

**CENTENNIAL SCHOOL DISTRICT 28JT
GOVERNING BOARD MEETING**

Virtually via the Zoom App
Wednesday, July 8, 2020

Executive & Regular Session at 6:30 PM

A G E N D A

- 1. CALL TO ORDER - After Executive Session**
 1. Adoption of Agenda for July 8, 2020
- 2. INTRODUCTION OF GUESTS (Optional)**
 1. Jesse Fonseca, CSD Student Representative to the Board
- 3. APPROVAL OF MINUTES**
 1. Board Meeting Minutes from June 17, 2020 3
- 4. PUBLIC FORUM**
- 5. ELECTION OF BOARD OFFICERS**
- 6. REPORTS**
 1. Superintendent's Report - Dr. Paul Coakley
- 7. CONFIRMATION ITEMS (confirmed en masse)**
 1. **Site Council Minutes**
 2. **Miscellaneous Items**
 3. **Financial Statements** 11
 4. **Enrollment Reports**
 5. **Human Resources**
 1. Resignations 38
 2. Retirement 39
 6. **Business/Operations**
 7. **Board Policies (Deletions/Legal Reference Changes Only)**
 1. Policy JGE - Expulsions - Dr. Paul Coakley 40
 2. Policy KL & KL-AR - Public Complaints - Dr. Paul Coakley 44
 3. Policy ECACB - Drones - Dr. Paul Coakley 51
 4. Policy DBDB - Fund Balance - Cheryl Wangeman 54
 5. Policy DLC-AR - Expense Reimbursement - Cheryl Wangeman 56
 8. **Student Services**
 9. **Student Travel**
 10. **Organizational Business**
 1. Designate U. S. Bank (160th & Division branch) as Depository for CSD Funds for 2020-2021 60
 2. Designate CSD Asbestos Hazard Emergency Response Act Person 61
 3. Resolution to Indemnify and Hold Harmless District Personnel and Directors for Asbestos Related Defense and Settlement Costs 62
 4. Designation of Newspaper for Publication of Legal Notices 63
 5. Appoint Pauly, Rogers & Co., PC Auditor for 2020-2021 Fiscal Year Financial Statements 64
- 8. BOARD ACTION ITEMS**
 1. **OLD BUSINESS**
 2. **NEW BUSINESS**
 1. First Reading: Policy JHH - Student Suicide Prevention 79

| | |
|--|----|
| 2. Adopt New Or. Dept. Of Revenue Indexed Rates and Limits for the Construction Excise Tax - Cheryl Wangeman | 82 |
| 3. Bond Authorization and Resolution - Cheryl Wangeman | 84 |
| 4. Approve Resolution for the Sale of CSD's Marie Street and Undeveloped Butler Creek properties and Placing the first \$4 million from the Sale into a Reserve Account - Cheryl Wangeman (<i>Item added during meeting</i>) | |

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board Secretary, Missy Grindle, 503-760-7990.

**CENTENNIAL SCHOOL DISTRICT
GOVERNING BOARD MINUTES**

June 17, 2020

A Regular Session of the Board of Trustees of Centennial School District was held Wednesday, June 17, 2020, beginning at 6:30 p.m. virtually via the Zoom App. Chair Shields called the meeting to order at 6:54 p.m. following technical issues with the virtual format.

The following Directors were in attendance: Rod Boettcher, Ernie Butenschoen, Sumitra Chhetri, Co-Chair Rhonda Etherly, Ronald “Jess” Hardin, Amanda Schroeder and Chair Pam Shields.

The following district administrative team members also were in attendance:

| | |
|---------------------|---|
| Paul Coakley | Superintendent |
| James Owens | Assistant Superintendent/Director of HR |
| Cheryl Wangeman | CEO of Business and Operations |
| Carol Fenstermacher | Chief Communications Officer |
| Denise Wright | Director, Student Services |
| Tina Acker | Director, Curriculum & Student Learning |
| Mairi Scott-Aguirre | Principal, CHS |
| Candice Vickers | Principal, Centennial Park School |
| Pamela Jordan | Recording Secretary |

1. CALL TO ORDER - Board Chair, Pam Shields

1. 1. Adoption of Agenda for June 17, 2020

Chair Shields called for a motion to adopt the agenda with flexibility. Director Butenschoen moved and Director Hardin seconded the motion.

The following Directors voted in favor of the motion: Butenschoen, Boettcher, Chhetri, Etherly, Hardin, Schroeder and Shields.

2. APPROVAL OF MINUTES

2. 1. Approval of May 20, 2020 Board Meeting Minutes

Chair Shields called for a motion to approve the minutes of the May 20, 2020 Board Meeting. Director Butenschoen moved and Director Hardin seconded the motion.

The following Directors voted in favor of the motion: Butenschoen, Boettcher, Chhetri, Etherly, Hardin, Schroeder and Shields.

3. REPORTS

3. 1. Superintendent's Report - Dr. Coakley

Dr. Coakley thanked the CSD staff for their extraordinary efforts in rising to the challenge of educating and supporting our students through the distance learning model due to the Covid-19 crisis.

The superintendent pointed out a number of successes during the difficult time, including:

- Passing a Bond after 19 years
- Distributing more than 3,000 Chromebooks to students
- Distributing Instructional Materials to students
- Transitioning to a Distance Learning Model
- Getting our Seniors to Graduation
- Providing more than 165,000 meals to students

Dr. Coakley also said that district leaders are working on a plan to start the school year in the fall. He asked those in attendance to take a survey linked to his Superintendent's Message on the district's web site. The survey will help guide decisions as staff prepare for the coming school year.

He shared that medical professionals believe the pandemic will be with us for months to come. The district will do what is necessary to protect students, staff and the community at large.

Dr. Coakley also discussed the Oregon Legislature's upcoming special session. Districts around the state are standing together to advocate for full funding of K-12 education, and they will lobby lawmakers to secure full funding. He also called on all unions to join with district leaders on the lobby of legislators to fully fund K-12 education.

3. 2. Budget Committee Report - Budget Chair, Director Boettcher

Director Boettcher reminded listeners that the CSD Budget Committee unanimously passed a budget on June 3, 2020. The budget was a "roll-over" budget from the 2019-2020 budget with all wage agreements in-tact. All cost of living raises were maintained. Mr. Boettcher said the budget will be ultimately determined by final revenue figures from the Oregon Legislature. The timeframe for this information is unknown. It could come in as late as August, which could impact employment status of employee groups or specific employees. State law requires that the district prepare a budget for the

upcoming school year before the close of the current fiscal year. Changes to the approved budget will follow standard protocols, based on the law.

Chair Shields then called on HR Director and Assistant Superintendent James Owens, and Chief Executive Officer of Finance and Operations, Cheryl Wangeman to share detailed budget information and clear up misinformation regarding raises for the district's top three employees.

Directors Owens and Wangeman gave thorough report on all administrative salaries – with emphasis on three administrators, Directors Owens, Wangeman and Superintendent Coakley. These three positions have contracts negotiated outside administrator agreements.

With regard to CEO Wangeman, Director Owens said this position is especially difficult to fill, particularly because the person must have budget AND operations expertise. The district was particularly fortunate to find Director Wangeman, who had 20+ years of experience in both areas before joining CSD. An appropriate salary amount for her was negotiated with guidance from a search consultant and the district's legal counsel. The figure settled upon was based on her previous position in Colorado, which was 8.6% over the existing salary schedule for the position. She also received a 3% cost of living increase for the coming school year.

The Assistant Superintendent's position is the second in command for the organization, and the board wanted to compensate this position at an amount at least that of the CEO, which represented a year over year increase of 5.7% in 2019-2020 and 3% in 2020-2021.

The Superintendent's salary increase is based on a metro mean adjustment based on 11 other area superintendents while factoring in the size of the Centennial district. The number settled upon was \$192,000. Board Officers wanted to accomplish this salary increase over the course of two years. Therefore, the superintendent's salary was increased to \$175,000 in the first year, and \$192,233 in the second year.

It was determined that Dr. Coakley was one of the lowest paid superintendents in districts of a similar size.

The passage of the recent bond had no impact on the superintendent's salary increase. Also, the salary increase for Dr. Coakley and the other two administrators were determined in the fall of 2019 – long before the pandemic.

Mr. Owens also shared information about possible staff reductions, based on the budget information that the district presently has from the state. All of this information is complicated by planning for distance learning or a possible

hybrid model as determined by the Governor and the Oregon Department of Education.

Director Wangeman made a distinction between the operations ad valorem property tax and the recently approved bond ad valorem tax. Until the bonds are actually sold, though, the district can not certify that actual tax amount. The district plans to sell bonds at the end of July.

The budget approved by the Budget Committee continues basic operational and instructional strides toward the district's strategic plan, but will be revised once state funding is allocated.

Mrs. Wangeman also said enrollment impacts the budget, as well. CSD's enrollment is largely static, but the needs of our students continue to increase. 85% of the district's budget is compensation.

CSD's budget is \$74.3 million dollar budget for this year.

Director Wangeman asked that the Board approve the budget as presented.

Chair Shields clarified with Director Wangeman that the budget can not be reopened to renegotiate salary schedules. Director Wangeman stated that negotiated contract between employee groups drive the budget. Not the other way around, and that the district can not spend more money than is in the approved budget.

The PowerPoint presentations by Directors Owens and Wangeman are available on the district's website.

4. PUBLIC FORUM

Following the presentations, the following 10 people spoke regarding the budget, proposed salary increases and communication improvements between district office, staff and the community.

Stacy Coogan - Patrick Lynch Teacher
Stephanie Cereghino - Patrick Lynch Music Specialist
Jennifer Lechelt - Mother of CSD students
Brandy Hutchinson - Secretary, Powell Butte Elementary School
Kevin Christie - Centennial High School Teacher
Rob Havrilla -Former CEA Representative
Laurie Ruzicka - CSD Bus Driver
Christina Dowell -OSEA Member
Alicia Brown, CEA President

- 4. 1. Open Budget Hearing - Chair Shields
- 4. 2. Close Budget Hearing - Chair Shields
- 5. **CONFIRMATION ITEMS (Confirmed en masse)**
Director Shields called for a motion to approve the Confirmation Items en-masse.
Director Boettcher moved and Director Hardin seconded the motion.

The following Directors voted to approve the motion: Boettcher, Butenschoen, Chhetri, Etherly, Hardin, Schroeder, and Shields.

- 5. 1. **Site Council Minutes**
- 5. 2. **Miscellaneous Items**
- 5. 3. **Financial Statements**
 - 5. 3. 1. March 2020 Financial Statement
- 5. 4. **Enrollment Reports**
- 5. 5. **Human Resources**
 - 5. 5. 1. Unpaid Leave of Absence
 - 5. 5. 2. Resignations
 - 5. 5. 3. Retirement
 - 5. 5. 4. Resignation (Partial)
 - 5. 5. 5. Retirement with Request for Continuation
 - 5. 5. 6. Sub Rates (Classified)
 - 5. 5. 7. Sub Rates (Certified)
- 5. 6. **Business/Operations**
- 5. 7. **Board Policies (Deletions/Legal Reference Changes Only)**
- 5. 8. **Student Services**
- 5. 9. **Student Travel**
- 6. **BOARD ACTION ITEMS**
 - 6. 1. **OLD BUSINESS**
 - 6. 2. **NEW BUSINESS**
 - 6. 2. 1. Adopt Budget for 2020/2021, Appropriate Funds for 2020/2021 - Cheryl Wangeman

Director Shields called for a motion to adopt the budget and appropriate funds.

Director Boettcher moved and Director Butenschoen seconded the motion.

Chair Shields asked Directors if they had any comments before the vote.

Director Boettcher reviewed a number of items that went into the formulation and approval of the budget by the Budget Committee

Director Butenschoen said Dr. Coakley is the best person to lead this district, particularly at this time. The salary issue is untimely, but he does not want to lose Dr. Coakley. He added that Director Wangeman is an excellent CFO and worth every penny. He also praised Director Owens, calling him an excellent HR Director and a terrific bargainer. He was unhappy that the salary issues wound up on local TV news and Facebook posts.

Director Chhetri appreciated the presentation and the feedback on the budget process. She wanted the community to know that she read all of the emails she received regarding the budget. CSD is one of the most diverse school districts in the state. She feels conflicted about the issues regarding the raises.

Co-Chair Etherly said she was not happy with how the raise issue confusion took place. She said that if people had asked questions at the appropriate times, much of the chaos surrounding the budget could have been eliminated.

Normally, she does not speak much at meetings, but she felt compelled tonight to say that Dr. Coakley is an effective leader, adding that he never brought up his salary. Pay equity legislation would have required his increase. To those who thought he should continue to be significantly underpaid, shame on you. For obvious reasons I will not ask Dr. Coakley to be paid less than his white colleagues performing the same work. The audacity of those who spoke to Dr. Coakley in an insensitive manner shows a lack of professionalism. If Dr. Coakley was white, would we be having this conversation? The time to dispute contracts has past. The work of our entire staff is appreciated. Let us now focus on what should be our priority, our students.

Director Hardin apologized to the community, as a budget committee member for not raising the awareness and not understanding that this would be a point of contention. He has tremendous respect for district office employees. He is saddened that Dr. Coakley was singled out. I should have done my due diligence and clarified and presented this issue to prevent it from escalating in the way that it did.

Director Schrader apologized for expecting the budget process to be more in depth. In the future she hopes that all parties can share concerns at the time, so that there is not a very public, very ugly division. Are our

staff paid enough, no. All are valued and our mission is noble. Dr. Coakley needs to be paid what we can to keep him here. Directors Owens and Wangeman are appreciated as well. She said she will now have a better understanding of the budget process next time.

Chair Shields said the process has been difficult. Process and laws must be followed. She appreciates our employees. She added she has 40+ years of union experience in a number of capacities, and has a union member's heart even though she is Board Chair. I will never break a contract with a union, a principal, an administrator or a superintendent. The budget process is not designed to force a salary freeze, furlough day or other decreases that have been deemed equitable.

A CEA member contacted her with a 17% miscalculation of the superintendent's salary. She was asked to reconsider the incorrectly characterized raises. The contracts were written more than a year ago. Her character was challenged. She was blamed for not answering questions about the incorrect information quickly enough.

I appreciate Dr. Coakley, the heart he has for this district and the person he is, and I will do everything I can to retain him.

In voting yes for this, I don't want people to believe that I'm doing this to break a contract, freeze salaries or set aside the voices of our staff. If I can't break an agreement with our union members, I can't break a contract with our administrative staff.

Director Shields took a roll call vote on the motion to approve the budget.

The following Directors voted to approve the motion: Boettcher, Butenschoen, Chhetri, Etherly, Schroeder, and Shields.

Director Hardin voted against the motion.

7. FUTURE AGENDA ITEMS

Chair Shields reminded those in attendance that there might be two meetings in July and August due to the issues facing the district with Covid-19 and the state's changing directives and information regarding the budget and schools reopening.

Dr Coakley added that at the next meeting the board will take up policies and new information coming out of the state around reopening schools. He added he will be sharing results of the community survey regarding reopening schools in the fall. A new student representative will also be introduced.

Boettcher: Possible in person meeting

Butenschoen: Food for Families doing well, shortage of people

Hardin: Thanked the community for coming together regarding this budget issue, and hopes now we can come together and focus on our students.

Schroeder: Wants healing to move forward now. She would like CEA and OSEA having an advisory seat at the table.

Shields: Grateful to everyone in the audience who attended the meeting.

Appreciates Ms. Hutchison's plea to reach out to legislators to fund education.

Dr. Coakley said he appreciated hearing from everyone. He wished that it hadn't played out the way it did, on television, making the district look bad. But he knows we can fix things internally. The pandemic is something no one could have anticipated, so everything will be different across the board. Advocacy for the special session is important because our students deserve every dollar of the \$9 billion dollars originally advocated for K-12.

Director Butenschoen would like the district to get back to the table with OSEA and get the contract settled.

Director Owens reiterated Dr. Coakley's message from the spring that we need to have grace with each other, because things are going to get worse before they get better.

Director Wangeman said she will reflect on how things played out. She is encouraged by the passion and drive. Centennial is a special place.

8. **ADJOURNMENT**

Chair Shields adjourned the meeting at 9:44 p.m.

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn St.
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: July 8, 2020

SUBJECT: Financial Statements as of April 30, 2020 and May 31, 2020

Submitted herewith are the financial statements for the Centennial School District for the fiscal year to date and as of April 30, 2020 and May 31, 2020. The District's expenditures are within authorized appropriations.

The financial statements are prepared on the cash basis of accounting.

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

GENERAL FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|----------------------|----------------------|-----------------------|
| Beginning Fund Balance July 1, 2019 | 2,415,897.00 | 177,479.49 | (2,238,417.51) |
| <u>REVENUE:</u> | | | |
| From Local Sources | 14,301,800.00 | 14,068,393.90 | (233,406.10) |
| From State Sources | 56,965,613.00 | 49,857,147.00 | (7,108,466.00) |
| From Federal Sources | 1,000.00 | 0.00 | (1,000.00) |
| TOTAL REVENUE | <u>71,268,413.00</u> | <u>63,925,540.90</u> | <u>(7,342,872.10)</u> |
| TOTAL RESOURCES | <u>73,684,310.00</u> | <u>64,103,020.39</u> | <u>(9,581,289.61)</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|--------------------------------|----------------------|-----------------------------|----------------------|
| Instruction | 46,794,970.00 | 31,257,961.30 | 15,537,008.70 |
| Support Services | 25,605,452.00 | 17,988,362.66 | 7,617,089.34 |
| Enterprise & Community Service | 103,769.00 | 56,950.12 | 46,818.88 |
| Other Uses | 180,119.00 | 254,549.27 | (74,430.27) |
| Operating Contingency | 1,000,000.00 | 0.00 | 1,000,000.00 |
| TOTAL EXPENDITURES | <u>73,684,310.00</u> | <u>49,557,823.35</u> | <u>24,126,486.65</u> |
| Ending Fund Balance | | <u><u>14,545,197.04</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|----------------------------------|-----------------------------|
| Cash in Bank | 5,676,021.36 |
| Petty Cash | 6,077.20 |
| Investments - LGIP | 9,030,723.13 |
| Money Market | 1,454,529.09 |
| Money Market - CHS Band Uniforms | 41,104.02 |
| Accounts Receivable Prior Year | (170.75) |
| Commerce Bank | (3,759.44) |
| Payroll Liabilities | (1,659,327.57) |
| Payroll Liabilities Prior Year | <u>0.00</u> |
| TOTAL FUND BALANCE | <u><u>14,545,197.04</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

DINING SERVICES FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|---------------------------|-----------------------|
| Beginning Fund Balance July 1, 2019 | 10,000.00 | 114,110.46 | 104,110.46 |
| | | | |
| <u>REVENUE:</u> | | | |
| From Local Sources | 2,229,922.00 | 1,166,964.43 | (1,062,957.57) |
| From State Sources | 70,000.00 | 9,846.10 | (60,153.90) |
| From Federal Sources | 3,200,000.00 | 1,667,160.56 | (1,532,839.44) |
| TOTAL REVENUE | <u>5,499,922.00</u> | <u>2,843,971.09</u> | <u>(2,655,950.91)</u> |
| TOTAL RESOURCES | <u>5,509,922.00</u> | <u>2,958,081.55</u> | <u>(2,551,840.45)</u> |
| | | | |
| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Enterprise & Community Service | 5,309,922.00 | 3,037,843.21 | 2,272,078.79 |
| Operating Contingency | 200,000.00 | 0.00 | 200,000.00 |
| TOTAL EXPENDITURES | <u>5,509,922.00</u> | <u>3,037,843.21</u> | <u>2,472,078.79</u> |
| Ending Fund Balance | | <u><u>(79,761.66)</u></u> | |
| | | | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | (146,456.53) | |
| Petty Cash | | 900.00 | |
| Accounts Receivable Prior Year | | <u>65,794.87</u> | |
| TOTAL FUND BALANCE | | <u><u>(79,761.66)</u></u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

TRANSPORTATION FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|---------------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 182,893.00 | 374,126.07 | 191,233.07 |
| <u>REVENUE:</u> | | | |
| From Local Sources | 1,000.00 | 1,983.86 | 983.86 |
| From State Sources | 181,340.00 | 0.00 | (181,340.00) |
| TOTAL REVENUE | <u>182,340.00</u> | <u>1,983.86</u> | <u>(180,356.14)</u> |
| TOTAL RESOURCES | <u>365,233.00</u> | <u>376,109.93</u> | <u>10,876.93</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Other Uses | 306,221.00 | 247,557.10 | 58,663.90 |
| Unappropriated Ending Balance | <u>59,012.00</u> | <u>0.00</u> | <u>59,012.00</u> |
| TOTAL EXPENDITURES | <u>365,233.00</u> | <u>247,557.10</u> | <u>117,675.90</u> |
| Ending Fund Balance | | <u><u>128,552.83</u></u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 14,334.02 | |
| Investments - LGIP | | <u>114,218.81</u> | |
| TOTAL FUND BALANCE | | <u><u>128,552.83</u></u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

ENERGY CONSERVATION FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|--------------------|
| Beginning Fund Balance July 1, 2019 | 425,000.00 | 582,024.22 | 157,024.22 |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>125,400.00</u> | <u>103,905.22</u> | <u>(21,494.78)</u> |
| TOTAL REVENUE | <u>125,400.00</u> | <u>103,905.22</u> | <u>(21,494.78)</u> |
| TOTAL RESOURCES | <u>550,400.00</u> | <u>685,929.44</u> | <u>135,529.44</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | 150,000.00 | 4,375.71 | 145,624.29 |
| Facility Acquisition & Construction | <u>400,400.00</u> | <u>0.00</u> | <u>400,400.00</u> |
| TOTAL EXPENDITURES | <u>550,400.00</u> | <u>4,375.71</u> | <u>546,024.29</u> |
| Ending Fund Balance | | <u>681,553.73</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 602,842.10 | |
| Investments - LGIP | | <u>78,711.63</u> | |
| TOTAL FUND BALANCE | | <u>681,553.73</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

TECHNOLOGY IMPROVEMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 15,000.00 | 34,428.54 | 19,428.54 |

| <u>REVENUE:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--------------------|------------------|------------------|--------------------|
| From Local Sources | 67,000.00 | 22,797.61 | (44,202.39) |
| TOTAL REVENUE | <u>67,000.00</u> | <u>22,797.61</u> | <u>(44,202.39)</u> |
| TOTAL RESOURCES | <u>82,000.00</u> | <u>57,226.15</u> | <u>(24,773.85)</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|----------------------|----------------------|---------------------------|----------------|
| Instruction | 82,000.00 | 82,000.00 | 0.00 |
| TOTAL EXPENDITURES | <u>82,000.00</u> | <u>82,000.00</u> | <u>0.00</u> |
| Ending Fund Balance | | <u><u>(24,773.85)</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|---------------------------|
| Cash in Bank | <u>(24,773.85)</u> |
| TOTAL FUND BALANCE | <u><u>(24,773.85)</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

ROBERT P. JACOBSEN JR ENDOWMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|----------------------|-------------------------|------------------|
| Beginning Fund Balance July 1, 2019 | 12,000.00 | 16,395.55 | 4,395.55 |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>2,850.00</u> | <u>8,529.55</u> | <u>5,679.55</u> |
| TOTAL REVENUE | <u>2,850.00</u> | <u>8,529.55</u> | <u>5,679.55</u> |
| TOTAL RESOURCES | <u>14,850.00</u> | <u>24,925.10</u> | <u>10,075.10</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Instruction | 2,850.00 | 0.00 | 2,850.00 |
| Enterprise & Community Service | <u>12,000.00</u> | <u>0.00</u> | <u>12,000.00</u> |
| TOTAL EXPENDITURES | <u>14,850.00</u> | <u>0.00</u> | <u>14,850.00</u> |
| Ending Fund Balance | | <u><u>24,925.10</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|-------------------------|
| Cash in Bank | 19,339.17 |
| Investments - LGIP | <u>5,585.93</u> |
| TOTAL FUND BALANCE | <u><u>24,925.10</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

DEBT SERVICE FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|----------------------|-----------------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 3,203,410.00 | 3,458,468.21 | 255,058.21 |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>3,412,100.00</u> | <u>3,356,003.09</u> | <u>(56,096.91)</u> |
| TOTAL REVENUE | <u>3,412,100.00</u> | <u>3,356,003.09</u> | <u>(56,096.91)</u> |
| TOTAL RESOURCES | <u>6,615,510.00</u> | <u>6,814,471.30</u> | <u>198,961.30</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Other Uses | 3,149,700.00 | 3,071,350.00 | 78,350.00 |
| Unappropriated Ending Balance | <u>3,465,810.00</u> | <u>0.00</u> | <u>3,465,810.00</u> |
| TOTAL EXPENDITURES | <u>6,615,510.00</u> | <u>3,071,350.00</u> | <u>3,544,160.00</u> |
| TOTAL FUND BALANCE | | <u><u>3,743,121.30</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|-------------------------|-----------------------------------|
| Cash in Bank | 0.00 |
| Investments - LGIP 4440 | 1,733,006.79 |
| Investments - LGIP 5126 | <u>2,010,114.51</u> |
| TOTAL FUND BALANCE | <u><u>3,743,121.30</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

CAPITAL PROJECTS RESERVE FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 1,200,000.00 | 1,174,655.78 | (25,344.22) |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>302,000.00</u> | <u>191,480.40</u> | <u>(110,519.60)</u> |
| TOTAL REVENUE | <u>302,000.00</u> | <u>191,480.40</u> | <u>(110,519.60)</u> |
| TOTAL RESOURCES | <u>1,502,000.00</u> | <u>1,366,136.18</u> | <u>(135,863.82)</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | 40,000.00 | 24,841.92 | 15,158.08 |
| Facility Acquisition & Construction | 860,000.00 | 523,641.45 | 336,358.55 |
| Unappropriated Ending Balance | <u>602,000.00</u> | <u>0.00</u> | <u>602,000.00</u> |
| TOTAL EXPENDITURES | <u>1,502,000.00</u> | <u>548,483.37</u> | <u>953,516.63</u> |
| Ending Fund Balance | | <u>817,652.81</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 344,819.01 | |
| Investments - LGIP | | <u>472,833.80</u> | |
| TOTAL FUND BALANCE | | <u>817,652.81</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

CENTER FOR ADVANCED LEARNING

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 80,000.00 | 89,053.21 | 9,053.21 |

| <u>REVENUE:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--------------------|-------------------|-------------------|--------------------|
| From Local Sources | 105,500.00 | 50,777.41 | (54,722.59) |
| TOTAL REVENUE | <u>105,500.00</u> | <u>50,777.41</u> | <u>(54,722.59)</u> |
| TOTAL RESOURCES | <u>185,500.00</u> | <u>139,830.62</u> | <u>(45,669.38)</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|-----------------------|----------------------|------------------|-------------------|
| Support Services | 75,000.00 | 26,998.22 | 48,001.78 |
| Operating Contingency | 110,500.00 | 0.00 | 110,500.00 |
| TOTAL EXPENDITURES | <u>185,500.00</u> | <u>26,998.22</u> | <u>158,501.78</u> |

| | |
|---------------------|--------------------------|
| Ending Fund Balance | <u><u>112,832.40</u></u> |
|---------------------|--------------------------|

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|--------------------------|
| Cash in Bank | 75,329.02 |
| Investments - LGIP | <u>37,503.38</u> |
| TOTAL FUND BALANCE | <u><u>112,832.40</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

RISK MANAGEMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 454,140.00 | 311,619.03 | (142,520.97) |
| <u>REVENUE:</u> | | | |
| From Local Sources | 1,003,192.00 | 661,424.01 | (341,767.99) |
| From Other Sources | 25,000.00 | 109,546.43 | 84,546.43 |
| TOTAL REVENUE | <u>1,028,192.00</u> | <u>770,970.44</u> | <u>(257,221.56)</u> |
| TOTAL RESOURCES | <u>1,482,332.00</u> | <u>1,082,589.47</u> | <u>(399,742.53)</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | 1,172,393.00 | 480,833.79 | 691,559.21 |
| Other Uses | 200,289.00 | 0.00 | 200,289.00 |
| Operating Contingency | 109,650.00 | 0.00 | 109,650.00 |
| TOTAL EXPENDITURES | <u>1,482,332.00</u> | <u>480,833.79</u> | <u>1,001,498.21</u> |
| Ending Fund Balance | | <u>601,755.68</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 478,248.21 | |
| Investments - LGIP | | 123,212.48 | |
| Accounts Receivable Prior Year | | 294.99 | |
| TOTAL FUND BALANCE | | <u>601,755.68</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF April 30, 2020

EARLY RETIREMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 125,500.00 | 279,094.71 | 153,594.71 |
| <u>REVENUE:</u> | | | |
| From Local Sources | 250,000.00 | 173,071.25 | (76,928.75) |
| From Other Sources | 200,289.00 | 0.00 | (200,289.00) |
| TOTAL REVENUE | <u>450,289.00</u> | <u>173,071.25</u> | <u>(277,217.75)</u> |
| TOTAL RESOURCES | <u>575,789.00</u> | <u>452,165.96</u> | <u>(123,623.04)</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | <u>575,789.00</u> | <u>133,610.50</u> | <u>442,178.50</u> |
| TOTAL EXPENDITURES | <u>575,789.00</u> | <u>133,610.50</u> | <u>442,178.50</u> |
| Ending Fund Balance | | <u>318,555.46</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | <u>318,555.46</u> | |
| TOTAL FUND BALANCE | | <u>318,555.46</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON
STATEMENT OF REVENUE AND EXPENDITURES
FISCAL YEAR TO DATE AS OF April 30, 2020

GRANTS FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 0.00 | 0.00 | 0.00 |

| <u>REVENUE:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|---------------------------|---------------------|---------------------|-----------------------|
| From Local Sources | 768,000.00 | 230,499.00 | (537,501.00) |
| From Intermediate Sources | 380,000.00 | 0.00 | (380,000.00) |
| From State Sources | 2,043,000.00 | 837,712.77 | (1,205,287.23) |
| From Federal Sources | 6,170,000.00 | 3,476,553.96 | (2,693,446.04) |
| From Other Sources | 15,000.00 | 0.00 | (15,000.00) |
| TOTAL REVENUE | 9,376,000.00 | 4,544,765.73 | (4,831,234.27) |
| TOTAL RESOURCES | 9,376,000.00 | 4,544,765.73 | (4,831,234.27) |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|-------------------------------------|----------------------|----------------------------|---------------------|
| Instruction | 3,843,539.00 | 2,557,734.98 | 1,285,804.02 |
| Support Services | 5,072,847.00 | 2,703,029.91 | 2,369,817.09 |
| Enterprise & Community Service | 359,614.00 | 114,052.86 | 245,561.14 |
| Facility Acquisition & Construction | 100,000.00 | 0.00 | 100,000.00 |
| TOTAL EXPENDITURES | 9,376,000.00 | 5,374,817.75 | 4,001,182.25 |
| Ending Fund Balance | | <u>(830,052.02)</u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------------------|----------------------------|
| Cash in Bank | (873,155.15) |
| CD - CHS Turf | 1,179.31 |
| Accounts Receivable | 29,836.05 |
| Accounts Receivable Prior Year | <u>12,087.77</u> |
| TOTAL FUND BALANCE | <u>(830,052.02)</u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON
STATEMENT OF REVENUE AND EXPENDITURES
FISCAL YEAR TO DATE AS OF April 30, 2020

STATEMENT OF CASH IN BANK

April 30, 2020

RECAPITULATION OF ALL FUNDS

CASH IN BANK

| | |
|-----------------------------------|----------------------------|
| GENERAL FUND | <u>5,676,021.36</u> |
| DINING SERVICES FUND | <u>(146,456.53)</u> |
| TRANSPORTATION FUND | <u>14,334.02</u> |
| ENERGY CONSERVATION FUND | <u>602,842.10</u> |
| TECHNOLOGY IMPROVEMENT FUND | <u>(24,773.85)</u> |
| ROBERT P JACOBSEN ENDOWMENT FUND | <u>19,339.17</u> |
| DEBT SERVICE FUND | <u>0.00</u> |
| CAPITAL RESERVE FUND | <u>344,819.01</u> |
| CENTER FOR ADVANCED LEARNING FUND | <u>75,329.02</u> |
| RISK MANAGEMENT FUND | <u>478,248.21</u> |
| EARLY RETIREMENT FUND | <u>318,555.46</u> |
| GRANTS FUND | <u>(873,155.15)</u> |
| COMBINED CASH BALANCE | <u><u>6,485,102.82</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

GENERAL FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|----------------------|----------------------|-----------------------|
| Beginning Fund Balance July 1, 2019 | 2,415,897.00 | 177,479.49 | (2,238,417.51) |
| <u>REVENUE:</u> | | | |
| From Local Sources | 14,301,800.00 | 14,192,570.94 | (109,229.06) |
| From State Sources | 55,965,613.00 | 55,003,262.16 | (1,962,350.84) |
| From Federal Sources | 1,000.00 | 0.00 | (1,000.00) |
| TOTAL REVENUE | <u>71,268,413.00</u> | <u>69,195,833.10</u> | <u>(2,072,579.90)</u> |
| TOTAL RESOURCES | <u>73,684,310.00</u> | <u>69,373,312.59</u> | <u>(4,310,997.41)</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|--------------------------------|----------------------|-----------------------------|----------------------|
| Instruction | 46,794,970.00 | 35,640,933.55 | 11,154,036.45 |
| Support Services | 25,605,452.00 | 19,846,589.80 | 5,758,862.20 |
| Enterprise & Community Service | 103,769.00 | 63,252.27 | 40,516.73 |
| Other Uses | 180,119.00 | 263,012.90 | (82,893.90) |
| Operating Contingency | 1,000,000.00 | 0.00 | 1,000,000.00 |
| TOTAL EXPENDITURES | <u>73,684,310.00</u> | <u>55,813,788.52</u> | <u>17,870,521.48</u> |
| Ending Fund Balance | | <u><u>13,559,524.07</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|----------------------------------|-----------------------------|
| Cash in Bank | 2,625,324.53 |
| Petty Cash | 6,077.20 |
| Investments - LGIP | 10,960,586.68 |
| Money Market | 1,454,524.13 |
| Money Market - CHS Band Uniforms | 41,099.19 |
| Accounts Receivable Prior Year | 0.00 |
| Commerce Bank | (3,759.44) |
| Payroll Liabilities | (1,524,328.22) |
| Payroll Liabilities Prior Year | <u>0.00</u> |
| TOTAL FUND BALANCE | <u><u>13,559,524.07</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

DINING SERVICES FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|----------------------------|-----------------------|
| Beginning Fund Balance July 1, 2019 | 10,000.00 | 114,110.46 | 104,110.46 |
| | | | |
| <u>REVENUE:</u> | | | |
| From Local Sources | 2,229,922.00 | 1,301,133.13 | (928,788.87) |
| From State Sources | 70,000.00 | 11,988.90 | (58,011.10) |
| From Federal Sources | 3,200,000.00 | 1,780,740.84 | (1,419,259.16) |
| TOTAL REVENUE | <u>5,499,922.00</u> | <u>3,093,862.87</u> | <u>(2,406,059.13)</u> |
| TOTAL RESOURCES | <u>5,509,922.00</u> | <u>3,207,973.33</u> | <u>(2,301,948.67)</u> |
| | | | |
| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Enterprise & Community Service | 5,309,922.00 | 3,353,439.91 | 1,956,482.09 |
| Operating Contingency | 200,000.00 | 0.00 | 200,000.00 |
| TOTAL EXPENDITURES | <u>5,509,922.00</u> | <u>3,353,439.91</u> | <u>2,156,482.09</u> |
| Ending Fund Balance | | <u><u>(145,466.58)</u></u> | |
| | | | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | (165,107.90) | |
| Petty Cash | | 900.00 | |
| Accounts Receivable Prior Year | | <u>18,741.32</u> | |
| TOTAL FUND BALANCE | | <u><u>(145,466.58)</u></u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

TRANSPORTATION FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 182,893.00 | 374,126.07 | 191,233.07 |

| <u>REVENUE:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--------------------|-------------------|-------------------|-------------------|
| From Local Sources | 1,000.00 | 2,113.70 | 1,113.70 |
| From State Sources | <u>181,340.00</u> | <u>233,100.96</u> | <u>51,760.96</u> |
| TOTAL REVENUE | <u>182,340.00</u> | <u>235,214.66</u> | <u>52,874.66</u> |
| TOTAL RESOURCES | <u>365,233.00</u> | <u>609,340.73</u> | <u>244,107.73</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|-------------------------------|----------------------|---------------------------------|-------------------|
| Other Uses | 306,221.00 | 247,557.10 | 58,663.90 |
| Unappropriated Ending Balance | <u>59,012.00</u> | <u>0.00</u> | <u>59,012.00</u> |
| TOTAL EXPENDITURES | <u>365,233.00</u> | <u>247,557.10</u> | <u>117,675.90</u> |
| Ending Fund Balance | | <u><u>361,783.63</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|---------------------------------|
| Cash in Bank | 247,434.98 |
| Investments - LGIP | <u>114,348.65</u> |
| TOTAL FUND BALANCE | <u><u>361,783.63</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

ENERGY CONSERVATION FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|--------------------|
| Beginning Fund Balance July 1, 2019 | 425,000.00 | 582,024.22 | 157,024.22 |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>125,400.00</u> | <u>114,314.91</u> | <u>(11,085.09)</u> |
| TOTAL REVENUE | <u>125,400.00</u> | <u>114,314.91</u> | <u>(11,085.09)</u> |
| TOTAL RESOURCES | <u>550,400.00</u> | <u>696,339.13</u> | <u>145,939.13</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | 150,000.00 | 4,375.71 | 145,624.29 |
| Facility Acquisition & Construction | <u>400,400.00</u> | <u>0.00</u> | <u>400,400.00</u> |
| TOTAL EXPENDITURES | <u>550,400.00</u> | <u>4,375.71</u> | <u>546,024.29</u> |
| Ending Fund Balance | | <u>691,963.42</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 613,162.21 | |
| Investments - LGIP | | <u>78,801.21</u> | |
| TOTAL FUND BALANCE | | <u>691,963.42</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

TECHNOLOGY IMPROVEMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 15,000.00 | 34,428.54 | 19,428.54 |

| | | | |
|--------------------|------------------|------------------|--------------------|
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>67,000.00</u> | <u>25,077.80</u> | <u>(41,922.20)</u> |
| TOTAL REVENUE | <u>67,000.00</u> | <u>25,077.80</u> | <u>(41,922.20)</u> |
| TOTAL RESOURCES | <u>82,000.00</u> | <u>59,506.34</u> | <u>(22,493.66)</u> |

| | | | |
|----------------------|------------------|---------------------------|-------------|
| <u>EXPENDITURES:</u> | | | |
| Instruction | <u>82,000.00</u> | <u>82,000.00</u> | <u>0.00</u> |
| TOTAL EXPENDITURES | <u>82,000.00</u> | <u>82,000.00</u> | <u>0.00</u> |
| Ending Fund Balance | | <u><u>(22,493.66)</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|---------------------------|
| Cash in Bank | <u>(22,493.66)</u> |
| TOTAL FUND BALANCE | <u><u>(22,493.66)</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

ROBERT P. JACOBSEN JR ENDOWMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 12,000.00 | 16,395.55 | 4,395.55 |

| <u>REVENUE:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--------------------|------------------|------------------|------------------|
| From Local Sources | 2,850.00 | 9,634.85 | 6,784.85 |
| TOTAL REVENUE | <u>2,850.00</u> | <u>9,634.85</u> | <u>6,784.85</u> |
| TOTAL RESOURCES | <u>14,850.00</u> | <u>26,030.40</u> | <u>11,180.40</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|--------------------------------|----------------------|---------------|------------------|
| Instruction | 2,850.00 | 0.00 | 2,850.00 |
| Enterprise & Community Service | 12,000.00 | 0.00 | 12,000.00 |
| TOTAL EXPENDITURES | <u>14,850.00</u> | <u>0.00</u> | <u>14,850.00</u> |

| | |
|---------------------|-------------------------|
| Ending Fund Balance | <u><u>26,030.40</u></u> |
|---------------------|-------------------------|

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|-------------------------|
| Cash in Bank | 20,444.47 |
| Investments - LGIP | <u>5,585.93</u> |
| TOTAL FUND BALANCE | <u><u>26,030.40</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

DEBT SERVICE FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|----------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 3,203,410.00 | 3,458,468.21 | 255,058.21 |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>3,412,100.00</u> | <u>3,369,417.56</u> | <u>(42,682.44)</u> |
| TOTAL REVENUE | <u>3,412,100.00</u> | <u>3,369,417.56</u> | <u>(42,682.44)</u> |
| TOTAL RESOURCES | <u>6,615,510.00</u> | <u>6,827,885.77</u> | <u>212,375.77</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Other Uses | 3,149,700.00 | 3,071,350.00 | 78,350.00 |
| Unappropriated Ending Balance | <u>3,465,810.00</u> | <u>0.00</u> | <u>3,465,810.00</u> |
| TOTAL EXPENDITURES | <u>6,615,510.00</u> | <u>3,071,350.00</u> | <u>3,544,160.00</u> |
| TOTAL FUND BALANCE | | <u>3,756,535.77</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 0.00 | |
| Investments - LGIP 4440 | | 1,743,886.65 | |
| Investments - LGIP 5126 | | <u>2,012,649.12</u> | |
| TOTAL FUND BALANCE | | <u>3,756,535.77</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

CAPITAL PROJECTS RESERVE FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|--------------------|
| Beginning Fund Balance July 1, 2019 | 1,200,000.00 | 1,174,655.78 | (25,344.22) |
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>302,000.00</u> | <u>255,140.44</u> | <u>(46,859.56)</u> |
| TOTAL REVENUE | <u>302,000.00</u> | <u>255,140.44</u> | <u>(46,859.56)</u> |
| TOTAL RESOURCES | <u>1,502,000.00</u> | <u>1,429,796.22</u> | <u>(72,203.78)</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | 40,000.00 | 27,232.47 | 12,767.53 |
| Facility Acquisition & Construction | 860,000.00 | 523,641.45 | 336,358.55 |
| Unappropriated Ending Balance | <u>602,000.00</u> | <u>0.00</u> | <u>602,000.00</u> |
| TOTAL EXPENDITURES | <u>1,502,000.00</u> | <u>550,873.92</u> | <u>951,126.08</u> |
| Ending Fund Balance | | <u>878,922.30</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 405,550.65 | |
| Investments - LGIP | | <u>473,371.65</u> | |
| TOTAL FUND BALANCE | | <u>878,922.30</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

CENTER FOR ADVANCED LEARNING

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 80,000.00 | 89,053.21 | 9,053.21 |

| | | | |
|--------------------|-------------------|-------------------|--------------------|
| <u>REVENUE:</u> | | | |
| From Local Sources | <u>105,500.00</u> | <u>60,822.35</u> | <u>(44,677.65)</u> |
| TOTAL REVENUE | <u>105,500.00</u> | <u>60,822.35</u> | <u>(44,677.65)</u> |
| TOTAL RESOURCES | <u>185,500.00</u> | <u>149,875.56</u> | <u>(35,624.44)</u> |

| | | | |
|-----------------------|-------------------|------------------|-------------------|
| <u>EXPENDITURES:</u> | | | |
| Support Services | <u>75,000.00</u> | <u>26,998.22</u> | <u>48,001.78</u> |
| Operating Contingency | <u>110,500.00</u> | <u>0.00</u> | <u>110,500.00</u> |
| TOTAL EXPENDITURES | <u>185,500.00</u> | <u>26,998.22</u> | <u>158,501.78</u> |

| | |
|---------------------|--------------------------|
| Ending Fund Balance | <u><u>122,877.34</u></u> |
|---------------------|--------------------------|

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------|--------------------------|
| Cash in Bank | 85,331.26 |
| Investments - LGIP | <u>37,546.08</u> |
| TOTAL FUND BALANCE | <u><u>122,877.34</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON
STATEMENT OF REVENUE AND EXPENDITURES
FISCAL YEAR TO DATE AS OF May 31, 2020

RISK MANAGEMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 454,140.00 | 311,619.03 | (142,520.97) |
| <u>REVENUE:</u> | | | |
| From Local Sources | 1,003,192.00 | 736,968.78 | (266,223.22) |
| From Other Sources | 25,000.00 | 113,162.25 | 88,162.25 |
| TOTAL REVENUE | <u>1,028,192.00</u> | <u>850,131.03</u> | <u>(178,060.97)</u> |
| TOTAL RESOURCES | <u>1,482,332.00</u> | <u>1,161,750.06</u> | <u>(320,581.94)</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | 1,172,393.00 | 487,649.37 | 684,743.63 |
| Other Uses | 200,289.00 | 0.00 | 200,289.00 |
| Operating Contingency | 109,650.00 | 0.00 | 109,650.00 |
| TOTAL EXPENDITURES | <u>1,482,332.00</u> | <u>487,649.37</u> | <u>994,682.63</u> |
| Ending Fund Balance | | <u>674,100.69</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | 550,453.09 | |
| Investments - LGIP | | 123,352.61 | |
| Accounts Receivable Prior Year | | 294.99 | |
| TOTAL FUND BALANCE | | <u>674,100.69</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
 MULTNOMAH COUNTY, OREGON
 STATEMENT OF REVENUE AND EXPENDITURES
 FISCAL YEAR TO DATE AS OF May 31, 2020

EARLY RETIREMENT FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|----------------------|--------------------------|---------------------|
| Beginning Fund Balance July 1, 2019 | 125,500.00 | 279,094.71 | 153,594.71 |
| <u>REVENUE:</u> | | | |
| From Local Sources | 250,000.00 | 192,979.23 | (57,020.77) |
| From Other Sources | 200,289.00 | 0.00 | (200,289.00) |
| TOTAL REVENUE | <u>450,289.00</u> | <u>192,979.23</u> | <u>(257,309.77)</u> |
| TOTAL RESOURCES | <u>575,789.00</u> | <u>472,073.94</u> | <u>(103,715.06)</u> |
| <u>EXPENDITURES:</u> | | | |
| | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
| Support Services | <u>575,789.00</u> | <u>147,295.58</u> | <u>428,493.42</u> |
| TOTAL EXPENDITURES | <u>575,789.00</u> | <u>147,295.58</u> | <u>428,493.42</u> |
| Ending Fund Balance | | <u>324,778.36</u> | |
| <u>COMPOSITION OF ENDING FUND BALANCE:</u> | | | |
| Cash in Bank | | <u>324,778.36</u> | |
| TOTAL FUND BALANCE | | <u>324,778.36</u> | |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON
STATEMENT OF REVENUE AND EXPENDITURES
FISCAL YEAR TO DATE AS OF May 31, 2020

GRANTS FUND

| <u>RESOURCES:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|-------------------------------------|---------------|---------------|-----------------|
| Beginning Fund Balance July 1, 2019 | 0.00 | 0.00 | 0.00 |

| <u>REVENUE:</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE</u> |
|---------------------------|---------------------|---------------------|-----------------------|
| From Local Sources | 768,000.00 | 265,666.34 | (502,333.66) |
| From Intermediate Sources | 380,000.00 | 0.00 | (380,000.00) |
| From State Sources | 2,043,000.00 | 1,269,875.41 | (773,124.59) |
| From Federal Sources | 6,170,000.00 | 3,892,676.38 | (2,277,323.62) |
| From Other Sources | 15,000.00 | 0.00 | (15,000.00) |
| TOTAL REVENUE | <u>9,376,000.00</u> | <u>5,428,218.13</u> | <u>(3,947,781.87)</u> |
| TOTAL RESOURCES | <u>9,376,000.00</u> | <u>5,428,218.13</u> | <u>(3,947,781.87)</u> |

| <u>EXPENDITURES:</u> | <u>APPROPRIATION</u> | <u>ACTUAL</u> | <u>BALANCE</u> |
|-------------------------------------|----------------------|----------------------------|---------------------|
| Instruction | 3,843,539.00 | 2,833,203.51 | 1,010,335.49 |
| Support Services | 5,072,847.00 | 3,012,223.94 | 2,060,623.06 |
| Enterprise & Community Service | 359,614.00 | 121,767.98 | 237,846.02 |
| Facility Acquisition & Construction | 100,000.00 | 0.00 | 100,000.00 |
| TOTAL EXPENDITURES | <u>9,376,000.00</u> | <u>5,967,195.43</u> | <u>3,408,804.57</u> |
| Ending Fund Balance | | <u><u>(538,977.30)</u></u> | |

COMPOSITION OF ENDING FUND BALANCE:

| | |
|--------------------------------|----------------------------|
| Cash in Bank | (571,171.29) |
| CD - CHS Turf | 1,179.31 |
| Accounts Receivable | 29,836.05 |
| Accounts Receivable Prior Year | <u>1,178.63</u> |
| TOTAL FUND BALANCE | <u><u>(538,977.30)</u></u> |

CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH COUNTY, OREGON
STATEMENT OF REVENUE AND EXPENDITURES
FISCAL YEAR TO DATE AS OF May 31, 2020

STATEMENT OF CASH IN BANK

May 31, 2020

RECAPITULATION OF ALL FUNDS

CASH IN BANK

| | |
|-----------------------------------|----------------------------|
| GENERAL FUND | <u>2,625,324.53</u> |
| DINING SERVICES FUND | <u>(165,107.90)</u> |
| TRANSPORTATION FUND | <u>247,434.98</u> |
| ENERGY CONSERVATION FUND | <u>613,162.21</u> |
| TECHNOLOGY IMPROVEMENT FUND | <u>(22,493.66)</u> |
| ROBERT P JACOBSEN ENDOWMENT FUND | <u>20,444.47</u> |
| DEBT SERVICE FUND | <u>0.00</u> |
| CAPITAL RESERVE FUND | <u>405,550.65</u> |
| CENTER FOR ADVANCED LEARNING FUND | <u>85,331.26</u> |
| RISK MANAGEMENT FUND | <u>550,453.09</u> |
| EARLY RETIREMENT FUND | <u>324,778.36</u> |
| GRANTS FUND | <u>(571,171.29)</u> |
| COMBINED CASH BALANCE | <u>4,113,706.70</u> |

Centennial School District

18135 SE Brooklyn ST
Portland, OR 97236

CONFIRMATION

To: Board of Directors
Date: July 8, 2020
RE: **Approve Resignation of Licensed Teachers**

The following licensed staff members have chosen to resign from their position effective end of the 2019-2020 school year.

| <u>NAME</u> | <u>SUBJECT/FTE</u> | <u>EFFECTIVE</u> | <u>YEARS</u> |
|---------------------------------------|---------------------------|------------------|--------------|
| <u>CENTENNIAL HIGH SCHOOL</u> | | | |
| Yang, Janice | Art / 0.50 FTE | 06/12/2020 | 3 Years |
| <u>CENTENNIAL PARK SCHOOL</u> | | | |
| Crittendon, Washanna | School to Work / 1.00 FTE | 06/12/2020 | 3 Years |
| <u>BUTLER CREEK ELEMENTARY</u> | | | |
| Macke, Bridgette | Literacy Coach / 0.50 FTE | 06/12/2020 | 1.5 Years |

It is recommended that the Board approve the licensed staff resignations as listed above.

Centennial School District
18135 SE Brooklyn ST
Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: July 8, 2020
RE: **Approve Retirement of Licensed Teacher**

The following licensed staff member has submitted a retirement letter effective end of the 2019-2020 school year, with a request to continue employment through the end of the 2020-2021 school year.

| <u>NAME</u> | <u>SUBJECT/FTE</u> | <u>EFFECTIVE</u> | <u>YEARS</u> |
|------------------------|-------------------------------|------------------|--------------|
| <u>DISTRICT – WIDE</u> | | | |
| Hellesto, Pamela | Instructional Tech Consultant | 06/12/2020 | 6 Years |

It is recommended that the Board approve the licensed staff retirement as listed above with continuation of employment through the 2020-2021 school year.

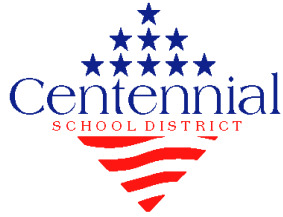
Centennial School District
18135 SE Brooklyn St
Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: July 8, 2020
RE: **Approve Policy JGE – Expulsions**

House Bill 2514 (2019) expands the privacy of student records allowed in executive session to include “confidential records of a student” deleting the language limiting to medical records and student educational programs.

If the district has either optional policy BDC - Executive Sessions or BDDG - Minutes of Board Meetings, and has required policy JGE - Expulsion, it is recommended that the district review the revised language and readopt.



Code: **JGE**
Adopted: 9/83
Revised/Readopted: 2/13/91; 10/25/95; 10/27/99;
11/12/03; 9/24/14; 8/19/15
Orig. Code: 5210.33

Expulsion**

A principal or designee after reviewing available information may recommend to the superintendent that a student be expelled.

The Board delegates authority to expel a student to a hearing officer who will be appointed by the superintendent. Expulsion of a student shall not extend beyond one calendar year except when a weapon is involved. An expulsion from school for a period of not less than one year is required for any student who is determined to have brought a firearm to a school under the jurisdiction of the district. Expulsions may be modified by the superintendent on a case-by-case basis.

A student may be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age or over waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agrees to abide by the findings of a hearing officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service¹ or by certified mail² at least five calendar days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
 - c. A recommendation for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The right to representation.
2. The superintendent or designee will act as hearings officer and will conduct the hearing. The hearings officer will not be associated with the initial actions of the building administrators;
3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents/guardians request an open session;
4. In case the parent or student have difficulty understanding the English language or have other serious communication handicaps, the district will provide a translator and/or interpreter;
5. The student shall be permitted to have a representative present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The district's attorney may be present. If legal counsel will be present the district must be notified no less than three days prior to the hearing;
6. The student shall be afforded the right to present ~~his/her~~ their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer and/or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student records. The hearings officer will provide the superintendent findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the superintendent, the student's parent/guardian or the student if age 18 or over

¹ The person serving the notice shall file a return of service. (OAR 581-021-0070)

² When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

at the same time. Following the review by the superintendent of the hearings officer's recommendation, the superintendent will make the final decision regarding the expulsion;

11. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student, if age 18 or over, to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board and will be available in identical form to the Board, the student and the student's parents/guardians at the same time. At its next regular meeting or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.
12. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing is held by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved including a student's confidential records ~~and that student's educational program~~;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session.

Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative programs have been made.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)
House Bill 2514 (2019)

Cross Reference(s):

JG - Student Discipline

Centennial School District
18135 SE Brooklyn St
Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: June 17, 2020
RE: **Approve Policy KL & KL-AR – Public Complaints**

Review the recommended revisions in the attached documents for consideration and adoption. Please note that AC-AR requires board adoption while the other administrative regulations may be presented as an information item for review by the board.

Approval of the policy KL and its AR are highly recommended.



Code: **KL**
Adopted: 8/15/12
Readopted: 10/22/14; 10/14/15; 1/13/16;
5/25/16; 1/24/18
Orig. Code: KL

Public Complaints

~~No staff member, student,~~ A parent or guardian of a student attending a school in the district or a person that resides in the district, staff member or a student ~~will be denied the right to~~ may petition the district with a complaint. A complainant will be referred through the proper administrative channels for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

The Board advises that there is a process available for resolving complaints, including but not limited to, a complaint in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student ~~or a student's parent~~ who in good faith reported information that the student believes is evidence of violation of state ~~and~~ or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR - (1) Public Complaint Procedure.

The district may offer mediation or ~~an other~~ another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal may start at Step 3 and **should** be filed with the superintendent.

Complaints against the superintendent may start at Step 4 and **should** be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member may start at Step 4 and **should** be made to the Board chair on behalf of the Board.

Complaints against the Board chair may start at Step 4 and **should** be made directly to the district counsel on behalf of the Board.

The superintendent will ~~develop and~~ administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative rule (OAR) Charter 581, Division 22 (**Division 22** Standards), Oregon Revised Statute (ORS) 339.285 to 339.380³ or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, ~~who is if~~ a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal¹ ~~rights with the~~ district's final decision to the ~~Deputy Superintendent of Public Instruction~~ Oregon Department of Education ~~as outlined under in OAR 581-002-0040~~ OARs 581-002-0023 (see KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

~~If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR—Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.~~

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Cross Reference(s):

IIA - Instructional Resources/Instructional Materials

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).



Code: **KL-AR(1)**
Revised/Reviewed: 10/22/14; 10/14/15; 1/14/16;
5/25/16; 9/14/16; 4/19/18

Complaint Procedure

Step One

Any member of the public, parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved. ~~The employee shall respond within five working days.~~

The Administrator: Step Two One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the supervisor within five working days of the employee's response. The supervisor shall evaluate the complaint and render a decision within ten working days after receiving the complaint.

The Superintendent: Step Three Two

If Step 2 One does not resolve the complaint, within 10 working days of the meeting with the supervisor, the complainant, ~~if he/she wishes to pursue the action, shall~~ may file a signed, written signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. ~~(A form is available, but is not required.)~~

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, and prepare a report of his/her their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Four Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board ~~may hold a hearing to~~ will review the findings and conclusion of the superintendent, ~~to hear the complaint and to hear and evaluate any other evidence as it deems~~ in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's in Step Two decision is final.

The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The complainant shall be informed in writing or in electronic form of the Board's decision within 10 ~~working~~ days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

~~The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the supervisor.~~[†] The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 to 339.380³ or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may ~~have appeal rights~~ the district's final decision ~~with to~~ the Deputy Superintendent of Public Instruction ~~as outlined in~~ under Oregon Administrative Rule (OAR) 581-002-0040⁰⁰⁰¹- 581-002-0023.

~~If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through the Board's administrative regulation AC-AR—Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Deputy Superintendent of Public Instruction as outlined in OAR 581-021-0049.~~

Complaints against the principal ~~may should~~ be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. ~~After receiving the results of the investigation, t~~The Board shall decide, within 20 days in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be ~~made~~ referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. ~~After receiving the results of the investigation, t~~The Board shall decide, within 20 days, in open session what action, if any, is warranted. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

[†]The timelines may be extended upon written agreement between both parties. This also applies to complaints filed against the superintendent or any Board member.

Complaints against the Board chair may be ~~made~~ referred directly to the district counsel on behalf of the Board. The district counsel shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. ~~After receiving the results of the investigation, t~~The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Centennial School District

COMPLAINT FORM

TO: District Office _____ (Name of School)
 Employee* Administrator/Supervisor* Superintendent Board chair Board vice
chair * Form available but is not required.

Person Making Complaint _____

Telephone Number _____ Date _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

Office Use: Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

18135 SE Brooklyn St
Portland, OR 97236-1049

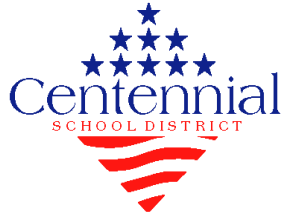
Centennial School District

CONFIRMATION

To: Board of Directors
Date: July 8, 2020
RE: **Approve Policy ECACB - Drones**

The revisions in this policy reflect changes in federal law, Senate Bill 581 (2019) and meets PACE insurance requirements.

If the district uses drones as part of any curriculum or district-sponsored activity this policy is required. The district should review the recommended language revisions and readopt the policy.



Code: **ECACB**
Adopted: 10/12/16
Revised/Readopted: 9/26/18

Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee, volunteer or representative of the district operating an ~~district~~ unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) and Oregon Department of aviation (ODA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a UAS may ~~assist~~ provide limited assistance to a student ~~in their operation of the~~ operating a UAS, provided the ~~assistance is needed as part of the curriculum and assistance is to a student enrolled in the course~~ student maintains operational control of the model aircraft such that the staff member’s manipulation of the model aircraft’s controls is incidental and secondary to the student’s. The staff member’s ~~de minimums~~ participation must be limited to the student’s operation of the UAS ~~as part of the course~~.

District employees shall work with administrators to ensure that proper insurance, registration ~~with both FAA and ODA, reporting to ODA, and authorization are in place prior to adoption of curriculum that allows operation of a UAS~~ ~~as part of the curriculum~~.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA sanctioned events. ~~Use of a UAS at other district sponsored athletics or activities is prohibited.~~

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

¹<http://www.osaa.org/governance/handbooks/osaa> #857

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy.

The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.345 on the district's website.

Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA and ODA regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;
2. Appropriate registration and authorization issued by the FAA and the ~~Oregon Department of Aviation~~ ODA when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

Legal Reference(s):

[ORS 164.885](#)
[ORS 174.109](#)
[ORS 192.345](#)

[ORS 837.300 - 837.390](#)
[ORS 837.995](#)

[OAR 738-080-0015 - 0045](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95 § 336 (2012).

Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #87.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONSENT

TO: Board of Directors
DATE: July 8, 2020
SUBJECT: Proposed Policy DBDB

The new policy is proposed regarding cash resources and fund balances.



Code: DBDB
Adopted:
Original Code: DBDB

Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance¹ in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the superintendent to manage adopted district budgets in a manner that ensures growth of ending fund cash balances to meet minimum standards¹.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures²; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

[ORS 332.10](#)

¹ The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures.

² Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

³ The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

⁴ The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

⁵ The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

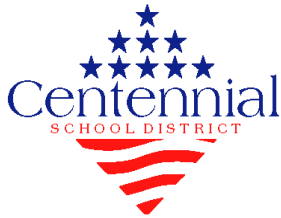
CONFIRMATION

TO: Board of Directors
DATE: July 8, 2020
SUBJECT: Policy DLC-AR – Expense Reimbursement

It is proposed that the attached policy DLC-AR be revised as indicated and adopted by the Board.

The policy modification is proposed to make clear the IRS regulations regarding local and out of district travel expense reimbursements and to move to IRS per diem reimbursement rates.

It is recommended that the Board adopt revised Policy DLC-AR as presented.



Code: **DLC-AR**
Revised/Reviewed: 9/15/92; 1/11/93;
8/11/97;1/03/01; 9/23/05; 12/12/13;
Orig. Code(s): DLC-AR

Expense Reimbursement

1. Conferences/Conventions/Workshops/Business Meetings
 - a. Registration
 - (1) Prepayment – Registrations may be prepaid by using a district purchase order issued at least two weeks prior to the conference deadline.
 - (2) Reimbursement – Registration may be reimbursed by using the district’s Reimbursement Claim for Conference Expenses form #423-003. The appropriate account will be assigned and approved by the supervisor and authorized by the director of business and operations.
 - b. Transportation
 - (1) Mileage reimbursement rate for personal vehicle

Mileage will be reimbursed at the IRS rate in effect July 1 of the current fiscal year or as updated during the year and approved by the director of business and operations.
 - (2) Insurance Requirements
 - (a)The employee is required to provide liability insurance.
 - (b) Reimbursement for insurance expense is included in the mileage reimbursement rate. Parking charges (in reasonable amounts) as well as other toll charges are reimbursable.
 - (3) Public Transportation
 - (a) Airfare may be prepaid; using a district purchase order issued to the carrier or travel agent, or may be reimbursed by using Reimbursement Claim for Conference Expenses form #423-003.
 - (b) Shuttle service to and from the airport or official business meetings may also be reimbursed by using form #423-003. If receipts are not available, a signed statement detailing the expenses will be required.

c. Car Rental

District employees are normally expected to use their own vehicles or public transportation. Car rentals must be approved in advance by the director of business and operations.

d. Lodging

Lodging may be prepaid using a district purchase order issued to the provider or a travel agent, or may be reimbursed by using form the Reimbursement Claim Form for Conference Expenses #423-003. If the employee is accompanied by his/her spouse, lodging expense will be reimbursed for the cost of a room at the single occupancy rate. Discretion on the rates requested is expected.

e. Meals

Meals may be reimbursed, or paid up to one month in advanced, on a per diem basis. Alcoholic beverages are not eligible for reimbursements. Meal costs which exceed the per diem rate, but which are part of the conference, will be reimbursed at the rate charged. If a guest accompanies the employee to a business meeting, the guest is responsible for his/her meals.

- (1) **IRS per diem rates for meals and incidental expenses are updated as of July 1 each year.**

Per IRS regulations and District procedures, meals may be requested only when overnight lodging is required. The IRS provides, and the district accepts, two per diem rates – a standard rate and a higher rate for specified high-cost areas (such as New York and Los Angeles). The business office has a list of high-cost areas. Meals that are included as a part of the air fare or as part of a conference fee, or otherwise provided at free of charge at the conference, are not reimbursable and should not be included in the daily total. Per diem rates are established by the IRS and are effective July 1. Contact the business services office for current amounts.

2. Local Mileage Reimbursement

a. Travel between schools

Employees who are required to use their personal vehicle to travel between schools may be reimbursed at the IRS rate currently in effect by submitting the Mileage Reimbursement form #423-010. The district's insurance will be secondary (only provides coverage if the employee's coverage is exceeded).

b. Travel to attend conferences

Employees who are authorized to use their personal vehicles to attend conferences and/or take

care of district transactions may be reimbursed by using the Reimbursement Claim Form for Conference Expenses form #423-003.

c. Administrators

Administrators are not eligible for mileage reimbursement in the Tri-County area.

3. Materials and Supplies

a. Purchases by staff of materials and supplies up to a cost of \$100 may be reimbursed through the building/departmental petty cash account. Staff requesting such reimbursement must receive approval from their building administrator prior to making the expenditure. To be reimbursed, the staff member must present a receipt or invoice for the amount being requested. The receipt or invoice must detail the items purchased.

(1) Sign the Petty Cash Reimbursement Request form #422-004;

(2) Indicate the budget account number where the expenditure is to be charged.

b. Purchases by staff of materials and supplies exceeding \$100 may be reimbursed through the Pre-approved Expense Claim Reimbursement Form #422-010. Staff desiring to purchase materials or supplies that will exceed \$100 must:

(1) Receive the approval of the building administrator/supervisor prior to making the expenditure;

(2) Have the building administrator/supervisor sign the Pre-approved Expense Claim Reimbursement Form #422-010.

c. To be reimbursed after initial approval and purchase, the staff member must:

(1) Present original receipt or invoice for the amount being requested. The receipt or invoice must detail the items purchased;

(2) Finish completing the Pre-approved Expense Claim Reimbursement form #422-010;

(3) Sign the form;

(4) Have the building administrator/supervisor again sign the form;

(5) Indicate the budget account number where the expenditure is to be charged. Reimbursement claims exceeding \$100 are to be sent to the business services department for final approval and processing. Payment to the employee will be by check.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: July 8, 2020

SUBJECT: Designate U. S. Bank (160th & Division branch) as the Depository for District Funds for 2020-2021

U. S. Bank has been Centennial's depository since the District was formed in 1976. The bank was also the depository for Lynch School District prior to 1976.

Bank safety is a concern during this period of economic uncertainty. U.S. Bank is rated A+ by Standard & Poors, Aa3 by Moody's, and AA- by Fitch. The Office of Comptroller of the Currency has categorized US Bank as "well-capitalized" under the FDIC Improvement Act.

The District has an excellent relationship with U.S. Bank and the branch is centrally located in our school district.

It is recommended that the Board approve the continued services of U. S. Bank as depository for District funds for 2020-2021.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: July 8, 2020

SUBJECT: Designate Asbestos Hazard Emergency Response Act (AHERA) person to be
Chris Stomps

In order to comply with the federal register asbestos law 763.84 (g)(1) it is necessary to designate a person to ensure that the District follows the requirements necessary to be in compliance with the Asbestos Hazard Emergency Response Act (AHERA). This person will need to receive adequate training to perform the duties assigned to this responsibility. Such training shall provide, as necessary, basic knowledge of the health effects of asbestos, detection, identification, assessment of asbestos-containing material (ACM), options for controlling asbestos-programs and relevant federal and state regulations concerning asbestos. Chris Stomps has completed the required training and is licensed to perform this duty.

It is recommended that the Board designate Asbestos Hazard Emergency Response Act (AHERA) person to be Chris Stomps.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: July 8, 2020

SUBJECT: Resolution to Indemnify and Hold Harmless District Personnel and Directors for Any Asbestos Related Defense and Settlement Costs

Approve resolution to indemnify and hold harmless, including defense costs, the District employees, Directors and Officers from any liabilities or claims of liability arising out of asbestos related illness in and about the premises of Centennial School District.

The District's Agent of Record has notified us that the DEQ's designation of asbestos as a pollutant has excluded it from liability coverage. Employees with alleged claims of asbestos related illness could file under workers' compensation. The District is, however, now self-insured for potential claims that might be filed by, or on behalf of, a child. This situation would leave employees, e.g., the AHERA designated person, and members of the board liable for future litigation. The employees' typical homeowner's policy has an exclusion for "business pursuits" which would negate insurance protection for this area.

It is recommended that the District indemnify and hold harmless district personnel and directors for any asbestos related defense and settlement costs.

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

CONFIRMATION

TO: Board of Directors
DATE: July 8, 2020
RE: Designation of Newspaper for Publication of Legal Notices

In accordance with state statute ORS 294.311(34), the district is required to designate a newspaper to be used for all legal notices. The newspaper must be “of general circulation within the jurisdictional boundaries of the municipal corporation.”

During 2019-2020 the District advertised official notices in the Gresham Outlook for the following reasons:

- The Gresham Outlook is a newspaper of general circulation within our school district;
- The Gresham Outlook covers the news of Centennial School District on a regular basis;
- The cost of advertising in the Gresham Outlook is much lower than other options.

It is for the reasons described above that the administration continues to recommend that the Gresham Outlook be designated as the official newspaper for legal notices.

* * * * *

It is recommended that the board approve the designation of the Gresham Outlook, Gresham, for publication of legal notices for 2020-2021.

Centennial School District
18135 SE Brooklyn ST
Portland, OR 97236-1049

CONFIRMATION

TO: Board of Directors
DATE: July 8, 2020
RE: Appoint Pauly, Rogers & Co., PC to Audit the 2020/2021 Fiscal Year Financial Statements

The District has received an engagement letter from Pauly, Rogers and Co., P.C. for audit services for the 2020/2021 financial statements. The letter is attached.

The proposed audit meets the requirements of:

- Generally accepted accounting principles
- Generally accepted auditing standards
- The minimum standards for audits of Oregon municipal corporations
- Government auditing standards

It is recommended that the Board appoint Pauly, Rogers and Co. P.C. to audit the 2020/2021 fiscal year financial statements.



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcocpas.com

January 1, 2020

Centennial School District
18135 SE Brooklyn
Portland, Oregon 97236

We are pleased to confirm our understanding of the services we are to provide for the year ended June 30, 2020. We will audit the basic financial statements of Centennial School District as of and for the year ended June 30, 2020.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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.

We have also been engaged to report on supplementary information other than RSI that accompanies the financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 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 and will provide an opinion on it in relation to the financial statements as a whole.

Any other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on (1) Internal Control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*; (2) Internal control related to major programs and an opinion on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with 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).

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on

Centennial School District
January 1, 2020

compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and will include tests of the accounting records of Centennial School District, a determination of major program(s) in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions to the financial statements or the Single Audit compliance opinion are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed our opinions, we may decline to express opinions or issue a report as a result of this engagement. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). You are also responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with the preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further you are responsible for designating an individual with suitable skill, knowledge, and experience to oversee our assistance for any other nonattest services we provide; and for evaluating the adequacy and results of those nonattest services and accepting responsibility for them. Nonattest services are not conducted in accordance with *Government Auditing Standards*.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation of the basic financial statements in conformity with U.S. generally accepted accounting principles.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance with laws, regulations, contracts and agreements, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The

objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are

Centennial School District
January 1, 2020

safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly.

Management is responsible for preparation of the schedule of expenditures of federal awards in conformity with the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the schedule of expenditures of federal awards in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions underlying the measurement or presentation of the supplementary information.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements and grants. Additionally, as required by the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence, and if applicable, (4) unrestricted access to component information, persons at components (including management and those charged with governance, or component auditors, if applicable). Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the

Centennial School District
January 1, 2020

representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken on to address significant findings and recommendations resulting from those audits, attestation engagements performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing information.

We will provide you with an auditor's assistance package prior to our arrival at each stage of fieldwork. This package will detail the schedules and information that we expect your employees to have prepared by the time we arrive. We understand that your employees will have all auditor assistance package items ready and will type all confirmations we request and will locate any invoices selected by us for testing. *The fee for the examination is based on the completion of these supporting schedules and providing other assistance on a timely basis.*

Schedules and Financial Statements Prepared by Management

Management is responsible for ensuring that all accounts are reconciled, preparing the financial statements and all supplementary schedules, preparing the notes to the financial statements, and preparing and reviewing the management's discussion and analysis section. Our responsibility is to audit the financial statements, which includes a review of the notes to the financial statements. Any additional work to assist with the work listed above or any other requested work will be billed at our hourly rate. We will obtain approval of any additional fees before we begin any extra work. We have included our fees for assistance in preparation of the financial statements and notes in our fee section below.

General Audit Procedures

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by errors, fraud, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements (whether caused by errors or fraud), illegal acts, misappropriation of assets, or noncompliance may exist and not be detected by us. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations, immaterial illegal acts, or illegal acts that do not have a direct effect on the financial statements or major programs. However, we will inform you of any material errors and abuse that come to our attention and any fraud that comes to our attention. We will also inform you of any illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later period for which we are not engaged as auditors.

Centennial School District
January 1, 2020

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the major programs. The purpose of these procedures⁶⁹ will be to express an opinion the entity's compliance with

**Centennial School District
January 1, 2020**

requirements applicable to each of its major programs in our report on compliance issued pursuant to the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Audit Administration, Fees and Other Items

Roy R. Rogers is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

At the conclusion of the engagement, we will provide copies of our reports to various local and state agencies, as they require. However, it is management's responsibility to submit these reports. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The District hereby indemnifies Pauly, Rogers and Co., P.C. and its partners, principals and employees and holds them harmless from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management, regardless of whether such person was acting in the District's interest. This indemnification will survive termination of this letter.

The workpapers for this engagement are the property of Pauly, Rogers and Co., P.C. and constitute confidential information. However, we may be requested to make certain information available to grantor agencies pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of Pauly, Rogers and Co., P.C. personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to grantor agencies. The grantor agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The workpapers for this engagement will be retained for a minimum of three years after the date the auditors' report is issued or for any additional period requested by a federal awarding agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the workpapers.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as we progress through the audit and are payable upon presentation. The fees for our services should not exceed the following:

Audit Services:

Financial Statement Audit (including single audit) \$ 30,000

Non-Audit Services:

Assistance in preparation of Financials Statements (including review, printing and binding of reports) 3,900

Total \$ 33,900

This fee includes up to 10 bound copies of the report plus one unbound copy. Additional copies will be billed at the rate of \$40 per copy. This fee is based on the anticipated cooperation from your personnel and on the assumption that the books will be closed, balanced, reconciled, with all material accruals recorded, all auditor requested information prepared prior to our arrival, and that unexpected circumstances will not be encountered during the audit. Our fee is also based upon the scope of work that was done in the previous year. If there is additional activity this year, beyond the scope of last year's work, we will need to charge for that additional work. We will give you a change of scope letter explaining the added work and our estimated fees, which must be signed by you, before we can continue the

Centennial School District
January 1, 2020

engagement or before we perform the additional work. Additional time may be necessary due to work which is beyond the scope of the engagement indicated above. Such work could include, but is not limited to, additional agreed upon procedures, audit testing required under the Single Audit Act Amendments of 1996 that was not previously specified, and reconciliations and/or adjustments needed to bring financial statements into conformity with generally accepted accounting principles. The additional time will be billed at our standard hourly billing rates for the individuals who perform those services.

If the District does not have substantially all items on the preparation list available and ready for audit, including all accounts reconciled, the District must contact us to re-schedule the audit. Cancellation for any reason must be communicated to the in-charge auditor at least three days prior to the first scheduled date of fieldwork, otherwise a mobilization fee of \$500 will be charged to the District. If the audit team arrives at the District's offices to conduct fieldwork and finds that the books and records are not adequately prepared for audit, the audit team will have to re-schedule fieldwork until such time that the District's books and records are adequately prepared for audit and a mobilization fee of \$500 will be charged to the District.

Upon issuance of any invoices, there is a 30 day grace period for payment before a finance charge is assessed on any outstanding balance. Should any outstanding balance for our services exceed 31 days, you will be notified in writing of the balance due for the specified work performed, and we will perform no further services until we are paid in full. A total of three letters will be sent before we begin collection procedures after 120 days. You agree to reimburse us for all administrative, collection service, attorney, and other related filing fees and costs associated with the collection of our fees.

Requests to present the annual financial report to the board of governance or delegated committee will be assessed based on the availability of management during the time requested. An additional fee may be assessed for the presentation based on travel expenses, and time spent for travel, preparation and the presentation. The utilization of a virtual meeting (conference phone call or Skype) may result in a lower presentation fee.

Any claim arising out of services rendered to this agreement shall be resolved in accordance with the laws of the State of Oregon. It is agreed by the District and Pauly, Rogers and Co., P.C. or any successors in interest that no claim arising out of services rendered pursuant to this agreement by or on behalf of the District shall be asserted more than two years after the date of this engagement report issued by us.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained on those sites or to consider the consistency of other information in the electronic site with the original document.

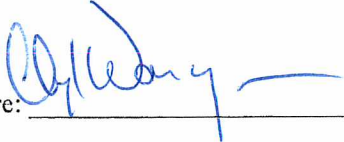
We have provided staff to work with your District as auditors. In the future, you may decide that you need the services of one or more full-time employees for this work. At that time, we can assist you in identifying qualified individuals. However, because of the knowledge that our staff has obtained about your District, you may wish to hire one or more of them. If this should occur, we will charge you a recruiting fee equivalent to twenty percent of the annual salary offered to our employee to compensate us for the loss of our valued and extensively trained employee.

We appreciate the opportunity to be of service to Centennial School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. This letter will continue in effect until canceled by either party per the terms of our original contract.

Centennial School District
January 1, 2020

Sincerely,

ROY R. ROGERS, CPA
PAULY, ROGERS AND CO., P.C.

Signature: 

Title: CFO

Date: 4.27.20

CONTRACT

THIS CONTRACT, made this **1st day January, 2020**, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555 between Pauly, Rogers and Co., PC, Certified Public Accountants, of Tigard, Oregon, and **Centennial School District**, provides as follows:

1. It hereby is agreed that Pauly, Rogers and Co., PC shall conduct an audit of the accounts and fiscal affairs of **Centennial School District** for the period beginning **July 1, 2019**, and ending **June 30, 2020**, and annually thereafter in accordance with the Minimum Standards of Audits of Oregon Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of **Centennial School District** and to determine if **Centennial School District** has complied substantially with appropriate legal provisions.
2. Pauly, Rogers and Co., PC. agrees that the services they have contracted to perform under this contract shall be rendered by them or under their personal supervision and that the work will be faithfully performed with care and diligence.
3. It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Pauly, Rogers and Co., PC are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered **Centennial School District** who shall instruct in writing Pauly, Rogers and Co., PC concerning such additional services, and that a signed copy of each such notification and instruction shall be delivered immediately to the Secretary of State by the Party issuing the same.
4. The audit shall be started as soon after this contract is executed as is agreeable to the Parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but no later than six months, after the close of the audit period covered by this contract. Adequate copies of such report shall be delivered to **Centennial School District** and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.
5. It is understood and agreed that **Centennial School District** is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that Pauly Rogers and Co., PC shall prepare them for **Centennial School District**. The cost of preparing such financial statements shall be in addition to the fee for conducting the audit as set forth in paragraph 7 below.

Contract (Continued)

6. It is understood and agreed that either Party may cancel this contract by giving notice in writing to the other Party at least 6 months prior to July 1 of any year.

7. In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, **Centennial School District** hereby agrees to pay Pauly, Rogers and Co., PC, a reasonable fee and **Centennial School District** hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

Pauly Rogers and Co., PC.

Centennial School District

BY:

Roy R Rogers

BY:

Dej W



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcocpas.com

January 1, 2020

Cheryl Wangeman, Chief Executive Officer of Business & Operations
Centennial School District, Activity Funds
18135 SE Brooklyn
Portland, Oregon 97236

This letter is to confirm our understanding of the terms and objectives of our engagements and the nature and limitations of the services we will provide.

FINANCIAL STATEMENT COMPILATION

We will perform the following services:

- 1) We will compile, from information you provide, the Balance Sheet and Schedule of Receipts and Disbursements for the Student Activity Funds for the year ended June 30, 2020.
- 2) We will compile the financial statements and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We will not audit or review the financial statements and, accordingly, will not express an opinion or any other form of assurance on them.

If, for any reason, we are unable to complete the compilations of your financial statements, we will not issue reports on such statements as a result of this engagement

The District is responsible for management decisions and functions and for designating an individual with suitable skill, knowledge, or experience to oversee any services we provide. The District is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The District is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We estimate that our fees for these services will be \$1,150 for the compilation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

ACTIVITY FUNDS AGREED-UPON PROCEDURES

We will apply the agreed-upon procedures listed below to selected financial records relating to Centennial School District's student activity funds. Our engagement to apply agreed-upon procedures will be performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of Centennial School District. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed below do not constitute a full audit performed in accordance with Generally Accepted Auditing Standards, we will not express an opinion on the selected financial statements or any elements, accounts, or items thereof, of Centennial School District's student activity funds. In addition, we have no obligation to perform any procedures beyond those listed below.

For all schools we will:

1. Select a random sample of disbursements during the fiscal year ended June 30, 2020, and test them for the following attributes:
 - Backup documentation to support the disbursement
 - The transaction was posted to the proper account in the general ledger
 - Documentation that the disbursement was properly approved
 - Cancelled checks are consistent with the recorded disbursement and proper signatures in accordance with the District's Activity Fund Policy
 - Checks were issued in numeric sequence and voided checks are accounted for.
2. Select a sample of receipts from the fiscal year ended June 30, 2020 and test the receipts for the following attributes:
 - Monies collected were credited to the proper account
 - Monies collected were supported by a pre-numbered receipt copy issued at the same time monies were collected
 - Receipts were issued and accounted for in numerical sequence
 - Receipts that were issued were deposited in the bank in a timely manner.
3. Review bank reconciliations and bank statements for the fiscal year ended June 30, 2020 and perform the following procedures:
 - Trace bank balance on the reconciliation to the balance per the bank statement
 - Trace reconciled book balance to the general ledger
 - Test the clerical accuracy of the reconciliation
 - Review two bank reconciliations throughout the year and ensure they are being completed and reviewed in a timely manner.
4. Review the internal control procedures manual, if one exists, and provide suggestions for improvement.

Centennial School District
January 1, 2020

We will submit a report listing the procedures performed and the results of those procedures. This report is solely for the use of Centennial School District and should not be used by those who did not agree to the procedures. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the conclusion of our engagement, we will require a representation letter from management of Centennial School District.

Our fees for these services will not exceed \$8,200. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

ACKNOWLEDGEMENT

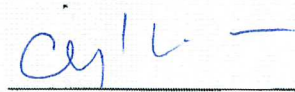
We appreciate the opportunity to be of service to the Centennial School District and believe this letter accurately summarizes the significant terms of our engagements. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this letter, please sign the enclosed copy and return it to us. This letter will continue in effect until canceled by either party by giving written notice at least (90) days in advance.

Very truly yours,



PAULY, ROGERS AND CO., P.C.

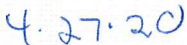
RESPONSE:



Signature



Title



Date

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
(503) 760-7990

NEW BUSINESS

TO: Board of Directors

DATE: July 8, 2020

SUBJECT: First Reading: Policy JHH: Student Suicide Prevention

Senate Bill (SB) 52, also known as Adi's Act and was passed by the 2019 Legislature, directs districts to adopt a policy requiring a comprehensive plan on student suicide prevention for students in kindergarten through grade 12.

It is recommended that the district review the new required sample model board policy JHH - Student Suicide Prevention and board adopt as required by Oregon Revised Statute (ORS) 339.343.

Board adoption of policy JHH is required.



Code: **JHH**
Adopted:
Orig. Code: **JHH**

Student Suicide Prevention**

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12.

The district may consult with state or national suicide prevention organizations, the Oregon Department of Education (ODE), school-based mental health professionals, parents, guardians, employees, students, administrators and school boards associations when developing the required plan.

The plan shall include, at a minimum:

1. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;
2. Identification of the school officials responsible for responding to reports of suicidal risk;
3. A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;
4. Methods to address the needs of high-risk groups, including:
 - a. Youth bereaved by suicide;
 - b. Youth with disabilities, mental illness or substance abuse disorders;
 - c. Youth experiencing homelessness or out of home settings, such as foster care; and
 - d. Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.
5. A description of, and materials for, any training to be provided to employees as part of the plan, which must include:
 - a. When and how to refer youth and their families to appropriate mental health services; and
 - b. Programs that can be completed through self-review of suitable suicide prevention materials.
6. Supports that are culturally and linguistically responsive;

7. Procedures for reentry into a school environment following a hospitalization or behavioral health crisis¹; and
8. A process for designating staff to be trained in an evidence-based suicide prevention program.²

The plan must be written to ensure that a district employee acts only within the authorization and scope of the employee’s credentials or licenses.

The plan must be available annually to the community of the district, including district students, their parents and guardians, and employees and volunteers of the district, and readily available at the district office and on the district website.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.343](#)

[OAR 581-022-2510](#)

¹ “Behavioral health crisis” as defined by Oregon Administrative Rule (OAR) 581-022-2510, means a disruption in an individual’s mental or emotional stability or functioning resulting in an urgent need for immediate treatment to prevent a serious deterioration in the individual’s mental or physical health.

² ODE will provide a list of available programs.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

NEW BUSINESS

TO: Board of Directors

DATE: July 8, 2020

SUBJECT: Adopt New Oregon Department of Revenue Indexed Rates and Limits for the Construction Excise Tax

As allowed by ORS 320.170, Centennial School District imposes a school Construction Excise Tax (CET) on new construction. On July 19, 2019 the Board of Directors approved the 2019/2020 collection of the CET by the City of Portland, City of Gresham, City of Happy Valley and Clackamas County at the rate of \$1.35 per square foot on residential structures or portions of structures and \$0.67 per square foot on non-residential structures. The maximum limit for non-residential structures was set at \$33,700 per structure.

For 2020/2021, the Oregon Department of Revenue has raised the maximum allowable residential rates to \$1.39 per square foot. The non-residential rates are increased as well to \$0.69 for 2020/2021 with a limit of \$34,600 per structure. Both rates are indexed to inflation.

It is recommended that the Board adopt the maximum indexed rates for the Construction Excise Tax for 2020/2021 in accordance with the Oregon Department of Revenue.



Oregon

Kate Brown, Governor

Department of Revenue
955 Center St NE
Salem, OR 97301-2555
www.oregon.gov/dor

Issue: Indexing of School Construction Tax Limits

Statute Reference: ORS 320.170

Last Updated: July 12, 2019

Background:

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4 percent of tax revenue. DCBS is allowed to establish an administration fee of .25 percent of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

Tax Limit Calculations:

SB 1036 set tax rate limits of \$1 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts, DOR partners with the Department of Education, which receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

| Fiscal Year | 2014–15 | 2015–16 | 2016–17 | 2017–18 | 2018–19 | 2019–20 | 2020–21 |
|----------------------------|---------|---------|---------|---------|---------|---------|---------|
| Residential* | 1.17 | 1.20 | 1.23 | 1.26 | 1.30 | 1.35 | 1.39 |
| Non-Residential* | 0.58 | 0.60 | 0.61 | 0.63 | 0.65 | 0.67 | 0.69 |
| Non-Residential Max | 29,200 | 29,900 | 30,700 | 31,400 | 32,600 | 33,700 | 34,600 |

* Dollars per square foot

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

NEW BUSINESS

TO: Board of Directors

DATE: July 8, 2020

RE: **Approval of Resolution Authorizing the Issuance of General Obligation Bonds**

This resolution authorizes the issuance and sale of General Obligation Bonds and the issuance of Full Faith and Credit Refunding financing. It also designates an authorized representative, bond counsel and underwriter, the bond paying agent and registrar, as well as authorizes the execution of a bond purchase agreement.

The administration recommends approval. Due to the length of the document, we have prepared a summary. Carol Samuels and Cheryl Wangeman will be available to answer questions.

Section 1:

-Authorizes the issuance of the \$65 million bonds (Series 2020 Bond) related to the recent election.

-Selects the Superintendent or CEO of Finance and Operations as the Authorized Representative for the Board of Directors to authorize these transactions.

Section 2 :

-Designates The Depository Trust Company as the registrar of the bonds and states that they are going to be in book-entry form without certificates being made available to the owners.

Section 3A:

-Authorizes the issuances and sale of Full Faith and Credit Financing allowing the district to refinance our current full faith and credit obligation.

Section 3B:

-Authorizes the Series 2020 Bond to have an interest rate up to 4% and/or a discount in which bond proceeds are not less than 98% of par value. The authorized representative ma

Section 3C:

-Authorizes the refinancing of all or a part of the Series 2012A Obligations. The 2012A obligation is the full faith and credit obligation.

Section 3D:

-Authorizes the execution of an escrow agreement for the series 2020 obligations.

Section 4:

-Designates The Depository Trust Company as the registrar of the full faith and credit refinancing and states that they are going to be in book-entry form without certificates being made available to the owners

Section 5 & 6:

-Selected Cede & Co as the nominee. This firm processes transfers on behalf of the US National Market System.

Section 7-11:

-Discuss the transactions and processes.

Section 12 and 13

-Discuss the tax levy associated with the General Obligation Bond and the pledge to supply non-restricted revenues, including tax revenues towards the payment of the full faith and credit financing.

Section 14

-Discusses redemption of the debt issues.

Section 15

-Discusses the Bond Ballot question and authorized uses of the proceeds of the General Obligation Bonds.

Section 16-20

-Discuss the Contract with the Bond holders; our tax covenant, agreeing that the bonds are tax exempt; authorization to enter into escrow agreements to ensure principal and interest payments; Call and redemption and refunding covenants.

Section 21

-Allows for defeance of the bonds

Section 22-25

-Appoints the following:

- An independent Municipal advisor if needed
- A verification agent if required
- Bond Counsel - Mersereau Shannon LLP
- Underwriter/placement Agent - Piper Sandler & Co

Section 26

-Confirms the Election

Section 27

-Allows for the preparation of the Official Statement

Section 28

-Authorizes closure of the transactions by the Authorized Representative

Section 29 and 30

-Requires continuing disclosure of our financial position and events

The appendix discusses our compliance procedures.

RESOLUTION # _____

A RESOLUTION OF CENTENNIAL SCHOOL DISTRICT NO. 28JT, MULTNOMAH AND CLACKAMAS COUNTIES, OREGON AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$65,000,000; AUTHORIZING THE ISSUANCE OF FULL FAITH AND CREDIT REFUNDING FINANCING AGREEMENT AND OBLIGATIONS IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED AN AMOUNT REQUIRED TO REFUND ALL OR A PORTION OF OUTSTANDING OBLIGATIONS; DESIGNATING AN AUTHORIZED REPRESENTATIVE, BOND COUNSEL AND UNDERWRITER; AUTHORIZING APPOINTMENT OF A PAYING AGENT AND REGISTRAR; AUTHORIZING EXECUTION OF A BOND PURCHASE AGREEMENT; AND RELATED MATTERS.

WHEREAS, the Board of Directors of Centennial School District No. 28Jt, Multnomah and Clackamas Counties, Oregon (the “District”) submitted to the voters of the District at an election on May 19, 2020, Measure 26-208 which sought the authorization to contract a general obligation bonded indebtedness in an amount not to exceed \$65,000,000, and pay the costs of issuance of the bonds.

WHEREAS, the District’s Full Faith and Credit Obligations, Series 2012A (Deferred Interest Refunding Obligations) (the “Series 2012A Obligations”) were issued on March 1, 2012, in the principal amount of \$10,916,858 (\$16,255,000 Final Maturity Amount). The Series 2012A Obligations are subject to prepayment at the option of the District any time on or after June 1, 2017 in whole or in part at 100% of the accreted value as of the prepayment date. The proceeds of the Series 2012A Obligations financed repairs to District facilities and refinanced the District’s Series 2006 Full Faith and Credit Obligations (the “2006 Obligations”) and 2002 Center for Advanced Learning (CAL) Loan Financing Agreement (the “2002 Loan”). The 2006 Obligations financed the purchase of certain parcels of land. The 2002 Loan financed a portion of the construction of the CAL and refinanced the District’s Series 2000 Financing Agreement and Note (the “2000 Note”). The 2000 Note financed the acquisition of buses.

WHEREAS, a majority of the voters of the District voting on Measure 26-208 approved of the issuance of the general obligation bonded indebtedness.

WHEREAS, the District now desires to proceed with the issuance of general obligation bonds under the authorization of Measure 26-208 in an amount not to exceed \$65,000,000 to finance capital costs authorized by Measure 26-208, refund all or a portion of the Series 2012A Obligations and pay the costs of issuance of such bonds.

WHEREAS, the District is authorized by Oregon Revised Statutes (“ORS”) Section 271.390 to enter into financing agreements to finance or refinance real or personal property which the District determines is needed.

WHEREAS, the District now wishes to authorize the issuance and sale of full faith and credit refunding financing agreement and obligations to refund all or a portion of the Series 2012A Obligations and pay the costs of issuance of such obligations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CENTENNIAL SCHOOL DISTRICT NO. 28JT, MULTNOMAH AND CLACKAMAS COUNTIES, OREGON THAT:

Section 1. Issuance of Series 2020 Bonds. The Board of Directors of the District authorizes the issuance and sale of general obligation bonds in the aggregate principal amount not to exceed \$65,000,000 (the “Series 2020 Bonds”), under the authority of Measure 26-208.

The Series 2020 Bonds shall be issued as negotiable general obligation bonds of the District for a term not to exceed 30 years from date of issuance and may be issued in one or more series as determined by the Superintendent or CEO of Finance and Operations, or their designee (the “Authorized Representative”). The Series 2020 Bonds shall bear interest at a true interest cost not to exceed four percent (4.00%) per annum and shall be sold at not less than ninety nine percent (99%) of par value, disregarding any original issue discount. The District authorizes the Authorized Representative to designate the principal amount, dated date, interest rates, maturity dates, bond structure, optional redemption dates and premiums, if any, principal serial maturities, term bond maturity or maturities, with or without discount or premium, denominations, interest payment dates, applicable discount or premium, whether to participate in the Oregon School Bond Guaranty Program or obtain bond insurance or some other form of guaranty or security for the payment of the Series 2020 Bonds, to obtain one or more ratings for the Series 2020 Bonds and such other provisions as are deemed necessary and desirable for the sale and issuance of the Series 2020 Bonds, and to determine if all, a portion of, or none of the Series 2012A Obligations are to be refunded with the proceeds of the Series 2020 Bonds.

Section 2. Title and Execution of the Series 2020 Bonds. The Series 2020 Bonds shall be entitled “Centennial School District No. 28Jt, Multnomah and Clackamas Counties, Oregon, General Obligation Bonds, Series 2020”, or such other name designated by the Authorized Representative, and shall bear the manual or facsimile signature of the Chair of the Board of Directors of the District and the manual or facsimile signature of the Superintendent. The Series 2020 Bonds may be initially issued in book-entry form as a single, typewritten bond for each maturity and issued in the registered name of the nominee of The Depository Trust Company or registered in the name of the purchaser. The Series 2020 Bonds may be issued without certificates being made available to the owners.

Section 3. Issuance of Series 2020 Obligations.

A. The Board of Directors of the District authorizes the issuance and sale of full faith and credit financing agreement and obligations or note in the aggregate principal amount not to

exceed an amount required to refund all or a portion of the Series 2012A Obligations (the “Series 2020 Obligations”).

B. The Series 2020 Obligations may be issued as negotiable obligations and may be issued in one or more series as determined by the Authorized Representative. The Series 2020 Obligations shall bear interest at a true interest cost not to exceed four percent (4.00%) per annum and shall be sold at not less than ninety eight percent (98%) of par value, disregarding any original issue discount. The District authorizes the Authorized Representative to designate the lender (if applicable), principal amount, dated date, interest rates, term, maturity dates, bond structure, optional redemption dates and premiums, if any, principal serial maturities, term bond maturity or maturities, with or without discount or premium, denominations, interest payment dates, applicable discount or premium, fees, covenants, whether to obtain bond insurance or some other form of guaranty or security for the payment of the Series 2020 Obligations, to obtain one or more ratings for the Series 2020 Obligations and such other provisions as are deemed necessary and desirable for the sale and issuance of the Series 2020 Obligations, and to determine if all, a portion of, or none of the Series 2012A Obligations are to be refunded with the proceeds of the Series 2020 Obligations.

C. The District authorizes the execution and delivery of a financing agreement (the “Financing Agreement”) to refinance all or a portion of the Series 2012A Obligations in a form satisfactory to the Authorized Representative.

D. The District authorizes the execution and delivery of an escrow agreement between the District and the escrow agent, selected by the Authorized Representative (the “Escrow Agreement”), in a form satisfactory to the Authorized Representative, pursuant to which the escrow agent shall execute the Series 2020 Obligations representing the principal amount payable under the Financing Agreement, and evidencing the right of the escrow agent to receive the District’s payments under the Financing Agreement (the “Financing Payments”).

Section 4. Title and Execution of the Series 2020 Obligations. The Series 2020 Obligations shall be entitled “Centennial School District No. 28Jt, Multnomah and Clackamas Counties, Oregon, Full Faith and Credit Obligations, Series 2020”, or such other name designated by the Authorized Representative. The Series 2020 Obligations may be initially issued in book-entry form as a single, typewritten bond for each maturity and issued in the registered name of the nominee of The Depository Trust Company or registered in the name of the purchaser. The Series 2020 Obligations may be issued without certificates being made available to the owners.

Section 5. Book-Entry-Only System. If the book-entry-only system is utilized for the Series 2020 Bonds or the Series 2020 Obligations, ownership shall be recorded through entries on the books of banks and broker-dealer participants and correspondents that are related to entries on The Depository Trust Company book-entry-only system. The Series 2020 Bonds and the Series 2020 Obligations may be initially issued in the form of a separate single fully registered type-written bond for each maturity (the “Global Certificates”). Each Global Certificate shall be registered in the name of Cede & Co. as nominee (the “Nominee”) of The Depository Trust Company (the “Depository”) as the “Registered Owner,” and such Global

Certificates shall be lodged with the Depository until redemption or maturity of the issue. The Paying Agent shall remit payment for the maturing principal and interest on the Series 2020 Bonds or the Series 2020 Obligations to the Registered Owner for distribution by the Nominee for the benefit of the bondholder (the “Beneficial Owner” or “Record Owner”) by recorded entry on the books of the Depository participants and correspondents. While the Series 2020 Bonds or Series 2020 Obligations are in book-entry-only form, they will be available in denominations of \$5,000 or any integral multiple thereof.

If not already done so, the Authorized Representative shall file with the Depository a Letter of Representation to induce the Depository to accept the Series 2020 Bonds or Series 2020 Obligations as eligible for deposit at the Depository. The underwriter is authorized to provide the Depository with a Preliminary Official Statement(s), together with the completed Depository’s underwriting questionnaire.

The execution and delivery of the Letter of Representations and the providing to the Depository of the Preliminary Official Statement(s) and the underwriting questionnaire shall not in any way impose upon the District any obligation whatsoever with respect to persons having interests in the Series 2020 Bonds or Series 2020 Obligations other than the Registered Owners as shown on the registration books maintained by the Paying Agent and Registrar. The Paying Agent and Registrar, in writing, shall accept the book-entry-only system and shall agree to take all action necessary to comply at all times with the Depository’s operational arrangements for the book-entry-only system. The Authorized Representative may take all other action to qualify the Series 2020 Bonds and the Series 2020 Obligations for the Depository’s book-entry-only system.

In the event the Depository determines not to continue to act as securities depository for the Series 2020 Bonds or the Series 2020 Obligations, or the District determines that the Depository shall no longer so act, then the District will discontinue the book-entry-only system with the Depository for the Series 2020 Bonds or the Series 2020 Obligations, respectively. If the District fails to identify another qualified securities depository to replace the Depository, the Series 2020 Bonds or Series 2020 Obligations shall no longer be a book-entry-only issue but shall be registered in the registration books maintained by the Paying Agent and Registrar in the name of the Beneficial Owner as appearing on the registration books of the Paying Agent and Registrar and thereafter in the name or names of the bondholder transferring or exchanging Series 2020 Bonds or the Series 2020 Obligations, respectively.

With respect to Series 2020 Bonds and Series 2020 Obligations registered in the registration books maintained by the Paying Agent and Registrar in the name of the Nominee of the Depository, the District, and the Paying Agent and Registrar shall have no responsibility or obligation to any participant or correspondent of the Depository or to any Beneficial Owner on behalf of which such participants or correspondents act as agent for the Registered Owner with respect to:

(i) the accuracy of the records of the Depository, the Nominee or any participant or correspondent with respect to any ownership interest in the Series 2020 Bonds or Series 2020 Obligations,

(ii) the delivery to any participant or correspondent or any other person, other than a Registered Owner as shown in the registration books maintained by the Paying Agent and Registrar, of any notice with respect to the Series 2020 Bonds or Series 2020 Obligations, including any notice of redemption,

(iii) the selection by the Depository of the beneficial interest in Series 2020 Bonds or Series 2020 Obligations to be redeemed in the event the District redeems the Series 2020 Bonds, or the Series 2020 Obligations, in part, or

(iv) the payment to any participant, correspondent or any other person other than the Registered Owner of the Series 2020 Bonds or Series 2020 Obligations as shown in the registration books maintained by the Paying Agent and Registrar, of any amount with respect to principal or interest on the Series 2020 Bonds or Series 2020 Obligations. Notwithstanding the book-entry-only system, the District may treat and consider the Registered Owner in whose name each Bond is registered in the registration books maintained by the Paying Agent and Registrar as the Registered Owner and absolute owner for the purpose of payment of principal and interest with respect to such Series 2020 Bond or Series 2020 Obligation, or for the purpose of giving notices of redemption and other matters with respect to such Series 2020 Bond or Series 2020 Obligation, or for the purpose of registering transfers with respect to such Series 2020 Bond or Series 2020 Obligation, or for all other purposes whatsoever. The District shall pay or cause to be paid all principal of and interest on the Series 2020 Bonds and the Series 2020 Obligations only to or upon the order of the Registered Owner, as shown in the registration books maintained by the Paying Agent and Registrar, or their representative attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligation with respect to payment thereof to the extent of the sum or sums so paid.

Upon delivery by the Depository to the District and to the Registered Owner of a Series 2020 Bond or Series 2020 Obligation of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee then the word "Nominee" in this Resolution shall refer to such new nominee of the Depository, and upon receipt of such notice, the District shall promptly deliver a copy thereof to the Paying Agent and Registrar.

Section 6. Transfer of Series 2020 Bonds or Series 2020 Obligation. If the book-entry-only system is not utilized, the Series 2020 Bonds or the Series 2020 Obligations will be issued in certificate form. In such a case, the Series 2020 Bonds and Series 2020 Obligations are transferable, or subject to exchange, for fully registered Series 2020 Bonds or Series 2020 Obligations, respectively, by the owner thereof in person, or by the owner's attorney, duly authorized in writing, at the office of the Registrar or the District, as determined by the Authorized Representative. The Series 2020 Bonds or Series 2020 Obligations may be in the denomination of \$5,000 each or integral multiples thereof as determined by the District. The Registrar shall maintain a record of the names and addresses of the registered owners of the Series 2020 Bonds and Series 2020 Obligations. The records of the registered bond ownership are not public records within the meaning of Oregon Revised Statutes 192.410(4).

All bonds or obligations issued upon transfer of or in exchange for Series 2020 Bonds or Series 2020 Obligations, respectively, shall be valid general obligations of the District evidencing the same debt and shall be entitled to the same benefits as the Series 2020 Bonds or Series 2020 Obligations surrendered for such exchange or transfer. All fees, expenses and charges of the Paying Agent and Registrar shall be payable by the District. The Registrar shall not be required to transfer or exchange any Series 2020 Bond or Series 2020 Obligation after the close of business on the record date as determined by the Authorized Representative or transfer or exchange any Series 2020 Bond or Series 2020 Obligation called or being called for redemption.

Section 7. Printing Series 2020 Bonds. If the Series 2020 Bonds or Series 2020 Obligations are not in book-entry form, then the Authorized Representative is authorized to contract for the printing of the Series 2020 Bonds and Series 2020 Obligations. The Authorized Representative may provide for the printing of, in addition to the original issue of Series 2020 Bonds or Series 2020 Obligations, if any, additional bonds or obligations to be printed in blank form as to registration and to be designated by appropriate number for the Registrar for delivery to the owner upon transfer or exchange of Series 2020 Bonds or Series 2020 Obligations. The additional bonds or obligations shall bear the dated date of the Series 2020 Bonds or Series 2020 Obligations, respectively. The Series 2020 Bonds shall be signed by the manual or facsimile signature of the Chair and shall be attested by the manual or facsimile signature of the Superintendent and the Paying Agent and Registrar shall manually sign the Certificate of Authentication as of the date of delivery or transfer of the Series 2020 Bonds.

Section 8. Sale of Series 2020 Bonds and Series 2020 Obligations. The Series 2020 Bonds and Series 2020 Obligations may be sold by a negotiated sale and/or bank placement as determined by the Authorized Representative pursuant to ORS 287A.300. The Authorized Representative shall determine the requirements for the sale of the Series 2020 Bonds and the Series 2020 Obligations, subject to the provisions of this Resolution, that provide the most advantageous terms to the District and the Authorized Representative is authorized to negotiate and execute one or more purchase agreements and/or placement agreements setting forth the terms of the sales of the Series 2020 Bonds and Series 2020 Obligations.

Section 9. Payment of Series 2020 Bonds. If the book-entry system is not utilized, the principal of the Series 2020 Bonds or the Series 2020 Obligations shall be payable upon presentation of the Series 2020 Bonds or the Series 2020 Obligations at maturity at the designated corporate trust office of the appointed Paying Agent or the District, as determined by the Authorized Representative. Payment of each installment of interest due each year shall be made by check or draft of the Paying Agent or the District mailed on each interest payment date to the registered owner thereof whose name and address appears on the registration books of the District by the Paying Agent or the District as of the close of business on the record date as determined by the Authorized Representative.

Section 10. Forms of Series 2020 Bonds and Series 2020 Obligations. The Series 2020 Bonds and Series 2020 Obligation shall be issued substantially in the forms approved by the Authorized Representative and Bond Counsel.

Section 11. Appointment of Paying Agent and Registrar. The Authorized Representative is authorized to designate Paying Agents and Registrars for the Series 2020 Bonds and Series 2020 Obligations and to negotiate and execute on behalf of the District Paying Agent and Registrar Agreements. In addition, the District requests and authorizes the Paying Agent and Registrar to execute the Certificates of Authentication as of the dates of delivery of the Series 2020 Bonds and Series 2020 Obligations.

Section 12. Tax Levy and Pledge for Series 2020 Bonds. The Series 2020 Bonds shall be a general obligation of the District. The full faith and credit of the District is pledged to the owners of all the Series 2020 Bonds for the payment of the principal and interest on the Series 2020 Bonds when due. The District shall levy annually, as provided by law, a direct ad valorem tax upon all of the taxable property within the District in sufficient amount, without limitation, to pay the principal of and interest on the Series 2020 Bonds promptly as they become due and payable. The District covenants with the Beneficial Owners of the Series 2020 Bonds to pledge such ad valorem taxes in sufficient amount to pay the principal of and interest on the District hereby classifies the tax levy described in this section to be taxes imposed to pay the principal and interest on exempt bonded indebtedness and such taxes are not subject to the limits of sections 11 or 11b, Article XI of the Oregon Constitution. The District shall give notice of the classification of the tax levy as provided in ORS 305.583(9)(a) and (10).

Section 13. Security for the Series 2020 Obligations. The Financing Payments shall be a full faith and credit obligations of the District payable from the lawfully available, general, non-restricted revenues of the District and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the District to make Financing Payments shall not be subject to annual appropriation. The owners of the Series 2020 Obligations shall not have a lien or security interest on the property financed or refinanced with the proceeds of the Series 2020 Obligations. The District may issue additional full faith and credit obligations on a parity with the Financing Agreement and Series 2020 Obligations, subject to any conditions under the Financing Agreement as determined by the Authorized Representative.

Section 14. Conditional Redemption. Any notice of optional redemption may state that the optional redemption is conditional upon receipt by the Paying Agent of moneys sufficient to pay the redemption price of such Series 2020 Bonds or Series 2020 Obligations or upon the satisfaction of any other condition, and/or that such notice may be rescinded upon the occurrence of any other event, and any conditional notice so given may be rescinded at any time before payment of such redemption price if any such condition so specified is not satisfied or if any such other event occurs. Notice of such rescission or of the failure of any such condition shall be given by the Registrar to the owner as promptly as practicable upon the failure of such condition or the occurrence of such other event.

Section 15. Authorized Uses of the Proceeds of the Series 2020 Bonds. For purposes of ORS 305.583(9)(b), the proceeds of all the bonds issued under the authority of Measure 26-208 shall be used for school security and facility capital projects, including:

- Repairing and replacing roofs, boilers, foundations, windows and flooring, and other school facility improvements
- Upgrading school safety and security systems
- Adding gymnasiums to four schools that have no dedicated gyms
- Repurposing Oliver Elementary back into a middle school, including library, science, locker rooms and career technical improvements
- Refinancing existing capital obligations and paying bond issuance costs

The District shall give notice of the specification of the authorized uses of the proceeds of bonded indebtedness as provided in ORS 305.583(9)(b) and (10).

Section 16. Contract with Beneficial Owners of Series 2020 Bonds. In consideration of the purchase and acceptance of the Series 2020 Bonds or Series 2020 Obligations, the provisions of this Resolution and the Series 2020 Bonds or Series 2020 Obligations shall be deemed to be and shall constitute a contract between the District and the Beneficial Owners of the Series 2020 Bonds or Series 2020 Obligations. The covenants and agreements to be performed by or on behalf of the District shall be for the equal benefit, protection and security of the Beneficial Owners of any and all Series 2020 Bonds or Series 2020 Obligations, all of which shall be of equal rank without preference, priority, or distinction among the Series 2020 Bonds or Series 2020 Obligations.

Section 17. Tax Covenant. The proceeds of the Series 2020 Bonds and Series 2020 Obligations issued on a tax-exempt basis shall be used and invested in such manner that they shall not become “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and the applicable regulations. The District covenants that, within its lawful powers, it will not do, and will refrain from doing, anything in the issuance of the Series 2020 Bonds and the Series 2020 Obligations and in the investment and expenditure of the proceeds thereof which would result in the interest on any tax-exempt Series 2020 Bonds or Series 2020 Obligations becoming taxable for federal income tax purposes.

Section 18. Escrow Deposit Agreements and Escrow Agent. The District may enter into one or more Escrow Deposit Agreements for the establishment of an Escrow Deposit Fund(s) to which shall be deposited sufficient proceeds from the Series 2020 Bonds and/or Series 2020 Obligations to provide funds, including any Government Obligations acquired with the proceeds of the Series 2020 Bonds or Series 2020 Obligations, sufficient to pay the principal of and interest on the Series 2012A Obligations which are being refunded. The Authorized

Representative is authorized to designate an Escrow Agent to administer the Escrow Deposit Fund(s) and to execute the Escrow Deposit Agreement(s) for and on behalf of the District.

Section 19. Irrevocable Call and Redemption. The District authorizes the irrevocable call for redemption at par value the principal of the Series 2012A Obligations being refunded. The irrevocable call and redemption of the Series 2012A Obligations being refunded is subject to the sale and delivery of the Series 2020 Bonds and/or Series 2020 Obligations.

Section 20. Effect of Refunding. The District determines that, upon deposit into the Escrow Deposit Fund(s) of funds, including Government Obligations, in an amount calculated to be sufficient to pay the principal of and interest on the Series 2012A Obligations being refunded, such deposit shall fully defease the Series 2012A Obligations being refunded.

Section 21. Defeasance of the Series 2020 Bonds. The District may defease the Series 2020 Bonds by setting aside, with a duly appointed escrow agent, in a special escrow account irrevocably pledged to the payment of the Series 2020 Bonds to be defeased, cash or direct obligations of the United States in an amount which, in the opinion of an independent certified public accountant, is sufficient without reinvestment to pay all principal and interest on the defeased Series 2020 Bonds until their maturity date or any earlier redemption date. Series 2020 Bonds which have been defeased pursuant to this paragraph shall be deemed paid and no longer outstanding, and shall cease to be entitled to any lien, benefit or security under this Resolution except the right to receive payment from such special escrow account.

Section 22. Appointment of Independent Registered Municipal Advisor. If the Authorized Representative deems it advisable, the Authorized Representative is authorized to appoint an independent registered municipal advisor in connection with the issuance of the Series 2020 Bonds and/or Series 2020 Obligations and execute on behalf of the District an agreement in connection with such appointment.

Section 23. Appointment of Verification Agent. The Authorized Representative is authorized to appoint a verification agent to confirm that the funding the Escrow Deposit Fund(s) is sufficient to pay when due (a) the principal and interest on the Series 2012A Obligations which are being refunded to the redemption date or the final maturity, as the case may be.

Section 24. Appointment of Bond Counsel. The law firm of Mersereau Shannon LLP of Portland, Oregon is appointed as Bond Counsel to the District for the issuance of the Series 2020 Bonds and as Special Counsel to the District for the issuance of the Series 2020 Obligations.

Section 25. Appointment of Underwriter/Placement Agent. Piper Sandler & Co. is appointed as underwriter/placement agent in connection with the issuance of the Series 2020 Bonds and Series 2020 Obligations.

Section 26. Confirmation of Election. Pursuant to ORS 255.295, the Board has reviewed the abstract of votes related to Measure 26-208 prepared by the County Clerk and determines that Measure 26-208 passed.

Section 27. Preliminary and Final Official Statements. The District may prepare, or cause to be prepared, a preliminary official statement(s) for the Series 2020 Bonds and/or the Series 2020 Obligations which shall be available for distribution to prospective purchasers of the Series 2020 Bonds or Series 2020 Obligations. The Authorized Representative is authorized to deem such preliminary official statement(s) final pursuant to Rule 15c2-12 of the Securities and Exchange Commission. In addition, the District shall prepare, or cause to be prepared, a final official statement(s) for delivery to the purchasers of the Series 2020 Bonds and/or the Series 2020 Obligations no later than the seventh (7th) business day after the sale of the Series 2020 Bonds or Series 2020 Obligations, respectively. After determining that the final official statement(s) does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements contained in the official statement(s) not misleading in the light of the circumstances under which they are made, the Authorized Representative is authorized to certify the accuracy of the official statement(s) on behalf of the District.

Section 28. Closing of the Sale and Delivery of the Series 2020 Bonds and Series 2020 Obligations. The Authorized Representative is authorized to determine and execute all the documents, including a tax certificate(s), and perform any and all other things or acts necessary for the sale and delivery of the Series 2020 Bonds and the Series 2020 Obligations as herein authorized. Such acts of the Authorized Representative are for and on behalf of and are authorized by the Board of Directors of the District.

Section 29. Continuing Disclosure. The District covenants and agrees that it will comply with and carry out all of the provisions of a Continuing Disclosure Certificate(s) to be executed by the District. Failure by the District to comply with the Continuing Disclosure Certificate(s) will not constitute an event of default; however, any Beneficial Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section.

Section 30. Post Issuance Compliance Procedures. The Authorized Representative shall adopt post issuance compliance procedures in substantially the form attached to this resolution as Exhibit A, with such changes as are approved by the Authorized Representative and Bond Counsel, to ensure that the interest on tax-exempt obligations of the District remain exempt from federal income tax and the obligation of the District to provide continuing disclosure as described in the Continuing Disclosure Certificate(s) is met.

[Signatures appear on the following page.]

ADOPTED by the Board of Directors of Centennial School District No. 28Jt, Multnomah and Clackamas Counties, Oregon, this 17th day of June 2020.

**CENTENNIAL SCHOOL DISTRICT NO. 28JT
MULTNOMAH AND CLACKAMAS COUNTIES,
OREGON**

Chair

ATTEST:

By _____
Superintendent

EXHIBIT A

CENTENNIAL SCHOOL DISTRICT NO. 28JT MULTNOMAH AND CLACKAMAS COUNTIES, OREGON BOND POST-ISSUANCE COMPLIANCE PROCEDURES

This Procedure establishes the requirements and procedures for ensuring compliance with federal tax laws and securities laws relating to the issuance and post-issuance monitoring of bonds and related disclosure obligations. This Procedure statement represents the objectives of Centennial School District No. 28Jt, Multnomah and Clackamas Counties, Oregon (the “Issuer”) and will be adhered to by all employees, officials, and financial representatives affiliated with the Issuer.

The Issuer will provide opportunities for education and training for the parties identified in this procedure in order to facilitate their performance of the responsibilities in this procedure. The [Officer Title] and his or her designated staff are responsible for staying current with any changes in the rules for tax-exempt bonds and disclosure. The [Officer Title] may rely upon outside advisors for assistance and guidance with these matters.

The [Officer Title] will monitor compliance with the guidelines contained in this Procedure as well as any other covenants related to bonds not specifically included herein.

FEDERAL TAX LAW COMPLIANCE

The Issuer shall comply with all federal tax laws related to tax-exempt bonds and tax-exempt bond financed facilities prior to and after issuance. The [Officer Title] is assigned the primary responsibility to monitor compliance with federal tax requirements. The [Officer Title] may assign staff responsibility for components of this Procedure.

1. Use of Proceeds

The [Officer Title] will monitor expenditure of bond proceeds and permit expenditures only as permitted in the authorizing documents and under federal tax law. If any proceeds remain following completion of the project, the [Officer Title] will, in consultation with bond counsel, direct the use of remaining proceeds in accordance with the authorizing documents or to the redemption or defeasance of outstanding bonds.

2. Use of Project Financed

To maintain the tax-exempt status of the bonds, the projects financed must be used for governmental purposes during the life of the bond issue except for permitted de minimus amounts or remedial actions. The [Officer Title] will monitor and maintain records regarding any private use by third parties (including business corporations, partnerships, limited liability companies, associations, non-profit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency) of the project financed with tax-exempt bonds. The [Officer Title] will consult with the Issuer’s bond counsel prior to any private use of the project (including sale or lease of all or a portion of the project, easements, use arrangements, management contacts, preference arrangements, “naming rights” contract, “public-private partnership” arrangements, or any similar use arrangement that provides special legal entitlements for the use of the bond financed property) to obtain federal tax advice in whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use. If the [Officer Title] determines that the use of bond proceeds or bond financed projects is different from the covenants and representation in the tax certificate, the [Officer Title] will contact bond counsel in a timely manner. The Issuer will work with bond counsel to implement any remedial action necessary to preserve the tax-exempt status of the bonds.

3. Arbitrage Rebate

Arbitrage is the difference (profit) earned from investing tax-exempt proceeds in investments that have a higher

yield than the yield on the bond issue. The [Officer Title] will monitor ongoing compliance with regards to arbitrage rebate obligations of the Issuer for each bond issue.

- A. Timeline – an arbitrage rebate installment payment is required to be paid no later than 60 days after the end of every 5th bond year throughout the life of a bond issue and within 60 days of retirement of the bonds.
- B. Schedule – the [Officer Title] will maintain a schedule of each bond issue and the 5th bond year. The [Officer Title] shall review the schedule no less than annually to determine when a 5th bond year is approaching. Arbitrage rebate calculations on outstanding bond issues may be performed as often as annually or in alternating years, but never longer than the 5th year.
- C. Calculations – the Issuer has the option to perform arbitrage calculations internally or to contract with a third party provider for arbitrage rebate calculations and preparation of IRS Form 8038-T (Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate). The Issuer will either complete the calculations internally or provide a third party provider with copies of all applicable records 30 to 60 days before the reporting deadline for the third party provider to prepare the arbitrage calculations and submit a report and IRS Form 8038-T, if applicable, to the Issuer. If positive arbitrage exists at the end of a 5th year bond period, the Issuer will prepare payment to submit with IRS Form 8038-T. Upon redemption of a bond issue, a payment of 100% of the amount due must be paid no later than 60 days after the discharge date.
- D. Yield Restriction – The [Officer Title] will monitor ongoing compliance with regards to yield restriction. Interim arbitrage calculations will be used to evaluate investment strategies or optional elections that may reduce future rebate liabilities.
- E. Yield Reduction Payments – If the Issuer fails to expend all amounts required to be spent as of the close of any temporary period specified in the Tax Certificate (generally three years for proceeds of a new money issue and 13 months for amounts held in a debt service fund), the [Officer Title] will determine and pay any required yield reduction payment.
- F. Exceptions – there are exceptions to the general rebate requirements applicable to government bond proceeds: the most common being the small issuer exception and spending exceptions. The [Officer Title] shall consult with the Issuer’s bond counsel to determine if any exceptions to rebate apply. The small issuer exception applies if the total principal amount of tax-exempt governmental obligations of the Issuer issued by or on behalf of the Issuer and subordinate entities during the calendar year, including the new issue, will not be greater than \$5,000,000, plus such additional amount not in excess of \$10,000,000 as is to be spent for the construction of public school facilities. If the small issuer exception does not apply, the [Officer Title] will monitor expenditures prior to semi-annual target dates for any expected spending exception outlined in the tax certificate for each issue (the six-month, 18-month, or 24 month spending rebate exceptions) to determine if the Issuer met the spending exception.
- G. “Bona fide” debt service funds – when possible, debt service funds will be accounted for and funded to achieve a proper matching of revenues with principal and interest payments within each bond year so the earnings are exempt from arbitrage.
- H. Advance Refunding Escrows – State and Local Government Securities (SLGs) are commonly used for refunding escrows to yield restrict the investments. There are times when the purchase of open market securities will be required. The [Officer Title] will ensure SLGS and any open market securities purchased for a refunding escrow account meet the yield restriction requirement and any purchase requirements of the Internal Revenue Code of 1986, as amended (the “Code”).

4. Information Filing and Monitoring

At the time of issuance and throughout the life of the bond issue, issuers of governmental bonds must comply with certain information filing requirements under §149(e) of the Code. The [Officer Title] shall work with the Issuer's bond counsel to complete and file each applicable form by the required due date after each bond issue.

- A. Tax-exempt bonds: IRS Form 8038-G (Information Return for Tax-Exempt Governmental Obligations) must be filed by the 15th day of the second calendar month following the quarter in which the bonds were issued. For example, the due date of Form 8038-G for bonds issued on February 15th is May 15th.
- B. IRS Form 8038-T (Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate) must be filed within 60 days after each five year period reporting deadline or within 60 days after the debt is retired, if arbitrage rebate applies (See Section 3).

5. Reimbursement Resolutions

The [Officer Title] is responsible for ensuring that Reimbursement Resolutions are prepared in accordance with §1.150-2 of the U.S. Treasury regulations for projects the Issuer intends to finance with bonds.

RECORDS RETENTION

The [Officer Title] shall maintain the following records for the life of the bond issue, and for the life of any bond issue that refunds the bond issue, and for a period of three years thereafter:

1. The bond transcript (including the Official Statement, Board minutes and resolutions authorizing issuance, trustee statements, and bond counsel opinion);
2. Documentation showing expenditure of bond proceeds, including receipts, purchase contracts, construction contracts, progress payments, invoices, cancelled checks, and payment of bond issuance costs;
3. Documentation evidencing use of bond-financed property by public and private sources (i.e., copies of management contracts, leases, user agreements);
4. Documentation evidencing all sources of payment or security for the bonds;
5. Documentation pertaining to any investment of bond proceeds (including the amount of each investment, the date the investment is made, the date the investment matures, the sale date, the interest rate and/or yield, the actual investment income received, SLGs subscriptions, yield calculations, guaranteed investment contracts, and records of interest earnings on reserve funds).
6. Arbitrage rebate reports prepared internally and by outside consultants.
7. If applicable, information, records and calculations showing that, with respect to each bond issue, the Issuer was eligible for the "small issuer" exception or one of the spending exceptions to the arbitrage rebate requirements.
8. All tax returns and other communication related to the bonds such as certificates, forms and returns filed with the IRS.

FEDERAL SECURITIES LAW COMPLIANCE

The Issuer will comply with all continuing disclosure agreements under SEC Rule 15c2-12 (the "Rule"). The Rule prohibits any broker, dealer, or municipal securities dealer from acting as an underwriter in a primary offering of

municipal securities unless the issuer promises in writing to provide certain ongoing information. The annual financial information is to be sent to the MSRB or as designated by the SEC. The [Officer Title] will coordinate with staff, and may engage a dissemination agent, counsel or other professionals to assist in performing the actions listed below:

1. Compile and maintain a set of currently effective continuing disclosure agreements of the Issuer (the "Current Agreements".)
2. Ensure that all necessary financial and operating data is filed in the manner and by the filing dates set forth in the Current Agreements. The [Officer Title] shall review the Current Agreements annually prior to the filing dates keeping in mind the information and timing requirements may differ between Current Agreements. As part of the annual review, the [Officer Title] shall also review prior filings made within the past five years and the [Officer Title] will remedy any late or missing filings.
3. Keep a calendar of filing dates required under the Current Agreements and subscribe to notification services made available through the EMMA system.
4. Monitor the occurrence of the following events and/or other events set forth in the Current Agreements and shall provide notice of the same in the manner required by the applicable Current Agreement (likely within 10 days of occurrence):
 - a. Principal and interest payment delinquencies;
 - b. Non-payment related defaults, if material;
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties;
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties;
 - e. Substitution of credit or liquidity providers, or their failure to perform;
 - f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Obligations, or other events affecting the tax status of the Bonds;
 - g. Modifications to rights of Bond holders, if material;
 - h. Bond calls, if material, and tender offers;
 - i. Defeasances;
 - j. Release, substitution or sale of property securing repayment of the Bonds, if material;
 - k. Rating changes;
 - l. Bankruptcy, insolvency, receivership or similar event of the Issuer;
 - m. The consummation of a merger, consolidation, or acquisition involving the Issuer, or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

- n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.
- o. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
- p. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

For the purposes of paragraphs o. and p. above, “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii); the term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

- 5. The [Officer Title] shall review drafts of any official statement for a new offering of securities and with assistance from its financial advisor, dissemination agent, counsel, or other agents of the Issuer, as applicable, shall determine that the official statement accurately and completely describes the Issuer’s continuing disclosure compliance history within the five years prior to the date of the official statement. This compliance review is not intended to limit the Issuer’s other reviews of or diligence procedures relating to its official statements.
- 6. The [Officer Title] shall arrange for annual disclosure training with bond counsel for the [Officer Title] and designated staff to include education on these procedures and the disclosure obligations under federal and state securities laws.