

AGENDA	CORBETT SCHOOL DISTRICT REGULAR SCHOOL BOARD MEETING MPB/Board Room/ZOOM-OWL 35800 E Historic Columbia River Highway Corbett, Oregon 97019	7:00 PM Wednesday, January 15, 2025
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- 1. PRELIMINARY BUSINESS
  - 1. Call to Order / Flag Salute
  - 2. Review and Acceptance of Agenda
  - 3. Board Chair Report Information/Discussion/Timelines 3
  
- 2. Extension of Minutes Action Item
- 3. Supplemental Budget Hearing 11
  - Information Item
  - 1. Public Comments Specific to the Budget Hearing for the 2024-25 Supplemental Budget
  - 2. Annual Financial Statement Presentation by Umpqua Valley Financial 13
    - Information Item
- 4. Introduction and Comments of Guests
  - 1. Principal/Director/Supervisor Reports
  - 2. Student Representative to the Board Information Item
- 5. Financial Reports/Matters 164
  - 1. 2023-24 Annual Finance Statement 177
    - Action Item
    - a. 2024-25 Budget Resolution 178
      - Action Item
  - 2. 2025-26 Budget Priorities Action Item 181
- 6. Superintendent Fialkiewicz's Report 181
  - Information Item(s)
  - 1. Proposed Enrollment/Application Process Update
  - 2. Update on Corbett School campus upgrades and/or grants
  - 3. Future Planning/Strategic Planning
- 7. Curriculum
- 8. Students
- 9. Transportation, Building and Maintenance
  - 1. Road Maintenance/ School Zone Updates
- 10. Co-Curricular Activities
- 11. Personnel
  - 1. Vacant Positions Information Item
  - 2. See Consent Agenda
  - 3. See Consent Agenda
  - 4. See Consent Agenda
- 12. Policy 183
  - 1. See Consent Agenda 13.0 225
  - 2. See Consent Agenda 13.0 229
  - 3. See Consent Agenda Item 13.0 251

- 4. Corbett School District 39 / 2024-2025 Revised Calendar      Action      275  
    Item
- 13. Consent Agenda
- 14. Matters for the Good of the Order
- 15. Executive Session, if needed, held pursuant to ORS 192.660 \_\_\_\_\_.
- 16. Coming Events
  - 1. Adjournment

# **CORBETT SCHOOL DISTRICT 39**

**2024-25**

## **BOARD OF DIRECTORS**

Position No. 2	Todd Mickalson, Board Chair	Term expires 6/2025
Position No. 1	Dylan Rickert	Term expires 6/2027
Position No. 3	Todd Redfern	Term expires 6/2025
Position No. 4	David Granberg	Term expires 6/2025
Position No. 5	Bob Buttke	Term expires 6/2025
Position No. 6	Ben Byers	Term expires 6/2027
Position No. 7	Leah Fredericks, Board Vice Chair	Term expires 6/2027

Derek Fialkiewicz, Ed.D.  
Regina Sampson  
Robin Lindeen-Blakeley

Superintendent-Clerk  
Business Manager/CFO  
Deputy Clerk/HR Lead

## **BUDGET MEMBERS**

Position No. 1	Benno Lyon	Term expires 12/2025
Position No. 2	Patrick Murphy	Term expires 12/2027
Position No. 3	David Osborn	Term expires 12/2027
Position No. 4	Jennifer Bruton	Term expires 12/2027
Position No. 5	Brad Hunter	Term expires 12/2025
Position No. 6	Krystina Robison	Term expires 12/2026
Position No. 7	Amy Ciecko	Term expires 12/2026



Robin Faye Lindeen Blakeley <rlindeen@corbett.k12.or.us>

## Help spread the word

1 message

**Oregon School Boards Association** <info@osba.org>  
Reply-To: Oregon School Boards Association <info@osba.org>  
To: rlindeen@corbett.k12.or.us

Wed, Jan 8, 2025 at 3:50 PM



# Help spread the word!

School boards should reflect their communities and students. The Oregon School Boards Association is committed to broadening representation on school boards, encouraging more people to get involved and offering information to help them get started.

OSBA started the Get on Board campaign in 2017 to raise awareness about school board service and offer support for potential candidates. The Get on Board website includes answers to frequently asked questions, resources and testimonials as well as links to two free webinars.

## Upcoming webinars

The candidate filing period opens Feb. 8, and OSBA is offering two webinars to encourage broader participation:



How to Run for School Board  
The Process:

Running for School Board  
Roles & Responsibilities:

Tuesday, Jan. 14, 12-1 p.m.  
Thursday, Jan. 16, 6-7 p.m.

Tuesday, Jan. 21, 6-7 p.m.  
Thursday, Jan. 23, 12-1 p.m.

[REGISTER](#)

[REGISTER](#)

We would like your help to get the word out that school board elections are this year. You know your community better than we do, and they know you.

We are providing you with a suite of templates that you can use to share however you see fit:

- For social media, including X, Bluesky, Instagram, LinkedIn and Facebook
- For personal letters or emails to area agencies, organizations and associations
- For blog, website or newsletter announcements

GRAPHICS AND ADDITIONAL RESOURCES

# Important Dates

Filing period opens

**FEB. 8**

Filing deadline

**MARCH 20**

Voters' pamphlet  
deadline

**MARCH 24**

The election is **MAY 20**.

OSBA believes good school boards make for good schools. We stand ready to help you encourage and support the best possible representatives for your students and community.

Sincerely,



Emielle Nischik  
OSBA executive director



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You are receiving this email because you are registered to receive OSBA General News.

Our mailing address is:

Oregon School Boards Association 1201 Court St NE Ste 400 Salem, OR 97301 USA

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Robin Faye Lindeen Blakeley <rlindeen@corbett.k12.or.us>

## Planning a May Ballot Measure?

1 message

Multnomah County Elections <elections@multco.us>

Fri, Jan 10, 2025 at 10:50 AM

Reply-To: kali.odell@multco.us

To: rlindeen@corbett.k12.or.us

# Multnomah Votes

## Help us prepare for the May 2025 Special District Election!

### MAY 2025 BALLOT MEASURES

Hi Robin,

As a **district contact** for **Multnomah County Elections**, you have an important role to play in helping us plan for the May 2025 Special District Election. Measure filing deadlines aren't here yet, but early information about what may be on the ballot allows our office prepare more efficiently for the election.

**Take one simple step:**

**Click to complete our two-question ballot measure survey!**

#### **Important Filing Dates for May 2025 Ballot Measures**

**February 17th:** Last day for a member district to notify the **Tax Supervising and Conservation Commission (TSCC)** if a tax measure is planned for the May 2025 ballot

**February 28th:** Last day for a local district to file an **SEL 805** notice of

Don't worry if circumstances change - the information you share in the survey is for internal planning use only and **we will not be making any final preparations until after the measure filing deadline**. If your city's or district's plans change, just send an email to let us know!



ballot title with Multnomah County Elections

**March 20th:** Last day for a city or local district to file an **SEL 802 (city)** or **SEL 803 (district)** notice of measure election with Multnomah County Elections

**March 24th:** 5:00 pm is the deadline for Voters' Pamphlet measure arguments to be filed with Multnomah County Elections

## MEASURE REFERRAL RESOURCES

- County, City, and District Referral Manual
- Tax Election Ballot Measures: A Guide to Writing Ballot Measures for Property Taxing Authority

## REMINDER FOR SPECIAL DISTRICT CANDIDATE ELECTION

### Return District Update Information Form by Jan. 22

Local districts (except our PUDs) have candidate elections scheduled for May 2025, and Multnomah County Elections needs you to confirm which of your district's positions will be on the ballot. Districts are required to do this by returning the District Update Information Form, which was emailed to district contacts in mid-December.

If you haven't already, please return your signed District Update Information Form, with any updates to your board positions, to Multnomah County Elections by January 22nd. Reply to this email if you need a new copy of your district's form sent to you.

### 2025 District Candidate Guide

You are welcome to share Multnomah County Elections' **2025 District Candidate Guide** with any prospective candidates to educate them about how to file.

### Important Candidate Filing Deadlines

**February 8th:** Filing window opens for district candidates

**March 20th, 5:00 pm:** Deadline to file candidacy for district office

**March 24th, 5:00 pm:** Deadline to file Candidate Statement for the Voters' Pamphlet

## Your Contact with Multnomah County Elections

Kali Odell (she/her pronouns), Elections District and Candidate Specialist, is your go-to contact for elections-related information.

E: [Kali.Odell@multco.us](mailto:Kali.Odell@multco.us)

P: 503-988-8613



Multnomah County Elections | 1040 SE Morrison St | Portland, OR 97219 US

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**AFFIDAVIT OF PUBLICATION**

**SEE EXHIBIT A**

State of Oregon, County of Multnomah, ss I,  
Marc Caplan, being first duly sworn, depose  
and say that I am the Public Notice Manag-  
er of the Gresham Outlook, a newspaper of  
general circulation, published in Multnomah  
County, Oregon, as defined by ORS 193.010  
and 193.020, that

**Ad#: 347072**  
**Owner: Corbett School District**  
**Description: NOTICE OF SUPPLEMENTAL**  
**BUDGET HEARING**

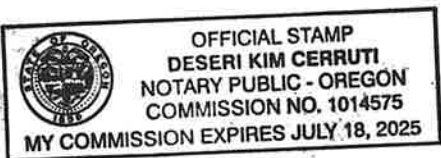
A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper for 1 week(s) in the  
following issue:  
**12/20/2024**

  
\_\_\_\_\_  
Marc Caplan (Public Notice Manager)

Subscribed and sworn to before me this  
12/20/2024.

  
\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

Acct #: 104320  
**Attn:**  
CORBETT SCHOOL DISTRICT #39  
35800 E COLUMBIA RIVER HWY  
CORBETT, OR 97019



Form  
OR-ED-SBH

Notice of Supplemental Budget Hearing

- For supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Corbett School District 39, for the current fiscal year, will be held at 35800 E Historic Columbia River Hwy, Corbett, OR and via Zoom. Visit <https://meetings.boardbook.org/Public/Organization/1554> to access the zoom link. The hearing will take place on January 15, 2025 at 7:00 pm. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtained on or after December 18, 2024 at 35800 E Historic Columbia River Hwy, Corbett, OR, between the hours of 7:30 AM and 4:00 PM, Monday through Thursday.

**SUMMARY OF PROPOSED BUDGET CHANGES**

Amounts shown are revised totals in those funds being modified.

Fund: General Fund

Resources	Amount	Expenditures	Amount
Local Sources	\$2,563,146	Instruction	\$8,947,848
Intermediate Sources	\$900,000	Support Services	\$7,439,956
State Sources	\$12,279,389	Community Services	0
Federal Sources	\$92,541	Building, Construction & Improvements	\$33,000
Other Financing Sources	\$2,000,000	Other Uses (Debt & Transfers)	\$1,198,209
Beginning Fund Balance	(\$216,063)	Contingencies	0
<b>Revised Total Fund Resources</b>	<b>\$17,619,013</b>	<b>Revised Total Fund Requirements</b>	<b>\$17,619,013</b>

Explanation of changes:

Corbett School District received additional unexpected resources in Intermediate Sources and Other Financing Sources. In addition, we had reductions in State Sources and Beginning Fund Balance.

Expenses have been increased in Support Services to cover employee benefits, Building, Construction & Improvements for the cafeteria at Woodard, and Other Uses (Debt & Transfers) for Tax Advance Note that was not previously budgeted.  
Published December 20, 2024.

BT347072

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

**ANNUAL COMPREHENSIVE FINANCIAL REPORT**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2024**



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**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

ANNUAL COMPREHENSIVE FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

\*\*\*\*\*

PREPARED BY:

REGINA SAMPSON

CHIEF FINANCE OFFICER

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

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**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON

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**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

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DEREK FIALKIEWICZ, Ed.D.  
Superintendent  
ROBIN LINDEEN-BLAKELEY  
Deputy Clerk/ HR Lead



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Corbett, Oregon 97019-9629

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Grade School	503-261-4236
Middle/High School	503-261-4226
CAPS	503-261-4294
Fax	503-695-3641

**CORBETT SCHOOL DISTRICT  
NO. 39**

December 19, 2024

To the Board of Education and Citizens of the Corbett Scholl District:

We are pleased to present the Annual Comprehensive Financial Report (ACFR) of the Corbett School District #39 for the fiscal year ended June 30, 2024. This report is prepared in conformance with generally accepted accounting principles (GAAP) set forth by the Governmental Accounting Standards Board (GASB).

The Districts' Finance Department prepared this report, and management assumes responsibility for the completeness, reliability, and accuracy of all the information presented.

The Districts' management has established a comprehensive framework designed both to protect the assets from loss, theft, or misuse and to compile sufficient reliable information to prepare the Districts' financial statement in conformity with generally accepted accounting principles in the United States of America (GAAP). Since the cost of internal controls should not outweigh their benefits, the Districts' comprehensive internal controls framework has been designed to provide reasonable rather than absolute assurance that the financial statement will be free from material misstatement.

**Independent Audit**

The provisions of Oregon Revised Statutes require an independent audit of the financial records and fiscal affairs of the District. The auditors selected by the Board of Education, Umpqua Valley Financial, have completed their audit of the financial statements and, accordingly, have issued an unmodified("clean") opinion on the Corbett School District's financial statements for the year ended June 30, 2024. The independent auditors' report is located at the front of the financial section of this report.

The Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 require state and local governments that expend \$750,000 or more in federal assistance in a year to have a special form of audit conducted for that year. Corbett School District has issued a report on these requirements and the requirements of the implementing circular, U.S. Office of Management and Budget's Circular A-133, Audits of State and Local Governments. Umpqua Valley Financial has also provided various required reports. These reports are in the Single Audit Section of this report.

**Management's Discussion and Analysis**

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The District MD&A Can be found immediately following the independent auditor's report.

DEREK FIALKIEWICZ, Ed.D.  
Superintendent  
ROBIN LINDEEN-BLAKELEY  
Deputy Clerk/ HR Lead



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## CORBETT SCHOOL DISTRICT NO. 39

### PROFILE OF THE DISTRICT

#### *Mission:*

The goal of the Corbett School District is to foster intellectual development, social awareness, and civic responsibility among the members of our school community.

#### *Vision:*

The Corbett School community connects, engages, inspires, and collaborates to support every student.

#### *Values:*

1. Personal Responsibility – Modeling personal responsibility, commitment, and ethical decision-making.
2. Advocacy – Advocating for students so they learn to advocate for themselves.
3. Resilience – Personal development through resourcefulness and resilience.
4. Inclusive, Collaborative Relationships – Creating a community based on inclusiveness, equity, and building collaborative relationships.
5. Innovation – Nurturing curious, passionate, creative, and innovative minds.
6. Continuous Learning – Fostering student engagement in continuous learning, building on their personal strengths.

### General Background

Corbett School District was organized under the provisions of Oregon Statutes pursuant to ORS Chapter 332 for the purpose of operating elementary and secondary schools. In May of 1999, the state of Oregon passed Oregon's Charter School Law (ORS 338) which permits parents, teachers, or community members to contract with a School District or the State as a sponsor for the operations of a charter school. Corbett School District is a Charter District under the State of Oregon.

The District has one elementary, one middle school, one high school, and one magnet school focusing on the arts and Spanish. The District's enrollment is comprised of resident and non-resident students, with roughly 45% of enrolled students coming from outside the District's boundaries since 2012. In all the district served 1,062 students in 23-24 from diverse geographic regions and various backgrounds.

### District Structure

The District, a fiscally independent entity, is organized with a seven-member elected Board of Directors and a board-appointed budget committee. The School Board sets district policies, employs staff, and dedicates resources. It is the chief governing body and is exclusively responsible for its public policies and accountable for fiscal oversight. The chief administrative officer of the District is the Superintendent who is appointed by the Board.

District management includes a superintendent, three principals, and district administrators. In the 2023-24 fiscal year, the District employed 121.95 full-time equivalent (FTE) personnel, including principals, administrators, teachers, supervisors, secretarial staff, bus drivers, maintenance personnel, cafeteria staff, and other support staff.

DEREK FIALKIEWICZ, Ed.D.  
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ROBIN LINDEEN-BLAKELEY  
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## **CORBETT SCHOOL DISTRICT NO. 39**

Under Oregon State law, school districts are independent municipal corporations empowered to provide elementary and secondary educational services to students. The District discharges this responsibility by building, operating and maintaining school facilities, developing, and maintaining approved educational programs and courses of study, including career/technical educational programs, programs for English language learners and special needs students, and also providing for transportation and feeding of students in accordance with District, State, and Federal programs. This report includes all funds of the District.

The average age of all buildings across the district is 55.2 years. The average age of school buildings across the district is also 55.2 years.

### **Geography and Population**

The District spans a mix of rural residential and farmland. The district serves areas in east Multnomah County. The District boundaries encompass approximately 134 square miles. The population of Corbett is 3,931.

### **APPROPRIATIONS AND BUDGETARY CONTROLS**

The Board is required to adopt a final budget by no later than the end of the fiscal year. The Oregon Department of Revenue governs the District's budget to ensure that the District remains in compliance with Oregon Budget Law. The annual budget serves as a management tool to enhance performance efficiency and effectiveness, a financial system to account for revenues and expenditures, and a control mechanism to ensure public money is spent as it is authorized. The budget also provides the authority to levy property taxes.

The entire Board, together with seven appointed residents of the school district, serves as the Districts' Budget Committee. The role of the Budget Committee is to help ensure that the District Budget Document and fiscal practices address the budget goals set by the Board of Education.

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## CORBETT SCHOOL DISTRICT NO. 39

Consistent with Oregon Budget Law and the Oregon Department of Education chart of accounts, expenditures are appropriated for each legally adopted annual operating budget as follow:

Instruction Support Services

Community Services

Facilities Acquisition and Construction Debt Service

Operating Contingencies Fund Transfers

Unappropriated Ending Fund Balance

Budgetary appropriation may not be legally over-expended except in the case of reimbursable grant expenditures and trust monies which could not be reasonably estimated at the time the budget was adopted. After budget approval, the Board may approve supplemental appropriation if any occurrence, condition or need exist which had not been anticipated at the time the budget was adopted. Supplemental budgets must be submitted for Board approval.

### **K-12 Revenues**

Although Oregon has an improving economy, K-12 funding is far from meeting the current service level needs. The 2023-25 Biennium Budget from Governor Tina Kotek was adopted at \$10.2 billion with a 49/51 split between 2023-24 and 2024-25.

In May 2019, the voters in Oregon voted in favor of House Bill 3427, The Student Success Act, Corbett School District received \$988 thousand in the 2023-24 school year.

The Legislature must deal with the long-term funding of the Public Employees Retirement System (PERS). Senate Bill 1049 was passed in the Spring of 2019, and this has provided some changes to the current PERS system. Starting in July 2020, a portion of the contributors' 6% will be redirected to an Employee Pension Stability Account. Even with this change, the outlook on the PERS system is still not positive. This is not a short-term problem. Funding PERS obligations will affect public agencies and schools for more than the next 5 years.

The District is in a cut phase as of this letter to meet the goal of using the current year revenues for current year expenses and working toward re-establishing a 5% ending fund balance, which is Board policy. Once this is re-established it will be the goal of the District to practice spending down fund balance on one-time only costs and not on labor-related costs.

The District's largest source of revenue comes from the State School Fund and is determined using projected student enrollment in the District and projected transportation expenditures.

As of July 1, 2020, Corbett Schools became a Charter District, with a Charter Agreement to cap total enrollment at 1,300. Due to the important relationship between funding and enrollment, the District will carefully review future projections to ensure the district is anticipating reductions to its operating budget.

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**CORBETT SCHOOL DISTRICT  
NO. 39**

**LONG-TERM FINANCIAL PLANNING**

The District's current long-term financial plan is to prudently accumulate reserves to meet Board policy, provide stability, and the ability for the district to react swiftly and appropriately to economic downturns, state revenue-sharing cuts, and revenue shortfalls.

**ACKNOWLEDGMENTS**

We wish to express our appreciation to the entire Finance department staff and members of other District departments who assisted in the preparation of this Annual Comprehensive Financial Report. We also wish to extend our appreciation to the members of the Board of Directors, the administrators, and employees of the District, and citizens for their support and dedication to the financial operation of the District.

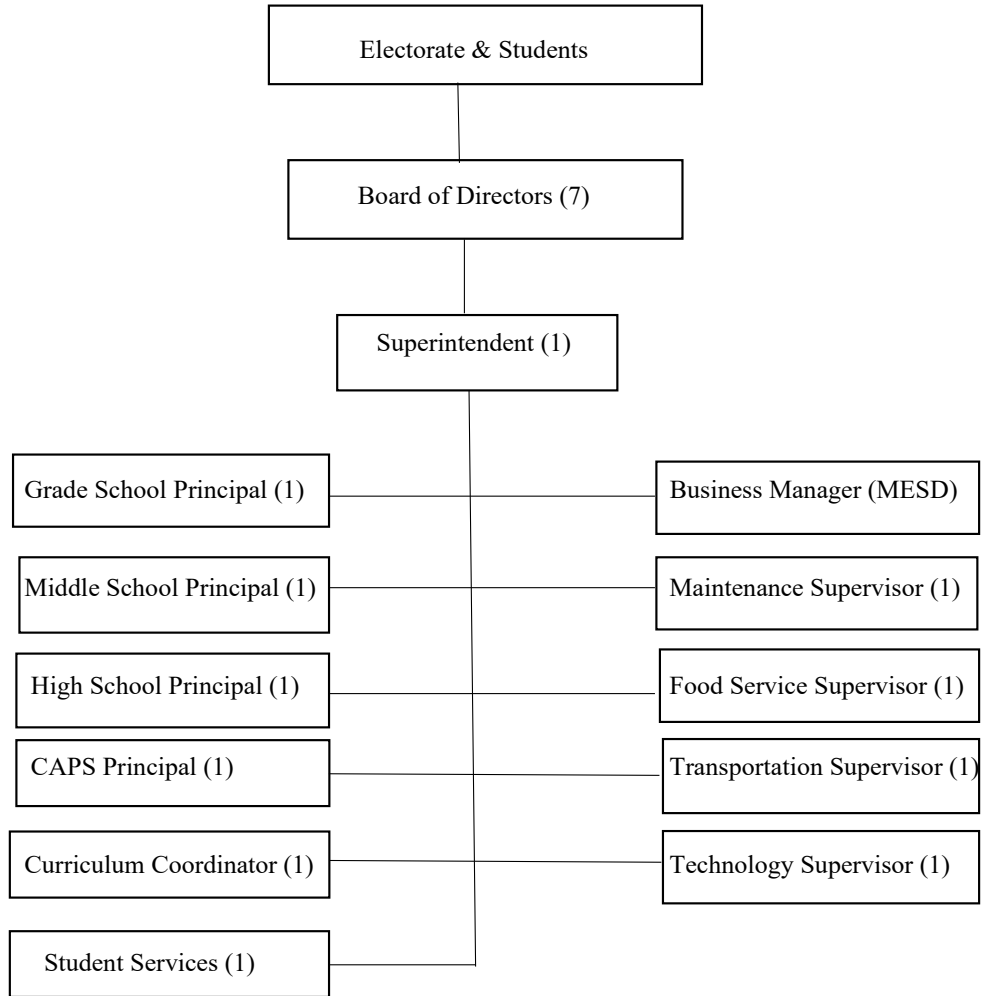
Respectfully submitted,

Signed by:  
  
Signed: 692C0E18F8F9423...  
Derek Fialkiewicz, Superintendent

Signed: Regina Sampson  
Regina Sampson, Chief Finance Officer

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

2023-24 ORGANIZATION CHART



# **CORBETT SCHOOL DISTRICT NO.39**

35800 E Historic Columbia River Highway  
Corbett, OR 97019  
503-261-4200

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## **BOARD OF DIRECTORS**

MICHELLE VO	Board Chair
TODD MICKALSON	Vice Chair
BOB BUTTKE	Board Member
DAVID GRENBORG	Board Member
LEAH FREDERICKS	Board Member
BEN BYERS	Board Member
DYLAN RICKERT	Board Member

All board members receive mail at the above address.

## **ADMINISTRATION**

DR. DEREK FIALKIEWICZ	Superintendent
JEANNE SWIFT	Asst. Superintendent
ROBIN LINDEEN-BLAKELEY	Deputy Clerk
CINDY DULEY	EX-Business Manager

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## **INDEPENDENT AUDITOR’S REPORT**

To the Board of Directors  
Corbett School District No. 39  
35800 E Historic Columbia River Hwy Corbett, Oregon 97019

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Corbett School District No. 39 as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Corbett School District No. 39’s basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Corbett School District No. 39 as of June 30, 2024, and the respective changes in financial position in accordance with accounting principles generally accepted in the United States of America.

#### **Basis of Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Corbett School District No. 39 and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Corbett School District No. 39’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor’s Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corbett School District No. 39's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Corbett School District No. 39's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis the schedules of revenues, expenditures, and changes in fund balances – budget and actuals, and the pension and OPEB schedules are presented to supplement the basic financial statements. Although not a part of the basic financial statements, such information is required by the Governmental Accounting Standards Board, which considers it an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the management's discussion and analysis and the pension and OPEB schedules in accordance with the auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted to form opinions on the financial statements that collectively comprise the district's basic financial statements. The schedules of revenues, expenditures, and changes in fund balances – budget and actuals are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The schedules of revenues, expenditures, and changes in fund balances – budget and actuals have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of revenues, expenditures, and changes in fund balances – budget and actuals are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Corbett School District No. 39's basic financial statements. The supplementary information is presented for the purpose of additional analysis and is not a required part of the basic financial statements of Corbett School District No. 39.

The supplementary information on the responsibility of management was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplementary data is fairly stated in all material respects in relation to the financial statements taken as a whole.

## Other Information

Management is responsible for the other information included in the annual report. The other information comprises the additional schedules listed in the Other Information section of the Table of Contents but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion of any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or whether the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The schedule of expenditures of federal awards, as listed in the Table of Contents, is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

## Reports on Other Legal and Regulatory Requirements

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024, on our consideration of the Corbett School District No. 39's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of these reports is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or compliance. The reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Corbett School District No. 39's internal control over financial reporting and compliance.

In accordance with the *Minimum Standards for Audits of Oregon Municipal Corporations*, we have issued our report dated December 27, 2024, on our consideration of the Corbett School District No. 39's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on the District's compliance.



Steve Tuchscherer, CPA  
Umpqua Valley Financial, LLC  
Roseburg, Oregon  
December 27, 2024

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**MANAGEMENT'S**  
**DISCUSSION**  
**AND ANALYSIS**

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY, OREGON

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2024

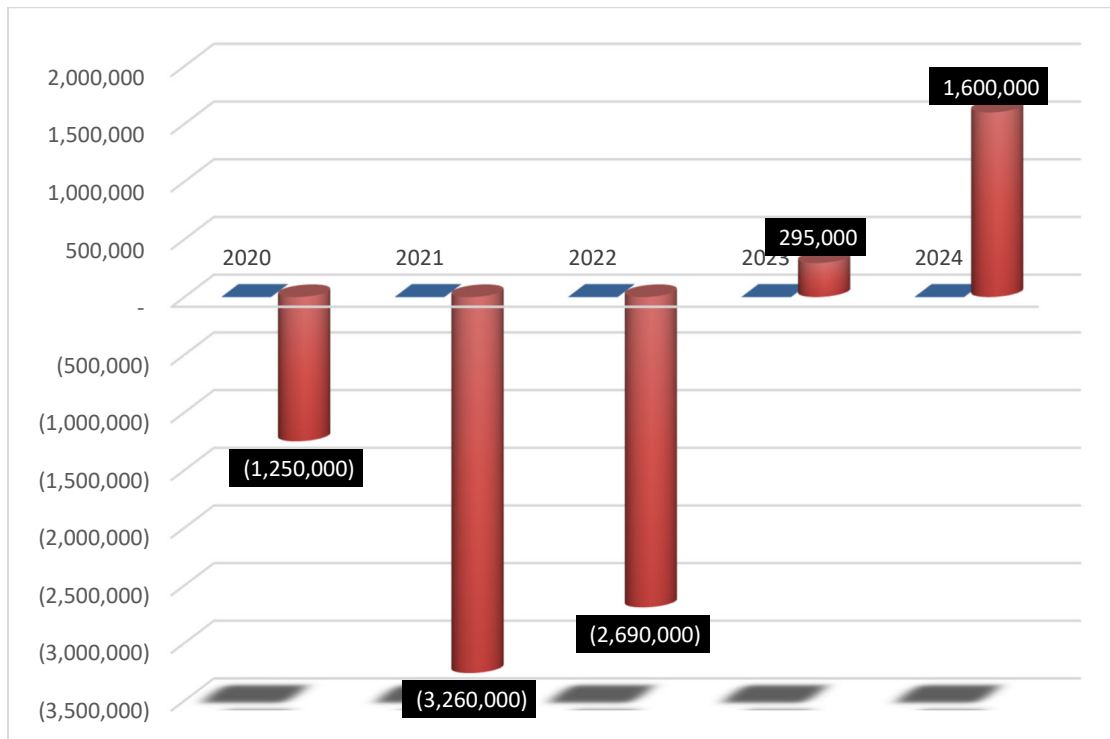
As management of Corbett School District #39 (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities for the fiscal year ending June 30, 2024.

The Management's Discussion and Analysis (MD&A) focuses on the current year's activities, resulting changes and currently known facts. The MD&A should be read in conjunction with the District's financial statements, including the accompanying notes. Additionally, as a required part of the MD&A, comparative information for the current year is presented for financial analysis to enhance the understanding of the Districts' financial performance.

### Financial Highlights

#### Government-Wide

- According to the Statement of Net Position, the district's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$1.6 million. This is because the District has not acquired significant debt, and deferred inflows of resources related to pensions have been reduced.
- On June 30, 2024, the Districts' total net position increased by \$1.3 million compared to the prior year. In other words, the gap between assets and liabilities in 2022-23 was smaller and the gap has increased in the current year for the district.

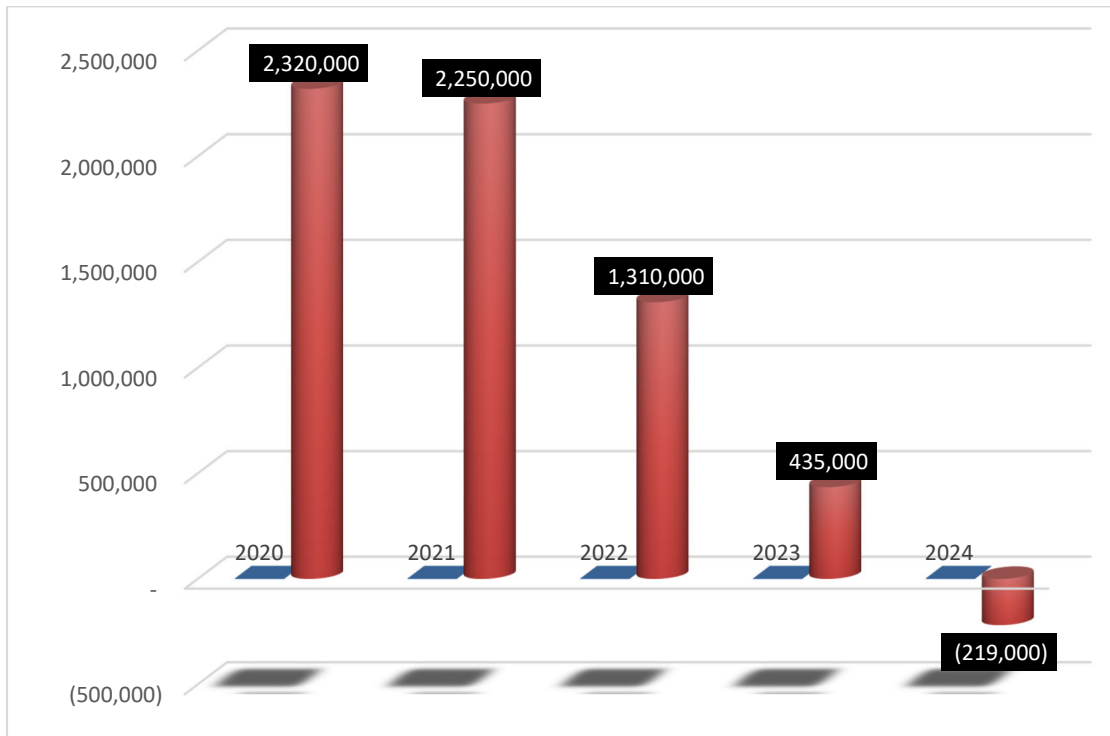


# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY, OREGON

### Governmental Funds

- As of June 30, 2024, the Districts' governmental funds reported a combined ending fund balance of \$12 thousand. This represents a decrease of \$3.3 million from the prior year, a 99.65% decrease in the District's financial position as compared to the prior year. This is after considering the prior period adjustment of \$205 thousand.
- As of June 30, 2024, the General Fund had a fund balance of negative \$219 thousand. This represents a decrease of \$654 thousand from the prior year, a 150.31% decrease in the Districts' financial position as compared to the prior year. This is after considering the prior period adjustment of \$382 thousand. This is rounded to the nearest thousand in the graph below.



**CORBETT SCHOOL DISTRICT NO. 39**

**MULTNOMAH COUNTY, OREGON**

- During 2023-2024. The General Fund had a net zero change in expenditures from the original budget to the final budget. Budget changes included a decrease in expenditures for Instruction by \$264 thousand and \$291 thousand in Contingency. The budget increase included \$100 thousand for Support Services, \$420 thousand for Facilities Acquisition and Construction, and \$35 thousand for Transfer Out.

**General Fund**

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues</b>			
Local Sources	\$ 2,618,744	\$ 3,141,343	\$ 522,599
Intermediate Sources	201,200	424,048	222,848
State Sources	11,263,961	12,142,760	878,799
Federal Sources	49,172	90,405	41,233
<b>Total Revenues</b>	<b>14,133,077</b>	<b>15,798,556</b>	<b>1,665,479</b>
<b>Expenditures</b>			
Instruction	8,194,986	9,225,867	1,030,881
Support Services	5,580,001	7,024,012	1,444,011
Enterprise and Community Services	173,663	11,431	(162,232)
Facilities Acquisition and Construction	420,000	426,181	6,181
Debt	253,182	274,368	21,186
Contingency	-	-	-
<b>Total Expenditures</b>	<b>14,621,832</b>	<b>16,961,859</b>	<b>2,340,027</b>
<b>Other Financing Sources (Uses)</b>			
Interfund Transfers In	30,000	15,000	(15,000)
Interfund Transfers Out	(35,000)	-	35,000
Bond Issuance Costs	-	(47,147)	(47,147)
Long Term Debt Financing Sources	171,000	922,843	751,843
<b>Total Other financing Sources (Uses)</b>	<b>166,000</b>	<b>890,696</b>	<b>724,696</b>
<b>Net Change in fund Balance</b>	<b>(322,755)</b>	<b>(272,607)</b>	<b>50,148</b>
<b>Beginning Fund Balance</b>	435,447	435,447	-
<b>Prior Period Adjustment</b>	-	(381,903)	(381,903)
<b>Ending Fund Balance</b>	<b>\$ 112,692</b>	<b>\$ (219,063)</b>	<b>\$ (331,755)</b>

- Budget variance from the final budget to the actual consists of additional local sources related to the recovery of funds from insurance due to ice storm damage in January 2024. The variance in Intermediate Sources is due to additional Transit dollars received as a pass-through from the local Educational Service District. The variance in State Sources consists of State School Fund revenues of \$807 thousand and additional state grants.
- Budget variances in Instruction and Support Services are largely due to under-budgeting of employer costs related to employee benefits. Support Services also includes expenditures related to the ice storm in January 2024.

## CORBETT SCHOOL DISTRICT NO. 39

### MULTNOMAH COUNTY, OREGON

This MD&A is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements** are designed to provide readers with a broad overview of the Districts' finances in a manner similar to private-sector businesses.

- The *Statement of Net Position* presents information on all the Districts' assets plus deferred outflow and liabilities plus deferred inflows, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.
- The *Statement of Activities* presents information showing how the Districts' net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items for will only result in cash flows in future fiscal periods (e.g., uncollected taxes, and earned, but unused, vacation leave).

Both government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). As is typical for a school district, the Corbett School District has governmental activities, such as regular and special education programs, child nutrition services, transportation, administration, and facilities improvements and construction. These activities are primarily financed through property taxes, Oregon's State School Fund, and other intergovernmental revenues.

The government-wide financial statements can be found on pages 13 and 14 of this report.

**Fund Financial Statements** are designed to demonstrate compliance with finance-related legal requirements overseeing the use of fund accounting. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities and objectives. All the District funds are governmental funds. The School Board sets appropriations within every fund each year (for instruction, support services, enterprise and community services, facilities acquisition and construction, debt service, transfers, contingency, and unappropriated ending fund balance and other GASB 54 classifications) that establish the legal limits for expenditures of the District.

**Governmental funds** are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term* inflows and outflows of available resources, as well as balances of available resources at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Districts' near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Governmental funds information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances. All the funds for the District are categorized as governmental funds. 35

## CORBETT SCHOOL DISTRICT NO. 39

### MULTNOMAH COUNTY, OREGON

The District adopts an annual appropriated budget for all its funds as stated above. A budgetary comparison statement has been provided for each fund individually to demonstrate compliance with their budgets.

The basic governmental fund financial statements can be found on pages 15 to 19 of this report.

**Notes to the Basic Financial Statements** provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 20 to 56 of this report.

**Other information** is included in the basic financial statements and accompanying notes. The State of Oregon requires governmental entities to provide financial information prepared in accordance with Oregon's Budgetary Law (Budgetary Basis). The District also includes additional supplemental information to assist the users of the financial statements in gaining an understanding of the Districts' financial position. Other information (both required and additional) can be found on pages 77 to 94 of this report.

Additionally, the Federal Government and the State of Oregon require Governmental entities to include additional auditor reports and schedules. The 2023-2024 Auditors' Comments and Disclosure includes the auditor's report on internal accounting control and other matters. The Grant Compliance review includes a schedule of Federal Awards on page 119, along with reports on internal control, program compliance, and a schedule of prior and current year audit findings relative to Federal awards. The required auditors' comments, disclosures, and grant compliance review information can be found on page 148 of this report.

**CORBETT SCHOOL DISTRICT NO. 39**

**MULTNOMAH COUNTY, OREGON**

**Government-Wide Financial Analysis**

**Net Position**

Net position may serve over time as a useful indicator of a government’s financial position. The table below condenses the Statement of Net Position shown in the Basic Financial Statements for Governmental Activities.

<b>Governmental Activities</b>			
	<u>2024</u>	<u>2023</u>	<u>Increase/Decrease</u>
<b>Assets</b>			
Current and Other Assets	\$ 3,674,424	\$ 5,881,392	\$ (2,206,968)
Net Capital Assets	15,723,621	11,596,083	4,127,538
<b>Total Assets</b>	<b>19,398,045</b>	<b>17,477,475</b>	<b>1,920,570</b>
<b>Deferred Outflows of Resources</b>			
Pension Related Deferrals	5,106,019	4,464,912	641,107
<b>Total Assets and Pension Related Deferrals</b>	<b>24,504,064</b>	<b>21,942,387</b>	<b>2,561,677</b>
<b>Liabilities</b>			
Current Liabilities	2,224,118	1,948,682	275,436
Long Term Debt	16,818,260	15,573,671	1,244,589
<b>Total Liabilities</b>	<b>19,042,378</b>	<b>17,522,353</b>	<b>1,520,025</b>
<b>Deferred Inflows of Resources</b>			
Pension Related Deferrals	1,928,729	4,124,840	(2,196,111)
<b>Total Liabilities and Pension Related Deferrals</b>	<b>20,971,107</b>	<b>21,647,193</b>	<b>(676,086)</b>
<b>Net Position</b>			
Net Investment in Capital Assets	12,754,529	7,752,567	5,001,962
Restricted for Construction & Building Maintenance	-	3,235,537	(3,235,537)
Restricted for OPEB-RHIA Assets	114,131	99,658	14,473
Restricted for Educational Programs	222,822	55,300	167,522
Restricted for Debt	97,626	-	97,626
Unrestricted	(11,584,880)	(10,847,868)	(737,012)
<b>Total Net Position</b>	<b>\$ 1,604,228</b>	<b>\$ 295,194</b>	<b>\$ 1,309,034</b>

**Net investment in capital assets.** As shown in the table above, the Districts’ current net capital assets are \$15.7 million, an increase of \$4.1 million over the prior year. The increase is the result of capital asset additions for the Woodard Middle School addition. The \$12.8 million net position component includes land, construction in process, building, improvements, vehicles and equipment, net of depreciation where applicable, and net of the related debt that was incurred to acquire those assets. Information about capital assets and their related debt is available in Notes to the Basic Financial Statements under Capital Assets and Intangible Assets and Long-Term Liabilities Other than OPEB and Pensions.

**Restricted net position** decreased by a total of \$3.1 million, due to a decrease in Construction & Building Maintenance as the Bond Project for Woodard Middle School was completed offset by the increase in Debt, Pension Assets and Student Body Funds.

**Unrestricted net position** has increased by \$737 thousand, from \$10.8 million to \$11.6 million. The increase in unrestricted net position results from the OPEB reporting requirement and further explanation can be found in Notes to the Basic Financial Statements under Pension Plan (And Other Postemployment Benefits (OPEB) Asset/Liability)

**CORBETT SCHOOL DISTRICT NO. 39**

**MULTNOMAH COUNTY, OREGON**

**Statement of Activities**

	<u>2024</u>	<u>2023</u>	<u>Increase/Decrease</u>
<b>Revenues</b>			
<b>Program Revenues</b>			
Charges for Services	\$ 321,862	\$ 407,651	\$ (85,789)
Operating Grants and Contributions	3,438,510	2,982,818	455,692
Capital Grants and Contributions	614,081	2,726,671	(2,112,590)
<b>General Revenues</b>			
Property Taxes	2,526,659	2,440,295	86,364
Federal Sources	-	-	-
State Support	11,502,675	10,211,271	1,291,404
Intermediate Sources	1,379,728	-	1,379,728
Miscellaneous	89,660	601,697	(512,037)
<b>Total Revenues</b>	<b>19,873,175</b>	<b>19,370,403</b>	<b>502,772</b>
<b>Expenses</b>			
Instruction	10,367,522	10,116,541	250,981
Support Services	7,871,342	5,657,275	2,214,067
Enterprise and Community Services	400,054	463,092	(63,038)
Interest on Long-Term Debt	129,858	151,233	(21,375)
Transfers Out	-	-	-
<b>Total Expenses</b>	<b>18,768,776</b>	<b>16,388,141</b>	<b>2,380,635</b>
Increase (decrease) in net position	1,104,399	2,982,262	(1,877,863)
<b>NET POSITION - BEGINNING</b>	<b>295,197</b>	<b>(2,687,068)</b>	<b>2,982,265</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>204,632</b>	<b>-</b>	<b>204,632</b>
<b>NET POSITION - ENDING</b>	<b>\$ 1,604,228</b>	<b>\$ 295,194</b>	<b>\$ 1,309,034</b>

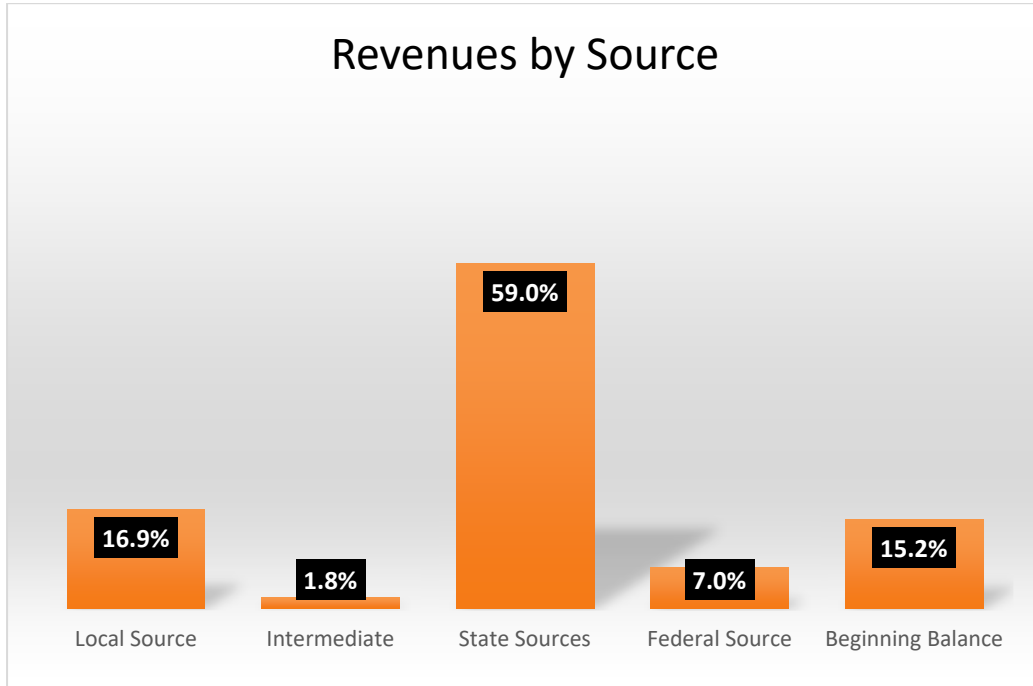
**Revenues**

Total revenues increased by \$503 thousand from the prior year, this is a result of an increase in State & Intermediate sources.

**General Fund** revenues account for approximately 79.5% of total governmental activity revenues. Property taxes are split between General Fund tax levies, and Debt Service requirements. The State School Fund (SSF) is the largest revenue source at \$11,049,723 or 55.6% of total governmental funds revenues. Each Oregon school district receives funding from the state based upon an Average Daily Membership (ADMw) formula, weighted for various demographic considerations. The formula is allocated by multiplying a dollar rate per student established by the legislature every biennium. All General Fund Ad Valorem Taxes, County School Fund, State School Support, Common School Fund, and Federal Forest Fees are included in the SSF formula. As a safety net, each district may utilize the highest ADMw from the current or most recent fiscal years in the calculation.

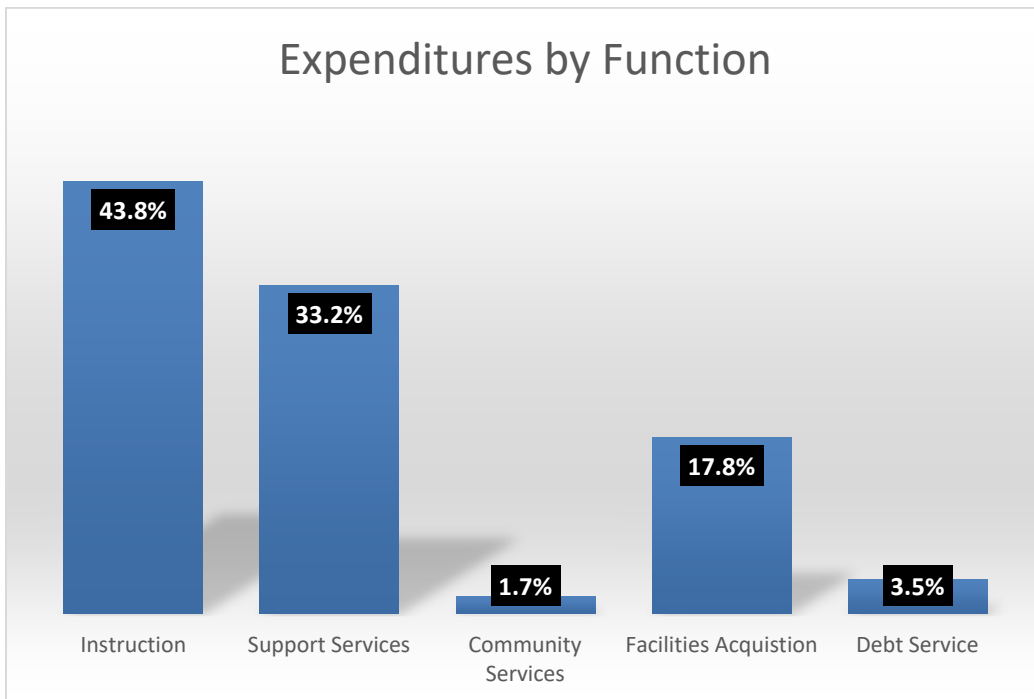
**CORBETT SCHOOL DISTRICT NO. 39**

**MULTNOMAH COUNTY, OREGON**



**Expenditures**

The District expenditures consist of 43.8% going toward Instruction, this is due to grant revenues being tracked in Support Services.



# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY, OREGON

### Financial Analysis of the Districts' Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### Governmental Funds

The focus of the Districts' *governmental funds* is to provide information on relatively short-term cash flow and funding for future basic services. Such information is useful in assessing the Districts' financing requirements. In particular, *unassigned fund balance* and any unused *budgeted contingencies* may serve as a useful measure of the Districts' net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Districts' governmental funds reported combined ending fund balances of \$11.8 thousand.

#### General Fund

The General Fund is the primary operating fund of the District. At the end of the current fiscal year, the total ending fund balance was negative \$219 thousand which is a decrease from \$435 thousand in 2022-2023 which is a Net Change in Fund Balance of \$654 thousand compared to the prior year of \$870 thousand. The \$654 thousand is made up of a decrease of \$272 thousand from the prior year and the prior period adjustment of \$382 thousand.

#### Federal Fund

The Federal Fund consists of Federal Programs. The total ending fund balance was \$13.5 thousand which is an increase from negative \$583 thousand in 2022-2023. The Net Change in Fund Balance was \$48 thousand compared to the prior year of \$591 thousand.

#### Other Governmental Funds

Other Governmental Funds consist of the Food Service Fund, Student Investment Account Fund, Student Activities Fund, Energy Projects Fund, and GO Debt Service Fund. The total ending fund balance was \$217 thousand which is a decrease from \$3.5 million in 2022-2023. The Net Change in Fund Balance was \$3.3 million compared to the prior year of \$124 thousand.

#### Capital Asset and Debt Administration

The District's investment in capital assets for its governmental activities as of June 30, 2024, amounts to \$15.72 million net of accumulated depreciation. This investment in capital assets includes land, construction in progress, buildings, equipment, and vehicles.

### Capital Assets (Net of Depreciation) includes the following:

	<u>2024</u>	<u>2023</u>	<u>Increase/Decrease</u>
Land	598,785	598,785	-
Construction in Progress	-	3,381,837	(3,381,837)
Buildings and Improvements	13,862,800	6,572,039	7,290,761
Vehicles and Equipment	1,262,036	1,043,422	218,614
	<u>15,723,621</u>	<u>11,596,083</u>	<u>4,127,538</u>

Additional information on the District's capital assets can be found in the Notes to the Basic Financial Statements under Capital Assets and Intangible Assets on page 31 of this report.

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY, OREGON

**Long-term debt.** At the end of the fiscal year, the District had a total outstanding long-term debt of \$4.8 million consisting of general obligation debt, pension obligation debt and bus note payable, net of unamortized premium/discount.

<b>Long-Term Debt</b>			
	<u>2024</u>	<u>2023</u>	<u>Increase/Decrease</u>
Bonds Payable	4,340,000	4,725,000	(385,000)
Leases Payable	453,231	453,515	(284)
	<u>4,793,231</u>	<u>5,178,515</u>	<u>(385,284)</u>

Additional information on the District’s long-term debt can be found in Notes to the Basic Financial Statements under Long Term Liabilities Other than OPEB and Pensions on pages 35 to 55 of this report.

### **Economic Factors and Next Year’s Budgets**

- Resources supporting District General Fund operations primarily reflect local and state revenues, with additional income from federal, county, and other sources. The State School Fund formula determines the largest segment of resources. Most funding provided by the State to the District is based on the District’s average daily membership of students.
- As of December 2024, according to the Oregon Office of Economic Analysis (OEA), states the Oregon economy may be picking up but warrants scrutiny.
- According to the Office of Economic Analysis (OEA), as of December 2024, the Oregon labor market is strong and in line with typical rate seen in past economic expansions.
- Due to Corbett School District being a Charter District, enrollment is set by the Board and is currently maxed at 1,300 students. During the COVID-19 pandemic we had a significant decrease in enrollment. We expect a course correction over the next couple of years so that we project it will stabilize.
- The costs of salaries and related benefits are expected to continue to outpace the increase in revenue in 2024-2025. The supplies and service costs continue to escalate.
- The District has also analyzed its financial holdings and will continue to control expenses to resolve anticipated liquidity problems in the next 12 months.
- School Board policy mandates that the District budget has a minimum of 5% fund balance unless the Board takes formal action to waive or lower the requirement. The reserve is maintained to absorb economic downturns, state revenue-sharing reductions and other revenue shortfalls, and will prudently be used when needed to provide stability of core programs and legally required activities to every child.
- The District struggles to maintain a healthy financial position which affects the ability to provide a quality education deserved by every child.

The Districts’ Budget Committee and School Board considered all these factors while preparing the Districts’ budget for the 2024-25 fiscal year.

## **CORBETT SCHOOL DISTRICT NO. 39**

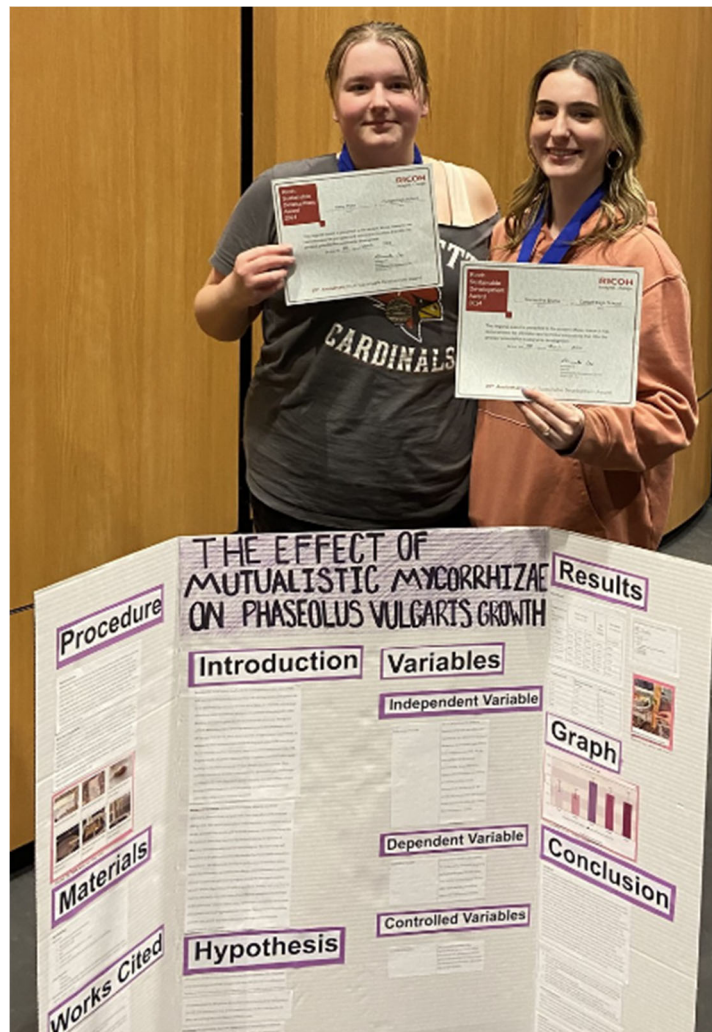
### **MULTNOMAH COUNTY, OREGON**

#### **Requests for Information**

This financial report is designed to present the user (citizens, taxpayers, investors, and creditors) with a general overview of the Districts' finances and to demonstrate the Districts' accountability. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Chief Finance Officer at 35800 E. Historic Columbia River Hwy, Corbett, OR 97019. Electronic copies of this report may be found at the district website: <https://corbett.k12.or.us/about/business-services/financial-reports/>

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

**BASIC FINANCIAL STATEMENTS**



**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**STATEMENT OF NET POSITION**

June 30, 2024

	Governmental Activities
<b>ASSETS</b>	
Current Assets	
Cash and Cash Equivalents	\$ 2,645,826
Cash Held By County	16,998
Property Taxes Receivable	57,503
Accounts Receivable	517,213
Prepaid Items	36,401
Inventory-Food, Supplies & Commodities	8,850
Total Current Assets	<u>3,282,791</u>
Restricted Assets:	
Net OPEB Asset (RHIA)	114,131
Total Restricted Assets	<u>114,131</u>
Capital Assets:	
Capital Assets, Non-Depreciable	598,785
Capital Assets, Depreciable, Net	15,124,836
Total Capital Assets, Net	<u>15,723,621</u>
Intangible Assets:	
Right-to-Use Assets, Net	277,502
Total Intangible Assets, Net	<u>277,502</u>
Total Assets	<u>19,398,045</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension Related Deferrals	5,032,484
OPEB Related Deferrals - RHIA	1,817
OPEB Related Deferrals - OEBB	71,718
Total Deferred Outflows of Resources	<u>5,106,019</u>
Total Assets and Deferred Outflows of Resources	<u>24,504,064</u>
<b>LIABILITIES</b>	
Accounts Payable	843,491
Accrued Interest Payable	11,016
Payroll Liabilities	1,536,556
Tax Anticipation Note Payable	922,843
Right to Use Leases Payable:	
Due within one year	106,877
Due in more than one year	179,870
Bonds Payable:	
Due within one year	408,000
Due in more than one year	3,932,000
Loans and Contracts Payable:	
Due within one year	143,399
Due in more than one year	309,832
Noncurrent liabilities due in more than one year	
Net OPEB Obligation - OEBB	180,665
Net Pension Liability	12,396,558
Total Liabilities	<u>20,971,107</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension Related Deferrals	1,667,053
OPEB Related Deferrals - RHIA	9,560
OPEB Related Deferrals - OEBB	252,116
Total Deferred Inflows of Resources	<u>1,928,729</u>
Total Liabilities and Deferred Inflows of Resources	<u>22,899,836</u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	12,754,529
Student Body Activities	119,629
OPEB RHIA	114,131
Special Programs	103,193
Debt Service	97,626
Unrestricted	<u>(11,584,880)</u>
<b>Total Net Position</b>	<u><b>\$ 1,604,228</b></u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**STATEMENT OF ACTIVITIES**

For the Fiscal Year Ended June 30, 2024

	Expenses	Program Revenues			Net (Expenses), Revenues and Change in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>GOVERNMENTAL ACTIVITIES</b>					
Instruction	\$ 10,367,522	\$ 242,100	\$ 1,329,166	\$ -	\$ (8,796,256)
Support Services	7,871,342	-	1,925,301	614,081	(5,331,960)
Enterprise and Community Services	400,054	79,762	184,043	-	(136,249)
Interest on Long-Term Debt	129,858	-	-	-	(129,858)
Total Governmental Activities	<u>18,768,776</u>	<u>321,862</u>	<u>3,438,510</u>	<u>614,081</u>	<u>(14,394,323)</u>
Total Primary Government	<u>\$ 18,768,776</u>	<u>\$ 321,862</u>	<u>\$ 3,438,510</u>	<u>\$ 614,081</u>	<u>\$ (14,394,323)</u>
<b>TOTAL GENERAL REVENUES</b>					
Property Taxes, Levied for General Purposes					\$ 2,047,065
Property Taxes, Levied for Debt Service					479,594
Earnings on Investments					89,660
Unrestricted State, Intermediate and Local Revenue					1,379,729
State School Fund for Education and Support Services					11,358,371
State Common School Fund					<u>144,304</u>
Subtotal - General Revenues					<u>15,498,723</u>
Change in Net Position					1,104,400
Net Position - Beginning - Previously Reported					295,196
Prior Period Adjustment					<u>204,632</u>
Net Position - Ending					<u>\$ 1,604,228</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**CORBETT SCHOOL DISTRICT NO. 39**MULTNOMAH COUNTY, OREGON**BALANCE SHEET****GOVERNMENTAL FUNDS**

June 30, 2024

	General Fund	Federal Fund	Other Govern- mental Funds	Total Govern- mental Funds
<b>ASSETS</b>				
Cash and Cash Equivalents	\$2,342,118	\$ -	\$ 303,708	\$2,645,826
Cash Held by County	6,770	-	10,228	16,998
Property Taxes Receivable	57,475	-	28	57,503
Accounts Receivable	163,699	283,366	70,148	517,213
Due From Other Funds	300,236	-	-	300,236
Prepaid Expenses	22,901	13,500	-	36,401
Inventory	-	-	8,850	8,850
Total Assets	<u>2,893,199</u>	<u>296,866</u>	<u>392,962</u>	<u>3,583,027</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts Payable	697,602	144,202	1,687	843,491
Payroll Liabilities	1,536,556	-	-	1,536,556
Due to Other Funds	-	135,639	164,597	300,236
Total Liabilities	<u>2,234,158</u>	<u>279,841</u>	<u>166,284</u>	<u>2,680,283</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable Revenue - Property Taxes	51,682	-	9,282	60,964
Unavailable Revenue - Other	826,421	3,526	-	829,947
Total Deferred Inflows of Resources	<u>878,103</u>	<u>3,526</u>	<u>9,282</u>	<u>890,911</u>
<b>FUND BALANCES</b>				
Unspendable	-	-	8,850	8,850
Restricted for:				
Debt Service	-	-	97,626	97,626
Special Programs	-	13,499	89,694	103,193
Student Body Activities	-	-	119,629	119,629
Unassigned	<u>(219,062)</u>	<u>-</u>	<u>(98,403)</u>	<u>(317,465)</u>
Total Fund Balances	<u>(219,062)</u>	<u>13,499</u>	<u>217,396</u>	<u>11,833</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$2,893,199</u>	<u>\$ 296,866</u>	<u>\$ 392,962</u>	<u>\$3,583,027</u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

RECONCILIATION OF THE BALANCE SHEET  
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION

June 30, 2024

Total Fund Balances - Governmental Funds	\$ 11,833
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.	
Net Value of Capital Assets	15,723,621
Intangible Assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.	
Net Value of Intangible Assets	277,502
Property taxes receivable that will not be available to pay for current-period expenditures are deferred in the governmental funds.	
	60,964
Assets and deferred outflows are not available to pay for current period expenditures and therefore are not reported in the governmental funds:	
Unavailble assets consist of:	
Net OPEB Asset (RHIA)	114,131
The deferred outflows consist of :	
Pension Related Deferrals	5,032,484
OPEB Related Deferrals - RHIA	1,817
OPEB Related Deferrals - OEBO	71,718
Tax Anticipation Note receipts are not a current financial resource, as reported in the governmental funds. The balance is reported as a liability for governmental activities.	
	(922,843)
A portion of the District's grant reimbursement claims are collected after year-end but are not available soon enough to pay for the current year's expenditures and therefore are not reported as revenue in the governmental funds.	
	829,947
Liabilities not payable in the current year and deferred inflows not realized in the current year are not reported as governmental fund liabilities.	
The liabilities consist of :	
Accrued Interest Payable	(11,016)
Leases Payable	(286,747)
Bonds Payable	(4,340,000)
Loans and Contracts Payable	(453,231)
Net Pension Liability	(12,396,558)
Net OPEB Obligation - OEBO	(180,665)
The deferred inflows consist of :	
Pension Related Deferrals	(1,667,053)
OPEB Related Deferrals - RHIA	(9,560)
OPEB Related Deferrals - OEBO	(252,116)
Net Position of Governmental Activities	<u>\$ 1,604,228</u>

**CORBETT SCHOOL DISTRICT NO. 39**MULTNOMAH COUNTY, OREGON**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

For the Fiscal Year Ended June 30, 2024

	<u>General Fund</u>	<u>Federal Fund</u>	<u>Other Govern- mental Funds</u>	<u>Total Govern- mental Funds</u>
<b>REVENUES</b>				
Property Taxes	\$ 2,057,213	\$ -	\$ 475,754	\$2,532,967
Earnings on Investments	52,030	-	37,631	89,661
Fees and Charges	-	-	79,762	79,762
Other Local Revenue	70,735	-	169,704	240,439
Contributions and Donations	961,365	-	34,394	995,759
Intermediate Aid	424,048	-	382	424,430
State Aid	12,142,760	-	1,621,735	13,764,495
Federal Aid	90,405	1,386,198	153,450	1,630,053
<b>Total Revenues</b>	<u>15,798,556</u>	<u>1,386,198</u>	<u>2,572,812</u>	<u>19,757,566</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	9,225,867	531,437	846,360	10,603,664
Support Services	6,871,552	696,759	331,839	7,900,150
Enterprise and Community	11,431	-	398,633	410,064
Capital Outlay:				
Support Services	152,460	-	-	152,460
Facilities Acquisition and	426,181	-	3,888,780	4,314,961
Debt Service:				
Principal	213,648	101,768	382,922	698,338
Interest and Fees	107,867	7,582	28,417	143,866
<b>Total Expenditures</b>	<u>17,009,006</u>	<u>1,337,546</u>	<u>5,876,951</u>	<u>24,223,503</u>
Excess (Deficiency) of Revenues				
Over Expenditures	(1,210,450)	48,652	(3,304,139)	(4,465,937)
<b>OTHER FINANCING SOURCES (USES)</b>				
Interfund Transfers In	15,000	-	-	15,000
Interfund Transfers Out	-	-	(15,000)	(15,000)
Proceeds from Lease Financing	922,843	-	-	922,843
<b>Total Other Financing Sources (Uses)</b>	<u>937,843</u>	<u>-</u>	<u>(15,000)</u>	<u>922,843</u>
Net Change in Fund Balance	(272,607)	48,652	(3,319,139)	(3,543,094)
Beginning Fund Balance -Previously Report	435,448	(582,795)	3,497,642	3,350,295
Prior Period Adjustment	(381,903)	547,642	38,893	204,632
<b>Ending Fund Balance</b>	<u>\$ (219,062)</u>	<u>\$ 13,499</u>	<u>\$ 217,396</u>	<u>\$ 11,833</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2024

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Net Changes in Fund Balances - Total Governmental Funds	\$(3,543,094)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets are allocated over their estimated useful lives as depreciation expense.	
Expenditures for capitalized assets	4,436,360
Less current year depreciation	(480,491)
Governmental funds report right to use lease payments as expenditures. However, in the Statement of Activities right to use lease payments are separated into interest expense related to the right to use liability and as a reduction in the right to use liability. The cost of the right to use assets are allocated over their estimated useful lives as amortization expense.	
Payments allocated to the reduction of right to use liability	101,768
Current year amortization expense	(107,421)
Revenues that do not meet the measurable and available criteria are not recognized in the current year in the governmental funds. In the Statement of Activities revenues are recognized when earned.	
Property Taxes	8,234
Grants and Contributions	145,209
Proceeds from tax anticipation notes are recognized as other financing sources in the governmental funds, but increases liabilities in the Statement of Net Position	(922,843)
Repayment of principal on long term debt are expenditures in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	
Retirement of principal is as follows:	
Bonds, loans and contracts	556,953
Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	
The items consist of:	
Net (increase)/decrease in accrued pension costs	915,757
Net (increase)/decrease in accrued interest expense	7,348
Net (increase)/decrease in accrued OPEB costs	(13,380)
Change in Net Position of Governmental Activities	<u>\$ 1,104,400</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

**Notes to the Basic Financial Statements**



# CORBETT SCHOOL DISTRICT NO. 39

MULTNOMAH COUNTY, OREGON

## NOTES TO THE BASIC FINANCIAL STATEMENTS

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Corbett School District No. 39 was organized under the provisions of Oregon Statutes pursuant to ORS Chapter 332 to operate elementary and secondary schools. The District is governed by a separately elected Board of Directors who approve of the administrative officials. The daily functioning of the District is under the supervision of the Superintendent. As required by generally accepted accounting principles, all activities of the District have been included in the basic financial statements.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The basic financial statements of Corbett School District No. 39 have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The more significant of the District's accounting policies are described below.

#### Reporting Entity

In determining the financial reporting entity, the Corbett School District No. 39 complies with Governmental Accounting Standards Board Statement 14 as amended, "The Financial Reporting Entity." The criteria for including organizations as component units within the District's reporting entity, include whether 1) the organization is legally separate (can sue and be sued in their name); 2) the District holds the corporate powers of the organization; 3) the District appoints a voting majority of the organization's board; 4) the District can impose its will on the organization; 5) the organization has the potential to impose a financial benefit/burden on the District; and 6) there is fiscal dependency by the organization on the District. Based on the aforementioned criteria, the Corbett School District No. 39 has no component units.

#### Basis of Presentation

*Government-wide Statements:* The statement of net position and the statement of activities display information about the District as a whole. These statements include the financial activities of the overall District with most of the inter-fund activities removed to minimize the double counting of internal activities. Governmental activities include programs supported primarily by taxes, state school support payments, grants, and other intergovernmental revenues. The District has no business-type activities that rely, to a significant extent, on fees and charges for support. The District also reports no fiduciary activities.

The statement of activities demonstrates the degree to which direct expenses of a given function are offset by program revenues. Direct expenses are those that are specifically associated with a program of function and, therefore, are identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Basis of Presentation (Continued.)

*Fund Financial Statements:* During the fiscal year, the District segregates transactions related to school district functions or activities in separate funds to aid financial management and to demonstrate legal compliance. The fund financial statements provide information about the District's funds.

The fund financial statements provide reports on the financial condition and results of operations for governmental activities. Major individual governmental funds are reported as separate columns in the fund financial statements.

The District reports the following major governmental funds:

General Fund - The General Fund is the main operating fund of the District. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund. This fund accounts for all general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund. General Fund expenditures are categorized by "Instruction" which is the direct teaching of students or the interaction between teacher and students. "Support Services" covers all the support activities for students, teachers, and facilities. Major activities in support services are transportation, maintenance of facilities (i.e., heating, phones, electricity, cleaning,) administration, counseling for students, and technology support.

Federal Funds – The Federal Funds account for the proceeds and expenditures of federally funded programs.

OCSIM Match Grant Fund - This fund accounts for the proceeds and expenditures of the District's Oregon School Capital Improvement Matching (OSCIM) grant, which provides matching grants to districts that pass a local general obligation bond.

GO Bond 2021 Fund - This fund accounts for the proceeds and expenditures of the District's General Obligation Bonds, Series 2021, issued for the construction and remodel of school facilities and the refinancing of a full faith and credit borrowing from 2020.

Full Faith and Credit Fund - This fund accounts for the proceeds and expenditures of the District's Full Faith and Credit borrowing from prior years, and any future designated full and faith and credit arrangements.

In addition, the District maintains the Food Service Fund, Student Investment Account Fund, Student Activities Fund, Energy Projects Fund, and the GO Bond Debt Service Fund.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; the basis of accounting refers to when transactions are recognized in the financial records and reported on the financial statements. The basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net position and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized when the liability is incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or within sixty days after year end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt which are reported when due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

The revenues susceptible to accrual are property taxes, charges for services, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received, as they are deemed immaterial. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when the revenue recognition is met or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

The District's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities as well as disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Budgeting

The District budgets all funds as required by state law. The District budgets for all funds on a modified accrual basis. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. Total expenditures are controlled by annual appropriations at the following organizational levels: instruction, support services, community services, facilities acquisition and construction, and other expenditures. Appropriations lapse as of the fiscal year-end. A detailed budget document is required that contains more detailed information for the above-mentioned expenditure categories.

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY, OREGON

### NOTES TO THE BASIC FINANCIAL STATEMENTS

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#### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Unexpected additional resources may be added to the budget with a supplemental budget and appropriations resolution. A supplemental budget may require hearings before the public, publications in newspapers, and approval by the District Board of Directors. Original and supplemental budgets may be modified using appropriations transfers between the levels of control. Such transfers require approval by the District Board of Directors.

#### **Cash and Investments**

For purposes of the statement of cash flows, cash and cash equivalents include cash on hand, checking, savings and money market accounts, and any short-term, highly liquid investments with initial maturity dates of three months or less.

The District has adopted an investment policy requiring compliance with Oregon statutes, which authorizes the District to invest in obligations of the United States, the agencies and instrumentalities of the United States and the State of Oregon, and numerous other investment instruments.

The District's investments may consist of time certificates of deposit, banker's acceptances, commercial paper, U.S. Government Agency securities, and the State of Oregon Treasurer's Local Government Investment Pool (LGIP). The District's investments are reported at fair value at year-end. Changes in the fair value of investments are recorded as investment earnings. The LGIP is stated at cost, which approximates fair value. The fair value of the LGIP is the same as the District's value in the pool shares.

The Oregon State Treasury administers the LGIP. It is an open-ended, non-load diversified portfolio offered to any agency, political subdivision, or public corporation of the State that by law is made the custodian of, or has control of, any fund. LGIP is included in the Oregon Short-Term Fund (OSTF) which was established by the State Treasurer. In seeking to best serve local governments of Oregon, the Oregon legislature established the Oregon Short-Term Fund Board. The purpose of the Board is to advise the Oregon State Treasury on the management and investment options of the LGIP.

#### **Receivables**

Amounts due from individuals, organizations or other governmental units are recorded as receivables at year-end. These amounts include charges for services rendered, or for goods and material provided by the District. All receivables are expected to be collected. Accordingly, receivables are reported at the gross amount without an allowance for uncollectible accounts.

Receivables are also recognized for property taxes and intergovernmental grants. Property taxes receivable consist of uncollected taxes levied and payable at the end of the fiscal year. All taxes are considered collectible. Consequently, no allowance for uncollectible taxes has been established. In the governmental fund financial statements, property taxes not collected within sixty days of the end of the fiscal year are reported as a deferred inflow or resources.

Intergovernmental grant reimbursement and entitlement amounts for which all eligibility requirements imposed by the provider have been met, but which were not received by the fiscal year end, are reported as accounts receivable.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Inventory

Food and supply inventories in the Food Service Fund are valued at cost determined by the FIFO method. Commodities inventory in the Food Service Fund is valued at estimated fair market value. Inventory is treated as being expended when used rather than when purchased. Inventories of non-food service supplies are not considered significant. The District records the cost of non-food service supplies as expenses and expenditures when purchased rather than when used.

Restricted Assets and Liabilities

Assets with use restricted to future bond payments and the related liability are segregated in the statements of net position.

Capital Assets

The District has established a formal system of accounting for its capital assets. Purchased or constructed capital assets are reported at cost, or estimated cost when original cost is not available. Donated capital assets are valued at their estimated fair market value on the date received. Maintenance and repairs of capital assets are not capitalized but rather are charged to expenditures in the governmental funds. The District does not possess any infrastructure. The capitalization threshold used by the District as recommended by the State of Oregon is \$5,000.

In the government-wide financial statements, all reported capital assets except for land and construction in progress are depreciated. Depreciation is computed using the straight-line method over the estimated useful lives as follows:

<u>Asset Class</u>	<u>Estimated Years of Useful Lives</u>
Buildings	20-50
Building Improvements	20-50
Land Improvements	15-25
Vehicles	10
Equipment	5-10

In the governmental fund financial statements, fixed assets are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Fixed assets are not capitalized, and related depreciation is not reported in the fund's financial statements.

Compensated Absences and Accrued Liabilities:

The liability for accrued vacation benefits reported in the government-wide statements consists of unpaid, accumulated annual vacation. The early retirement liability has been calculated using the accrual method for benefit amounts due to former employees who currently are receiving early-termination benefits. Early retirement benefits are available to a limited number of employees each year.

All payables and accrued liabilities are reported on government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid on time and in full by current financial resources are reported as obligations of the funds.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Deferred Inflows/Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the District has only one item that qualifies for reporting in this category, deferred pension contributions.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of item that qualifies for reporting in this category, deferred earnings on pension assets. In the governmental funds' balance sheet, a different category of deferred inflow of resources, delinquent property tax revenue not available, is reported. Property taxes levied and considered receivable at the end of the fiscal year, but not collected within sixty days of the end of the fiscal year are reported in this category. These amounts are recognized as an inflow of resources (revenue) in the period that the amounts become available.

Long-Term Debt

All bonds, notes, and capital lease payable are recognized in the government-wide financial statements as liabilities of the District. Amounts of the long-term debt due within the following fiscal year are included in the current liabilities section of the Statement of Net Position.

In the governmental fund financial statements, proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources. Principal and interest payments on long-term debt are recorded as debt service in the expenditure section of the statement and schedules.

Equity Classifications

*Government-wide Statements*

Equity is classified as net position, which represents the difference between assets, liabilities, and deferred accounts. Net position is displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantor, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The District's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Equity Classifications (Continued.)

*Governmental Fund Financial Statements*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- A. Nonspendable: This classification includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- B. Restricted: This classification includes fund balance amounts that are constrained for specific purposes that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.
- C. Committed: This classification includes fund balance amounts that are constrained for specific purpose that are internally imposed by the government through resolution of the highest level of decision-making authority, the District Board, and does not lapse at year-end.
- D. Assigned: This classification includes fund balance amounts that are intended to be used for specific purposes that are neither restricted nor committed. This intent can be expressed by the District Board or through the District Board delegating this responsibility to selected staff members or through the budgetary process.
- E. Unassigned: This classification includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories, and negative fund balances of other governmental funds.

The District's policy is to use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise but reserves the right to selectively spend unassigned resources first to defer the use of the constrained fund balances.

Property Taxes

Real and personal property taxes are attached as an enforceable lien on property as of January 1. All taxes are levied as of the lien date and are payable in three installments on November 15, February 15, and May 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

Uncollected property taxes are recorded on the statement of net position. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectable taxes has been established. All property taxes receivable is due from property owners within the District.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Interfund Transactions

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers in the fund financial statements. For the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement Fund (OPERF) and the Oregon Public Service Retirement Plan (OPSRP) and additions to/deductions from OPERF's and OPSRP's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## CORBETT SCHOOL DISTRICT NO. 39

MULTNOMAH COUNTY, OREGON

### NOTES TO THE BASIC FINANCIAL STATEMENTS

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#### CASH AND INVESTMENTS:

For a discussion of deposit and investment policies and other related information, see the Cash and Investments note under the Summary of Significant Accounting Policies.

The District follows the practice of aggregating the cash assets of various funds to maximize cash management efficiency and returns. Various restrictions on deposits and investments are imposed by state statutes. These restrictions are summarized in the Cash and Investments note under the Summary of Significant Accounting Policies.

Investments, including amounts held in pool cash and investments, are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, Accounting and Financial Reporting for Certain Investments and External Investment Pools, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. Fair value is determined at the quoted market prices, if available; otherwise, the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

Deposits - All cash is deposited in compliance with Oregon statutes. The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. FDIC insurance of \$250,000 applies to the deposits in each depository. ORS 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Oregon Public Funds Collateralization Program (PFCP). Where balances continually exceed \$250,000, ORS 295 requires the depositor to verify that deposit accounts are only maintained at financial institutions on the list of qualified depositories found on the state treasurer's website.

*Custodial Credit Risk for Deposits* - Custodial credit risk for deposits exists when, in the event of a depository failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk.

As of June 30, 2024, the reported amount of the District's deposits was \$410,409, the bank balance was \$834,823. Of the bank balance, the entire amount was insured by the FDIC or covered by the collateral held in a multiple financial institutions collateral pool administered by the Oregon State Treasurer.

Investments - Oregon statutes authorize the District to invest in obligations of the U.S. Treasury and U.S. agencies, banker's acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the Local Governmental Investment Pool. The District has no credit risk policy or investment policy that would further limit its investment choices.

*Credit Risk* - Credit risk exists when there is a possibility the issuer or other counterparty to an investment may be unable to fulfill its obligations. As of June 30, 2024, the District's investment in the Oregon State Treasurer's Local Government Investment Pool (LGIP) was unrated.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**CASH AND INVESTMENTS - Continued**

On June 30, 2024, the District's investments in financial institutions are as follows:

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Credit Rating</u>
Oregon State Treasurer's Local Government Investment Pool (LGIP)	\$ 2,122,670	N/A
Total Investments	<u>\$ 2,122,670</u>	

*Concentration of Credit Risk* - An increased risk of loss occurs as more investments are acquired from one issuer. This results in a *concentration of credit risk*. The District places no limit on the amount that may be invested in any one issuer. More than 5 percent of the District's investments are in the Oregon State Treasurer's Local Government Investment Pool (LGIP). This investment is 100% of the District's total investment.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**CAPITAL ASSETS AND INTANGIBLE ASSETS:**

The following is a summary of capital and intangible asset activity for the fiscal year ended June 30, 2024:

Governmental Activities	Beginning Balances July 1, 2023	Additions	Deletions	Ending Balances June 30, 2024
Assets Not Being Depreciated:				
Land	\$ 598,785	\$ -	\$ -	\$ 598,785
Construction in Progress	3,381,837	-	3,381,837	-
<b>Total Assets Not Being Depreciated</b>	<b>3,980,622</b>	<b>-</b>	<b>3,381,837</b>	<b>598,785</b>
Assets Being Depreciated:				
Building & improvements	12,817,813	7,666,406	-	20,484,219
Equipment	326,744	28,218	-	354,962
Vehicles	1,888,109	295,241	-	2,183,350
<b>Total Depreciable Assets</b>	<b>15,032,666</b>	<b>7,989,865</b>	<b>-</b>	<b>23,022,531</b>
Less Accumulated Depreciation:				
Building & improvements	6,245,774	375,645	-	6,621,419
Equipment	245,790	9,949	-	255,739
Vehicles	925,640	94,897	-	1,020,537
<b>Total Accumulated Depreciation</b>	<b>7,417,204</b>	<b>480,491</b>	<b>-</b>	<b>7,897,695</b>
<b>Capital Assets Being Depreciated, Net</b>	<b>7,615,462</b>	<b>7,509,374</b>	<b>-</b>	<b>15,124,836</b>
<b>Total Governmental Activities -     Net Value of Capital Assets</b>	<b><u>\$ 11,596,084</u></b>	<b><u>\$ 7,509,374</u></b>	<b><u>\$ 3,381,837</u></b>	<b><u>\$ 15,723,621</u></b>

Depreciation Expense was Charged to Governmental Functions as Follows:

Instruction	\$ 365,615
Support Services	113,949
Enterprise and Community Services	927
<b>Total Depreciation Expense</b>	<b><u>\$ 480,491</u></b>

	Beginning Balances July 1, 2023	Additions	Deletions	Ending Balances June 30, 2024
Intangible Assets being Amortized:				
Right to Use Assets	\$ 429,682	\$ -		\$ 429,682
Less: Accumulated Amortization	(44,759)	(107,421)	-	(152,180)
<b>Net Value of Intangible Assets</b>	<b><u>\$ 384,923</u></b>	<b><u>\$ (107,421)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 277,502</u></b>

Amortization Expense was Charged to Governmental Functions as Follows:

Instruction	\$ 107,421
<b>Total Amortization Expense</b>	<b><u>\$ 107,421</u></b>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**LONG-TERM LIABILITIES OTHER THAN OPEB AND PENSIONS:**

A summary of debt transactions for the year ended June 30, 2024, is as follows:

Leases Payable

For the year ended June 30, 2024, the financial statements include the adoption of GASB Statement No. 87, Leases. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. For additional information, refer to the disclosure below.

On February 1, 2023, Corbett School District entered into a 48-month lease as Lessee for the right of use of the Corbett Commons office space. An initial lease liability was recorded for \$420,683. As of June 30, 2024, the amount of the lease liability is \$286,747. Corbett School District is required to make variable monthly payments of \$9,000-9,934. The lease has an imputed interest rate of 2.275%. The estimated useful life was 48 months as of the contract commencement. The value of the right to use asset as of June 30, 2024, is \$429,683 with accumulated amortization of \$107,421 as reflected in the capital assets table found above.

Governmental Activities:

	Beginning Balance July 1, 2023	Additions	Reductions	Ending Balance June 30, 2024
Corbett Commons Lease	<u>\$ 388,515</u>	<u>\$ -</u>	<u>\$ 101,768</u>	<u>\$ 286,747</u>

Principal and Interest Requirements to Maturity:

Fiscal Year Ended June 30,	Principal Payments	Interest Payments	Total Payments
2025	\$ 106,877	\$ 5,209	\$ 112,086
2026	112,171	2,717	114,888
2027	67,699	387	68,086
Totals	<u>\$ 286,747</u>	<u>\$ 8,313</u>	<u>\$ 295,060</u>

Bonds Payable

2012B OSBA FlexFund (QSCB) - On February 7, 2012, the District entered into a financing agreement as part of the Oregon School Board Association's FlexFund Program to accept \$1,000,000 of Qualified School Construction Bonds (QSCB) proceeds from the Bank of New York Mellon Trust Company, NA. The proceeds were to remodel the Springdale School. While the agreement has an interest rate of 4.625%, the QSCBs allow the District to be eligible to receive subsidy payments to offset the related interest payments. In addition to interest payments, payable semi-annually on December 30 and June 30, the agreement requires the District to deposit amounts into a trust account every June 30 to make the principal payment at June 30, 2030 maturity. The deposits, held at the Bank of New York Mellon Trust Company, NA, had a fair value of \$650,211 at June 30, 2024 and are restricted to retire the debt.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**LONG-TERM DEBT - Continued**

2012C OSBA FlexFund - On October 30, 2012, the District entered into a financing agreement as part of the Oregon School Board Association's FlexFund Program to accept \$650,000 of bond proceeds from the Bank of New York Mellon Trust Company, NA at interest rates between 0.50% and 4.00%. The proceeds were to remodel the Springdale School.

2021 GO Bond - On April 15, 2021, the District entered into a financing agreement with BciCapital, Inc. to issue a direct placement general obligation bond for \$4,000,000 with an interest rate of 1.68%. The proceeds are to be used to construct, renovate, improve, furnish, and equip the District's facilities and site improvements and refinance other long-term debt.

Notes and Contracts Payable

2011 SELP Loan - On November 4, 2011, the District entered into a loan agreement with the State of Oregon Department of Energy through their Small-Scale Local Energy Loan Program (SELP) for \$583,136 with an interest rate of 3.50%. The proceeds from the loan are to make energy efficient updates throughout the District.

2018 Santander Financing - In October 2018, the District entered into an agreement with Santander Bank to finance the purchase of one 2018 Chevy School Bus, which serves as collateral for the debt, in the amount of \$74,693 with an interest rate of 3.95%.

2019 Santander Financing - In March 2019, the District entered into an agreement with Santander Bank to finance the purchase of one 2019 Bluebird Bus, which serves as collateral for the debt, in the amount of \$111,354 with an interest rate of 3.75%.

2019 Mershon Land Contract - On November 21, 2019, the District entered into a contract to purchase land with Jefferey and Cynthia Mershon in the amount of \$100,000 with an interest rate of 1.28%.

2020 Santander Financing 1 - In March 2020, the District entered into an agreement with Santander Bank to finance the purchase of one 2021 Bluebird Bus, which serves as collateral for the debt, in the amount of \$111,694 with an interest rate of 2.68%.

2020 Santander Financing 2 - In December 2020, the District entered into an agreement with Santander Bank to finance the purchase of one 2022 Bluebird Bus, which serves as collateral for the debt, in the amount of \$128,290 with an interest rate of 2.44%.

2022 Santander Financing - In December 2021, the District entered into an agreement with Santander Bank to finance the purchase of one 2023 Bluebird Bus, which serves as collateral for the debt, in the amount of \$129,898 with an interest rate of 2.58%.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**LONG-TERM DEBT - Continued**

The following is a schedule of transactions during the year:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Principal Paid</u>	<u>Interest Paid</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Bonds Payable						
2012B OSBA FlexFund (QSCB)	\$ 1,000,000	\$ -	\$ -	\$ 46,500	\$ 1,000,000	\$ -
2012C OSBA FlexFund	335,000	-	30,000	12,550	305,000	35,000
2021 GO Bond	3,390,000	-	355,000	56,952	3,035,000	373,000
Total Bonds Payable	<u>4,725,000</u>	<u>-</u>	<u>385,000</u>	<u>116,002</u>	<u>4,340,000</u>	<u>408,000</u>
Loans and Contracts Payable						
2011 SELP Loan	174,602	-	44,597	5,419	130,005	46,197
2019 Santander Financing	49,914	-	16,029	1,872	33,885	16,630
2019 Mershon Land Contract	25,479	-	25,479	326	-	-
2020 Santander Financing 1	49,207	-	15,970	1,319	33,237	16,399
2020 Santander Financing 2	61,290	-	14,774	1,495	46,516	15,134
2022 Santander Financing	93,024	-	17,652	2,397	75,372	18,107
2023 Santander Financing	-	171,668	37,452	794	134,216	30,932
Total Loans and Contracts Payable	<u>453,516</u>	<u>171,668</u>	<u>171,953</u>	<u>13,622</u>	<u>453,231</u>	<u>143,399</u>
Total Long-Term Debt	<u>\$ 5,178,516</u>	<u>\$ 171,668</u>	<u>\$ 556,953</u>	<u>\$ 129,624</u>	<u>\$ 4,793,231</u>	<u>\$ 551,399</u>

The future debt service requirements on the above debt are as follows:

Bonds Payable:

Due Fiscal Year	Principal	Interest	Total
<u>Ending June 30,</u>			
2025	\$ 408,000	\$ 108,988	\$ 516,988
2026	427,000	101,497	528,497
2027	447,000	93,686	540,686
2028	467,000	85,539	552,539
2029	493,000	77,056	570,056
2030 - 2034	2,098,000	81,412	2,179,412
Total	<u>\$ 4,340,000</u>	<u>\$ 548,178</u>	<u>\$ 4,888,178</u>

Loans and Contracts Payable:

Due Fiscal Year	Principal	Interest	Total
<u>Ending June 30,</u>			
2025	\$ 143,399	\$ 9,057	\$ 152,456
2026	148,629	5,513	154,142
2027	105,295	1,905	107,200
2028	55,908	509	56,417
2029	-	-	-
Total	<u>\$ 453,231</u>	<u>\$ 16,984</u>	<u>\$ 470,215</u>

The District has no unused lines of credit. The District has pledged certain assets as collateral for their debt.

For further details on debt service, see the 'Schedule of Long-Term Debt Transactions' in the Other Information section of this report.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**PENSION PLAN:**

Corbett School District No. 39 offers various retirement plans to qualified employees as described below.

Name of Pension Plan

Corbett School District No. 39 participates with other state agencies in the Oregon Public Employees Retirement System (OPERS) which is a cost-sharing multiple-employer defined benefit pension plan.

Description of Benefit Terms

*Plan Benefits*

OPERS is administered in accordance with Oregon Revised Statutes (ORS) Chapter 238, Chapter 238A, and Internal Revenue Code Section 401(a). The Oregon Legislature has delegated authority to the Public Employees Retirement Board (PERS Board) to administer and manage the System.

**1. Tier One/Tier Two Retirement Benefit (Chapter 238).** OPERS is a defined benefit pension plan that provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and their beneficiaries. Benefits are established by state statute. This defined benefit pension plan portion of OPERS is closed to new members hired on or after August 29, 2003.

*Pension Benefits*

The OPERS retirement allowance is payable monthly for life. Members may select from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years, or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

## CORBETT SCHOOL DISTRICT NO. 39

### MULTNOMAH COUNTY, OREGON

## NOTES TO THE BASIC FINANCIAL STATEMENTS

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### PENSION PLAN - Continued

During the 2019 Legislative session, Senate Bill 1049 was approved and signed into law by the governor. Under Senate Bill 1049, several components of the bill have significantly impacted the System, and the bill continues to be implemented.

1. Employer Programs Project (effective July 1, 2019): established the Employer Incentive Fund (EIF) Program, which allows eligible employers to receive matching funds if they apply and make a qualifying deposit into a side account.
2. Salary Limit Project: A new limitation on subject final average salary used for PERS benefit calculations and contributions is used to determine member IAP contributions, employer contributions to fund the pension program, and the Final Average Salary (FAS) used in calculating retirement benefits under formula methods was added, (\$225,533 as of January 1, 2023). This amount is indexed annually to the Consumer Price Index (CPI).
3. Work After Retirement Project (effective January 1, 2020): The 1,039-hour Work After Retirement limit for all PERS retirees is removed for calendar years 2020 through 2024. If a member retires on or after normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations. If a member retires earlier than normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations if the date of their employment is more than six months after their retirement date.
4. Member Redirect Project (effective July 1, 2020): For all currently employed Tier One/Tier Two and OPSRP members earning \$3,570/month in House Bill 2906 as of June 2023), a portion of their 6 percent monthly IAP contributions will be redirected to an "Employee Pension Stability Account." The Employee Pension Stability Account will be used to pay for part of the member's future pension benefit.
  - Tier One/Tier Two members: 2.5 percent of each member's IAP contribution amount, currently contributed to the IAP, (whether paid by the member or employer) will start going into an Employee Pension Stability Account (EPSA). The remainder will continue to go to the member's existing IAP account.
  - Members may voluntarily choose to make additional after-tax contributions into their IAP account to make a full, 6 percent contribution to the IAP.
5. Member Choice Project (effective January 1, 2021): IAP accounts are currently invested in Target-Date Funds based on a member's birth year. Beginning in 2021, members may choose to invest their IAP balance in a fund that is more reflective of their risk tolerance than the default based on their age.
6. Additionally, the Legislature directed the PERS Board to enact a one-time re-amortization of Tier 1/Tier 2 UAL over 22 years. This means that, effective with the December 31, 2019 rate-setting valuation, the entire unamortized Tier 1/Tier 2 UAL for each rate pool and independent employer will be re-amortized over a 22 year period as a level percentage of projected future payroll.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**PENSION PLAN - Continued**

*Death Benefits*

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by an OPERS employer at the time of death,
- the member died within 120 days after termination of OPERS-covered employment,
- the member died as a result of injury sustained while employed in an OPERS-covered job, or
- the member was on an official leave of absence from an OPERS-covered job at the time of death.

*Disability Benefits*

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including OPERS judge members) for disability benefits regardless of the length of OPERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

*Benefit Changes After Retirement*

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments.

Under ORS 238.360, monthly benefits are adjusted annually through cost-of-living adjustments (COLA). The COLA is capped at 2.0.

**2. OPSRP Defined Benefit Pension Program (OPSRP DB).** The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003.

*Pension Benefits*

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

## CORBETT SCHOOL DISTRICT NO. 39

### MULTNOMAH COUNTY, OREGON

## NOTES TO THE BASIC FINANCIAL STATEMENTS

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### **PENSION PLAN - Continued**

During the 2019 Legislative session, Senate Bill 1049 was approved and signed into law by the governor. Under Senate Bill 1049, several components of the bill have significantly impacted the System, and the bill continues to be implemented.

1. Employer Programs Project (effective July 1, 2019): established the Employer Incentive Fund (EIF) Program, which allows eligible employers to receive matching funds if they apply and make a qualifying deposit into a side account.
2. Salary Limit Project: A new limitation on subject final average salary used for PERS benefit calculations and contributions is used to determine member IAP contributions, employer contributions to fund the pension program, and the Final Average Salary (FAS) used in calculating retirement benefits under formula methods was added (\$225,533 as of January 1, 2023). This amount will be indexed annually to the Consumer Price Index (CPI).
3. Work After Retirement Project (effective January 1, 2020): The 1,039-hour Work After Retirement limit for all PERS retirees is removed for calendar years 2020 through 2024. If a member retires on or after normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations. If a member retires earlier than normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations if the date of their employment is more than six months after their retirement date.
4. Member Redirect Project (effective July 1, 2020): For all currently employed Tier One/Tier Two and OPSRP members earning \$3,570/month in House Bill 2906 as of June 2023), a portion of their 6 percent monthly IAP contributions will be redirected to an "Employee Pension Stability Account." The Employee Pension Stability Account will be used to pay for part of the member's future pension benefit.
  - OPSRP members: 0.75 percent of each member's contribution, currently contributed to the IAP, (whether paid by the member or employer) will start going into their EPSA. The remaining 5.25 percent of the members contribution will continue to go to the member's existing IAP account.
  - Members may voluntarily choose to make additional after-tax contributions into their IAP account to make a full, 6 percent contribution to the IAP.
5. Member Choice Project (effective January 1, 2021): IAP accounts are currently invested in Target-Date Funds based on a member's birth year. Beginning in 2021, members may choose to invest their IAP balance in a fund that is more reflective of their risk tolerance than the default based on their age.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**PENSION PLAN - Continued**

*Death Benefits*

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

*Disability Benefits*

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

**3. Individual Account Program (IAP).**

*Benefit Terms*

The IAP is an individual account-based program under the PERS tax-qualified governmental plan as defined under ORS 238A.400.

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option.

*Death Benefits*

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

*Recordkeeping*

OPERS contracts with VOYA Financial to maintain IAP participant records.

**4. Postemployment Healthcare Benefits.**

ORS 238.420 established the Retirement Health Insurance Account (RHIA) and authorizes a payment of up to \$60 from RHIA toward the monthly cost of health insurance for eligible PERS members. RHIA is a cost-sharing, multiple-employer OPEB plan for 897 participating employers. The plan was closed to new entrants hired on or after August 29, 2003.

To be eligible to receive this monthly payment toward the premium costs, the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan.

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY, OREGON

### NOTES TO THE BASIC FINANCIAL STATEMENTS

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#### **PENSION PLAN - Continued**

##### Description of Funding and Contributions for PERS Benefit Plans

OPERS' funding policy provides for periodic member and employer contributions at rates established by the Public Employees Retirement Board, subject to limits set in statute. Contributions for employers are recognized on the accrual basis of accounting. Employer contributions to OPERS are calculated based on creditable compensation for active members reported by employers. The rates established for member and employer contributions were approved based on the recommendations of the System's third-party actuary. The contribution rate for every employer has at least two major components; Normal Cost Rate and Unfunded Actuarial Liability (UAL) Rate.

The District's employer contributions for the year ended June 30, 2024 were \$2,593,123 excluding amounts to fund employer specific liabilities.

The contribution rates in effect for the period July 1, 2023 to June 30, 2025 are: Tier1/Tier2 – 27.87%, and OPSRP General Service – 25.03%.

##### *Member Contributions*

Beginning January 1, 2004, all member contributions, except for contributions by judge members, were placed in the OPSRP Individual Account Program (IAP). Prior to that date, all member contributions were credited to the Defined Benefit Pension Plan. Member contributions are set by statute at 6.0 salary and are remitted by participating employers. The contributions are either deducted from member salaries or paid by the employers on the members' behalf.

During FY 2023-2024, approximately \$85,418 in employee IAP contributions were paid or picked up by the District.

##### *Employer Contributions*

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and OPEB (Other Post Employment Benefit) Plans. Employer contribution rates during the period were based on the December 31, 2019, actuarial valuation, which became effective July 1, 2021. The state of Oregon and certain schools, community colleges, and political subdivisions have made supplemental unfunded actuarial liability payments, and their rates have been reduced. Effective January 1, 2020, Senate Bill 1049 required employers to pay contributions on re-employed PERS retirees' salary as if they were an active member, excluding IAP (6%) contributions. Re-employed retirees do not accrue additional benefits while they work after retirement.

For **Oregon PERS Defined Benefit Plans**, Effective July 1, 2021, the contribution rate for State Agencies was 20.36%, the State and Local Government Rate Pool 28.08%, Schools 27.54%, Cities 28.64% and Judiciary 24.56% of PERS-covered salaries.

For **Oregon PERS OPSRP Pension Program**, all OPERS employers with OPSRP Pension Program members are actuarially pooled and share the same contribution rate. The employer rates effective July 1, 2021 through June 30, 2023, are 10.33% for General Service employees, and 14.69% for Police and Fire employees of covered salaries. Each of these rates includes a component related to disability benefits for General Service and Police and Fire members.

Members of OPSRP are required to contribute 6.0% of their salary covered under the plan which is invested in the IAP. For employees in Tier One / Tier two, the Employer makes this contribution on behalf of its members.

For **Oregon PERS Postemployment Benefit Plans**, for the fiscal year ended June 30, 2023, PERS employers contributed 0.05% of PERS-covered salaries for Tier One and Tier Two members to fund the normal cost portion of RHIA benefits. No UAL rate was assigned for the RHIA program as it was funded at over 100% as of December 31, 2019. These rates were based on the December 31, 2019, actuarial valuation.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**PENSION PLAN - Continued**

Employer contributions are advance-funded on an actuarially determined basis. There is no inflation assumption for RHIA postemployment benefits because the payment amount is set by statute and is not adjusted for increases in healthcare costs.

For **OPSRP Pension Program**, all OPERS employers with OPSRP Pension Program members are actuarially pooled and share the same contribution rate. Each of these rates includes a component related to disability benefits for General Service and Police and Fire members.

Pension Plan CAFR/ ACFR

Oregon PERS produces an independently audited ACFR which can be found at:  
[www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

Actuarial Valuations

The employer contribution rates effective July 1, 2023, through June 30, 2025, were set using the Entry Age Normal actuarial cost method.

For the Tier One/Tier Two component of the OPERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years by ongoing Board policy. However, upon passage of Senate Bill 1049, the Legislature directed the PERS Board to enact a one-time re-amortization of Tier 1/Tier 2 UAL over 22 years. This means that, effective with the December 31, 2019 rate-setting valuation, the entire unamortized Tier 1/Tier 2 UAL for each rate pool and independent employer will be re-amortized over a 22 year period as a level percentage of projected future payroll.

For the OPSRP Pension Program component of the OPERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over the same period of years.

For the Postemployment Healthcare component, the RHIA plan fiduciary net position balance represents the program's accumulation of employer contributions and investment earnings less premium subsidies and administrative expenses. No UAL rate was assigned for the RHIA program as it was funded over 100% as of December 31, 2019. Typically, PERS employers contribute an actuarially determined percent of all PERS-covered salaries to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities being amortized over 10 years.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**PENSION PLAN - Continued**

Actuarial Methods and Assumptions Used in Developing Total Pension Liability

<b>Actuarial Methods and Assumptions Used in Developing Total Pension Liability:</b>	
Valuation Date	December 31, 2021
Measurement Date	June 30, 2023
Experience Study	2020, published July 20, 2021
Actuarial assumptions:	
Actuarial cost method	Entry Age Normal
Inflation rate	2.40 percent
Long-term expected rate of return	6.90 percent
Discount rate	6.90 percent
Projected salary increases	3.40 percent
Cost of living adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision; blend based on service.
Mortality	<p><b>Healthy retirees and beneficiaries:</b> Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Active members:</b> Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Disabled retirees:</b> Pub-2010 Disable Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2020 Experience Study which reviewed experience for the four-year period ending on July 20, 2021.

*Discount Rate*

The discount rate used to measure the total pension liability was 6.90 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**PENSION PLAN - Continued**

*Depletion Date Projection*

GASB 67 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan’s Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 67 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 67 (paragraph 43) does allow for alternative evaluations of projected solvency if such an evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for OPERS:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 67 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan’s funded position.

Based on these circumstances, it is our independent actuary’s opinion that the detailed depletion date projections outlined in GASB 67 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

*OIC Target and Actual Investment Allocation as of June 30, 2023*

<u>Asset Class/Strategy</u>	<u>OIC Policy Range</u>	<u>OIC Target Allocation</u>	<u>Asset Class/Strategy</u>	<u>Actual Allocation<sup>2</sup></u>
Debt Securities	22.0% - 30.0%	25.0%	Debt Securities	20.0%
Public Equity	22.5% - 32.5%	27.5%	Public Equity	23.3%
Real Estate	9.0% - 16.5%	12.5%	Real estate	13.6%
Private Equity	17.5% - 27.5%	20.0%	Private Equity	26.5%
Real Assets	2.5% - 10.0%	7.5%	Real Assets	9.1%
Diversifying Strategies	2.5% - 10.0%	7.5%	Diversifying Strategies	5.0%
Opportunity Portfolio <sup>1</sup>	0.0% - 5.0%	0.0%	Opportunity Portfolio	2.5%
Total		<u>100%</u>	Total	<u>100%</u>

<sup>1</sup>Opportunity Portfolio is an investment strategy. Up to 5% of total Fund assets may be invested in it.

<sup>2</sup>The target allocation of Debt Securities is increased by 5% and Public Equity is reduced by 2.5% from FY2022, and the allocation to Risk Parity is eliminated.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**PENSION PLAN - Continued**

*Long-Term Expected Rate of Return*

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in January 2023 the Oregon PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. The table below shows Milliman’s assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown below.

<u>Long Term Expected Rate of Return<sup>1</sup></u>	Annual	20-Year	Annual	
Asset Class	Target Allocation	Arithmetic Return <sup>2</sup>	Annualized Geometric Mean	Standard Deviation
Global Equity	27.50%	8.57%	7.07%	17.99%
Private Equity	25.50%	12.89%	8.83%	30.00%
Core Fixed Income	25.00%	4.59%	4.50%	4.22%
Real Estate	12.25%	6.90%	5.83%	15.13%
Master Limited Partnerships	0.75%	9.41%	6.02%	27.04%
Infrastructure	1.50%	7.88%	6.51%	17.11%
Hedge Fund of Funds - Multistrategy	1.25%	6.81%	6.27%	9.04%
Hedge Fund Equity - Hedge	0.63%	7.39%	6.48%	12.04%
Hedge Fund - Macro	5.62%	5.44%	4.83%	7.49%
<b>Assumed Inflation - Mean</b>			<b>2.35%</b>	<b>1.41%</b>

<sup>1</sup>Based on the Oregon Investment Council’s (OIC) Statement of Investment Objectives and Policy Framework for the Oregon Public Employees Retirement Fund, including revisions adopted at the OIC meeting on January 25, 2023.

<sup>2</sup>The arithmetic mean is a component that goes into calculating the geometric mean. Expected rates of return are presented using the geometric mean, which the Board uses in setting the discount rate.

Sensitivity Analysis

The following presents the employer’s proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the employer’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate:

Discount Rate	1% Decrease 5.90%	Discount Rate 6.90%	1% Increase 7.90%
Employer's proportionate share of the net pension liability	\$ 20,476,780	\$ 12,396,558	\$ 5,634,269

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**PENSION PLAN - Continued**

Changes Since Last Valuation

A summary of key changes implemented after the December 31, 2021 valuation, which was used in the 2023 PERS ACFR. Changes are described briefly below. Additional detail and a comprehensive list of changes in methods and assumptions can be found in the 2020 Experience Study for the System, which was published on July 20, 2021, which can be found at: [2020-Experience-Study.pdf \(oregon.gov\)](#)

Changes in Actuarial Methods and Allocation Procedures

An adjustment was added to the side account amortization calculations and Pre-SLGRP liability and surplus calculations to reflect the delay between when a rate is calculated and when it takes effect.

The timing of the amortization period for Pre-SLGRP liabilities and surpluses for SLGRP employers was revised to align the biennial rate-setting cycle.

Changes in Assumptions

The merit/longevity component assumption of individual member salary increases were updated for all groups, including adding a select assumption of an additional 2% for all members for two years.

The mortality improvement projection scale applied to all groups is based on 60-year unisex average mortality improvements by age. The assumption was updated to reflect the most recent publicly available data at the time of the latest experience study.

Termination, disability and retirement rates were updated for some groups to more closely match observed and anticipated future experience.

Assumptions for unused sick leave and vacation pay were updated.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**PENSION PLAN - Continued**

Mortality Rates

A summary of the current assumed mortality rates and recommended changes is shown below:

<b>Assumption</b>	<b>Recommended December 31, 2020 and 2021 Valuations</b>	<b>Recommended December 31, 2022 and 2023 Valuations</b>
<b>Healthy Annuitant Mortality</b>	<b>Pub-2010 Healthy Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>	<b>Pub-2010 Healthy Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>
School District male	Blend 80% Teachers and 20% General Employees, no set back	No change
Other General Service male (and male beneficiary)	General Employees, set back 12 months	No change
Police & Fire male	Public Safety, no set back	No change
School District female	Teachers, no set back	No change
Other female (and female beneficiary)	General Employees, no set back	No change
Police & Fire female	Public Safety, set back 12 months	No change
<b>Disabled Retiree Mortality</b>	<b>Pub-2010 Disabled Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>	<b>Pub-2010 Disabled Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>
Police & Fire male	Blended 50% Public Safety, 50% Non-Safety, no set back	No change
Other General Service male	Non-Safety, set forward 24 months	No change
Police & Fire female	Blended 50% Public Safety, 50% Non-Safety, no set back	No change
Other General Service female	Non-Safety, set forward 12 months	No change
<b>Non-Annuitant Mortality</b>	<b>Pub-2010 Employee, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>	<b>Pub-2010 Employee, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>
School District male	125% of same table and set back as Non-Disabled Annuitant assumption	No change
Other General Service male	115% of same table and set back as Non-Disabled Annuitant assumption	No change
Police & Fire male	100% of same table and set back as Non-Disabled Annuitant assumption	125% of same table and set back as Non-Disabled Annuitant assumption
School District female	100% of same table and set back as Non-Disabled Annuitant assumption	No change
Other General Service female	125% of same table and set back as Non-Disabled Annuitant assumption	No change
Police & Fire female	100% of same table and set back as Non-Disabled Annuitant assumption	No change

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**PENSION PLAN - Continued**

Changes Subsequent to the Measurement Date

There were no changes subsequent to the measurement date, that we are aware of.

*Deferred Items*

Deferred items are calculated at the system-wide level and are allocated to employers based on their proportionate share. For the measurement period ending June 30, 2023, employers will report the following deferred items:

- A difference between expected and actual experience, which is being amortized over the remaining service lives of all plan participants, including retirees. One year of this amortization is included in the employer's total pension expense for the measurement period.

Employer Contributions

OPERS includes accrued contributions when due pursuant to legal requirements, as of June 30 in its Statement of Changes in Fiduciary Net Position.

Beginning with fiscal year 2016, OPERS will be able to report cash contributions and UAL side account amortization by employer and will publish this information on the OPERS Website. Prior to fiscal year 2016, contributions to the OPSRP Defined Benefit plan were not accounted for by employer, as all employers were pooled for actuarial purposes.

Elements of Changes in Net Position

This information can be found in the Schedule of Changes in Net Pension Liability found on page 96, of the June 30, 2023, Oregon PERS ACFR. [www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

*Pension Liabilities/(Assets), Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions*

At June 30, 2024, the employer reported a liability of \$12,396,558 for its proportionate share of the net pension liability. The net pension liability/(asset) was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The employer's proportion of the net pension liability was based on a projection of the employer's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**PENSION PLAN - Continued**

At June 30, 2023, the employer’s proportion was 0.06618315%.

For the year ended June 30, 2024, the employer recognized pension expense of \$1,696,288. As of June 30, 2023, the employer reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 606,230	\$ 49,153
Changes of assumptions	1,101,237	8,211
Net difference between projected and actual earnings on investments	222,817	-
Changes in proportionate share	112,241	989,038
Differences between employer contributions and employer's proportionate share of system contributions	<u>396,835</u>	<u>620,651</u>
Total Deferred Outflows/Inflows (prior to post-measurement date contributions)	2,439,360	1,667,053
Post-measurement date contributions	2,593,124	N/A
Post-measurement date contributions - PERS Side Account	<u>-</u>	<u>N/A</u>
Total Deferred Outflows/(Inflows) of Resources	<u>\$ 5,032,484</u>	<u>\$ 1,667,053</u>
Net Deferred Outflows/(Inflows) of Resources prior to post-measurement date contributions		<u>\$ 772,307</u>

Contributions of \$2,593,124 for PERS defined benefits, were made subsequent to the measurement date, but prior to the end of the District’s reporting period. These contributions, which are reported as deferred outflows of resources related to pensions, will be included as a reduction of the net pension liability in next fiscal year.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense/(income) as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflows/(Inflows) of Resources (prior to post-measurement date contributions)</u>
1st Fiscal Year	\$ (104,015)
2nd Fiscal Year	(549,327)
3rd Fiscal Year	1,047,697
4th Fiscal Year	329,797
5th Fiscal Year	<u>48,155</u>
Total	<u>\$ 772,307</u>

## CORBETT SCHOOL DISTRICT NO. 39

MULTNOMAH COUNTY, OREGON

### NOTES TO THE BASIC FINANCIAL STATEMENTS

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#### **OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA:**

##### ***Oregon Public Employees Retirement Systems' (OPERS) Retiree Health Insurance Account (RHIA)***

#### Plan Description

The District contributes to the Oregon Public Employees Retirement Systems' (OPERS) Retiree Health Insurance Account (RHIA), a cost-sharing multiple-employer defined benefit post-employment healthcare plan administered by the Oregon Public Employees Retirement Board (OPERB). The plan, which was established under Oregon Revised Statutes 238.420, provides a payment of up to \$60 per month towards the costs of health insurance for eligible OPERS retirees. RHIA post-employment benefits are set by state statute. The plan was closed to new entrants hired on or after August 29, 2003.

To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Employer contributions are advance-funded on an actuarially determined basis. There is no inflation assumption for RHIA postemployment benefits because the payment amount is set by statute and is not adjusted for increases in healthcare costs.

A comprehensive annual financial report of the funds administered by the OPERB may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, OR 97281-3700, by calling (503) 598-7377, or by accessing the OPERS web site at <https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>.

#### Funding Policy

Participating employers are contractually required to contribute at a rate assessed bi-annually by the OPERB. For the fiscal year ended June 30, 2023, PERS employers contributed 0.05% of PERS-covered salaries for Tier One and Tier Two members to fund the normal cost portion of RHIA benefits. No unfunded actuarial liability (UAL) rate was assigned for the RHIA program as it was funded over 100% as of December 31, 2019. Typically, PERS employers contribute an actuarially determined percent of all PERS-covered salaries to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities being amortized over 10 years. These rates were based on the December 31, 2019, actuarial valuation.

#### Contributions

The District's contributions to OPERS' RHIA for the years ended June 30, 2024, 2023, and 2022 were \$95, \$614, and \$691 respectively, which equaled the required contributions for the year.

#### Actuarial Methods and Assumptions Used in Developing Total (OPEB) RHIA Liability

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS Retirement Health Insurance Account Cost Sharing Multiple Employer Other Postemployment Benefit (OPEB) Plan Schedules of Employer Allocations and OPEB Amounts by Employer report, as of and for the Year Ended June 30, 2023. That independently audited report was dated December 1, 2023 and can be found at:

[www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA - Continued**

Actuarial Methods and Assumptions - OPEB Plans - RHIA	
	<b>RHIA</b>
Valuation Date	December 31, 2021
Measurement Date	June 30, 2023
Experience Study	2020, published July 20, 2021
Actuarial assumptions:	
Actuarial cost method	Entry Age Normal
Inflation rate	2.40 percent
Long-term expected rate of return	6.90 percent
Discount rate	6.90 percent
Projected salary increases	3.40 percent
Retiree healthcare participation	Healthy retirees: 27.5% Disabled retirees: 15%
Healthcare cost trend rate	Not applicable
Mortality	<p><b>Healthy retirees and beneficiaries:</b> Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Active members:</b> Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Disabled retirees:</b> Pub-2010 Disable Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2020 Experience Study which is reviewed for the four-year period ending July 20, 2021.

**Discount Rate**

The discount rate used to measure the total OPEB liability was 6.90 percent. The projection of cash flows used to determine the discount rate assumed that contributions from contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the RHIA plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long term expected rate of return on OPEB plan investments for the RHIA plan was applied to all periods of projected benefit payments to determine the total OPEB liability.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA - Continued**

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in January 2023 the PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. Table 31 on page 92 shows Milliman’s assumptions for each of the asset classes in which the plans were invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown on page 74. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan’s portfolio, assumed asset allocation, and the long-term expected rate of return for each major class, calculated using both arithmetic and geometric means, see Pension Plan note disclosure above or the PERS’ audited financial statements at:

[www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

Sensitivity Analysis

The following presents the employer’s proportionate share of the net OPEB liability/(asset) calculated using the discount rate of 6.90 percent, as well as what the employer’s proportionate share of the OPEB liability/(asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate:

Discount Rate	1% Decrease 5.90%	Discount Rate 6.90%	1% Increase 7.90%
Employer's proportionate share of the net OPEB liability	\$ (103,745)	\$ (114,131)	\$ (123,042)

OPEB Liabilities/(Assets), OPEB Expense, and Deferred Outflows and Inflows of Resources Related to OPEB

At June 30, 2024, the District reported a net OPEB RHIA liability/(asset) of \$(114,131) for its proportionate share of the net OPEB RHIA liability/(asset). The OPEB liability/(asset) was measured as of June 30, 2023, and the total OPEB RHIA liability/(asset) used to calculate the net OPEB RHIA liability/(asset) was determined by an actuarial valuation as of December 31, 2021. Consistent with GASB Statement No. 75, paragraph 59(a), The District’s proportion of the net OPEB RHIA liability/(asset) is determined by comparing the employer’s actual, legally required contributions made during the fiscal year to the Plan with the total actual contributions made in the fiscal year of all employers. As of the measurement date of June 30, 2023, the District’s proportion was 0.03116913 percent. OPEB RHIA expense/(income) recorded for the year ended June 30, 2024, was \$(7,470).

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA - Continued**

At June 30, 2024, the employer reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 2,865
Changes of assumptions	-	1,231
Net difference between projected and actual earnings on investments	324	-
Changes in proportionate share	<u>1,398</u>	<u>5,464</u>
Total Deferred Outflows/Inflows (prior to post-measurement date contributions)	1,722	9,560
Post-measurement date contributions	95	N/A
Total Deferred Outflows/(Inflows) of Resources	<u>\$ 1,817</u>	<u>\$ 9,560</u>
Net Deferred Outflows/(Inflows) of Resources prior to post-measurement date contributions		<u>\$ (7,838)</u>

Contributions of \$95 were made subsequent to the measurement date, but prior to the end of the District's reporting period. These contributions, which are reported as deferred outflows of resources related to OPEB, will be included as a reduction of the net OPEB liability in the next fiscal year.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in pension expense/(income) as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflows/(Inflows) of Resources (prior to post-measurement date contributions)</u>
1st Fiscal Year	\$ (8,016)
2nd Fiscal Year	(5,553)
3rd Fiscal Year	4,218
4th Fiscal Year	<u>1,513</u>
Total	<u>\$ (7,838)</u>

**Changes Subsequent to the Measurement Date**

We are not aware of any changes subsequent to the June 30, 2023, Measurement Date that meet this requirement and thus require a brief description under the GASB standard.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**OTHER POST-EMPLOYMENT BENEFITS (OPEB) OEGB:**

*OEGB Health Insurance Subsidy and Explicit Medical Benefit*

Plan Description

The District operates a single employer retiree benefit plan through the Oregon Educators Benefit Board that provides post-employment health, dental vision and life insurance benefits to eligible employees and their spouses. The District is required by Oregon Revised Statutes 243.303 to provide retirees and their dependents with group health insurance from the date of retirement to age 65 at the same rate provided to current employees. Premiums for retirees are tiered and based upon the premium rates available to active employees. The retiree is responsible for any portion of the premiums not paid by the Employer. In some cases, the premium itself for retirees, does not represent the full cost of medical coverage (as retirees can be expected to generate higher medical claims and therefore higher premiums than the active population). Providing the same rate to retirees as provided to current employees, raises the medical premium rates for the entire employee group. This additional cost is called the “implicit subsidy” and is required to be valued under GASB 75. This “plan” is not a stand-alone plan, and therefore, does not issue its own financial statements.

Funding Policy

When the District has retirees participating in their health insurance plan, it will, when applicable, collect insurance premiums from all retirees each month and deposit them. The District will then pay healthcare insurance premiums for all retirees at the applicable rate for each family classification.

At June 30, 2023, the District reported a an estimated net OPEB OEGB liability/(asset) of \$180,665 for its proportionate share of the net OPEB liability/(asset). The OPEB OEGB liability/(asset) was measured as of June 30, 2022, and the total OPEB OEGB liability/(asset) used to calculate the net OPEB OEGB liability/(asset) was determined by an actuarial valuation as of December 31, 2021. Consistent with GASB Statement No. 75, paragraph 59(a), The District’s pro-portion of the net OPEB OEGB liability/(asset) is determined by comparing the employer’s actual, legally required contributions made during the fiscal year to the Plan with the total actual contributions made in the fiscal year of all employers. Based on the measurement date of June 30, 2023, the District’s estimated OPEB OEGB expense/(income) for the year ended June 30, 2024, was \$22,999.

Actuarial Methods and Assumptions

The District engaged an actuary to perform an evaluation as of July 1, 2021, using the entry age normal Actuarial Cost Method. The District is responsible for the selection of assumptions, and were developed in consultation with Independent Actuaries, Inc. The total OPEB liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below, and was then projected forward to the measurement date:

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) OEBB - Continued**

Discount Rate	4.00%	4.00%
Other Key Actuarial Assumptions and Methods		
Valuation date	July 1, 2023	July 1, 2023
Measurement date	June 30, 2024	June 30, 2025
Inflation	2.50%	2.50%
Salary increases	3.50%	3.50%
Beneficiaries	PUB 2010 Employee and Retiree Tables for General Employees, sex distinct, projected generationally. Set back 12 months for males, no set back for females; 115% of published rates for nonannuitant males, 125% of published rates for nonannuitant females.	PUB 2010 Employee and Retiree Tables for General Employees, sex distinct, projected generationally. Set back 12 months for males, no set back for females; 115% of published rates for nonannuitant males, 125% of published rates for nonannuitant females.
Turnover, Disability, Retirements Rates	Based on valuation of benefits for Oregon PERS	Based on valuation of benefits for Oregon PERS
Changes Since Prior Valuation	The interest rate for discounting future liabilities was changed to reflect current municipal bond rates (from 3.50% to 4.00%). Premium increase rates were modified to better reflect anticipated experience and current Oregon law. Demographic assumptions were revised to match those developed in the most recent experience study for Oregon PERS.	The interest rate for discounting future liabilities was changed to reflect current municipal bond rates (from 3.50% to 4.00%). Premium increase rates were modified to better reflect anticipated experience and current Oregon law. Demographic assumptions were revised to match those developed in the most recent experience study for Oregon PERS.
Actuarial cost method	Entry Age Normal	Entry Age Normal

In order to apply the entry age normal actuarial cost method, Projected Benefit Payments are determined for each active employee and retiree. These Projected Benefit Payments are the net benefits estimated to be payable in all future years. The net benefits for a particular year are the difference between the total cost of benefits and the portion of the benefits paid by the retirees in that year. The Present Value of Benefits is then allocated over the service of each active employee from their date of hire to their expected retirement age, as a level percent of the employee's pay, as required under GASB 75. This level percent multiplied by expected pay is referred to as the Service Cost, and is the portion of the Present Value of Benefits attributable to an employee's service in a given year. The Service Cost equals \$0 for retirees. For purposes of projecting benefits prior to the valuation date as required by the actuarial cost method, we assumed a health cost trend equal to the ultimate health cost trend rate. The Total OPEB Liability is the portion of the Present Value of Benefits that is attributable to employee service prior to the valuation date. For retirees, the Total OPEB Liability equals the Present Value of Benefits.

**The Discount Rate**

The Discount Rate is a single rate of return that is applied to the Projected Benefit Payments in order to calculate the Present Value of Benefits. Under GASB 75, for plans without assets, the discount rate is equal to a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Mortality rates were based on the Pub-2010 Health Retiree, sex distinct for members and dependents. For members only, a one-year setback is applied. Future mortality improvement is not projected as it would be immaterial to the valuation.

Demographic assumptions regarding retirement, mortality, and turnover are based on Oregon PERS valuation assumptions as of December 31, 2022. Election rate and lapse assumptions are based on experience implied by valuation data for this and other Oregon public employers.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) OEGB - Continued**

Starting per capita costs are based on premium rates. The same rates are charged for actives and pre-Medicare retirees. When an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently for actuarial measurement purposes. The projection of future retiree benefits should be based on claims costs, or age-adjusted premiums approximating claims costs, for retirees, in accordance with actuarial standards issued by the Actuarial Standards Board. As such, premiums were estimated for pre-Medicare retirees based on average ages and assumptions on the relationship between costs and increasing age (Morbidity).

Sensitivity Analysis

The following presents the total OPEB liability of the Plan, calculated using the disclosure discount rate as well as what the Plan's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate. A similar sensitivity analysis is then presented for changes in the healthcare cost trend assumption.

	1% Decrease	Discount Rate	1% Increase
Discount Rate	3.00%	4.00%	5.00%
Total OPEB liability from Implicit Rate Subsidy	\$ 197,568	\$ 180,665	\$ 164,669
 <b>OEGB - TREND RATE</b>			
	1% Decrease	Trend Rate	1% Increase
Healthcare Trend Rate	2.50%	3.50%	4.50%
Total OPEB liability from Implicit Rate Subsidy	\$ 153,410	\$ 180,665	\$ 213,153

Participation

The following table represents the number of the District's covered participants:

<b>Membership As of Valuation Date</b>	<b>July 1, 2023</b>
Active Participants	<u>137</u>
Total Participants	137

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) OEGB - Continued**

Changes in Net (OPEB) OEGB Liability

<b>Changes in Total OPEB Liability June 30, 2023 to June 30, 2024</b>	Increase (Decrease) Total OPEB Liability
Balance as of June 30, 2023	\$ 381,973
<b>Changes for the year:</b>	
Service Cost	25,768
Interest	15,290
Changes in assumptions or other inputs	<u>(45,277)</u>
<b>Net OPEB Implicit Rate Subsidy Liability at June 30, 2024</b>	<u><u>\$ 180,665</u></u>

Components of (OPEB) OEGB Expense

<b>OPEB Expense</b>	July 1, 2023 to June 30, 2024
Service cost	\$ 25,768
Interest on total OPEB liability	15,290
Recognition of Deferred (Inflows)/Outflows of Resources	
Recognition of economic/demographic (gains) or losses	(2,457)
Recognition of assumption changes	<u>(15,602)</u>
<b>OPEB Expense</b>	<u><u>\$ 22,999</u></u>

Schedule of Deferred Inflows and Outflows of Resources

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 49,195	\$ 172,453
Changes of assumptions or inputs	<u>22,523</u>	<u>79,663</u>
(prior to post-measurement date contributions)	<u><u>71,718</u></u>	<u><u>252,116</u></u>
Net Deferred Outflows/(Inflows) of Resources prior to post-measurement date contributions		<u><u>\$ (180,398)</u></u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**OTHER POST-EMPLOYMENT BENEFITS (OPEB) OEGB - Continued**

Other amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflows/(Inflows) of Resources (prior to post-measurement date contributions)</u>
1st Fiscal Year	\$ (18,059)
2nd Fiscal Year	(18,056)
3rd Fiscal Year	(26,250)
4th Fiscal Year	(26,246)
5th Fiscal Year	(30,290)
Thereafter	(61,497)
Total	<u>\$ (180,398)</u>

**Changes Subsequent to the Measurement Date**

We are not aware of any changes subsequent to the June 30, 2023, Measurement Date that meet this requirement and thus require a brief description under the GASB standard.

**PRIOR PERIOD ADJUSTMENTS:**

The District made adjustments to payroll liability accounts from the prior year, decreasing beginning fund balance by \$418,654 and to deferred revenue accounts from the prior year by, increasing beginning fund balance by \$623,286. The increase in beginning fund balances is \$204,632. These adjustments appear on the Statement of Activities and the Statement of Revenues, Expenditures, and Changes in Funds.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**COMMITMENTS:**

At the end of the fiscal year, the District had signed contracts for completion of the Woodward Property project as follows:

	<u>Contractual Commitment Amounts</u>	<u>Percent Completed at 6/30/23</u>
Bremik Construction	\$ 3,523,206	87%
Soderstrom	489,035	12%
Boeger & Assoc	6,454	0%
BDL Plumbing	<u>54,250</u>	1%
Total	<u>\$ 4,072,945</u>	

**CONTINGENT LIABILITIES:**

Amounts received or receivable from grantor agencies are subject to review and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the District expects such amount, if any, to be immaterial. The District is not currently named as a defendant in any pending or threatened litigation.

**RISK:**

To reduce the risk of loss from liability, fire, theft, accident, medical costs, and error and omissions, the District maintains various commercial insurance policies. The District came under the State Unemployment Act as of July 1, 1974. The District has elected to pay State Unemployment insurance to the State to pay for any claims paid to former employees. Any reimbursements are paid by the fund incurring the liability to the Employment Division of the State of Oregon. The estimated liability for unpaid claims is calculated as the present value of expected but unpaid claims based on historical experience and going concern assessments. The District's estimated liability for unpaid unemployment claims is immaterial. Therefore, no liability amount appears on the District's statement of net position or balance sheet. Certain employees have health care coverage provided by a third-party insurance company. Premiums to the insurance company are paid by employer contributions for eligible employees. There have been no significant reductions in coverage from the prior years and settlements have not exceeded insurance coverage in the past three years.

**INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS:**

Interfund transfers for the year ended June 30, 2024, were as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 15,000	\$ -
Debt Service Fund	<u>-</u>	<u>15,000</u>
	<u>\$ 15,000</u>	<u>\$ 15,000</u>

The transfers out of the General Fund to the other funds represent the District's election to provide general fund support to the programs and activities of those funds.

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**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**

**REQUIRED SUPPLEMENTARY INFORMATION**



**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON

SCHEDULE OF PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY

PERS

Last 10 Fiscal Years\*

Fiscal Year Ended June 30, <sup>1</sup>	Measurement Date	(a) Employer's proportion of the net pension liability (asset)	(b) Employer's proportionate share of the net pension liability (asset)	(c) Employer's covered payroll as of Measurement Date	(b/c) Employer's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2024	June 30, 2023	0.06618315%	\$ 12,396,558	\$ 7,544,030	164.32%	81.7%
2023	June 30, 2022	0.06691439%	10,245,936	6,757,857	151.62%	84.5%
2022	June 30, 2021	0.07287963%	8,721,126	5,354,588	162.87%	87.6%
2021	June 30, 2020	0.07140853%	15,583,797	6,268,859	248.59%	75.8%
2020	June 30, 2019	0.07848107%	13,575,346	6,084,247	223.12%	80.2%
2019	June 30, 2018	0.08128783%	12,314,036	5,889,467	209.09%	82.1%
2018	June 30, 2017	0.08542246%	11,514,980	5,953,560	193.41%	83.1%
2017	June 30, 2016	0.08611782%	12,928,284	5,961,098	216.88%	80.5%
2016	June 30, 2015	0.07357420%	4,224,234	5,294,700	79.78%	91.9%

<sup>1</sup>Measurement date is one year in arrears.

\*This schedule is presented to illustrate the requirement to show information for 10 years. However the full 10-year trend will be presented for those years for which information is available

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON

**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**PERS**  
**Last 10 Fiscal Years**

Year Ended June 30,	(a) Contractually required contribution	(b) Contributions in relation to the contractually required contribution	(a-b) Contributio n deficiency (excess)	(c) Employer's covered payroll	(b/c) Contribution s as a percent of covered payroll
2024	\$ 2,593,124	\$ 2,593,124	\$ -	\$ 8,068,959	32.14%
2023	2,356,474	2,356,474	-	7,544,030	31.24%
2022	2,136,469	2,136,469	-	6,757,857	31.61%
2021	2,101,840	2,101,840	-	5,354,588	39.25%
2020	2,104,942	2,104,942	-	6,268,859	33.58%
2019	1,765,338	1,765,338	-	6,084,247	29.01%
2018	1,690,485	1,690,485	-	5,889,467	28.70%
2017	1,468,753	1,468,753	-	5,953,560	24.67%
2016	1,482,939	1,482,939	-	5,961,098	24.88%
2015	1,406,163	1,406,163	-	5,294,700	26.56%

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON

SCHEDULE OF PROPORTIONATE SHARE OF THE  
NET OPEB LIABILITY  
OPEB RHIA  
Last 10 Fiscal Years\*

Fiscal Year Ended June 30, <sup>1</sup>	Measurement Date	(a) Employer's proportion of the net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	(c) Employer's covered payroll as of Measurement Date	Employer's proportionate share of the net pension liability (asset) as a percentage of its	Plan fiduciary net position as a percentage of the total pension liability
2024	June 30, 2023	0.03116913%	\$ (114,131)	\$ 7,544,030	-1.51%	201.6%
2023	June 30, 2022	0.02804608%	(99,658)	6,757,857	-1.47%	194.6%
2022	June 30, 2021	0.03079853%	(105,762)	5,354,588	-1.98%	183.9%
2021	June 30, 2020	0.04495324%	(91,597)	6,268,859	-1.46%	150.1%
2020	June 30, 2019	0.05535483%	(106,966)	6,084,247	-1.76%	144.4%
2019	June 30, 2018	0.05508308%	(61,488)	5,889,467	-1.04%	124.0%
2018	June 30, 2017	0.05599488%	(23,369)	5,953,560	-0.39%	108.9%
2017	June 30, 2016	0.05767113%	15,661	5,961,098	0.26%	94.2%

<sup>1</sup>Measurement date is one year in arrears.

\*This schedule is presented to illustrate the requirement to show information for 10 years. However the full 10-year trend will be presented for those years for which information is available

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON

SCHEDULE OF EMPLOYER CONTRIBUTIONS  
 OPEB RHIA  
 Last 10 Fiscal Years

Year Ended June 30,	(a) Contractually required contribution	(b) Contributions in relation to the contractually required contribution	(a-b) Contributio n deficiency (excess)	(c) Employer's covered payroll	(b/c) Contribution s as a percent of covered payroll
2024	\$ 95	\$ 95	\$ -	\$ 8,068,959	0.00%
2023	614	614	-	7,544,030	0.01%
2022	691	691	-	6,757,857	0.01%
2021	824	824	-	5,354,588	0.02%
2020	3,210	3,210	-	6,268,859	0.05%
2019	27,435	27,435	-	6,084,247	0.45%
2018	26,671	26,671	-	5,889,467	0.45%
2017	28,275	28,275	-	5,953,560	0.47%
2016	29,059	29,059	-	5,961,098	0.49%
2015	28,049	28,049	-	5,294,700	0.53%

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY  
AND RELATED RATIOS

OREGON EDUCATORS BENEFIT BOARD

Last 10 Fiscal Years\*

	2024	2023	2022	2021	2020
Total OPEB Liability					
Service cost	\$ 25,768	\$ 26,067	\$ 31,398	\$ 30,336	\$ 19,747
Interest on total OPEB liability	15,290	13,517	8,177	7,624	10,061
Effect of changes to benefit terms	-	-	-	-	-
Effect of economic/demographic gains or losses	(197,089)	-	58,753	-	22,556
Effect of assumption changes or inputs	(45,277)	(8,219)	(50,480)	-	13,808
Benefit payments	-	(19,058)	(20,420)	(8,434)	(3,996)
Net change in total OPEB liability **	(201,308)	12,307	27,428	29,526	62,175
Total OPEB liability, beginning	381,973	369,666	342,238	312,712	250,537
Total OPEB liability, ending (a) **	<u>\$ 180,665</u>	<u>\$ 381,973</u>	<u>\$ 369,666</u>	<u>\$ 342,238</u>	<u>\$ 312,712</u>
Covered payroll	\$ 7,544,030	\$ 6,757,857	\$ 5,354,588	\$ 6,268,859	\$ 6,084,247
Total OPEB OEGB liability as a % of covered payroll	2.39%	5.65%	6.90%	5.46%	5.14%

	2019	2018	2017	2016	2015
Total OPEB Liability					
Service cost	\$ 19,079	\$ 13,653	-	-	-
Interest on total OPEB liability	8,791	5,594	-	-	-
Effect of changes to benefit terms	-	-	-	-	-
Effect of economic/demographic gains or losses	-	-	-	-	-
Effect of assumption changes or inputs	65,531	-	-	-	-
Benefit payments	(4,445)	-	-	-	-
Net change in total OPEB liability **	88,956	19,247	-	-	-
Total OPEB liability, beginning	161,581	142,334	-	-	-
Total OPEB liability, ending (a) **	<u>\$ 250,537</u>	<u>\$ 161,581</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 5,889,467	\$ 5,953,560	\$ -	\$ -	\$ -
Total OPEB OEGB liability as a % of covered payroll	4.25%	2.71%	-	-	-

\*This schedule is presented to illustrate the requirement to show information for 10 years. However, recalculations of prior years are not required, and if prior years are not reported in accordance with the current GASB standards, they should not be reported.

\*\*Totals may not agree due to rounding.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON  
**SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
 For the Fiscal Year Ended June 30, 2024

	General Fund			Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
<b>REVENUES</b>				
Local Sources	\$ 2,618,744	\$ 2,618,744	\$ 3,141,343	\$ 522,599
Intermediate Sources	201,200	201,200	424,048	222,848
State Sources	11,263,961	11,263,961	12,142,760	878,799
Federal Sources	49,172	49,172	90,405	41,233
<b>Total Revenues</b>	<u>14,133,077</u>	<u>14,133,077</u>	<u>15,798,556</u>	<u>1,665,479</u>
<b>EXPENDITURES</b>				
Instruction	8,459,144	8,194,986	9,225,867	1,030,881
Support Services	5,480,001	5,580,001	7,024,012	1,444,011
Enterprise and Community Services	173,663	173,663	11,431	(162,232)
Facilities Acquisition and Construction	-	420,000	426,181	6,181
Debt Service	253,182	253,182	274,368	21,186
Contingency	290,842	-	-	-
<b>Total Expenditures</b>	<u>14,656,832</u>	<u>14,621,832</u>	<u>16,961,859</u>	<u>2,340,027</u>
Excess (Deficiency) of Revenues Over Expenditures	(523,755)	(488,755)	(1,163,303)	(674,548)
<b>OTHER FINANCING SOURCES (USES)</b>				
Interfund Transfers In	30,000	30,000	15,000	(15,000)
Interfund Transfers Out	-	(35,000)	-	35,000
Bond Issuance Costs	-	-	(47,147)	(47,147)
Proceeds from Lease Financing	171,000	171,000	922,843	751,843
<b>Total Other Financing Sources (Uses)</b>	<u>201,000</u>	<u>166,000</u>	<u>890,696</u>	<u>724,696</u>
<b>Net Change in Fund Balance</b>	<u>(322,755)</u>	<u>(322,755)</u>	<u>(272,607)</u>	<u>50,148</u>
Beginning Fund Balance	1,065,086	435,447	435,448	1
Prior Period Adjustment	-	-	(381,903)	(381,903)
<b>Ending Fund Balance</b>	<u>\$ 742,331</u>	<u>\$ 112,692</u>	<u>\$ (219,062)</u>	<u>\$ (331,754)</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

	Federal Fund			Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
Federal Sources	\$ 1,187,697	\$ 1,450,425	\$ 1,386,198	\$ (64,227)
Total Revenues	<u>1,187,697</u>	<u>1,450,425</u>	<u>1,386,198</u>	<u>(64,227)</u>
EXPENDITURES				
Instruction	276,486	636,486	531,437	(105,049)
Support Services	911,211	704,539	696,759	(7,780)
Debt Service	-	109,400	109,350	(50)
Total Expenditures	<u>1,187,697</u>	<u>1,450,425</u>	<u>1,337,546</u>	<u>(112,879)</u>
Net Change in Fund Balance	-	-	48,652	-
Beginning Fund Balance	-	(582,795)	(582,795)	-
Prior Period Adjustment	-	-	547,642	547,642
Ending Fund Balance	<u>\$ -</u>	<u>\$ (582,795)</u>	<u>\$ 13,499</u>	<u>\$ 596,294</u>

**CORBETT SCHOOL DISTRICT NO. 39**

**MULTNOMAH COUNTY, OREGON**

**SUPPLEMENTARY INFORMATON**



**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 COMBINING BALANCE SHEET  
 ALL NON-MAJOR GOVERNMENTAL FUNDS BY FUND TYPE  
 June 30, 2024

	<u>Special Revenue Funds</u>	<u>Debt Service Funds</u>	<u>Total Non-Major Governmental Funds</u>
<b>ASSETS:</b>			
Cash and Cash Equivalents	\$ 207,056	\$ 96,652	\$ 303,708
Cash Held by County	-	10,228	10,228
Property Taxes Receivable	-	28	28
Accounts Receivable	70,148	-	70,148
Inventory-Food, Supplies & Commodities	8,850	-	8,850
Total Assets	<u>\$ 286,054</u>	<u>\$ 106,908</u>	<u>\$ 392,962</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES:</b>			
<b>LIABILITIES:</b>			
Accounts Payable	\$ 1,687	\$ -	\$ 1,687
Due to Other Funds	164,597	-	164,597
Total Liabilities	<u>166,284</u>	<u>-</u>	<u>166,284</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Unavailable Revenue - Property Taxes	-	9,282	9,282
Total Deferred Inflows of Resources	<u>-</u>	<u>9,282</u>	<u>9,282</u>
<b>FUND BALANCES:</b>			
Unspendable	8,850	-	8,850
Restricted for:			
Debt Service	-	97,626	97,626
Special Programs	89,694	-	89,694
Student Body Activities	119,629	-	119,629
Unassigned	(98,403)	-	(98,403)
Total Fund Balances	<u>119,770</u>	<u>97,626</u>	<u>217,396</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 286,054</u>	<u>\$ 106,908</u>	<u>\$ 392,962</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULTNOMAH COUNTY, OREGON**  
**COMBINING STATEMENT OF REVENUES,**  
**EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**ALL NON-MAJOR GOVERNMENTAL FUNDS - BY FUND TYPE**  
**June 30, 2024**

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Non-Major Governmental Funds
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ 475,754	\$ -	\$ 475,754
Earnings on Investments	-	37,631	-	37,631
Fees and Charges	79,762	-	-	79,762
Other Local Revenue	169,704	-	-	169,704
Contributions and Donations	34,394	-	-	34,394
Intermediate Aid	-	382	-	382
State Aid	1,007,654	-	614,081	1,621,735
Federal Aid	153,450	-	-	153,450
<b>Total Revenues</b>	<b>1,444,964</b>	<b>513,767</b>	<b>614,081</b>	<b>2,572,812</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
Instruction	846,360	-	-	846,360
Support Services	331,839	-	-	331,839
Enterprise and Community Services	398,633	-	-	398,633
<b>Capital Outlay:</b>				
Facilities Acquisition and Construction	-	-	3,888,780	3,888,780
<b>Debt Service</b>				
Principal	-	382,922	-	382,922
Interest and Fees	-	28,417	-	28,417
<b>Total Expenditures</b>	<b>1,576,832</b>	<b>411,339</b>	<b>3,888,780</b>	<b>5,876,951</b>
<b>Excess (Deficiency) of Revenues</b>				
Over Expenditures	(131,868)	-	(3,274,699)	(3,304,139)
<b>OTHER FINANCING SOURCES (USES):</b>				
Interfund Transfers Out	-	(15,000)	-	(15,000)
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(15,000)</b>	<b>-</b>	<b>(15,000)</b>
<b>Net Change in Fund Balance</b>	<b>(131,868)</b>	<b>87,428</b>	<b>(3,274,699)</b>	<b>(3,319,139)</b>
Beginning Fund Balance	251,907	10,198	3,235,537	3,497,642
Prior Period Adjustment	(269)	-	39,162	38,893
<b>Ending Fund Balance</b>	<b>\$ 119,770</b>	<b>\$ 97,626</b>	<b>\$ -</b>	<b>\$ 217,396</b>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON  
COMBINING BALANCE SHEET

NON-MAJOR SPECIAL REVENUE FUNDS

For the Fiscal Year Ended June 30, 2024

	Student Body Trust Fund	Student Investment Account	Energy Project Fund	Food Service Fund	Totals
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 119,629	\$ 242	\$ 87,185	\$ -	\$ 207,056
Accounts Receivable	-	-	2,509	67,639	70,148
Inventory	-	-	-	8,850	8,850
Total Assets	<u>\$ 119,629</u>	<u>\$ 242</u>	<u>\$ 89,694</u>	<u>\$ 76,489</u>	<u>\$ 286,054</u>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts Payable	-	242	-	1,445	1,687
Due to Other Funds	-	-	-	164,597	164,597
Total Liabilities	<u>-</u>	<u>242</u>	<u>-</u>	<u>166,042</u>	<u>166,284</u>
<b>FUND BALANCES</b>					
Unspendable	-	-	-	8,850	8,850
Restricted for:					
Special Programs	-	-	89,694	-	89,694
Student Body Activities	119,629	-	-	-	119,629
Unassigned	-	-	-	(98,403)	(98,403)
Total Fund Balances	<u>119,629</u>	<u>-</u>	<u>89,694</u>	<u>(89,553)</u>	<u>119,770</u>
Total Liabilities and Fund Balances	<u>\$ 119,629</u>	<u>\$ 242</u>	<u>\$ 89,694</u>	<u>\$ 76,489</u>	<u>\$ 286,054</u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

Combining Statement of Revenues,  
Expenditures, and Changes in Fund Balances

NON-MAJOR SPECIAL REVENUE FUNDS

June 30, 2024

	Student Body Trust Fund	Student Investment Account	Energy Project Fund	Food Service Fund	Totals
<b>REVENUES</b>					
Fees and Charges	\$ -	\$ -	\$ -	\$ 79,762	\$ 79,762
Other Local Revenue	169,704	-	-	-	169,704
Contributions and Donations	-	-	34,394	-	34,394
State Aid	-	988,603	-	19,051	1,007,654
Federal Aid	-	-	-	153,450	153,450
Total Revenues	<u>169,704</u>	<u>988,603</u>	<u>34,394</u>	<u>252,263</u>	<u>1,444,964</u>
<b>EXPENDITURES</b>					
Current:					
Instruction	189,596	656,764	-	-	846,360
Support Services	-	331,839	-	-	331,839
Enterprise and Community Services	-	-	-	398,633	398,633
Total Expenditures	<u>189,596</u>	<u>988,603</u>	<u>-</u>	<u>398,633</u>	<u>1,576,832</u>
Net Change in Fund Balance	(19,892)	-	34,394	(146,370)	(131,868)
Beginning Fund Balance	135,549	-	55,300	61,058	251,907
Prior Period Adjustment	3,972	-	-	(4,241)	(269)
Ending Fund Balance	<u>\$ 119,629</u>	<u>\$ -</u>	<u>\$ 89,694</u>	<u>\$ (89,553)</u>	<u>\$ 119,770</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

	Student Body Trust Fund			Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
Local Sources	\$ 300,000	\$ 300,000	\$ 169,704	\$ (130,296)
Total Revenues	<u>300,000</u>	<u>300,000</u>	<u>169,704</u>	<u>(130,296)</u>
EXPENDITURES				
Instruction	300,000	300,000	189,596	(110,404)
Total Expenditures	<u>300,000</u>	<u>300,000</u>	<u>189,596</u>	<u>(110,404)</u>
Net Change in Fund Balance	-	-	(19,892)	-
Beginning Fund Balance	-	-	135,549	135,549
Prior Period Adjustment	-	-	3,972	3,972
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 119,629</u>	<u>\$ 119,629</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

Student Investment Account				Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
State Sources	\$ 816,512	\$ 988,604	\$ 988,603	\$ (1)
Total Revenues	816,512	988,604	988,603	(1)
EXPENDITURES				
Instruction	606,327	678,419	656,764	(21,655)
Support Services	210,185	310,185	331,839	21,654
Total Expenditures	816,512	988,604	988,603	(1)
Net Change in Fund Balance	-	-	-	-
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

	Energy Project Fund			Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
Local Sources	\$ 30,000	\$ 30,000	\$ 34,394	\$ 4,394
Total Revenues	30,000	30,000	34,394	4,394
EXPENDITURES				
Facilities Acquisition and Construction	20,000	20,000	-	(20,000)
Total Expenditures	20,000	20,000	-	(20,000)
Net Change in Fund Balance	10,000	10,000	34,394	-
Beginning Fund Balance	64,552	55,301	55,300	(1)
Ending Fund Balance	<u>\$ 74,552</u>	<u>\$ 65,301</u>	<u>\$ 89,694</u>	<u>\$ 24,393</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

Food Service Fund				Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
<b>REVENUES</b>				
Local Sources	\$ 120,000	\$ 120,000	\$ 79,762	\$ (40,238)
State Sources	6,000	6,000	19,051	13,051
Federal Sources	121,000	121,000	153,450	32,450
Total Revenues	<u>247,000</u>	<u>247,000</u>	<u>252,263</u>	<u>5,263</u>
<b>EXPENDITURES</b>				
Enterprise and Community Services	428,710	428,710	398,633	(30,077)
Total Expenditures	<u>428,710</u>	<u>428,710</u>	<u>398,633</u>	<u>(30,077)</u>
Net Change in Fund Balance	(181,710)	(181,710)	(146,370)	-
Beginning Fund Balance	196,133	61,058	61,058	-
Prior Period Adjustment	-	-	(4,241)	(4,241)
Ending Fund Balance	<u>\$ 14,423</u>	<u>\$ (120,652)</u>	<u>\$ (89,553)</u>	<u>\$ 31,099</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

Full Faith & Credit 2020 Fund				Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
Local Sources	\$ 467,446	\$ 467,446	\$ 513,385	\$ 45,939
Intermediate Sources	-	-	382	382
Total Revenues	<u>467,446</u>	<u>467,446</u>	<u>513,767</u>	<u>46,321</u>
EXPENDITURES				
Debt Service	<u>411,952</u>	<u>411,952</u>	<u>411,339</u>	<u>(613)</u>
Total Expenditures	<u>411,952</u>	<u>411,952</u>	<u>411,339</u>	<u>(613)</u>
Excess (Deficiency) of Revenues Over Expenditures	55,494	55,494	102,428	46,934
OTHER FINANCING SOURCES (USES)				
Interfund Transfers Out	<u>(30,000)</u>	<u>(30,000)</u>	<u>(15,000)</u>	<u>15,000</u>
Total Other Financing Sources (Uses)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(15,000)</u>	<u>15,000</u>
Net Change in Fund Balance	25,494	25,494	87,428	61,934
Beginning Fund Balance	-	10,198	10,198	-
Ending Fund Balance	<u>\$ 25,494</u>	<u>\$ 35,692</u>	<u>\$ 97,626</u>	<u>\$ 61,934</u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

Combining Statement of Revenues,  
Expenditures, and Changes in Fund Balances  
NON-MAJOR CAPITAL PROJECTS FUNDS

June 30, 2024

	Full Faith and Credit Fund	GO Bond 2021 Fund	OSCIM Match Grant Fund	Totals
REVENUES:				
State Aid	\$ -	\$ -	\$ 614,081	\$ 614,081
Total Revenues	<u>-</u>	<u>-</u>	<u>614,081</u>	<u>614,081</u>
EXPENDITURES:				
Capital Outlay:				-
Facilities Acquisition and Construction	2,233,285	1,002,252	653,243	3,888,780
Total Expenditures	<u>2,233,285</u>	<u>1,002,252</u>	<u>653,243</u>	<u>3,888,780</u>
Net Change in Fund Balance	(2,233,285)	(1,002,252)	(39,162)	(3,274,699)
Beginning Fund Balance	2,233,285	1,002,252	-	3,235,537
Prior Period Adjustment	<u>-</u>	<u>-</u>	<u>39,162</u>	<u>39,162</u>
Ending Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

For the Fiscal Year Ended June 30, 2024

Full Faith and Credit Fund				Variance with Final Budget Over Under
	Budgeted Amounts		Actual Amounts	(Under)
	Original	Final		
EXPENDITURES				
Facilities Acquisition and Construction	\$2,355,000	\$2,355,000	\$ 2,233,285	\$ (121,715)
Debt Service	150,000	150,000	-	(150,000)
Total Expenditures	<u>2,505,000</u>	<u>2,505,000</u>	<u>2,233,285</u>	<u>(271,715)</u>
Excess (Deficiency) of Revenues Over Expenditures	(2,505,000)	(2,505,000)	(2,233,285)	271,715
OTHER FINANCING SOURCES (USES)				
Proceeds from Lease Financing	4,860,000	4,860,000	-	(4,860,000)
Total Other Financing Sources (Uses)	<u>4,860,000</u>	<u>4,860,000</u>	<u>-</u>	<u>(4,860,000)</u>
Net Change in Fund Balance	2,355,000	2,355,000	(2,233,285)	(4,588,285)
Beginning Fund Balance	-	2,233,285	2,233,285	-
Ending Fund Balance	<u>\$2,355,000</u>	<u>\$4,588,285</u>	<u>\$ -</u>	<u>\$ (4,588,285)</u>

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

GO Bond 2021 Fund				Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
Local Sources	\$ 20,000	\$ 20,000	\$ -	\$ (20,000)
Total Revenues	20,000	20,000	-	(20,000)
EXPENDITURES				
Support Services	54,335	-	-	-
Facilities Acquisition and Construction	964,665	1,019,000	1,002,252	(16,748)
Total Expenditures	1,019,000	1,019,000	1,002,252	(16,748)
Excess (Deficiency) of Revenues Over Expenditures	(999,000)	(999,000)	(1,002,252)	(3,252)
OTHER FINANCING SOURCES (USES)				
Proceeds from Lease Financing	364,665	364,665	-	(364,665)
Total Other Financing Sources (Uses)	364,665	364,665	-	(364,665)
Net Change in Fund Balance	(634,335)	(634,335)	(1,002,252)	(367,917)
Beginning Fund Balance	634,335	1,002,252	1,002,252	-
Ending Fund Balance	\$ -	\$ 367,917	\$ -	\$ (367,917)

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON  
 SCHEDULE OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
 For the Fiscal Year Ended June 30, 2024

OSCIM Match Grant Fund				Variance with Final Budget Over (Under)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
REVENUES				
State Sources	\$ 1,335,164	\$ 1,335,164	\$ 614,081	\$ (721,083)
Total Revenues	1,335,164	1,335,164	614,081	(721,083)
EXPENDITURES				
Facilities Acquisition and Construction	4,000,000	4,000,000	653,243	(3,346,757)
Total Expenditures	4,000,000	4,000,000	653,243	(3,346,757)
Net Change in Fund Balance	(2,664,836)	(2,664,836)	(39,162)	-
Beginning Fund Balance	2,664,836	-	-	-
Prior Period Adjustment	-	-	39,162	39,162
Ending Fund Balance	\$ -	\$ (2,664,836)	\$ -	\$ 2,664,836

**CORBETT SCHOOL DISTRICT NO. 39**  
MULTNOMAH COUNTY, OREGON

**OTHER INFORMATION**



**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

**2012B OSBA FlexFund (QSCB)**

On February 7, 2012, the District entered into a financing agreement as part of the Oregon School Board Association's FlexFund Program to accept \$1,000,000 of Qualified School Construction Bonds (QSCB) proceeds from the Bank of New York Mellon Trust Company, NA. The proceeds were to remodel the Springdale School. While the agreement has an interest rate of 4.625%, the QSCBs allow the District to be eligible to receive subsidy payments to offset the related interest payments. In addition to interest payments, payable semi-annually on December 30 and June 30, the agreement requires the District to deposit amounts into a trust account every June 30 to make the principal payment at June 30, 2030 maturity. The deposits, held at the Bank of New York Mellon Trust Company, NA, had a fair value of \$650,211 at June 30, 2024 and are restricted to retire the debt.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ -
Interest	-	46,500	46,500	-	46,500
<b>Total</b>	<b>\$ 1,000,000</b>	<b>\$ 46,500</b>	<b>\$ 46,500</b>	<b>\$ 1,000,000</b>	<b>\$ 46,500</b>

Future Requirements:

Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
2025		\$ 46,500		4.65%
2026		46,500		4.65%
2027		46,500		4.65%
2028		46,500		4.65%
2029		46,500		4.65%
2030	1,000,000	46,500	1,046,500	4.65%
<b>Total</b>	<b>\$ 1,000,000</b>	<b>\$ 279,000</b>	<b>\$ 1,046,500</b>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

**2012C OSBA FlexFund**

On October 30, 2012, the District entered into a financing agreement as part of the Oregon School Board Association's FlexFund Program to accept \$650,000 of bond proceeds from the Bank of New York Mellon Trust Company, NA at interest rates between 0.50% and 4.00%. The proceeds were to remodel the Springdale School.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 335,000	\$ -	\$ 30,000	\$ 305,000	\$ 35,000
Interest	-	12,550	12,550	-	11,500
<b>Total</b>	<b>\$ 335,000</b>	<b>\$ 12,550</b>	<b>\$ 42,550</b>	<b>\$ 305,000</b>	<b>\$ 46,500</b>

Future Requirements:

Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
2025	\$ 35,000	\$ 11,500	\$ 46,500	3.50%
2026	35,000	10,275	45,275	3.50%
2027	35,000	9,050	44,050	3.50%
2028	35,000	7,825	42,825	3.50%
2029	40,000	6,600	46,600	4.00%
2030	40,000	5,000	45,000	4.00%
2031	40,000	3,400	43,400	4.00%
2032	45,000	1,800	46,800	4.00%
<b>Total</b>	<b>\$ 305,000</b>	<b>\$ 55,450</b>	<b>\$ 360,450</b>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

**2021 GO Bond**

On April 15, 2021, the District entered into a financing agreement with BciCapital, Inc. to issue a direct placement general obligation bond for \$4,000,000 with an interest rate of 1.68%. The proceeds are to be used to construct, renovate, improve, furnish, and equip the District's facilities and site improvements and refinance other long-term debt.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 3,390,000	\$ -	\$ 355,000	\$ 3,035,000	\$ 373,000
Interest	-	56,952	56,952	-	50,988
<b>Total</b>	<b>\$ 3,390,000</b>	<b>\$ 56,952</b>	<b>\$ 411,952</b>	<b>\$ 3,035,000</b>	<b>\$ 423,988</b>

Future Requirements:

Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
2025	\$ 373,000	\$ 50,988	\$ 423,988	1.68%
2026	392,000	44,722	436,722	1.68%
2027	412,000	38,136	450,136	1.68%
2028	432,000	31,214	463,214	1.68%
2029	453,000	23,956	476,956	1.68%
2030	475,000	16,346	491,346	1.68%
2031	498,000	8,366	506,366	1.68%
<b>Total</b>	<b>\$ 3,035,000</b>	<b>\$ 213,728</b>	<b>\$ 3,248,728</b>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

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**2011 SELP Loan**

On November 4, 2011, the District entered into a loan agreement with the State of Oregon Department of Energy through their Small Scale Local Energy Loan Program (SELP) for \$583,136 with an interest rate of 3.50%. The proceeds from the loan are to make energy efficient updates through-out the District.

Current Year Activity:

	<u>Outstanding Balance July 1, 2023</u>	<u>New Issues and Interest Matured</u>	<u>Principal and Interest Retired</u>	<u>Outstanding Balance June 30, 2024</u>	<u>Due Within One Year</u>
Principal	\$ 174,602	\$ -	\$ 44,597	\$ 130,005	\$ 46,197
Interest	-	5,419	5,419	-	3,819
Total	<u>\$ 174,602</u>	<u>\$ 5,419</u>	<u>\$ 50,016</u>	<u>\$ 130,005</u>	<u>\$ 50,016</u>

Future Requirements:

<u>Fiscal Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
2025	\$ 46,197	\$ 3,819	\$ 50,016	3.50%
2026	47,841	2,175	50,016	3.50%
2027	35,967	519	36,486	3.50%
Total	<u>\$ 130,005</u>	<u>\$ 6,513</u>	<u>\$ 136,518</u>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

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**2019 Santander Financing**

In March 2019, the District entered into an agreement with Santander Bank to finance the purchase of one 2019 Bluebird Bus, which serves as collateral for the debt, in the amount of \$111,354 with an interest rate of 3.75%.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 49,914	\$ -	\$ 16,029	\$ 33,885	\$ 16,630
Interest	-	1,872	1,872	-	1,271
Total	<u>\$ 49,914</u>	<u>\$ 1,872</u>	<u>\$ 17,901</u>	<u>\$ 33,885</u>	<u>\$ 17,901</u>

Future Requirements:

Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
2025	\$ 16,630	\$ 1,271	\$ 17,901	3.75%
2026	17,255	646	17,901	3.75%
Total	<u>\$ 33,885</u>	<u>\$ 1,917</u>	<u>\$ 35,802</u>	

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

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**2019 Mershon Land Contract**

On November 21, 2019, the District entered into a contract to purchase land with Jefferey and Cynthia Mershon in the amount of \$100,000 with an interest rate of 1.28%.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 25,479	\$ -	\$ 25,479	\$ -	\$ -
Interest	-	326	326	-	-
Total	<u>\$ 25,479</u>	<u>\$ 326</u>	<u>\$ 25,805</u>	<u>\$ -</u>	<u>\$ -</u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

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**2020 Santander Financing 1**

In March 2020, the District entered into an agreement with Santander Bank to finance the purchase of one 2021 Bluebird Bus, which serves as collateral for the debt, in the amount of \$111,694 with an interest rate of 2.68%.

Current Year Activity:

	<u>Outstanding Balance July 1, 2023</u>	<u>New Issues and Interest Matured</u>	<u>Principal and Interest Retired</u>	<u>Outstanding Balance June 30, 2024</u>	<u>Due Within One Year</u>
Principal	\$ 49,207	\$ -	\$ 15,970	\$ 33,237	\$ 16,399
Interest	-	1,319	1,319	-	890
<b>Total</b>	<u>\$ 49,207</u>	<u>\$ 1,319</u>	<u>\$ 17,289</u>	<u>\$ 33,237</u>	<u>\$ 17,289</u>

Future Requirements:

<u>Fiscal Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
2025	\$ 16,399	\$ 890	\$ 17,289	2.68%
2026	16,838	451	17,289	2.68%
<b>Total</b>	<u>\$ 33,237</u>	<u>\$ 1,341</u>	<u>\$ 34,578</u>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

**2020 Santander Financing 2**

In December 2020, the District entered into an agreement with Santander Bank to finance the purchase of one 2022 Bluebird Bus, which serves as collateral for the debt, in the amount of \$128,290 with an interest rate of 2.44%.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 61,290	\$ -	\$ 14,774	\$ 46,516	\$ 15,134
Interest	-	1,495	1,495	-	1,135
<b>Total</b>	<b>\$ 61,290</b>	<b>\$ 1,495</b>	<b>\$ 16,269</b>	<b>\$ 46,516</b>	<b>\$ 16,269</b>

Future Requirements:

Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
2025	\$ 15,134	\$ 1,135	\$ 16,269	2.44%
2026	15,503	766	16,269	2.44%
2027	15,879	390	16,269	0.00%
<b>Total</b>	<b>\$ 46,516</b>	<b>\$ 2,291</b>	<b>\$ 48,807</b>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

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**2022 Santander Financing**

In December 2021, The District entered into an agreement with Santander Bank to finance the purchase of one 2023 Bluebird Bus, which serves as collateral for the debt, in the amount of \$129,898 with an interest rate of 2.58%.

Current Year Activity:

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 93,024	\$ -	\$ 17,652	\$ 75,372	\$ 18,107
Interest	-	2,397	2,397	-	1,942
Total	<u>\$ 93,024</u>	<u>\$ 2,397</u>	<u>\$ 20,049</u>	<u>\$ 75,372</u>	<u>\$ 20,049</u>

Future Requirements:

Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
2025	\$ 18,107	\$ 1,942	\$ 20,049	2.58%
2026	18,574	1,475	20,049	2.58%
2027	19,053	996	20,049	0.00%
2028	19,638	509	20,147	0.00%
Total	<u>\$ 75,372</u>	<u>\$ 4,922</u>	<u>\$ 80,294</u>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

**Corbett Commons Lease**

On February 1, 2023, Corbett School District entered into a 48-month lease as Lessee for the right of use of the Corbett Commons office space. An initial lease liability was recorded for \$420,683. As of June 30, 2023 the value of the lease liability is \$388,515. Corbett School District is required to make variable monthly payments of \$9,000-\$9,934. The lease has an imputed interest rate of 2.275%. The estimated useful life was 48 months as of the contract commencement.

Current Year Activity:

	<u>Outstanding Balance July 1, 2023</u>	<u>New Issues and Interest Matured</u>	<u>Principal and Interest Retired</u>	<u>Outstanding Balance June 30, 2024</u>	<u>Due Within One Year</u>
Principal	\$ 388,515	\$ -	\$ 101,768	\$ 286,747	\$ 106,877
Interest	-	7,582	7,582	-	5,209
Total	<u>\$ 388,515</u>	<u>\$ 7,582</u>	<u>\$ 109,350</u>	<u>\$ 286,747</u>	<u>\$ 112,086</u>

Future Requirements:

<u>Fiscal Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
2025	\$ 106,877	\$ 5,209	\$ 112,086	0.00%
2026	112,171	2,717	114,888	0.00%
2027	67,699	387	68,086	0.00%
Total	<u>\$ 286,747</u>	<u>\$ 8,313</u>	<u>\$ 295,060</u>	

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

SCHEDULE OF LONG-TERM DEBT TRANSACTIONS

For the Fiscal Year Ended June 30, 2024

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**2023 Santander Financing**

In May 2023, The District entered into an agreement with Santander Bank to finance the purchase of one 2023 Bluebird Bus, which serves as collateral for the debt, in the amount of \$171,668 with an interest rate of 2.58%.

**Current Year Activity:**

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ -	\$ 171,668	\$ 37,452	\$ 134,216	\$ 30,932
Interest	-	794	794	-	-
Total	<u>\$ -</u>	<u>\$ 172,462</u>	<u>\$ 38,246</u>	<u>\$ 134,216</u>	<u>\$ 30,932</u>

**Future Requirements:**

	Ended June 30,	Principal	Interest	Total	Interest Rate
2025		\$ 30,932			0.00%
2026		32,618			0.00%
2027		34,396			0.00%
2028		36,270			0.00%
Total		<u>\$ 134,216</u>	<u>\$ -</u>	<u>\$ -</u>	

CORBETT SCHOOL DISTRICT NO. 39  
MULTNOMAH COUNTY, OREGON  
 Oregon Department of Education Form 581-3211-C  
 For the Fiscal Year Ended June 30, 2024

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Part A is needed for computing Oregon's full allocation for ESEA, Title 1 & other Federal Funds for Education

		Objects 325 & 326
B. Energy Bills for Heating - All Funds:		
Please enter your expenditures for electricity & heating fuel, and water & sewage for these Functions & Objects.	Function 2540	\$ 248,413
	Function 2550	\$ -

C. Replacement of Equipment - General Fund:

Include all General Fund expenditures in Object 542, except for the following exclusions:

Exclude these functions:

- 1113,1122 & 1132
- 1140
- 1300
- 1400

- Extra-curricular Activities
- Pre-Kindergarten
- Continuing Education
- Summer School

Exclude these functions:

- 4150 Construction
- 2550 Pupil Transportation
- 3100 Food Service
- 3300 Community Services

\$ -
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**CORBETT SCHOOL DISTRICT NO.39**  
**MULTNOMAH COUNTY, OREGON**

Audit Revenue Summary - All Funds

For the Fiscal Year Ended June 30, 2024

Revenue from Local Sources	Fund 100	Fund 200	Fund 300	Fund 400
1110 Ad Valorem Taxes Levied by District	\$ 2,051,273	\$ -	\$ 474,423	\$ -
1190 Penalties and Interest on Taxes	5,940	-	1,331	-
1500 Earnings on Investments	52,030	-	37,631	-
1600 Food Service	-	79,762	-	-
1700 Extracurricular Activities	70,735	169,704	-	-
1910 Rentals	1,660	-	-	-
1920 Contributions and Donations From Private Sources	351	-	-	-
1960 Recovery of Prior Years' Expenditure	124,812	-	-	-
1980 Fees Charged to Grants	37,833	-	-	-
1990 Miscellaneous	796,710	34,393	-	-
Total Revenue from Local Sources	\$ 3,141,343	\$ 283,860	\$ 513,385	\$ -

Revenue from Intermediate Sources	Fund 100	Fund 200	Fund 300	Fund 400
2101 County School Funds	\$ 618	\$ -	\$ -	\$ -
2199 Other Intermediate Sources	\$ 1,723	\$ -	\$ 382	\$ -
2200 Restricted Revenue	(1)	-	-	-
2900 Revenue for/on Behalf of the District	421,708	-	-	-
Total Revenue from Intermediate Sources	\$ 424,047	\$ -	\$ 382	\$ -

Revenue from State Sources	Fund 100	Fund 200	Fund 300	Fund 400
3101 State School Fund - General Support	\$ 11,049,723	\$ -	\$ -	\$ -
3102 State School Fund - School Lunch Match	(1,582)	1,582	-	-
3103 Common School Fund	144,304	-	-	-
3106 State School Fund - Accrual	308,648	-	-	-
3299 Other Restricted Grants-In-Aid	641,666	1,006,073	-	614,081
Total Revenue from State Sources	\$ 12,142,760	\$ 1,007,655	\$ -	\$ 614,081

Revenue from Federal Sources	Fund 100	Fund 200	Fund 300	Fund 400
4500 Restricted Revenue From the Federal Government Through the State	\$ 90,405	\$ 709,560	\$ -	\$ -
4900 Revenue for/on Behalf of the District	-	830,088	-	-
Total Revenue from Federal Sources	\$ 90,405	\$ 1,539,648	\$ -	\$ -

Revenue from Other Sources	Fund 100	Fund 200	Fund 300	Fund 400
5100 Long Term Debt Financing Sources	\$ 922,843	\$ -	\$ -	\$ -
5200 Interfund Transfers	15,000	-	-	-
5400 Resources - Beginning Fund Balance	53,545	216,485	10,198	3,274,699
Total Revenue from Other Sources	\$ 991,388	\$ 216,485	\$ 10,198	\$ 3,274,699
Grand Total	<u>\$ 16,789,943</u>	<u>\$ 3,047,647</u>	<u>\$ 523,964</u>	<u>\$ 3,888,780</u>

CORBETT SCHOOL DISTRICT NO. 39  
MULTNOMAH COUNTY, OREGON

Audit Expenditure Summary - General Fund  
For the Fiscal Year Ended June 30, 2024

FUND: General Fund

		Totals	Object 100	Object 200	Object 300	Object 400	Object 500	Object 600
<b>Instruction Expenditures</b>								
1111	Elementary, K-5 or K-6	\$ 3,280,475	\$ 2,003,707	\$ 1,175,552	\$ 28,116	\$ 72,945	\$ -	\$ 155
1113	Elementary Extracurricular	50	-	-	-	-	-	\$ 50
1121	Middle/Junior High Programs	1,291,121	818,881	449,372	7,510	15,196	-	162
1122	Middle/Junior High School Extracurricular	148,779	107,918	31,281	7,399	2,001	-	181
1131	High School Programs	1,698,380	1,045,400	529,210	77,718	43,391	-	2,661
1132	High School Extracurricular	480,689	286,649	77,423	47,847	57,320	-	11,450
1220	Restrictive Programs for Students with Disabilities	231,903	60,970	50,898	119,787	247	-	-
1250	Less Restrictive Programs for Students with Disabilities	1,809,652	823,513	493,235	445,960	37,456	-	9,488
1280	Alternative Education	195,250	118,734	46,155	30,195	165	-	-
1291	English Second Language Programs	7,387	389	-	1,328	5,671	-	-
1299	Other Programs	82,182	48,957	27,753	-	5,472	-	-
	<b>Total Instruction Expenditures</b>	<b>\$ 9,225,867</b>	<b>\$ 5,315,118</b>	<b>\$ 2,880,878</b>	<b>\$ 765,859</b>	<b>\$ 239,865</b>	<b>\$ -</b>	<b>\$ 24,148</b>
<b>Support Services Expenditures</b>								
2110	Attendance and Social Work Services	\$ 5,848	\$ -	\$ -	\$ 938	\$ 1,633	\$ -	\$ 3,277
2120	Guidance Services	180,508	67,956	49,469	24,110	5,237	-	33,735
2130	Health Services	47,582	30,227	10,412	-	4,836	-	2,108
2150	Speech Pathology and Audiology Services	97,592	73,161	24,367	-	64	-	-
2160	Other Student Treatment Services	89,662	63,660	25,841	161	-	-	-
2210	Improvement of Instruction Services	228,791	116,058	40,414	-	70,849	-	1,470
2230	Assessment & Testing	47,229	-	-	735	46,495	-	-
2240	Instructional Staff Development	66,052	-	-	53,903	993	-	11,156
2310	Board of Education Services	252,548	-	16,994	2,026	96	-	233,432
2320	Executive Administration Services	860,982	290,766	217,580	171,266	15,782	124,241	41,347
2410	Office of the Principal Services	1,096,024	631,212	396,754	35,733	21,690	-	10,635
2520	Fiscal Services	174,034	65,240	49,975	40,451	4,542	-	13,826
2540	Operation and Maintenance of Plant Services	1,823,458	366,097	227,569	1,092,717	114,167	18,480	4,428
2550	Student Transportation Services	949,388	440,460	367,770	124,782	15,505	-	869
2570	Internal Services	62,434	-	-	42,675	19,279	-	480
2640	Staff Services	706,542	-	706,854	-	-	-	(312)
2660	Technology Services	335,335	81,146	39,640	36,577	159,312	9,739	8,922
	<b>Total Support Services Expenditures</b>	<b>\$ 7,024,012</b>	<b>\$ 2,225,984</b>	<b>\$ 2,173,640</b>	<b>\$ 1,626,076</b>	<b>\$ 480,479</b>	<b>\$ 152,460</b>	<b>\$ 365,374</b>
<b>Enterprise and Community Services Expenditures</b>								
3500	Custody and Care of Children Services	11,431	4,476	6,955	-	-	-	-
	<b>Total Enterprise and Community Services Expenditures</b>	<b>\$ 11,431</b>	<b>\$ 4,476</b>	<b>\$ 6,955</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities Acquisition and Construction Expenditures</b>								
4150	Building Acquisition, Construction, and Improvement Services	426,181	-	-	29,963	-	396,218	-
	<b>Total Facilities Acquisition and Construction Expenditures</b>	<b>\$ 426,181</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,963</b>	<b>\$ -</b>	<b>\$ 396,218</b>	<b>\$ -</b>
<b>Other Uses Expenditures</b>								
5100	Debt Service	321,515	-	-	-	-	-	321,515
	<b>Total Other Uses Expenditures</b>	<b>\$ 321,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 321,515</b>
	<b>Grand Total</b>	<b>\$ 17,009,007</b>	<b>\$ 7,545,578</b>	<b>\$ 5,061,473</b>	<b>\$ 2,421,898</b>	<b>\$ 720,344</b>	<b>\$ 548,678</b>	<b>\$ 711,037</b>

CORBETT SCHOOL DISTRICT NO. 39

MULTNOMAH COUNTY, OREGON

Audit Expenditure Summary - Special Revenue Fund

For the Fiscal Year Ended June 30, 2024

FUND: Special Revenue Funds

Instruction Expenditures		Totals	Object 100	Object 200	Object 300	Object 400	Object 600
1111	Elementary, K-5 or K-6	\$ 145,908	\$ 95,118	\$ 50,548	\$ 141	\$ 101	\$ -
1121	Middle/Junior High Programs	243,599	159,809	83,790	-	-	-
1122	Middle/Junior High School Extracurricular	72,557	-	-	-	72,557	-
1131	High School Programs	106,285	76,866	29,419	-	-	-
1132	High School Extracurricular	117,039	-	-	-	117,039	-
1220	Restrictive Programs for Students with Disabilities	61,631	44,525	17,106	-	-	-
1250	Less Restrictive Programs for Students with Disabilities	330,618	196,272	92,052	41,994	300	-
1272	Title I	77,620	48,998	28,378	-	244	-
1299	Other Programs	222,539	126,598	45,268	44,173	6,500	-
	Total Instruction Expenditures	\$ 1,377,797	\$ 748,186	\$ 346,562	\$ 86,307	\$ 196,742	\$ -
Support Services Expenditures		Totals	Object 100	Object 200	Object 300	Object 400	Object 600
2120	Guidance Services	\$ 331,840	\$ 236,859	\$ 94,691	\$ 290	\$ -	\$ -
2140	Psychological Services	679,014	456,015	162,618	12,308	9,748	38,325
2210	Improvement of Instruction Services	111	-	-	111	-	-
2240	Instructional Staff Development	17,633	-	-	17,633	-	-
	Total Support Services Expenditures	\$ 1,028,598	\$ 692,874	\$ 257,308	\$ 30,343	\$ 9,748	\$ 38,325
Enterprise and Community Services Expenditures		Totals	Object 100	Object 200	Object 300	Object 400	Object 600
3100	Food Services	\$ 398,633	\$ 105,712	\$ 91,381	\$ 16,933	\$ 182,436	\$ 2,171
	Total Enterprise and Community Services Expenditures	\$ 398,633	\$ 105,712	\$ 91,381	\$ 16,933	\$ 182,436	\$ 2,171
Other Uses Expenditures		Totals	Object 100	Object 200	Object 300	Object 400	Object 600
5100	Debt Service	\$ 109,350	\$ -	\$ -	\$ -	\$ -	\$ 109,350
	Total Other Uses Expenditures	\$ 109,350	\$ -	\$ -	\$ -	\$ -	\$ 109,350
	<b>Grand Total</b>	<b>\$ 2,914,378</b>	<b>\$ 1,546,772</b>	<b>\$ 695,251</b>	<b>\$ 133,583</b>	<b>\$ 388,926</b>	<b>\$ 149,846</b>

CORBETT SCHOOL DISTRICT NO. 39  
MULTNOMAH COUNTY, OREGON

Audit Expenditure Summary - Debt Service Fund  
 For the Fiscal Year Ended June 30, 2024

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FUND: Debt Service Funds

Other Uses Expenditures	Totals	Object 600	Object 700
5100 Debt Service	\$ 411,339	\$ 411,339	-
5200 Transfers of Funds	15,000	-	15,000
Total Other Uses Expenditures	\$ 426,339	\$ 411,339	\$ 15,000
Grand Total	\$ 426,339	\$ 411,339	\$ 15,000

CORBETT SCHOOL DISTRICT NO. 39  
MULTNOMAH COUNTY, OREGON

Audit Expenditure Summary - Capital Projects Fund

For the Fiscal Year Ended June 30, 2024

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FUND: Capital Projects Funds

Facilities Acquisition and Construction Expenditures		Totals	Object 300	Object 500
4150	Building Acquisition, Construction, and Improvement Services	\$3,888,780	\$ 429	\$3,888,351
	Total Facilities Acquisition and Construction Expendit	\$3,888,780	\$ 429	\$3,888,351
	Grand Total	<u>\$3,888,780</u>	<u>\$ 429</u>	<u>\$3,888,351</u>

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY, OREGON

STATISTICAL SECTION



**CORBETT SCHOOL DISTRICT NO.39**  
**MULNOMAH COUNTY, OREGON**

**STATISTICAL SECTION**

This part of Corbett School District 39's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

<b>Contents</b>	<b><u>Page</u></b>
Financial Trends These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.	106-109
Revenue Capacity These schedules contain information to help the reader assess the government's most significant locate revenue sources, the property tax.	110-114
Debt Capacity These schedules present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.	115-116
Demographic and Economic Information These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.	117-119
Operating Information These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.	120-121

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

**CORBETT SCHOOL DISTRICT NO. 39**  
**MULNOMAH COUNTY, OREGON**  
**NET POSITION BY COMPONENT**  
**LAST TEN FISCAL YEARS**  
(accrual basis of accounting)

	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
Governmental activities:					
Invested in capital assets, net or related debt	\$12,754,529	\$9,593,436	\$ 6,744,132	\$ 5,900,710	\$ 6,017,964
Restricted	336,953	1,009,715	977,613	774,090	693,566
Unrestricted	<u>(11,584,880)</u>	<u>(10,305,957)</u>	<u>(10,408,813)</u>	<u>(9,933,487)</u>	<u>(7,959,180)</u>
Total primary government net position	<u>\$ 1,506,602</u>	<u>\$ 297,194</u>	<u>\$(2,687,068)</u>	<u>\$(3,258,687)</u>	<u>\$(1,247,650)</u>
	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>
Governmental activities:					
Invested in capital assets, net or related debt	\$ 5,656,374	\$5,170,065	\$ 5,141,289	\$ 5,133,042	\$ 5,169,325
Restricted	159,445	272,986	252,504	305,059	255,291
Unrestricted	<u>(5,979,292)</u>	<u>(4,844,073)</u>	<u>(3,632,695)</u>	<u>(1,527,786)</u>	<u>3,496,133</u>
Total primary government net position	<u>\$ (163,473)</u>	<u>\$ 598,978</u>	<u>\$ 1,761,098</u>	<u>\$ 3,910,315</u>	<u>\$ 8,920,749</u>

Source:  
Corbett School District 39 Statement of Net Position

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

CHANGES IN NET POSITION - GOVERNMENTAL ACTIVITIES

LAST TEN FISCAL YEARS

(accrual basis of accounting)

	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
<b>Expenses</b>					
Instruction	\$10,367,522	\$ 10,056,201	\$ 9,669,221	\$ 10,205,268	\$ 10,410,249
Support services	7,871,342	5,716,106	5,113,727	5,516,272	4,662,034
Enterprise and community services	400,054	462,671	457,029	293,791	319,146
Facilities acquisition and construction	-	-	5,880	-	160,421
Interest on long-term debt	129,858	151,164	145,635	146,960	120,212
Total primary government expenses	<u>18,768,776</u>	<u>16,386,142</u>	<u>15,391,492</u>	<u>16,162,291</u>	<u>15,672,062</u>
<b>Program revenues</b>					
Governmental activities:					
Charges for services					
Instruction	242,100	197,202	151,424	66,776	288,255
Support Services	-	75	635	-	3,261
Enterprise and Community Services	79,762	210,374	103,365	4,648	92,322
Operating Grants and Contributions	3,438,410	2,982,816	2,440,995	1,724,582	1,028,282
Capital Grants and Contributions	614,081	2,726,671	659,248	-	655,034
Total primary government revenues	<u>4,374,353</u>	<u>6,117,138</u>	<u>3,355,667</u>	<u>1,796,006</u>	<u>2,067,154</u>
<b>Net (Expense)/Revenue</b>					
Total primary government net expense	<u>14,394,423</u>	<u>10,269,004</u>	<u>12,035,825</u>	<u>14,366,285</u>	<u>13,604,908</u>
<b>General revenues and Other Changes in Net Position</b>					
Property taxes	2,526,659	2,440,295	2,346,201	1,927,901	1,831,155
State support	11,502,675	10,211,272	9,828,388	10,071,686	10,259,846
Intermediate sources/Other unrestricted funds	1,379,728	458,677	403,769	314,366	341,389
Investment earnings	89,660	143,020	29,086	41,295	74,521
Total primary government	<u>15,498,722</u>	<u>13,253,264</u>	<u>12,607,444</u>	<u>12,355,248</u>	<u>12,506,911</u>
<b>Change in Net Position</b>					
Total primary government	<u>\$ 1,104,299</u>	<u>\$ 2,984,260</u>	<u>\$ 571,619</u>	<u>\$ (2,011,037)</u>	<u>\$ (1,097,997)</u>
	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>
<b>Expenses</b>					
Instruction	\$ 9,566,710	\$ 9,694,088	\$ 9,361,793	\$ 10,448,222	\$ 5,784,734
Support services	4,371,342	4,197,692	4,059,734	4,297,765	2,866,942
Enterprise and community services	400,942	374,531	353,452	300,615	217,086
Facilities acquisition and construction	87,725	120,270	-	7,700	-
Interest on long-term debt	84,502	86,083	87,962	86,604	88,383
Total primary government expenses	<u>14,511,221</u>	<u>14,472,664</u>	<u>13,862,941</u>	<u>15,140,906</u>	<u>8,957,145</u>
<b>Program revenues</b>					
Governmental activities:					
Charges for services					
Instruction	445,477	412,175	438,926	401,435	385,356
Enterprise and Community Services	122,541	118,174	104,671	83,784	80,911
Operating Grants and Contributions	556,487	515,517	342,519	371,501	358,765
Total primary government revenues	<u>1,124,505</u>	<u>1,045,866</u>	<u>886,116</u>	<u>856,720</u>	<u>825,032</u>
<b>Net (Expense)/Revenue</b>					
Total primary government net expense	<u>13,386,716</u>	<u>13,426,798</u>	<u>12,976,825</u>	<u>14,284,186</u>	<u>8,132,113</u>
<b>General revenues and Other Changes in Net Position</b>					
Property taxes	1,796,811	1,804,109	1,778,640	1,724,155	1,644,240
State support	9,863,811	9,760,940	8,661,443	7,925,184	11,775,586
Intermediate sources/Other unrestricted funds	894,896	496,888	353,572	295,450	324,810
Investment earnings	68,747	48,068	33,953	21,316	13,323
Total primary government	<u>12,624,265</u>	<u>12,110,005</u>	<u>10,827,608</u>	<u>9,966,105</u>	<u>13,757,959</u>
<b>Change in Net Position</b>					
Total primary government	<u>\$ (762,451)</u>	<u>\$ (1,316,793)</u>	<u>\$ (2,149,217)</u>	<u>\$ (4,318,081)</u>	<u>\$ 5,625,846</u>

**CORBETT SCHOOL DISTRICT NO.39**  
**MULTNOMAH COUNTY, OREGON**  
**FUND BALANCES, GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
(modified accrual basis of accounting)

	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
General Fund					
Unspendable	\$ -	\$ 5,000	\$ 22,901	\$ 46,342	\$ 6,155
Restricted for:					
Capital Projects	-	-	2,353,262	2,253,074	2,374,167
Debt service	-	601,674	573,630	526,283	465,000
Assigned	-	-	709,190	1,248,087	-
Unassigned	(219,062)	(171,228)	-	430,715	1,844,247
Total general fund	<u>(219,062)</u>	<u>435,446</u>	<u>3,658,983</u>	<u>4,504,501</u>	<u>4,689,569</u>
All Other Government Funds					
Unspendable	8,850	20,721	6,387	8,879	7,221
Restricted for:					
Capital Construction & Building					
Maintenance	-	3,235,537	998,898	899,254	-
Debt service	97,626	10,198	912	-	37,200
Energy Projects	89,694	55,301	25,873	23,039	23,708
Federal Programs	13,499	-	8,402	-	7,726
Food Service	-	-	58,896	-	-
Student Body Activities	119,629	-	123,678	106,493	90,166
Committed:					
Food Service	-	53,837	-	-	-
Student Body Activities	-	135,549	-	-	-
Assigned:					
Capital project funds	-	(596,295)	-	-	-
Unassigned	(98,403)	-	-	(270,557)	-
Total all other governmental funds	<u>230,895</u>	<u>2,914,848</u>	<u>1,223,046</u>	<u>767,108</u>	<u>166,021</u>
 Total Fund Balance (Deficit)	 <u>\$ 11,833</u>	 <u>\$ 3,350,294</u>	 <u>\$ 4,882,029</u>	 <u>\$ 5,271,609</u>	 <u>\$ 4,855,590</u>
	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>
General Fund					
Unspendable	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Committed	-	13,195	13,195	14,286	3,766
Unassigned	1,661,530	1,480,687	1,310,609	1,872,800	3,052,471
Total general fund	<u>1,666,530</u>	<u>1,493,882</u>	<u>1,323,804</u>	<u>1,887,086</u>	<u>3,056,237</u>
All Other Government Funds					
Unspendable	12,338	8,928	5,377	2,617	3,168
Restricted for:					
Capital Construction & Building					
Maintenance	19,902	19,005	76,682	76,682	54,382
Debt service	-	51,033	51,015	46,226	38,410
Energy Projects	26,270	30,349	28,721	28,819	19,552
Federal Programs	7,725	7,725	7,725	7,726	7,726
Food Service	-	45,222	6,846	59,902	49,003
Student Body Activities	105,548	106,457	81,515	85,704	86,218
Total all other governmental funds	<u>171,783</u>	<u>268,719</u>	<u>257,881</u>	<u>307,676</u>	<u>258,459</u>
 Total Fund Balance (Deficit)	 <u>\$ 1,838,313</u>	 <u>\$ 1,762,601</u>	 <u>\$ 1,581,685</u>	 <u>\$ 2,194,762</u>	 <u>\$ 3,314,696</u>

Note: Capital project/Capital Construction & Building Maintenance fluctuate from years when bonds are sold in anticipation of capital construction to years where capital expenditures are made.

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

(modified accrual basis of accounting)

<b>REVENUES:</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>
Local sources	\$ 3,858,825	\$ 3,213,327	\$2,597,617	\$ 2,057,230	\$ 2,079,503
Charges for services	79,762	-	255,424	71,517	383,838
Intermediate sources	424,430	202,119	200,128	202,439	200,657
State sources	13,764,495	14,654,032	12,021,573	11,165,833	11,480,230
Federal sources	1,630,053	706,451	1,096,160	297,592	442,613
<b>Total Revenues</b>	<b>19,757,565</b>	<b>18,775,929</b>	<b>16,170,902</b>	<b>13,794,611</b>	<b>14,586,841</b>
<b>EXPENDITURES:</b>					
Current:					
Instruction	10,603,664	10,383,322	9,787,399	8,635,342	8,670,497
Support services	8,052,610	5,831,809	5,135,206	4,905,655	4,055,260
Community services	410,064	479,499	466,597	269,569	299,996
Facilities acquisition & construction	4,314,961	3,364,203	653,276	413,057	1,726,013
Debt service:					
Principal	698,338	535,542	511,843	300,872	341,438
Interest and Fees	143,866	142,974	136,059	79,979	90,762
<b>Total Expenditures</b>	<b>24,223,503</b>	<b>20,737,349</b>	<b>16,690,380</b>	<b>14,604,474</b>	<b>15,183,966</b>
Excess of revenues over(under)expenditures	(4,465,938)	(1,961,420)	(519,478)	(809,863)	(597,125)
<b>Other Financing Sources(uses)</b>					
Debt proceeds	922,843.00	429,683	129,898	1,225,882	3,211,694
Transfer in	15,000	53,340	236,044	184,982	313,526
Transfer out	(15,000)	(53,340)	(236,044)	(184,982)	(313,526)
<b>Total other financing sources(uses)</b>	<b>922,843</b>	<b>429,683</b>	<b>129,898</b>	<b>1,225,882</b>	<b>3,211,694</b>
<b>Net Change in Fund Balance</b>	<b>\$ (3,543,095)</b>	<b>\$ (1,531,737)</b>	<b>\$ (389,580)</b>	<b>\$ 416,019</b>	<b>\$ 2,614,569</b>
Debt services as a percentage of noncapital expenditures	0.00%	4.06%	4.21%	2.76%	3.32%
<b>REVENUES:</b>					
	<b>2018-2019</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>
Local sources	\$ 3,179,655	\$ 2,631,137	\$2,556,725	\$ 2,333,849	\$ 2,284,874
Intermediate sources	208,629	265,454	150,141	192,103	121,622
State sources	9,863,811	9,760,940	8,661,443	7,925,184	11,775,586
Federal sources	556,487	515,517	342,519	371,501	359,035
<b>Total Revenues</b>	<b>13,808,582</b>	<b>13,173,048</b>	<b>11,710,828</b>	<b>10,822,637</b>	<b>14,541,117</b>
<b>EXPENDITURES:</b>					
Current:					
Instruction	8,442,271	8,378,427	7,997,328	7,857,407	7,946,201
Support services	3,961,828	3,719,302	3,725,686	3,472,412	3,580,221
Community services	371,805	362,667	341,993	269,935	212,242
Facilities acquisition & construction	816,459	329,826	-	294,934	378,315
Debt service:					
Principal	257,978	225,760	170,936	173,456	171,044
Interest	68,576	86,087	87,962	86,604	45,468
<b>Total Expenditures</b>	<b>13,918,917</b>	<b>13,102,069</b>	<b>12,323,905</b>	<b>12,154,748</b>	<b>12,333,491</b>
Excess of revenues over(under)expenditures	(110,335)	70,979	(613,077)	(1,332,111)	2,207,626
<b>Other Financing Sources(uses)</b>					
Debt proceeds	186,047	109,937	-	212,177	-
Transfer in	164,536	210,576	86,091	157,000	269,000
Transfer out	(164,536)	(210,576)	(86,091)	(157,000)	(269,000)
<b>Total other financing sources(uses)</b>	<b>186,047</b>	<b>109,937</b>	<b>-</b>	<b>212,177</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ 75,712</b>	<b>\$ 180,916</b>	<b>\$ (613,077)</b>	<b>\$ (1,119,934)</b>	<b>\$ 2,207,626</b>
Debt services as a percentage of noncapital expenditures	2.56%	2.50%	2.15%	2.24%	1.84%

(1) Revenues are recognized when susceptible to accrual.

(2) Includes state replacement/transportation reimbursement and basic school support.

**CORBETT SCHOOL DISTRICT NO.39**  
MULTNOMAH COUNTY, OREGON  
 ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY  
 LAST TEN FISCAL YEARS

		<b>PROPERTY VALUE ASSESSED VALUATION(1)</b>					
<b>ASSESSMENT YEAR</b>	<b>FISCAL YEAR</b>	<b>REAL PROPERTY</b>	<b>PERSONAL PROPERTY</b>	<b>PUBLIC UTILITY PROPERTY</b>	<b>TOTAL</b>	<b>DIRECT TAX RATE(2)</b>	
2023	2023-2024	\$ 418,282,620	\$ 1,263,800	\$ 48,447,920	\$ 467,994,340	5.66	
2022	2022-2023	405,082,600	1,754,780	57,634,900	464,472,280	5.46	
2021	2021-2022	392,766,070	1,881,000	53,327,900	447,974,970	5.42	
2020	2020-2021	382,359,910	2,060,490	52,739,900	437,160,300	4.59	
2019	2019-2020	368,830,600	1,598,300	44,266,500	414,695,400	4.59	
2018	2018-2019	356,852,210	1,870,340	45,467,400	404,189,950	4.59	
2017	2017-2018	346,555,820	1,710,590	61,799,600	410,066,010	4.59	
2016	2016-2017	335,906,820	1,943,990	60,779,400	398,630,210	4.59	
2015	2015-2016	324,417,340	2,229,360	62,056,600	388,703,300	4.59	
2014	2014-2015	308,682,510	2,345,270	56,813,770	367,841,550	4.59	

		<b>PROPERTY VALUE TRUE CASH VALUATION(1)</b>					
<b>ASSESSMENT YEAR</b>	<b>FISCAL YEAR</b>	<b>REAL PROPERTY</b>	<b>PERSONAL PROPERTY</b>	<b>PUBLIC UTILITY PROPERTY</b>	<b>TOTAL</b>	<b>RATIO OF ASSESSED VALUATION TO TRUE CASH VALUATION</b>	
2023	2023-2024	\$ 802,869,160	\$ 2,105,460	\$ 113,786,153	\$ 918,760,773	50.94 %	
2022	2022-2023	783,378,120	2,235,610	134,002,318	919,616,048	50.51	
2021	2021-2022	667,892,510	2,220,610	111,126,638	781,239,758	57.34	
2020	2020-2021	592,084,430	2,347,760	100,127,940	694,560,130	62.94	
2019	2019-2020	586,200,740	1,990,140	83,609,059	671,799,939	61.73	
2018	2018-2019	582,530,710	2,985,990	78,325,665	663,842,365	60.89	
2017	2017-2018	583,817,730	2,558,780	93,962,971	680,339,481	60.27	
2016	2016-2017	475,871,260	2,342,690	82,164,176	560,378,126	71.14	
2015	2015-2016	425,136,560	2,511,730	90,411,946	518,060,236	75.03	
2014	2014-2015	367,422,910	2,532,290	74,154,595	444,109,795	82.83	

(1) Source <https://www.oregon.gov/dor/gov-research/Pages/Research-Reports-and-Statistics.aspx> Under the Oregon Property Tax Statistics Section

(2) per \$1,000 of assessed value.

(3) Information does not include Union County

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY - CONTINUED  
LAST TEN FISCAL YEARS

<u>FISCAL YEAR</u>	<u>FISCAL YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>	<u>PUBLIC UTILITY PROPERTY</u>	<u>TOTAL</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>	<u>PUBLIC UTILITY PROPERTY</u>
2023	2023-2024	\$ 418,282,620	\$ 1,263,800	\$ 48,447,920	\$ 467,994,340	89.38 %	0.27 %	10.35 %
2022	2022-2023	405,082,600	1,754,780	57,634,900	464,472,280	87.21	0.38	12.41
2021	2021-2022	392,766,070	1,881,000	53,327,900	447,974,970	87.68	0.42	11.90
2020	2020-2021	382,359,910	2,060,490	52,739,900	437,160,300	87.46	0.47	12.06
2019	2019-2020	368,830,600	1,598,300	44,266,500	414,695,400	88.94	0.39	10.67
2018	2018-2019	356,852,210	1,870,340	45,467,400	404,189,950	88.29	0.46	11.25
2017	2017-2018	346,555,820	1,710,590	61,799,600	410,066,010	84.51	0.42	15.07
2016	2016-2017	335,906,820	1,943,990	60,779,400	398,630,210	84.27	0.49	15.25
2015	2015-2016	324,417,340	2,229,360	62,056,600	388,703,300	83.46	0.57	15.97
2014	2014-2015	308,682,510	2,345,270	56,813,770	367,841,550	83.92	0.64	15.45

<u>ASSESSMENT YEAR</u>	<u>FISCAL YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>	<u>PUBLIC UTILITY PROPERTY</u>
2023	2023-2024	87.39 %	0.23 %	12.38 %
2022	2022-2023	85.19	0.24	14.57
2021	2021-2022	85.49	0.28	14.22
2020	2020-2021	85.25	0.34	14.42
2019	2019-2020	87.26	0.30	12.45
2018	2018-2019	87.75	0.45	11.80
2017	2017-2018	85.81	0.38	13.81
2016	2016-2017	84.92	0.42	14.66
2015	2015-2016	82.06	0.48	17.45
2014	2014-2015	82.73	0.57	16.70

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

LARGEST TAXPAYERS WITHIN COUNTY

	<b>2023</b>	
<b>PRIVATE ENTERPRISES</b>	<b>ASSESSED VALUATION</b>	<b>PERCENTAGE OF TOTAL COUNTY'S ASSESSED VALUATION</b>
Portland General Electric Co	\$ 821,883,540	0.82 %
Port of Portland	775,711,860	0.77
Pacificorp (PP&L)	752,878,240	0.75
Microstar Kep Management LLC	715,422,270	0.71
Boeing Company	471,887,320	0.47
Alaska Airlines Inc	398,193,000	0.40
Comcast Corporation	360,420,490	0.36
Weston Investment Co LLC	344,593,530	0.34
Verizon Communication Inc.	222,796,540	0.22
Northwest Natural Gas Co.	221,729,000	0.22
<b>TOTAL</b>	5,085,515,790	5.08
<b>All OTHER TAXPAYERS</b>	95,097,193,380	94.92
<b>TOTAL</b>	\$ 100,182,709,170	100.00 %

Source:Schweitzer, Diana <Diana.Schweitzer@psc.com> or tax.accounting@multco.us

**CORBETT SCHOOL DISTRICT NO.39**  
**MULTNOMAH COUNTY, OREGON**  
**LARGEST TAXPAYERS WITHIN DISTRICT**

	<b>2023</b>	
<b>PRIVATE ENTERPRISES</b>	<b>ASSESSED VALUATION</b>	<b>PERCENTAGE OF TOTAL DISTRICT'S ASSESSED VALUATION</b>
Union Pacific Railroad Co	\$ 23,015,000	4.92 %
Portland General Electric Company	14,504,000	3.10
Cascade Utilities Inc	4,163,500	0.89
Emmert, Terry W	3,087,170	0.66
Heuker Properties Inc	2,588,500	0.55
Weyerhaeuser Timber Holdings Inc	2,055,050	0.44
Frank Timber Resources Inc	1,951,170	0.42
Multnomah Falls Co	1,723,190	0.37
Davenport, Mark	1,618,040	0.35
Fruehauf, Heinrich O & Sharon L	1,584,840	0.34
<b>SUB TOTAL</b>	56,290,460	12.03
<b>ALL OTHER TAXPAYERS</b>	411,703,880	87.97
<b>TOTAL</b>	\$ 467,994,340	100.00 %

Source: Schweitzer, Diana <Diana.Schweitzer@psc.com> or tax.accounting@multco.us

**CORBETT SCHOOL DISTRICT NO.39**  
**MULTNOMAH COUNTY, OREGON**  
PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS  
LAST TEN YEARS

	Dollars per \$1,000 True Cash Value				
	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020
<b>DIRECT:</b>					
Corbett School District #39	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59
Corbett School District #39 Bond	1.06	0.86	0.83	-	-
<b>Weighted Average Direct (1)</b>	<u>5.66</u>	<u>5.46</u>	<u>5.42</u>	<u>4.59</u>	<u>4.59</u>
<b>Overlapping:</b>					
Mt Hood Community College	0.49	0.49	0.49	0.49	0.49
Multnomah County	4.34	4.34	4.34	4.34	4.34
Multnomah County Bonds	0.58	0.59	0.60	-	-
Multnomah ESD	0.46	0.46	0.46	0.46	0.46
Port of Portland	0.07	0.07	0.07	0.07	0.07
	<u>5.94</u>	<u>5.95</u>	<u>5.96</u>	<u>5.36</u>	<u>5.36</u>
<b>Totals*</b>	<u>\$ 11.60</u>	<u>\$ 11.41</u>	<u>\$ 11.38</u>	<u>\$ 9.96</u>	<u>\$ 9.96</u>

	Dollars per \$1,000 True Cash Value				
	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
<b>DIRECT:</b>					
Corbett School District #39	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59
Corbett School District #39 Bond	-	-	-	-	-
<b>Weighted Average Direct (1)</b>	<u>4.59</u>	<u>4.59</u>	<u>4.59</u>	<u>4.59</u>	<u>4.59</u>
<b>Overlapping:</b>					
Mt Hood Community College	0.49	0.49	0.49	0.49	0.49
Multnomah County	4.34	4.34	4.34	4.34	4.34
Multnomah County Bonds	-	-	-	0.09	0.10
Multnomah ESD	0.46	0.46	0.46	0.46	0.46
Port of Portland	0.07	0.07	0.07	0.07	0.07
	<u>5.36</u>	<u>5.36</u>	<u>5.36</u>	<u>5.46</u>	<u>5.46</u>
<b>Totals*</b>	<u>\$ 9.96</u>	<u>\$ 9.96</u>	<u>\$ 9.96</u>	<u>\$ 10.05</u>	<u>\$ 10.05</u>

\*Numbers in totals do not reflect the actual tax rate for any one property, but are the results of the potential combination of taxing units within District boundaries.

(1) This is a weighted average rate as limited by ballot measure 5. Actual rates may vary by tax codes and lots because of differing compression.

Source: <https://www.multco.us/assessment-taxation/reports-archive>

**CORBETT SCHOOL DISTRICT NO.39**  
**MULTNOMAH COUNTY, OREGON**  
RATIOS OF GENERAL BONDED DEBT OUTSTANDING AND LEGAL DEBT MARGIN  
LAST TEN FISCAL YEARS

**GENERAL BONDED DEBT OUTSTANDING**

FISCAL YEAR	GENERAL OBLIGATION BONDS	OSBA FLEX FUND BONDS	FULL FAITH & CREDIT BOND	TOTAL	LESS GO BOND DEBT SERVICE FUND	NET GENERAL BONDED DEBT	RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUATION(3)		RATIO OF NET GENERAL BONDED DEBT TO TRUE CASH VALUE(3)	
							%	%		
2023-2024	\$ 3,035,000	\$ 1,305,000	\$ -	\$ 4,340,000	\$ -	4,340,000	0.93	%	0.47	%
2022-2023	3,390,000	1,335,000	-	4,725,000	-	4,725,000	1.02		0.51	
2021-2022	3,708,000	1,365,000	-	5,073,000	-	5,073,000	1.13		0.65	
2020-2021	4,000,000	1,395,000	-	5,395,000	-	5,395,000	1.23		0.78	
2019-2020	-	1,445,000	2,902,408.00	4,347,408	-	4,347,408	1.05		0.65	
2018-2019	-	1,495,000	-	1,495,000	-	1,495,000	0.37		0.23	
2017-2018	-	1,540,000	-	1,540,000	-	1,540,000	0.38		0.23	
2016-2017	-	1,585,000	-	1,585,000	-	1,585,000	0.40		0.28	
2015-2016	-	1,625,000	-	1,625,000	-	1,625,000	0.42		0.31	
2014-2015	-	1,665,000	-	1,665,000	-	1,665,000	0.45		0.37	

**Legal Debt Margin Calculation for Fiscal Year 2022-2023:**

Real Market Value (1)	\$919,616,048
Debt Limit (7.95%)(1)	73,109,476
Amount of Debt Applicable to Debt Limit (GO Bonds)	(4,340,000)
Legal Debt Margin	<u>\$ 68,769,476</u>

FISCAL YEAR	RATIO OF TOTAL GENERAL BONDED DEBT TO	%	TOTAL GENERAL BONDED DEBT PER CAPITA	NET GENERAL BONDED DEBT PER CAPITA	LEGAL DEBT LIMIT(1)	LEGAL DEBT MARGIN(2)	RATIO OF LEGAL DEBT MARGIN TO DEBT LIMIT
2023-2024	2.61	%	\$ 1,123.48	\$ 1,123	\$ 73,041,481	\$ 68,701,481	94.06
2022-2023	2.88		1,223	1,223	73,109,476	68,384,476	93.54
2021-2022	3.30		1,288	1,288	62,108,561	57,035,561	91.83
2020-2021	3.56		1,293	1,293	55,217,530	49,822,530	90.23
2019-2020	2.90		1,068	1,068	53,408,095	49,060,687	91.86
2018-2019	1.17		382	382	52,775,468	51,280,468	97.17
2017-2018	1.26		394	394	54,086,989	52,546,989	97.15
2016-2017	1.51		408	408	44,550,061	42,965,061	96.44
2015-2016	1.37		388	388	41,185,789	39,560,789	96.05
2014-2015	1.45		386	386	35,306,729	33,641,729	95.28

**CORBETT SCHOOL DISTRICT NO.39**  
**MULTNOMAH COUNTY, OREGON**  
DIRECT AND OVERLAPPING GROSS BONDED DEBT  
June 30, 2024

<b>CORBETT SCHOOL DISTRICT NO. 39</b>			
<b>Real Market Value of Subject Issuer is: \$64,038,604 as of 1/1/2023</b>			
Net Property-tax Backed Debt of Subject Issuer is: \$	4,470,103	Ratio of Net Property-tax Backed Debt to Real Market Value is:	6.98%
Net Property-tax Backed Debt of Overlapping Issuer \$	242,003	Ratio of Total Net Property-tax Backed Debt to Real Market Value is:	7.36%

<u>OVERLAPPING</u>	<u>REAL MARKET VALUATION</u>	<u>GROSS(1) BONDED DEBT</u>	<u>NET(2) BONDED DEBT</u>	<u>PERCENT WITHIN SCHOOL DISTRICT(3)</u>	<u>OVERLAPPING</u>	
					<u>GROSS(1) DEBT</u>	<u>NET(2) DEBT</u>
Mt Hood Community College	\$ 64,553,946,332	\$ 96,230,000	\$ 69,765,000	10.00%	\$ 95,460	\$ 69,207
Multnomah County	210,405,126,184	509,757,429	509,757,429	3.00	154,966	154,966
Multnomah ESD	213,405,004,045	75,677,417	59,432,417	3.00	22,703	17,830
Port of Portland	<u>479,861,013,594</u>	<u>32,210,000</u>	<u>-</u>	1.00	<u>4,284</u>	<u>-</u>
<b>Overlapping Gross Bonded Debt</b>	<u>968,225,090,152</u>	<u>713,874,846</u>	<u>638,954,846</u>		<u>277,410</u>	<u>242,000</u>
<b>DIRECT</b>						
Corbett School District #39	<u>464,472,280</u>	<u>4,725,000</u>	<u>4,725,000</u>	100.00	<u>4,725,000</u>	<u>4,725,000</u>
<b>DIRECT AND Overlapping Gross Bonded Debt</b>	<u>\$968,689,562,432</u>	<u>\$ 718,599,846</u>	<u>\$ 1,282,634,692</u>		<u>\$ 5,002,410</u>	<u>\$4,967,000</u>

Source: Municipal Debt Advisory Commission, State of Oregon.  
<https://www.oregon.gov/treasury/oregon-bonds/municipal-debt-advisory/Pages/Overlapping-Debt-Request.aspx>

- (1) Gross bonded debt includes all bonds backed by a general obligation pledge including self-supporting general obligation bonds and limited tax debt.
- (2) Net direct debt including all tax-supported bonds. Self-supporting bonds are excluded.
- (3) The percentage of overlapping debt is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the overlapping

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the District. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the District. This process recognizes that, when considering the District's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

DEMOGRAPHIC AND ECONOMIC STATISTICS

Last Ten Fiscal Years

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<u>FISCAL YEAR</u>	<u>POPULATION (1)</u>	<u>PERSONAL INCOME</u>	<u>PER CAPITA PERSONAL INCOME (1)</u>	<u>UNEMPLOYMENT RATE (3)</u>
2023 (2)	3,863	\$ 166,309,876	\$ 43,052	4.00%
2022	3,863	163,910,953	42,431	4.00
2021	3,939	153,880,974	39,066	3.90
2020	4,171	151,419,813	36,303	6.60
2019	4,069	149,706,648	36,792	3.40
2018	3,918	127,640,604	32,578	4.30
2017	3,912	122,519,928	31,319	4.10
2016	3,886	104,953,088	27,008	4.30
2015	4,186	118,267,058	28,253	5.10
2014	4,308	115,195,920	26,740	6.00

Sources:

(1) <https://data.census.gov/table/ACSST5Y2014.S0601?q=Corbett%20Oregon%2097019>

(2) <https://censusreporter.org/profiles/06000US4105190663-corbett-ccd-multnomah-county-or/>

(3) <https://fred.stlouisfed.org/series/ORUR>

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

Principal Employers

Industry	2023			2014		
	Employees	Rank	Percentage of Total Multnomah County Employment	Employees	Rank	Percentage of Total Multnomah County Employment
Amazon.com	2,538	1	28.33 %	-		0.00 %
FedEx Ground	1,750	2	19.54	740	1	29.68
Walsh Trucking Co., LTD	416	3	4.64	220	2	8.82
Tube Specialites	140	4	1.56	191	3	7.66
Brand Safeway Services	137	5	1.53	90	10	3.61
Travel Centers of America	125	6	1.40	125	6	5.01
Edgefield McMenamins	120	7	1.34	120	7	4.81
Corbett School District No. 39	118	8	1.32	-		0.00
Wolcott Plumbing	113	9	1.26	-		0.00
Home Depot USA, Inc.	108	10	1.21	168	8	6.74
Subtotal of Largest Industries	<u>5,565</u>		<u>62.12</u>	<u>1,654</u>		<u>66.35</u>
All Other	<u>3,393</u>		<u>37.88</u>	<u>839</u>		<u>33.65</u>
Total Multnomah County Employment (3)	<u>8,958</u>		<u>100.00</u> %	<u>2,493</u>		<u>100.00</u> %

Sources:

City of Troutdale, annual Comprehensive Financial Report, Fiscal Year Ended June 30, 2023

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

LICENSED PROFESSIONAL SALARY PLAN

YEAR ENDED JUNE 30, 2024

LEVEL	BACHELORS	BACHELORS +30	BACHELORS+45	BA+60	BA+90	BA+105
				MASTERS	MASTERS+24	MASTERS+45
0	\$46,051	\$47,655	\$49,315	\$51,034	\$52,813	\$54,654
1	47,725	49,387	51,108	52,887	54,731	56,639
2	49,457	51,213	52,963	54,810	56,721	58,696
3	51,256	53,040	54,889	56,801	58,782	60,830
4	53,115	54,966	56,883	58,866	60,917	63,039
5	55,046	56,965	58,949	60,890	63,130	65,330
6	57,047	59,034	61,091	63,219	65,423	67,704
7	59,117	61,178	63,311	65,518	67,800	70,164
8	61,266	63,402	65,310	67,898	70,264	72,711
9	63,492	65,704	67,994	70,364	72,815	75,352
10	65,798	68,091	70,466	72,920	75,461	78,092
11		70,565	73,024	75,569	78,203	80,927
12		73,129	75,678	78,315	81,043	83,869
13				81,159	83,988	86,915
14				84,109	87,039	90,073

**LICENCED STAFF PER LEVEL AND EDUCATION IN FULL-TIME EQUIVALENT EMPLOYEES-JUNE 2024**

LEVEL	BACHELORS	BACHELORS +30	BACHELORS+45	BA+60	BA+90	BA+105	TOTAL
				MASTERS	MASTERS+24	MASTERS+45	
0	1.00	-	-	-	-	-	1.00
1	1.00	-	-	-	-	-	1.00
2	-	1.00	-	-	-	-	1.00
3	-	-	-	4.00	1.00	1.00	6.00
4	-	-	-	1.00	-	-	1.00
5	-	-	-	3.00	1.00	-	4.00
6	-	-	-	1.00	1.00	1.00	3.00
7	-	-	-	2.00	-	-	2.00
8	-	-	-	1.00	-	-	1.00
9	-	-	-	2.00	2.00	1.00	5.00
10	3.00	-	-	2.00	1.00	-	6.00
11		1.00	-	1.00	2.00	2.00	6.00
12		-	-	-	1.00	-	1.00
13				10.00	4.20	3.00	17.20
14				-	-	10.00	10.00
<b>Total</b>	<b>5.00</b>	<b>2.00</b>	<b>-</b>	<b>27.00</b>	<b>13.20</b>	<b>18.00</b>	<b>65.20</b>

Source:

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Corbett School District Human Resources and ESP Salary Plans

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

OPERATING STATISTICS

LAST TEN FISCAL YEARS

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<b>FISCAL YEAR</b>	<b>ADMw (1)</b>	<b>STUDENT ENROLLMENT(2 )</b>	<b>COST PER PUPIL(3)</b>	<b>LICENSED STAFF FTE (4)</b>	<b>PUPIL- LICENSED STAFF RATIO</b>	<b>Number of students graduated (5)</b>
2023-2024	1,234.26	1,062	\$ 22,016	65.2	16.29	TBD
2022-2023	1,220.26	1,055	\$ 19,013	64.2	16.43	62
2021-2022	1,209.86	1,037	\$ 15,470	NA	NA	71
2020-2021	1,252.59	1,083	\$ 13,134	NA	NA	72
2019-2020	1,336.82	1,188	\$ 12,417	NA	NA	94
2018-2019	1,377.10	1,222	\$ 11,123	NA	NA	87
2017-2018	1,377.30	1,235	\$ 10,356	NA	NA	96
2016-2017	1,395.50	1,238	\$ 9,746	NA	NA	78
2015-2016	1,397.85	1,239	\$ 9,600	NA	NA	90
2014-2015	1,348.83	1,317	\$ 9,200	NA	NA	40

**CORBETT SCHOOL DISTRICT NO.39**

MULTNOMAH COUNTY, OREGON

CAPITAL ASSET INFORMATION

LAST TEN FISCAL YEARS

	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
<b>SCHOOLS</b>					
<b>ELEMENTARY</b>					
Buildings	2	2	2	2	2
SQUARE FEET	44,018	44,018	44,018	44,018	44,018
CAPACITY	705	705	705	705	705
ENROLLMENT	556	544	541	567	600
<b>MIDDLE</b>					
Buildings	1	1	1	1	1
SQUARE FEET	23,000	23,000	32,660	32,660	32,660
CAPACITY	300	300	300	300	300
ENROLLMENT	166	187	173	193	219
<b>HIGH</b>					
Buildings	1	1	1	1	1
SQUARE FEET	22,514	22,514	22,514	22,514	22,514
CAPACITY	420	420	420	420	420
ENROLLMENT	340	324	323	323	369
<b>AMINISTRATIVE</b>					
Buildings	1	1	1	1	1
SQUARE FEET	33,740	33,740	33,740	33,740	33,740

	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>
<b>SCHOOLS</b>					
<b>ELEMENTARY</b>					
Buildings	2	2	2	2	2
SQUARE FEET	44,018	44,018	44,018	44,018	44,018
CAPACITY	705	705	705	705	705
ENROLLMENT	655	640	620	616	660
<b>MIDDLE</b>					
Buildings	1	1	1	1	1
SQUARE FEET	32,660	32,660	32,660	32,660	32,660
CAPACITY	300	300	300	300	300
ENROLLMENT	196	181	188	209	255
<b>HIGH</b>					
Buildings	1	1	1	1	1
SQUARE FEET	22,514	22,514	22,514	22,514	22,514
CAPACITY	420	420	420	420	420
ENROLLMENT	371	414	430	414	402
<b>AMINISTRATIVE</b>					
Buildings	1	1	1	1	1
SQUARE FEET	33,740	33,740	33,740	33,740	33,740

Sources:

ODE Buildings Report for number of schools at each level, square foot and capacity

Enrollment collected off fall membership reports: 147

<https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx>

**REPORT ON LEGAL**  
**AND OTHER**  
**REGULATORY REQUIREMENTS**



## **CORBETT SCHOOL DISTRICT NO. 39**

### **INDEPENDENT AUDITOR'S REPORT** **REQUIRED BY OREGON STATE REGULATIONS**

**As of June 30, 2024**

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To the Governing Body of the Corbett School District No. 39  
Corbett, Oregon

We have audited the basic financial statements of the Corbett School District No. 39 as of and for the year ended June 30, 2024, and have issued our report thereon dated December 27, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### **Compliance**

As part of obtaining reasonable assurance about whether the Corbett School District No. 39's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions, and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **State school fund factors and calculation.**

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

This report is intended solely for the information and use of the Board of Directors and management of Corbett School District No. 39 and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Steve Tuhscherer, CPA  
Umpqua Valley Financial  
Roseburg, Oregon  
December 27, 2024

**CORBETT SCHOOL DISTRICT NO. 39**  
**SINGLE AUDIT SECTION**



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
Corbett School District No. 39

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Corbett School District No. 39, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Corbett School District No. 39’s basic financial statements and have issued our report thereon dated December 19, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Corbett School District No. 39’s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Corbett School District No. 39’s internal control. Accordingly, we do not express an opinion on the effectiveness of Corbett School District No. 39’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2024-001 and 2024-002, to be material weaknesses.

## Report on Compliance and Other Matters


As part of obtaining reasonable assurance about whether Corbett School District No. 39's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Corbett School District No. 39's Response to Findings

*Government Auditing Standards* requires the auditor to perform limited procedures on Corbett School District No. 39's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Corbett School District No. 39's response was not subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Steve Tuchscherer, CPA  
Umpqua Valley Financial, LLC  
Roseburg, Oregon  
December 27, 2024



**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors  
Corbett School District No. 39

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Corbett School District No. 39’s compliance with the types of compliance requirements described in the OMB *Circular Compliance Supplement* that could have a direct and material effect on Corbett School District No. 39’s major federal program for the year ended June 30, 2024. Corbett School District No. 39’s major federal program is identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Corbett School District No. 39 complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2024.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Corbett School District No. 39 and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinions on compliance for each major federal program. Our audit does not provide a legal determination of Corbett School District No. 39’s compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Corbett School District No. 39’s federal programs.

## **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Corbett School District No. 39's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Corbett School District No. 39's compliance with the requirements of each major program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Corbett School District No. 39's compliance with the compliance requirements referred to above and performing such other procedures as we have considered necessary in the circumstances.
- Obtain an understanding of Corbett School District No. 39's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Corbett School District No. 39's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Other Matters**

*Government Auditing Standards* requires the auditor to perform limited procedures on Corbett School District No. 39's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Corbett School District No. 39's response was not subjected to the other auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on the response.

## Report on Internal Control over Compliance

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses and significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Steve Tuchscherer, CPA  
Umpqua Valley Financial, LLC  
Roseburg, Oregon  
December 27, 2024

**CORBETT SCHOOL DISTRICT NO. 39**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended June 30, 2024**

Assistance Listing (AL) #								
Federal Grantor/Pass Through Grantor/ Program Title	Federal Awarding Agency Prefix	AL Three- Digit Extension	Additional Award Identification	Federal Program Name	Cluster Name	Grant Fund	Grant Period	Expenditures
<b>US. DEPARTMENT OF EDUCATION</b>								
<b>Passed Through Oregon Department of Education:</b>								
Title IA - Grants to Local Education Agencies	84	010				Fund #03.1127.2000	2023-24	\$ 106,648
Total Title I								106,648
Title II-A Teacher Quality	84	367				Fund #03.1221.4000	2023-24	17,633
Total Title II-A								17,633
Title IVA - Student Support and Academic Enrichment	84	424				Fund #03.1127.4000	2022-23	-
Title IVA - Student Support and Academic Enrichment	84	424				Fund #03.1127.4000	2023-24	10,000
Total Title IV-A								10,000
Elementary & Secondary School Emergency Relief, III	84	425U	COVID-19, 84.425U	Elementary and Secondary School Emergency Relief Fund	Educational Stabilization Fund	Fund #03.1129.0295 03.1129.0320	2020-24	222,539
Total Educational Stabilization Fund								222,539
IDEA - Special Education Grants to States(Part B Sec.619)	84	027				Fund #03.1125.2320	2022-23	1,745
IDEA - Special Education Grants to States(Part B Sec.611)	84	027				Fund #03.1125.1320	2023-24	197,434
Total IDEA								199,179
<b>Total Passed through Oregon Department of Education</b>								<b>\$ 555,999</b>
<b>US Department of Education - Direct</b>								
Title IV ESEA - School Based Mental Health	84	184H				Fund #03.1214.0000	2020-23	788,364
<b>Total US Department of Education - Direct</b>								<b>\$ 788,364</b>
<b>Total U.S. Department of Education</b>								<b>\$ 1,344,363</b>
<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>								
Youth Transition Program, Rehabilitation Vocational Svcs	84	126	161026			Fund #01.1212.6000	2023-24	99,544
Youth Transition Program, Rehabilitation Vocational Svcs	84	126	160707			Fund #01.1212.6000	2022-23	45,277
<b>Total Department of Health and Human Services</b>								<b>\$ 144,821</b>
<b>U.S. DEPARTMENT OF AGRICULTURE</b>								
<b>Passed Through Oregon Department of Education:</b>								
National School Lunch - Lunch	10	555				Fund #02	2022-23	\$ 73,228
National School Lunch - Breakfast	10	553				Fund #02	2022-23	30,522
CNP SNAP State and Local P-EBT FY 22	10	649				Fund #02	2022-23	653
Commodities Supplemental Food Program	10	565				Fund #02	2022-23	17,426
Local Food for Schools (LFS)	10	582				Fund #02	2017-18	2,387
CNP Supply Chain Assistance	10	555				Fund #02	2022-23	29,234
Total National School Lunch Program								153,450
<b>Total U.S. Department of Agriculture</b>								<b>\$ 153,450</b>
<b>TOTALS</b>								<b>\$ 1,642,634</b>

This schedule is prepared using the modified accrual basis of accounting.

**RECONCILIATION TO REVENUE:**

Cash Receipts per Schedule Above	\$ 2,278,185
Grants Receivable/Deferred Revenue Beginning of Year	(928,152)
Grants Receivable/Deferred Revenue End of Year	<u>292,601</u>
<b>Federal Revenue Recognized per Financial Statements</b>	<b>\$ <u>1,642,634</u></b>

## **CORBETT SCHOOL DISTRICT NO. 39**

### **MULTNOMAH COUNTY, OREGON**

Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2024

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#### **NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of federal awards (the “Schedule”) includes the federal award activity of Corbett School District No. 39 under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Corbett School District No. 39, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Corbett School District No. 39.

#### **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

#### **NOTE 3 – INDIRECT COSTS RATE**

Corbett School District No. 39 has elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance. The district did not charge indirect costs to federal grants.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY OREGON

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

<b>Section I - Summary of Auditor's Results</b>	
<b><u>Financial Statements</u></b>	
Type of auditor's report issued in accordance with GAAP (unmodified, qualified, adverse, or disclaimer):	<u>Qualified</u>
<b>Internal Control over financial reporting:</b>	
Material Weaknesses identified?	<u>Yes</u>
Significant deficiencies identified?	<u>No</u>
Non-compliance material to financial statements noted?	<u>No</u>
<b><u>Federal Awards</u></b>	
<b>Internal Control over major federal programs:</b>	
Material Weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>No</u>
Type of auditor's report issued on compliance for major programs (unmodified, qualified, adverse, or disclaimer):	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u>Yes</u>
<b><u>Identification of major programs:</u></b>	
<b>Assistance Listing (CFDA) Number(s)</b>	<b>Name of Federal Program of Cluster</b>
84.184H	<b>Title IV ESEA – School Based Mental Health</b>
Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
Auditee qualified as low-risk auditee?	<u>No</u>

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY OREGON

### Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

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#### **Section II—Financial Statements Findings**

This part of the Schedule of Findings and Questioned Costs presents audit findings classified as material weaknesses, significant deficiencies and material noncompliance that are related to the financial statements and are required to be reported in accordance with *Government Auditing Standards*.

Each finding has one of the following designations:

**Material Weakness** – A deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that material misstatement of the district’s financial statements will not be prevented or detected and corrected on a timely basis.

**Significant Deficiency** – A deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**Material Noncompliance** – Matters coming to the auditor’s attention relating to the district’s compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of the financial statement amounts.

#### **Finding 2024-001 – Fiscal Management System, Strengthen Controls over Capital Assets and Payroll-related Financial Reporting (Material Weakness)**

**Criteria:** Management is responsible for establishing and maintaining effective internal control over financial reporting. Internal controls should allow management or employees in the normal course of performing their assigned functions to prevent or detect material misstatements in the financial reporting.

The Internal Control – Integrated Framework, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and the U.S. Government Accountability Office Standards for Internal Control in the Federal Government specify that a satisfactory control environment is only effective when there are adequate control activities in place. Effective control activities dictate, among other things, that a review is performed to verify the accuracy and completeness of financial information reported.

**Condition:** Internal controls that should have been designed and implemented for payroll processing procedures failed to prevent or detect and correct reporting errors. Organization reporting did not detect and report capital recording of new vehicle.

**Cause:** Payroll system amounts for monthly accruals were not adequately updated. Additionally, monitoring of those procedures and reconciliation of payroll liabilities did not occur on a timely or regular basis. The annual review of capital expenditures necessary to capture additions to capital assets was not completed.

**Effect or Potential Effect:** Payroll liabilities and related payroll expenditures were misstated; Capital asset additions were not identified.

**Questioned Cost:** No

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY OREGON

### Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

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**Context:** By not adequately updating the accrual amounts for health insurance costs, payroll benefit expenditures and the related liabilities were under-reported. Weak procedural and monitoring controls resulted in misstated financial data that was presented for audit. Inadequate reconciliations of payroll liabilities were provided to the auditor only after issuance of the financial statements. Annual review of capital expenditures necessary to capture additions to capital assets was not completed.

**Repeat of a Prior-Year Finding:** Yes

**Recommendation:** Improvements should be made regarding design and implementation of payroll procedures, including monitoring of those procedures to ensure they are operating adequately and on a timely basis to reduce the risk of material misstatements to an acceptable level. Annual review and additions for capital assets to be implemented.

**District's Response:** The District acknowledges the deficiencies and its desire to make necessary internal control improvements.

**Corrective Action Plan:** The District has updated control procedures and is now completing regular payroll liability reconciliations by a qualified reviewer. Annual review and adjustment of capital additions will be recorded.

**Planned Implementation Date:** In progress.

**Responsible Person:** District Business Manager

### **Finding 2024-002 – Fiscal Management System, Strengthen Controls over Financial Reporting – IT Systems (Material Weakness)**

**Criteria:** Management is responsible for establishing and maintaining effective internal control over financial reporting. Internal controls should allow management or employees in the normal course of performing their assigned functions to prevent or detect material misstatements in the financial reporting of all district funds.

The Internal Control – Integrated Framework, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and the U.S. Government Accountability Office Standards for Internal Control in the Federal Government specify that a satisfactory control environment is only effective when there are adequate control activities in place. Effective control activities dictate, among other things, that a review is performed to verify the accuracy and completeness of financial information reported.

**Condition:** Ineffective information technology system controls over financial reporting exist, particularly accounting for grant expenditures.

**Cause:** The District uses accounting software that does not allow for inclusion of account codes that distinguish between the expenditures for the numerous grants received, without creating function codes that complicates reporting.

**Effect or Potential Effect:** Without adequate accounting software, financial reporting, particularly for grant accounting, results in increased potential for erroneous grant reporting and financial statements. Compiling accounting data using the existing system and information resulted in the untimely recognition of the need for corrective journal entries. This resulted in delays in providing completed reports for audit, and also potentially for grant reporting throughout the fiscal year.

**Questioned Cost:** No

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY OREGON

### Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

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**Context:** The District's accounting software does not have the capacity for adequate account code numbers, based on the current demands for financial information.

**Repeat of a Prior-Year Finding:** Yes

**Recommendation:** The District should select accounting software that provides adequate systems to meet current demands for reporting.

**District's Response:** The District acknowledges the deficiencies.

**Corrective Action Plan:** The District will consider the acquisition and use of a different accounting system.

**Planned Implementation Date:** January 1, 2025

**Responsible Person:** District Business Manager

### **Section III—Findings and Questioned Costs for Federal Awards**

This part of the Schedule of Findings and Questioned Costs presents audit findings required to be reported by *OMB uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200*.

No reportable conditions noted.

### **Section IV—Summary Schedule of Prior Audit Findings**

This part of the Schedule of Findings and Questioned Costs presents audit findings required to be reported by *OMB uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200*.

Each finding has one of the following designations:

**Material Weakness** – A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material non-compliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis.

**Significant Deficiency** – A *significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

**Material Noncompliance** – Conditions representing noncompliance with the provisions of laws, regulations, contracts or grant agreements, that in the auditor's judgment have a direct and material effect on a major federal program.

**Immaterial Noncompliance** – Conditions representing noncompliance with the provisions of laws, regulations, contracts or grant agreements, that do not have a direct and material effect on a major federal program.

# CORBETT SCHOOL DISTRICT NO. 39

## MULTNOMAH COUNTY OREGON

### Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

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#### **Prior year Financial Statements Findings**

##### **Finding 2023-001 – Material Weakness – Capital asset and accrued payroll reconciliations**

**Condition:** A lack of complete and timely reconciliations, considered to be a material weakness in controls over financial reporting, was identified. The District should implement policies and procedures to ensure complete and timely reconciliations are performed to prevent or detect and correct a material misstatement.

**Repeat of a Prior-Year Finding:** Yes. 2022-001

**Status:** It was determined capital asset and accrued payroll reconciliations should take place quarterly. Progress was made toward goal

**Corrective Action Plan:** District will review the capital asset reporting methodology and payroll liability reconciliation process.

##### **Finding 2023-002 – Fiscal Management System, Strengthen Controls over Financial Reporting – IT Systems (Material Weakness)**

**Condition:** Ineffective information technology system controls over financial reporting exist, particularly accounting for grant expenditures.

**Repeat of a Prior-Year Finding:** No

**Status:** The District Board of Directors became aware of this issue and began discussions towards implementation of a new accounting system at November 2024 Board Meeting.

**Corrective Action Plan:** The District will consider the acquisition and use of a different accounting system.

##### **Finding 2023-003 – Fiscal Management System, Ensure Compliance with Federal Regulations Over Accounting Systems (Material Weakness)**

**Condition:** Internal controls to prevent or detect and correct accounting entries for grant revenues and expenditures were weak or nonexistent. Corrective journal entries when made, were made untimely.

**Repeat of a Prior-Year Finding:** No.

**Status:** Corbett School District No. 39 discontinued the contracted Accounting Service and hired a highly qualified and experienced Business Manager.

**Corrective Action Plan:** The new Business Manager is establishing training for additional staff or other support in order to devise and implement appropriate policies and procedures for accurately recording all financial transactions, including federal award revenues and expenditures. Additional internal control policies will be adopted and procedures implemented as on-going improvement efforts are made.

**CORBETT SCHOOL DISTRICT NO. 39**

MULTNOMAH COUNTY OREGON

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

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**Prior Year Findings and Questioned Costs for Federal Awards**

**Finding 2023-004 - Accounting for Grants, Schedule of Expenditures of Federal Awards, and Fiscal Management (Material Weakness)**

**CFDA Title and Number 84.425 Education Stabilization Fund**

**Name of Federal Agency: U.S. Department of Education**

**Condition:** The Schedule of Expenditures of Federal Awards (SEFA) was presented for audit with values that were not reconciled with the general ledger.

**Repeat of a Prior-Year Finding:** No

**Status:** The District is establishing policies and procedures to ensure that all Federal awards are identified and reported accurately on future SEFAs. Internal controls should be designed to prevent, detect, or correct errors in a timely manner by performing periodic reconciliations of the SEFA information to the general ledger throughout the fiscal year.

**Corrective Action Plan:** The District will continue to improve policies and procedures to ensure that all Federal awards are identified and reported accurately on future SEFAs. The District will continue to provide appropriate training to staff who are assigned to prepare and review the SEFA.

**Corbett School District**  
**Financial Report to the Board of**  
**Directors Wednesday, January 15, 2025**

*P-card expenditures routinely experience a 30-day delay between the time expenses are incurred and when they show on the district's books.*

---

**Forecast 5 Reports**

Shows the current year-to-date revenues and expenditures compared to the same time last year for the following funds:

- December
  - 01 General Fund
  - 02 Food Services Fund
  - 03 Federal Funds
  - 04 Student Investment Account
  - 11 GO Bond Debt Service
  - 20 Energy Projects

# Corbett School District 39

## 001 General Fund | Financial Projection by Object

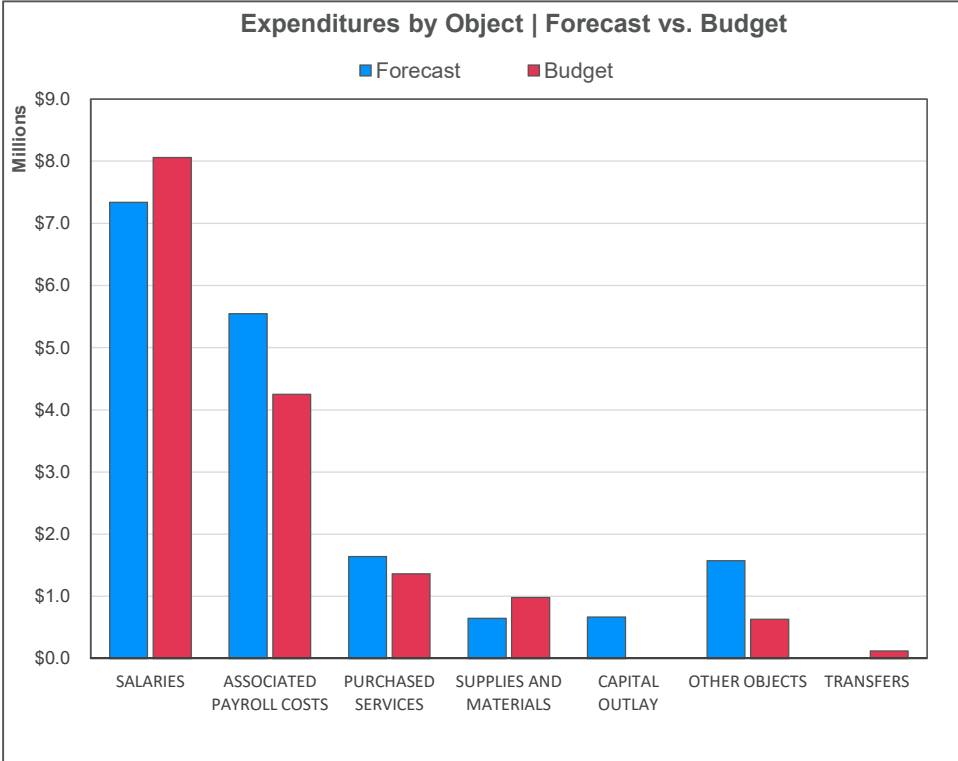
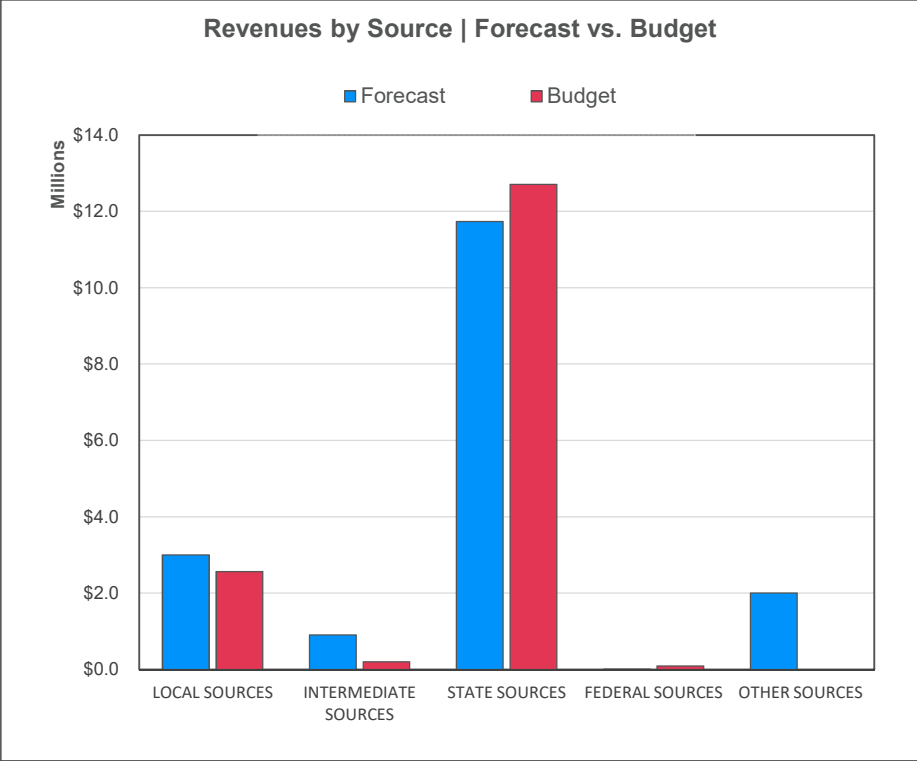
For the Period Ending December 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Add: Projections	Annual Forecast
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ 2,255,623	\$ 2,563,146	\$ 2,816,197	109.87%	\$ 183,022	\$ 2,999,219
Intermediate Sources	861	201,200	900,000	447.32%	0	900,000
State Sources	6,209,640	12,702,813	7,027,530	55.32%	4,702,851	11,730,381
Federal Sources	66,539	92,541	594	0.64%	-	594
Other Sources	-	-	1,000,000	0.00%	1,000,000	2,000,000
<b>Total Operating Revenues</b>	<b>\$ 8,532,663</b>	<b>\$ 15,559,700</b>	<b>\$ 11,744,321</b>	<b>75.48%</b>	<b>\$ 5,885,873</b>	<b>\$ 17,630,194</b>
<b>Beginning Fund Balance</b>	<b>435,447</b>	<b>872,694</b>	<b>(219,063)</b>	<b>-25.10%</b>	<b>-</b>	<b>(219,063)</b>
<b>TOTAL RESOURCES</b>	<b>\$ 8,968,110</b>	<b>\$ 16,432,394</b>	<b>\$ 11,525,258</b>	<b>70.14%</b>	<b>\$ 5,885,873</b>	<b>\$ 17,411,131</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Salaries	\$ 3,251,124	\$ 8,060,501	\$ 3,387,745	42.03%	\$ 3,951,090	\$ 7,338,836
Associated Payroll Costs	1,852,457	4,250,017	2,379,847	56.00%	3,165,269	5,545,116
Purchased Services	734,528	1,363,843	549,678	40.30%	1,088,127	1,637,805
Supplies and Materials	380,373	978,834	332,820	34.00%	312,086	644,906
Capital Outlay	38,366	-	74,664	0.00%	590,712	665,376
Other Objects	232,670	631,406	1,400,112	221.75%	173,719	1,573,831
Transfers	-	121,268	-	0.00%	-	-
<b>Total Operating Expenditures</b>	<b>\$ 6,489,518</b>	<b>\$ 15,405,869</b>	<b>\$ 8,124,866</b>	<b>52.74%</b>	<b>\$ 9,281,003</b>	<b>\$ 17,405,869</b>
Contingencies	-	213,144	-	0.00%	-	-
Unappropriated Ending Fund Balance	-	813,381	-	0.00%	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,489,518</b>	<b>\$ 16,432,394</b>	<b>\$ 8,124,866</b>	<b>49.44%</b>	<b>\$ 9,281,003</b>	<b>\$ 17,405,869</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$ 2,478,592</b>	<b>\$ -</b>	<b>\$ 3,400,392</b>		<b>\$ (3,395,129)</b>	<b>\$ 5,263</b>

# Corbett School District 39

## 001 General Fund | Financial Projection by Object

For the Period Ending December 31, 2024



# Corbett School District 39

## 002 Food Service | Financial Projection by Object

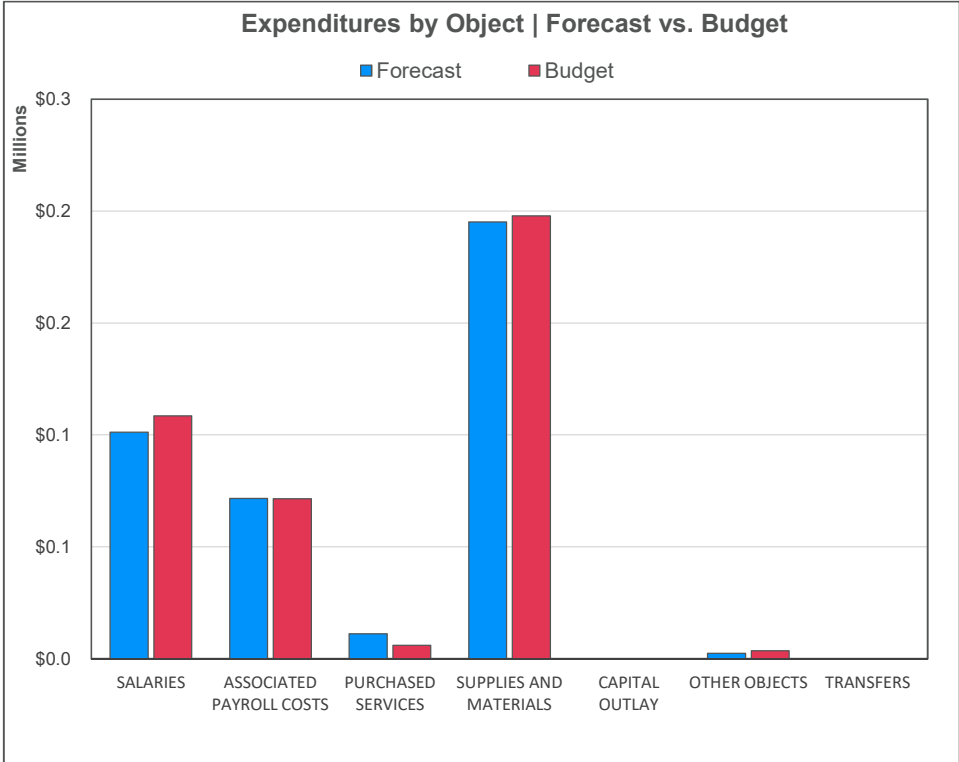
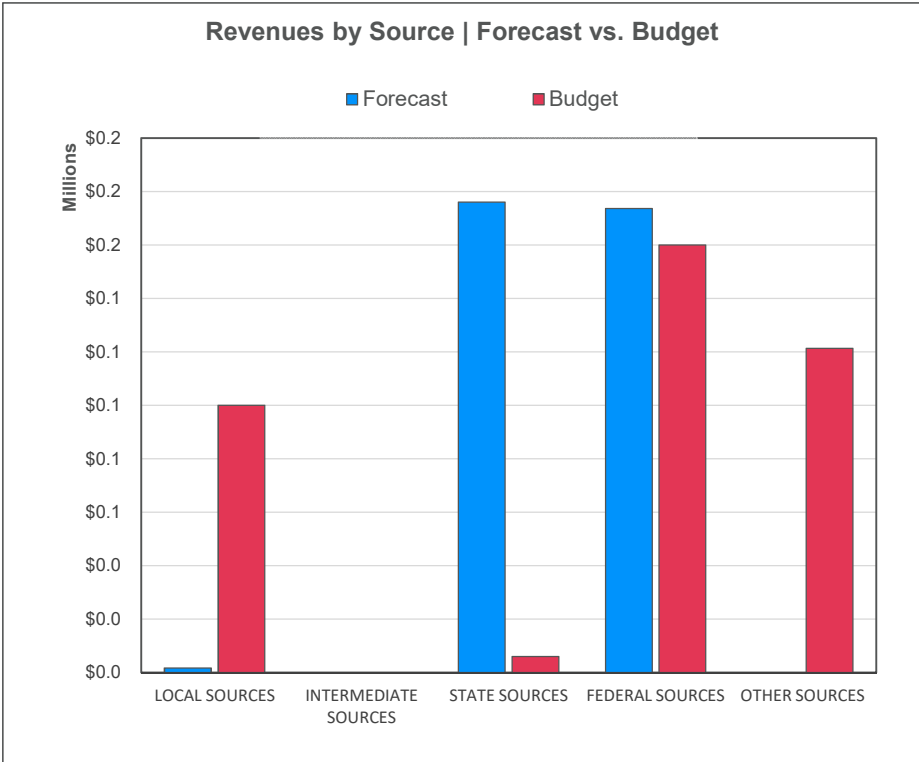
For the Period Ending December 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Add: Projections	Annual Forecast
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ 44,299	\$ 100,000	\$ 1,688	1.69%	\$ -	\$ 1,688
Intermediate Sources	-	-	-	0.00%	-	-
State Sources	5,450	6,000	20,550	342.49%	155,450	175,999
Federal Sources	33,509	160,000	23,642	14.78%	149,999	173,641
Other Sources	-	121,268	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ 83,258</b>	<b>\$ 387,268</b>	<b>\$ 45,880</b>	<b>11.85%</b>	<b>\$ 305,448</b>	<b>\$ 351,328</b>
<b>Beginning Fund Balance</b>	61,058	-	(89,553)	0.00%	-	(89,553)
<b>TOTAL RESOURCES</b>	<b>\$ 144,316</b>	<b>\$ 387,268</b>	<b>\$ (43,673)</b>	<b>-11.28%</b>	<b>\$ 305,448</b>	<b>\$ 261,775</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Salaries	\$ 50,381	\$ 108,509	\$ 49,069	45.22%	\$ 52,174	\$ 101,243
Associated Payroll Costs	31,343	71,397	32,885	46.06%	38,776	71,661
Purchased Services	-	6,000	8,079	134.64%	2,999	11,078
Supplies and Materials	65,506	197,862	85,799	43.36%	109,344	195,143
Capital Outlay	-	-	-	0.00%	-	-
Other Objects	1,580	3,500	420	12.01%	1,905	2,325
Transfers	-	-	-	0.00%	-	-
<b>Total Operating Expenditures</b>	<b>\$ 148,810</b>	<b>\$ 387,268</b>	<b>\$ 176,252</b>	<b>45.51%</b>	<b>\$ 205,198</b>	<b>\$ 381,449</b>
Contingencies	-	-	-	0.00%	-	-
Unappropriated Ending Fund Balance	-	-	-	0.00%	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 148,810</b>	<b>\$ 387,268</b>	<b>\$ 176,252</b>	<b>45.51%</b>	<b>\$ 205,198</b>	<b>\$ 381,449</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$ (4,494)</b>	<b>\$ -</b>	<b>\$ (219,924)</b>		<b>\$ 100,251</b>	<b>\$ (119,674)</b>

# Corbett School District 39

## 002 Food Service | Financial Projection by Object

For the Period Ending December 31, 2024



# Corbett School District 39

## 003 Federal Funds | Financial Projection by Object

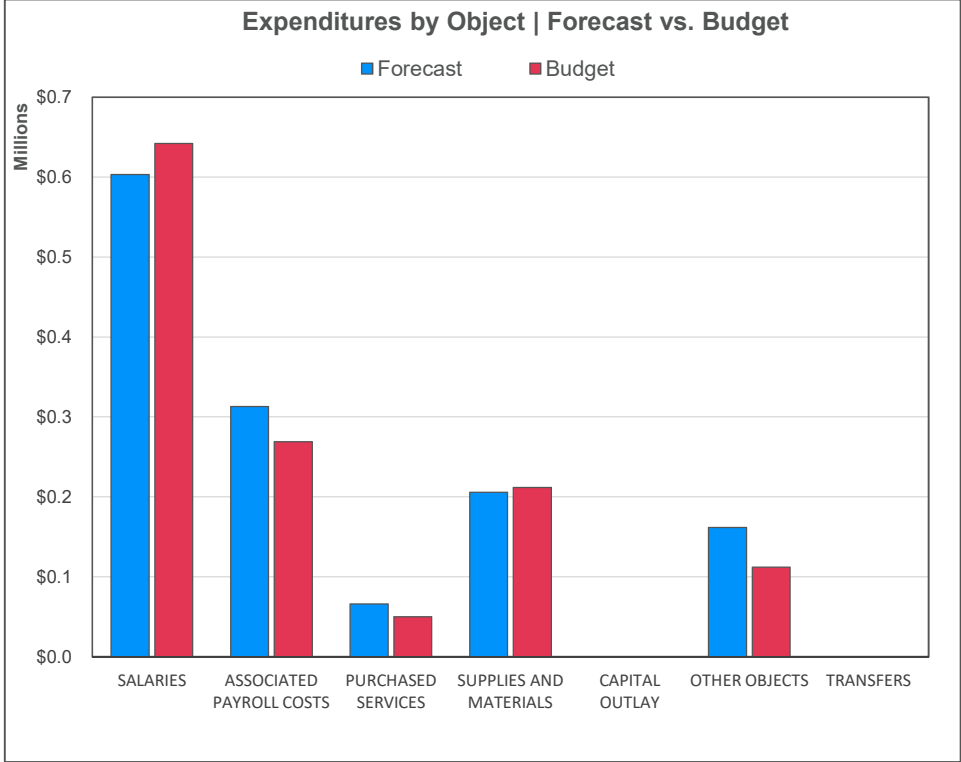
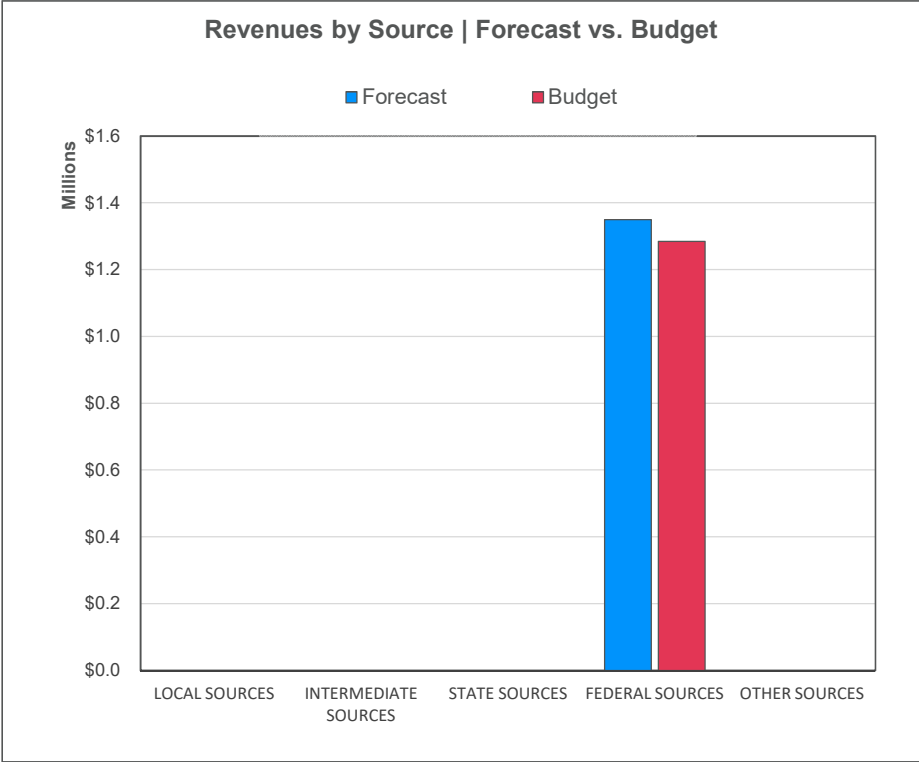
For the Period Ending December 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Add: Projections	Annual Forecast
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Intermediate Sources	-	-	-	0.00%	-	-
State Sources	-	-	-	0.00%	-	-
Federal Sources	309,689	1,284,483	359,830	28.01%	989,771	1,349,602
Other Sources	-	-	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ 309,689</b>	<b>\$ 1,284,483</b>	<b>\$ 359,830</b>	<b>28.01%</b>	<b>\$ 989,771</b>	<b>\$ 1,349,602</b>
<b>Beginning Fund Balance</b>	<b>(582,795)</b>	<b>-</b>	<b>13,500</b>	<b>0.00%</b>	<b>-</b>	<b>13,500</b>
<b>TOTAL RESOURCES</b>	<b>\$ (273,105)</b>	<b>\$ 1,284,483</b>	<b>\$ 373,330</b>	<b>29.06%</b>	<b>\$ 989,771</b>	<b>\$ 1,363,102</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Salaries	\$ 420,266	\$ 642,084	\$ 294,991	45.94%	\$ 308,212	\$ 603,202
Associated Payroll Costs	157,544	268,997	144,776	53.82%	168,409	313,185
Purchased Services	51,212	49,732	29,174	58.66%	36,758	65,931
Supplies and Materials	19,847	211,583	2,277	1.08%	203,241	205,519
Capital Outlay	-	-	-	0.00%	-	-
Other Objects	54,017	112,087	74,125	66.13%	87,642	161,767
Transfers	-	-	-	0.00%	-	-
<b>Total Operating Expenditures</b>	<b>\$ 702,886</b>	<b>\$ 1,284,483</b>	<b>\$ 545,343</b>	<b>42.46%</b>	<b>\$ 804,261</b>	<b>\$ 1,349,604</b>
Contingencies	-	-	-	0.00%	-	-
Unappropriated Ending Fund Balance	-	-	-	0.00%	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 702,886</b>	<b>\$ 1,284,483</b>	<b>\$ 545,343</b>	<b>42.46%</b>	<b>\$ 804,261</b>	<b>\$ 1,349,604</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$ (975,992)</b>	<b>\$ -</b>	<b>\$ (172,012)</b>		<b>\$ 185,510</b>	<b>\$ 13,498</b>

# Corbett School District 39

## 003 Federal Funds | Financial Projection by Object

For the Period Ending December 31, 2024



# Corbett School District 39

## 004 Student Investment Account | Financial Projection by Object

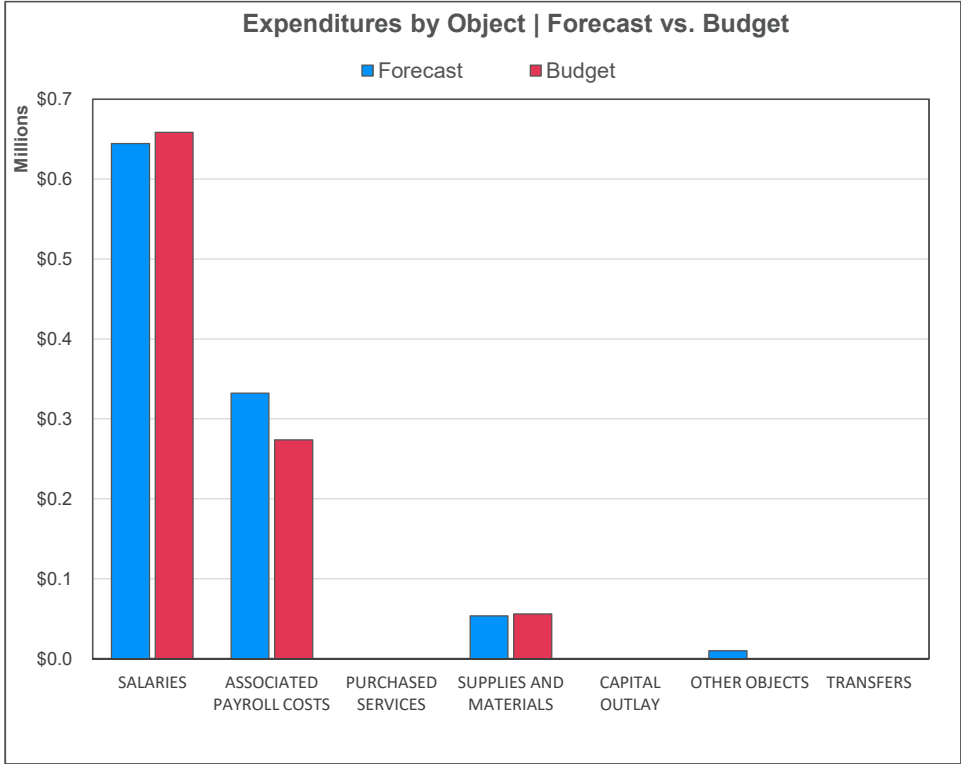
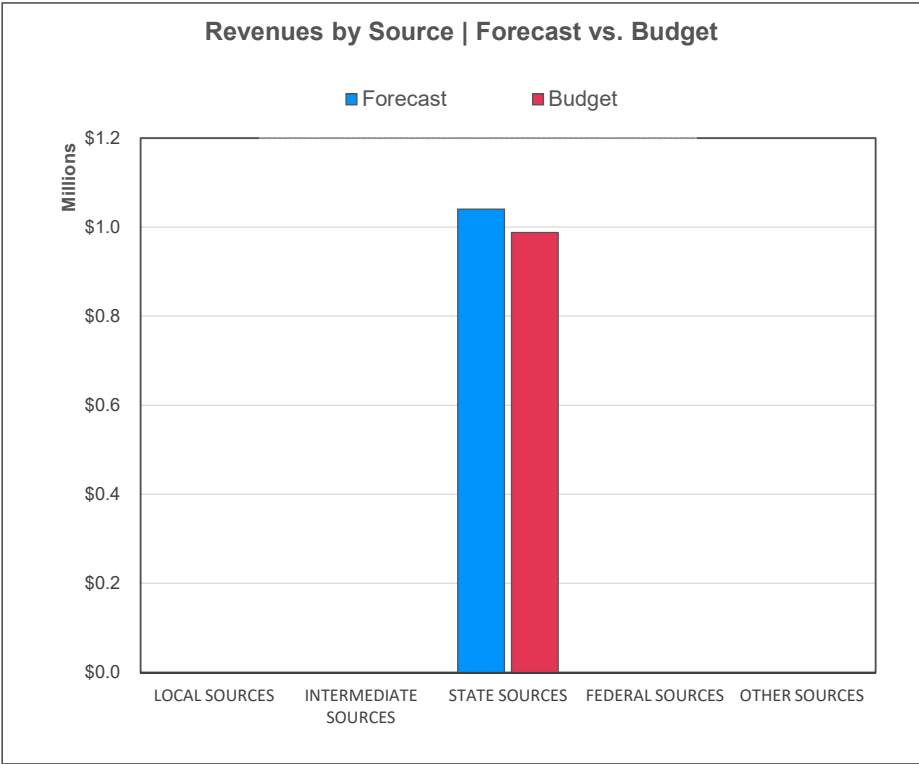
For the Period Ending December 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Add: Projections	Annual Forecast
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Intermediate Sources	-	-	-	0.00%	-	-
State Sources	-	988,000	520,000	52.63%	520,007	1,040,007
Federal Sources	-	-	-	0.00%	-	-
Other Sources	-	-	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ -</b>	<b>\$ 988,000</b>	<b>\$ 520,000</b>	<b>52.63%</b>	<b>\$ 520,007</b>	<b>\$ 1,040,007</b>
Beginning Fund Balance	-	-	-	0.00%	-	-
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ 988,000</b>	<b>\$ 520,000</b>	<b>52.63%</b>	<b>\$ 520,007</b>	<b>\$ 1,040,007</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Salaries	\$ 273,762	\$ 658,603	\$ 313,516	47.60%	\$ 330,911	\$ 644,427
Associated Payroll Costs	118,348	273,557	172,760	63.15%	159,590	332,350
Purchased Services	290	-	-	0.00%	-	-
Supplies and Materials	-	55,840	-	0.00%	53,453	53,453
Capital Outlay	-	-	-	0.00%	-	-
Other Objects	-	-	9,777	0.00%	-	9,777
Transfers	-	-	-	0.00%	-	-
<b>Total Operating Expenditures</b>	<b>\$ 392,400</b>	<b>\$ 988,000</b>	<b>\$ 496,053</b>	<b>50.21%</b>	<b>\$ 543,954</b>	<b>\$ 1,040,007</b>
Contingencies	-	-	-	0.00%	-	-
Unappropriated Ending Fund Balance	-	-	-	0.00%	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 392,400</b>	<b>\$ 988,000</b>	<b>\$ 496,053</b>	<b>50.21%</b>	<b>\$ 543,954</b>	<b>\$ 1,040,007</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$ (392,400)</b>	<b>\$ -</b>	<b>\$ 23,947</b>		<b>\$ (23,947)</b>	<b>\$ (0)</b>

# Corbett School District 39

## 004 Student Investment Account | Financial Projection by Object

For the Period Ending December 31, 2024



# Corbett School District 39

## 011 GO Bond Debt Service | Financial Projection by Object

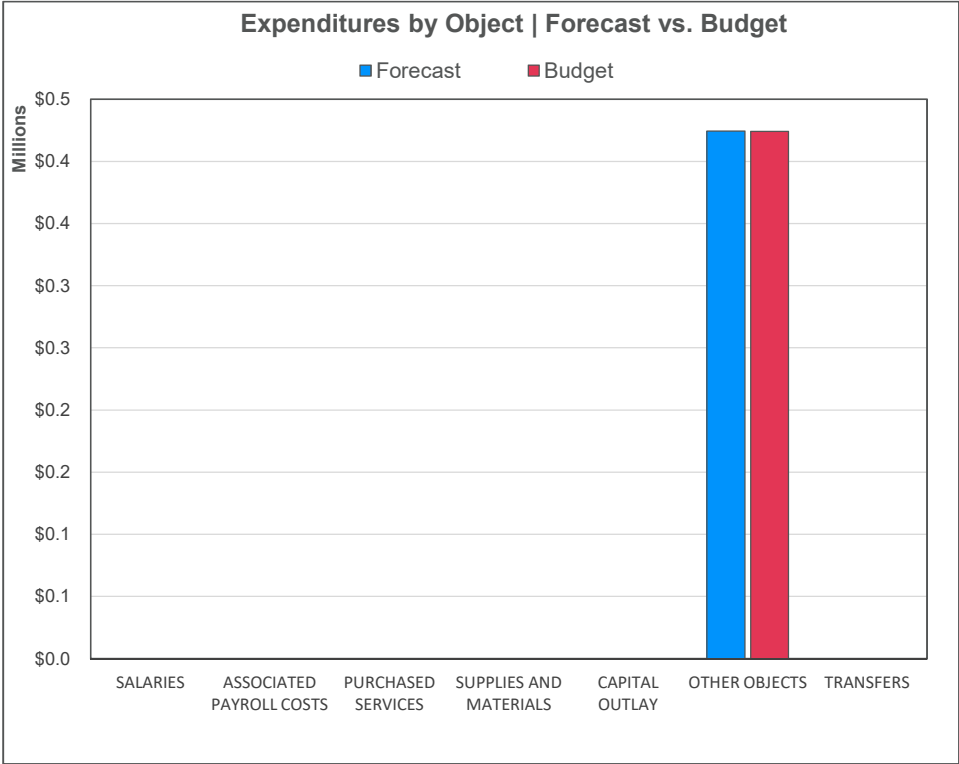
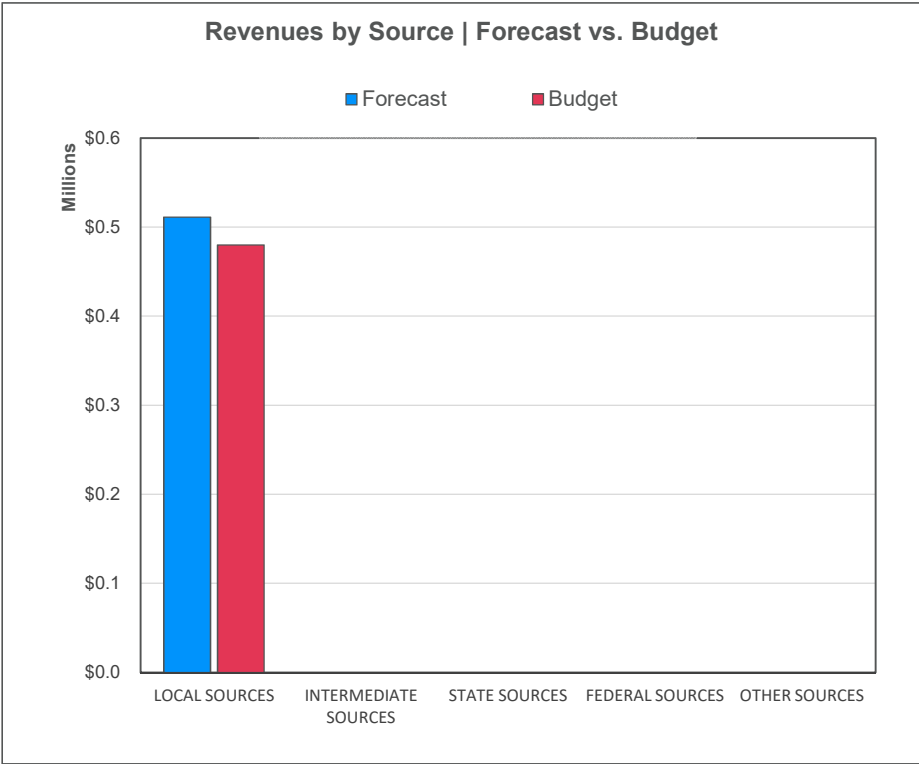
For the Period Ending December 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Add: Projections	Annual Forecast
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ 442,319	\$ 479,945	\$ 438,811	91.43%	\$ 72,335	\$ 511,146
Intermediate Sources	79	-	-	0.00%	-	-
State Sources	-	-	-	0.00%	-	-
Federal Sources	-	-	-	0.00%	-	-
Other Sources	-	-	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ 442,399</b>	<b>\$ 479,945</b>	<b>\$ 438,811</b>	<b>91.43%</b>	<b>\$ 72,335</b>	<b>\$ 511,146</b>
<b>Beginning Fund Balance</b>	<b>10,198</b>	<b>-</b>	<b>97,626</b>	<b>0.00%</b>	<b>-</b>	<b>97,626</b>
<b>TOTAL RESOURCES</b>	<b>\$ 452,596</b>	<b>\$ 479,945</b>	<b>\$ 536,437</b>	<b>111.77%</b>	<b>\$ 72,335</b>	<b>\$ 608,771</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Salaries	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Associated Payroll Costs	-	-	-	0.00%	-	-
Purchased Services	-	-	-	0.00%	-	-
Supplies and Materials	-	-	-	0.00%	-	-
Capital Outlay	-	-	-	0.00%	-	-
Other Objects	27,922	423,988	25,844	6.10%	398,494	424,338
Transfers	-	-	-	0.00%	-	-
<b>Total Operating Expenditures</b>	<b>\$ 27,922</b>	<b>\$ 423,988</b>	<b>\$ 25,844</b>	<b>6.10%</b>	<b>\$ 398,494</b>	<b>\$ 424,338</b>
Contingencies	-	-	-	0.00%	-	-
Unappropriated Ending Fund Balance	-	-	-	0.00%	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 27,922</b>	<b>\$ 423,988</b>	<b>\$ 25,844</b>	<b>6.10%</b>	<b>\$ 398,494</b>	<b>\$ 424,338</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$ 424,674</b>	<b>\$ 55,957</b>	<b>\$ 510,593</b>		<b>\$ (326,159)</b>	<b>\$ 184,433</b>

# Corbett School District 39

## 011 GO Bond Debt Service | Financial Projection by Object

For the Period Ending December 31, 2024



# Corbett School District 39

## 020 Energy Projects Fund | Financial Projection by Object

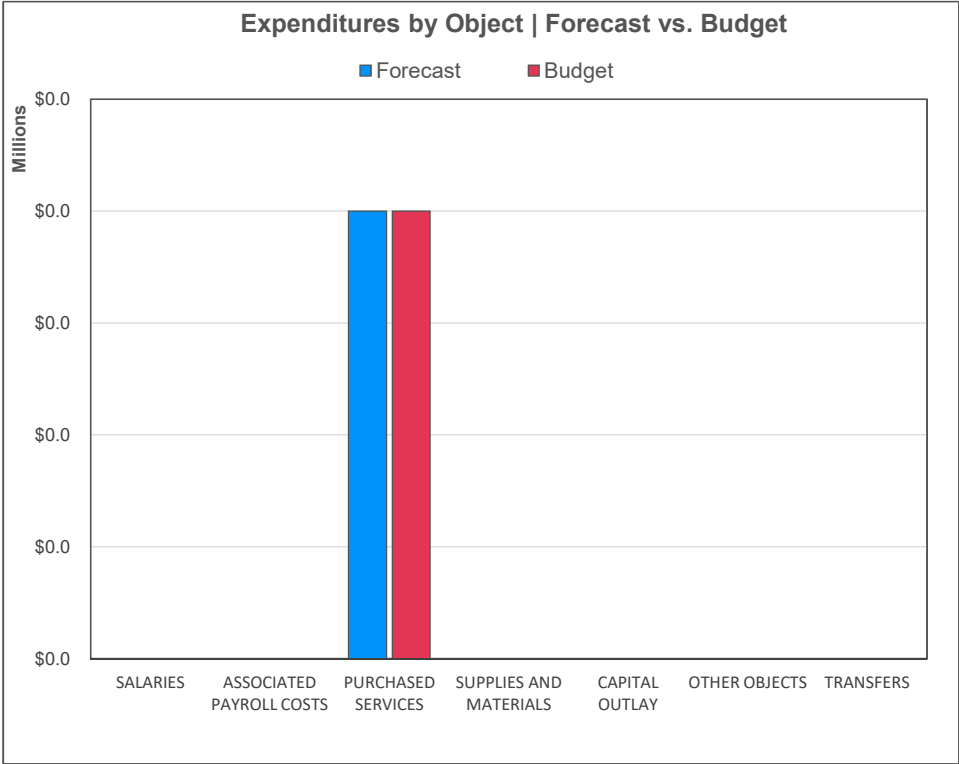
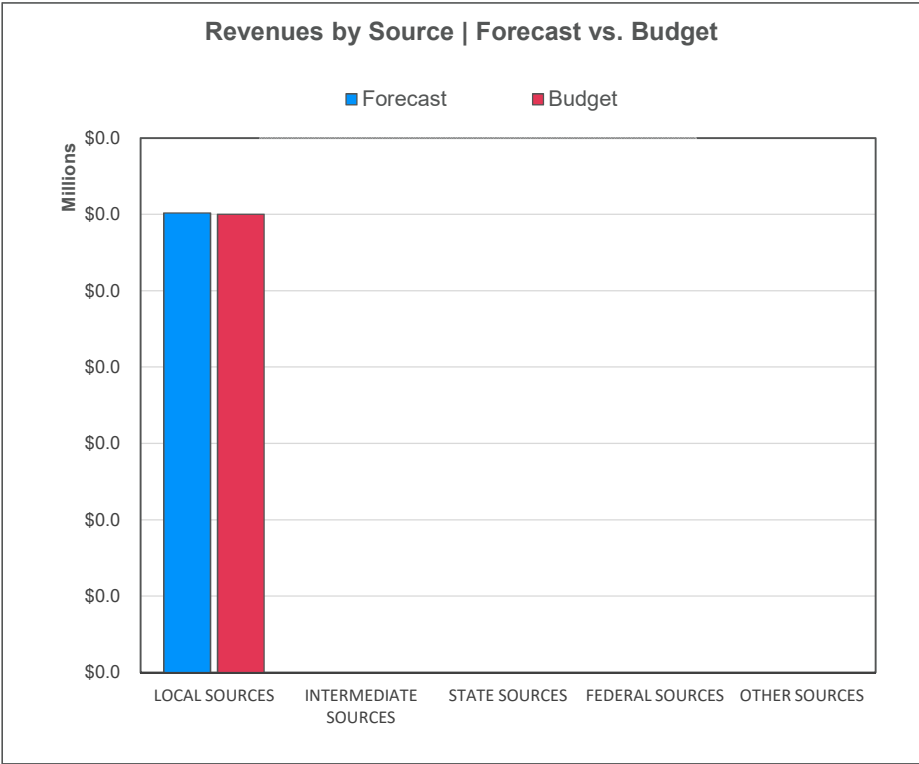
For the Period Ending December 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Add: Projections	Annual Forecast
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ 14,572	\$ 30,000	\$ 14,161	47.20%	\$ 15,934	\$ 30,095
Intermediate Sources	-	-	-	0.00%	-	-
State Sources	-	-	-	0.00%	-	-
Federal Sources	-	-	-	0.00%	-	-
Other Sources	-	-	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ 14,572</b>	<b>\$ 30,000</b>	<b>\$ 14,161</b>	<b>47.20%</b>	<b>\$ 15,934</b>	<b>\$ 30,095</b>
<b>Beginning Fund Balance</b>	<b>55,301</b>	<b>-</b>	<b>89,694</b>	<b>0.00%</b>	<b>-</b>	<b>89,694</b>
<b>TOTAL RESOURCES</b>	<b>\$ 69,873</b>	<b>\$ 30,000</b>	<b>\$ 103,855</b>	<b>346.18%</b>	<b>\$ 15,934</b>	<b>\$ 119,788</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Salaries	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Associated Payroll Costs	-	-	-	0.00%	-	-
Purchased Services	-	20,000	-	0.00%	20,000	20,000
Supplies and Materials	-	-	-	0.00%	-	-
Capital Outlay	-	-	-	0.00%	-	-
Other Objects	-	-	-	0.00%	-	-
Transfers	-	-	-	0.00%	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Contingencies	-	-	-	0.00%	-	-
Unappropriated Ending Fund Balance	-	-	-	0.00%	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$ 69,873</b>	<b>\$ 10,000</b>	<b>\$ 103,855</b>		<b>\$ (4,066)</b>	<b>\$ 99,788</b>

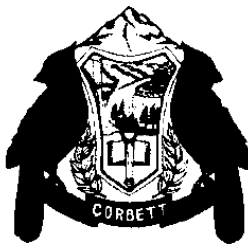
# Corbett School District 39

## 020 Energy Projects Fund | Financial Projection by Object

For the Period Ending December 31, 2024



DEREK FIALKIEWICZ, Ed.D.  
Superintendent  
ROBIN LINDEEN-BLAKELEY  
Deputy Clerk/ HR Lead



35800 E. Historic Columbia River Highway  
Corbett, Oregon 97019-9622

Administration Office 503-261-4200  
Grade School 503-261-4200  
Middle/High School 503-261-4200  
CAPS 503-261-4200  
Fax 503-695-3600

## CORBETT SCHOOL DISTRICT NO. 39

### RESOLUTION 1.82-25

#### 2023-2024 Annual Financial Statements

**Summary:** Corbett School District 39 board policy DIE requires an annual audit of all accounts of the district, including the student and school funds of all schools of the district. This policy also requires the Board to review and take action upon the presented audit.

Auditors from Umpqua Valley Financial will present the annual financial report for Corbett School District which includes all student and school funds.

**Background:** Corbett School District selected Umpqua Valley Financial through the Request of Proposal as of October 2023. The onsite field work took place during September, 2024.

**Financial Impact:** Audited Financial Statements allows Corbett School District to continue receiving State School Funding which is the major revenue source for the District.

**Alternatives:** N/A

**Motion:** I move that the Board accepts the 2023-2024 audited financial statements as presented in the attached document.

ADOPTED, SIGNED AND APPROVED this \_\_15\_\_ day of \_\_January\_\_\_\_\_, 2025.

**CORBETT SCHOOL DISTRICT NO. 39  
MULTNOMAH COUNTY, OREGON**

\_\_\_\_\_  
Chair of the Board

Attest:

\_\_\_\_\_  
Superintendent

DEREK FIALKIEWICZ, Ed.D.  
 Superintendent  
 ROBIN LINDEEN-BLAKELEY  
 Deputy Clerk/ HR Lead



35800 E. Historic Columbia River Highway  
 Corbett, Oregon 97019-9622

Administration Office 503-261-4200  
 Grade School 503-261-4200  
 Middle/High School 503-261-4200  
 CAPS 503-261-4200  
 Fax 503-695-3600

**CORBETT SCHOOL DISTRICT  
 NO. 39**

**RESOLUTION NO. 1.83-25**

**Budget Adjustment**

**Summary:** Corbett School District 39 board policy DBK requires an approval by the board when the need to transfer between appropriations arise.

**Background:** The Adopted budget for 24-25 was a financial plan at the time the budget was prepared based on known and estimated revenues and expenses.

**Financial Impact:**

In the General Fund, we are allocating loan funds in order to cover expenditures that were not previously budgeted. These include HRA, OEBC, Woodard Café, and TAN.

The \$52,007 increase in the Student Investment Fund, we are increasing appropriation to agree with the grant award. This is well within the 10% limit.

GO Bond Debt Service Fund increase is due to fees charged by the bank not being previously budgeted for \$350.

Major Function	Item Description	Adopted Budget 2024-2025	This Amendment	Revised Budget 2024-2025
<b>GENERAL FUND</b>				
<b>Requirements</b>				
1000	Instruction	8,947,848		8,947,848
2000	Support Services	6,096,428	1,343,528	7,439,956
3000	Community Services	6,000	(6,000)	-
4000	Building, Construction & Improvements	-	33,000	33,000
5000	Other Uses (Debt & Transfers)	355,593	842,616	1,198,209
6000	Contingencies 178	213,144	(213,144)	-

DEREK FIALKIEWICZ, Ed.D.  
 Superintendent  
 ROBIN LINDEEN-BLAKELEY  
 Deputy Clerk/ HR Lead



35800 E. Historic Columbia River Highway  
 Corbett, Oregon 97019-9622

Administration Office 503-261-4231  
 Grade School 503-261-4232  
 Middle/High School 503-261-4233  
 CAPS 503-261-4234  
 Fax 503-695-3641

**CORBETT SCHOOL DISTRICT  
 NO. 39**

<b>Total</b>		<b>15,619,013</b>	<b>2,000,000</b>	<b>17,619,013</b>
<b>FOOD SERVICE</b>				
<b>Requirements</b>				
3000	Community Services	387,268	-	387,268
<b>Total</b>		<b>387,268</b>	<b>-</b>	<b>387,268</b>
<b>FEDERAL FUNDS</b>				
<b>Requirements</b>				
1000	Instruction	314,900	-	314,900
2000	Support Services	857,496	-	857,496
5000	Other Uses (Debt & Transfers)	112,087	-	112,087
<b>Total</b>		<b>1,284,483</b>	<b>-</b>	<b>1,284,483</b>
<b>STUDENT INVESTMENT ACCOUNT</b>				
<b>Requirements</b>				
1000	Instruction	631,747	33,255	665,002
2000	Support Services	356,253	18,752	375,005
<b>Total</b>		<b>988,000</b>	<b>52,007</b>	<b>1,040,007</b>
<b>STUDENT ACTIVITY FUNDS</b>				
<b>Requirements</b>				
1000	Instruction	300,000	-	300,000
<b>Total</b>		<b>300,000</b>	<b>-</b>	<b>300,000</b>
<b>GO BOND DEBT SERVICE FUND</b>				
<b>Requirements</b>				
5000	Other Uses (Debt & Transfers)	423,988	350	424,338
7000	Unappropriated End. Fund Balance	-	-	-
<b>Total</b>	179	<b>423,988</b>	<b>350</b>	<b>424,338</b>

DEREK FIALKIEWICZ, Ed.D.  
 Superintendent  
 ROBIN LINDEEN-BLAKELEY  
 Deputy Clerk/ HR Lead



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 Fax 503-695-3600

**CORBETT SCHOOL DISTRICT  
 NO. 39**

ENERGY PROJECT FUND				
Requirements				
4000	Building, Construction & Improvements	20,000	-	20,000
<b>Total</b>		<b>20,000</b>	<b>-</b>	<b>20,000</b>
TOTAL ALL FUNDS				
Requirements				
1000	Instruction	10,194,495	33,255	10,227,750
2000	Support Services	7,310,177	1,362,280	8,672,457
3000	Community Services	393,268	(6,000)	387,268
4000	Building, Construction & Improvements	20,000	33,000	53,000
5000	Other Uses (Debt & Transfers)	891,668	842,966	1,734,634
6000	Contingencies	213,144	(213,144)	-
<b>Total</b>		<b>19,022,752</b>	<b>2,052,357</b>	<b>21,075,109</b>

**Motion:** I motion to adopt this resolution to amend the 2024-25 budget as indicated above.

BE IT RESOLVED the 2024-25 budget has been amended.

ADOPTED, SIGNED AND APPROVED this \_\_15\_\_ day of \_\_January\_\_\_\_\_, 2025.

**CORBETT SCHOOL DISTRICT NO. 39  
 MULTNOMAH COUNTY, OREGON**

\_\_\_\_\_  
 Chair of the Board

Attest:

\_\_\_\_\_  
 Superintendent

DEREK FIALKIEWICZ, Ed.D.  
Superintendent  
ROBIN LINDEEN-BLAKELEY  
Deputy Clerk/ HR Lead



35800 E. Historic Columbia River Highway  
Corbett, Oregon 97019-9622

Administration Office 503-261-4200  
Grade School 503-261-4200  
Middle/High School 503-261-4200  
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Fax 503-695-3640

## CORBETT SCHOOL DISTRICT NO. 39

### RESOLUTION NO. 1.84-25

#### 2025-2026 Budget Resolution Priorities

**Summary:** The Board will adopt budget priorities annually.

**Background:** Corbett School District held an online staff, family and community input survey from December 5<sup>th</sup> through December 19<sup>th</sup>, 2024. The purpose of this survey was to facilitate input on priorities for the 2025-2026 Budget from students, staff, parents and community members. This survey was combined with a presentation for the development of a basic understanding of the Corbett School District budget. A comprehensive report from this survey in detail and summary was provided to the Board for review and discussion during the January 8<sup>th</sup>, 2025 Board Work Session.

November 2024 – Proposed Budget Calendar was approved

December 2024 – Budget Input Session

January 2024 – Board Work Session to review and discuss survey inputs as well as review possible Budget Priorities

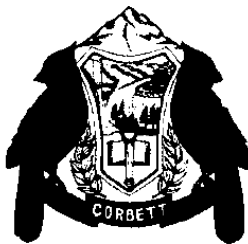
**Financial Impact:** The Budget Input Survey was held with the goal of helping the Board determine which priorities the students, staff, parents and community valued to focus budgeting efforts towards for the 2025-2026 Budget cycle. These priorities are brought forth to be voted on and adopted by the Board so that 2025-2026 budget financial implications can begin to be considered by the Budget Committee.

#### Proposed Budget Priorities:

1. Ensure a Fund Balance, Emergency Reserve and Debt Management
2. Maintain and Improve Facilities
3. Retain Qualified Teachers for core subjects & qualified EA's for Intervention, Behavior & Mental health support including Special Education
4. Maintain Student Safety
5. Maintain CTE & Extra Curricular programs

**Alternatives:** The Board could approve modified Budget Priorities.

**DEREK FIALKIEWICZ, Ed.D.**  
Superintendent  
**ROBIN LINDEEN-BLAKELEY**  
Deputy Clerk/ HR Lead



**CORBETT SCHOOL DISTRICT  
NO. 39**

35800 E. Historic Columbia River Highway  
Corbett, Oregon 97019-9622

Administration Office	503-261-4231
Grade School	503-261-4232
Middle/High School	503-261-4233
CAPS	503-261-4234
Fax	503-695-3642

**Motion:** I move that the Board adopts the budget priorities as listed above for the 2025-2026 Budget.

ADOPTED, SIGNED AND APPROVED this \_\_15\_\_ day of \_\_January\_\_\_\_\_, 2025.

**CORBETT SCHOOL DISTRICT NO. 39  
MUTL NOMAH COUNTY, OREGON**

\_\_\_\_\_  
Chair of the Board

Attest:

\_\_\_\_\_  
Superintendent

# OSBA Model Sample Policy

Code: AC

Adopted:

## Nondiscrimination and Civil Rights

{Required policy. 34 CFR § 106.45 requires grievance procedures for complaints of sex discrimination. OAR 581-021-0655(3) requires policy regarding civil rights coordinators.}

The district **does not discriminate on any basis listed below and** prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, color, religion, sex<sup>2</sup>, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

~~{The Board designates the [insert position title(s)] as the district's civil rights coordinator.} {The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents.} {<sup>3</sup>}~~

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating,

<sup>1</sup> Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. "Race" also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 ~~(as amended by House Bill 2935 (2021))~~.

<sup>2</sup> 34 CFR § 106.10 provides "discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."

<sup>3</sup> ~~{For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).}~~

threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and
2. The training completed by each civil rights coordinator.

### Civil Rights Coordinator

[The [insert position title(s)] is the district's civil rights coordinator.]

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;
2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;
3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:
  - a. The notice of nondiscrimination<sup>4</sup> required by OAR 581-021-0045; and
  - b. The district written complaint process for making reports of discrimination.
4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;
5. Provide guidance to district staff on civil rights issues in the district;
6. Respond to questions and concerns about civil rights in the district;
7. Coordinate efforts to prevent civil rights violations from occurring in the district; and
8. <sup>{5}</sup>[Satisfy the training requirements in OAR 581-021-0660 (2)-(3)] [~~Satisfy the following training requirements:~~

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<sup>4</sup> The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.

<sup>5</sup> {OAR 581-021-0655(3)(a) requires the district adopt a policy including the requirements in OAR 581-021-0660, including the training requirements referenced and listed here. The district can meet this requirement by choosing either of the two bracketed options.}

- a. Upon initial designation, a civil rights coordinator must receive the following training in accordance with a schedule established by the Oregon Department of Education (ODE):
- (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
  - (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;
  - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
  - (4) Identifying discrimination and reports of discrimination;
  - (5) Responding to reports of discrimination;
  - (6) Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest;
  - (7) Preventing discrimination in public school programs and activities;
  - (8) Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing such retaliation in public school programs and activities;
  - (9) Tracking and documenting reports of discrimination.
- b. In years subsequent to being designated a civil rights coordinator, a civil rights coordinator must annually receive the following training in accordance with a schedule established by ODE:
- (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
  - (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;
  - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
  - (4) Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.<sup>6</sup>

END OF POLICY

<sup>6</sup> Training must first be completed by June 30, 2025.

**Legal Reference(s):**

<a href="#">ORS 174.100</a>	<a href="#">ORS 659A.006</a>	<del>OAR 581-002-0001—002-0005</del>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.009</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 326.051(1)(e)</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.030</a>	<a href="#">OAR 581-021-0047</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.040</a>	<a href="#">OAR 581-021-0650 - 0665</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.103 - 659A.145</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 659.815</a>	<a href="#">ORS 659A.230 - 659A.233</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 659.850 - 659.860</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 581-075-0001 - 075-0005</a>
<a href="#">ORS 659.865</a>	<a href="#">ORS 659A.309</a>	<a href="#">OAR 581-075-0901</a>
<a href="#">ORS 659A.001</a>	<a href="#">ORS 659A.321</a>	<a href="#">OAR 839-003</a>
<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.409</a>	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act ~~of 1990~~/**Americans with Disabilities Act Amendments Act**, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

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, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2020~~2024).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

~~Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).~~

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

# OSBA Model Sample Policy

Code: GBN/JBA  
Adopted:

## Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 and OAR 581-021-0038. Review Board policy AC - Nondiscrimination and Civil Rights for consideration of Title IX and sex-based discrimination.}

<sup>1</sup>The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

~~The district processes complaints<sup>{2}</sup> or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.~~

### General Procedures

~~When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1)- Sexual Harassment Complaint Procedure and GBN/JBA-AR(2)- Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures~~

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.<sup>3</sup>

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

<sup>1</sup> Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

<sup>2</sup> ~~{Some districts choose not to use the terms “complaint” and “complainant” because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, “complainant” is defined under federal law.}~~

<sup>3</sup> Other complaint policies and administrative regulations that may apply include, but are not limited to: AC - Nondiscrimination and Civil Rights; ACB - Every Student Belongs; GBEA - Workplace Harassment, GBNA - Hazing, Harassment, Intimidation, Menacing, or Cyberbullying - Staff; GBNA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements; GBNA/JHFE - Suspected Abuse of a Child Reporting Requirements; and JFCF - [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

## **OREGON DEFINITION AND PROCEDURES**

### **Oregon Definition**

{<sup>4</sup>} Sexual harassment of students, staff members or third parties<sup>5</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or
  - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without consent<sup>6</sup>.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the

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<sup>4</sup> {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

<sup>5</sup> "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

<sup>6</sup> "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, <sup>{7}</sup>physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

### Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

<sup>Dr. OF SWP</sup>  
{8}[Name], [position] at [phone] or [email]

[This individual is] responsible for accepting and managing complaints of sexual harassment. Persons wishing to make a report should ~~contact them using~~ use the above contact information. The person[s] designated will coordinate the report with the procedures in administrative regulation AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. ~~[9]This person is also designated as the Title IX coordinator.] See GBN/JBA AR(1) – Sexual Harassment Complaint Procedure.~~

### Response

Any staff member who becomes aware of behavior that may violate this policy shall ~~immediately~~ report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to district officials, this includes officials such as the principal,

<sup>7</sup> {OAR 581-021-0038 requires that the policy include a ““examples of harassing behaviors covered by policy””. The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

<sup>8</sup> {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

<sup>9</sup> {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

compliance officer or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

### Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [<sup>10</sup>] A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment **and prevent reoccurrence**:

1. [Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.]

When a student or staff member is harassed by a third party, the district will consider the following:

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;

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<sup>10</sup> {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement, if necessary, at district events.]

### **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

### **Notice**

When a person<sup>11</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>12</sup>:

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<sup>11</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>12</sup> Remember confidentiality laws when providing any information.

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the ~~[student, student's parents, staff member, person or person's parent]~~ [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

**[Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.]

## FEDERAL DEFINITION AND PROCEDURES

### Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
1. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>13</sup>;
2. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
3. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
4. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
5. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

### Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See GBN/JBA AR(2) – Federal Law (Title IX) Sexual Harassment Complaint Procedure.

### Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

<sup>13</sup> "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

[Person or position] is designated as the Title IX coordinator [and can be contacted at [insert phone number]]. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.<sup>14</sup>

## Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>15</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>16</sup> to the complainant and by following a grievance procedure<sup>17</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>18</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>19</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

## Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

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<sup>14</sup> [Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.]

<sup>15</sup> (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>16</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.<sup>16</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>17</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, see GBN/JBA-AR(2) – Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>18</sup> The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

<sup>19</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(e))

1. ~~That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and~~
2. ~~The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.~~

~~[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary<sup>20</sup>, or both.]~~

### **No Retaliation**

~~Neither the district or any person may retaliate<sup>21</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.~~

~~Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.~~

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator] shall be prominently published in the [school] [district] student handbook and on the [school] [district] website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or district staff member, or third party] [person] upon request.

END OF POLICY

### **Legal Reference(s):**

<a href="#">ORS 243.706</a>	<a href="#">ORS 342.850</a>	<a href="#">ORS 659A.030</a>
<a href="#">ORS 332.107</a>	<a href="#">ORS 342.865</a>	<a href="#">OAR 581-021-0038</a>
<a href="#">ORS 342.700</a>	<a href="#">ORS 659.850</a>	<a href="#">OAR 584-020-0040</a>
<a href="#">ORS 342.704</a>	<a href="#">ORS 659A.006</a>	<a href="#">OAR 584-020-0041</a>
<a href="#">ORS 342.708</a>	<a href="#">ORS 659A.029</a>	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).  
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).  
 Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020/2024).  
 Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

<sup>20</sup> ~~Of the United States Department of Education.~~

<sup>21</sup> ~~Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.~~



# OSBA Model Sample Policy

Code: IKF  
Adopted:

## Graduation Requirements\*\*

{If the district has additional credit or graduation requirements above the state requirements, the district is required to include those additional credits and graduation requirements in policy (see OAR 581-022-2000(1)). OAR 581-022-2115(13) requires districts to also have a policy on student-initiated test impropriety (model language to meet this requirement is also in policy II – Assessment Program); OAR 581-022-2120 requires districts to have a policy about proficiency in Essential Skills in student languages of origin (currently waived through the 2027-28 school year); OAR 581-022-2020(3) requires districts to establish criteria for the certificate of attendance in policy.}

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

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

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

1. ~~A foster child~~ In foster care<sup>1</sup>;
2. Experiencing houselessness<sup>2</sup>;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker;~~or~~
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program;  
or
7. <sup>3</sup>Enrolled in an approved recovery school under ORS 336.680.

For any student identified above, the district shall accept any credits earned by the student in an educational program<sup>4</sup> in this state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

<sup>1</sup> As "Foster child" is defined in ORS 30.297.

<sup>2</sup> {ORS 329.451(2) and OAR 581-022-use the term "homeless."} See OAR 581-022-2000 for additional information.

<sup>3</sup> Applies to high school diplomas awarded on or after January 1, 2026.

<sup>4</sup> "Educational program in this state" means an educational program that is provided by a school district, a public charter school, an approved recovery school (applies to diplomas awarded on or after January 1, 2026), the Youth Corrections Education

## Diploma

A high school diploma will be awarded to students<sup>5</sup> in grades 9 through 12 who complete a minimum of {<sup>6</sup>}24 credits which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts<sup>7</sup> (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. Three credits in social sciences (~~including~~ shall include 0.5 unit of US civics<sup>8</sup> credit in addition to at least 2.5 units of credit aligned to the Oregon State Board adopted standards for US and world history, ~~[civics,]~~ geography, and economics (~~including personal finance~~) and <sup>9</sup>financial literacy);
5. <sup>10</sup>One-half credit of higher education and career path skills;
6. <sup>11</sup>One-half credit of personal financial education;
7. One credit in health education;
8. One credit in physical education; and
9. Three credits in career and technical education, the arts or world languages<sup>12</sup> (units shall be earned in any one or a combination).

Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long-term care or treatment facility described in ORS 343.962961 or a hospital identified in ORS 343.261.

~~<sup>5</sup> Students who were first enrolled in grade 9 during the 2022-2023 school year or first enrolled in grade 9 in any previous school year.~~

<sup>6</sup> {If the district has additional credit or graduation requirements beyond the state minimum of 24, the district is required to include those additional credits and graduation requirements in the following list.}

<sup>7</sup> "Language arts" includes reading, writing and other communications in any language, including English.

<sup>8</sup> Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

<sup>9</sup> This requirement is replaced with a one-half credit of personal financial education requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year.

<sup>10</sup> Higher education and career path skills becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

<sup>11</sup> Personal finance education becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

<sup>12</sup> "World languages" includes sign language, heritage languages and languages other than a student's primary language.

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

To receive a diploma, in addition to credit requirements outlined in ~~OAR 581-022-2000~~ above, a student must<sup>13</sup>:

1. <sup>14</sup>Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and
4. Participate in career-related learning experiences.

### Modified Diploma

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

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

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shallwith at least 13 of those credits to include:

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

<sup>13</sup> ~~[The proficiency in Essential Skills requirement has been waived and is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school year (Senate Bill 744, 2021).]~~

<sup>14</sup> The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

5. <sup>15</sup>One-half credit in personal financial education;
6. <sup>16</sup>One-half credit in higher education and career path skills;
7. One credit in health education;
8. One credit in physical education; and
9. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).

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

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

1. <sup>17</sup>Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile; and
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).

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

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

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

<sup>15</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

<sup>16</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

<sup>17</sup> The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide ~~that~~ if a student ~~should~~ will work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

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

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

For students with a documented history as described above, the district shall annually provide the parents or guardians of students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### [<sup>18</sup>] **Essential Skills**

The district [will] [will not] allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills in the student's language of origin for a high school diploma or a modified diploma.

The district will develop procedures to provide local performance assessment options as described in the *Local Performance Assessment Manual*, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

### **Essential Skills Appeal**

The district will [establish an appeal process] [follow Board policy KL - Public Complaints] in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.]

### **Extended Diploma**

<sup>18</sup> {[OAR 581-022-2120(2) requires districts to have "policy whether to allow ELL students to demonstrate proficiency in all required Essential Skills in the students' language of origin." OAR 581-022-2120(4) waives this requirement through the 2027-28 school year.] Therefore, these two sections, i.e., Essential Skills and Essential Skills Appeal, are not required to be in policy at this time. The district could elect to keep the language and the bracketed portion of this footnote.}

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a **high school diploma** while receiving **reasonable modifications** and accommodations.

To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than ~~six~~ **6** credits in a self-contained special education classroom, and will include:
  - a. Two credits in mathematics;
  - b. Two credits in language arts;
  - c. Two credits in science;
  - d. Three credits in history, geography, economics or civics;
  - e. One credit in health;
  - f. One credit in physical education; and
  - g. One credit in the arts or a world language; **and**
2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or
  - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

~~Beginning in grade five or beginning after a documented history to qualify for an extended diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma.~~ For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such documented history has been established, the following:

1. **Information about the availability of high school diplomas, modified diplomas and the requirements for such diplomas; and**
2. **A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the state or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.**

### **Alternative Certificates**

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

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

### **Certificate of Attendance**

A <sup>19</sup>certificate of attendance<sup>20</sup> will be awarded to students who:

1. [Have maintained regular full-time attendance<sup>21</sup> for at least four years beginning in grade nine;
2. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
3. Have a documented history<sup>22</sup>.]

For students with a documented history<sup>23</sup>, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas and the requirements for the diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### Other District Responsibilities

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

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

<sup>19</sup> {The Board shall define criteria for a certificate of attendance. OAR 581-022-2200 (3). See the Oregon Department of Education's [Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992](#). }

<sup>20</sup> A student who began grade 9 before July 1, 2020, may be awarded an alternative certificate if the student satisfies the requirements for an alternative certificate which are in effect on the day before July 1, 2024.

<sup>21</sup> {There is no established definition of "regular full-time attendance. The district should review any existing attendance definitions, consider the needs of students in the district and establish clear criteria. This should include how excused and unexcused absences are counted. A few options are provided. }

["Regular full-time attendance" means not being absent for more than 10 percent of school days that the student is enrolled in a school year. See OAR 581-020-0631 for definition of chronic absenteeism. Excused absences [are considered absences for this purpose] [will not be counted against a student.]]

["Regular full-time attendance" means not having eight or more unexcused absences in any four-week period during which school is in session. See ORS 339.065 for definition of irregular attendance. This will be calculated on an annual basis and equates to having unexcused absences for less than 20 percent of the days or class periods during which school is in session.]]

<sup>22</sup> "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

<sup>23</sup> "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

opportunity to pursue a diploma with more stringent requirements, for the sole reason the student has the document history.

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

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate a certificate of attendance in the later of 4 years after starting the ninth grade 9, or until the student reaches the age of 21 years if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy complete the requirements for a modified diploma, an extended diploma or an alternative certificate a certificate of attendance in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate a certificate of attendance in less than four 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

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

A student who receives a modified diploma, an extended diploma, or an alternative certificate a certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and. wWhen added together, the district will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that are is required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.

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

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

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



The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the [Smarter Balanced or alternate Oregon Extended Assessment](#) Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education’s Opt-out Form<sup>24</sup> and submitting the form to the district.

The district will issue a high school diploma [pursuant to Oregon law \(ORS 332.114\)](#) to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

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

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 329.007</a>	<a href="#">ORS 339.115</a>	<a href="#">OAR 581-022-2010</a>
<a href="#">ORS 329.045</a>	<a href="#">ORS 339.505</a>	<a href="#">OAR 581-022-2015</a>
<a href="#">ORS 329.451</a>	<a href="#">ORS 343.295</a>	<a href="#">OAR 581-022-2020</a>
<a href="#">ORS 329.479</a>		<a href="#">OAR 581-022-2025</a>
<a href="#">ORS 332.107</a>	<a href="#">OAR 581-021-0009</a>	<a href="#">OAR 581-022-2030</a>
<a href="#">ORS 332.114</a>	<a href="#">OAR 581-022-0102</a>	<a href="#">OAR 581-022-2115</a>
<a href="#">ORS 336.585</a>	<a href="#">OAR 581-022-2000</a>	<a href="#">OAR 581-022-2120</a>
<a href="#">ORS 336.590</a>	<a href="#">OAR 581-022-2005</a>	<a href="#">OAR 581-022-2505</a>

*Test Administration Manual*, published by the OREGON DEPARTMENT OF EDUCATION.

*Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992*, published by the OREGON DEPARTMENT OF EDUCATION.

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<sup>24</sup> Oregon Department of Education page for: [30-day notice and opt-out form](#)

# OSBA Model Sample Policy

Code: JBA/GBN  
Adopted:

## Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 and OAR 581-021-0038. Review Board policy AC - Nondiscrimination and Civil Rights for consideration of Title IX and sex-based discrimination.}

<sup>1</sup>The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

~~The district processes complaints<sup>{2}</sup> or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.~~

### General Procedures

~~When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see JBA/GBN AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.~~

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.<sup>3</sup>

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

<sup>1</sup> Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

~~<sup>2</sup> {Some districts choose not to use the terms “complaint” and “complainant” because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, “complainant” is defined under federal law.}~~

<sup>3</sup> Other complaint policies and administrative regulations that may apply include, but are not limited to: AC - Nondiscrimination and Civil Rights; ACB - Every Student Belongs; GBEA - Workplace Harassment, GBNA - Hazing, Harassment, Intimidation, Menacing, or Cyberbullying - Staff; GBNA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements; GBNA/JHFE - Suspected Abuse of a Child Reporting Requirements; and JFCF - [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

## **OREGON DEFINITION AND PROCEDURES**

### **Oregon Definition**

{<sup>4</sup>} Sexual harassment of students, staff members or third parties<sup>5</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or
  - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without consent<sup>6</sup>.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the

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<sup>4</sup> {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

<sup>5</sup> "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

<sup>6</sup> "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.



compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

### **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. <sup>{10}</sup>]

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment **and prevent reoccurrence**:

1. [Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.]

When a student or staff member is harassed by a third party, the district will consider the following:

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;

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<sup>10</sup> {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.]

### **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

### **Notice**

When a person<sup>11</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>12</sup>:

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<sup>11</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>12</sup> Remember confidentiality laws when providing any information.

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the ~~[student, student's parents, staff member, person or person's parent]~~ [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

**[Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.]

## **FEDERAL DEFINITION AND PROCEDURES**

### **Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>13</sup>;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

### **Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See JBA/GBN AR(2) – Federal Law (Title IX) Sexual Harassment Complaint Procedure.

### **Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

<sup>13</sup> "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

[Person or position] is designated as the Title IX coordinator [and can be contacted at [insert phone number]]. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.<sup>14</sup>

## Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>15</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>16</sup> to the complainant and by following a grievance procedure<sup>17</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>18</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>19</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

## Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

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<sup>14</sup> {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

<sup>15</sup> (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>16</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.<sup>16</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>17</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2)—Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>18</sup> The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

<sup>19</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

2. ~~That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and~~
3. ~~The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.~~

~~[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary<sup>20</sup>, or both.]~~

### **No Retaliation**

~~Neither the district or any person may retaliate<sup>21</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.~~

~~Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.~~

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator] shall be prominently published in the [school] [district] student handbook and on the [school] [district] website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or district staff member, or third party] [person] upon request.

END OF POLICY

### **Legal Reference(s):**

<a href="#">ORS 243.706</a>	<a href="#">ORS 342.850</a>	<a href="#">ORS 659A.030</a>
<a href="#">ORS 332.107</a>	<a href="#">ORS 342.865</a>	
<a href="#">ORS 342.700</a>	<a href="#">ORS 659.850</a>	<a href="#">OAR 581-021-0038</a>
<a href="#">ORS 342.704</a>	<a href="#">ORS 659A.006</a>	<a href="#">OAR 584-020-0040</a>
<a href="#">ORS 342.708</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 584-020-0041</a>

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).  
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).  
 Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020/2024).  
 Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
 Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

<sup>20</sup>~~Of the United States Department of Education.~~

<sup>21</sup>~~Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.~~



# OSBA Model Sample Policy

Code: JFE  
Adopted:

## Pregnant and/or Parenting Students\*\*

{Required policy. The requirement for policy comes from ORS 336.640.}

The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district-sponsored activities ~~unless physically unable~~. The district shall ensure that pregnant and/or parenting students receive special services as necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law.

~~No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood.~~

The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the district, education service district or in the community.
2. Facilitate the provision of such services, including counseling, life skills and parenting education, childcare, transportation, career development and health and nutrition services to pregnant and/or parenting students.
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.
5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

[When a district employee is notified of a student's pregnancy or related condition by the student or a person who has a legal right to act on behalf of the student, the employee will provide notice to that person. The notice will include:

1. The Title IX Coordinator's contact information;
2. That the Title IX Coordinator can coordinate specific actions to prevent discrimination and ensure the student's equal access to the district's education program or activity;
3. The district's responsibilities under Title IX; and

**Other**

No result available.

**Other**

4. The district's notice of nondiscrimination.]

[The student will be allowed access to a lactation space<sup>1</sup> [described in Board policy GBDA – Expression of Milk [or Breastfeeding]].]

The superintendent [or designee] will develop guidelines<sup>{2}</sup> necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

**Legal Reference(s):**

ORS 336.640  
ORS 339.010

ORS 339.030  
OAR 581-021-0046

OAR 581-023-0100(3)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2024).

<sup>1</sup> A lactation space must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. (34 CFR 106.40(b)(3)(v))

<sup>2</sup> {Guidelines are required according to ORS 336.640 but does not rise to the level of an administrative regulation. A sample form is available to support developing a student's required individual written plan (OAR 581-023-0100(3)).}

**ReferenceChecks**

No result available.

# OSBA Model Sample Policy

Code: JHCD  
Adopted:

## Medications\*\*/\*

{Required policy. The requirement for policy comes from ORS 339.866 (2).}

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student’s classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

No result available.

**Other**

No result available.

**Other**

[<sup>1</sup>] A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student’s parents or guardian.]

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

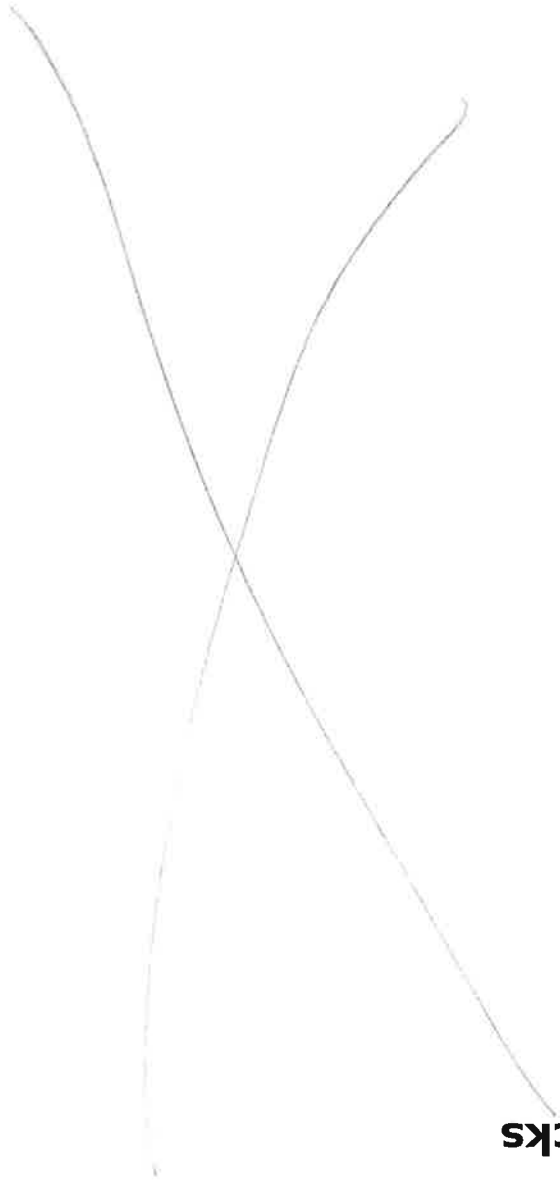
**Legal Reference(s):**

- |                              |                                |                                |
|------------------------------|--------------------------------|--------------------------------|
| <u>ORS 332.107</u>           | <u>OAR 166-400-0010(17)</u>    | <u>OAR 581-022-2220</u>        |
| <u>ORS 339.866 - 339.871</u> | <u>OAR 166-400-0060(29)</u>    | <u>OAR 851-047-0000 - 0030</u> |
| <u>ORS 433.800 - 433.830</u> | <u>OAR 333-055-0000 - 0035</u> |                                |
| <u>ORS 689.800</u>           | <u>OAR 581-021-0037</u>        |                                |

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).  
OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.  
House Bill 1552 (2024).

No result available.

<sup>1</sup> {The district is not required to provide or administer this medication. If the district does not intend to provide or administer this medication, there is no requirement to include this language in this policy.}



No result available.

**ReferenceChecks**

# OSBA Model Sample Policy

Code: JHCD/JHCDA  
Adopted: **D**

## Medications\*\*/\*

*(This policy is recommended for deletion.)*

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis<sup>1</sup>, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to them self prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

[Current first-aid and CPR cards are strongly encouraged for designated personnel.] [A current first-aid and CPR card is required for designated personnel.]

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication. A request to the

<sup>1</sup> Under proper notice given to the district by a student or student's parent or guardian.

district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber<sup>2</sup>.

A request to the district to administer or allow a student to self-administer nonprescription medication that is not approved by the Federal Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law<sup>3</sup>, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

[<sup>4</sup>Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.]

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant to state law, of prescription and/or nonprescription medication.

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<sup>2</sup> A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

<sup>3</sup> Subject to ORS 109.610, 109.640 and 109.675.

[<sup>4</sup> The district is not required to provide or administer this medication. If the district plans on providing and administering this medication this policy language and other associated bracketed policy language is required. If the district does not plan to provide or administer this medication, do not include this language or other associated bracketed language in this policy.]

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith and pursuant to state law, assisted the student in self-administration of the medication.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug].

The district and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug].

The superintendent shall develop administrative regulations as needed to meet the requirements of law and the implementation of this policy.

END OF POLICY

**Legal Reference(s):**

[ORS 109.610](#)  
[ORS 109.640](#)  
[ORS 109.675](#)  
[ORS 332.107](#)  
[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)  
[ORS 475.005 - 475.285](#)  
[OAR 166-400-0010\(17\)](#)  
[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 -055-0115](#)  
[OAR 581-021-0037](#)  
[OAR 581-022-2220](#)  
[OAR 851-047-0030](#)  
[OAR 851-047-0040](#)

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).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.



# OSBA Model Sample Administrative Regulation

Code: JHCD-AR  
Adopted:

## Medications\*\*/\*

{Required administrative regulation. The requirement comes from ORS 339.866 (2).}

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

### 1. Definitions<sup>1</sup>

- a. ["Administer" means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner's authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)]
- b. "Adrenal crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
- c. "Adrenal insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
- d. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
- e. "Delegation" means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
- f. "Designated personnel" means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
- g. "Medication" means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. "Medication" also means any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. "Medication" does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
- h. "Nonprescription medication" means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
- i. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat

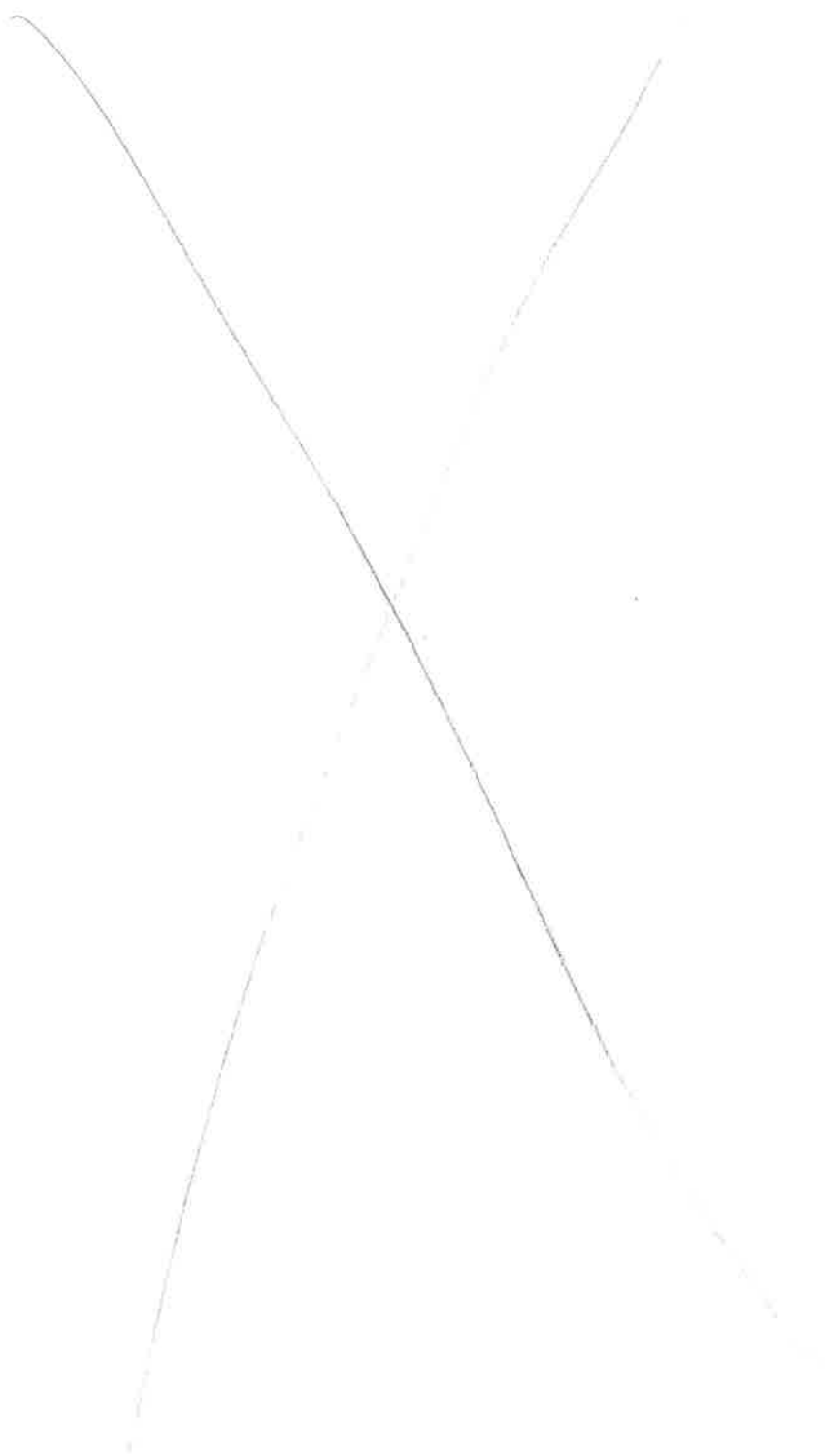
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Transcript

<sup>1</sup> There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

# Transcript

No result available.



adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

- j. ["Opioid overdose" means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)]
- k. "Prescriber"<sup>2</sup> means a "practitioner" as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
- l. "Prescription medication" means a "prescription drug" as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with "Caution: Federal law prohibited dispensing without prescription" or "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian"; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
- m. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
- n. "Short-acting opioid antagonist" means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

## 2. Designated Staff/Training

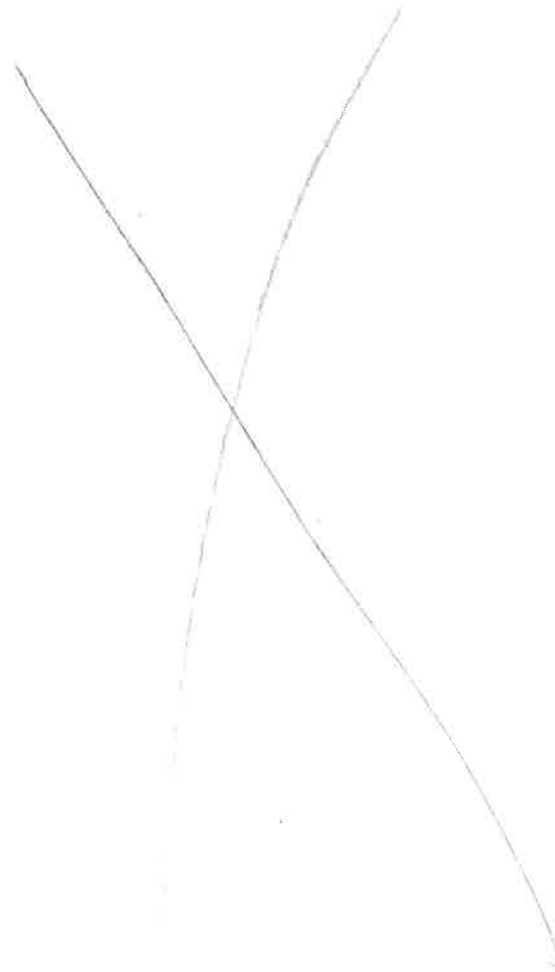
- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
- b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person<sup>3</sup>. During

<sup>2</sup> A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

<sup>3</sup> An online training may qualify as "in-person" when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice;

**Cover Letter**

No result available.



subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.

- e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
- f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

### 3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

### 4. Administering Short-Acting Opioid Antagonists

[<sup>4</sup>] A short-acting opioid antagonist may be administered by any district personnel<sup>5</sup> to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The [principal] [or [school] [district] nurse] shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.]

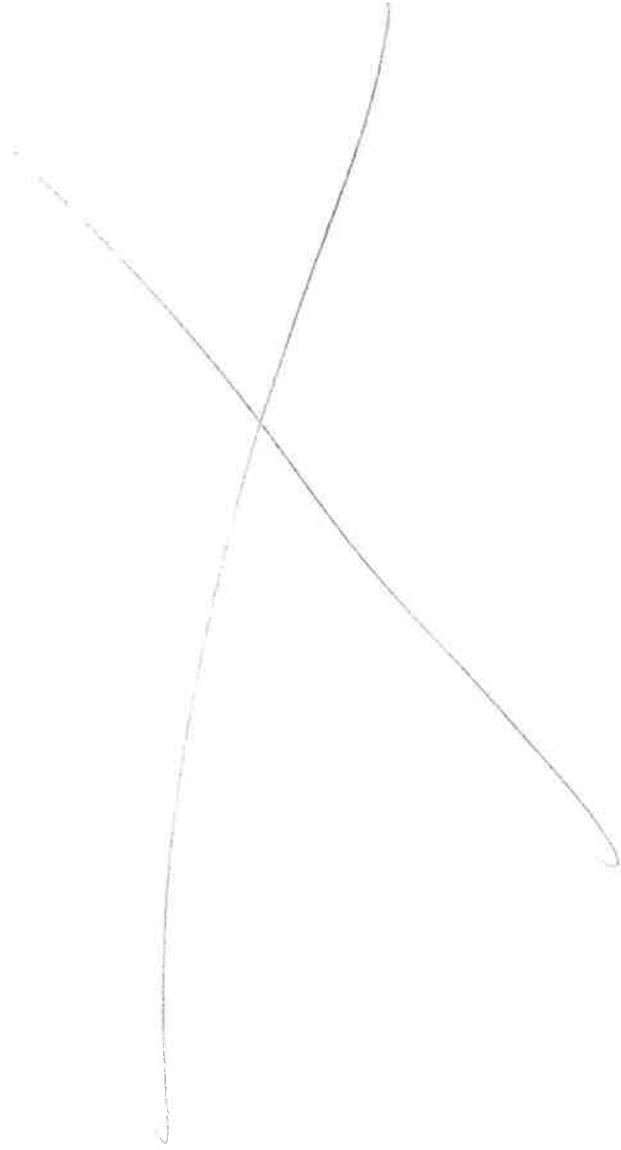
The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

- a. A description of short-acting opioid antagonists and their purpose;
- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and

and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

<sup>4</sup> [If the district plans to provide for, and administer a short-acting opioid antagonist, this bracketed language is highly recommended. If the district does not intend to provide and/or administer this medication, there is no requirement to include this language.]

<sup>5</sup> Including district personnel who have not received medication administration training.



No result available.

**Other**

- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or a district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
- b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will develop an individualized health care plan for the student;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
  - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
    - (a) The written permission of the student's parent or guardian; and
    - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
      - (i) Name of the student;
      - (ii) Name of the medication;
      - (iii) Method of administration;
      - (iv) Dosage;
      - (v) Frequency of administration;
      - (vi) Other special instructions from the prescriber;
      - (vii) Signature of the prescriber.

No result available

Cover Letter

No result available.

## Resume

The prescription medication is provided in the original prescription packaging by the student’s parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is:

- (i) Provided in the original manufacturer’s container by the student’s parent or guardian; or
- (ii) Is part of the district’s stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.

(c) The written instruction and permission from the student’s parent or guardian for the administration of the nonprescription medication<sup>6</sup> includes:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions, if any; and
- (vii) Signature of the student’s parent or guardian.

If the written instruction is not consistent with the manufacturer’s guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

(d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student’s prescriber is required and will include:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Dosage;
- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

No result available.

**Certification**

<sup>6</sup> For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

**Transcript**  
No result available.



- b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;
- c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
- d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
- h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themselves without assistance from designated personnel and is subject to the following:
  - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
    - (a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
    - (b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
    - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

No result available.

**Other**



- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication<sup>7</sup> and must have:
- The written permission of the student's parent or guardian;
  - The student's name affixed to the manufacturer's original container; and
  - The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
- The written permission of the student's parent or guardian; and
  - A written order from the student's prescriber that includes:
    - Name of the student;
    - Name of the medication;
    - Dosage;
    - Method of administration;
    - Frequency of administration;
    - A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
    - Other special instructions, if any; and
    - Signature of the prescriber.
- A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
  - A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
  - The sharing and/or borrowing by a student of any medication with another student is strictly prohibited<sup>8</sup>;
  - The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
  - A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
  - The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
  - A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;

-No result available.

<sup>7</sup> For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

<sup>8</sup> [Except for short-acting opioid antagonists.]

**Referencelletter**

No result available.

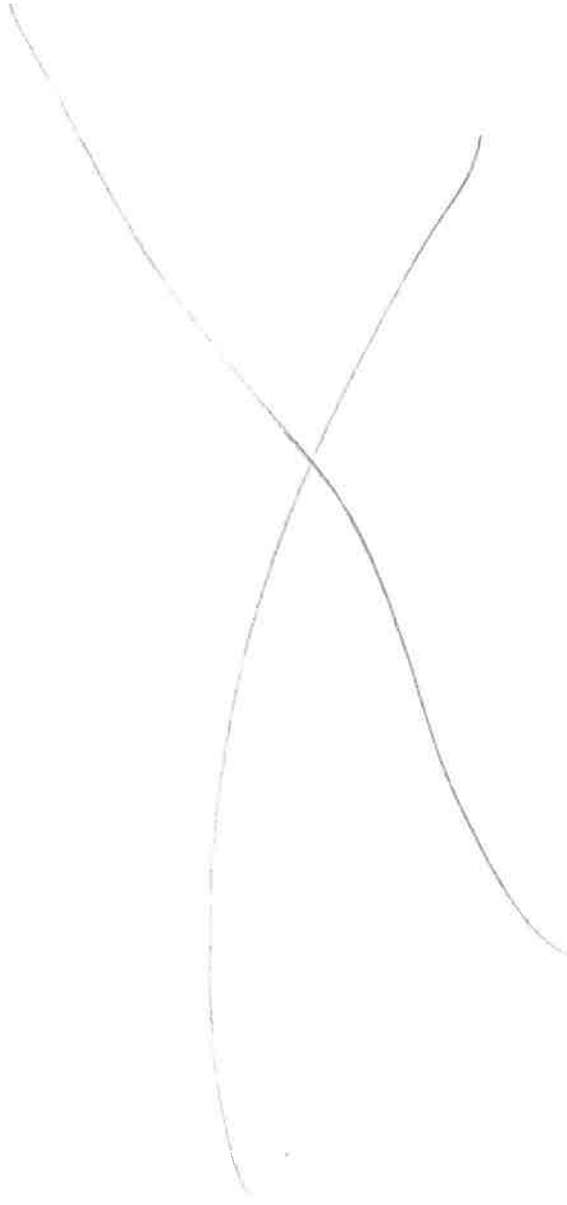
- i. A student permitted to administer medication to themself may be monitored by designated personnel to monitor the student's response to the medication[.] [;]
- j. [The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.]

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

- a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
- b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
- c. Nonprescription medication must be kept in original manufacturer's bottle or box.
- d. [Never administer medication sent to school in unlabeled containers.]
- e. [Never repackage medication into a plastic bag or other container for any reason.]
- f. [Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt [and initialed by the two individuals who counted or witnessed the procedure], documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the [school] [district] nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.]
- g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- h. [Medication will be secured as follows:
  - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
  - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
  - (3) Access to medication storage keys will be limited to the principal and designated personnel.]
- i. [Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.]
- j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

- a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian, [school] [district] nurse and principal will be notified immediately.
- b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.



No result available.

## ReferenceChecks

- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

#### 10. Disposal of Medications

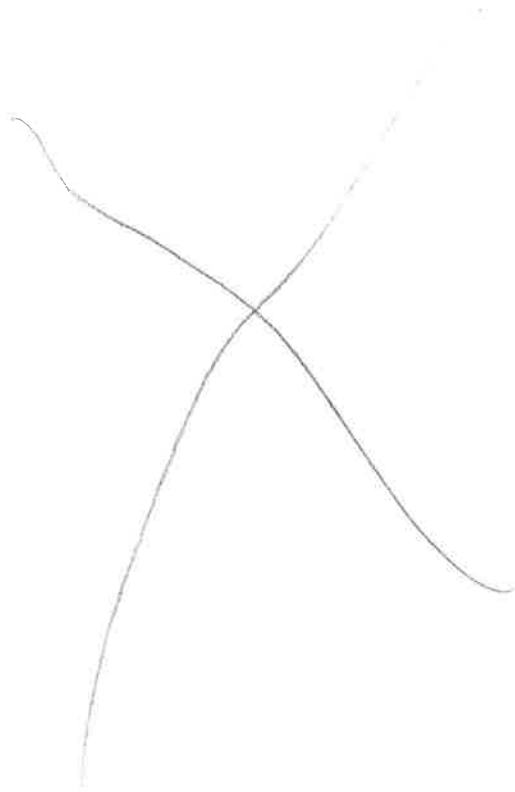
- a. [Medication not picked up by the student's parent or guardian, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:
  - (1) Medication will be removed from its original container and personal information will be destroyed;
  - (2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
  - (3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
  - (4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.]
- b. [Prescriptions will never be flushed down the toilet or drain or burnt with other waste.]
- c. [Sharps and glass will be disposed of in accordance with state guidelines.]
- d. [All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.]

#### 11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. [The MAR will be in paper<sup>9</sup> or electronic form and will include, but not be limited to:
  - (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
  - (2) Student refusals of medication;
  - (3) Errors in administration of medication;
  - (4) Incidents of emergency and minor adverse reaction by a student to medication;
  - (5) Discrepancies in medication supply;
  - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.]
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.

~~No result available.~~  
**Transcript**

<sup>9</sup> If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.



**Resume**  
No result available.

- c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
- e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

**[Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists**

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student’s parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student’s parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

**Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine**

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student’s self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student’s Oregon licensed health care professional, in good faith assists the student’s self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student’s parent, guardian or Oregon licensed health care professional.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-

No result available.  
 Certification

**Cover Letter**

No result available.



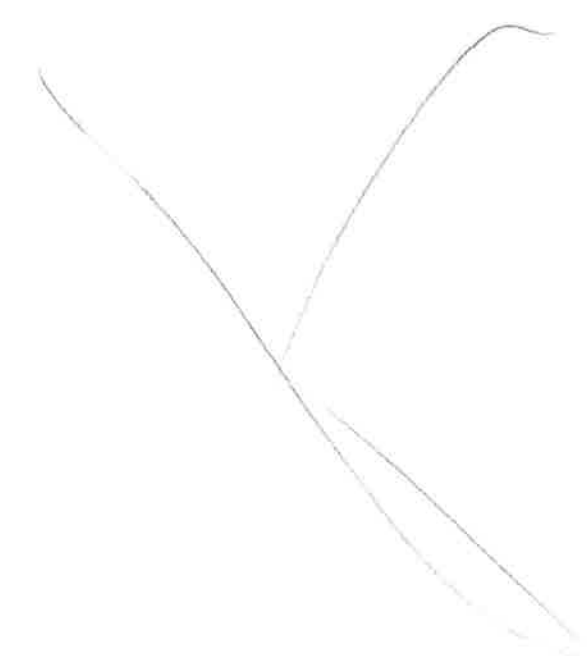
administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the autoinjectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.]

No result available.

**Certification**



**Transcript**

No result available.

# OSBA Model Sample Administrative Regulation

Code: GBN/JBA-AR(2)  
Adopted:

## **Federal Law (Title IX) Sexual Harassment Complaint Procedure** *(This AR is recommended for deletion.)*

### **Additional Definitions**

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.<sup>1</sup>

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent<sup>2</sup> and requesting that the district investigate the allegation of sexual harassment.<sup>3</sup>

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.<sup>4</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

### **Formal Complaint Procedures**

Upon receipt of a formal complaint, the district will provide the parties<sup>5</sup> written notice of the following:

1. Notice of the district’s grievance process, including any informal resolution process.

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<sup>1</sup> This standard is not met when the only official with knowledge is the respondent.

<sup>2</sup> “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

<sup>3</sup> A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

<sup>4</sup> Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

<sup>5</sup> Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details<sup>6</sup> known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct<sup>{7}</sup> that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

### Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>8</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>9</sup> The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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<sup>6</sup> Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

<sup>{7}</sup> The district is encouraged to review Board policy JFC and codes of conduct found in handbooks for applicable language.

<sup>8</sup> The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

<sup>9</sup> In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>10</sup> Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions<sup>11</sup> that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Determination of Responsibility**

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

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<sup>10</sup> This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

<sup>11</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

The standard to be used for formal complaints in determining whether a violation has occurred is the [preponderance of the evidence<sup>12</sup>] [clear and convincing evidence<sup>13</sup>] standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions the district imposes on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **Remedies**

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions<sup>14</sup> may include:

1. [Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;

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<sup>12</sup> A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

<sup>13</sup> A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

<sup>14</sup> Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.]<sup>15</sup>

Other remedies may include:

1. [Educational programming];[.]

### **Dismissal of a Formal Complaint**

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity<sup>16</sup>; or
3. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

**The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.**

### **Consolidation of Complaints**

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Informal Resolution**

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

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<sup>15</sup> It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

<sup>16</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

1. Provides written notice to the parties disclosing:
  - a. The allegations;
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within [15] days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. [Additional bases may be allowed, if made available equally to both parties.]

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: [90] days;
2. Appeals (from receipt of appeal): [60] days;
3. Informal resolution process: [60] days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>17</sup> with written notice to the parties.

## Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>18</sup>

## Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.<sup>{19}</sup>

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<sup>17</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>18</sup> This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

<sup>{19}</sup> If a district does not have a website, the district must make these materials available upon request for inspection by members of the public. }



# OSBA Model Sample Administrative Regulation

Code: JBA/GBN-AR(2)  
Adopted:

## **Federal Law (Title IX) Sexual Harassment Complaint Procedure** *(This AR is recommended for deletion.)*

### **Additional Definitions**

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.<sup>1</sup>

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent<sup>2</sup> and requesting that the district investigate the allegation of sexual harassment.<sup>3</sup>

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.<sup>4</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

### **Formal Complaint Procedures**

Upon receipt of a formal complaint, the district will provide the parties<sup>5</sup> written notice of the following:

1. Notice of the district’s grievance process, including any informal resolution process.

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<sup>1</sup> This standard is not met when the only official with knowledge is the respondent.

<sup>2</sup> “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

<sup>3</sup> A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

<sup>4</sup> Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

<sup>5</sup> Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details<sup>6</sup> known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct<sup>{7}</sup> that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

### Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>8</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>9</sup> The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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<sup>6</sup> Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

<sup>{7}</sup> The district is encouraged to review Board policy JFC and codes of conduct found in handbooks for applicable language.}

<sup>8</sup> The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

<sup>9</sup> In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>10</sup> Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions<sup>11</sup> that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Determination of Responsibility**

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

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<sup>10</sup> This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

<sup>11</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

The standard to be used for formal complaints in determining whether a violation has occurred is the [preponderance of the evidence<sup>12</sup>] [clear and convincing evidence<sup>13</sup>] standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions the district imposes on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **Remedies**

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions<sup>14</sup> may include:

1. [Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;

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<sup>12</sup> A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

<sup>13</sup> A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

<sup>14</sup> Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.]<sup>15</sup>

Other remedies may include:

1. [Educational programming];[.]

### **Dismissal of a Formal Complaint**

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity<sup>16</sup>; or
3. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

**The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.**

### **Consolidation of Complaints**

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Informal Resolution**

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

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<sup>15</sup> It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

<sup>16</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

1. Provides written notice to the parties disclosing:
  - a. The allegations;
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within [15] days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. [Additional bases may be allowed, if made available equally to both parties.]

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

## Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility): [90] days;
2. Appeals (from receipt of appeal): [60] days;
3. Informal resolution process: [60] days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>17</sup> with written notice to the parties.

## Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>18</sup>

## Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evident, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.<sup>{19}</sup>

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<sup>17</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>18</sup> This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

<sup>{19}</sup> If a district does not have a website, the district must make these materials available upon request for inspection by members of the public.



# OSBA Model Sample Policy

Code: JHCD/JHCDA-AR  
Adopted:

## Medications\*\*/\*

*(This AR is recommended for deletion.)*

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to himself.

### 1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. [<sup>1</sup>Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.]
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber<sup>2</sup>” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

[<sup>1</sup> If the district plans to provide and/or administer naloxone in the district this language and other associated bracketed language is required. If the district does not plan to provide and/or administer naloxone in the district do not include this language or other associated bracketed language.]

<sup>2</sup> A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

## 2. Designated Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. [A statement that the designated personnel has received the required training will be signed by the staff member and filed in the district office.]

## 3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. [3Administering Naloxone or Other Similar Medication to a Student or Other Individual

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.]

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
  - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
    - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
    - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:

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[3 Ibid. p. 1.]

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- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions from the prescriber, if any; and
- (vii) Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
- (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
  - (i) Name of the student;
  - (ii) Name of the medication;
  - (iii) Method of administration;
  - (iv) Dosage;
  - (v) Frequency of administration;
  - (vi) Other special instructions, if any; and
  - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
  - (i) Name of the student;
  - (ii) Name of the medication;
  - (iii) Dosage;
  - (iv) Method of administration;
  - (v) Frequency of administration;
  - (vi) A statement that the medication must be administered while the student is in school;
  - (vii) Other special instructions, if any; and
  - (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent[, and documentation will be made on the district's Accident/Incident Report form]. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
  - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
    - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications;
    - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
    - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:

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- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
- (b) The student's name affixed to the manufacturer's original container; and
- (c) The permission to self-administer medication from a building administrator.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

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- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
- (b) A written order from the student's prescriber that includes:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Dosage;
- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

- b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students

- D**
- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
  - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
  - c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
  - d. Medication will be secured as follows:
    - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box [used solely for the storage of medication];
    - (2) Medications requiring refrigeration will be stored in a [locked box in a refrigerator] [separate refrigerator used solely for the storage of medication];
    - (3) Access to medication storage keys will be limited to the principal and designated personnel.
  - e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
  - f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

9. Emergency Response

- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian[, school nurse] and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

## 10. Disposal of Medications

a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:

- (1) Medication will be removed from its original container and personal information will be destroyed;
- (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
- (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
- (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

## 11. Transcribing, Recording and Record Keeping

a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:

- (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
- (2) Student refusals of medication;
- (3) Errors in administration of medication;
- (4) Incidents of emergency and minor adverse reaction by a student to medication;
- (5) Discrepancies in medication supply;
- (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).

c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

# Corbett School District 39 / 2024-2025 Calendar

	Holiday or Break
	Friday School
	Teacher Work Day
	First and Last Day
	Conferences
	New Hire Day

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 – Back to School  
 20 – NO SCHOOL - MLK Day  
 24 – FRIDAY SCHOOL DAY  
 24 – Mid Term  
 30 – HS Conf. (0.5)

15 – New Hire Day  
 20 – 21 – Teacher Inservice (2)  
 19 & 22 – Teacher Prep (2)  
 22 – Community Open House  
 (0.5 Conference Eve)  
 26 – First Day for All

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 – NO SCHOOL - Presidents Day  
 18 – NO SCHOOL - Inservice (1)

2 – NO SCHOOL - Labor Day  
 6 – FRIDAY SCHOOL DAY

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 – End 2<sup>nd</sup> Trimester  
 7 – Assessment (1)  
 24 – 28 – Spring Break

3 – Mid-Term  
 7 – NO SCHOOL  
 8 – NO SCHOOL – Inservice (1)  
 9 – 10 – CAPS/GS/MS Conf. (1)  
 10 – HS Conference (0.5)

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

24 – Mid Term

11 – NO SCHOOL - Veterans Day Observed  
 15 – FRIDAY SCHOOL DAY  
 21 – End of 1<sup>st</sup> Trimester  
 22 – Assessment (1)

25 – 29 – Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 – Inservice (1)  
 26 – NO SCHOOL - Memorial Day  
 27 – Last Day for Seniors  
 29 – GS/MS/CAPS Portfolio Night Conf. (0.5)  
 30 – FRIDAY SCHOOL DAY  
 30 – LAST DAY FOR STUDENTS (12:30pm Dismissal)

20 – Winter Break Begins

**140 – Student Contact**  
**5 – Inservice**  
**3 – Assessment**  
**3 – Preparation**  
**2 – Conferences**  
**5 – Holidays**  
**158 – Total**

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 – HS Graduation Conf. (0.5)  
 2 – Assessment (1)  
 3 – Teacher Preparation (1)  
 19 – Juneteenth Holiday for 12-month employees

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