

Yamhill Carlton School District
Board of Directors - Executive and Regular Session Agendas
Zoom Meeting – Via Link: <https://zoom.us/j/95291262414>

Thursday, December 10, 2020

Regular Session - 6:00pm

AGENDA – REGULAR SESSION

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

a. Building Principal Comments

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 krafte@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. Approval of Agenda - (Action Item)

V. Consent Agenda – (Action Item)

- 1. Approval of Board of Directors Minutes
 - a. November 12 2020 - Regular Session – (Pg. 1)
- 2. Personnel Report – (Pg. 5)
- 3. Donations - (Pg. 6)

VI. Announcements and Reports – (30 minutes)

- 1. Superintendent’s Report – Bill Rhoades – Verbal Report – (Pg. 7)
- 2. Enrollment Report – Bill Rhoades – Verbal Report – (Pg. 8)
- 3. District Facilities Report – Todd Hendrickson – Verbal Report - (Pg. 9)
- 4. Financial Report & List of Bills for November 2020 – Tami Zigler – (Action Item)- (Pg. 10)

VII. New Business:

- 1. Adoption of All Students Belong Policy and AR - 2nd Reading - (Action Item) - (Pg. 25)
- 2. Approval of Policy Updates - 1st Reading - (Action Item) - (Pg. 31)
 - a. Federal Family and Medical Leave/State Family Medical Leave (GCBDA/GDBDA-AR(1) - (Pg. 33)
 - b. Request for Family and Medical Leave (GCBDA/GDBDA-AR(2) 1 - (Pg. 47)
 - c. FMLA/OFLA Eligibility Notice to Employee (GCBDA/GDBDA-AR(4) - (Pg. 50)
 - d. School Counseling Program (IJ) - (Pg. 53)
 - e. Equal Educational Opportunity (JB) - (Pg. 55)
 - f. Threats of Violence (JFCM) - (Pg. 56)
- 3. Approval of Policy Deletion - 1st Reading - (Action Item)- (Pg. 58)
 - a. Guidance Program (IJ) - (Pg. 59)
- 4. OSBA Resolution to Adopt the OSBA 2021-2022 Legislative Priorities and Principles - (Action Item) - (Pg. 61)

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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5. Superintendent Search - (*Pg. 67*)
 - a. Select Superintendent Search Screening Committee Members - (*Action Item*) - (*Pgs. 68-78*)

VIII. Board of Directors Comments
Adjournment

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

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

Yamhill Carlton School District

Via Zoom

Thursday, November 12, 2020

Regular Session – 6:00 PM

MINUTES - Regular Session

Board Members: Susan FitzGerald, Jami Egland, Jack Bibb, Ken Watson. Erin Galyean,

DO/Administration Staff: Superintendent Bill Rhoades, Ed.D, Human Resources Director John Horne, Director of Fiscal Services Tami Zigler, Board Secretary Eric Kraft, Facilities Director Todd Hendrickson, YCHS Principal Clint Raever, YCHS Asst. Principal/Athletic Director Scott Henderson, YCIS Principal Matt Wiles, YCES Principal Chad Tollefson,

Also Present: Sarah Herb (OSBA), E. Chadwick

- I. Flag Salute
- II. Call to Order - 6:00pm by Susan FitzGerald
- III. Individuals, Delegations, Recognition, and Communications

a. Building Principal Comments

YCES Principal Chad Tollefson - PAX theme for November is kindness.

YCHS Principal Clint Raever - Conferences coming up November 23-24. New staff is doing great.

YCIS Principal Matt Wiles - Recently held “dress up days” for Red Ribbon week in support of a drug and alcohol-free lifestyle, led by Lisa Jacobs, Karissa Petersen is doing amazing work with literacy, including “Battle of the Books”.

YCHS Asst Principal/Athletic Director Scott Henderson - Athletics season 1C-Winter Sports begins 12/7, more information to come on 12/28 regarding competitive seasons.

b. Public Comment

None

IV. Review of Agenda - (*Action Item*)

J. Bibb motioned to approve the Agenda as presented. K. Watson seconded. All in favor, motion carries.

V. Consent Agenda – (*Action Item*)

K. Watson motioned to approve the Consent Agenda as presented and directed the Board Secretary to add notes regarding public comment subject matter going forward. J. Bibb seconded. All in favor, motion carries.

VI. Announcements and Reports

1. Superintendent's Report – Bill Rhoades -
 - a. School Reopening Metrics -
 - b. Operational Blueprint Revision -

New COVID-19 guidance, now a two-week combined look-back, 12/2/20 next theoretical date students could possibly return if metrics met, working hard on getting classrooms ready, growing our ability to serve students with limited-in-person instruction (LIPI), two hour time limit remains for LIPI, 20 students allowed in a given cohort, 250 student per-week limit removed, “cohort” clearly defined, Ready Schools Safe Learners (RSSL) update to scenario planning, supporting documents and graphics for scenario planning, new quick exclusion guides, no more face shields, masks only, “exposure” clearly defined, updated Operational Blueprints when/if instructional model changes.

2. Enrollment Report – Bill Rhoades - Relatively stable.
3. District Facilities Report – Todd Hendrickson - Continuing to work on weather upgrades, propane tank is up and running, boilers have been repaired and are online, initial site visits for seismic RFP begin next week
4. Financial Report & List of Bills for October 2020 – Tami Ziglar – (*Action Item*) -
 - a. Propane Contract

Decreasing transportation and substitute teacher costs, increasing Alliance Academy enrichments, beginning to receive first tax revenue payments, propane contract went out for quotes, McMinnville Propane awarded at \$0.84 per gallon.

K. Watson motioned to approve the List of Bills for October 2020. E. Galyean seconded. All in favor, motion carries.

VII. New Business:

1. OSBA Board of Director Vote - (Action Item)

E. Galyean motioned to vote “yes” for Brandy Penner, Newberg School District, for OSBA Board of Directors Position 13. J. Egland seconded. All in favor, motion carries

2. OSBA Resolution to Adopt the OSBA 2021-2022 Legislative Priorities and Principles - (Action Item)

The Board tabled this matter to the December Board meeting.

3. Approval of SIA Agreement - (Action Item) - Tami Zigler is the contact, money can be spent on class size, well rounded education, instructional time, and health and safety, high school math FTE, intermediate school math FTE, elementary school physical education FTE, tutoring/academic and behavior support.

K. Watson motioned to approve the YCSD SIA Grant Agreement with the Oregon Department of Education as presented. J. Egland seconded. All in favor, motion carries.

4. Adoption of All Students Belong Policy and AR - 1st Reading

- a. All Students Belong ACB
- b. Bias Incident Complaint Procedure ACB-AR

The Board tabled this matter to the December Board Meeting.

5. Approval of Updated Policies -

- a. Personnel Records (GBL) -
- b. Disclosure of Information (GBLA) -
- c. Sexual Harassment (GBN/JBA) -
- d. Sexual Harassment (JBA/GBN) -
- e. Sexual Harassment Complaint Procedure (GBN/JBA-AR) -
- f. Sexual Harassment Complaint Procedure (JBA/GBN-AR) -
- g. Special Education - Evaluation and Eligibility Procedures (IGBAH-AR)

K. Watson motioned to approve all Policies as presented. J. Egland seconded. All in favor, motion carries.

6. Superintendent Search - Sarah Herb, OSBA

- a. Public Comment on Qualities and Qualifications -

There was no public comment.

b. Discuss and Adopt Desired Board Qualities - (*Action Item*)

J. Bibb motioned to adopt the Desired Board Qualities as amended. E. Galyean seconded. All in favor, motion carries.

c. Identify Potential Screen Committee Make Up - Teachers - 5, from K-3, 4-5, 6-8, 1-2 high school, Classified - 3, Admin - 3, Community/parents - 3, 12/10/20 Board selects screening committee, 1/21/21 is applicant training.

d. Determine Salary Range - \$130,000 - \$145,000

With no further discussion the Regular Session adjourned at 8:45 p.m.

Minutes by: Eric Kraft, Board Secretary

Yamhill Carlton School District
Human Resources
Board Report
December 10, 2020



New Hires

Jason Olson - ELL Instructional Assistant / YCES P.E. Teacher

Resignation/Retirements

Currently Open Postitions



Yamhill Carlton Intermediate School
310 East Main Street
Yamhill, Oregon 97148

November 19, 2020

Shannon Jorgenson
[REDACTED]

Dear Shannon,

We would like to thank you for your generous donation of the following items to the Yamhill Carlton School District's Music Program.

Gemeinhardt Flute, Model MC, Ser#C02967 value \$175.00

Evette Clarinet, Ser#52502 value \$175.00

Blessing Tuba mouthpiece value \$50.00

Total value of donation: \$400.00

Please see the enclosed letter providing you with the Tax ID number for Yamhill Carlton School District.

In appreciation,
Jeff Hornick,
YCSD Music Program

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: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: December 7, 2020
Re: Superintendent Report

Background Information:

Superintendent Rhoades will provide District highlights as well: as

- Updates on updated guidance for schools from ODE/OHA
- Updated school metrics from OHA and implications for YCSD
- Updates on revised Indoor and Outdoor Sports Guidance
- Updates on status of the State Assessment Waiver

**District Enrollment Report
November 2020**

	Female	Male	X	Total	
Kindergarten	47	48		95	
1st Grade	52	48		100	
2nd Grade	38	41		79	
3rd Grade	42	57		99	
K- 3rd Subtotal:	179	194	0	373	
4th Grade	36	50		86	
5th Grade	36	43		79	
6th Grade	34	30		64	
7th Grade	40	46		86	
8th Grade	44	40		84	
4th-8th Subtotal:	190	209	0	399	
9th Grade	43	40	1	84	
10th Grade	30	41		71	
11th Grade	26	36		62	
12th Grade	29	44		73	
Transition	2	0		2	
9th – 12th Subtotal:	130	161	1	292	
District Total:		499	564	1	1064

District Enrollment for 2020-21 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	231	229	230							
YCIS	291	287	276							
YCHS	292	290	292							
Alliance	255	258	266							
Total	1069	1064	1064	0	0	0	0	0	0	0

YCES Enrollment for 2020-21 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	58	59	60							
1st Grade	62	59	60							
2nd Grade	51	50	49							
3rd Grade	60	61	61							
20/21 Total	231	229	230	0	0	0	0	0	0	0
19/20 Total	361.5	364.75	365.75	360.75	362.75	360.5	357.75	363.75	366.75	365.75
18/19 Total	336	337	337	337	332	332	329.75	331.75	332	331

YCIS Enrollment for 2020-21 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	57	53	52							
5th Grade	59	56	56							
6th Grade	47	44	45							
7th Grade	61	62	60							
8th Grade	67	72	63							
20/21 Total	291	287	276	0	0	0	0	0	0	0
19/20 Total	308.25	311.5	310.5	312.5	306.5	302.5	302.5	306.5	306.5	306.5
18/19 Total	325	310	312	310	310	305	304	304.75	304	303

YCHS Enrollment for 2020-21 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Transition	2	2	2							
9th Grade	84	83	84							
10th Grade	71	72	71							
11th Grade	62	63	62							
12th Grade	73	70	73							
20/21 Total	292	290	292	0	0	0	0	0	0	0
19/20 Total	299	300	298	295	295	290	286	287	284	284
18/19 Total	277	277	279	281	278	281	279	274	275	261

Alliance Academy Enrollment 2020-21

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	34	34	35							
1st Grade	36	39	40							
2nd Grade	27	29	30							
3rd Grade	33	35	38							
4th Grade	32	34	34							
5th Grade	21	22	23							
6th Grade	18	19	19							
7th Grade	27	25	26							
8th Grade	27	21	21							
20/21 Total	255	258	266	0	0	0	0	0	0	0
19/20 Total	91.25	90.75	90.75	91.75	88.75	90	87.75	87.75	87.75	87.75
18/19 Total	88	89	94	94	99	105	105.5	105.5	103	103

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: Bill Rhoades, Superintendent
From: Tami Zigler, Business Manager
Date: December 10, 2020
Re: District Financial Report

SUMMARY

This General Fund summary excludes Beginning Fund Balance (5400-5499). For the current period, total revenue was \$1,449,868 less than planned and total expenditures were \$228,151 less than planned. The combined result is a \$1,221,717 unfavorable deficit condition for the current year period.

REVENUES

TAXES: Taxes are \$1,454,608 under plan. This unfavorable condition represents -48.1% of the year-to-date plan amount of \$3,022,822. The current year variance amount is considered material, and was primarily driven by a decrease in 1111 CURRENT YEAR TAXES. For the current year period, Taxes decreased 47.5% over the prior year period compared to an average increase of 4.9% over the preceding 6 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is \$7,807 under plan. This unfavorable condition represents -23.8% of the year-to-date plan amount of \$32,786. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Tuition, Fees, Other decreased 49.1% over the prior year period compared to an average increase of 15.7% over the preceding 6 years.

EARNINGS ON INVESTMENTS: Earnings on Investments are \$12,754 over plan. This favorable condition represents 199.3% of the year-to-date plan amount of \$6,400. The current year 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 decreased 53.3% over the prior year period compared to an average increase of 68.5% over the preceding 6 years.

INTERMEDIATE REVENUE: Intermediate Revenue is on plan. This variance amount is considered trivial and meets expectations based on budget appropriations.

STATE UNRESTRICTED AID AND SSF: State Unrestricted Aid and SSF is \$208 under plan. This unfavorable condition represents 0% of the year-to-date plan amount of \$3,508,893. This variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, State Unrestricted Aid and SSF increased 6.2% over the prior year period compared to an average increase of 1.8% over the preceding 6 years.

EXPENDITURES

SALARIES: Salaries are \$142,472 under plan. This favorable condition represents -8.7% of the year-to-date plan amount of \$1,640,614. This amount is considered material, and was primarily driven by decreases in 0130 ADDITIONAL SALARY, and 0112 CLASSIFIED SALARIES. For the current year period, Salaries decreased 0.9% over the prior year period compared to an average increase of 1.9% over the preceding 6 years. The largest Salaries groups - 0111 LICENSED SALARIES, 0112 CLASSIFIED SALARIES, and 0113 ADMINISTRATORS, representing 88.2% of total Salaries, increased by 1.9%.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are \$69,241 under plan. This favorable condition represents -8.1% of the year-to-date plan amount of \$857,760. The current year variance amount is considered material, and was primarily driven by decreases in 0213 PERS UAL CONTRIBUTION, and 0241 EMPLOYEES INSURANCE. This decrease was partially offset by an increase in 0242 HSA EMPLR PD INS. For the current year period, Associated Payroll Costs increased 0.9% over the prior year period compared to an average decrease of 0.3% over the preceding 6 years. The largest Associated Payroll Costs groups - 0241 EMPLOYEES INSURANCE, 0213 PERS UAL CONTRIBUTION, and 0220 FICA/MEDICARE, representing 86.6% of total Associated Payroll Costs, decreased by 2.5%.

PURCHASED SERVICES: Purchased Services are \$187,864 under plan. This favorable condition represents -27.3% of the year-to-date plan amount of \$687,939. This variance amount is considered material, and was primarily driven by decreases in 0331 REIMBURSABLE STUDENT TRANSPORTATION, and 0311 SUBSTITUTE SERVICES. For the current year period, Purchased Services increased 23.1% over the prior year period compared to an average decrease of 2.4% over the preceding 6 years. The largest Purchased Services groups - 0310 INSTR, PROF & TECH SRVS, 0331 REIMBURSABLE STUDENT TRANSPORTATION, 0359 OTHER COMMUNICATION SERVICES, and 0325 ELECTRICITY, representing 82.5% of total Purchased Services, increased by 72.3%.

SUPPLIES: Supplies are \$50,119 over plan. This unfavorable condition represents 19.1% of the year-to-date plan amount of \$262,068. The current year variance amount is considered material, and was primarily driven by an increase in 0480 COMPUTER HARDWARE. This increase was partially offset by a decrease in 0410 CONSUMABLE SUPPLIES & MATERIALS. For the current year period, Supplies increased 70.8% over the prior year period compared to an average decrease of 2.2% over the preceding 6 years.

CAPITAL OUTLAY: Capital Outlay is \$6,985 under plan. This favorable condition represents -58.3% of the year-to-date plan amount of \$11,985. This variance amount is considered trivial and meets expectations based on budget appropriations. For the current year period, Capital Outlay decreased 79.5% over the prior year period.

OTHER OBJECTS: Other Objects are \$2,749 under plan. This favorable condition represents -1.4% of the year-to-date plan amount of \$201,794. The current year variance amount is considered trivial and meets expectations based on budget appropriations. For

the current year period, Other Objects increased 16.1% over the prior year period compared to an average increase of 2.4% over the preceding 6 years.

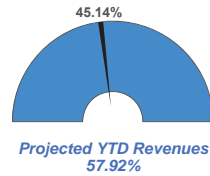
TRANSFERS: Transfers are \$131,042 over plan. This unfavorable condition represents 113.1% of the year-to-date plan amount of \$115,884. This amount is considered material, and was primarily driven by increases in 0791 TRANSFER TO BUILDING FUND, and 0790 OTHER TRANSFERS. For the current year period, Transfers increased 33.5% over the prior year period.

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

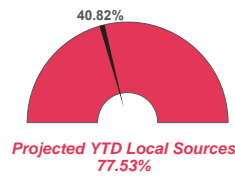
100 GENERAL FUND Revenue Dashboard Summary

For the Period Ending November 30, 2020

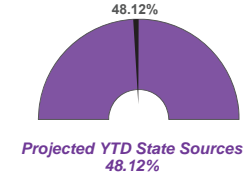
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

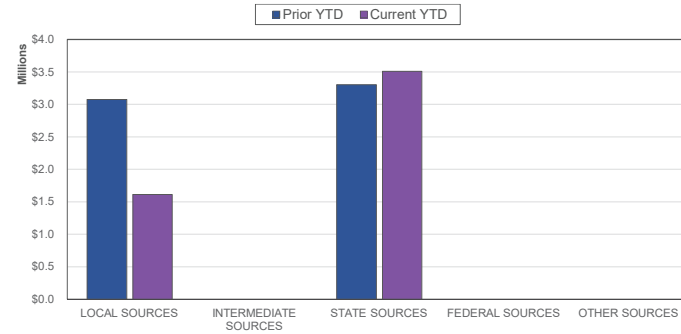


General Fund Revenues

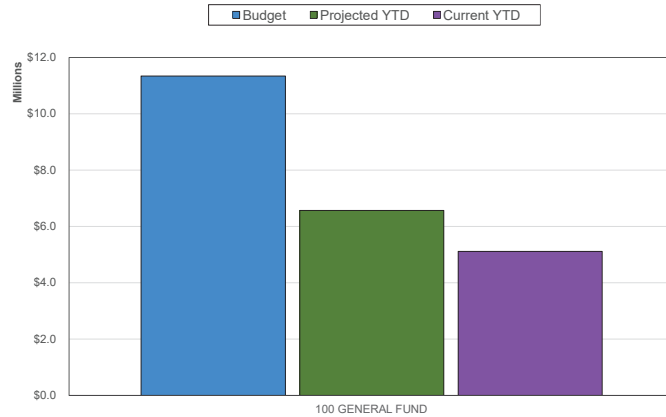
Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

State School Fund	\$3,508,685
Resources - Beginning Fund Balance	\$1,819,360
Ad Valorem Taxes Levied By District	\$1,564,298
Miscellaneous	\$21,091
Interest On Investments	\$19,155
Penalties And Interest On Taxes	\$3,916
Fees	\$2,876
Recovery Of Prior Years' Expenditure	\$1,012
Regular Day School Tuition	\$0
Percent of Total Revenues Year-to-Date	100.00%

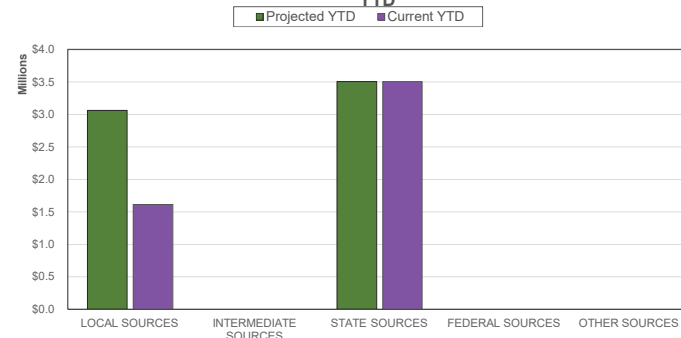
GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



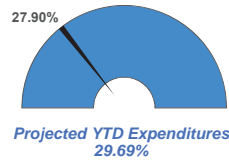
GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



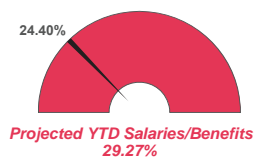
100 GENERAL FUND Expense Dashboard Summary

For the Period Ending November 30, 2020

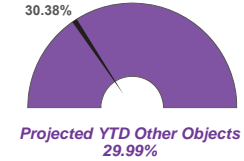
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

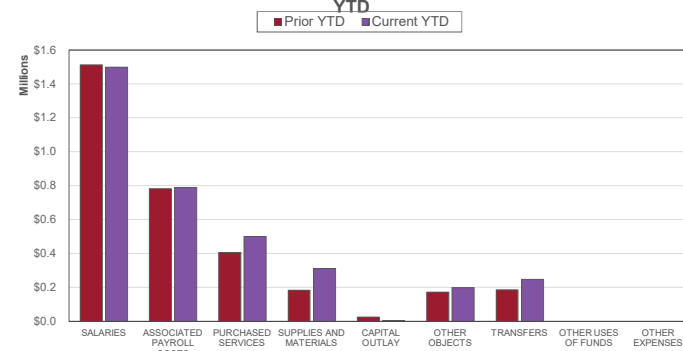


General Fund Expenditures

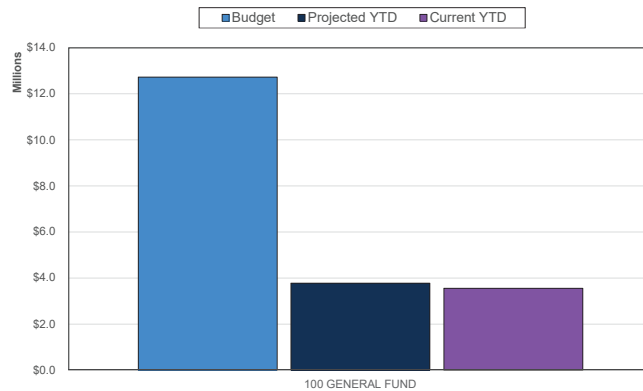
Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Licensed Salaries	\$724,372
Employees Insurance	\$321,214
Classified Salaries	\$313,277
Administrators	\$284,456
Pers Ual Contribution	\$250,927
Instr, Prof & Tech Srvs	\$222,861
Property Insurance Premiums	\$155,738
Other Transfers	\$116,926
Fica/Medicare	\$110,713
Reimbursable Student Transportation	\$110,631
Percent of Total Expenditures Year-to-Date	73.55%

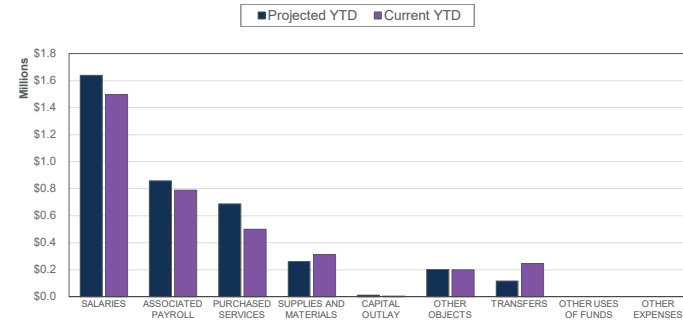
GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



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

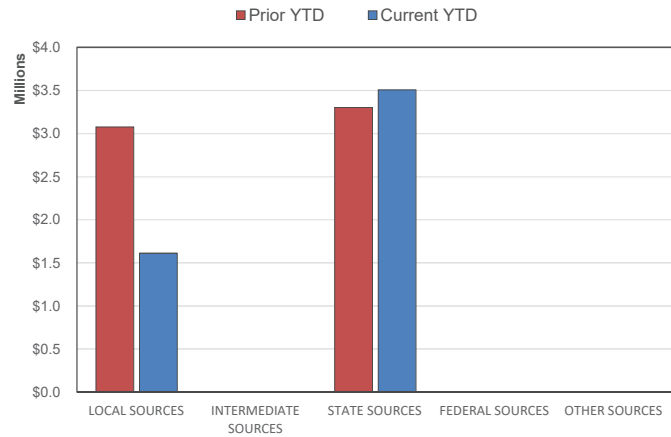


100 GENERAL FUND | Financial Summary by Object

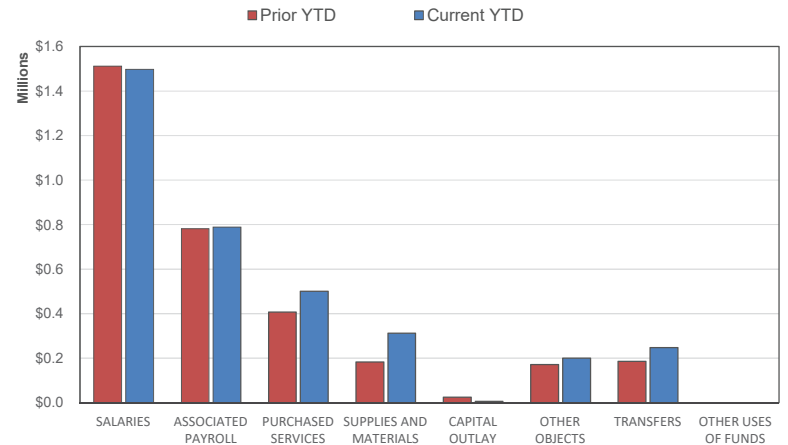
For the Period Ending November 30, 2020

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
Beginning Fund Balance	\$ 1,176,211	\$ 1,176,211		\$ 1,819,360	\$ 1,380,000	
REVENUES						
Local Sources	3,077,286	3,602,219	85.43%	1,612,348	3,949,500	40.82%
Intermediate Sources	-	160,617	0.00%	-	103,300	0.00%
State Sources	3,304,819	6,601,037	50.07%	3,508,685	7,291,570	48.12%
Federal Sources	-	-		-	-	
Other Sources	-	-		-	-	
TOTAL REVENUE	\$ 6,382,105	\$ 10,363,873	61.58%	\$ 5,121,033	\$ 11,344,370	45.14%
EXPENDITURES						
Salaries	\$ 1,511,965	\$ 4,955,049	30.51%	\$ 1,498,143	\$ 5,449,220	27.49%
Associated Payroll Costs	781,364	2,691,467	29.03%	788,519	3,028,004	26.04%
Purchased Services	406,149	1,568,644	25.89%	500,074	2,252,430	22.20%
Supplies and Materials	182,817	294,895	61.99%	312,187	452,605	68.98%
Capital Outlay	24,400	24,400	100.00%	5,000	67,000	7.46%
Other Objects	171,420	173,630	98.73%	199,045	208,185	95.61%
Transfers	185,029	185,029	100.00%	246,926	266,926	92.51%
Other Uses of Funds	-	-		-	1,000,000	0.00%
Other Expenses	-	-		-	-	
TOTAL EXPENDITURES	\$ 3,263,142	\$ 9,893,114	32.98%	\$ 3,549,893	\$ 12,724,370	27.90%
SURPLUS / (DEFICIT)	\$ 3,118,962	\$ 470,758		\$ 1,571,140	\$ (1,380,000)	
ENDING FUND BALANCE	\$ 4,295,173	\$ 1,646,970		\$ 3,390,501	\$ -	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD



**YAMHILL CARLTON SCHOOL DISTRICT
SPECIAL REVENUE FUNDS
FISCAL YEAR 2020-2021
FOR PERIOD ENDING NOVEMBER 30, 2020**

FUND DESCRIPTION	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
201 TITLE I	94,335.00	21,998.51	24,679.45	71,120.02	(1,464.47)
204 TITLE II-A	31,087.00	1,488.16	8,874.15	-	22,212.85
206 IDEA PART B 611	291,760.00	-	41,096.59	103,710.32	146,953.09
207 IDEA PART B 619	800.00	-	-	-	800.00
210 LEA ESSER FUND	76,989.31	-	-	-	76,989.31
211 CDL GRANT PROGRAM GEER FUND	78,921.48	-	-	-	78,921.48
215 MEDICAID ADMIN CLAIMING (MAC)	-	-	-	-	-
218 ORTII	2,971.00	1,017.14	-	-	2,971.00
228 YCCO - KINDERGARTEN TRANSITION	3,403.03	1,858.88	1,900.61	-	1,502.42
231 FUEL UP TO PLAY 60	11,993.00	7,257.43	2,048.56	-	9,944.44
233 MEASURE 98	211,994.07	-	63,558.37	58,160.96	90,274.74
238 CAREER PATHWAYS	9,237.79	4,396.10	3,134.05	-	6,103.74
239 MEASURE 99 - OUTDOOR SCHOOL	20,000.00	-	-	-	20,000.00
241 ESSA SUPPORT	94,771.32	-	-	-	94,771.32
251 STUDENT INVESTMENT ACCOUNT	789,079.00	-	30,070.10	90,885.88	668,123.02
261 TAP GRANTS	70,000.00	-	-	-	70,000.00
LOCAL/STATE/FED GRANTS	1,787,342.00	38,016.22	175,361.88	323,877.18	1,288,102.94

230 MISCELLANEOUS GRANTS	GRANT AWARD	REVENUE	EXPENDITURE	ENCUMBRANCE	GRANT BALANCE
000 MISCELLANEOUS GRANTS	100,000.00	9,216.61	-	10,010.40	89,989.60
401 ASPIRE	2,000.00	4,000.00	606.48	1,414.94	(21.42)
802 AG DRONE PROJECT	4,493.33	1,060.44	-	-	4,493.33
803 VETERANS LEGACY GRANT	1,250.00	785.03	-	-	1,250.00
809 STUDENT TEACHING	2,852.75	2,652.75	168.98	-	2,683.77
810 YCES SPORTS COURT	7,000.00	7,000.00	7,000.00	-	-
814 FTC ROBOTICS DONATION	1,000.00	1,898.74	275.00	200.00	525.00
821 OSCU ROCKETRY GRANT	600.00	600.00	-	-	600.00
SUB TOTAL MISC GRANTS	119,196.08	27,213.57	8,050.46	11,625.34	99,520.28

FUND OTHER SPECIAL REVENUE	BUDGET	REVENUE	EXPENDITURE	ENCUMBRANCE	BUDGET BALANCE
250 FOOD SERVICE	355,846.00	50,916.20	86,180.45	252,221.69	17,443.86
265 EARLY RETIREMENT	85,000.00	75,719.86	9,800.00	14,700.00	60,500.00
266 PROFESSIONAL DEVELOPMENT	25,000.00	45,132.01	-	-	25,000.00
280 STUDENT BODY ACCOUNTS	575,000.00	283,882.83	-	-	575,000.00
SUB TOTAL OTHER SPECIAL REVENUE	1,040,846.00	455,650.90	95,980.45	266,921.69	677,943.86
TOTAL ALL 200 FUNDS	2,947,384.08	520,880.69	279,392.79	602,424.21	2,065,567.08

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

**YAMHILL CARLTON SCHOOL DISTRICT
GRANT PURPOSES**

201 TITLE I-A

This program provides financial assistance through SEAs to LEAs and schools with high numbers or high percentages of poor children to help ensure that all children meet challenging state academic standards.
District Use: To pay for a Title I-A Teacher (1.0 FTE) and a part time Instructional Assistant

204 TITLE II-A / TITLE IV-A

The purpose of the program is to increase academic achievement by improving teacher and principal quality.
District Use: To provide professional development opportunities to Teachers and Principals

206 IDEA PART B, SECTION 611

To assist in meeting the costs of providing special education and related services to children with disabilities

207 IDEA PART B, SECTION 619

To make special education and related services available to children, ages 3 through 5, with disabilities.

210 LEA ESSER FUND

The ESSER Fund was created to provide relief to Local Education Agencies (LEAs) as they prevent, prepare for, and respond to COVID-19.

211 Comprehensive Distance Learning (CDL) Grant Program

As a result of ongoing needs to resume the 2020-21 school year via Comprehensive Distance Learning (CDL), ODE created the CDL Grant Program whereby Grant Funds will be used for eligible uses. The requirements for the CDL instructional model are included in the 2020-21 CDL Guidance.

233 High School Success Grant

High School Success is a fund initiated by ballot Measure 98 in November 2016. The measure passed with 65% voter support, and allowed the Oregon Department of Education (ODE) to disperse \$170 million total during the 2017-19 biennium among districts and charter schools that serve students in grade 9 through grade 12.

239 Outdoor School Grant

On November 8, 2016, Oregon voters overwhelmingly approved Measure 99: Outdoor School for All, with 34 of Oregon's 36 counties passing the Measure, and 67% of Oregon's voters approving. The passage of Measure 99 dedicated up to \$22 million lottery dollars annually, establishing a permanent, stable source of funding for outdoor school and thus providing the funds necessary for every Oregon school student to have the opportunity to benefit from a hands-on week of science-based outdoor education in fifth or sixth grade.

241 Every Student Success Act (ESSA) SUPPORT GRANT

To support evidence-based improvement activities as outlined in our District Continuous Improvement Plan.

251 STUDENT INVESTMENT ACCOUNT (SIA)

The focus of the Student Investment Account is on key areas for improvement – from reducing class size, increasing instructional time, addressing health and safety needs and ensuring a well-rounded education. The law requires school districts to meaningfully engage stakeholders to determine the best investments for students in their local community while explicitly focusing on student mental and behavior health, addressing disparities based on race or disability, and improving teaching and learning conditions.

261 TAP GRANTS

Awarded for Long Range Facility Planning, Seismic Assessment and a Facilities Assessment.

**YAMHILL CARLTON SCHOOL DISTRICT
FISCAL YEAR 2020-2021
DEBT SERVICES, CAPITAL PROJECT, AND FIDUCIARY FUNDS
FOR PERIOD ENDING NOVEMBER 30, 2020**

FUND DESCRIPTION	BEGINNING FUND					PROJECTED BALANCE*	CASH BALANCE
	BUDGET	BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE		
300 GENERAL OBLIGATION DEBT	1,572,420.00	72,446.66	616,804.06	260,430.82	1,347,602.18	(35,613.00)	428,819.90
301 QZAB DEBT	140,529.00	14,185.24	122,427.61	140,526.07	-	2.93	(3,913.22)
302 PERS UAL DEBT	1,623,000.00	639,484.21	270,687.09	-	1,041,372.00	581,628.00	910,171.30
304 JCI PROJECT DEBT	111,654.00	31,654.00	80,000.00	91,161.39	-	20,492.61	20,492.61
TOTAL DEBT SERVICES	3,447,603.00	757,770.11	1,089,918.76	492,118.28	2,388,974.18	566,510.54	1,355,570.59

FUND DESCRIPTION	BEGINNING FUND					PROJECTED BALANCE*	CASH BALANCE
	BUDGET	BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE		
400 CET CAPITAL PROJECTS	310,000.00	319,357.42	23,469.00	938.76	-	309,061.24	341,887.66
405 BOND PROJECT 2016	260,000.00	269,901.20	1,798.38	21,630.00	-	238,370.00	250,069.58
410 SEISMIC REHABILITATION GRANT	1,485,380.00	-	-	-	-	1,485,380.00	-
475 CAPITAL PROJECT FUND	43,902.00	154,051.19	9,033.02	-	-	43,902.00	163,084.21
475 TRACK RESURFACING	248,098.00	135,000.00	113,098.00	248,098.00	-	-	-
480 JCI CAPITAL PROJECT FUND	74,500.00	1,164,879.25	-	384,153.59	727,593.54	(1,037,247.13)	780,725.66
TOTAL CAPITAL PROJECTS	2,421,880.00	2,043,189.06	147,398.40	654,820.35	727,593.54	1,039,466.11	1,535,767.11

FUND DESCRIPTION	BEGINNING FUND					PROJECTED BALANCE*	CASH BALANCE
	BUDGET	BALANCE	REVENUE	EXPENDITURE	ENCUMBRANCE		
785 LAUGHLIN SCHOLARSHIP FUND	44,000.00	43,161.56	-	1,000.00	1,000.00	42,000.00	42,161.56
TOTAL TRUST IN AGENCY	44,000.00	43,161.56	-	1,000.00	1,000.00	42,000.00	41,161.56
TOTAL OTHER FUNDS	5,913,483.00	2,844,120.73	1,237,317.16	1,147,938.63	3,117,567.72	1,647,976.65	2,933,499.26

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

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria:
Report Sort: FUND

From Check Date: 11/01/2020 **To:** 11/30/2020
From Fund: 100 **To:** 900

Voucher: ALL
☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	AMAZON CAPITAL SERVICES	\$3,018.43
58620	AMERICAN SCIENTIFIC, INC.	\$170.00
0	AMY STOKES	(\$750.00)
58651	AMY STOKES	\$750.00
58652	AVEANNA HEALTHCARE	\$11,483.31
58654	BRIGHT SOLUTIONS FOR DYSLEXIA INC	\$132.95
58655	BRIGHTSIDE ELECTRIC AND	\$2,035.00
0	CENTURY LINK	\$187.08
58622	CHERRY CITY ELECTRIC	\$257.37
58623	CITY OF CARLTON	\$1,341.23
58624	CITY OF YAMHILL	\$3,385.22
58656	COMCAST NETWORK SERVICES	\$4,324.58
58625	COMFORT CONTROL HEATING, INC	\$197.36
58657	COPY CATS	\$244.67
0	CORRENA BRIX	\$500.00
58626	DEMCO	\$129.97
58627	DEMME LEARNING	\$16,465.00
58658	GARRETT, HEMANN, ROBERTSON	\$2,191.00
58628	GOD SENT CONSTRUCTION	\$1,200.00
58672	HEILI HARRIS-BRANT	\$750.00
58680	IRON MOUNTAIN INCORPORATED	\$2.39
58681	JILL HINDMAN	\$250.00
58630	JUNIOR LIBRARY GUILD	\$1,751.50
58660	KRYSTAL LARSON	\$250.00
58631	LEARNING WITHOUT TEARS	\$495.74
58632	LES SCHWAB TIRE CENTER	\$33.00
58661	MCMINNVILLE GAS INC.	\$21,463.61

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria: From Check Date: 11/01/2020 To: 11/30/2020 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	MID COLUMBIA BUS CO., INC	\$32,985.05
58633	MOBYMAX, LLC	\$799.00
0	NORTHWEST REGIONAL ESD	\$36,718.05
58662	OSBA	\$7,333.00
58634	OSPRA	\$85.00
58682	PAC-VAN	\$105.00
58664	PAULY, ROGERS AND CO., P.C.	\$6,120.00
58665	PIONEER MANUFACTURING CO.	\$1,025.79
58666	PORTLAND GENERAL ELECTRIC	\$9,858.04
0	QUILL CORPORATION	\$74.97
58683	RECOLOGY OREGON COMPOST, MCMINNVILLE	\$3.82
58637	RECOLOGY WESTERN OREGON GARBAGE	\$537.15
58673	rSCHOOL TODAY	\$825.00
0	SAIF CORPORATION	\$789.72
0	SAPORITO, GIAVANNA M	\$9.89
58638	SAVVAS LEARNING COMPANY LLC	\$2,529.86
58684	SCENARIO LEARNING LLC	\$127.69
58639	SCHOOL LIFE	\$132.80
58640	SCHOOL SPECIALTY	\$49.60
58642	STS EDUCATION	\$8,750.00
58676	STS EDUCATION	\$60,000.00
58645	TEACHER DISCOVERY	\$138.83
58669	TEACHER DISCOVERY	\$27.98
58670	THE HOME DEPOT PRO	\$11,342.14
58686	THE HOME DEPOT PRO	\$4,126.75
0	UMPQUA BANK-CC	\$3,703.76
58646	VERIZON WIRELESS	\$11,596.88

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria: From Check Date: 11/01/2020 To: 11/30/2020 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
58687	VERIZON WIRELESS	\$4,826.89
58647	WILCO	\$222.98
0	WILLIAMSON, JASON	\$91.69
58671	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$25,880.56
58648	ZIPLY FIBER	\$739.55
Total for 100 - GENERAL FUND		\$303,816.85
231 - FUEL UP TO PLAY 60		
58643	SUPPLIES ON THE FLY	\$1,948.56
Total for 231 - FUEL UP TO PLAY 60		\$1,948.56
233 - MEASURE 98		
58653	BOTTEN'S EQUIPMENT RENTAL INC	\$314.90
58674	SELWAY MACHINE TOOL CO INC	\$37,130.00
0	UMPQUA BANK-CC	\$12.00
Total for 233 - MEASURE 98		\$37,456.90
238 - CAREER PATHWAYS		
58636	REALITYWORKS INC	\$3,134.05
Total for 238 - CAREER PATHWAYS		\$3,134.05
250 - FOOD SERVICES		
0	AMAZON CAPITAL SERVICES	\$224.14
58621	BRETHOWER, JEAN R	\$45.60
58657	COPY CATS	\$122.33
58679	GENERAL PARTS LLC	\$831.72
58629	GOODY MAN DISTRIBUTING INC	\$224.00
58659	GOODY MAN DISTRIBUTING INC	\$153.60
58635	OUR TABLE COOPERATIVE	\$979.20
58663	OUR TABLE COOPERATIVE	\$288.00

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria: From Check Date: 11/01/2020 To: 11/30/2020 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
250 - FOOD SERVICES		
58641	SPRING VALLEY DAIRY INC	\$735.33
58667	SPRING VALLEY DAIRY INC	\$670.23
58675	SPRING VALLEY DAIRY INC	\$722.22
58644	SYSCO FOOD SERVICES	\$2,042.40
58668	SYSCO FOOD SERVICES	\$0.00
58677	SYSCO FOOD SERVICES	\$1,187.56
58685	SYSCO FOOD SERVICES	\$765.20
Total for 250 - FOOD SERVICES		\$8,991.53
280 - STUDENT BODY FUNDS		
0	UMPQUA BANK-CC	\$242.00
Total for 280 - STUDENT BODY FUNDS		\$242.00
300 - DEBT SERVICE FUNDS		
58678	US BANK ST PAUL	\$260,430.82
Total for 300 - DEBT SERVICE FUNDS		\$260,430.82
475 - CAPITAL CONSTRUCTION FUND		
0	FIELDTURF USA INC	\$12,404.90
Total for 475 - CAPITAL CONSTRUCTION FUND		\$12,404.90
480 - CAPITAL CONSTRUCTION JCI		
0	JOHNSON CONTROLS	\$369,969.00
Total for 480 - CAPITAL CONSTRUCTION JCI		\$369,969.00
Grand Total:		\$998,394.61
End of Report		

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 11/01/2020

To Date: 11/30/2020

Fund: 100 GENERAL FUND						
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
UMPQUA BANK-CC						
	0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	INSTR, PROF & TECH SRVS		\$295.00
	0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	PERIODICALS		\$61.00
	0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES		\$249.00
	0	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE		\$20.16
	0	GENERAL FUND	HIGH SCHOOL PROGRAMS	PERIODICALS		\$4.00
	0	GENERAL FUND	HIGH SCHOOL PROGRAMS	TEXTBOOKS		\$2,753.99
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	POSTAGE		\$17.40
	0	GENERAL FUND	RESOURCE ROOMS	POSTAGE		\$40.90
	0	GENERAL FUND	UNDESIGNATED	ACCOUNTS RECEIVABLE		\$262.31
Total for UMPQUA BANK-CC						\$3,703.76
Total for GENERAL FUND						\$3,703.76
Fund: 233 MEASURE 98						
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
UMPQUA BANK-CC						
	0	MEASURE 98	HIGH SCHOOL PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS		\$12.00
Total for MEASURE 98						\$12.00
Fund: 280 STUDENT BODY FUNDS						
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
UMPQUA BANK-CC						
	0	STUDENT BODY FUNDS	UNDESIGNATED	ACCOUNTS RECEIVABLE		\$242.00
Total for STUDENT BODY FUNDS						\$242.00

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 11/01/2020

To Date: 11/30/2020

Grand Total: \$3,957.76

Recap for FUND for GENERAL FUND

100	GENERAL FUND	\$3,703.76
233	MEASURE 98	\$12.00
280	STUDENT BODY FUNDS	\$242.00

End of Report

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: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: December 7 , 2020
Re: Recommendation for Adoption of Policies ACB and ACB-AR

Background Information:

In October the State Board of Education established the All Students Belong rule. The All Students Belong rule is to help insure that students, staff, school leaders, and visitors to our schools are able to work and participate in and access learning, activities, and school events in environments free from discrimination or harassment based on hatred, race, color, religion, gender identity, sexual orientation, disability, or national origin.

The rule prohibits hate symbols, and specifies three of the most recognizable symbols of hate in the United States, the swastika, The Confederate flag, and the noose. The rule requires districts to adopt and implement policies and procedures that prohibit these displays in any program or school sponsored activity except where used in teaching curricula that are aligned with the Oregon State Standards by January 1, 2021.

The recommended policies have been reviewed by Board policy liaisons and administrative team members. Legal advisors from OSBA supported the development of the policy and rule. The policies reflect changes that align to the recently adopted rules and to related Board policy.

Recommendation: it is recommended that the Board adopt policy ACB-All Students Belong and administrative rule ACB-AR-Bias Incident Complaint Procedure for a first reading.

Yamhill Carlton School District

Code: **ACB**

Adopted:

All Students Belong

District statement on equity.

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate flag, and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on district grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

In responding to the use of any symbols of hate, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

[ORS 659](#).850
[ORS 659](#).852

[OAR 581](#)-002-0005
[OAR 581](#)-022-2312

[OAR 581](#)-022-2370

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

Yamhill Carlton School District

Code: **ACB-AR**

Adopted:

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.

- Step 1: When a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident to the building or program administrator.
- Step 2: The administrator or designee shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:

- Educational components that address the history and impact of hate;
- Procedural components to ensure the safety, healing, and agency of those impacted by hate;
- Accountability and transformation for people who cause harm; and
- Transformation of the conditions that perpetuated the harm.

The administrator or designee must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly.

The administrator or designee will determine responsibility within 10 days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. At a minimum, the information provided must include:

- That an investigation has been initiated;
- When the investigation has been completed;
- The findings of the investigation and the final determination based on those findings; and
- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

If any of the above information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.¹

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator or designee's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator or designee's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator or designee, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal² the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.

Building administrators will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

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: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: December 7, 2020
Re: Recommendation to Approve Policy and Administrative Rule Updates

Background Information:

The Oregon School Board Association presented recommended policy and administrative rule updates in November. Policy updates are presented to the Board for approval and/or for a first reading. The updates are based changes in legislation and/or agency/industry rules. Administrative Rule updates and presented for review and information.

The administrative rules to review include:

GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave,
GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave, **GCBDA/GDBDA-AR(4)** – Sample Designation Letter to Employee – FMLA/OFLA Leave,

These rule updates are based primarily on a temporary BOLI rule becoming permanent. The rule provides sick leave to include absence to care of an employee’s child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.

Policy Updates Include:

JB-Equal Educational Opportunity

Updates language to coordinate with our Sexual Harassment Policy and to remove duplicate language.

IJ-School Counseling Program

Updated to reflect new legislation revised to say that school districts shall provide a comprehensive school counseling program supporting students’ academic, career, and

personal and social development. It also identifies who are designated as persons qualified by law and rule to design and deliver the program.

JFCM-Threats of Violence

Equity, access, and opportunity lenses have been applied and are reflected in the updated language. The current policy was last updated in 2006.

Recommendation: Staff recommends that the Board review recommended updates for policies JB, IJ, and JCFM and approve as presented or consider them for first reading.

Yamhill-Carlton School District 1

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

Federal Family and Medical Leave/State Family Medical Leave *

Coverage

The federal Family and Medical Leave Act (FMLA) applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

Employee Eligibility

FMLA applies to employees who have worked for the district for at least 12 months (not necessarily consecutive) and worked for at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee need not requalify as an eligible employee, if the additional leave applied for is in the same leave year and for the same condition.

OFLA applies to employees who work an average of 25 hours or more per week during the 180 calendar days or more immediately prior to the first day of the start of the requested leave.¹ For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

¹ The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

1. A female employee who has taken 12 weeks of pregnancy disability leave need not requalify leave in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, when applicable, the employer must consider days, e.g., paid or unpaid, an employee is maintained on payroll for any part of a work week. Full-time public school teachers who have been maintained on payroll by a district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave. This provision is eligible for rebuttal if for example, the employee was on a nonpaid sabbatical.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave² (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.

² Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

3. Military Caregiver Leave: leave for the care for spouse, son, daughter or next-of-kin who is a covered servicemember/veteran with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, son, daughter or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.
3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed³ in conjunction with a statewide public health emergency declared by a public health official.⁴
4. Bereavement Leave: leave related to the death of a covered family member.⁵

³ "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

⁴ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable; and
3. A statement from the employee that no other family member of the child is willing and able to care for the child. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁵ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or same-gender domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same district designated leave period may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:

- a. For the purposes of FMLA, “family member” means:
 - (1) Spouse⁶;
 - (2) Parent;
 - (3) Child; or
 - (4) Persons who are “in loco parentis”.
- b. For the purposes of OFLA, “family member” means:
 - (1) Spouse;
 - (2) Registered, same-gender domestic partner;
 - (3) Parent;
 - (4) Parent-in-law;
 - (5) Parent of employee’s registered, same-gender domestic partner;
 - (6) Child;
 - (7) Child of employee’s registered, same-gender domestic partner;
 - (8) Grandchild;
 - (9) Grandparent; or
 - (10) Persons who are “in loco parentis”.

2. Child:

- a. For the purposes of FMLA, “child” means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental impairment.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s son or daughter on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means a biological, adopted, foster child or stepchild of the employee, the child of the employee’s same-gender domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis”.

⁶ “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for and financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, “in loco parentis” means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA and Military Caregiver Leave under FMLA, “next of kin” means the nearest blood relative other than the servicemember’s spouse, parent, son or daughter in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. Brothers or sisters;
- c. Grandparents;
- d. Aunts and uncles; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of Military Caregiver Leave under FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status, or is on the temporary disability retire list for a serious injury or illness.

6. Covered veteran:

For the purposes of Military Caregiver Leave under FMLA, “covered veteran” means a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness provided ~~he or she was~~ they were:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period before the eligible employee first takes FMLA, Military Caregiver Leave.

Leave Period

For the purposes of calculating an employee’s leave period, the district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family and

medical leave]. The same method for calculating the 12-month period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated 12-month leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period⁷. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted or foster child or the care for an adopted or foster child after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the district's designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period. However, a woman is entitled to an additional, full 12 weeks of parental leave during the district's designated leave period following the birth of a child regardless of how much OFLA qualified leave she has taken prior to the birth of such child during the district's designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the district designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA during the district's designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.⁸ Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.⁹

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the district's designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the district's designated leave period.

⁷ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

⁸ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

⁹ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁰. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹¹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requires a modified or reduced work schedule. For OFLA this includes but not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an employee is eligible for OFLA leave, but not FMLA leave, the employer:

1. May allow an exempt employee, as defined by state and federal law, with accrued paid time off to take OFLA leave in blocks of less than a full day; but
2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

¹⁰ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹¹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on a foreseeable intermittent FMLA and/or OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position, and as a result the employee works fewer hours than the employee was working in the original position, the employee's FMLA and/or OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of FMLA and/or OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA and/or OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of FMLA, "school employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual settlement. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides, counselors, psychologist, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, “school employee” means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee’s regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee’s own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee’s original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee would return to work during the three-week period before the end of the term.
 - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee’s own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year, provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee’s return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:

- (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in any applicable collective bargaining agreement, ¹²[an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period.] [the district requires the eligible employee to use any available accrued sick leave, vacation or personal leave days (or other available paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district and before taking FMLA and/or OFLA leave without pay during the leave period.] [the district requires the eligible employee to use any available accrued paid leave, including personal and sick leave or available accrued vacation leave before taking FMLA and/or OFLA leave without pay during the leave period. The employee may select the order in which the available paid leave is used.]

The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that available accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA or FMLA qualifying exigency, the district shall notify the eligible employee of its intent to designate the leave as such regardless of whether a request has been made by the eligible employee. Such notification will be given to the eligible employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave, whichever is sooner.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

¹² [The district must choose one of the following from the three available bracketed options to complete this paragraph, and delete the other two.]

Benefits and Insurance

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working. The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

Application

Under federal and state law, an eligible employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the

eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The district may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take FMLA and/or OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means the employee must comply with the employer's normal call-in procedures except in limited and under unique circumstances. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The district [may] [shall] require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The district may request re-certification of a condition when the minimum duration of a certification expires if continued leave is requested. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The provider shall not be employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for an employee to obtain such opinions will be paid for by the district.

Second and Third Opinions

1. For the purposes of FMLA, the district may designate a second health care provider, but that person cannot be utilized by the district on a regular basis except in rural areas where health care is extremely limited. If the opinions of the employee's and the district's designated health care provider(s) differ, the district may require a third opinion at the district's expense. The third health care provider must be designated or approved jointly by the employee and the district. This third opinion shall be final and binding.
2. For the purposes of OFLA, and except for leave related to sick child leave under OFLA, the district may require the employee to obtain a second opinion from a health care provider designated by the district. If the first and second verifications conflict, the employer may require the two health care providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

Notification

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the [superintendent] [personnel director].

Record Keeping/Posted Notice

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of FMLA and OFLA leave requirements.

Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

For example, due to differences in regulations, an eligible employee who takes OFLA leave after 180 days of employment, but before ~~he/she is~~ they are eligible for FMLA leave, is still eligible to take a full 12 workweeks of FMLA leave after meeting FMLA's eligibility requirements. Thereafter, any eligible leave period will run concurrently, when appropriate.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

***The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a

chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

Yamhill-Carlton School District 1

Code: GCBDA/GDBDA-AR(2)

Revised/Reviewed:

Request for Family and Medical Leave

Employee Request for Family and Medical Leave (FMLA) and/or Oregon Family Leave (OFLA)

PLEASE PRINT

Where the need for the leave may be anticipated, written request for family and medical leave must be made, if practical, at least 30 days prior to the date the requested leave is to begin. Failure to request leave in a timely manner could result in either the leave being postponed or the amount of leave available reduced up to three weeks.

Name _____ Effective date of the leave _____

Department _____ Title _____

Status: ☐ Full-time ☐ Part-time ☐ Temporary

Hire date _____ Length of service _____

Have you taken a family leave in the past 12 months? ☐ Yes ☐ No

If yes, how many work days? _____ Reason for leave _____

I request family or medical leave for one or more of the following reasons:¹

1. ☐ Because of the birth of my child and to care for him or her. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)
Expected date of birth _____ Actual date of birth _____
Leave to start _____ Expected return date _____
2. ☐ Because of the placement of a child with me for adoption or foster care. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)
Age of child _____ Date of placement _____
Leave to start _____ Expected return date _____
3. ☐ To care for a family member² with a serious health condition. (District: Use GCBDA/GDBDA-AR(3)(B) Certification Form)
Leave to start _____ Expected return date _____

¹ A physician's certification may be required to support a request for family and medical leave. In addition, a fitness-for-duty certification may be required before reinstatement following the leave.

² "Family member," for purposes of FMLA and OFLA leave, means the spouse, custodial parent, noncustodial parent, adoptive parent, stepparent or foster parent, biological parent, child of the employee (biological, adopted, foster or step child, a legal ward or child of the employee standing in loco parentis) or a person with whom the employee is or was in a relationship of "in loco parentis." Additionally, when defining "family member" under OFLA (but not FMLA leave), the definition includes a grandparent, grandchild, parents-in-law or the parents of the employee's registered domestic partner.

Please check one: ☐ Spouse³ ☐ Child ☐ Parent ☐ Individual who was in *loco parentis* when the employee was a child ☐ Parent-in-law or the parent of the employee's registered domestic partner (OFLA leave only) ☐ Custodial parent ☐ Noncustodial parent ☐ Adoptive parent ☐ Stepparent ☐ Foster parent ☐ Grandparent (OFLA leave only) ☐ Grandchild (OFLA leave only).

Please state name and address of relation:

Name _____ Address _____

Does the condition render the family member unable to perform daily activities? _____

4. ☐ Sick child leave due to the closure of a child's school or child care provider.

5. ☐ For a serious health condition which prevents me from performing my job functions. (District: Use GCBDA/ GDBDA-AR(3)(A) Certification Form)

Describe _____

Leave to start _____ Expected return date _____

Regarding 3 or 4 above, request intermittent (reduced workday hours) or reduced leave (fewer workdays each workweek) schedule or alternate duty (if applicable, subject to employer's approval). Please describe schedule of when you anticipate you will be unavailable to work: _____

6. ☐ To care for a child with a condition requiring home care which does not meet the definition of serious health condition and is not life threatening or terminal (OFLA leave only).

7. ☐ A qualifying exigency arising from an employee's spouse, son, daughter, or parent who is a covered servicemember as defined in GCBDA/GDBDA-AR(1), or leave for the spouse per each deployment of the spouse when the spouse has either been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment. (District: Use GCBDA/GDBDA-AR(3)(C) Certification Form)

8. ☐ To care for a spouse, son, daughter, parent, or next of kin⁴ who is a covered servicemember with a serious illness or injury incurred in the line of duty or active duty in the armed forces. Has leave been taken for the same servicemember and the same injury? ☐ Yes ☐ No (District: Use GCBDA/GDBDA-AR(3)(D) Certification Form) If yes, when was the leave taken and for how many work days? _____

9. ☐ For the death of a family member (OFLA only).

I understand that [I may use any available accrued paid leave, including personal and sick leave or available accrued vacation leave during the leave period.] [the district requires me to use any available accrued sick leave, vacation, personal leave days or other available paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district and before taking leave without pay during the leave period.] [I am required to use any available accrued paid leave, including personal and sick leave or available accrued vacation leave before taking FMLA and/or OFLA leave without pay during the leave period. I may select the order in which the available paid leave is used.]

If my request for a leave is approved, it is my understanding that without an authorized extension when the need for an extension could be anticipated, I must report to duty on the first workday following the date my leave is

³ "Spouse" means individuals in a marriage including "common law" marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

⁴ "Next of kin" means the nearest blood relative of the eligible employee.

scheduled to end. I understand that failure to do so will constitute unequivocal notice of my intent not to return to work and the district may terminate my employment. (A fitness-for-duty certification may be required.)

I authorize the district to deduct from my paychecks any employee contributions for health insurance premiums, life insurance or long-term disability insurance which remain unpaid after my leave, consistent with state and/or federal law.

I have been provided a copy of the district's family and medical leave policy and a copy of my rights and responsibilities under the Family Medical Leave Act leave request form.

Signature of Employee: _____ Date: _____

Yamhill-Carlton School District 1

Code: GCBDA/GDBDA-AR(4)

Revised/Reviewed:

FMLA/OFLA Eligibility Notice to Employee

DATE: _____

TO: _____
(Employee's name)

FROM: _____
(Name of appropriate employer representative)

SUBJECT: Request for FMLA and/or OFLA Leave

On _____ (date) you notified us of your need to take family/medical leave due to:

1. _____ The birth of your child or the placement of a child with you for adoption or foster care;
2. _____ A serious health condition that makes you unable to perform the essential functions of your job;
3. _____ A serious health condition of your ☐ spouse¹, ☐ child (including the biological, grandchild, adopted or foster child or stepchild of an employee or a child with whom the employee is or was in a relationship of "in loco parentis"), ☐ parent (biological parent of an employee or an individual who stood "in loco parentis" to an employee when the employee was a child), ☐ grandparent (OFLA leave only), ☐ parent-in-law or the parent of an employee's registered domestic partner (OFLA leave only), ☐ custodial parent, ☐ noncustodial parent, ☐ adoptive parent, ☐ foster parent for which you are needed to provide care;
4. _____ Sick child leave due to the closure of a child's school or child care provider;
5. _____ An illness or injury to your child which requires home care but is not a serious health condition (OFLA leave only);
6. _____ A qualifying exigency arising from a spouse, child or parent in the Armed Forces on covered active duty, or in the National Guard or Reserves on covered active duty;
7. _____ Your spouse has been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment;
8. _____ A serious illness or injury, incurred in the line of duty, of a covered service member who is your spouse, child, parent or next of kin;
9. _____ For the death of a family member (OFLA only).

¹ "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

You notified us that you need this leave beginning on _____ (date) and that you expect leave to continue until on or about _____ (date). The FMLA requires that you notify the district as soon as possible if dates of scheduled leave changes or are extended, or were initially unknown.

Except as explained below, you have a right under the FMLA and/or OFLA for up to 12 workweeks of unpaid leave in a 12-month period for the reasons listed above.² The district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family medical leave]. FMLA leave and OFLA leave generally run concurrently. In order to care for an injured service member, you are entitled to up to 26 weeks of leave in a single 12-month period.

Also, your health benefits under FMLA and OFLA must be maintained during any period of unpaid leave under the same conditions as if you continued to work, including you continuing to pay the same portion of the premiums you currently pay. You will be reinstated to the same position, or in some cases under state or federal law, to an equivalent position.

If you do not return to work following FMLA and/or OFLA leave for a reason other than: (1) the continuation, recurrence or onset of a serious health condition which would entitle you to FMLA and/or OFLA; or (2) other circumstances beyond your control, you may be required to reimburse the district for health insurance premiums paid on your behalf during your FMLA and/or OFLA leave.

This is to inform you that (*check appropriate boxes, explain where indicated*):

1. You are ☐ eligible ☐ not eligible for leave under ☐ FMLA ☐ OFLA ☐ both FMLA and OFLA.
2. The requested leave may be counted against your annual ☐ FMLA leave entitlement ☐ OFLA leave entitlement ☐ FMLA and OFLA leave entitlements.
3. You ☐ will ☐ will not be required to furnish a medical certification of a serious health condition. If required, you must furnish the certification by _____ (date) (must be at least 15 days after you are notified of this requirement).
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We ☐ will ☐ will not require that you substitute accrued paid leave for unpaid FMLA and/or OFLA leave. If paid leave will be used, the following conditions will apply: (*Explain*)
5. a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA and/or OFLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set forth dates, e.g., the 10th of each month or pay periods, etc., that specifically cover the agreement with the employee.*)
5. b. You have a minimum ☐ 30-day ☐ Other: _____ (*indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not timely made, your group health insurance may be canceled. We will notify you in writing at least 15 days before the date that your health coverage will lapse. At our option, we may also pay your share of the premiums during your FMLA and/or OFLA leave as provided by Board policy and/or collective bargaining agreement, and recover

² Oregon Military Family Leave Act allows for 14 days of leave per deployment.

these payments from you upon your return to work. We ☐ will ☐ will not pay your share of health insurance premiums while you are on FMLA and/or OFLA leave.

5. c. We ☐ will ☐ will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA and/or OFLA leave. If we do pay your premiums for other benefits, when you return from leave you ☐ will ☐ will not be expected to reimburse us for the payments made on your behalf.
5. d. Except as noted above, in the event you do not return to work for the district after your FMLA and/or OFLA leave, and the district has paid your share of benefit premiums, you ☐ will ☐ will not be responsible for reimbursing the district the amount paid on your behalf with the exceptions noted in C.F.R. § 104 (c)(2)(B) of the FMLA.
6. ☐ You will be required to present a fitness-for-duty certification prior to being restored to employment following leave for your own serious health condition. If such certification is required but not received, your return to work may be delayed until the certification is provided. A list of essential functions for your position is attached. The fitness-for-duty certification must address your ability to perform these functions.

☐ You will not be required to present a fitness-for-duty certification prior to being restored to employment following leave for your own serious health condition.
7. a. You ☐ are ☐ are not a “key employee” as described in C.F.R. § 825.218 of the FMLA regulations. If you are a “key employee,” reinstatement to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the district. (FMLA leave only.)
7. b. We ☐ have ☐ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (FMLA leave only.) (*Explain (a) and/or (b) below.*)
8. While on FMLA and/or OFLA leave you ☐ will ☐ will not be required to furnish us with periodic reports every _____ (*indicate interval of periodic reports, as appropriate for the particular leave situation*) of your status and intent to return to work. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on this form, you ☐ will ☐ will not be required to notify us at least two workdays prior to the date you intend to report for work.
9. You ☐ will ☐ will not be required to furnish recertification relating to a serious health condition. (FMLA leave only.) (*Explain below, if necessary, including the interval between certifications as prescribed in C.F.R. § 825.308 of the FMLA regulations.*)
10. You are notified that all leave taken for the purposes of the death of a family member, counts toward the total period of authorized family leave.

Yamhill-Carlton School District 1

Code: IJ
Adopted:

School Counseling Program

The district's coordinated comprehensive school counseling program supports the academic, career, social-emotional, and community involvement development of all students. Each school will have a comprehensive counseling program for students in [grades K-12] [all grades], which will be based on the Oregon Department of Education's *Oregon's Framework for Comprehensive School Counseling Programs*.¹

[²]The district's [comprehensive school counseling] program may include a child development specialist program for grades K-8 students and families who reside in the attendance areas of district schools.]

The district will adopt program goals, which will assist students to:

1. Understand and utilize the educational opportunities and alternatives available to them;
2. Meet academic standards;
3. Establish tentative career and educational goals;
4. Create and maintain an education plan and education portfolio;
5. Demonstrate the ability to utilize personal qualities, education and training, in the world of work;
6. Develop decision-making skills;
7. Obtain information about self;
8. Accept increasing responsibility for their own actions, including the development of self-advocacy skills;
9. Develop skills in interpersonal relations, including the use of effective and receptive communication;
10. Utilize school and community resources;
11. Demonstrate and discuss personal contributions to the larger community; and
12. Know where and how to utilize personal skills in making contributions to the community.

[Materials used in the counseling program will be free of content that may discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or marital status, or that which permits or requires different treatment of students on such basis unless such differences cover the same

¹ Oregon Department of Education - [Comprehensive School Counseling](#)

² {See optional associated administrative regulation that includes language supporting a child development specialist program.}

occupation and interest areas and the use of such different material is shown to be essential to the elimination of discrimination.]

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.³

END OF POLICY

Legal Reference(s):

[ORS 40.245](#)
[ORS 326.565](#)
[ORS 326.575](#)
[ORS 329.603](#)

[ORS 336.187](#)

[OAR 581-021-0013](#)
[OAR 581-021-0046\(7\)](#)

[OAR 581-022-2030](#)
[OAR 581-022-2055](#)
[OAR 581-022-2060](#)
[OAR 581-022-2250](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2019).

³ See ORS 40.245.

Yamhill-Carlton School District 1

Code: JB
Adopted:

Equal Educational Opportunity^[**]

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation¹, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location.

[The district shall develop and implement an Equal Educational Opportunity Plan that assures that]no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district or denied access to facilities in the district.

[A student or parent may also access and use the district's general complaint procedure through Board policy KL - Public Complaints.]

All reports, complaints or information will be investigated.

[The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems[,] [and] [handbooks] [and will be published to the district website and made available at the district office during regular business hours].]

A student of the district may not be subjected to retaliation by the district for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051](#)
[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.086](#)

[ORS 659.850](#)
[ORS 659.852](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.103 - 659A.145](#)[ORS 659A.400](#)

[ORS 659A.403](#)
[ORS 659A.406](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2310](#)
[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

¹ "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

Yamhill-Carlton School District 1

Code: JFCM
Adopted:

Threats of Violence**

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence the staff member has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. The [superintendent or designee] [principal] shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

[The district shall enforce this policy consistently, fairly and without bias against any student, including a student from a protected class as defined in Oregon Revised Statute 659.850.]

The principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage district property;
2. Placing the student in a setting where the behavior will receive immediate attention from an administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting^[1].

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations, other disciplinary options or other procedures as may be required by law and this policy shall be provided by the district.

The [{²}superintendent or designee] [principal] shall attempt to notify:

¹ [A student removed from the classroom setting for an evaluation may not be removed for more than 10 school days unless the principal is able to show good cause that an evaluation could not be completed in that time period.]

² { Statute says “superintendent or superintendent’s designee” so allows designation of principal depending on practice in the district. }

1. The parent or guardian of a student when the student's name appears on a targeted list at school that threatens violence or harm to the students on the list, or when threats of violence or harm to the student are made by another student at school;
2. Any district employee whose name appears on a targeted list at school threatening violence or harm to the district employee [and when threats of violence or harm are made by a student or others at school].

The [superintendent or designee] [principal] shall attempt to notify the above persons by telephone or in person promptly and within 12 hours of discovery of a targeted list or learning of a threat. Regardless, the [superintendent or designee] [principal] shall issue a written follow-up notification within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, the principal may provide such information to other school officials, including teachers within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district or person participating in good faith in making the notification required by ORS 339.327 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the notification.

[As a part of the district's proactive safety efforts, the superintendent will plan staff development activities designed to alert staff to early warning signs of possible violent behavior. Students so identified shall be referred to a counselor, licensed mental health professional and/or multidisciplinary team for evaluation and follow-up as appropriate.]

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)

[ORS 339.250](#)
[ORS 339.327](#)

[OAR 581-021-0050 - 021-0075](#)
[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)
[OAR 581-053-0330\(1\)\(r\)](#)
[OAR 581-053-0430\(17\)](#)
[OAR 581-053-0531\(16\)](#)
[OAR 581-053-0630](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

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: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: December 7, 2020
Re: Recommendation to Approve Deletion of Policy IJ: Guidance Program

Background Information:

YCSD currently has in place policy IJ: Guidance Program which was last reviewed and adopted in 2006. The District is recommending the deletion of current Policy IJ in preparation for the adoption of new Policy IJ: School Counseling Program which has had major revisions and reflects current legislation and best practice.

Recommendation: Approve the deletion of Policy IJ: Guidance Program.

Yamhill-Carlton School District 1

Code: IJ
Adopted:

Guidance Program

(Version 2)

(Recommending deletion of this version in lieu of remaining model sample)

The district recognizes that all students are individuals with unique needs and strengths. The desire of the Board is to support a counseling and guidance program that assists students in understanding themselves and realizing their full potential.

The counseling and guidance program should provide learning experiences for students that develop values and attitudes that enhance interpersonal relationships and responsible individual behavior and align with the district's school improvement plans. Students in grades K through 12 will participate in a career education program based on the Oregon Department of Education's *Framework for Comprehensive Guidance and Counseling Program for Pre-Kindergarten through Twelfth Grade*.

Districtwide Goals

1. The student is able to make appropriate decisions and use problem-solving skills.
2. The student is able to use the skills involved in self-exploration and self-discovery to examine personal feelings, values, interests and aptitudes.
3. The student is able to communicate effectively in relationships with others.
4. The student is able to self-advocate and accept responsibility for his/her own actions.
5. The student is able to understand and utilize the opportunities and alternatives available in the educational program for meeting academic standards.
6. The student is able to set tentative career goals.
7. The student is able to use the resources available in the school and community.
8. Students in grades 7 through 12 will create, and annually review, an education plan and education portfolio.
9. The student will demonstrate the ability to use personal qualities, education and training in a work setting.
10. The student will demonstrate the use of personal skills in making contributions in his/her community.

END OF POLICY

Legal Reference(s):

[ORS 40.245](#)
[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0046\(7\)](#)
[OAR 581-022-1512](#)
[OAR 581-022-2030](#)
[OAR 581-022-2055](#)

[OAR 581-022-2060](#)
[OAR 581-022-2100](#)
[OAR 581-022-2250](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

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: Yamhill Carlton School District Board of Directors
From: Eric Kraft, Assistant to the Superintendent
Date: December 10, 2020
Re: OSBA - Adopt Proposed 2021-2022 OSBA Legislative Priorities and Principles

Background Information:

This item was tabled from the November 12th meeting.

OSBA elections will be held November 16th - December 18th. OSBA is asking the Board to vote on supporting one resolution, "Resolution to adopt the OSBA 2021-2022 Legislative Priorities and Principles as recommended by the Legislative Policy Committee".

Action 2 - Adopt the proposed 2021-22 OSBA Legislative Priorities and Principles: Action is not required, but a Board member may motion to vote "yes - adopt", "no - do not adopt", or "abstain" regarding the resolution as presented.



Resolution to adopt the OSBA 2021-2022 Legislative Priorities and Principles as recommended by the Legislative Policy Committee

WHEREAS, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association's recommended Legislative Priorities and Principles, and

WHEREAS, the OSBA Legislative Policy Committee met in January, May and June to develop the Proposed OSBA Legislative Priorities and Principles for 2021-22, and

WHEREAS, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Principles for 2021-22 out to the membership of OSBA for comment and suggested changes, and

WHEREAS, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Principles for 2021-22 developed by the OSBA Legislative Policy Committee, and

WHEREAS, the OSBA Legislative Policy Committee met via Zoom video conference call in August to review the feedback received by the membership, and

WHEREAS, the OSBA Legislative Policy Committee discussed the feedback from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Principles for 2021-22, and

WHEREAS, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Principles for 2021-22 at its August meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Principles for 2021-22 and place them before the membership for approval.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Principles for 2021-22 be placed before the membership for consideration during the 2020 OSBA election season, and

BE IT FURTHER RESOLVED that the Proposed OSBA Legislative Priorities and Principles for 2021-22 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.



2021-2022 Legislative Priorities and Principles

Proposed: August 25, 2020

Preamble

The Oregon School Boards Association (OSBA) remains fiercely committed to advocating on behalf of equity for Oregon's students. Equity is the driving force behind the Student Success Act (HB 3427), and OSBA will remain dedicated to advancing legislation that makes significant impacts for equity across the education spectrum, including investments targeting increased academic achievement for students and legislation to reduce academic disparities for historically underserved students.

OSBA is committed to social justice and assuring Oregon's education system is free of institutional bias through such means as culturally relevant teaching and professional development that promotes cultural competence, and discipline that is free of bias.

OSBA believes funding a strong public education system is the best investment Oregonians can make to strengthen our economy, create thriving communities, and improve the quality of life for every Oregonian.

To accomplish these goals, OSBA will introduce and support legislation to:

Priorities

Promote Adequate, Predictable, and Stable Funding

The State School Fund rises and falls every two years because Oregon's revenue-raising and funding systems have substantial variance. Stable and adequate funding is crucial to providing a quality education to all students across the education continuum. To ensure stable and adequate funding, OSBA will actively promote legislation that accurately calculates current service level funding for school districts.

Protect the 2019 Student Success Act

The Student Success Act provides local school districts and education service districts unprecedented opportunities to target new funding toward educational programs. OSBA will actively promote legislation to protect the funding allocated for the Student Success Act in order to deliver equitable outcomes for all K-12 students.

Close the Opportunity Gap

In every community a disparity in academic achievement exists between student groups. OSBA will support legislation aimed at closing achievement and opportunity gaps that exist across Oregon's public schools.

Contain Cost Drivers

The costs associated with health care and retirement benefits are eating into funding available for instructional opportunities for students. OSBA will promote legislation that provides relief for districts related to benefit costs controlled by the State.

Support Local Governance and Oppose Mandates

Locally elected officials, local education professionals, and the local community are in the best position to respond to the needs of all students. New mandates must have necessary funding and be researched-based with results indicating increased achievement for all students.

Support Capital Improvements

Students need schools that are safe, comfortable, and appropriate for a modern and/or digital learning environment. OSBA will actively promote the allocation of state-level resources to help pay for construction and capital improvement. OSBA will promote legislation aimed at diversifying the funding methods available to school districts.

Ensure Access to Post-Secondary Credits

All students should have access to post-secondary credit opportunities. OSBA will advocate for a seamless transfer of credits throughout Oregon's higher education system.

Address Education Workforce Shortages

OSBA will promote efforts both state and at the local level to preserve and improve initiatives that combat the workforce shortage. OSBA will advocate for programs that will help districts recruit and retain a diverse and well-prepared workforce.

Principles

Finance

OSBA supports the allocation of state resources to ensure school districts and education service districts have the necessary resources to equitably and fully support all students' instructional, behavioral, and programmatic needs. OSBA supports appropriate financial tax policy to make Oregon schools competitive, nationally, and globally, including the preservation of other funding options for local district consideration.

Student Programs

OSBA supports high-quality programs that equitably serve all students in obtaining a comprehensive and well-rounded education. OSBA supports new and continued partnerships with education stakeholders to increase educational and career opportunities for students.

Student Safety and Wellness

OSBA supports safe and secure school environments, the physical health and overall well-being of all students, and services that promote social, emotional, and behavioral health.

Personnel

OSBA supports attracting and retaining effective employees to create a healthy, diverse, culturally responsible, safe, and sustainable workforce. OSBA supports local management, local contract negotiations, and continued conversations regarding professional development, licensure, and career advancement for personnel.

Governance and Operations

OSBA believes locally elected school district, ESD, and community college boards are best equipped to make decisions in the best interest of students and communities. OSBA supports cross-system collaboration, alignment, and accountability among education stakeholders and partners.

Federal Education Issues

OSBA will advocate for the federal government to prioritize, streamline, and fully fund programs that support students.

The Oregon School Boards Association is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards.



1201 Court St. NE, Ste. 400, Salem, OR 97301
503-588-2800 | 800-578-OSBA
info@osba.org | www.osba.org

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: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: December 7, 2020
Re: Recommendation to Appoint Superintendent Search Screening Committee Members

Background

The District is currently taking applications for the position of permanent Superintendent for the Yamhill Carlton School District. Part of the process for the superintendent search and selection is to screen applicants based on the identified qualifications and support the Board in determining applicants to invite for interviews.

Community members have applied for the opportunity to participate as members of the screening committee and the Board will review their applications and appoint committee members during this meeting.

Recommendation: Review applications from those interested in serving on the superintendent search screening committee and select the desired number of members from the applicant pool.

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

This completed/signed application must be returned to Eric between November 17th – December 3rd at 5 pm. Screening committee members will be chosen by the board on December 10, 2020. Successful applicants will be contacted by December 17, 2020.

Name: Travis Amerson
Address: [REDACTED] Carlton, OR 97111
Email Address: [REDACTED]
Phone Number(s): [REDACTED]

Category of representation:

- | | |
|---|---|
| <input type="checkbox"/> High School Licensed Staff | <input type="checkbox"/> Elementary Licensed Staff |
| <input type="checkbox"/> High School Classified Staff | <input type="checkbox"/> Elementary Classified Staff |
| <input type="checkbox"/> Middle School Licensed Staff | <input checked="" type="checkbox"/> Parent/Community Member |
| <input type="checkbox"/> Middle School Classified Staff | <input type="checkbox"/> Classified Union Rep |
| <input type="checkbox"/> Confidential Staff | <input type="checkbox"/> Licensed Union Rep |
| | <input type="checkbox"/> Administrator |

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

I've been a member of the community since attending YC as a student. I want to help give back to the school district and community.

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Travis Amerson

Print your name

[Signature]

11/18/2020

Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

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Name: Nicole Amuzu

Address: [REDACTED] McMinnville, OR 97128

Email Address: [REDACTED]

Phone Number(s) [REDACTED]

Category of representation:

☐ High School Licensed Staff

☐ Elementary Licensed Staff

☐ High School Classified Staff

☐ Elementary Classified Staff

☐ Middle School Licensed Staff

☐ Parent/Community Member

☐ Middle School Classified Staff

☐ Classified Union Rep

☐ Confidential Staff

☐ Licensed Union Rep

☒ Alliance Academy

☐ Administrator

In 25 words or less, please state your reason(s) for wanting to participate on this committee:
I'm in my 5th year at YC and I've seen a lot of changes since I started. I would like to be part
of the group that will select a leader who can guide us in making the necessary changes that
would move us forward, in a positive way, serving the needs of ALL the students who are enrolled.

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Nicole Amuzu

Print Name

Nicole Amuzu 11/18/2020

Signature/Date

Application for the Superintendent Search Screening/Interview Committee

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Name: Teresa Brey
Address: [REDACTED] Yamhill, OR 97148
Email Address: [REDACTED]
Phone Number(s): [REDACTED]

Category of representation:

<input type="checkbox"/> High School Licensed Staff	<input type="checkbox"/> Elementary Licensed Staff
<input type="checkbox"/> High School Classified Staff	<input type="checkbox"/> Elementary Classified Staff
<input type="checkbox"/> Middle School Licensed Staff	<input type="checkbox"/> Parent/Community Member
<input checked="" type="checkbox"/> Middle School Classified Staff	<input checked="" type="checkbox"/> Classified Union Rep
<input type="checkbox"/> Confidential Staff	<input type="checkbox"/> Licensed Union Rep
	<input type="checkbox"/> Administrator

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

To represent the classified union, and all classified staff members,
to ensure our voices are heard as this vital district position is hired.

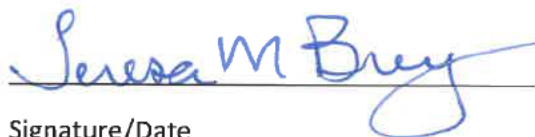
If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Teresa Brey

Print Name



Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

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Name: Rebecca Cameron
Address: 5030 NW Meadow Lake Rd
Email Address: rliner732@gmail.com
Phone Number(s): 541.731.7449

Category of representation:

- | | |
|---|---|
| <input type="checkbox"/> High School Licensed Staff | <input type="checkbox"/> Elementary Licensed Staff |
| <input type="checkbox"/> High School Classified Staff | <input type="checkbox"/> Elementary Classified Staff |
| <input type="checkbox"/> Middle School Licensed Staff | <input checked="" type="checkbox"/> Parent/Community Member |
| <input type="checkbox"/> Middle School Classified Staff | <input type="checkbox"/> Classified Union Rep |
| <input type="checkbox"/> Confidential Staff | <input type="checkbox"/> Licensed Union Rep |
| | <input type="checkbox"/> Administrator |

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

As a YCHS parent and HR Director with many years of experience in recruitn

If chosen for this committee you MUST be able to attend the following meetings...

- January 21st at 6:00 pm.
- January 28th at 6:00.
- February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Rebecca Cameron

Print your name

11.18.2020

Signature/Date

rliner

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

This completed/signed application must be returned to Eric between November 17th – December 3rd at 5 pm. Screening committee members will be chosen by the board on December 10, 2020. Successful applicants will be contacted by December 17, 2020.

Name: JaJetta Dumdi

Address: ██████████ Yamhill OR 97148

Email Address: ██████████

Phone Number(s) ██████████

Category of representation:

☐ High School Licensed Staff

☐ Elementary Licensed Staff

☐ High School Classified Staff

☐ Elementary Classified Staff

☐ Middle School Licensed Staff

☒ Parent/Community Member

☐ Middle School Classified Staff

☐ Classified Union Rep

☐ Confidential Staff

☐ Licensed Union Rep

☐ Administrator

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

I graduated from YC and have 2 young children in the school district. With my deep roots in the community

I can lend a community perspective, along with 20+ years of Human Resources experience.

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

JaJetta Dumdi

Print your name



Signature/Date

11/24/2020

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

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Name: Erin Edelen Kutter
Address: [REDACTED], Carlton, OR 97111
Email Address: [REDACTED]
Phone Number(s): [REDACTED]

Category of representation:

- | | |
|---|---|
| <input type="checkbox"/> High School Licensed Staff | <input type="checkbox"/> Elementary Licensed Staff |
| <input type="checkbox"/> High School Classified Staff | <input type="checkbox"/> Elementary Classified Staff |
| <input type="checkbox"/> Middle School Licensed Staff | <input checked="" type="checkbox"/> Parent/Community Member |
| <input type="checkbox"/> Middle School Classified Staff | <input type="checkbox"/> Classified Union Rep |
| <input type="checkbox"/> Confidential Staff | <input type="checkbox"/> Licensed Union Rep |
| | <input type="checkbox"/> Administrator |

In 25 words or less, please state your reason(s) for wanting to participate on this committee:
YC alumni with a 4th grader currently in the district, I am very vested in this
community and its leadership and its future.

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Erin Edelen Kutter

Print your name



Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

This completed/signed application must be returned to Eric between November 18th – December 3rd at 5 pm. Screening committee members will be chosen by the board on December 10, 2020. Successful applicants will be contacted by December 17, 2020.

Name: Jonathan Leceva

Address: [REDACTED] Dundee, OR 97115

Email Address: [REDACTED]

Phone Number: [REDACTED]

Category of representation:

☐ High School Licensed Staff

☒ Elementary Licensed Staff

☐ High School Classified Staff

☐ Elementary Classified Staff

☐ Middle School Licensed Staff

☐ Parent/Community Member

☐ Middle School Classified Staff

☐ Classified Union Rep

☐ Confidential Staff

☐ Licensed Union Rep

☐ Administrator

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

To observe the process through an administrative
lense. see what goes into the screening/interview, and
potentially provide input/feedback.

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Jonathan Leceva

Print Name

[Signature] 11/17/20

Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

This completed/signed application must be returned to Eric between November 17th – December 3rd at 5 pm. Screening committee members will be chosen by the board on December 10, 2020. Successful applicants will be contacted by December 17, 2020.

Name: Murray Paolo

Address: [REDACTED] Yamhill, OR 97148

Email Address: [REDACTED]

Phone Number(s): [REDACTED]

Category of representation:

☐ High School Licensed Staff

☐ High School Classified Staff

☐ Middle School Licensed Staff

☐ Middle School Classified Staff

☐ Confidential Staff

☐ Elementary Licensed Staff

☐ Elementary Classified Staff

☒ Parent/Community Member

☐ Classified Union Rep

☐ Licensed Union Rep

☐ Administrator

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

I care deeply about the Y-C School District. I feel that my positive experiences with district leadership would add value to the committee and process.

If chosen for this committee you MUST be able to attend the following meetings...

- January 21st at 6:00 pm.
- January 28th at 6:00.
- February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Murray L. Paolo

Print your name

[Signature] 11/30/2020
Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

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Name: Jordan Slavish

Address: [REDACTED] McMinnville OR 97128

Email Address: [REDACTED]

Phone Number(s) [REDACTED]

Category of representation:

- | | |
|--|--|
| <input checked="" type="checkbox"/> High School Licensed Staff | <input type="checkbox"/> Elementary Licensed Staff |
| <input type="checkbox"/> High School Classified Staff | <input type="checkbox"/> Elementary Classified Staff |
| <input type="checkbox"/> Middle School Licensed Staff | <input type="checkbox"/> Parent/Community Member |
| <input type="checkbox"/> Middle School Classified Staff | <input type="checkbox"/> Classified Union Rep |
| <input type="checkbox"/> Confidential Staff | <input type="checkbox"/> Licensed Union Rep |
| | <input type="checkbox"/> Administrator |

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

I have felt a strong disconnect this year.

If chosen for this committee you MUST be able to attend the following meetings...

- ☒ January 21st at 6:00 pm.
- ☒ January 28th at 6:00.
- ☒ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Jordan Slavish

Print Name

[Signature]

Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

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Name: Branden Trujillo
Address: [REDACTED] Carlton, OR 97111
Email Address: [REDACTED]
Phone Number(s): [REDACTED]

Category of representation:

- | | |
|---|---|
| <input type="checkbox"/> High School Licensed Staff | <input type="checkbox"/> Elementary Licensed Staff |
| <input type="checkbox"/> High School Classified Staff | <input type="checkbox"/> Elementary Classified Staff |
| <input type="checkbox"/> Middle School Licensed Staff | <input checked="" type="checkbox"/> Parent/Community Member |
| <input type="checkbox"/> Middle School Classified Staff | <input type="checkbox"/> Classified Union Rep |
| <input type="checkbox"/> Confidential Staff | <input type="checkbox"/> Licensed Union Rep |
| | <input type="checkbox"/> Administrator |

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

I would like to be actively involved in my child's education; I bring a fresh perspective as a new resident to the town and a new parent to the district;
~~and I would like to help represent fellow minorities in the district.~~

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

Branden Trujillo

Print your name

 11/29/20
Signature/Date

Application for the Superintendent Search Screening/Interview Committee

The Yamhill-Carlton school board is asking for assistance in selecting the district's next superintendent. The Board will be selecting up to 15 individuals (staff and non-staff) to assist in the application screening and interview process to be held on the dates listed below. If interested, please complete the following application. If you have additional questions please contact Eric Kraft, Board Secretary, at 503-852-6006.

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Name: Matt Wiles

Address: [REDACTED] Hillsboro, OR 97124

Email Address: [REDACTED]

Phone Number(s): [REDACTED]

Category of representation:

☐ High School Licensed Staff

☐ Elementary Licensed Staff

☐ High School Classified Staff

☐ Elementary Classified Staff

☐ Middle School Licensed Staff

☐ Parent/Community Member

☐ Middle School Classified Staff

☐ Classified Union Rep

☐ Confidential Staff

☐ Licensed Union Rep

☒ Administrator

In 25 words or less, please state your reason(s) for wanting to participate on this committee:

I work closely w/ Superintendent
and would like to have a voice in hiring.

If chosen for this committee you MUST be able to attend the following meetings...

- ☐ January 21st at 6:00 pm.
- ☐ January 28th at 6:00.
- ☐ February 12th – 15th at T.B.D.

I can commit to attending these meetings. (Check one.) ☒ Yes ☐ No

 Matt Wiles

Print Name

 Matt Wiles 11/18/20

Signature/Date