



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

Thursday, July 25th, 2019

Regular Session- 12:00 PM

**AGENDA**

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

*Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form and turn it in to 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. Swearing in New Board Member – Megan Gometz
- VI. Nominate & Approve Board Chair and Vice Chair (Action Item)
- VII. Appoint Committee Members (Negotiations & Policy) (Action Item) (Pg 1)
- VIII. 2018-2019 Appointments & Designations (Action Item) (Pg 2)
- IX. Approve Meeting Schedule (Action Item) (Pg 3)
- X. Regular Session- Consent Agenda
  1. Approval of Board of Directors Minutes
    - a. Work Session & Regular Meeting June 13<sup>th</sup>, 2019 (Pg 4)
  2. Enrollment Report (Pg 9)
  3. Personnel (Pg 11)
- XI. Announcements and Reports
  - I. District Facilities- John Mortimore – Verbal Report
  - II. Superintendent's Report- Charan Cline – Verbal Report
- XII. New Business:
  - I. YCSD Health & Safe Schools Plan (Action Item) (Pg 12)

***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.

## **Sub Committees 2019-2020**

<b><u>Committee</u></b>	<b><u>Chair</u></b>	<b><u>Additional Member</u></b>	<b><u>Administrator/Manager</u></b>
<b>Negotiations (Meets as Needed)</b>			
<b>Board Policy (Quarterly During School Day)</b>			



# **YAMHILL CARLTON SCHOOL DISTRICT**

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

## **2019-2020 School Year Yamhill Carlton School District Designations and Authorizations**

Approve Bonds \$100,000 for District Clerk (Superintendent) and Deputy Clerk (Business Manager)

Authorize the Superintendent and the Business Manager to pay salaries, bills and other financial requirements.

Designate the following:

- Superintendent as Clerk and Chief Budget Officer.
- McMinnville News Register as Publication of Records.
- The Hungerford Law Firm and GHR (Paul Dakoplos) as legal counsel, but the Superintendent has authority to seek other counsel for specific other legal services.
- Umpqua Bank, First Federal Savings, US Bank and State of Oregon Local Government Investment Pool as depositories of District funds.
- Charan Cline and Tami Zigler as District representatives with the authority to apply for Title 1 Funds, and other federal and state grants.
- Pauly, Rogers and Co., PC as official auditor for the 2019-2020 School Year
- SAIF as worker's compensation insurance carried for the 2019-2020 School Year
- WHA as the agent of record for liability insurance coverage through Special District Association of Oregon for the 2019-2020 School Year.

## **2019-2020 School Board Meeting Schedule**

<b><u>Date of Meeting</u></b>	<b><u>Student Spotlight</u></b>
July 25 <sup>th</sup> , 2019	None
August 8 <sup>th</sup> , 2019	None
September 12 <sup>th</sup> , 2019	None
October 10 <sup>th</sup> , 2019	YCES
November 14 <sup>th</sup> , 2019	YCIS
December 14 <sup>th</sup> , 2019	YCHS
January 9 <sup>th</sup> , 2020	None
February 13 <sup>th</sup> , 2020	YCES
March 12 <sup>th</sup> , 2020	YCIS
April 9 <sup>th</sup> , 2020	YCHS
May 14 <sup>th</sup> , 2020	Valedictorians/Salutatorians (YCHS)
June 18 <sup>th</sup> , 2020	None

**YAMHILL CARLTON SCHOOL DISTRICT NO.1**

**BOARD OF DIRECTORS**

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

Thursday, June 13th, 2019

Work Session – 6:45 PM

**MINUTES**

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

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

Also Present: P. Manson. G. Manson, M. Pfeiffer, H. Cooper, M. Gometz, E. Sunday, D. Nellis, P. White

Call to Order Work Session – 6:45pm by J. Egland

- I. Sub Committee Reports
  - a. Facilities and Transportation –
    - i. Facilities Committee Report– Johnson Controls presenting later tonight, gym floors have been sealed and painting has begun – sound system ordered – bleachers ordered – AG Building: sheetrock hung, painting next week, more excavation yet to happen on outside. Thanks to Baileys for the donation of plants
    - ii. Next Facilities Committee Meeting – TBD
  - b. Negotiations – Settled with Classified & continuing to meet with Licensed thru the summer
  - c. Board Policy (Susan) – Hope to meet in August
  - d. Curriculum (Ken) – Social studies adoption later tonight,
  - e. Activities (Tim) – Next meeting in August
  - f. Finance – Changes to line items on agenda for later tonight
  - g. Communications – nothing to report
  - h. Safety & Security – met with Chief to discuss use of reserve officer for 2-3 days a week for 3-4 hours a day and at athletic events.

With no further discussion, the meeting adjourned 6:57 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, June 13th, 2019

Regular Session – 7:00 PM

**MINUTES**

Board Members: Tim Pfeiffer, S. FitzGerald, Jami Eglund and Ken Watson. J. Bibb absent by prior arrangement.

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

Also Present: P. Manson, G. Manson, M. Pfeiffer, H. Cooper, M. Gometz, E. Sunday, D. Nellis, P. White

**Budget Hearing**

- I. Called to order by J. Eglund at 7:00pm
- II. Additions to budget document – None
- III. Public Comment – None
- IV. Budget Hearing adjourned at 7:01pm

**Regular Session**

- I. Flag Salute
- II. Called to order by Chair J. Eglund at 7:01pm
- III. Individuals, Delegations, Recognition and Communications

Recognized retiring Board Member Tim Pfeiffer for his many years of dedicated service to the students and staff of the Yamhill Carlton School District

Recognized Lauren Berg, Cindy Schubert and Shiloh Ficek who are leaving us this year to pursue other endeavors. We wish them the best of luck.

Public Comment – No Comment

- IV. Review of Agenda

*S. FitzGerald motioned to add agenda item 10(X) under New Business – Out of State Student Travel – Peru Summer 2019. T. Pfeiffer seconded. All in favor, motion carried.*

*S. FitzGerald motioned to add agenda item 11(XI) under New Business – Out of State Teacher travel – Salt Lake City – June 24<sup>th</sup> to June 28<sup>th</sup>, 2019*

- V. Regular Session – Consent Agenda

*K. Watson motioned to approve the consent agenda as presented. T. Pfeiffer seconded. All in favor, motion carried.*

VI. Announcements and Report

- I. YCES – Lauren Berg – See Report – Preliminary state testing numbers appear to be above state averages – Dibels testing shows we still have some areas to target for growth.
- II. YCIS – Chad Tollefson – See Report – Lots of activities happening the last week of school, Geo Challenge group finished in top 16.
- III. YCHS – Cindy Schubert & Matt Wiles – Graduation went well. Wrapping up the year.
- IV. Financial Report and List of Bills for May 2019

*K. Watson motioned to approve the financial report and list of bills for May 2019. T. Pfeiffer seconded. All in favor, motion carried.*

- II. District Facilities – Brian King – nothing additional to report
- III. Superintendent’s Report – Charan Cline – see report – Congratulations to newly elected Board member Megan Gometz and re-elected board member Susan FitzGerald. SBHC will not be returning next year. Working on finalizing Continuous School Improvement Plan

VII. New Business

- I. Johnson Controls – Energy Audit Presentation

See Board Packet for Presentation PowerPoint

Presented a couple of different options for Propane conversion to heating across district.

Savings to district are guaranteed.

- II. Johnson Controls Resolution 2019-08 (Action Item)

*S. FitzGerald motioned to adopt Resolution 2019-08 with option 2 as presented. K. Watson seconded. All in favor, motion carried.*

- III. Adopting the Budget (Action Item)

*S. FitzGerald motioned to adopt Resolution 2019-09 as presented. K. Watson seconded. All in favor, motioned carried.*

- IV. 2018-2019 Budget Re-Appropriations – Resolution 2019-07 (Action Item)

*S. FitzGerald motioned to adopt Resolution 2019-07 as presented. T. Pfeiffer seconded. All in favor, motion carried.*

- V. Social Studies Curriculum Adoption (Action Item)

*T. Pfeiffer motioned to adopt social studies Curriculum as presented. S. FitzGerald seconded. All in favor, motion carried.*

- VI. Ratification of Classified Contract 2019-2021 (Action Item)

*T. Pfeiffer motioned to ratify the Classified contract for 2019-2021 as presented. S. FitzGerald seconded. All in favor, motion carried.*

VII. Meal Prices (Action Item)

S. FitzGerald motioned to approve meal price increases as presented. K. Watson seconded. All in favor motion carried.

VIII. July Board Meeting Date – July 25<sup>th</sup> at 12:00pm

IX. Board Retreat – July 25<sup>th</sup>, 2019 8:00am to 12:00pm

X. Out of State Student Travel – Peru – Summer 2019 (Action Item)

S. FitzGerald motioned to approve the out of state student travel to Peru in the summer of 2019 as presented. K. Watson seconded. All in favor, motion carried.

XI. Out of State Staff Travel to Salt Lake, UT – June 2019

T. Pfeiffer motioned to approve the out of state travel for staff to Salt Lake City, UT in June 2019 as presented. K. Watson seconded. All in favor, motion carried.

VIII. Board of Directors Comments

S. FitzGerald – It's been a good year – Thanks for hard work and service  
T. Pfeiffer - Cindy, Shiloh and Lauren will be missed. Chad and Matt keep it going.  
K. Watson – We are doing difficult work. Feels we have a “highly dedicated” staff dedicated to tough things and accept challenges. Still have areas to work on as a district.

IX. Executive Session per ORS 192.660(2)(e) Real Property Transactions with possible action in Open Session.

*At 8:37 PM S. FitzGerald motioned that the board go into Executive Session per ORS 192.660(2)(e) Real Property Transactions with possible action in Open Session. K. Watson seconded. All in favor, motion carried.*

*At 9:05 PM S. FitzGerald motioned that the board return to open session. K. Watson seconded. All in favor, motion carried.*

*T. Pfeiffer motioned to accept the counter offer as presented. S. FitzGerald seconded. All in favor, motion carried.*

X. Executive Session per ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employee with no action anticipated in Open Session.

*At 9:07 PM S. FitzGerald motioned that the board go into Executive session per ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees with no action anticipated in Open Session. T. Pfeiffer seconded. All in favor, motion carried.*



*At 10:00 PM S. FitzGerald motioned that the board return to open session. T. Pfeiffer seconded.  
All in favor, motion carried.*

With no further discussion the meeting was adjourned at 10:00 PM

Minutes by: Michelle Rettke, Board Secretary

**District Enrollment Report  
June 2019**

		Female	Male	Total
Kindergarten		34	36	70
1st Grade		36	44	80
2nd Grade		33	48	81
3rd Grade		33	44	77
4th Grade		36	39	75
K- 4th Subtotal:		172	211	383
5th Grade		52	40	92
6th Grade		43	44	87
7th Grade		49	49	98
8th Grade		35	42	77
5th-8th Subtotal:		179	175	354
9th Grade		27	42	69
10th Grade		32	42	74
11th Grade		25	36	61
12th Grade		30	27	57
9th – 12th Subtotal:		114	147	261
District Total:		465	533	998

**District Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	336	337	337	337	332	332	329.75	331.75	332	331
YCIS	325	310	312	311	310	305	304	304.75	304	303
YCHS	277	277	280	281	278	281	279	274	275	261
Alliance	88	89	94	94	99	105	105.25	105.5	103	103
Total	1026	1013	1023	1023	1019	1023	1018	1016	1014	998

**YCES Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	68	70	71	71	70	70	68	67	66	65
1st Grade	70	69	68	68	68	67	67.25	66.25	68.25	68.25
2nd Grade	71	73	73	72	71	71	71	72	72.25	72.25
3rd Grade	68	67	66	66	64	64	63.25	65.25	65.25	65.25
4th Grade	59	58	59	60	59	60	60.25	61.25	60.25	60.25
18/19 Total	336	337	337	337	332	332	329.75	331.75	332	331
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

**YCIS Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>5th Grade</b>	83	81	82	84	81	81	79.5	79.5	80.5	79.5
<b>6th Grade</b>	79	78	79	75	76	74	74.75	73.75	73.75	73.75
<b>7th Grade</b>	93	91	91	91	88	86	85.5	86.5	84.5	84.5
<b>8th Grade</b>	70	60	60	60	65	64	64.25	65	65.25	65.25
<b>18/19</b>	325	310	312	310	310	305	304	304.75	304	303
<b>17/18 Total</b>	323	321.5	318.5	314.5	315	310.5	309.5	308.5	303.5	
<b>16/17 Total</b>	317	320	319	318	313	313	314	312	311	311

**YCHS Enrollment for 2018/19 School Year**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>9th Grade</b>	68	68	69	70	70	72	71	69	70	69
<b>10th Grade</b>	72	73	73	74	75	77	76	74	74	74
<b>11th Grade</b>	68	68	68	68	67	68	68	67	67	61
<b>12th Grade</b>	69	68	69	69	66	64	64	64	64	57
<b>18/19 Total</b>	277	277	279	281	278	281	279	274	275	261
<b>17/18 Total</b>	312	307	305	304	303	300	300	297	296	
<b>16/17 Total</b>	326	325	325	322	318	324	324	323	318	311

**Alliance Academy Enrollment 2018/19**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Kindergart</b>	4	4	4	5	5	5	5	5	5	5
<b>1st Grade</b>	11	11	11	11	11	11	11.75	11.75	11.75	11.75
<b>2nd Grade</b>	7	6	6	6	7	7	9	9	8.75	8.75
<b>3rd Grade</b>	13	13	12	12	12	12	11.75	11.75	11.75	11.75
<b>4th Grade</b>	15	14	14	14	14	14	14.75	14.75	14.75	14.75
<b>5th Grade</b>	10	9	12	12	12	13	13.5	13.5	12.5	12.5
<b>6th Grade</b>	13	14	14	15	15	15	14.25	14.25	13.25	13.25
<b>7th Grade</b>	7	7	9	9	10	13	13.5	13.5	13.5	13.5
<b>8th Grade</b>	8	11	12	10	13	15	12	12	11.75	11.75
<b>18/19 Total</b>	88	89	94	94	99	105	105.5	105.5	103	103
<b>17/18 Total</b>	67.5	64	70.25	70.25	75.25	78.25	78.25	77.25	78.5	78.5
<b>16/17 Total</b>	50	49	49	48	49	49	52	52	62	61

# Yamhill Carlton School District

## Human Resources

### Board Report

#### July 2019



#### **New Hires for 2019-2020 School Year**

Joy Sullens - IA (YCIS)

Whitney Knapp - Life Skills IA (YCES)

Thomas Shelly - 1/2 Language Arts Teacher (YCIS)

Scott Henderson - Associate Principal/Athletic Director (YCHS)

John Mortimore - Facilities Director (YCSD)

Gia Saporito - Food Service Director (YCSD)

Kennady Osegueda - Life Skills Teacher (YCES)

Victor Osegueda - Behavior Instructional Assistant (YCES)

Tina Vertner - Lead Secretary (YCHS)

#### **Resignation**

Brian King - Facilities Director - Effective 7/10/2019

Janet Jungwirth - Life Skills Teacher (YCES)

Kristy Cain - Lead Secretary (YCHS)

#### **Open Positions of 2019-20 School Year**

Custodian (YCSD)

Head Cross Country Coach (YCHS)

Math Teacher (YCIS/YCHS)

# **YAMHILL CARLTON SCHOOL DISTRICT HEALTHY AND SAFE SCHOOLS PLAN**

## **Healthy and Safe Schools Plan.**

### **1. Responsible Person**

The person responsible for administering and implementing the Healthy and Safe Schools Plan:

Name: Charan Cline  
Position Title: Superintendent  
Phone Number: (503) 852-6980  
Email Address: clinec@ycschools.org  
Mailing Address: 120 Larch, Yamhill, OR. 97148

The person who is the designated IPM Coordinator:

Name: John Mortimore  
Position Title: Facilities Director  
Phone Number: (503) 852-6980  
Email Address: mortimorej@ycschools.org  
Mailing Address: 120 Larch, Yamhill, OR. 97148

The person responsible for AHERA information:

Name: John Mortimore  
Position Title: Facilities Director  
Phone Number: (503) 852-6980  
Email Address: Mortimorej@ycschools.org  
Mailing Address: 120 Larch, Yamhill, OR. 97148

### **2. List Facilities**

All facilities owned or leased by Yamhill Carlton School District where students or staff are present on a regular basis are covered by this HASS Plan. The list of those buildings and facilities is below:

Facility Name	Facility Address
Yamhill Carlton School District	120 Larch, Yamhill, OR. 97148
Yamhill Carlton Elementary	420 S. 3 <sup>rd</sup> St. Carlton, OR. 97111
Yamhill Carlton Intermediate	310 E. Main, Yamhill, OR. 97148
Yamhill Carlton High	275 N. Maple, Yamhill, OR. 97148

### **3. Elevated Levels of Lead in Water Used for Drinking or Food Preparation**

All school districts, education service districts, and public charter schools are required to test for and eliminate exposure to elevated levels of lead in water used for Drinking and Food Preparation through either remediation or eliminating access, according to OAR 333-061-0400 and OAR 581-022-2223. In conformance with those administrative rules, Yamhill Carlton School District certifies the following:

1. All testing was done according to the testing requirements in OAR 333-061-0400;
2. All samples were analyzed by a lab accredited by Oregon Health Authority to test for those materials;
3. All water fixtures required to be tested under OAR 333-061-0400 were tested for elevated levels of lead in accordance with the testing schedule developed by the Oregon Health Authority; and
4. The testing schedule for each building covered by this plan is set forth below:

Facility Name	Year of Last Test (year only)	Next scheduled test (per 6 year schedule) (year only)	Schedule or Exemption Reason
Yamhill Carlton School District	2016	2020-2021	6 year testing schedule
Yamhill Carlton Elementary	2016	2020-2021	6 year testing schedule
Yamhill Carlton Intermediate	2016	2020-2021	6 year testing schedule
Yamhill Carlton High	2016	2020-2021	6 year testing schedule

#### **4. Lead Paint**

In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, the Yamhill Carlton School District will only contract with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board or district staff that have been certified by the Oregon Health Authority to perform the work.

#### **5. Asbestos**

Yamhill Carlton School District complies with the federal Asbestos Hazard Emergency Response Act (AHERA). All required asbestos management plans are available for viewing by submitting a request to Brian King.

#### **6. Radon**

Yamhill Carlton School District has developed a radon plan as required by ORS 332.167. Community members can access a copy of the radon plan here:

<https://www.ycsd.k12.or.us/common/pages/DisplayFile.aspx?itemId=64941237> Test results will be made public by August 15<sup>th</sup>, 2019 and will be available here: Future website link.

## **7. Integrated Pest Management**

Yamhill Carlton School District has adopted an Integrated Pest Management (IPM) plan as required by ORS 634.700 through 634.750. Community members can access a copy of the IPM plan here:

<https://www.ycsd.k12.or.us/common/pages/DisplayFile.aspx?itemId=64941235>

## **8. Carbon Monoxide Detectors**

Yamhill Carlton School District certifies that all buildings subject to the Healthy and Safe Schools Plan comply with the carbon monoxide detection standards in the state building code that was in effect when the building was originally constructed or as required by building code due to addition, upgrade, or remodel.

## **9. Test Results Publication**

Yamhill Carlton School District is complying with the requirement to provide access to test results, as defined by OAR 581-022-2223 within 10 business days as defined by ORS 332-334. Test results can be found on Yamhill Carlton School District website at

<https://www.ycsd.k12.or.us/> Specific test results can be found as follows:

- Lead in Water:  
<https://www.ycsd.k12.or.us/common/pages/DisplayFile.aspx?itemId=64941232>  
Radon: Results are scheduled to be available by August 15, 2019.

Additionally, copies of all test results are available at Yamhill Carlton School District Office at 120 Larch St, Yamhill, OR will also use current district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of their community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Brian King to be added to current district email lists and programs.

**I certify that the above information is true and accurate to the best of my knowledge.**

Charan Cline	Superintendent	6/24/2019
Electronic signature of authorized representative	Title	Date