-	-	-	8,776	-	(8,776)	8775.73%
Tuition from other school districts	1312	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Summer School Tuition	1330	3,130	-	75	-	-	-	-	-	-	-	-	-	3,205	2,000	(1,205)	160.25%
Tuition from other Oregon Districts	1332	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Transportation Fees	1400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Transportation Fees frm Individuals	1411	-	-	-	-	-	102	-	-	-	-	-	-	102	-	(102)	101.89%
Interest Income	1510	3,944	7,196	4,047	3,978	5,639	11,639	12,043	10,237	-	-	-	-	58,723	15,000	(43,723)	391.49%
Admissions	1710	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	0.00%
Athletic Sign Up	1711	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Participation Fees	1740	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000	28,000	0.00%
Athletic Reimbursements	1790	-	3,244	-	-	-	-	412	-	-	-	-	-	3,657	-	(3,657)	3656.84%
Rentals	1910	300	300	459	300	300	300	350	100	-	-	-	-	2,409	3,600	1,191	66.92%
Donations	1920	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	0.00%
Reimbursement	1950	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Recovery of PY Expenditure	1960	-	1,986	-	4,618	-	-	-	-	-	-	-	-	6,604	-	(6,604)	6604.20%
Recovery of CY Expenditure	1961	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Miscellaneous	1990	-	-	558	93	5,675	27,942	13	199	-	-	-	-	34,479	10,000	(24,479)	344.79%
County School Fund	2101	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
ESD Apportionment	2102	-	-	-	-	-	-	42,500	42,500	-	-	-	-	85,000	170,000	85,000	50.00%
State School Fund Grant	3101	1,062,248	530,805	530,805	530,805	532,717	532,717	529,331	532,717	-	-	-	-	4,782,145	6,508,899	1,726,754	73.47%
High Cost Disability Grant	3199	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Common School Fund	3103	-	-	-	-	-	-	-	-	-	-	-	-	-	94,475	94,475	0.00%
Grants in aid from Fed Gov't	4700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
E Rate	3299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sale of Fixed Assets	5300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Beginning Fund Balance	5400	994,721	-	-	-	-	-	-	-	-	-	-	-	994,721	1,000,000	5,279	99.47%
TOTAL REVENUE		2,064,343	543,531	609,390	547,261	3,015,719	1,020,744	621,585	605,992	-	-	-	-	9,028,564	11,021,974	1,993,410	81.91%
EXPENDITURES																	% SPENT
Salaries	100	92,078	100,732	414,220	428,654	418,575	416,642	417,351	421,802	-	-	-	-	2,710,053	4,993,280	2,283,227	54.27%
Payroll Costs	200	43,182	46,420	202,380	210,325	208,376	206,707	207,113	206,702	-	-	-	-	1,331,206	2,737,214	1,406,008	48.63%
Purchased Services	300	16,108	88,406	90,457	247,373	214,131	178,485	115,349	240,021	31,879	-	-	-	1,222,209	2,048,516	826,307	59.66%
Supplies	400	7,480	20,888	46,012	46,543	24,065	19,525	8,639	17,216	3,371	-	-	-	193,739	414,560	220,821	46.73%
Equipments	500	-	5,000	-	-	-	-	-	-	-	-	-	-	5,000	15,500	10,500	2.54%
Other objects	600	125,889	6,014	259	2,370	7,204	11,021	704	314	-	-	-	-	153,776	196,940	43,164	71.20%
Transfers	700	-	-	-	-	-	200,964	-	-	-	-	-	-	200,964	215,964	15,000	50.24%
Contingency															400,000	400,000	0.00%
TOTAL EXPENDITURES		284,738	267,460	753,329	935,264	872,352	1,033,343	749,156	886,056	35,250	-	-	-	5,816,947	11,021,974	5,205,027	52.78%
PROFIT/LOSS		1,779,605	276,071	(143,938)	(388,003)	2,143,367	(12,600)	(127,571)	(280,064)	(35,250)	-	-	-	3,211,617		3,211,617	
RUNNING TOTAL			2,055,676	1,911,738	1,523,735	3,667,102	3,654,502	3,526,931	3,246,867	3,211,617	3,211,617	3,211,617	3,211,617				

Yamhill Carlton School District
Grant Information
Fiscal Year 2018-2019
For Period Ending February 28, 2019

FUND DESCRIPTION	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	BALANCE
201 TITLE I	91,558.00	9,839.08	49,434.69	39,597.73	2,525.58
203 SPR&I	1,779.00	-	1,240.50	538.10	0.40
204 TITLE II-A	37,621.00	-	10,815.91	19,709.89	7,095.20
205 IDEA ASSESSMENT	2,122.00	-	-	-	2,122.00
206 IDEA PART B 611	291,760.00	-	72,478.82	67,463.21	151,817.97
207 IDEA PART B 619	800.00	1,791.48	-	-	800.00
215 MEDICAID ADMIN CLAIMING (MAC)	-	2,410.36	-	-	-
218 ORTII	2,737.00	1,368.50	-	-	2,737.00
220 ASD -VIA WILLAMETTE ESD	5,000.00	1,829.96	-	-	5,000.00
225 FORD FAMILY MINI MILL	47,769.00	47,769.00	36,692.69	4,079.93	6,996.38
228 YCCO - KINDERGARTEN TRANSITION	3,074.29	-	3,074.29	-	-
229 HB3499 EL GRANT	1,106.93	-	479.95	626.98	-
233 MEASURE 98	151,480.66	-	82,041.90	62,177.16	7,261.60
236 STOEBNER	1,377.09	1,377.09	1,377.09	-	-
237 DYSLEXIA TRAINING	-	(157.60)	-	-	-
238 CAREER PATHWAYS	15,467.44	4,974.44	15,400.20	-	67.24
239 MEASURE 99 - OUTDOOR SCHOOL	19,840.00	-	-	19,840.00	-
LOCAL/STATE/FED GRANTS	673,492.41	71,202.31	273,036.04	214,033.00	186,423.37
230 MISCELLANEOUS GRANTS	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	BALANCE
000 MISCELLANEOUS GRANTS	2,551.72	2,451.72	2,222.51	150.00	179.21
701 ART - YCEF	2,100.00	2,100.00	1,973.55	-	126.45
700 UNITED WAY	261.94	261.94	-	-	261.94
850 OSBA SCHOLARHIP - BOARD	5,000.00	5,000.00	-	-	5,000.00
401 ASPIRE	2,000.00	2,000.00	2,000.00	-	-
800 YCCA AFTERSCHOOL	1,000.00	1,000.00	984.43	-	15.57
801 YC WRESTLING	2,000.00	2,000.00	869.80	-	1,130.20
802 AG DRONE PROJECT	4,493.33	4,493.33	4,493.33	-	-
803 VETERANS LEGACY GRANT	500.00	500.00	-	-	500.00
804 YCEF ACADEMIC COACH	2,008.00	2,008.00	2,008.00	-	-
805 YCEF SPANISH MINI GRANT	400.00	400.00	400.00	-	-
806 YCEF SPEED STACK	799.00	799.00	799.00	-	-
807 CTE DONATIONS - TAC BOARDS	1,042.70	600.00	1,042.70	-	-
808 YCEF - BENCHES	570.03	570.03	128.43	-	441.60
809 STUDENT TEACHING	900.00	900.00	187.25	-	712.75
810 YCES SPORTS COURT	7,000.00	7,000.00	-	-	7,000.00
SUB TOTAL MISC GRANTS	32,626.72	32,084.02	17,109.00	150.00	15,367.72
FUND OTHER SPECIAL REVENUE	BUDGET	REVENUE	EXPENDITURE	ENCUMBRANCE	BALANCE
250 FOOD SERVICE	391,005.00	166,786.92	181,005.58	211,942.71	(1,943.29)
265 EARLY RETIREMENT	60,000.00	133,112.99	36,363.49	10,295.76	13,340.75
266 PROFESSIONAL DEVELOPMENT	40,000.00	25,000.00	23,703.55	14,662.37	1,634.08
280 STUDENT BODY ACCOUNTS	550,000.00	245,899.26	2,042.64	0.01	547,957.35
SUB TOTAL OTHER SPECIAL REVENUE	1,041,005.00	570,799.17	243,115.26	236,900.85	560,988.89
TOTAL ALL 200 FUNDS	1,747,124.13	674,085.50	533,260.30	451,083.85	762,779.98

Revenues	Actuals Jul-15	Actuals Aug-15	Actuals Sep-15	Actuals Oct-15	Actuals Nov-15	Actuals Dec-15	Actuals Jan-16	Actuals Feb-16	Actuals Mar-16	Actuals Apr-16	Actuals May-16	Actuals Jun-16	Totals	Budget	Diff Bud/Act	% Recd
Local Sources																
250.0000.1510 Interest	1	1	1	1	2	2	2	0	-	-	-	-	10	-	10	0%
250.0000.1610 Daily Sales	222	855	12,419	10,267	9,530	9,224	10,053	7,293	1,155	-	-	-	61,018	99,350	(38,332)	61%
250.0000.1620 Adult Sales	-	-	-	-	-	-	(48)	-	-	-	-	-	(48)	1,000	(1,048)	-5%
250.0000.1630 Spec Func	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.1622 Ala Carte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.1960 Recov PY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.1990 Misc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Total Local Sources	223	857	12,421	10,268	9,532	9,226	10,006	7,293	1,155	-	-	-	60,980	100,350	(39,370)	61%
State Sources																
250.0000.3101 State School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.3201 School Lunch	-	-	-	-	-	-	3,386	-	-	-	-	-	3,386	4,000	(614)	85%
250.0000.3202 Farm to School	-	-	-	-	-	-	-	-	-	-	-	-	-	7,768	(7,768)	0%
250.0000.3299 ODE Breakfast	-	-	1,938	688	-	-	-	1,369	-	-	-	-	3,995	6,887	(2,892)	58%
Total State Sources	-	-	1,938	688	-	-	3,386	1,369	-	-	-	-	7,381	18,655	(11,274)	40%
Federal Sources																
250.0000.4505 Nat'l Lunch	-	-	-	14,079	16,987	12,603	11,374	13,910	-	-	-	-	68,953	164,500	(95,547)	42%
250.0000.4509 Summer Food	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
250.0000.4511 Nat'l Breakfast	-	-	-	3,803	4,713	3,699	3,245	3,835	-	-	-	-	19,295	50,500	(31,205)	38%
ODE Lunch Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
USDA Commodities	-	-	-	-	-	-	-	-	-	-	-	-	-	32,000	(32,000)	0%
Total Federal Sources	-	-	-	17,883	21,700	16,302	14,619	17,745	-	-	-	-	88,248	247,000	(158,752)	36%
Other Resources																
Transfer from General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	(15,000)	0%
Beginning Fund Balance	10,178	-	-	-	-	-	-	-	-	-	-	-	10,178	10,000	178	102%
Total Other Resources	10,178	-	-	-	-	-	-	-	-	-	-	-	10,178	25,000	(14,822)	41%
Total Monthly Revenue	10,401	857	14,359	28,839	31,231	25,528	28,011	26,406	1,155	-	-	-	166,787	391,005	(224,218)	43%
Cumulative Revenue	10,401	11,258	25,617	54,456	85,687	111,215	139,226	165,632	166,787	166,787	166,787	166,787				
Expenditures													Totals	Budget	Diff	% Spent
Salaries	-	-	9,710	9,841	9,890	9,866	9,945	9,842	-	-	-	-	59,093	126,906	(67,813)	47%
Employee Benefits	-	-	5,736	5,703	5,776	5,761	5,782	5,749	-	-	-	-	34,508	79,299	(44,791)	44%
Purchased Services	-	-	106	2,773	932	1,334	310	923	722	-	-	-	7,099	3,600	3,499	197%
Supplies	-	-	19,015	12,040	12,621	7,656	12,538	11,964	-	-	-	-	75,834	160,600	(84,766)	47%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000	(12,000)	0%
Insurance/Fees/Other	2,090	-	480	-	1,367	-	509	26	-	-	-	-	4,472	8,600	(4,128)	52%
Transfers														-	-	
Contingency														-	-	
Unappropriated Ending Bal																
Total Monthly Expenditures	2,090	-	35,048	30,358	30,585	24,617	29,083	28,504	722	-	-	-	181,006	391,005	(209,999)	46%
Cumulative Expenditures	2,090	2,090	37,138	67,495	98,080	122,697	151,780	180,284	181,006	181,006	181,006	181,006				
Profit/Loss	8,311	9,168	(11,521)	(13,039)	(12,393)	(11,482)	(12,554)	(14,652)	(14,219)	(14,219)	(14,219)	(14,219)				

**YAMHILL CARLTON SD
DEBT SERVICE FUNDS
2018-2019**

FUND 300	General Obligation Bonds												
Debt Service (300)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	-	673	18,500	2,961	1,172,881	212,593	16,974	8,802	-	-	-	-	1,433,384
Expenses	-	-	-	-	279,322	-	(10)	-	-	-	-	-	279,312
Profit/(Loss)	-	673	19,173	22,134	915,693	1,128,287	1,145,270	1,154,072	1,154,072	1,154,072	1,154,072	1,154,072	
Budgeted Transfer	-												-
Beginning Fund Balance	87,040												87,040
Debt Service Payments													
GO BOND 2015 Series					19,150						636,559		
GO BOND 2016 Series					260,375						590,375		
Total Obligations					279,525						1,226,934	-	1,506,459
Projected Tax Collections									35,000	12,000	11,000	52,000	110,000
Projected Ending Fund Balance													124,178

FUND 301	QZAB												
Debt Service (301)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	-	1,431	3,350	-	3,118	130,464	1,501	1,786	-	-	-	-	141,650
Expenses	142,463	-	-	-	-	-	-	-	-	-	-	-	142,463
Profit/(Loss)	(142,463)	(141,032)	(137,682)	(137,682)	(134,564)	(4,100)	(2,599)	(813)	(813)	(813)	(813)	(813)	
Budgeted Transfer	-												-
Beginning Fund Balance	17,652												17,652
Projected Ending Fund Balance													23,639
Debt Service Payments	142,463												142,463
Projected Revenue									1,700	1,700	1,700	1,700	6,800

Fund 302	PERS Liability												
Debt Service (302)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Revenue	18,063	18,575	75,595	75,381	75,320	75,848	76,152	75,707	-	-	-	-	490,641
Expenses	-	-	-	-	-	140,686	-	-	-	-	-	-	140,686
Profit/(Loss)	18,063	36,638	112,233	187,614	262,934	198,095	274,248	349,955	349,955	349,955	349,955	349,955	
Budgeted Transfer	-												-
Beginning Fund Balance	526,120												526,120
Ending Fund Balance													876,075
Debt Service Payments						140,686						805,686	946,372

**YAMHILL CARLTON SD
CAPITAL PROJECTS FUNDS
CASH FLOW REPORT
2018-2019**

**Note: There are no future expenditures or revenues shown on this report. This is showing actual cash flow only.*

Fund 400 Building Fund (CET)															
Building Fund (400)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Budget	
Revenue	14,543	17,171	4,951	3,332	4,935	290	12,169	12,354	-	-	-	-	69,744	225,000	
Expenses	8,085	33,804	44,367	223	13,748	342	3,401	69,633	720	-	-	-	174,323	225,000	
Profit/(Loss)	6,458	(10,175)	(49,592)	(46,483)	(55,295)	(55,348)	(46,580)	(103,859)	(104,579)	(104,579)	(104,579)	(104,579)			
Budgeted Transfer	(30,000)												(30,000)		
Beginning Fund Balance	298,713												298,713		
															Fund Balance
															164,135

Fund 405 Bond Projects 2016															
Bond Projects Fund (405)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Budget	
Revenue	11,670	8,697	153,092	3,851	5,257	1,412	3,941	2,645	-	-	-	-	190,566	4,709,900	
Expenses	37,270	1,237,902	1,641,919	1,048,950	864,697	524,949	497,218	58,039	-	-	-	-	5,910,945	4,709,900	
Profit/(Loss)	(25,601)	(1,254,806)	(2,743,634)	(3,788,732)	(4,648,173)	(5,171,709)	(5,664,986)	(5,720,380)	(5,720,380)	(5,720,380)	(5,720,380)	(5,720,380)			
Budgeted Transfer	2,030,000												2,030,000		
Beginning Fund Balance	4,709,956												4,709,956		
															Fund Balance
															1,019,577

Fund 475 BUILDING FUND															
Building Fund (475)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Budget	
Revenue	1,428	21,428	1,457	1,457	1,457	2,001,457	1,457	1,457	-	-	-	-	2,031,595	4,657,732	
Expenses	-	-	-	-	-	200	-	24,800	-	-	-	-	25,000	4,657,732	
Profit/(Loss)	1,428	22,856	24,313	25,769	27,226	2,028,482	2,029,939	2,006,595	2,006,595	2,006,595	2,006,595	2,006,595			
Budgeted Transfer	(2,000,000)												(2,000,000)		
Beginning Fund Balance	27,168												27,168		
															Fund Balance
															33,763

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 02/01/2019

To Date: 02/28/2019

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
56778	02/01/2019	ALPENROSE	\$341.08	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56779	02/01/2019	AMAZON CAPITAL SERVICES	\$1,909.06	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56780	02/01/2019	AS HANGING DISPLAY SYSTEMS	\$669.90	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56781	02/01/2019	BRETTHAUER OIL COMPANY	\$4,428.29	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56782	02/01/2019	CARLTON FARMS	\$25.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56783	02/01/2019	CENTURY LINK	\$179.12	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56784	02/01/2019	DAMIEN COX	\$19.20	1209	Printed	Expense	<input type="checkbox"/>		
56785	02/01/2019	DAVISON AUTO PARTS	\$20.69	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56786	02/01/2019	DEMME LEARNING	\$702.75	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56787	02/01/2019	FRONTIER	\$281.83	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56788	02/01/2019	HONEY BUCKET	\$300.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56789	02/01/2019	KAGAN PUBLISHING	\$458.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56790	02/01/2019	KOROSEAL INTERIOR PRODUCTS LLC	\$1,042.70	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56791	02/01/2019	LIBRARY WORLD, INC	\$495.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
* 56793	02/01/2019	NORTHWEST SCHOOL EQUIPMENT	\$62.40	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56794	02/01/2019	NURSINGALE	\$2,784.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56795	02/01/2019	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,598.37	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56796	02/01/2019	PAULY, ROGERS AND CO., P.C.	\$4,180.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56797	02/01/2019	PORTLAND GENERAL ELECTRIC	\$12,069.87	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56798	02/01/2019	PSA HEALTHCARE	\$3,783.20	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56799	02/01/2019	QUILL CORPORATION	\$138.55	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56800	02/01/2019	RECOLOGY WESTERN OREGON GARBAGE	\$423.34	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	

Yamhill-Carlton School District No. 1

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56801	02/01/2019	SUPPLYWORKS	\$532.14	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56802	02/01/2019	SYSCO FOOD SERVICES	\$2,357.85	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56803	02/01/2019	THE CATLIN GABEL SCHOOL	\$60.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56804	02/01/2019	TOM JACKSON'S LOCK AND KEY	\$524.00	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56805	02/01/2019	VICTOR COOK	\$164.49	1209	Printed	Expense	<input type="checkbox"/>		
56806	02/01/2019	YAMHILL COUNTY PLANNING DEPT	\$60.48	1209	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56807	02/08/2019	ALPENROSE	\$626.04	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56808	02/08/2019	AMAZON CAPITAL SERVICES	\$1,036.99	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56809	02/08/2019	BETHANY JERNIGAN	\$168.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56810	02/08/2019	BRETTAUER OIL COMPANY	\$13,024.50	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56811	02/08/2019	CITY OF CARLTON	\$1,134.11	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56812	02/08/2019	CITY OF YAMHILL	\$3,465.60	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56813	02/08/2019	CJ HANSEN CO INC	\$55,209.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56814	02/08/2019	CTL CORPORATION	\$108.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56815	02/08/2019	DEMME LEARNING	\$3,574.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56816	02/08/2019	FRONTIER	\$285.63	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56817	02/08/2019	GORMLEY PLUMBING AND HEATING	\$48.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56818	02/08/2019	HOLLAND PAINTING CO	\$46,600.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56819	02/08/2019	INTERIOR TECHNOLOGY INC	\$3,904.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56820	02/08/2019	MAHONEY TARA	\$200.00	1213	Printed	Expense	<input type="checkbox"/>		
56821	02/08/2019	MID COLUMBIA BUS CO., INC	\$47,059.06	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56822	02/08/2019	PETTY CASH - YC ELEMENTARY SCHOOL	\$50.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56823	02/08/2019	PROPANE NORTHWEST	\$899.24	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56824	02/08/2019	ROTH HEATING & COOLING	\$2,321.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56825	02/08/2019	SCHOLASTIC INC.	\$205.62	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56826	02/08/2019	SHAUN DITTY	\$168.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56827	02/08/2019	SUPPLYWORKS	\$891.97	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56828	02/08/2019	SYSCO FOOD SERVICES	\$1,624.76	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56829	02/08/2019	WILLAMETTE E.S.D.	\$5,313.77	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56830	02/08/2019	WYATT FIRE PROTECTION INC	\$300.00	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56831	02/08/2019	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$8,853.32	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56832	02/08/2019	YAMHILL COUNTY PLANNING DEPT	\$243.28	1213	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56833	02/08/2019	YAMHILL SHELL STATION	\$91.40	1213	Printed	Expense	<input type="checkbox"/>		
56834	02/08/2019	FRONTIER	\$95.43	1215	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
* 56840	02/15/2019	ALPENROSE	\$307.16	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56841	02/15/2019	AMAZON CAPITAL SERVICES	\$213.66	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56842	02/15/2019	ANNA BEAUDRY	\$84.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56843	02/15/2019	BETHANY BAKER	\$438.00	1228	Printed	Expense	<input type="checkbox"/>		
56844	02/15/2019	BRETTHAUER OIL COMPANY	\$1,809.20	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56845	02/15/2019	BRIGHTSIDE ELECTRIC AND	\$735.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56846	02/15/2019	CHELSEY BRIX	\$74.40	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56847	02/15/2019	COMCAST NETWORK SERVICES	\$4,093.17	1228	Printed	Expense	<input type="checkbox"/>		
56848	02/15/2019	COPY CATS	\$50.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
* 56850	02/15/2019	FRONTIER	\$21.92	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56851	02/15/2019	GARRETT, HEMANN, ROBERTSON	\$2,077.50	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	

Yamhill-Carlton School District No. 1

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56852	02/15/2019	HEATHER GLEASON	\$133.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56853	02/15/2019	IRON MOUNTAIN INCORPORATED	\$82.85	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56854	02/15/2019	JOHNSON CONTROLS	\$1,131.20	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56855	02/15/2019	LOWE'S COMPANIES INC.	\$1,849.93	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56856	02/15/2019	MIRIAM ELLIS	\$400.38	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56857	02/15/2019	MONIQUE BICKLE	\$140.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56858	02/15/2019	NEWBERG YOUTH CHEER	\$300.00	1228	Printed	Expense	<input type="checkbox"/>		
56859	02/15/2019	OETC	\$98.58	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56860	02/15/2019	OREGON EMPLOYMENT TAX	\$153.68	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56861	02/15/2019	OREGON STATE TREASURY	\$800.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56862	02/15/2019	PAC-VAN	\$635.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56863	02/15/2019	PACIFIC OFFICE AUTOMATION	\$99.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56864	02/15/2019	PEARSON SCHOOL DIVISION (SECONDARY)	\$158.58	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56865	02/15/2019	PORTLAND GENERAL ELECTRIC	\$14,224.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56866	02/15/2019	PRINT NORTHWEST	\$392.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56867	02/15/2019	PROPANE NORTHWEST	\$203.59	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56868	02/15/2019	RAINBOW RESOURCE CENTER, INC	\$171.38	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56869	02/15/2019	RAM STEEL INC.	\$128.43	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56870	02/15/2019	SHAUN DITTY	\$150.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56871	02/15/2019	SYSCO FOOD SERVICES	\$1,339.17	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56872	02/15/2019	T AND E GENERAL STORE	\$50.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56873	02/15/2019	TAFT HIGH SCHOOL 7-12	\$100.00	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	

Yamhill-Carlton School District No. 1

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56874	02/15/2019	WILCO	\$38.08	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56875	02/15/2019	WOOT MATH INC	\$297.60	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56876	02/15/2019	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$8,853.32	1228	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56877	02/15/2019	YC INTERMEDIATE SCHOOL	\$100.00	1228	Printed	Expense	<input type="checkbox"/>		
56878	02/15/2019	D-N-D ELECTRICAL CONTRACTORS	\$5,803.69	1229	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56879	02/15/2019	D-N-D ELECTRICAL CONTRACTORS	\$157.50	1230	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56880	02/15/2019	BRIGHTSIDE ELECTRIC AND	\$750.62	1197	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
* 56882	02/21/2019	SCHUBERT, CINDY BETH	\$720.00	1236	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56883	02/21/2019	AMAZON CAPITAL SERVICES	\$140.63	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56884	02/21/2019	BRETTAUER OIL COMPANY	\$6,456.56	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56885	02/21/2019	D-N-D ELECTRICAL CONTRACTORS	\$1,309.36	1237	Printed	Expense	<input type="checkbox"/>		
56886	02/21/2019	DAMIEN COX	\$12.95	1237	Printed	Expense	<input type="checkbox"/>		
56887	02/21/2019	DAVISON AUTO PARTS	\$615.32	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56888	02/21/2019	EDU-CARE SERVICES INC	\$218.35	1237	Printed	Expense	<input type="checkbox"/>		
56889	02/21/2019	FLORAFINDER LLC	\$286.30	1237	Printed	Expense	<input type="checkbox"/>		
56890	02/21/2019	GIUDICE, BEN	\$239.97	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56891	02/21/2019	JENIFER TUNING	\$125.40	1237	Printed	Expense	<input type="checkbox"/>		
56892	02/21/2019	KLYC RADIO	\$200.00	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56893	02/21/2019	MERSEREAU SHANNON LLP	\$24,000.00	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56894	02/21/2019	PHYLICIA REED	\$24.00	1237	Printed	Expense	<input type="checkbox"/>		
56895	02/21/2019	PLATT ELECTRIC SUPPLY	\$44.93	1237	Printed	Expense	<input type="checkbox"/>		

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
56896	02/21/2019	RAINBOW RESOURCE CENTER, INC	\$325.63	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56897	02/21/2019	WILCO	\$77.73	1237	Printed	Expense	<input checked="" type="checkbox"/>	02/28/2019	
56898	02/21/2019	YAMHILL SHELL STATION	\$106.02	1237	Printed	Expense	<input type="checkbox"/>		
56899	02/28/2019	ALPENROSE	\$808.00	1240	Printed	Expense	<input type="checkbox"/>		
56900	02/28/2019	AMAZON CAPITAL SERVICES	\$740.56	1240	Printed	Expense	<input type="checkbox"/>		
56901	02/28/2019	BRETTHAUER OIL COMPANY	\$5,447.36	1240	Printed	Expense	<input type="checkbox"/>		
56902	02/28/2019	BRIGHTSIDE ELECTRIC AND	\$137.50	1240	Printed	Expense	<input type="checkbox"/>		
56903	02/28/2019	CJ HANSEN CO INC	\$1,294.97	1240	Printed	Expense	<input type="checkbox"/>		
56904	02/28/2019	CLATSOP CO SCHOOL DIST 8	\$500.00	1240	Printed	Expense	<input type="checkbox"/>		
56905	02/28/2019	COSA	\$400.00	1240	Printed	Expense	<input type="checkbox"/>		
56906	02/28/2019	GEORGE FOX UNIVERSITY	\$4,800.00	1240	Printed	Expense	<input type="checkbox"/>		
56907	02/28/2019	HEILI HARRIS-BRANT	\$852.95	1240	Printed	Expense	<input type="checkbox"/>		
56908	02/28/2019	HONEY BUCKET	\$300.00	1240	Printed	Expense	<input type="checkbox"/>		
56909	02/28/2019	JOHNSTON, CARALEE	\$84.00	1240	Printed	Expense	<input type="checkbox"/>		
56910	02/28/2019	LAURA WARNER	\$150.00	1240	Printed	Expense	<input type="checkbox"/>		
56911	02/28/2019	MID COLUMBIA BUS CO., INC	\$46,537.82	1240	Printed	Expense	<input type="checkbox"/>		
56912	02/28/2019	MIRIAM ELLIS	\$150.00	1240	Printed	Expense	<input type="checkbox"/>		
56913	02/28/2019	OTTO PIPE AND BOILER	\$982.02	1240	Printed	Expense	<input type="checkbox"/>		
56914	02/28/2019	PACIFIC OFFICE AUTOMATION	\$3,499.41	1240	Printed	Expense	<input type="checkbox"/>		
56915	02/28/2019	PROPANE NORTHWEST	\$681.77	1240	Printed	Expense	<input type="checkbox"/>		
56916	02/28/2019	SYSCO FOOD SERVICES	\$4,560.14	1240	Printed	Expense	<input type="checkbox"/>		
56917	02/28/2019	WENGER CORPORATION	\$15,029.00	1240	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$407,616.27

Printed: 03/09/2019 4:41:11 PM

Report: rptCSACheckListing

2018.4.18

Page:

6

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 02/01/2019

To Date: 02/28/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

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

Report Total Amount:

Amount

End of Report

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2018-2019

Criteria: Report Sort: Fund

From Date: 02/01/2019

To Date: 02/28/2019

Fund: 100	GENERAL FUND					
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
UMPQUA BANK-CC						
	0	GENERAL FUND	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$30.00	
	0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	TRAVEL, OUT OF DISTRICT	\$272.74	
	0	GENERAL FUND	FISCAL SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$336.00	
	0	GENERAL FUND	HIGH SCHOOL PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS	\$7.50	
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	\$59.58	
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	NON-CONSUMABLE ITEMS	\$548.79	
	0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	REPAIRS & MAINTENANCE SERVICES	\$203.40	
	0	GENERAL FUND	UNDESIGNATED	ACCOUNTS RECEIVABLE	\$105.99	
Total for UMPQUA BANK-CC					\$1,564.00	
Total for GENERAL FUND					\$1,564.00	
Fund: 280	STUDENT BODY FUNDS					
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
UMPQUA BANK-CC						
	0	STUDENT BODY FUNDS	HIGH SCHOOL-EXTRACURRICULAR	TRAVEL, OUT OF DISTRICT	\$2,042.64	
	0	STUDENT BODY FUNDS	UNDESIGNATED	ACCOUNTS RECEIVABLE	\$574.08	
Total for UMPQUA BANK-CC					\$2,616.72	
Total for STUDENT BODY FUNDS					\$2,616.72	
Grand Total:					\$4,180.72	
Recap for FUND for GENERAL FUND						
100	GENERAL FUND		\$1,564.00			
280	STUDENT BODY FUNDS		\$2,616.72			

End of Report

Bond Budget Status Worksheet
2/28/2019

Total Resources

Source	Notes	Amounts
Bond	Original Bond Amount	\$14,200,000
Matching Funds	Oregon State Grant	\$4,000,000
Bond Premium		\$1,923,680
Loan Proceeds	Approved Loan	\$1,999,800
Rebate from Energy Trust	Rebate on LED lights put in existing Gym	\$5,928
Interest	Interest on Bond Funds	\$372,000
Other Funding Sources	CET Funds as available / Capital Resources	\$42,000
Return of funds - City of Yamhill	Funds remaining from Off-Site Water Project	\$147,000
	Total	\$22,690,408

Total Projects

Elementary School		Paid To Date	Committed	Total Project
Self Contracted Construction	Abatement / Exterior Lead Paint and Replace	778,303	8,643	786,946
Owner Costs	FFE, Hazardous Abatement, Move-In Logistics	162,061		162,061
Turner Projects	HVAC and Electrical	2,200,423		2,200,423
Total Elementary School		\$3,140,787	\$8,643	\$3,149,430

Intermediate School		Paid To Date	Committed	Total Project
Self Contracted Construction	Roof Repairs / Flat Roof Section Just Gym Section	59,240	103,776	163,016
Total Intermediate School		\$59,240	\$103,776	\$163,016

High School (Including Site Work)		Paid To Date	Committed	Total Project
Self Contracted Construction	HS Gym Lights, Locker Rooms, Gym Floor, Access Control/Security	235,569	4,303	239,872
Owner Costs	Demo, FFE, Hazardous Abatement, Move-In Logistics (includes: Gym Curtain, Desks, Network Equipment, YCHS Exterior Maint (Wood); Painting Existing Gym, Welding Hoods	650,247	16,865	667,112
FFE & Owner Contingency				-
Contingency for CTE Building		-	10,000	10,000
Interior Painting Gym Dome	Built Out items Only - Holland Painting	46,600	2,000	48,600
Coil Doors Installation	Interior Technology	3,904	-	3,904
Conscession Stand Work	Parts for Installation of Countertops for Coil Door Install	796	-	796
Weight Room Floor / Installation	Donated materials as of 1/23/2019	-	-	-
Gym Dome Floor Installation	Wood Floor Installation	-	69,726	69,726
Gym Dome Floor Sealant	Lobby / Under Bleachers (No Locker or Weight Room)	-	28,156	28,156
Glass on Interior Doors	Culver Windows (Glass Installation in Gym Doors)	-	975	975
Basketball Hoops and Wall Pads	4 practice hoops/2 game hoops	-	45,287	45,287
Mats for Gym Walls (end of court)		-	2,320	
Signs for Gym Dome	Donated materials as of 1/23/2019	-	-	-
Turner Scope of Work through GMP 8		13,846,983	540,832	14,387,815
City of Yamhill	Offsite Water Line	616,438	-	616,438
Total High School (Inc Site Work)		\$15,400,537	\$720,463	\$16,121,000

District Wide		Paid To Date	Committed	Total Project
Turner Construction Company	Pre-construction Services	82,048	-	82,048
Fees and Permits		92,713	-	92,713
OH! Architect (Pre-Design)		168,000	-	168,000
OH PLANNING+DESIGN ARCHITECTURE		2,062,666	36,489	2,099,155
M MARINO CONSULTING PC		394,832	-	394,832
Site Surveying		60,671	-	60,671
Printing and Publications		4,360	-	4,360
Community Coordination		800	-	800
Legal Counsel		29,706	-	29,706
Testing & Inspection		33,840	-	33,840
Bond and Investment Costs	Bond Closing Fees	160,895	-	160,895
Total District Wide		\$3,090,531	\$36,489	\$3,127,020
Total All Projects		\$21,691,095	\$869,371	\$22,560,466

Total Resources	\$22,690,408
Total Expenditures	\$22,560,466
Funds	\$129,942

Priority	Projects Needing Finance:			Estimate
	Gym Dome Pending Projects			
	Volleyball Nets (2)	Ordering On Hold		
	Metal Plate Transition	Between Wood Floor and Concrete (Inc in Brandsen)		4,545
	Cages over Heating Units	Most likely custom built		
	Audio System for Gym Dome			31,000
	Bleachers	Ordering On Hold		81,242
	Scoreboard (2 without installation)	Does not include Installation or Cages		13,033
	Gym Dome Networking (WAP)	Installation on ceilings, NWRES D hooked up.		
	Final Cleaning for Use	Undertermined	-	-
	Weight Room Mirrors			
	Deferred Maintenance			
	YCHS Flooring and Asbestos	Winter Break / Asbestos Abatement (No Stairs) Estimate will be higher for Abatement, no estimate received.		80,092
	YCHS Tuck Pointing	No actual quote, just an estimate.		50,000
	YCHS Seal Brick	No actual quote, just an estimate.		10,000
	YCHS Crack at Rear Stair	No actual quote, just an estimate.		10,000
	YCIS Flat Roof Gym Repairs (Actual Costs)	To do complete project along with 103,776 estimated in YCIS		\$97,000
	YCIS T1-11 Siding			
	Column on Back of Gym			
	Truss at YCHS (Pinning)			
	Locker Room Buildout (2)			\$300,000
	Gym Dome Sealant (Locker Rooms)	Held off on cleaning / sealing per quote until buildout		
	Architect (TI's and As Builts)	Fixtures/Electrical Permitting		
	Concession Stand Buildout			
	Training Room Buildout			
	Outside Staircase with Wall (by CTE Dome)	Solution and Estimate		
	Solar Lights (N. Parking Lot / CTE Parking Lot)	Energy Trust		
	Funds needed to finish projects			\$676,912

Summer Food Report

After careful consideration and research, Yamhill-Carlton School District will not be doing a closed enrolled site at the Elementary School this year due to the high risk that the program will not be funded federally and could impact 2019/2020 school year budget tremendously.

YC Superintendent's Report 3/14/19

School Bond – Turner Construction is beginning to make progress on the punch list items in the Gym. The portable basketball hoops have been ordered. By the time of this meeting the bid documents for the gym floor should be posted. Over Spring Break the entrance to the Intermediate School parking lot will be closed to demolish and pour the concrete. This is being done to bring the area into compliance with ADA standards.

Active Shooter Training with Yamhill and Carlton PD - The school district did a lockdown/lockdown drill in cooperation with the Yamhill and Carlton Police departments. We held the drill at 11:15 so that some students would be at lunch and recess. Instead of school administrators releasing students from their classrooms, police officers evacuated the students. Because of this, the drill lasted longer than usual. Both police departments were highly complimentary about how our students and staff responded to the drill and felt that it was successful. That being said, several issues were identified for correction. Most of them are facilities and key access related. We are in the process of making those corrections.

Community Mingle – The school board held a town hall style event to present the bond work to the community and take feedback. Approximately 25 community members attended. I toured the attendees around the new construction and gave a bond process overview presentation. Board Member Jack Bib took questions and comments from the attendees. Board Chair Jamie Egland provided refreshments. Overall, I judged the event to be successful.

PGE Mediation – We meet with the attorneys from PGE on March 14th in a mediation session. I will give an oral report of the progress at the board meeting.

Weather Issues – As everyone is aware the uncertain weather conditions affecting the region have created some disruption to the school schedule. In the last month we have missed two full days of instruction. Over the course of the year we have also had two late starts and one early release. The elementary school missed an additional day due to a localized power failure in Carlton. At this point we are still within the required instructional time for students in Oregon, but much more time is lost we will need to adjust the school calendar to compensate.

Geo Challenge Regional Competition

The Geo Challenge Presentation is a standards-based competition from the National Geographic Society that challenges student groups in grades five through eight to develop a creative solution to a real-world problem. Participating students form teams of between four and six people. These groups respond to a problem, challenge, or critical issue by using research, collaboration, creativity, and communication to create and present real-world solutions. There were over 600 projects submitted this year with teams qualifying for regional competitions at 15 different locations.

This year, three YCIS teams qualified for the Regional Competition in Seattle Washington. We request permission for our three teams to travel to compete on Friday, March 29th at Highline Community College in Seattle Washington. Our teams will compete against teams from the Northwest region, and have an opportunity to qualify for the National Competition in Washington D.C. in May.

Costa Rica

YCIS students request permission to go on an Educational Eco-Adventure Tour of Costa Rica! The trip dates are June 16 - 22 of 2020. The tour starts with a local guide discussing the concepts of the learning that will occur, as well as an overview of the sites students will visit. Then, students travel from the lush rainforests of the Sarapaquí region, to the hot springs of Arenal Volcano, to the tropical canopies of Monteverde – as they experience what it's like to be a field ecologist in Costa Rica.

Trip Agenda:

Day 1 : Welcome to Costa Rica!

Day 2 : Discover the Sarapiquí Region

Day 3 : Examine Costa Rican Ecology

Day 4 : Adventures in Arenal

Day 5 : Examine Monteverde

Day 6 : Zip into Biodiversity

Day 7 : Departure to the U.S.



**YAMHILL CARLTON
SCHOOL DISTRICT**



Creating a Smart, Connected School District

Facility optimization positively impacts the learning environment

Johnson Controls International, PLC. — Confidential & Proprietary

Agenda



Johnson Controls International, PLC. — Confidential & Proprietary

- ☐ JCI Introduction
- ☐ Goals & Challenges
- ☐ Feasibility Findings
- ☐ Procurement Path
- ☐ Funding
 - ☐ SB1149
 - ☐ ETO
 - ☐ Capital Funds
- ☐ Critical Path to Move Forward



Johnson Controls – A Full-service Energy Partner

- ❑ **30+ years** in performance contracting
- ❑ **700+** active performance contracting projects
- ❑ Over **\$ 6.6 billion** in active guarantees
- ❑ **Specialty teams:** K-12, Network/Fiber Optics, IT, Controls, Renewable Energy & Energy Storage, Security/Fire/Safety, Grants, Lighting
- ❑ Over **95** years presence in Oregon
- ❑ Over **200+** employees in OR
- ❑ Offices in Portland, Tri-Cities and Boise



Your JCI Team

- ❑ **Peter White** (AGM) – Over 30 years experience in Performance Contracting
- ❑ **David Nellis** (AE) - Over 17 years experience
- ❑ **Veera Vijay** (Engineering Manager) –
Over 17 years experience in Performance Contracting
- ❑ **Jianpeng Yang** (Energy Engineer) –
Over 10 years experience in Energy Engineering
- ❑ **Pete Babington** (Operations Manager) –
Over 25 years experience in construction
- ❑ **Chris Wang** (Performance Management) – PE 10 years experience in PC

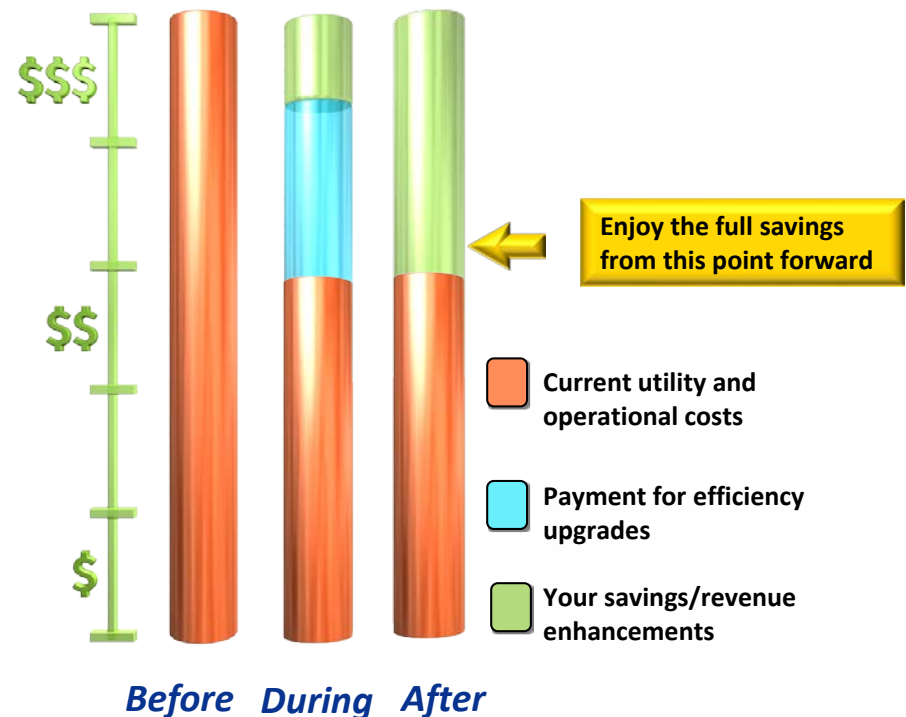
Project Goals

- ❑ Improve Safety, Security and Comfort of Learning Environments
- ❑ Reduce Utility and Operational Costs
- ❑ Address Deferred Maintenance Backlog
- ❑ Leverage SB1149, ETO and Limited Capital Funds
- ❑ Modernize Aging Systems at 2 Schools (HS, MS)
- ❑ Implement Project in Summer 2019 - many LED lighting incentives are expected to be off the table to start 2020.

Energy Savings Performance Contract

❑ **Performance Contracting** allows Schools to pay for energy efficiency infrastructure upgrade projects in a **budget-neutral manner funded by savings**.

❑ We take performance contracting beyond the budget-neutral to enhance revenue for the District, positively impact the local economy, **leveraging customized financial solutions**, and **minimizing risk** to the District.



Existing Conditions – High School-Main Bldg

- ❑ Built in 1936
- ❑ Lighting is T-8 with manual switches; Yellowed lens covers
- ❑ Diesel fired HW boiler – with hot water heating system
- ❑ Fan-coil units, radiators and AHUs (3rd flr-Yr 2000)
- ❑ Diesel DHW heater
- ❑ Controls are combination of JCI Metasys and Siemens controls.



Existing Conditions – High School-Cafeteria

- ☐ Built in late 1990's - early 2000s
- ☐ Lighting is T-8 with manual switches
- ☐ Diesel fired HW boiler – with hot water heating system
- ☐ Fan-coil units
- ☐ Diesel DHW heater
- ☐ JCI Metasys controls.
- ☐ All kitchen appliances are electric



Existing Conditions – High School-Old Gym

- ☐ Built in 1960's
- ☐ Lighting is T-8 with manual switches
- ☐ Diesel fired HW boiler (2001) – with hot water heating system
- ☐ Fan-coil units
- ☐ Diesel DHW heater
- ☐ JCI Metasys controls.



Existing Conditions – High School Dome #1-New Gym

- ☐ Built in 2018
- ☐ LED Lighting system
- ☐ Daikin VRF heating system with wall-mounted indoor units
- ☐ No central controls- standalone
- ☐ System not fully commissioned- construction being finished



Existing Conditions – High School Dome #2-CTE

- ☐ Built in 2016/17
- ☐ LED lighting system
- ☐ Daikin VRF heating system with wall-mounted indoor units
- ☐ No central controls- standalone



Existing Conditions – Middle School

- ❑ Built in 1950's
- ❑ Lighting is T-8 with manual switches
- ❑ Diesel fired steam boiler (1950s) – with steam radiators, with HW for new addition heating system
- ❑ 25 fan coil units in attic, 2 at Gym with steam heat. Control valves melted
- ❑ 6 cabinet fan units with HW coil & steam to HW converter
- ❑ Diesel DHW heater
- ❑ Siemens automation system



Existing Conditions – Elementary School

- ☐ Built in 1960's
- ☐ Lighting is T-8 with manual switches
- ☐ Air source heat pumps installed in the last 1-2 years
- ☐ 22 classroom unit vents
- ☐ JCI Metasys automation system



Energy Use & Indices

School	Sq. ft.	Electricity	Oil	Btu	\$-Electricity	\$-Oil	Total Cost	ECI	EUI
Yamhill High School total	107,653	408,805	18,866	3,883,066,211	\$ 49,596	\$ 43,353	\$ 92,949	\$ 0.86	36.07
Yamhill Grade School (Middle	80,189	234,700	16,624	2,993,348,949	\$ 23,070	\$ 37,625	\$ 60,695	\$ 0.76	37.33
Carlton Elementary	56,631	447,956	-	1,528,425,872	\$ 45,497	\$ -	\$ 45,497	\$ 0.80	26.99
	244,473	1,091,461	35,490	8,404,841,032	\$ 118,162	\$ 80,978	\$ 199,140	\$ 0.81	34.38

Conclusions

- ☐ Current K BTU's is 34.4
- ☐ Energy Cost \$199,000
- ☐ Projected KBTU's is 30
- ☐ Cost Savings potential – \$55,000-\$65,000 per year
- ☐ Examine indoor air quality/ventilation at HS/MS

Region	School Type	TARGET EUI (kBtu/SF/Yr)	
		Facility Operating ≤ 50 hours per week [1]	Facility Operating > 50 hours per week [2]
Western (ASHRAE Climate Zone 4c)	Elementary/Middle School	29	47
	High School	37	61
Eastern (ASHRAE Climate Zone 5b)	Elementary/Middle School	30	48
	High School	38	62

Proposed Measures

School	Measures	Benefits	Financial
High School	<ol style="list-style-type: none"> 1. LED Lighting and controls 2. DDC controls expansion to common platform 3. Water Conservation 4. HVAC Mechanical upgrade <ol style="list-style-type: none"> a. Boiler replacement & conversion to propane for Main Bldg, Old Gym and Cafe 5. Solar PV System Installation 	<p>Improve learning conditions with better lighting, HVAC system control</p> <p>Better fuel-cost control forecasting</p>	<ol style="list-style-type: none"> a. ETO utility rebates b. Potential additional SB 1149 monies (may require audit) c. Potential educational component with Solar
Elementary School	<ol style="list-style-type: none"> 1. LED Lighting and controls 2. DDC controls – expansion & upgrade 3. Water Conservation 	<p>Improve learning conditions with better lighting</p>	<ol style="list-style-type: none"> a. ETO utility rebates b. Potential additional SB 1149 monies (may require audit)
Intermediate School	<ol style="list-style-type: none"> 1. LED Lighting and controls 2. Boiler replacement & conversion to propane 3. Fan-coil units replacement 4. DDC controls – expansion & upgrade –valves replacement 	<p>Improve learning conditions with better lighting, HVAC system control</p> <p>Better fuel-cost control forecasting, better heating system reliability</p>	<ol style="list-style-type: none"> a. ETO utility rebates b. Potential additional SB 1149 monies (may require audit)

Feasibility Pro-forma- \$ 1.75M

Feasibility Proforma - \$ 1.75 M, \$100 K SB1149 , 20 Years @ 3.60%, 3 years M&V									
Year	Measured Savings			Rebates & SB1149	Total Savings	Loan Payment	Performance Management M&V	Balance	Cumulative Cash
	Utility Savings	Operational Savings	Total						
Install	\$ 8,746	\$ -	\$ 8,746	\$ -	\$ 8,746	\$ -	\$ -	\$ -	\$ -
1	\$ 61,787	\$ 11,588	\$ 73,374	\$ 145,000	\$ 218,374	\$ 206,432	\$ 11,943	\$ -	\$ -
2	\$ 65,448	\$ 11,935	\$ 77,384	\$ -	\$ 77,384	\$ 65,083	\$ 12,301	\$ -	\$ -
3	\$ 69,299	\$ 12,293	\$ 81,593	\$ -	\$ 81,593	\$ 68,923	\$ 12,670	\$ -	\$ -
4	\$ 73,349	\$ 12,662	\$ 86,011	\$ -	\$ 86,011	\$ 86,011	\$ -	\$ -	\$ -
5	\$ 77,608	\$ 13,042	\$ 90,650	\$ -	\$ 90,650	\$ 90,650	\$ -	\$ -	\$ -
6	\$ 82,086	\$ 13,433	\$ 95,519	\$ -	\$ 95,519	\$ 95,519	\$ -	\$ -	\$ -
7	\$ 86,793	\$ 13,836	\$ 100,630	\$ -	\$ 100,630	\$ 100,630	\$ -	\$ -	\$ -
8	\$ 91,743	\$ 14,251	\$ 105,994	\$ -	\$ 105,994	\$ 105,994	\$ -	\$ -	\$ -
9	\$ 96,946	\$ 14,679	\$ 111,625	\$ -	\$ 111,625	\$ 111,625	\$ -	\$ -	\$ -
10	\$ 102,415	\$ 15,119	\$ 117,534	\$ -	\$ 117,534	\$ 117,534	\$ -	\$ -	\$ -
11	\$ 108,164	\$ 15,573	\$ 123,736	\$ -	\$ 123,736	\$ 123,736	\$ -	\$ -	\$ -
12	\$ 114,206	\$ 16,040	\$ 130,245	\$ -	\$ 130,245	\$ 130,245	\$ -	\$ -	\$ -
13	\$ 120,555	\$ 16,521	\$ 137,076	\$ -	\$ 137,076	\$ 137,076	\$ -	\$ -	\$ -
14	\$ 127,229	\$ 17,017	\$ 144,245	\$ -	\$ 144,245	\$ 144,245	\$ -	\$ -	\$ -
15	\$ 134,241	\$ 17,527	\$ 151,768	\$ -	\$ 151,768	\$ 151,768	\$ -	\$ -	\$ -
16	\$ 141,609	\$ 18,053	\$ 159,662	\$ -	\$ 159,662	\$ 159,662	\$ -	\$ -	\$ -
17	\$ 149,352	\$ 18,595	\$ 167,946	\$ -	\$ 167,946	\$ 167,946	\$ -	\$ -	\$ -
18	\$ 157,486	\$ 19,152	\$ 176,639	\$ -	\$ 176,639	\$ 169,584	\$ -	\$ 7,054	\$ 7,054
19	\$ 166,033	\$ 19,727	\$ 185,760	\$ -	\$ 185,760	\$ 169,584	\$ -	\$ 16,176	\$ 23,230
20	\$ 175,012	\$ 20,319	\$ 195,331	\$ -	\$ 195,331	\$ 169,584	\$ -	\$ 25,746	\$ 48,976
Total	\$ 2,210,107	\$ 311,360	\$ 2,521,468	\$ 145,000	\$ 2,666,468	\$ 2,571,832	\$ 36,914	\$ 48,976	
Escalation - 3% for electricity, 2% for propane, 5% for fuel-oil, 3% for O&M									

Financing Options



Typical Tax Exempt Lease Purchase

- ☐ District Issues Unconditional Debt Service Obligation
- ☐ Counts towards Bond Capacity

Loan Payments



Guaranteed Energy Savings



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Financing Options



Contingent Payment Program

- ☐ District Has No Unconditional Debt Service Obligation.
- ☐ JCI Funds the Project.
- ☐ District Pays No Payments until Project is Installed.
- ☐ Quarterly Payments are made based upon expected savings.
- ☐ District Pays is “Contingent” upon delivery of savings
- ☐ District can withhold the shortfall amount from next payment.

Guaranteed Energy Savings



Loan Payments



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Five Project Milestones



Preliminary Analysis Feasibility

Requires no financial obligation by the District

Project Development Agreement (PDA)

Must define project that meets your criteria; PDA costs rolled into project

Financial & Construction Contracts

Self-funded project, Guarantees project price and energy savings

Installation

Provides single point of accountability

Performance Period

Ensures that savings are realized



Johnson Controls Cooperative Procurement Options



Johnson Controls has been awarded multiple cooperative contracts that meet public customers competitive procurement requirements

Johnson Controls Confidential



Save Time & Money

Time & costs savings by not having to duplicate the competitive RFP process. Expedites the procurement process for agency staff and reduces internal efforts advertising, issuing, and reviewing traditional bid documentation.



Full-line of Contracted Solutions

Large selection of products and services that have been competitively awarded under cooperative contracts allow customer to choose the products & services they need and want.



Trust and Relationships

Customer is able to select the supplier they want to buy from based on track record of product quality, service reliability, and on time project completion



Low-bid, Low-quality Responses

Avoid unpleasant experience of low-bid, low-quality awards.



National Volume Pricing

Receive national volume, ceiling-based, discounted pricing.



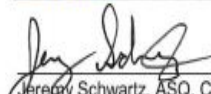
Sourcewell Contract 030817-JHN

Sourcewell HVAC
Proposal Evaluation / JCI
#1





Form G HVAC SYSTEMS, INSTALLATION, AND SERVICE WITH RELATED PRODUCTS AND SUPPLIES

	Possible Points	Carrier Corporation	Delta T Corporation dba Big Ass Solutions	Johnson Controls, Inc.	Lennox Industries Inc.	Siemens Industry Inc.
Conformance to Terms/ Conditions to Include Documentation	50	43	36	46	38	42
Pricing	400	331	298	352	265	323
Financial, Industry and Marketplace Successes	75	64	57	71	56	61
Bidder's Ability to Sell/ Service Contract Nationally	100	86	70	92	70	80
Bidder's Marketing Plan	50	40	32	43	38	40
Value Added Attributes	75	65	55	65	57	64
Warranty Coverages and Information	50	41	37	43	40	43
Selection and Variety of Products and Services Offered	200	169	121	175	131	147
Total Points	1,000	839	706	887	695	800
Rank Order		2	4	1	5	3


Jeremy Schwartz, ASQ, CSSBB, NJPA


Paul Anderson, NJPA


Ilissa Ramm, JD, NJPA


Keith Hanson, CPA, NJPA


Chris Robinson, JD, NJPA

A Results-oriented Process

**We are
here**

Feasibility

**Requires no financial obligation
by the District**

Proposal Development

**Must define project that meets
your criteria per procurement**

Financial & Construction Contracts

**Leverage SB1149 funds.
Guarantees project price and
energy savings**

Installation

**Provides single point of
accountability**

Performance Period

**Ensures that savings are
realized**



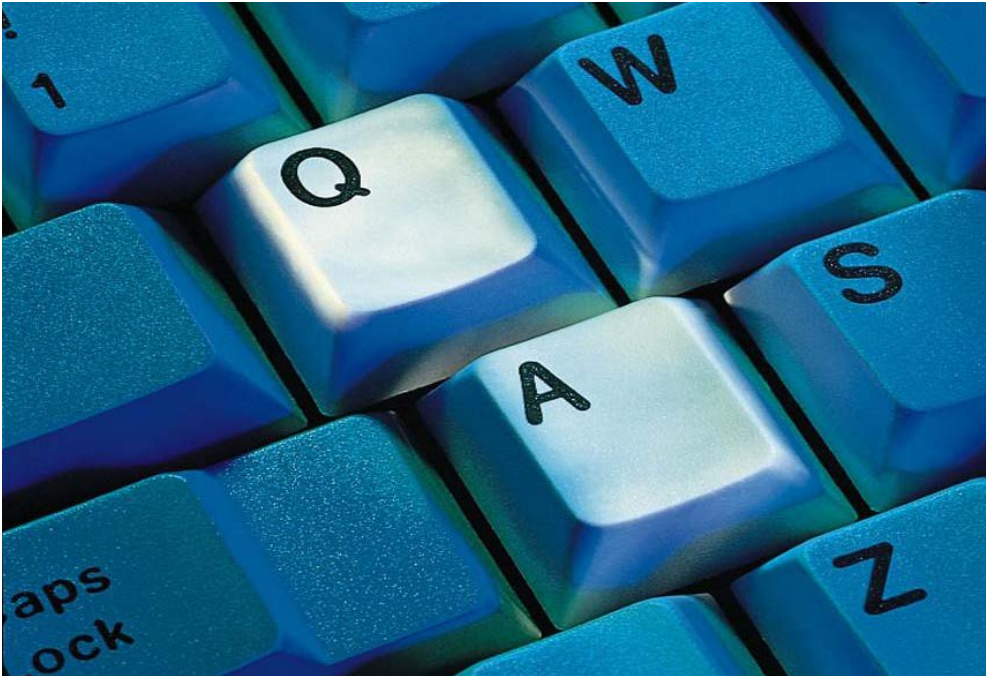
Critical Path

Milestone (Assumes Sourcewell COOP)	Date
Present Feasibility to Business Manager & Superintendent	March 1, 2019
Board Presentation of Concept & Feasibility, Authorize IGA	March 14, 2019
IGA & Proposal Development	March 21- May 15 2019
Finalize scope selection for Board approval & financing	June 1, 2019
Board Approval of Contracts and financing	June 13, 2019
Notice to Proceed from SD	June 14, 2019
Order Equipment (4-6 weeks lead time) Propane Tank Pre Order	June 15, 2019
Construction Starts	June 19, 2019
Substantial Completion (heating system operation)	October 1, 2019
Project Completion	December 15, 2019

Benefits to Yamhill Carlton

- ☐ Project is completely self-funded
- ☐ Comprehensive holistic systematic approach for each School site.
- ☐ Maximize efficiency and achieve deep retrofits
- ☐ Addresses deferred maintenance
- ☐ Creates local economic benefits
- ☐ Improved comfort and heating reliability
- ☐ Enjoy benefits of improvements sooner rather than later.

Discussion



David Nellis

Johnson Controls – Performance
Infrastructure

Milwaukie, Oregon

david.d.nellis@jci.com

503-858-4757

Infrastructure Upgrade-Sherman Co SD



**Modernization
of equipment**

High School

- Rural School District in Moro, OR with 50+ year old infrastructure at High School
- \$1.6 M project with guaranteed energy savings; \$0 capital
- **>50% savings**
- Life-cycle cost approach

Yamhill Carlton High School

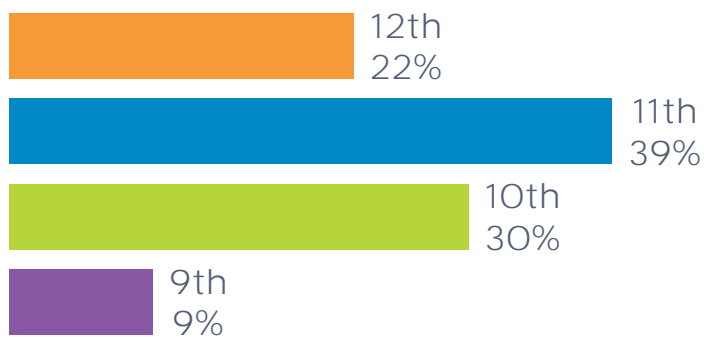
In 2017-18, 54 students earned college credit through the Willamette Promise.

Student Characteristic	Number	Percent
Gender		
Male	21	39%
Female	33	61%
Ethnicity		
White/Asian	47	87%
Hispanic	4	7%
Underrepresented	3	6%
Other Demographic Characteristics		
Economically Disadvantaged	0	0%
Chronically Absent	0	0%
Special Education	0	0%
Limited English Proficiency	0	0%

354
college
credits were
earned.

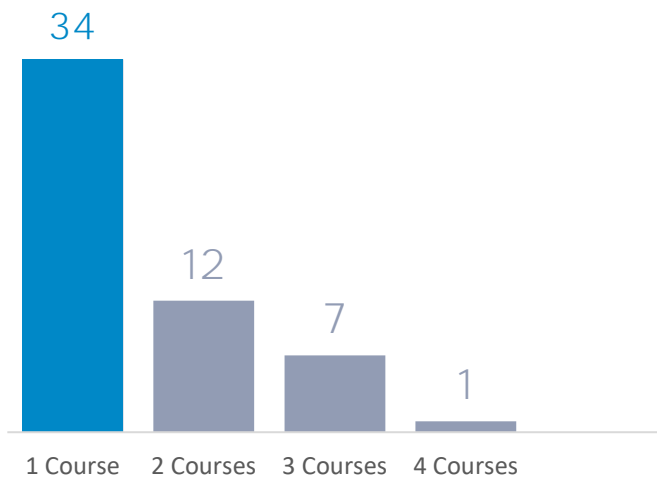
\$72.6k
in potential
savings to
students &
families.

Most students earning WP credit
were 11th graders.

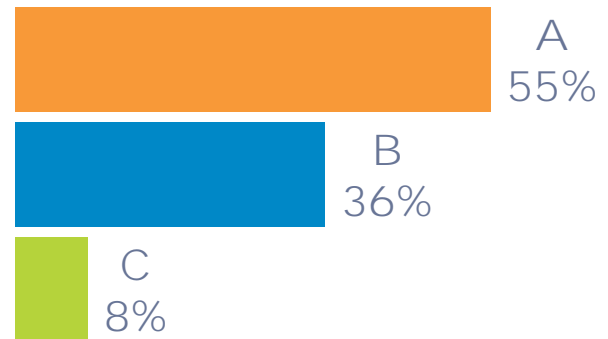


1.6x
more females
than males
earned WP
credit.

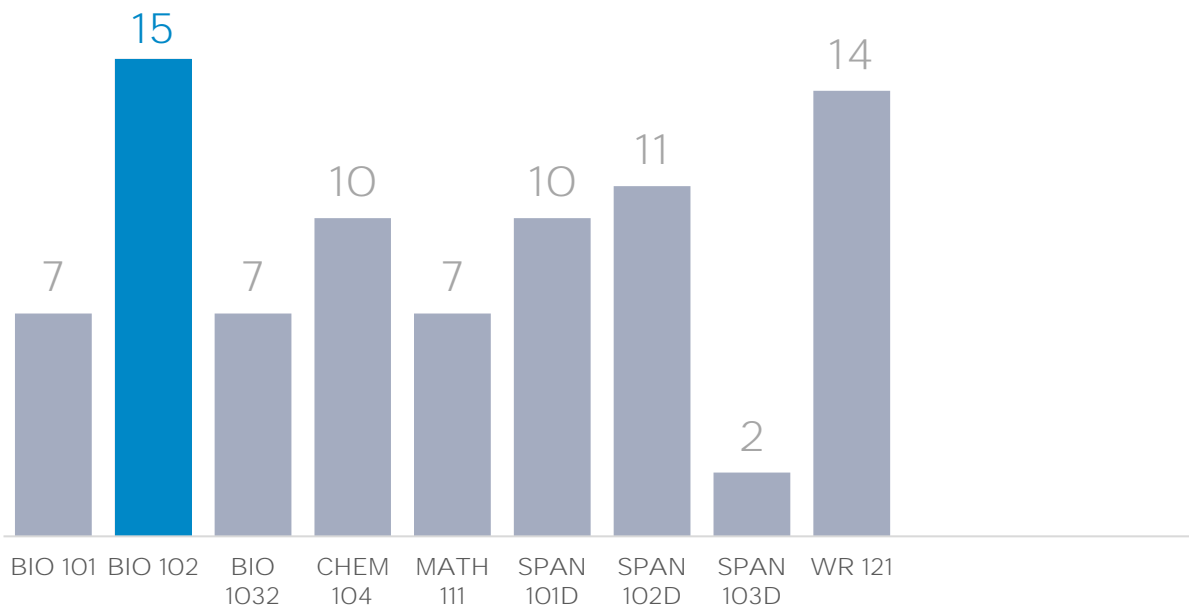
Number of courses
students took:



Grades earned:



BIO 102 was the most popular course.



For more information:

503-540-4428

willamettepromise@wesd.org

www.willamettepromise.org

TimeLine

2014

WP was established with a Regional Promise Replication grant

2016

In 13 out of 20 rural school districts WP offered the only access to accelerated credit

2018

WP offers accelerated credits and career and college support in 43 school districts and over 60 high schools in Oregon

the Willamette

Promise

Student-centered. Future-focused.



Since 2014...

39,761 credits earned

6,807 students served

43 school districts

60+ high schools

27 ABL and SDC courses offered*

\$8,151,005 in potential savings for students & families

Student-Centered.

- Approximately 165 high school teachers and 18 university faculty meet regularly in Professional Learning Communities (PLCs) to ensure high quality courses.
- Career and College support tailored for each district's needs
- Average attendance rate for WP students was 4% higher than the state average in 2017-18
- Participating student demographics are representative of the districts served
- In 2017-18 students earning credit were:
 - ✔ 60% female
 - ✔ 36% Hispanic
 - ✔ 41% economically disadvantaged

House Bill 2263

With consistent funding, the WP has been able to expand access and support to underserved and underrepresented students across the state. The WP provides both accelerated credits and career and college programming, changing the culture of schools to be future-focused for all students. With stable funding, all like programs could continue to provide service without increased financial burden on districts.

Future-Focused.

By removing barriers for students and schools, ABL and SDC courses promote both teacher and student participation in rural and urban districts alike. WP reaches underserved and underrepresented students by providing accessible, rigorous, low cost courses where students demonstrate their proficiency. Combined with professional development for teachers and career and college support for schools, students have strong supports as they focus on their future.

* The HECC Accelerated Credit Standards designate standards for 3 types of Credit. DC- Dual Credit, SDC- Sponsored Dual Credit, and ABL- Assessment-Based Learning

Temporary Teachers - No Renewal Action is Taken, positions open at the end of 2018-2019 School Year			
Last Name	First Name	18/19 Contract Status	19/20 Contract Status
Williams	Tiffany	Temporary 2nd Grade Teacher	N/A
Probationary Teacher Contract Recommendations			
Last Name	First Name	18/19 Contract Status	19/20 Contract Status
Andresen	Cassandra	1st Year Probationary Teacher	2nd Year Probationary Teacher
Collins	Jared	1st Year Probationary Teacher	2nd Year Probationary Teacher
Hoover	Emma	1st Year Probationary Teacher	2nd Year Probationary Teacher
Hornick	Jeffrey	1st Year Probationary Teacher	2nd Year Probationary Teacher
Hunter	Stephanie	1st Year Probationary Teacher	2nd Year Probationary Teacher
Lucero	Jonathan	1st Year Probationary Teacher	2nd Year Probationary Teacher
Nance	Kristen	1st Year Probationary Teacher	2nd Year Probationary Teacher
Post	Bradley	1st Year Probationary Teacher	2nd Year Probationary Teacher
Roberts	Heather	1st Year Probationary Teacher	2nd Year Probationary Teacher
Wilkins	Joseph	1st Year Probationary Teacher	2nd Year Probationary Teacher
Chadwick	Emily	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Ficek	Shiloh	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Foley	Anne	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Heatherly	Lisa	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Rabung	Andrew	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Takashima	Quinn	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Vanderzanden	Brenda	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Watson	Kristen	2nd Year Probationary Teacher	3rd Year Probationary Teacher
Amuzu	Nicole	3rd Year Probationary Teacher	Contract Teacher
Bell	Ardis	3rd Year Probationary Teacher	Contract Teacher
Belt-Verhoef	Stephanie	3rd Year Probationary Teacher	Contract Teacher
Cooper	Heather	3rd Year Probationary Teacher	Contract Teacher
McCathron	Emily	3rd Year Probationary Teacher	Contract Teacher
Mossholder	Brennon	3rd Year Probationary Teacher	Contract Teacher
Optiz	Matthew	3rd Year Probationary Teacher	Contract Teacher
18/19 Contract Status Teachers Recommended for Renewal			
Last Name	First Name	Last Name	First Name
Bales	Kathy	McGhehey	Tracie
Buehler	Michael	McKinney	Mark
DaSilva	Trevor	McKinney	Renee
Echauri	Kay	Nolan	Linda
Ezell	Rachael	Nonamaker	Sean
Hartmann	Brittany	Schaljo	Jenny
Henry	Rachel	Schulze	Susie
Hoyt	Tina	Sisto	Jo Ann
Jacobs	Lisa	Slavish	Jordan
Johnson	Danna	Stahl	Richard
Jungwirth	Janet	Sunday	Erin
Kidd	Bobbi	Vance	Christi

Koopman	Kristy	VanHorn	Kelly
Krutzik	Emily	Williams	Debbie
Martin	Alexander	Williamson	Jason

YCSD Administrator Contract Actions - March 14, 2019

Last Name	First Name	Contract action if any for 2019-2020 School Year
Berg	Lauren	Move to Year 2 of 3 year Contract
Tollefson	Chad	Move from Probationary Admin 2 to Probationary Admin 3
Horne	John	Move to Year 2 of 3 year Contract
Schubert	Cindy	No Action Necessary - Temporary Contract
Wiles	Matt	Renew to Year 1 of new 3 year Contract

YAMHILL COUNTY SCHOOL DISTRICTS



EMERGENCY OPERATIONS PLAN SCHOOL DISTRICT

2018

[INTENTIONALLY LEFT BLANK]

PROMULGATION STATEMENT

School District is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, the School Board has asked for a review of _____ School District's emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of _____ School District. We support its recommendations and commit the _____ School District's resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the _____ School District's community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

SCHOOL BOARD

DATE

SUPERINTENDENT

DATE

COLLABORATIVE STATEMENT

Emergency Operations Plan

School Districts of Yamhill County, in conjunction with the Yamhill County Emergency Management have developed an emergency operation plan that will enhance their emergency response capability. This document is the result of that effort.

It is designed to promote the coordination of district wide and site-specific emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the schools, faculty, staff, and students of these School Districts. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS) and was developed using the guidance from the Guide for Developing High-Quality School Emergency Operations Plans (2013) from the Federal Emergency Management Agency.

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters.

SCHOOL BOARD

DATE

SUPERINTENDENT

DATE

SUPERINTENDENT

DATE

SCHOOL BOARD

DATE

SUPERINTENDENT

DATE

SUPERINTENDENT

DATE

SCHOOL BOARD

DATE

EMERGENCY OPERATIONS PLAN (EOP)

RECORD OF CHANGES

Basic Plan

Change #	Date of Change	Change Entered By	Date Entered

TABLE OF CONTENT

BASIC PLAN

I.	AUTHORITY	- 3 -
II.	PURPOSE	- 5 -
III.	EXPLANATION OF TERMS	- 7 -
	A. Acronyms	- 7 -
	B. Definitions	- 7 -
IV.	SITUATION AND ASSUMPTIONS	- 11 -
	A. Situation	- 11 -
	B. Describe the enrollment and employment figures	- 11 -
	C. District/School Buildings	- 11 -
	D. Geographical Location Description	- 11 -
	E. Assumptions	- 11 -
	F. Limitations:	- 12 -
V.	CONCEPT OF OPERATIONS.....	- 13 -
	A. Objectives	- 13 -
	B. General	- 13 -
	C. Operational Guidance	- 14 -
	D. Incident Command System	- 16 -
	E. Incident Command System (ICS)—Emergency Operations Center (EOC) Interface	- 18 -
	F. Activities by Phases of Emergency Management	- 19 -
	G. Emergencies Occurring During Summer or Other School Breaks	- 20 -
VI.	ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	- 23 -
	A. Organization	- 23 -
	B. Assignment of Responsibilities	- 24 -
VII.	DIRECTION AND CONTROL	- 31 -
	A. General	- 31 -
	B. Emergency Facilities	- 31 -
	C. Continuity of School Administration	- 32 -
VIII.	READINESS LEVELS	- 33 -
	A. Readiness Levels	- 33 -
	B. Readiness Action Level Descriptions	- 33 -
IX.	ADMINISTRATION AND SUPPORT	- 35 -
	A. Agreements and Contracts	- 35 -
	B. Reports	- 35 -
	C. Records	- 35 -
	D. Consumer Protection	- 37 -
	E. Post-Incident and Exercise Review	- 37 -
X.	PLAN DEVELOPMENT AND MAINTENANCE	- 39 -
	A. Plan Development	- 39 -
	B. Distribution of Planning Documents	- 39 -
	C. Review	- 39 -
	D. Update	- 39 -

[APPENDICES](#)

[ANNEXES](#)

[FORMS](#)

[REFERENCES](#)

BASIC PLAN

I. AUTHORITY

- A. State ([ORS 336.071](#)) Emergency drills and instruction required by the State of Oregon.
- B. School Board – District policies, EB – Safety Program Policy, EB-AR Safety Program Administrative Regulation, and EBCB – Emergency Drills.

II. PURPOSE

This Basic Plan outlines the School District's, here within referred to as "District", approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of the District's methods of mitigation, preparedness, response, and recovery. The plan describes the District's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all District officials, staff, and students. The primary audience for the document includes the school board, school district, school administrators, staff tasked within the document or annexes, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

This Basic Plan outlines the District's approach to emergency management and operations. It has been developed to assist the District to protect its staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

Mission and Goals

- A. The mission of the District in an emergency/disaster is to:
 - 1. Protect lives and property
 - 2. Mitigate the effects of a disaster
 - 3. Prepare for emergencies and disasters
 - 4. Respond to emergencies promptly and properly
 - 5. Aid in recovery from disasters
- B. The goals of the District
 - 1. Provide emergency response plans, services, and supplies for all facilities and employees
 - 2. Coordinate the use of school personnel and facilities within the school
 - 3. Restore normal services as quickly as possible
 - 4. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
CFR	Code of Federal Regulations
DEM	Division of Emergency Management
EOC	Emergency Operations Center
EPI	Emergency Public information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
SOPs	Standard Operating Procedures
TSA	The Salvation Army

B. Definitions

1. **Emergency Public Information (EPI)**
Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
2. **Emergency Situation**
As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:
 - a. **Incident**
An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - (1) Involves a limited area and/or limited population.
 - (2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - (3) Warning and public instructions are provided in the immediate area, not community-wide.
 - (4) One or two local response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - (5) May require limited external assistance from other local response agencies or contractors.
 - b. **Emergency**
An emergency is a situation is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - (1) Involves a large area, significant population, or important facilities.

- (2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- (3) May require community-wide warning and public instructions.
- (4) Requires a sizable multi-agency response operating under an IC.
- (5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- (6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

c. Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- (1) Involves a large area, a sizable population, and/or important facilities.
- (2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- (3) Requires community-wide warning and public instructions.
- (4) Requires a response by all local response agencies operating under one or more ICs.
- (5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- (6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

3. Hazard Analysis

A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

4. Hazardous Material (Hazmat)

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to

health and the environment when improperly managed. Hazardous materials include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

5. Inter-local agreements
Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.
6. Standard Operating Procedures (SOP)
Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

IV. SITUATION AND ASSUMPTIONS

A. Situation

The District is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in [Annex E](#). More detailed information is provided in a Hazard Analysis, published separately.

B. Describe the enrollment and employment figures

1. District

The district's current enrollment is approximately _____ students of which _____ attend the district's high school, _____ attend the district's middle schools and _____ attend the district's elementary schools. The district staff is comprised of _____ employees.

2. School (to be completed by individual school)

The school's current enrollment is approximately _____ students. The school's staff is comprised of _____ employees.

C. District/School is made up of _____ buildings

[Appendix 11](#) contains a list of the name and location of all schools in the district and any buildings on school property, as well as a map of each building annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs.

D. Geographical Location Description

Geographically, the District is mainly located within the city limits of _____, Oregon (if additional cities list below). All buildings and schools are located within the boundaries of Yamhill County Oregon.

A summary of the major hazards is provided [Annex F](#). A complete hazard analysis and security audit has been completed for the District. After reviewing the District's hazard analysis and security audit, it appears that the district is most likely to be affected by Earthquake, Flooding, Winter Storm, Power Outage, Water System Failure, or Bomb Threat.

E. Assumptions

1. The District will continue to be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of

increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
4. Following a major or catastrophic event, the District will have to rely on its own resources to be self-sustaining for up to 72 hours.
5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for this district/school to be prepared to carry out the initial emergency response on an independent basis.
7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this district/school's readiness to deal with emergency situations.
8. A spirit of volunteerism among district/school employees, students and families will result in their providing assistance and support to emergency response efforts

F. Limitations:

It is the policy of the District that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, the District can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of the District emergency operations program are to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. To meet these objectives, the district shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

1. It is the responsibility of district officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the District.
2. It is the responsibility of the district/school to provide in-service emergency response education for all school and office personnel.
3. It is the responsibility of the school principal to conduct drills and exercises to prepare school personnel as well as students for an emergency situation.
4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
5. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn staff, students and parents during any emergency situation, whatever the cause.
6. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All key district and site personnel will be trained in ICS.
7. Personnel tasked in this plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed. The district/school is charged with insuring the training and equipment necessary for an appropriate response are in place.

8. This plan is based upon the concept that the emergency functions that must be performed by the district/school generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
9. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

C. Operational Guidance

1. Initial Response

District/school staff are likely to be first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

 - a. The Superintendent or Designee will be responsible for activating the School District emergency operations plan and the initial response:
 - (1) Evacuation – Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
 - (2) Lock out – Requires all staff and student to go to safe places in the building from outside the building.
 - (3) Lock down – All exterior doors and classroom doors are locked and students and staff stay in their classrooms
 - (4) Shelter-in-place – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
 - (5) Drop, and cover – Students and staff move to a designated safe area, drop to the floor and cover eyes and protect internal organs.

2. Notification Procedures

- a. In case of an incident at any district facility, the flow of information shall be from the school principal/designee to the district office. Information should include the nature of the incident and the impact, on the facility, students and staff.
- b. In the event the district is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school principal/designee. Specific guidelines are found in the individual annexes and appendices.

3. Training and Exercise

- a. District/school understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the district/school plan and the most current procedures, the following training, drill and exercise actions will occur:
 - (1) Training and refresher training sessions shall be conducted for all district/school staff. In case of academic staff, training should coincide with the first in-service day of the school year. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance.
 - (2) Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all employees is encouraged.
 - (3) Each school will plan for at least 12 drills and exercises during the school year. The types of drills and exercises will be determined by the superintendent, district safety manager/principal. [Refer to ORS 336.071 \(https://www.oregonlaws.org/ors/336.071\)](https://www.oregonlaws.org/ors/336.071).
 - (4) District/school will participate in any external drills or exercises sponsored by local emergency responders. Availability of district school personnel and the nature of the drill or exercise shall govern the degree to which the district will participate as it relates to improving the district/school ability to respond to and deal with emergencies.

4. Implementation of the Incident Command System (ICS)

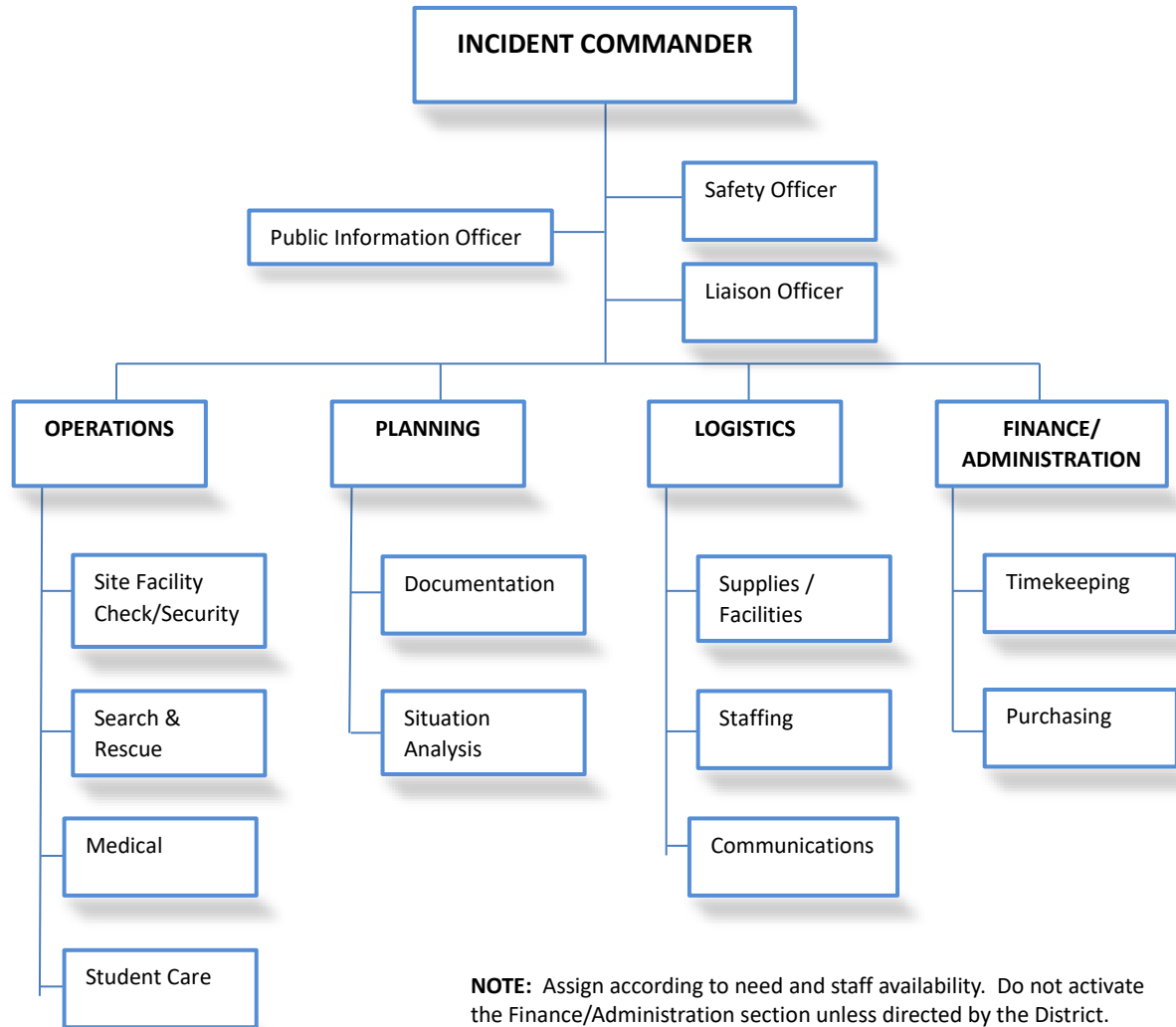
- a. The designated incident commander (IC) for the district/school will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the school, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.
5. Source and Use of Resources
- a. District/school will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:
 - (1) Request assistance from Volunteer Groups Active in Disasters (VOAD).
 - (2) Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

D. Incident Command System

1. District/school intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The Incident commander is responsible for carrying out the ICS function of command – managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to

ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

INCIDENT COMMAND STRUCTURE ORGANIZATION CHART



NOTE: Assign according to need and staff availability. Do not activate the Finance/Administration section unless directed by the District.

Assign two people to every job as practical for backup.

E. Incident Command System (ICS)—Emergency Operations Center (EOC) Interface

1. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the district/school staff and students in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the district/school staff and students in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

District/school will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities.

Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency management program are:

a. Hazard Analysis

- (1) Identifying hazards
- (2) Recording hazards
- (3) Analyzing hazards
- (4) Mitigating/preventing hazards
- (5) Monitoring hazards

b. Security Audit

- (1) Safety and Security Audit Toolkit, adapted from the Texas School Safety Center, is a comprehensive form to conduct safety and security assessment(s). [See Forms](#)
- (2) Refer to [Appendix 4](#) for information on Crime Prevention Through Environmental Design (CPTED).

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

a. Providing emergency equipment and facilities.

b. Emergency planning, including maintaining this plan, its annexes, and appendices.

c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this district/school during emergencies in training opportunities.

d. Conducting periodic drills and exercises to test emergency plans and training.

- e. Completing an After-Action Review after drills, exercises and actual emergencies.
 - f. Revise plan as necessary.
3. Response
- District/school will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.
4. Recovery
- If a disaster occurs, district/school will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the district/school(s) and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

G. Emergencies Occurring During Summer or Other School Breaks

If a school administrator or other emergency response team member is notified of an emergency during the summer (or when affected students are off-track if they attend year-round schools), the response usually will be one of limited school involvement. In that case, the following steps should be taken:

- 1. Institute the phone tree, or other means of notification to disseminate information to Emergency Response Team members and request a meeting of all available members.
- 2. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
- 3. Notify staff or families of students identified in number 2 above and recommend community resources for support.
- 4. Notify general faculty/staff by letter or telephone with appropriate information.

5. Schedule faculty meeting for an update the week before students return to school.
6. Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most districts/schools have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. District/school organization for emergencies includes an executive group, emergency operations planning team, emergency response teams, emergency services, and support services.

Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the school board, superintendent, and district facilities manager, safety manager or designees.

Emergency Operations Planning Team

The Emergency Operations Planning Team (EOPT) develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates district/school's planning activities and recruits members of the district/school emergency response teams. There may be an EOPT at the district level and EOPTs at each school. The Emergency Operations Planning Team at the district level may include superintendent, district safety manager and/or designees. The Emergency Operations Planning Team at the school level may include principal, assistant principal, school resource officer, counselor, nurse, selected staff and community resources.

Emergency Response Teams

Emergency Response Teams assists the Incident Commander in managing an emergency and providing care for district/school, employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable. The Emergency Response Teams include selected district/school staff, volunteers and students.

Emergency Services

Emergency Services include the IC and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided

by organized volunteer organizations, business and industry, and other sources.

Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the district/school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Executive Group, Emergency Operations Planning Team, Emergency Response Teams, Staff, Emergency Services, Support Services, Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The School Board will:

- (1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program;
- (2) Establish a school emergency operation plan review committee to approve and coordinate all emergency response plans;
- (3) Review school construction and renovation projects for safety.

b. The Superintendent or designee will:

- (1) Assign the district Safety manager, or designee to assist in planning and review.
- (2) Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans.
- (3) Develop and coordinate in-service emergency response education for all district school personnel.

- (4) Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system.
- (5) Authorize implementation of emergency preparedness curriculum (i.e. CERT).
- (6) Gather information from all aspects of the emergency for use in making decisions about the management of the emergency.
- (7) Have overall decision-making authority in the event of an emergency until emergency services arrives.
- (8) Monitor the emergency response during emergency situations and provide direction where appropriate.
- (9) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- (10) Stay in contact with the leaders of the emergency service agencies working with the emergency.
- (11) Keep school board informed of emergency status
- (12) Request assistance from local emergency services when necessary.
- (13) Assign staff member responsible for collecting information on disposition of injured person(s) transported by EMS.
- (14) Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- (15) Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- (16) Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

c. The District Safety manager and/or designee will:

- (1) Serve as the staff advisor to the superintendent and principal on emergency management matters.
- (2) Keep the superintendent and principal appraised of the preparedness status and emergency management needs.
- (3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- (4) Prepare and maintain a resource inventory.
- (5) Arrange appropriate training for district emergency management personnel and emergency responders.
- (6) Coordinate periodic emergency exercises to test emergency plans and training.
- (7) Perform day-to-day liaison with the local emergency management staff and other local emergency management personnel.

- (8) Coordinate with organized volunteer groups and businesses regarding emergency operations.
- d. The Principal or designee will:
 - (1) Act as the school's Emergency Management Coordinator.
 - (2) Implement the policies and decisions of the governing body relating to emergency management.
 - (3) Organize the school's emergency management program and identify personnel, equipment, and facility needs.
 - (4) Ensure that the plan is coordinated with the district's plans and policies.
 - (5) Assign selected staff members to the Emergency Operations Planning Team who will develop the school's emergency operations plan.
 - (6) Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
 - (7) Conduct drills and initiate needed plan revisions based on After Action Reports.
 - (8) Encourage incorporation of emergency preparedness material into regular curriculum.
 - (9) Provide copies of the school plan to the district superintendent and local Emergency Management office.
 - (10) Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
 - (11) Establish an Incident Command Post.
 - (12) Act as Incident Commander until relieved by appropriate authority.
 - (13) Assign school emergency responsibilities to staff as required.
 - (14) Coordinate use of building as public shelter for major emergencies occurring in the city or county.
 - (15) Coordinate emergency assistance and recovery.
 - (16) Maintain an updated electronic or paper copy of student records to include contact information.
- 4. Emergency Operations Planning Team will:
 - a. In conjunction with the district and local emergency services create and maintain the Emergency Operations Plan
 - b. In conjunction with the district and local emergency management officials, conduct a hazard analysis
 - c. Organize Emergency Response Teams
 - d. Recommend training for the Emergency Response Teams

- e. Establish a partner system to pair staff and classes so that staff assigned to an Emergency Response Team, can fulfill the duties
 - f. Provide information to staff, student and community on emergency procedures
 - g. Provide assistance during an emergency in accordance with designated roles
 - h. Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan.
5. Emergency Response Teams will:
- a. Participate in the Community Emergency Response Team (CERT) program, or other preparedness training
 - (1) Provide the following functions when necessary and when performing their assigned function will not put them in harm's way:
 - (a) Facility evacuation – The Evacuation team will be trained to assist in the evacuation of all school facilities and to coordinate the assembly and the accountability of the employees and students once and evacuation has taken place.
 - (b) First aid – The First Aid team will be trained to provide basic first aid to injured students and/or staff.
 - (c) Search and rescue – The Search and Rescue team will be trained in search and rescue operations. They will perform light search and rescue to find missing or trapped students and/or staff and note and record the situation for other responders.
 - (d) Limited fire suppression – The Limited Fire Suppression team will be trained to provide light fire suppression and provide utility shut-off if necessary.
 - (e) Damage assessment – The Damage Assessment team will be trained to conduct a building assessment of school buildings to evaluate whether or the building(s) are safe for occupation.
 - (f) Student/Parent Reunification – The Student/Parent Reunification team will establish sites for the orderly dismissal of students to their parents.
 - (g) Student supervision – The Student/Staff Supervision team will be responsible for supervising the students while emergency response activities are occurring.

- (h) Support and security – The Support and Security team will be responsible for securing the school grounds and make preparations for caring for students until it is safe to release them.
 - (2) Create annexes for their specific emergency function.
 - (3) Assist the superintendent and principal during an emergency by providing support and care for district/school employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.
- 6. Staff will:
 - a. Utilize, and assist in maintaining classroom emergency kits.
 - b. Participate in trainings, drills and exercises.
 - c. Direct and supervise students en route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
 - d. Maintain order while in student assembly area.
 - e. Verify the location and status of every student. Report to the incident commander or designee on the condition of any student needing additional assistance.
 - f. Establish a partner system for students and staff with disabilities.
 - g. Remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official “student/family reunification process.”
- 7. Technology/Information Services Role
 - a. Coordinate use of technology.
 - b. Assist in establishment/maintenance of emergency communications network.
 - c. Assist in obtaining needed student and staff information from the computer files.
 - d. Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.

- e. Establish and maintain computer communication with the central office and with other agencies capable of such communication.
 - f. Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.
 - g. As needed, report various sites involved in the communication system if there are problems in that system.
8. Transportation Role
- a. Ensure contracted transportation company maintains protocols for transportation related emergencies.
 - b. Ensure contracted transportation company maintains plans for the emergency transport of district/school personnel and students
9. Common Responsibilities for Emergency and Support Services
Emergency services and support services:
- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
 - b. Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
 - c. Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.
10. Emergency Services Responsibilities
- a. The IC:
 - (1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
 - (2) Determine and implement required protective actions for response personnel and the public at an incident site.

VII. DIRECTION AND CONTROL

A. General

1. The Superintendent or District Safety Manager is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, he/she may carry out those responsibilities from the Incident Command Post (ICP).
2. The Superintendent, District Safety Manager, Principal or designee will provide overall direction of the response activities of the district/school. During major emergencies and disaster, he/she will normally carry out those responsibilities from the ICP.
3. The Superintendent, District Safety Manager, Principal or designees will manage the ICP.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the ICP until local emergency services arrive.
5. During emergency operations, the district/school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If the district/school's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested. Requests for local, non-emergency resources should first be made through the city. Any non-emergency resource requests from the County or State should be made through Yamhill County Emergency Management (YCEM). YCEM can be reached by contacting emergency dispatch (YCOM), 503-434-6500.

B. Emergency Facilities

1. Incident Command Post
Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

C. Continuity of School Administration

1. The line of succession for the Superintendent is:
 - a.
 - b.
 - c.
2. The line of succession for the District Safety manager is:
 - a.
 - b.
 - c.
3. The line of succession for the Principal is:
 - a.
 - b.
 - c.
4. The lines of succession for each position shall be in accordance with the SOPs established by the district/school.

VIII. READINESS LEVELS

A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. Readiness Levels will be determined by the school board, superintendent, district safety manager, or principal. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. Readiness Action Level Descriptions

The following readiness action levels will be used as a means of increasing the district's/school's alert posture. (Based on the Department of Homeland Security. Suggested by Department of Education).

1. Green—Low
 - a. Assess and update emergency operations plans and procedures.
 - b. Discuss updates to school and local emergency operations plans with emergency responders.
 - c. Review duties and responsibilities of emergency response team members.
 - d. Provide CPR and first aid training for staff.
 - e. Conduct training and drills.
 - f. Conduct 100% visitor ID check.
2. Blue—Increased Readiness
 - a. Review and upgrade security measures.
 - b. Review emergency communication plan.
 - c. Inventory, test, and repair communication equipment.
 - d. Inventory and restock emergency supplies.
 - e. Conduct emergency operations training and drills.
3. Yellow—Elevated
 - a. Inspect school buildings and grounds for suspicious activities.
 - b. Assess increased risk with public safety officials.
 - c. Review crisis response plans with school staff.

- d. Test alternative communications capabilities.
- 4. Orange—High (Consider lockdown, lockout)
 - a. Assign staff to monitor entrances at all times.
 - b. Assess facility security measures.
 - c. Update parents on preparedness efforts.
 - d. Update media on preparedness efforts.
 - e. Address student fears concerning possible emergency.
 - f. Place school and district emergency response teams on standby alert status.
- 5. Red—Severe
 - a. Follow local and/or federal government instructions (listen to radio/TV).
 - b. Activate emergency operations plan.
 - c. Restrict school access to essential personnel.
 - d. Cancel outside activities and field trips.
 - e. Provide mental health services to anxious students and staff.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should district/school resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents. Consider resources from the following: Public Information Officer (PIO), redundancies in personnel with specialized training, Finance, Business Management, Communications, Insurance, etc.
2. The agreements and contracts pertinent to emergency management that this district/school is party to are summarized in [Appendix 1](#).

B. Reports

1. Initial Emergency Report
This short report should be prepared and transmitted to school board and district administrators by the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.
2. Situation Report
A daily, or update as needed, situation report should be prepared and distributed by the Incident Command Post during major emergencies or disasters.
3. Other Reports
Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations
The District/school is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.
 - a. Activity Logs
The ICP and the district office shall maintain accurate logs recording key response activities, including:
 - (1) Activation or deactivation of emergency facilities.
 - (2) Emergency notifications to local emergency services.

- (3) Significant changes in the emergency situation.
 - (4) Major commitments of resources or requests for additional resources from external sources.
 - (5) Issuance of protective action recommendations to the staff and students.
 - (6) Evacuations.
 - (7) Casualties.
 - (8) Containment or termination of the incident.
- b. Incident Costs. The district/school shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future district/school budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, the district/school participating in the emergency response shall maintain detailed records of costs for emergency operations to include:
 - (1) Personnel costs, especially overtime costs.
 - (2) Equipment operations costs.
 - (3) Costs for leased or rented equipment.
 - (4) Costs for contract services to support emergency operations.
 - (5) Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal district/school operations following an emergency situation, vital records must be protected. These include legal documents, student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, this district/school will seek professional assistance to preserve and restore them.

D. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the school district's Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

E. Post-Incident and Exercise Review

The superintendent/district safety manager, emergency operations planning team and emergency response teams are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, district/school personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The emergency operations planning team is responsible for the overall development and completion of the Emergency Operations Plan, including annexes. The superintendent/school board is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The superintendent/school board/principal shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.

C. Review

The Basic Plan and its annexes should be reviewed periodically by district/school officials. The emergency operations planning team/or designee will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or district/school structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least every five (5) years. Responsibility for revising or updating the Basic Plan is assigned to the emergency operations planning team or designee.
3. The superintendent/principal is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

