



YAMHILL CARLTON SCHOOL DISTRICT

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

BOARD OF DIRECTORS

REGULAR SESSION AGENDA

LOCATION: YCSD BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://us06web.zoom.us/j/91341315065>

Password: sW66uH

Thursday, October 12, 2023

Regular Session: 6:00pm

AGENDA

- I. **Call to Order Regular Session**
- II. **Flag Salute**
- III. **Individuals, Delegations, Recognitions, and Communications**
 - A. YCHS - Student body - Verbal Report
 - B. YCHS - Tanner Smith & Brad Post - Verbal Report
 - C. YCIS - Matt Wiles & Chad Tollefson - Verbal Report
 - D. YCIS - Matt Wiles – Student Spotlight
 - E. YCES - Amanda Dallas – Verbal Report

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form by sending an email to the Board Secretary at brownm@ycschools.org. The Board will receive public comments at this time but will defer issues to the appropriate administrator. During public comment, the Board listens but neither discusses, nor responds to questions and concerns. Speakers are limited to three minutes.

- IV. **Review of Agenda (Action Item)**
- V. **Regular Session – Consent Agenda (Action Item)**
 - A. Approval of Board of Directors Minutes
 - 1. Regular Session Minutes: 9/14/2023
 - 2. Work Session Minutes: 9/28/2023
 - B. Personnel
 - C. Enrollment
 - D. Donations
- VI. **Announcements and Reports**
 - A. Superintendent's Report – Clint Raever – Verbal Report
 - B. District Facilities Report – Ian Barr – Verbal Report
 - C. Quarterly Financial Update – Tami Zigler
 - D. Financials & List of Bills for September 2023 – Tami Zigler (Action Item)
- VII. **New Business**
 - A. FFA National Convention Travel Request (Action Item)
 - B. Division 22 Report
 - C. AR Policy Updates:
 - 1. Naming Facilities (FF-AR)
 - 2. Staff Expense Reimbursement (DLC-AR)
 - 3. Instructional Materials Selection (IIA-AR)
- VIII. **Board of Directors Comments**
- IX. **Adjournment**

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



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BOARD OF DIRECTORS REGULAR SESSION AGENDA

LOCATION: YCSB BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://us06web.zoom.us/j/89756606894>

Thursday, September 14, 2023

Regular Session: 6:00pm

MINUTES

Board Members Present: Jami Egland, Erin Galyean, Jajetta Dumdi, Ken Watson

DO/Administrative Staff Present: Clint Raever, Tami Zigler, Mary Brown, John Horne, Tanner Smith, Brad Post, Amanda Dallas, Matt Wiles, Chad Tollefson

Also Present: Maddy Tuning, Kaylani Cruz, Morgan Bishop, Aria Hernandez

I. Call to Order Regular Session

J.Egland called the meeting to order at 6pm.

II. Flag Salute

III. Individuals, Delegations, Recognitions, and Communications

A. YCHS – Student Body - Verbal Report

- *Maddy Tuning presented.*
- *They are making changes to the leadership program. They are focusing on creating more energy and spirit for the school. It is a big change and has been really great for the school so far.*
- *Right now, they are preparing for homecoming which will be held September 29th.*
- *The first assembly of this year was the best one they have had since Covid.*
- *The leadership students are focusing on making freshmen students feel accepted.*
- *They are also focusing on creating pride. Each leadership student has a bulletin board throughout the school and can choose any theme they would like for it.*
- *Next week, the leadership team will be working on what it means to be a leader.*
- *K.Watson asked if it was just the leadership team making these changes or if adults were involved as well. M.Tuning said the change is partly because of the new principal, T.Smith. They also have a new leadership teacher, M.Opitz, this year. They have both been focusing on building culture.*

B. YCHS - Tanner Smith & Brad Post – Verbal Report

- *B.Post commended the maintenance department on getting all the sports fields ready.*
- *He was very impressed with how the community rallied to get the bleachers put together. The support of the community gives him hope for the future.*
- *Sports summary: The football team is 1 and 1. Volleyball has 3 teams with 30 girls total. The boys' soccer team has 14 students, which is the most they've had. They are still working on getting a win and doing a great job. The girls' soccer team is doing great. Last week, they beat Corbett who is number five in the State. The cheer squad is also doing a great job. It is a good time to be a tiger.*
- *T. Smith brought painted bricks for each board member. He has given every staff member one of these. He recognizes the need for stability. His motto is 'brick by brick'. Brick by brick you build something strong.*

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- *It is great to see the students want to help the freshmen students and take ownership.*
- *MTSS is ahead of schedule. Staff is already adding notes in it.*
- *On a fun note, every Friday is school spirit day. They have started 'Foto Finish' Fridays. Students take pictures with props that are throughout the schools. The pictures are posted on Facebook and whoever gets the most votes receives a prize.*

C. YCIS - Matt Wiles & Chad Tollefson - Verbal Report

- *M. Wiles stated it has been the smoothest start to the year since he has been YCIS. He credits it to the staff, new and returning.*
- *The focus this year is to develop quality classroom structure and optimize instructional time.*
- *Professional development is centered on building relationships with students and how to build trust with them.*
- *The 7th and 8th grade hall has shown a great improvement from last year.*
- *Dibbles testing has been completed and are now getting ready to start iReady testing.*
- *The school is working on broadening their presence on social media.*
- *The teacher mentor program is going well. They have two veteran teachers heading the program, R.Johansen and C.Hoover.*
- *Back to school night for the 6th, 7th, and 8th graders is next Tuesday, September 19th at 6pm.*
- *J.Dumdi asked about the transitions between classes and how much instructional time is lost. M.Wiles responded there are more transitions for 4th grade than for 5th grade, but they are trying to stay in certain classrooms longer to limit instructional time loss.*
- *Class sizes are 25 students or less. There is one period that does have over 25 students.*
- *There are four 4th grade classes this year.*
- *There are already quite a few kids missing school due to illness.*

D. YCES - Amanda Dallas – Student Spotlight

- *A.Dallas commended her staff for stepping up while she deals with her husband's medical issues, not only for the students, families, and community, but also for her. She is very grateful to call YC her family.*
- *Staff is focusing on building relationships with each other, students, and families.*
- *They need to focus on the new adopted math curriculum, but also need to continue to focus on SEL.*
- *They started with PAX expectations. It is quicker for the 1st through 3rd graders, because it is review for them. In the first month, they are already starting to build working stamina.*
- *At early release yesterday, M.Bishop modeled ECRI, a direct phonics-based approach to teaching reading. The classroom teachers learned about the new math curriculum and how it works.*
- *Car pick up is running smoothly.*
- *The new and newer teachers are doing really well. All teachers who are in their probationary season will also benefit from extra support. Monthly new teacher sessions will be held to support both bonding with colleagues and preparing them for what is to come. The goal is to continue to be proactive in the growth process with staff to keep everyone on the same page and take some of the anxiety out of the process.*
- *2023-2024 YCES priorities handout was given out and is now on file.*
- *The average class size is 23-25 students. J.Egland asked if there is room to add any classrooms if the number of students continues to grow. A.Dallas responded they could move things around and use the conference room, if needed, to have one more classroom.*
- *A.Dallas, K.Cruz, and A.Hernandez presented a PowerPoint presentation about the elementary school's new indoor recess room. The indoor recess room provides a space for students to interact and build friendships, fostering teamwork and cooperation. The room is run by K.Cruz and supports students problem solving with peers and friendship building. This presentation was also given to the*

PTO and they have decided that this year's Tiger Run funds will be used for supporting the indoor recess room.

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IV. Review of Agenda (Action Item)

J.Dumdi motioned to approve the agenda as presented, K. Watson seconded. All in favor. Motion carried.

V. Regular Session – Consent Agenda (Action Item)

A. Approval of Board of Directors minutes

1. Regular Session Minutes: 8/10/2023
2. Board Retreat Minutes: 8/17/2023

- B. Personnel
- C. Donations
- D. Surplus

K.Watson motioned to approve the consent agenda. J.Dumdi seconded. All in favor. Motion carried.

VI. Announcements and Reports

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

- *Stadium update: The new bleachers hold about 100 people. Spectators are also bringing lawn chairs or standing. They are using scaffolding for filming and announcers. Nothing will be done with the stadium until the end of the football season. Danny Luttrell will spearhead a plan for the demolition of the stadium. The sound system is fairly new and will need to be pulled out before any major demolition can be done. Alex Hurley will help put together some planning for the new stadium. A committee will be formed that will discuss ways to fund the new stadium (grants, fundraising, etc.)*
- *J.Dumdi asked when the bleachers at the YCIS gym will be replaced. Replacement is scheduled to be done over winter break.*
- *Fence line update: There were some community members that wanted to save the trees and shrubs on the fence line on the south side of the elementary school. C.Raever had PACE insurance come and do an assessment. They had concerns about it being able to be used as an 'ambush point' (a concealed area for people to hide). The recommendation was to have that removed and have a fence installed and replant trees. AKS brought out a plot map and it appears 90% is on the developers' side of the property line. The developers are planning on removing the vegetation and putting in a sidewalk.*
- *C.Raever thanked those who helped with the service day. It is extremely helpful to have volunteers come work on projects that the maintenance department doesn't have the time to do.*
- *The first days of school went really well. He visited all the schools the first week of school. He was very impressed with the 7th and 8th grade halls.*
- *ACES training will be done by Willamette ESD. There is no specific date set yet. The training will be done during a couple of the regular admin meetings.*
- *Instructional rounds will begin next month with the administrative team. They will be visiting the school buildings and meeting with the principals.*

B. District Facilities Report – Ian Barr – Verbal Report

- *I.Barr was not present. C.Raever reported.*
- *NW Water Stop Inc. came out today to look at installing a monitoring system on plumbing since there have been issues locating leaks.*

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- *A couple of bids were received for replacing the rear steps at the high school. For steel steps, the low bid was \$85,000. The high bid was \$135,000. Using concrete is going to be around \$40,000. More bids will be obtained for concrete steps. For the time being, it is blocked off as an emergency exit only.*
 - *The Long-Range Facilities Planning Committee is being formed. The committee will consist of around 20 members. Four meetings will be held on Mondays starting on September 25th. The week before the meetings, committee members will receive packets to help them prepare.*
- C. OSBA Roadshow
- *OSBA is traveling around the state to give a legislative update. The presentation is being held in Salem on October 5th if Board members are interested in attending.*
- D. Financials & List of Bills for August 2023 – Tami Zigler (Action Item)
- *Not a lot to report in July and August.*
 - *September payroll is done. There were a lot of changes due to Oregon Paid Leave and the hiring of new staff.*
 - *Student counts came in a little lower than projected. The enrollment is there, but the student count isn't. ADMR is about 10 below what was projected.*
 - *The audit schedules are still being worked on.*
 - *There will be more comprehensive financials in October.*
 - *J.Dumdi asked about Oregon Paid Leave. The District has an equivalent plan through American Fidelity. Deductions from employees' paychecks started this month for Oregon Paid Leave.*

E.Galyean motioned to approve the financials and list of bills for August 2023 as presented. K.Watson seconded. All in favor. Motion carried.

VII. New Business

- A. Approve Board, District & Superintendent Goals (Action Item)
- *Due to last minute feedback, there was not enough time to include the changes in the board meeting packet. The recommended changes are in the board members' binders for review.*

J.Dumdi motioned to approve the Board, District, and Superintendent goals as presented. K.Watson seconded. All in favor. Motion carried.

- B. Criteria for the Diane Efseaff Memorial Scholarship Program (DEMSP) (Action Item)
- *The district entered in the OSBA scholarship plan. The scholarship amount is \$5000 (two \$2500).*
 - *The previous scholarship criteria is included in the packet.*
 - *K.Watson would like to revisit this at a later meeting to allow more time for the board to review the criteria and make some changes.*

K.Watson motioned to postpone the decision for the Diane Efseaff Memorial Scholarship criteria to a future meeting. E.Galyean seconded. All in favor. Motion carried.

- C. K-8 EL Curriculum Adoption (Action Item)
- *The curriculum currently being used does not support the English learners well enough.*
 - *There were far fewer options for this type of curriculum.*
 - *The two chosen stood out above the rest.*
 - *Adoption includes digital print versions and is a 6-year adoption.*
 - *The number of students needing this curriculum is small at the moment.*
 - *The total price is approximately \$7000.*

E.Galyean motioned to approve the K-8 EL Curriculum Adoption as presented. J.Dumdi seconded. All in favor. Motion carried.

D. Board to Give the Superintendent Authority to Make Administrative Changes to Administrative Rules.
(Action Item)

The administrative rule is the implementation of the policy. C.Raeveer contacted OSBA to inquire about whether or not the board needed to approve changes made to the AR policies. OSBA advised that the best course of action would be for the board to approve the superintendent to make changes without needing the board to approve the updated AR policies. The superintendent would have to inform the board of the changes, but no board approval would be required.

E.Galyean motioned to give the superintendent authority to make administrative changes to administrative rules without a vote from the board, but by notifying the board. J. Dumdi seconded. All in favor. Motion carried.

VIII. Board of Directors Comments

E.Galyean wanted to acknowledge that the administrators have been doing a great job as school gets back in session. She thanked them for paying attention to the little things. It doesn't go unnoticed.

IX. Adjournment

J.Egland adjourned the meeting at 7:27pm.



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BOARD OF DIRECTORS

WORK SESSION AGENDA

LOCATION: YCSD BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://us06web.zoom.us/j/89756606894>

Thursday, September 28, 2023

Work Session: 5:00 pm

MINUTES

Board Members Present: *Erin Galyean, Jajetta Dumdi, Susan FitzGerald*

DO/Administrative Staff Present: *Clint Raever, Mary Brown, Tanner Smith, Amanda Dallas, Matt Wiles, Chad Tollefson*

I. Call to Order Work Session

S.FitzGerald called the meeting to order at 5:15 pm.

II. Flag Salute

III. Authorize superintendent to resolve lawsuit with Altria Group Inc. (Action Item)

J.Dumdi motioned to authorize the superintendent to resolve the lawsuit with Altria Group Inc. E.Galyean seconded. All in favor. Motion carried.

IV. School data training for board members

Principals presented.

A. YCHS - T.Smith

-Showed the You Tube video 'Brick by Brick: 2023 Motivational Video'.

-T.Smith shared the MTSS spreadsheet that the high school uses. There are four tabs. One for each grade. It shows each student with a column for total credits, credits needed to graduate, CPR (current passing rate), SE (social emotional), action plan, interventions, J-Term plan, and notes. Students are labeled green, yellow, and red based on state standards.

-For seniors, if everything stays as it is, the projected graduation rate is 63%. T.Smith stated that is not acceptable. For the students in red, the goal is to get at least 50% of them out of the red.

-MTSS meetings are held weekly and include T.Smith, B.Post, the counselor, the registrar, and the graduation coach. Officer Livingston and one of the secretaries will join when they are available. They talk about every student even those that are in the green. This way no student falls through the cracks. If they are unable to go over every student, they will finish the meeting the following day.

-They will soon implement a daily check-in system, beginning with the freshman class. Each morning, students will be given a Chromebook with a message asking how they are

doing that day. Students will answer by simply clicking on an emoji (happy, sad, angry, etc.) There is also a section where they can type a sentence about how they are feeling. That information is then transferred to a spreadsheet for review.

-They will also be starting the ghost project. A picture of every student will be placed on a wall. Teachers will then put their initials under the student's picture to state that they know the student. This way they can identify those that aren't getting noticed. The end game is that every student will have a trusted adult they can go to if needed.

-The staff has been very supportive of the new system. Staff looks at the MTSS every Wednesday afternoon and have already began adding notes to the spreadsheet.

B. YCIS – Matt Wiles and Chad Tollefson

-Presented a PowerPoint presentation on the data systems the intermediate school uses. The systems used are Dibels, iReady, and DESSA. The data is used to identify what level of support a student needs and what specific areas need additional instructional focus.

-Last year was the first full year implementing the current MTSS.

-Dibbles and iReady have been completed. Dessa testing will be done in October.

-For DESSA testing, the teachers will evaluate the 4th and 5th graders. For 6th, 7th, and 8th grades, the teachers will evaluate the students and the students will do a self-evaluation.

-C.Tollefson stated the students are not moving up to different tiers as fast as they should, but they are making incremental progress. M.Wiles pointed out that IEP students are included in the data.

-The board members are concerned with the number of students who are several grade levels behind in math, especially the 8th graders. Currently, 31 of the 8th graders are at a 5th grade math level. C.Tollefson responded they are looking at making a shift in the 2nd semester and offering a few more math intervention lab classes. The challenge is finding the balance between giving additional math and language arts classes without removing all the electives from students' schedules.

-Teachers have to do some core teaching, not just interventions. Teachers are having to teach the prerequisite skills before teaching core math.

-M.Wiles stated the new math teacher is very skilled and will be a great asset.

-S.Fitzgerald asked about the PLC portion of the meetings. M.Wiles responded they meet primarily by grade levels. 4th and 5th work together, 6th through 8th work together. The system they are currently using is working well. Regular meetings are held and the data warehouse is readily available.

-E.Galyean asked about summer school to help students who are behind. M.Wiles replied that they can do it, but very few students attend.

-J.Dumdi asked if math scores have been this bad in the past. C.Reaver responded that the pandemic and the opt-outs were contributing factors to the low scores. Reading and math scores both dropped. Math more so than reading, since kids were still reading during the pandemic, but not doing math.

-J.Dumdi asked if parents are informed of where their children are academically? M.Wiles replied that the teachers inform parents at the parent teacher conferences and are shown their children's Dibbles and iReady scores.

-C.Raever suggested it might behoove the schools to hold a math and literacy night. Use the occasion to let parents know that many of the students are struggling with math. Provide them with information on how to check on their children's academic progress, as well as, providing information about any resources available outside of the classroom that can help.

-S.FitzGerald asked if the staff is supportive of the system. M.Wiles replied that the staff is very supportive. They are inquisitive and make plans that support the system. The 7th and 8th grade teachers are a great team this year and work very well together.

-S.FitzGerald stated that the district needs to make math a priority starting at the elementary level.

C. YCES – Amanda Dallas

-Presented a PowerPoint presentation on the data systems the elementary school uses. The systems used are Dibels, iReady, DESSA, and GATE. The data collected drives interventions and classroom instruction.

-Dibels data drives interventions, GATE process, and classroom instruction.

-They are still building what the MTSS system looks like for math.

-DESSA will be done in a couple of weeks. This data is pulled to provide targeted intervention with K.Cruz.

-Every week grade level teams meet to discuss student data and support.

-They run daily attendance reports. They will be promoting attendance on Facebook with a weekly goal (hasn't set the goal yet). If the goal is met, they will have a quick 15-minute assembly and do something fun to reward the students.

-GATE is meant for any students who are struggling emotionally, socially, academically, or with attendance.

V. Criteria for the Diane Efseaff Memorial Scholarship Program (DEMSP) discussion

E.Galyean motioned to table the discussion of the criteria for the Diane Efseaff Memorial Scholarship Program to a later date. J.Dumdi seconded. All in Favor. Motion carried.

S.FitzGerald adjourned the meeting at 6:50pm.

Yamhill Carlton School District
Human Resources
Board Report
October 12th, 2023



New Hires

None

Resign/Retire/Term Employees

Stacy Millsap, YCIS IA

Diana Lamas, YCSD IA ELL

Ryan Cutsforth, YCIS Life Skills IA II

Current Employees: Position Changes

None

Currently Open Positions

YCSD ELL IA

YCSD IA II - Floater

YCIS General Ed IA

Yamhill Carlton School District Enrollment Report
September
2023

District Enrollment for 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	284									
YCIS	348									
YCHS	289									
Alliance	180									
Total	1,101	-	-	-	-	-	-	-	-	-

YCES Enrollment for 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	77									
1st Grade	68									
2nd Grade	70									
3rd Grade	69									
23/24 Total	284	-	-	-	-	-	-	-	-	-
22/23 Total	301	297	299	299	297	297	298	304	306	307
21/22 Total	265	269	271	264	273	274	270	268	268	266
20/21 Total	231	229	230	228	225	221	225	223	223	223
19/20 Total	362	365	366	361	363	361	358	364	367	366

YCIS Enrollment for 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	91									
5th Grade	54									
6th Grade	65									
7th Grade	76									
8th Grade	62									
23/24 Total	348	-	-	-	-	-	-	-	-	-
22/23 Total	332	329	330	325	322	328	322	321	325	324
21/22 Total	343	342	347	349	351	348	343	347	349	345
20/21 Total	291	287	276	276	272	273	282	291	282	282
19/20 Total	308	312	311	313	307	303	303	307	307	307

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

YCHS Enrollment for 2023-24 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	64									
10th Grade	75									
11th Grade	77									
12th Grade	72									
Transition	1									
23/24 Total	289	-	-	-	-	-	-	-	-	-
22/23 Total	293	290	288	284	290	285	286	285	284	278
21/22 Total	284	283	285	285	278	281	281	278	276	277
20/21 Total	290	290	292	290	290	290	291	291	276	291
19/20 Total	299	300	298	295	295	290	286	287	284	284

Alliance Academy Enrollment 2023-24

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	15									
1st Grade	20									
2nd Grade	22									
3rd Grade	27									
4th Grade	21									
5th Grade	19									
6th Grade	24									
7th Grade	20									
8th Grade	12									
9th Grade	-									
10th Grade	-									
11th Grade	-									
12th Grade	-									
23/24 Total	180	-	-	-	-	-	-	-	-	-
22/23 Total	192	194	191	190	189	193	192	192	191	187
21/22 Total	137	134	135	134	127	125	129	130	129	128
20/21 Total	255	258	266	269	267	254	250	234	247	247
19/20 Total	91	91	91	92	89	90	88	88	88	88

Mission

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



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

From: Tami Zigler, Business Manager

Date: October 12, 2023

Re: District Financial Report

SUMMARY for Fiscal Year 2023-2024

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

For the current period, total revenue was \$244,163 more than planned and total expenditures were \$14,984 more than planned. The combined result is a \$229,179 favorable surplus condition for the current year period.

REVENUES

TAXES: Taxes are \$17,699 under plan. This unfavorable condition represents -100.0% of the year-to-date plan amount of \$17,699. The current year variance amount is considered material, and was primarily driven by a decrease in 1112 PRIOR YEAR TAXES. For the current year period, Taxes decreased 100.0% over the prior year period compared to an average decrease of 36.4% over the preceding 4 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is \$7,830 under plan. This unfavorable condition represents -35.6% of the year-to-date plan amount of \$21,985. This amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Tuition, Fees, Other decreased 8.4% over the prior year period compared to an average increase of 11.4% over the preceding 4 years.

EARNINGS ON INVESTMENTS: Earnings on Investments are \$47,688 over plan. This favorable condition represents 1036.5% of the year-to-date plan amount of \$4,601. This variance amount is considered material, and was primarily driven by an increase in 1510 INTEREST ON INVESTMENTS. For the current year period, Earnings on Investments increased 117.0% over the prior year period compared to an average increase of 12.2% over the preceding 4 years.

INTERMEDIATE REVENUE: Intermediate Revenue is on plan. This variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Intermediate Revenue decreased 100.0% over the prior year period.

STATE UNRESTRICTED AID AND SSF: State Unrestricted Aid and SSF is \$222,004 over plan. This favorable condition represents 8.6% of the year-to-date plan amount of \$2,591,429. This amount is considered material, and was primarily driven by an increase in 3101 STATE SCHOOL FUND - GENERAL SUPPORT. For the current year period, State Unrestricted Aid and SSF increased 21.5% over the prior year period compared to an average increase of 2.2% over the preceding 4 years.

EXPENDITURES

SALARIES: Salaries are \$8,683 under plan. This favorable condition represents -1.1% of the year-to-date plan amount of \$787,182. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Salaries increased 15.8% over the prior year period compared to an average increase of 2.6% over the preceding 4 years.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are \$23,942 under plan. This favorable condition represents -5.8% of the year-to-date plan amount of \$410,080. The current year variance amount is considered tolerable, and was primarily driven by a decrease in 0213 PERS UAL CONTRIBUTION. This decrease was partially offset by an increase in 0242 HSA EMPLR PD INS. For the current year period, Associated Payroll Costs increased 12.9% over the prior year period compared to an average increase of 4.0% over the preceding 4 years.

PURCHASED SERVICES: Purchased Services are \$40,090 over plan. This unfavorable condition represents 18.5% of the year-to-date plan amount of \$216,707. This amount is considered material, and was primarily driven by increases in 0322 REPAIRS & MAINTENANCE SERVICES, and 0331 REIMBURSABLE STUDENT TRANSPORTATION. This increase was partially offset by a decrease in 0389 OTHER NON-INSTR PROF & TECH SRVS. For the current year period, Purchased Services increased 50.9% over the prior year period compared to an average decrease of 3.3% over the preceding 4 years.

SUPPLIES: Supplies are \$21,898 under plan. This favorable condition represents -9.9% of the year-to-date plan amount of \$221,387. This variance amount is considered material, and was primarily driven by decreases in 0410 CONSUMABLE SUPPLIES & MATERIALS, 0470 COMPUTER SOFTWARE, and 0460 NON-CONSUMABLE ITEMS. For the current year period, Supplies decreased 10.4% over the prior year period compared to an average increase of 31.5% over the preceding 4 years.

CAPITAL OUTLAY: Capital Outlay is \$89,892 under plan. This favorable condition represents -84.9% of the year-to-date plan amount of \$105,891. The current year variance amount is considered material, and was primarily driven by a decrease in 0550 TECHNOLOGY.

OTHER OBJECTS: Other Objects are \$23,063 over plan. This unfavorable condition represents 9.3% of the year-to-date plan amount of \$248,031. This variance amount is considered material, and was primarily driven by an increase in 0653 PROPERTY INSURANCE PREMIUMS. For the current year period, Other Objects increased 18.1% over the prior year period compared to an average increase of 14.8% over the preceding 4 years.

TRANSFERS: Transfers are \$96,246 over plan. This unfavorable condition represents 57.6% of the year-to-date plan amount of \$167,147. This amount is considered material, and was primarily driven by increases in 0791 TRANSFER TO BUILDING FUND, and 0790 OTHER TRANSFERS. For the current year period, Transfers decreased 10.3% over the prior year period. The largest Transfers groups - 0790 OTHER TRANSFERS, and 0791 TRANSFER TO BUILDING FUND, representing 88.6% of total Transfers, decreased by 2.2%.

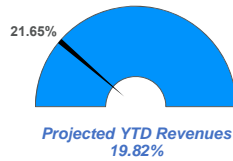
OTHER USES OF FUNDS: Other Uses of Funds are on plan. This amount is considered trivial and meets expectations based on budget appropriations.

Information provided by Frontline Analytics powered by Forecast5.

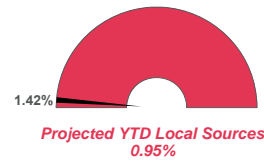
100 GENERAL FUND Revenue Dashboard Summary

For the Period Ending September 30, 2023

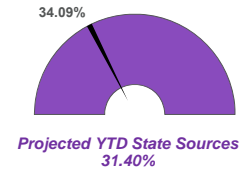
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

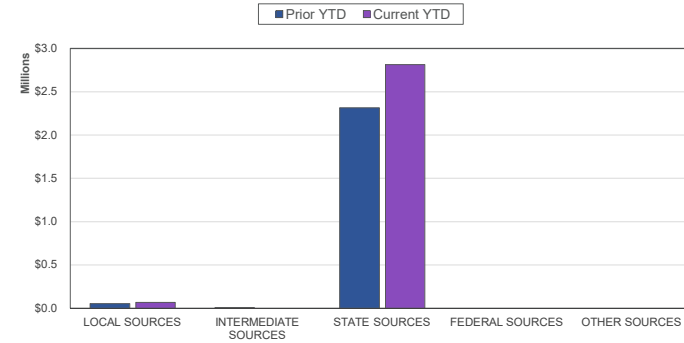


General Fund Revenues

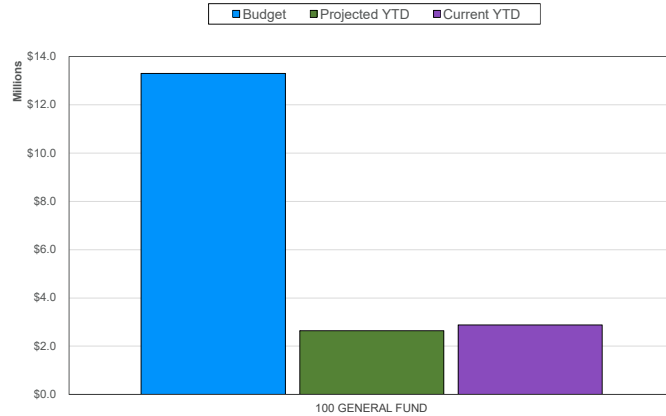
Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

Unrestricted Grants-In-Aid	\$2,813,433
Interest On Investments	\$52,290
Admissions	\$13,525
Rentals	\$540
Miscellaneous	\$90
Ad Valorem Taxes Levied By District	\$0
Percent of Total Revenues Year-to-Date	100.00%

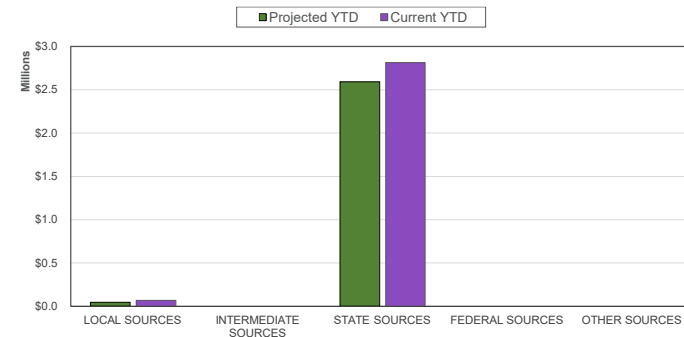
GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



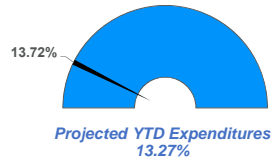
GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



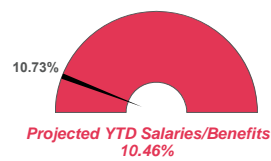
100 GENERAL FUND Expense Dashboard Summary

For the Period Ending September 30, 2023

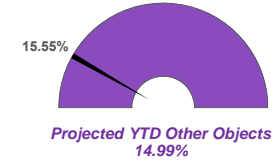
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

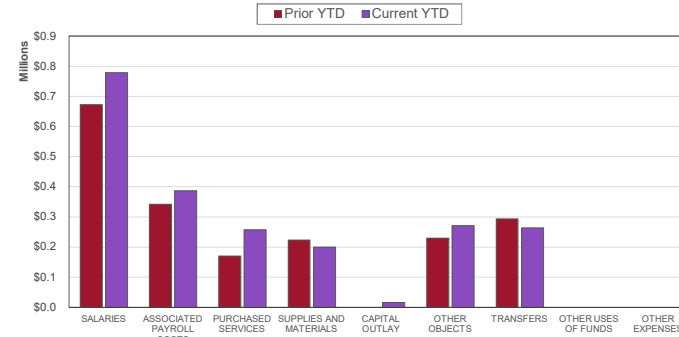


General Fund Expenditures

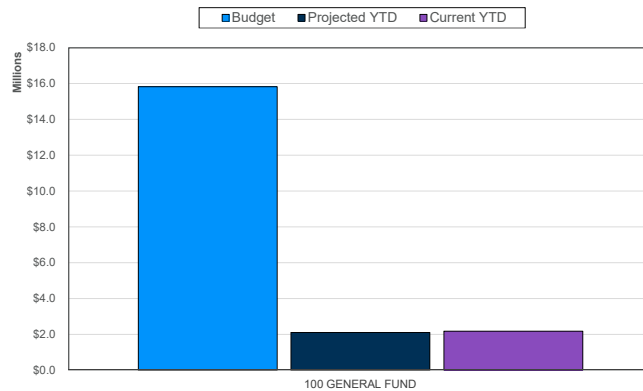
Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Licensed Salaries	\$262,360
Property Insurance Premiums	\$212,092
Administrators	\$201,519
Classified Salaries	\$181,165
Employees Insurance	\$147,364
Pers Ual Contribution	\$129,822
Other Transfers	\$121,043
Transfer To Building Fund	\$112,350
Textbooks	\$100,313
Managerial-Classified- Conf	\$68,821
Percent of Total Expenditures Year-to-Date	70.78%

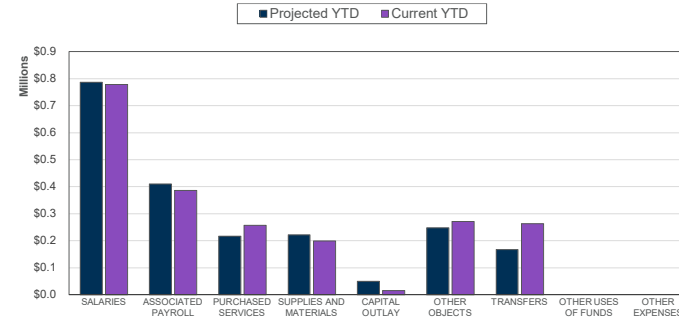
GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



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



Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 09/01/2023 To: 09/30/2023 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
60906	A & E SAFE AND ALARM INC	\$21.45
60946	A & E SAFE AND ALARM INC	\$66.56
0	AMAZON CAPITAL SERVICES	\$7,385.41
60907	ARMOR ZONE ATHLETICS LLC	\$4,625.00
0	BARROWS, ARMON C	\$127.95
0	BERTRAND, PATRICIA L	\$200.00
0	BRIGHTLY SOFTWARE INC	\$1,894.41
0	BRIGHTSIDE ELECTRIC AND	\$7,385.50
60947	CAROLINA BIOLOGICAL SUPPLY CO.	\$987.90
0	CENTURY LINK	\$385.41
0	CICORIA, ANTHONY W	\$191.63
60893	CITY OF CARLTON	\$1,496.12
60894	CITY OF YAMHILL	\$10,536.06
60928	COASTAL RANGE LEAGUE	\$1,500.00
0	COGNIA INC	\$1,200.00
60929	COSA	\$394.00
60930	CPM EDUCATIONAL PROGRAM	\$350.00
0	DANNA JOHNSON	\$180.77
0	DELL INC	\$1,024.74
60895	DEMME LEARNING	\$7,893.00
60948	DEMME LEARNING	\$372.00
0	DILLOW, ELIZABETH J	\$68.29
60882	DORMERS SCREENPRINTING	\$0.00
0	ESS WEST LLC	\$4,301.45
60908	FLO ANALYTICS	\$987.50
60883	GENERATION GENIUS INC	\$1,295.00
60896	GEORGIES CERAMIC AND CLAY	\$1,101.00

Yamhill-Carlton School District No. 1

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☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	GUEST, AMBER M	\$36.97
0	HAMILTON, JO LYN	\$173.36
0	HAYWARD, CHYNA R	\$73.76
0	IMAGINE LEARNING LLC	\$10,525.00
60932	INSTITUTE FOR EXCELLENCE IN WRITING LLC	\$1,409.00
60960	INSTITUTE FOR EXCELLENCE IN WRITING LLC	\$2,138.00
60884	JACKRIS PUBLISHING LLC	\$1,315.09
0	JOHANSEN, RANDI R	\$79.84
60885	JOHNSON FLOORING INC	\$4,191.95
60897	KATHERINE AUER	\$861.13
0	KNAPP, WHITNEY A	\$200.00
0	KRIEGER, JOSHUA M	\$47.96
60898	LEARNING WITHOUT TEARS	\$2,145.39
60933	LEARNING WITHOUT TEARS	\$416.46
60934	LES SCHWAB TIRE CENTER	\$297.94
60886	LOWE'S COMPANIES INC.	\$44.49
60909	LOWE'S COMPANIES INC.	\$147.31
60935	LOWE'S COMPANIES INC.	\$51.28
60951	LOWE'S COMPANIES INC.	\$93.00
0	MANRIQUEZ, JOCIANA L	\$198.45
60910	MARION AG SERVICE INC	\$1,100.00
0	MCKINNEY, MARK E	\$59.29
0	MEYERS, CHEYENNE L	\$47.48
0	MID COLUMBIA BUS CO., INC	\$59,823.12
0	NEWS REGISTER	\$232.22
0	NIELSEN, KAYLA A	\$188.72
60952	NORTHWEST BACKFLOW INSPECTION	\$1,170.00

Yamhill-Carlton School District No. 1

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Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
60911	OASBO	\$175.00
60912	OFFICE DEPOT, INC	\$2,009.69
0	OPITZ, MATTHEW B	\$133.70
60887	OSAA	\$3,225.00
60938	OSBA	\$2,503.00
60953	OSBA	\$729.73
0	PACIFIC OFFICE AUTOMATION	\$735.31
0	PACIFIC OFFICE AUTOMATION (LEASE)	\$1,555.00
0	PAGEFREEZER SOFTWARE INC	\$1,504.80
60939	PAPE MACHINERY INC.	\$94.10
60940	PORTLAND GENERAL ELECTRIC	\$11,895.53
0	POST, BRADLEY A	\$123.07
0	PROCARE THERAPY	\$4,200.00
60913	RAINBOW RESOURCE CENTER, INC	\$950.77
60955	RAINBOW RESOURCE CENTER, INC	\$421.00
60914	RB ATHLETIC	\$6,000.00
60888	RECOLOGY WESTERN OREGON GARBAGE	\$474.01
60915	RECOLOGY WESTERN OREGON GARBAGE	\$1,114.19
60916	RISE AND SHINE WINDOW CLEANING LLC	\$1,350.00
60917	RODDA PAINT CO	\$834.60
60941	rSCHOOL TODAY	\$953.75
0	SAVVAS LEARNING COMPANY LLC	\$4,076.72
60942	SCHOLASTIC INC MAGAZINES	\$642.51
0	SIERRA SPRINGS	\$32.97
0	SLAVISH, JORDAN	\$197.40
0	STOLTZFUS, KYLIE G	\$110.69
60889	SYSCO FOOD SERVICES	\$395.44

Yamhill-Carlton School District No. 1

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Check Number	Vendor	Amount
100 - GENERAL FUND		
60901	THE HOME DEPOT PRO	\$1,624.06
60944	THE HOME DEPOT PRO	\$1,082.75
60919	THE YARD ARTISAN LLC	\$2,600.00
60920	TOWN AND COUNTRY FENCE AND DECK	\$9,999.00
60921	UNITED RENTALS (NORTH AMERICA) INC	\$112.20
0	VERIZON WIRELESS	\$158.14
60945	VISIBLE BODY	\$875.00
0	WATSON, KRISTEN R	\$200.00
60922	WILCO	\$1,004.82
60958	WILCO	\$74.16
60923	WILLAMETTE E.S.D.	\$6,151.21
60891	WILLAMETTE HVAC	\$7,480.00
60924	WILLAMETTE HVAC	\$418.75
60959	WILLAMETTE HVAC	\$375.00
0	YAMHILL SHELL STATION	\$527.00
60925	ZIPLY FIBER	\$3,479.67
Total for 100 - GENERAL FUND		\$225,638.10
206 - IDEA PART B SECTION 611		
0	AMAZON CAPITAL SERVICES	\$2,433.70
60927	ATTAINMENT COMPANY	\$874.65
60931	DANSIE CURRICULUM DESIGN LLC	\$149.00
60949	JANELLE PUBLICATIONS	\$123.40
60950	LITERACY RESOURCES	\$118.00
Total for 206 - IDEA PART B SECTION 611		\$3,698.75
213 - ESSER III FUNDS		
60949	JANELLE PUBLICATIONS	\$24.00

Yamhill-Carlton School District No. 1

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 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
Total for 213 - ESSER III FUNDS		\$24.00
230 - MISC GRANTS		
0	AMAZON CAPITAL SERVICES	\$1,239.52
Total for 230 - MISC GRANTS		\$1,239.52
233 - MEASURE 98		
0	MCKINNEY, RENEE R	\$71.35
0	POWERSCHOOL GROUP LLC	\$4,749.80
60957	SYSTEMSGO	\$830.00
Total for 233 - MEASURE 98		\$5,651.15
250 - FOOD SERVICES		
0	ESS WEST LLC	\$198.88
0	GOODY MAN DISTRIBUTING INC	\$496.25
60936	MARLIN BRETHOWER	\$279.20
60937	MIKES RESTAURANT EQUIPMENT LLC	\$6,751.49
0	OCNC	\$555.25
0	SPRING VALLEY DAIRY INC	\$1,134.86
60889	SYSCO FOOD SERVICES	(\$38.81)
60918	SYSCO FOOD SERVICES	\$4,074.87
60943	SYSCO FOOD SERVICES	\$1,973.81
60956	SYSCO FOOD SERVICES	\$1,685.92
60890	WATER WALKERS INC	\$2,394.90
Total for 250 - FOOD SERVICES		\$19,506.62
261 - TAP GRANT ODE		
60899	PBS ENGINEERING AND ENVIRONMENTAL	\$12,000.00
60900	R&C MANAGEMENT GROUP LLC	\$13,750.00
60954	R&C MANAGEMENT GROUP LLC	\$15,000.00
Total for 261 - TAP GRANT ODE		\$40,750.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2023-2024

Criteria: From Check Date: 09/01/2023 To: 09/30/2023 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
266 - TUITION REIMBURSEMENT		
0	HAYWARD, KRISTINA M	\$2,736.00
0	WRIGHT, JOLYNN M	\$5,250.00
Total for 266 - TUITION REIMBURSEMENT		\$7,986.00
280 - STUDENT BODY FUNDS		
0	AMAZON CAPITAL SERVICES	\$163.20
Total for 280 - STUDENT BODY FUNDS		\$163.20
282 - YCIS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$329.70
3522	SCHOOL MATE	\$870.00
0	UMPQUA BANK-CC	\$50.00
3523	Y C S D	\$1,450.00
Total for 282 - YCIS STUDENT BODY		\$2,699.70
283 - YCHS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$1,487.09
0	BSN SPORTS LLC.	\$1,335.15
20738	HASTY AWARDS	\$217.53
20739	PROPER PRINT SOURCE LLC	\$660.00
20740	SPORTDECALS INC	\$495.00
Total for 283 - YCHS STUDENT BODY		\$4,194.77
Grand Total:		\$311,551.81

End of Report

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 09/01/2023

To Date: 09/30/2023

Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	GENERAL FUND	BOARD OF EDUCATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$119.28
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$228.12
		0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	INSTR, PROF & TECH SRVS	\$48.96
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$67.66
		0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	DUES AND FEES	\$63.60
		0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$99.99
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	COMPUTER SOFTWARE	\$99.00
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	\$1,698.78
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	INSTR, PROF & TECH SRVS	\$74.75
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$5.85
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	NON-CONSUMABLE ITEMS	\$10.00
		0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	REPAIRS & MAINTENANCE SERVICES	\$244.29
		0	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$399.99
Total for UMPQUA BANK-CC						\$3,160.27
Total for GENERAL FUND						\$3,160.27

Fund: 206 IDEA PART B SECTION 611		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						
		0	IDEA PART B SECTION 611	RESOURCE ROOMS	INSTR, PROF & TECH SRVS	\$375.00
Total for IDEA PART B SECTION 611						\$375.00

Fund: 282 YCIS STUDENT BODY		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
UMPQUA BANK-CC						

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2023-2024

Criteria: Report Sort: Fund

From Date: 09/01/2023

To Date: 09/30/2023

Fund: 282	YCIS STUDENT BODY				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	0	YCIS STUDENT BODY	MIDDLE/JUNIOR HIGH SCHOOL- EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$50.00
Total for YCIS STUDENT BODY					\$50.00
Grand Total:					\$3,585.27
Recap for FUND for GENERAL FUND					
100	GENERAL FUND		\$3,160.27		
206	IDEA PART B SECTION 611		\$375.00		
282	YCIS STUDENT BODY		\$50.00		

End of Report



Mary Brown <brownm@ycschools.org>

FFA at board meeting

1 message

Jared Collins <collinsj@ycschools.org>
To: Mary Brown <brownm@ycschools.org>

Tue, Oct 10, 2023 at 3:52 PM

Good afternoon Mary

The FFA chapter would like to be added to the agenda for the board meeting this Thursday. We would like to receive board approval to travel to the national FFA convention. We would be leaving on Nov. 1st and returning on Tuesday the 7th of November. We would like to fly into Indianapolis the location of the convention and then out of Nashville. We would like to have two national convention attendees at the meeting to discuss further details.

Thank you

Jared Collins

Yamhill Carlton School District 1

Code: FF-AR
Adopted: 11/10/21
Revised: 9/27/23

Naming Facilities

Per Board policy FF - Naming Facilities, the Board shall determine the name of a facility. The board will decide whether or not to consider nominations to name Yamhill Carlton School District Facilities. If the board chooses to consider nominations, the board may take nominations directly or choose to utilize an ad-hoc committee to receive and evaluate nominations. If the Board chooses to utilize a committee to name the facility the process outlined below shall be followed.

The YCSD Board, YCSD staff, YCSD students or a community member may request that a Yamhill-Carlton School District facility be named. When the Board chooses to utilize a committee for the naming of school district facilities, it shall take place in the following manner:

1. The Board shall appoint an ad hoc committee consisting of two patrons, two staff members, two Board members and two representatives of the district's leadership team;
2. The committee may solicit name nominations from students, district staff and members of the community. Nominations shall be made using the Naming School Facilities Nomination Form. The committee shall make a recommendation of nominated names to the Board;
3. The committee shall observe the following guidelines regarding recommending names:
 - a. The names suggested shall be consistent with the guidelines in policy;
 - b. The names suggested must be known and meaningful to residents of the district or the attendance area the facility will serve;
 - c. The interest of students and patrons must be considered;
 - d. The names suggested shall not conflict with the names of other district facilities or facilities in surrounding districts;
 - e. Only persons demonstrating ethical conduct and excellent character reputation and citizenship shall be recommended for Board consideration.

The committee is encouraged to recommend to the Board at least three names, but may recommend fewer names provided a justification for doing so is provided. The committee may express a preference for a name. The committee's recommendation shall be in writing and shall state the reasons for its recommendation including, but not limited to, the following:

1. Why is the person noteworthy? What, specifically, did the person do that was of significance to the Yamhill Carlton School District?
2. Was the person unusually dedicated to the Yamhill Carlton School District? In what ways?

3. Did the person's contribution to the Yamhill Carlton School District extend over a relatively long period of time?
4. Who will or has benefitted from this person's contributions to the Yamhill Carlton School District?
5. How does or did this individual demonstrate ethical conduct, excellent character, reputation and citizenship?
6. If the name suggested is that of a geographic feature or Yamhill-Carlton education terminology, practice or concept, why is it noteworthy to have a district facility or portion of a facility named for it?

The Board shall make the final determination regarding the suitability of nominees and when appropriate shall request the district to conduct background checks regarding each nominee.

The Board may elicit broader community, staff and student input prior to making a decision.

Rescinding Facility Names

The district recognizes that the official name selected for an educational facility is a vital factor in the public image of the school system. The honor and integrity of the name selected reflects on both the district and the educational facility. With these concerns in mind, the Board may consider action to rescind an approved name of an educational facility.

Sufficient cause to rescind the name of an educational facility or portion thereof exists when, as determined by the Board, the individual, corporation, association or entity for which the facility or portion of the facility is named has been convicted of a felony, a crime involving moral turpitude or participated in any disreputable behavior that would have a negative reflection or would bring discredit to the district.

If the Board rescinds a name that has been assigned to a district facility, the ad hoc committee may convene to consider other recommendations or the Board may decide to not name the facility.

Yamhill Carlton School District 1

NAMING SCHOOL DISTRICT FACILITIES NOMINATION FORM

(Attach additional information as needed)

1. Description of district facility to be named: _____
2. Suggested name: _____
3. If the name suggested is that of a person:
 - A. Why is the person noteworthy? What, specifically, did the person do that was of significance to the Yamhill Carlton School District?

 - B. Was the person unusually dedicated to the Yamhill Carlton School District? In what ways?

 - C. Did the person's contribution to the Yamhill Carlton School District extend over a relatively long period of time?

 - D. Who will or has benefitted from this person's contributions to the Yamhill Carlton School District?

- E. How does or did this individual demonstrate ethical conduct, excellent character, reputation and Citizenship?

- F. If the name suggested is that of a geographic feature or educational terminology, practice or concept, why is it noteworthy enough to have a district facility named for it?

4. Did the person or entity contribute significant monetary resources to construct, complete construction, or improve the facility? Please describe.

Date: _____

Name(s) of those making the nomination: _____

Contact information for person making the nomination:

Email: _____

Phone: _____

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business. Reimbursement procedures established by the district will also apply to Board members traveling on district business, as applicable.

In-District Travel – Use of Private Vehicles

1. Staff will use district-owned vehicles, whenever possible, in conducting district business that requires travel within district boundaries.
2. Private vehicles may be used in conducting district business only with prior superintendent or designee approval. In-district travel approval may be granted by the superintendent or designee for individual trips or by blanket approval, as deemed appropriate.
3. Travel in a private vehicle for the purpose of conducting district business may be approved when:
 - a. A district vehicle is not available;
 - b. The destination is not conveniently accessible by commercial carrier;
 - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
 - d. Carrying articles by commercial carrier would not be feasible;
 - e. Commercial travel is deemed to be less economical.

Out-of-District Travel (In-state) – Use of Private Vehicles

1. Staff will use district-owned vehicles, whenever possible, in conducting approved district business that requires in-state travel outside district boundaries.
2. Private vehicles may be used only with prior superintendent or designee approval. Out-of-district travel approval may be granted by the superintendent or designee for individual trips or by blanket approval, as deemed appropriate.

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
3. All district employees operating private vehicles on approved district business are required to complete and maintain on file with the district verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required prior to any district approval to conduct district business in a private vehicle. Employees are required to update their verification of vehicle liability information maintained on file with the district upon **any** change in the employee's vehicle insurance coverage.

Meals and Meetings

1. In accordance with IRS regulations reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. See **Expense Reimbursement Request and Accounting Procedures** below.
2. Expenses in excess of the district's established limit are ordinarily the responsibility of the employee and may be reimbursed only with superintendent approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel Advances

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$100. The travel advance may be requested by completing the form provided by the district.
2. The cost of commercial travel tickets will not be included in a cash advance request.
3. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a district-provided credit card.
4. At least 15 working days are required for processing an advance check after the approved request is received by the business office.
5. Only one cash advance may be outstanding to any employee at any time.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the district.

2. Each employee is responsible for making his/her own reservations by obtaining a purchase order number from the business office and furnishing that number to the local travel agency or commercial carrier.
3. The district prohibits the accrual of travel credits for individuals traveling on approved district business.

Vehicle Rentals

1. Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved district business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the district carries the rental car endorsement as part of its insurance coverage. In the event the district does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.

2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
 - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.
 - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 working days to the business office with the report.
 - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;
 - b. Organizations involved;

- c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 90 calendar days of incurring the expense. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal expenses for approved district business travel purposes may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved district business purposes in which district business is conducted with at least one or more other persons or that is incurred on approved district business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. Meal expenses may be reimbursed subject to the following limitations:

Allowance:	Breakfast	\$8
	Lunch	\$12
	Dinner	\$20
2. Gratuities must not exceed 20 percent and must be included as a part of the receipt. Gratuities in excess of 20 percent are the responsibility of the employee and will not be reimbursed by the district.
3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if length of trip or circumstances demand.
4. Mileage reimbursement for actual miles traveled on district business, may be approved subject to the following limitations:
 - a. In-district mileage reimbursement will not be granted to an employee, other than a district-approved tutor, for traveling from his/her residence to the place where work begins for the day or for returning home from the last place worked during the day;

- b. Reimbursement will be made only for those miles actually traveled in the course of completing approved district business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
 - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
 - d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
 - e. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See **Insurance Coverage** above.
5. Lodging will be reimbursed at reasonable commercial rates.
6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to the district's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the district.

Instructional Materials Selection

The School Board delegates the responsibility for selecting instructional materials for Board approval to the superintendent. The superintendent shall be responsible for establishing the selection procedures, appointing appropriate committees, accepting recommendations from committees assigned to the task and making the final decision when instruction materials are selected.

Policy also states that teachers, administrators and residents of the community shall be involved in a process designed to ensure that each student will be educated to the fullest by means of a wide variety of materials which will be provided to meet curricular needs and the greatest possible diversity of student interests. To the extent possible, all core adopted instructional materials used as part of the educational curriculum of a student shall be adopted by the Board and available for inspection by the parents or guardians of the student prior to their use.

Definitions:

"Instructional material for purpose of Oregon law is defined as any organized system which constitutes the major instructional vehicle for a given course of study, or any part thereof." **OAR 581-011-0050**. The district defines these materials as instructional content provided to the student through textbooks, supplemental texts and library books regardless of format, encompassing printed or representational, audiovisual, and electronic or digital materials. This includes books, periodicals, newspapers, pictures, videos, television recordings, internet sources, software, and audio recordings.

Core Adopted Instructional Materials: Instructional materials adopted and paid for by the District for use by all teachers with all students as appropriate.

Supplemental Adopted Instructional Materials: Instructional materials adopted by the district, in addition to the Core Adopted Instructional Materials. These may be adopted during the regular adoption window or adopted later in response to student performance data. These materials are selected by teachers for use based upon the needs of their students and their professional judgment.

In combination, the Core Adopted Instructional Materials and Supplemental Adopted Instructional Materials will provide a sufficient resource to support a range of options for teachers to differentiate instruction as they address the district learning targets.

Teacher-selected additional instructional materials: Instructional materials selected by teachers for use in individual classrooms, in addition to the district-adopted instructional materials.

Selection of Adopted Instructional Materials

While the specific procedure may vary depending upon the particular subject area under study, the following elements shall be present:

1. As a part of the district's curriculum review process, a committee, hereby known as the curriculum committee will be established. The curriculum committee shall be given the charge to determine the necessary characteristics of instructional materials to be selected for a particular subject area of discipline. Such characteristics must be consistent with:
 - a. existing state and district board policies and administrative regulations;
 - b. state achievement standards for students;
 - c. the curricular and instructional philosophy of the district;
 - d. state and district selection criteria (See page 3-3) for instructional materials; and
 - e. any guidelines unique to the curricular area which are established through the review process by the curriculum committee.
2. The curriculum committee will oversee the review of available materials and recommend materials which meet the developed criteria;
3. The curriculum committee shall prepare a budget for purchase of the recommended materials. Costs shall reflect the per pupil expenditure needed to provide the materials that are essential, in line with the state recommendation. In the event that an independent adoption is recommended, the above detailed cost guidelines still apply.
4. The superintendent will review materials recommendations submitted by the above committee for recommendation to the Board.
5. The Board will review, discuss and approve the instructional materials to be used in schools during the ensuing adoption cycle for each curricular area;
6. If applicable, the superintendent shall notify ODE within 30 days of the Board independently adopting instructional materials.
7. Teachers will choose instructional materials for use from among the materials approved by the Board;
8. Every student must have access to the adopted materials necessary for instruction and be able to access such materials at home as needed.
9. Parents shall have access to all adopted instructional materials for review.

10. The district may revise learning targets between state adoption years, prompted by changing state standards, emerging research, or program changes. Should the district find that adopted materials and staff development do not adequately facilitate student learning as evidenced by lack of achievement growth on state standards and district learning targets, the superintendent may:
 - a. Authorize further data gathering and analysis.
 - b. Authorize further targeted staff development.
 - c. Form a committee to consider potential additional supplemental materials adoptions that address learning targets based upon data gathered and analyzed.
11. Should a school or program within a school find that adopted materials are not meeting the needs of students as evidenced by lack of achievement growth on state standards, the school or program may, after the initial two years of implementation using adopted materials, pilot alternative materials in consultation with the superintendent.
12. Principals may delegate the responsibility of selecting library materials to licensed media specialists who will accept input from faculty, students and parents. The librarian shall select materials by examining literary reviews, lists of recommended books and standard bibliographic tools. The selection of library materials reflects the educational philosophy, instructional goals and the selection criteria for instructional materials. In addition, the district endorses the American Library Association Bill of Rights and the American Association of School Librarians statement of Access to Resource and Services.
13. Principals are responsible to ensure that technological resources purchased are used in accordance with the "electronic Communications" guidelines provided in Board policy IIBGA and administrative regulation IIBGA-AR.

Teacher-Selected Additional Instructional Materials

Teachers may use their professional judgment to select additional learning materials in accordance with Selection Criteria for Instructional Materials contained within this document to supplement and enrich the instructional program. All Teacher-Selected Additional materials required by the teacher for student use shall be carefully previewed by the teacher to ensure the instructional value is appropriate to student age level and classroom subject matter. These materials must be used within legal copyright limits and publisher licensing agreements

When the proposed materials may conflict with district criteria, the teacher shall complete a Teacher-Selected Additional Instructional Materials Approval Form and submit it to their principal or designee. If use of the materials is approved, a permission slip will be used to inform parents of the intended use of the additional materials and their content. The teacher shall provide alternative instructional materials at the request of the parent. Efforts will be made to serve all students in the same classroom.

Film/Video Use

The showing of movies and videos must be limited to specific educational purposes. A full-length or clip of a movie or video recording may only be shown in school if the content is relevant to the curriculum and specific educational objectives, is appropriate to the age and maturity of the students, is a productive use of class time and will not cause classroom disruption.

1. Compliance with U.S. Copyright law Section 110(1) requires that a rented or privately owned movie or video may not be shown in the classroom unless all of the following fair use requirements are met:
 - a. The movie or video must be shown by the teacher in connection with face-to-face teaching activities in a classroom or area devoted to instruction.
 - b. The showing of the movie must be directly related to the curriculum and lesson objectives.
 - c. The entire audience must be involved in the teaching activity.
 - d. The teacher has no reason to believe that the videotape was unlawfully made.
 - e. Note: Educators who show movies or video for entertainment purposes may be individually liable for up to \$30,000 in civil statutory damages for copyright infringement, imprisonment of up to five years or criminal fines of up to \$250,000. 17 U.S.D. § 504 - 506
2. Teachers may only show programs recorded from network and cable television channels according to the following guidelines*:
 - a. A recorded television program may be retained for 45 consecutive calendar days after the date of the recording and must be erased or destroyed at the end of the 45 day period.
 - b. The recording may be shown once within the first ten days of recording for each class. It may be shown once again within this ten-day period when instructional reinforcement is necessary.
 - c. After the first ten consecutive school days, the recording may only be used for teacher evaluation purposes, i.e., to determine whether or not to include a broadcast program in the teaching curriculum and may not be shown to students.
 - d. Copies may be made from off-air recordings as necessary to meet the legitimate needs of teachers. However, all copies are subject to the same provisions listed above.

* Federal Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes (Congressional Record, 1981, 127, pt. 18 24049; Talab, 1986: 37-41, 116, 124-125.

Note: The copying or use of programs transmitted via subscription television cable services, such as HBO or Showtime, is illegal. Such programs are licensed for private/home use only and may not be used in public schools.

3. Staff shall follow District Board Policy, INB - Studying Controversial Issues before requiring student use of controversial learning resources. PG, PG-13 and R rated films or film clips and TV-Y7, TV-PG, TV-14 and TV-MA television programs or program clips shall be considered controversial within the meaning of this policy and require prior approval of the principal and parent/notification/permission according to the following guidelines:
 - a. PG, PG-13 and R rated films/videos or TV-PG, TV-14 or TV-MA television programs shall be considered controversial at the elementary level.
 - b. PG-13 and R rated films/videos or TV-14 and TV-MA television programs shall be considered controversial at the middle level.
 - c. R rated films/videos or TV-MA television programs shall be considered controversial at the high school level.
 - d. X or NC-17 films/videos shall not be used in the Yamhill Carlton School District.

An alternative assignment must be provided for any student whose parent or guardian denies consent to view a film/video. A movie or video recording with a G, TV-Y or TV-G rating may be shown to any grade (K-12) with teacher discretion.

Selection Criteria for Instructional Materials

Materials selected will be carefully evaluated based on the following selection standards and guidelines. In most instances, the selected materials should meet a significant number of the criteria listed below, although a single resource need not meet all the criteria in order to be selected. Materials will be selected for their strengths rather than rejected for their weaknesses. These criteria apply to the selection of new materials for multiple school use, single school use and individual classroom and library use as well as materials donated to the district.

Standard 1: Materials shall be consistent with and provide both support and enrichment for the district's general educational goals, its selected program goals and the objectives of specific courses.

Standard 2: Materials shall meet high standards of quality in: factual content, educational significance, readability, artistic quality and/or literary style presentation, physical format and technical quality.

Standard 3: Materials shall be appropriate for the ability level, learning styles, emotional and social development of the students for whom the materials are selected.

Standard 4: Materials shall promote growth in factual knowledge and critical thinking.

Standard 5: Materials shall stimulate growth in the areas of literary appreciation, social and aesthetic values and ethical standards.

Standard 6: Selected materials shall support a balanced approach to controversial issues that will include representation of various points of view even when those opinions represented are controversial. The inclusion of controversial materials does not imply endorsement of the ideas by district personnel.

- Standard 7: Materials shall represent the contribution of all people regardless of age; gender; belief system (e.g., religious, spiritual, political, social); racial, ethnic and cultural origin; socio-economic background, diverse ability, sexual orientation or disability.
- Standard 8: Materials selected will be in compliance with all criteria and procedures as outlined on OAR 581-011-0050 to -0119 and ORS Chapter 337.

Objections to Instructional Materials

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

The district official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure in section "Request for Reconsideration" item 5 and 8.c of this regulation.

1. The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material.

The district official or staff member initially receiving a complaint shall explain to his/her best ability the particular place the objectionable material occupies in the education program and its intended educational usefulness, or refer the complaining party to someone who can identify and explain the use of the material.

2. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the questions should be referred to someone designated by the principal. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.
3. The individual receiving the initial complaint shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.

Request for Reconsideration

1. Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district's educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.
2. Unless covered otherwise in state law, educational standards cannot be challenged.
3. All school offices will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.

4. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent. The superintendent shall immediately notify the School Board.
5. In unusual circumstances the material may be removed temporarily by a vote of the School Board pending the outcome of the reconsideration committee.
6. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent.
7. Generally, access to challenged material shall not be restricted during the reconsideration process. In unusual circumstances the material may be removed temporarily by following the provisions of Section "Request for Reconsideration" item 5 or item 8.c of this regulation.
8. The Reconsideration Committee.
 - a. The reconsideration committee shall be made up of nine members:
 - (1) One teacher designated annually by the superintendent;
 - (2) One school librarian designated annually by the superintendent;
 - (3) One member of the administrative staff designated annually by the superintendent;
 - (4) Five members from the community appointed annually by the Board;
 - (5) One student selected annually by the student council.
 - b. The chair of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.
 - c. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
 - d. The committee shall receive all Reconsideration Request Forms from the Superintendent of person designate by the superintendent.
 - e. The procedure for the first meeting following receipt of a Reconsideration Request From is as follows:
 - (1) Distribute copies of written request form;
 - (2) Give complainant or a group spokesperson an opportunity to talk about and expand on the request form;
 - (3) The Committee shall give the person who selected the material in question an opportunity to discuss the rational for selection;
 - (4) Distribute reputable, professionally prepared reviews of the material when available;
 - (5) Distribute copies of challenged material to be fully reviewed.
 - f. The committee may request that individuals with special knowledge be present to provide information.

- g. The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process. The complainant shall be given appropriate notice of such meetings.
- h. The committee decision will require a two-thirds vote.
- i. The committee shall make its decision in either open or closed session. The committee's final decision will be:
 - (1) To take no removal action;
 - (2) To remove all or part of the challenged material from the total school environment.
 - (3) To limit the educational use of the challenged material which would include offering alternative materials.
- j. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the complainant, school board and superintendent and placed on the school board agenda for appropriate action.
- k. A decisions to sustain a challenge shall not be interpreted as a judgement of irresponsibility on the part of the professionals involved in the original selection or use of the materials
- l. Request to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every Reconsideration Request From shall be acted upon by the committee.
- m. Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused.
- n. If the complainant is not satisfied with the decision, a statement may be submitted to the school board for consideration at the meeting of the Board in which the decision is being reviewed.

Play Selection

Pre-Production

- 1. Theatre Arts teacher will complete the play rationale/comment form and submit it and a copy of the script to the building principal prior to publicizing the production or casting.
- 2. The building principal(s) may review the rationale/comment form to identify evidence of educational value and any concerns about potential sensitivity of topics in the recommended piece in a timely manner determined by the building administrator and Theatre Arts specialist. If there is mutual agreement of support for the proposed play selection, the process should move ahead to step 4 (see page 9).
- 3. The building principal(s) and the Theatre Arts teacher may begin a dialogue regarding the educational value of the piece as well as discuss any concerns over its topic and/or content. If concerns exist, the building principal, in consultation with the Theatre Arts teacher, will invite others into the conversation to assist in the decision making process. The outcome of the conversations would either be a recommendation to move forward with production, or a recommendation to make another choice of plays to perform. Ultimately, the principal(s) will be responsible for the final decision.

4. Theatre Arts specialists will publicly announce selected play titles two weeks prior to auditions and after step 2 or 3. In the absence of expressed concerns, play production will proceed. Should community members express concerns within that time frame, the site may decide to stop production planning and begin the collaboration process in step 3 (see above).

Yamhill Carlton School District Play Selection Rational/Comment Form

Name of Play: _____

Building to be used in: _____

1. How does the selected play reflect your program's educational theatre philosophy?
2. How does the selected play meet the district adopted learning targets?
3. State the validity of the play as dramatic art.
4. Describe the theme(s) and the directorial concept of the production.
5. Identify any props resembling weaponry to be included as well an educational justification for the item(s) inclusion.
6. How is the material age appropriate for students?
7. Might the production be considered controversial? (Does it contain profanity, sexist, racist, liberal or conservative issues, infringe on the separation of church and state, or include controversial topics?)

Request for Reconsideration of Library and/or Instructional Material

Initiated by: _____
Name Telephone

Address _____

Representing: _____
Self Organization or group (name)

Material questioned:

a. Book/Journal Article,
Drama Script, etc: _____
Title

Author Publisher Copyright Date

b. Audio-Visual Material: _____
(Film, Filmstrip, Record, etc.) Title

c. Other Material: _____
Identify

Please respond to the following questions: If more space is needed, use an additional sheet of paper.

1. Have you seen or read this material in its entirety? _____

2. To what do you object and why: (Please cite passages, pages, etc.) _____

3. What do you believe is the main idea of this material? _____

4. What do you believe might result from use of this material? _____

5. What review of this material have you read? _____

6. For what other age group might this material be suitable? _____

7. What action do you recommend that the district take on this material? _____

8. What material do you recommend in its place that would provide adequate information on the subject? _____

Signature Date

PLEASE RETURN THIS FORM TO THE BUILDING PRINCIPAL.

Received by principal: _____
Signature Date

School: _____



**Sample Parental Permission Form for
Teacher-Selected Instructional Materials**

Dear Parent or Guardian:

We are currently studying _____ in _____ class. The Yamhill Carlton School District encourages teachers to select and use enrichment materials to supplement Board-adopted curricula. To enhance your child's learning experience and understanding, I selected the following: _____ (books, periodicals, web resources, etc.) which have been approved for use by our principal. Because portions of the material contain content of a sensitive nature, I am notifying you of its use.

[The following should also be included in your notification]

Title of material:

Author: _____

A brief description of the sensitive content and the significance of the selection material(s) to lesson/course/curriculum objectives.

I would be glad to answer any questions or concerns. I can be reached at _____. The best time to call is _____.

Please return the attached form **only** if you wish your student to be excused from participating in this part of the lesson. An alternative assignment will be given.

Sincerely,

I do not wish _____ to participate in the use of or viewing of
(student name)

_____ in _____'s class.
(title) (teacher)

Signature of Parent or Guardian: _____ Date: _____

I understand that my student is responsible for completing an alternative assignment.

Please return to school by _____ only if you deny permission for your student to participate.
(date)



Sample letter to Parents regarding use of film/video

The letter below is intended as a convenient template to use for showing film/video according to our guidelines:

PG, PG-13 and R rated films and TV-Y7, TV-PG, TV-14 and TV-MA television programs shall be considered controversial within the meaning of District Board Policy INB and require prior approval of the principal and parent notification/permission according to the following guidelines:

- o **Elementary:** PG, PG-13 and R rated films/videos or TV-PG, TV-14 or TV-MA television programs
 - o **Middle School:** PG-13 and R rated films/videos or TV-14 and TV-MA television programs
 - o **High School:** R rated films/videos or TV-MA television programs

 - o X or NC-17 films/videos shall not be used in the Yamhill Carlton School District
-

Dear Parent/Guardian:

Your child is currently studying _____ as part of his/her coursework in _____ class. To enhance your child's learning experience and understanding, I am planning to show the film/film excerpts from _____ on _____ (list date or dates).

The film is rated _____ due to _____ (you might mention how the film was reviewed). I believe in its learning value and assure you the film will be shown in appropriate context including discussion and activities before and after viewing. (Explain the learning goals this film or the specific scenes you plan to show will help you achieve.) The use of this film/excerpt has been reviewed and approved by our principal.

Please complete the form below authorizing or exempting your child from viewing by (date)_____.

If you do not wish to have your daughter/son view this film, I will gladly provide a relevant and appropriate alternative assignment. Feel free to phone or email me if you have any questions.

Sincerely,

Permission slip on next page:

Name of student: _____

Film title: _____

_____ I grant permission for my son/daughter to view the film/excerpts of the film.

_____ I prefer my son/daughter NOT view the film/excerpts of the film and understand you will provide an alternative assignment.

Signature: _____ Date: _____



Teacher-Selected Instructional Materials Approval Form

Teachers: This form must be completed and approved by your principal or a designated school administrator prior to classroom use of supplemental readings or film/video that conflict with the District Criteria for Instructional Materials listed on the following page.

The material will be used in this class: _____ Number of students: _____

Date material will be used in the class(es): _____

Type of material: _____

Title: _____

Author/Distributor/ URL: _____

Describe relationship to course objectives and curriculum and explain how you will incorporate this instructional material into your classroom activities:

Describe sensitive content in detail: _____

_____ I previewed the material completely and certify that this is a legally obtained copy of the material.

_____ I checked with our Library Media Teacher and, if available, reviews are attached.

Teacher's Signature: _____ Date: _____

Approved by: _____ Date: _____
Administrator

_____ Parent permission required

This material is approved for use only on the dates listed above with the listed class(es).

Yamhill Carlton School District - Instructional Materials Selection Criteria

Materials selected will be carefully evaluated based on the following selection standards and guidelines. In most instances, the selected materials should meet a significant number of the criteria listed below, although a single resource need not meet all the criteria in order to be selected. Materials will be selected for their strengths rather than rejected for their weaknesses. These criteria apply to the selection of new materials for multiple school use, single school use and individual classroom and library use as well as materials donated to the district.

- Standard 1: Materials shall be consistent with and provide both support and enrichment for the district's general educational goals, its selected program goals and the objectives of specific courses.
- Standard 2: Materials shall meet high standards of quality in: factual content, educational significance, readability, artistic quality and/or literary style presentation, physical format and technical quality.
- Standard 3: Materials shall be appropriate for the ability level, learning styles, emotional and social development of the students for whom the materials are selected.
- Standard 4: Materials shall promote growth in factual knowledge and critical thinking.
- Standard 5: Materials shall stimulate growth in the areas of literary appreciation, social and aesthetic values and ethical standards.
- Standard 6: Selected materials shall support a balanced approach to controversial issues that will include representation of various points of view even when those opinions represented are controversial. The inclusion of controversial materials does not imply endorsement of the ideas by district personnel.
- Standard 7: Materials shall represent the contribution of all people regardless of age; gender; belief system (e.g., religious, spiritual, political, social); racial, ethnic and cultural origin; socio-economic background, diverse ability or disability.
- Standard 8: Materials selected will be in compliance with all criteria and procedures as outlined in OAR 581-011-0050 to -0119 and ORS Chapter 337.

Film/Video - Movie or video recordings with a G, TV-Y or TV-G rating may be shown to any grade (K-12) with teacher discretion. According to District Board Policy, INB, Studying Controversial Issues, all films, and video or television recordings with the following ratings require prior approval of the principal and parent notification/permission:

- **Elementary:** PG, PG-13 and R rated films/videos or TV-PG, TV-14 or TV-MA television
- **Middle School:** PG-13 and R rated films/videos or TV-14 and TV-MA television programs
- **High School:** R rated films/videos or TV-MA television
- X or NC-17 films/videos shall not be used in the Beaverton School District