



Corvallis
SCHOOL DISTRICT

NOTICE

NOTICE IS HEREBY GIVEN of a meeting of the Corvallis School District Board of Directors.

Date & Time	Meeting Type	Location	Agenda
Monday, May 7, 2012 6:30 PM	Regular	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

Accessibility: *To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.*

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtp5dmilZl9kySBJbVQ?>
A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us



Corvallis

SCHOOL DISTRICT

Monday, May 7, 2012
6:30 PM

AGENDA
Regular Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

Meeting Details: Monday, May 7, 2012, 6:30 PM in the District Office Board Room,
1555 SW 35th Street, Corvallis, OR 97333.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBjbVQ?> A recording of the meeting will also be posted to that channel.

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. COMMITTEE/BOARD MEMBER ITEMS
 - III.A. Recognition of Nancy Shaffer - PNACAC Exemplary Service Award
- IV. STUDENT REPRESENTATIVE REPORT
 - IV.A. Presentation of Certificates to 2011-12 Student Representatives
- V. SUPERINTENDENT'S REPORT
 - V.A. Recognition of Lincoln Elementary School - Champion School Award
- VI. PUBLIC TESTIMONY
- VII. STAFF TESTIMONY
- VIII. SPECIAL REPORTS
 - VIII.A. Alternative Education Advisory Committee



College Hill High School

"Opportunities and Alternatives"

College Hill High School and Alternative Education Advisory Committee Presentation

Monday, May 7th, 2012

Specific Data Shared in Oral Presentations to the Board:

College Hill Fact: 8% of our Population is ELL. 14% of our population is TAG. 20% of our population is adjudicated with the Juvenile Dept. 24% of our population receives Special Education Services. 76% of our population is on Free or Reduced Lunch. 100% of our population was at risk of not graduating at the moment they started at College Hill. A College Hill brochure is in your board packet, and it can give you more information about our program.

Alt. Ed. Advisory Committee Fact:

Summary of Group Purpose:

1. To Share mutual information about available community and educational resources for at-risk youth
2. To serve as advocates and promoters of Alternative Education
3. To develop closer communication amongst agencies, school district and the community at large
4. To provide "oversight" for school improvements projects as it relates to alternative education

College Hill Fact: 41 College Hill students graduated during the past three years, and 15 are expected to graduate this year. Each of these 56 graduations represents a student that was on a drop out trajectory at the point they came to College Hill.

Alt. Ed. Advisory Committee Fact: The Alt. Ed. Advisory Committee has been active since the spring of 2008. Thanks to Sally McAfee for spearheading the initial effort and to current committee members Chuck Holst, Julie Wilborn, Jack Keenan, Donna Keim, Anna Sokolov, Anissa Arthenayake, Amanda Halama, Mike O'Malley, Eric Wright, Tammy Jaquith, and committee chair Jeff Davis.

College Hill Fact: The cumulative GPA of our current students prior to entrance at College Hill was 1.24. This same group of students has earned an average GPA of 3.16 since they started at College Hill. There is a handout in your board packet that illustrates this trend, student by student. You might find yourself asking whether or not our grading system is just less rigorous here. In our math department alone, more than 90% of students who tested in at a pre-algebra level made enough academic progress to not only complete pre-algebra, but also to complete Algebra 1. Some of these same pre-algebra students were even able to progress enough to complete Geometry – all in the course of a single year. We have held this same pattern of academic success in math for two years running.

Alt. Ed. Advisory Committee Fact: As a zero budget line committee, generosity and hard work on the part of the Alt. Ed Advisory Committee has provided significant funding and resources for College Hill graduations the past three years, has funded student incentives for high performing students, critical supplies for the classroom and horticulture program, winter clothing for students, Christmas giving tree gifts through a committee/rotary connection, and books for the library amongst other donations. Thank you to the Committee.



An independent study environment...

Students move toward a high school diploma at a pace that leads to the graduation date they desire. They will study and complete assignments independently with the help of staff members. Students have daily goals based on how much they can realistically accomplish and how soon they want to graduate. Our staff is always there to help if they need it. We also provide materials that meet students' unique learning needs.

Our Philosophy...

We believe that all humans...

- Are unique, important individuals who can learn.
- Deserve a safe, caring environment in which to learn.
- Require skills to be productive, including reading, writing, math, and computer skills.
- Must value learning and education as the key to economic and personal success.
- Must learn and practice self-motivation and self-management to have a successful life.
- Will realize their potential when expectations for success are high.
- Should value service to others for the health of their communities and themselves.
- Recognize that education is a cooperative effort among student, family, school and community.

Our Mission

Our purpose is to help each student develop a framework of accountability that promotes learning and inspires courage to invest in the future.

Our Vision

College Hill will empower students by providing superior learning opportunities in a unique and exceptional environment.

Weekly Schedule

Mon., Tues., Thurs., Fri. 8:15—3:30

Students work on core classes required for graduation

Wednesday 8:15—1:30

Students work on elective classes and make up assignments if they are behind.

COLLEGE HILL HIGH SCHOOL

510 NW 31st Street
Corvallis, Oregon 97330
Harding Center

Administrators: Michael Beck
michael.beck@corvallis.k12.or.us
Eric Wright
eric.wright@corvallis.k12.or.us

Counselor: Chuck Holst
chuck.holst@corvallis.k12.or.us

Operations Assistant: Kathee Kunke
kathee.kunke@corvallis.k12.or.us



COLLEGE HILL HIGH SCHOOL

EFFORT
MOTIVATION
PRIDE
OWNERSHIP
WISDOM
EMPATHY
RESPECT

Telephone: 541-757-5945

What we do...

College Hill High School is a program that serves students from Corvallis High School and Crescent Valley High School. Mon., Tues., Thurs. and Fri. we offer an independent study environment where students earn credits toward a high school diploma. On Wednesdays we offer elective classes and make up time. In conjunction with earning a diploma, students develop the computer skills, basic skills, life skills and career skills to succeed as adults. We try to provide students with experiences that help them to prepare for life after high school. Students learn to set long term and short term goals and to exercise the discipline to meet those goals.

Additionally, we coordinate services provided in conjunction with Corvallis High School and Crescent Valley High School. We help students select and pass classes at the home high school if they qualify to attend both the home high school and College Hill High School.

Generally, students are referred to College Hill High School from Corvallis High School or Crescent Valley High School. Students who complete their educational plan and behave responsibly at College Hill High School may return to the home high school at semester if they wish to do so.



What will ensure your success at College Hill?

- Regular attendance.
- Working hard while at school.
- Producing high quality assignments.
- Completing all daily assignments before leaving each day.
- Coming to school every day to learn and improve skills.
- Planning for the future after high school and using high school to further that plan.
- Communicating appropriately with staff and students.
- Asking for help when needed.
- Participating in elective, hands-on opportunities.
- Taking an interest in College Hill High School and the Corvallis community.

What can I expect at College Hill High School?

- Students here work at their own pace in materials that suit their skill level.
- Students have access to help from staff at all times.
- Students are tracked daily to hold them accountable to goals.
- Students' schedules vary from day to day depending on how long it takes to meet daily goals.
- Students who need help improving skills are given classes to bring those skills up.

How Do I Get Started?

Each student must complete admissions:

1. Meet with your high school counselor to discuss whether College Hill is a good option for you. A counselor must fill out a referral for you to attend.
2. Complete basic skills testing. Call 766-4717 to schedule a testing appointment.
3. Attend a meeting with the College Hill counselor to plan the educational program. Parent/guardian must attend.

When would I attend?

Students are given a start time and are expected to be at College Hill High School enough time each day to complete the performance goal they have set that semester. Depending on the goal, some students attend all day; others might attend only a few hours. Students' start time will be determined during admissions. End time will vary from day to day depending on how long it takes a student to complete the required assignments for the day.

How do I know I'm getting prepared for the future?

We make sure that our students take classes to improve their basic skills. We require activities that help students to develop a plan for their future after high school.

Pre- College Hill GPA	College Hill GPA by Semester or Quarter										Average College Hill GPA*
2.57	4.00	4.00	3.88								3.96
1.29	3.00										3.00
0	3.00										3.00
1.35	4.00										4.00
0.11	3.45	3.29	3.69	3.50	4.00						3.59
0.89	4.00	3.50	3.31	3.75	3.44	3.44					3.57
1.63	3.00										3.00
0.95	4.00	4.00									4.00
0.96	3.00										3.00
1.35	2.33										2.33
1.13	2.50										2.50
2.15	3.00	3.00	3.00								3.00
1.57	3.22	3.33	3.00								3.18
0.86	4.00										4.00
2	3.00										3.00
2.29	3.50	3.08									3.29
1.28	3.19	2.67									2.93
1.65	3.50	4.00									3.75
0.91	3.00	2.50									2.75
0.5	2.50	3.00	3.00								2.83
0.44	4.00	3.50	3.36	2.00	3.40	3.00	3.33				3.23
0.41	3.00	4.00	2.50								3.17
0.56	4.00	3.40	3.33	3.23	2.00	3.40	3.60				3.28
0.92	3.85	2.86	4.00								3.57
0.62	4.00	3.00	3.64	3.00	3.62	3.00	3.67	3.00	3.13		3.37
3.09	4.00										4.00
2.48	3.00	2.60	2.33	3.00	2.00						2.59
1.69	3.00	3.00									3.00
0.36	4.00	3.00	2.91								3.30
0.78	3.00										3.00
1.65	2.60	3.00									2.80
1.86	4.00	3.40	2.43								3.28
1.97	4.00	3.00	3.00	2.00							3.00
1.17	3.00	2.60	2.71								2.77
1.1	2.75	3.43	3.25	3.00							3.11
0.46	4.00	3.20	3.43	3.27	4.00	3.25	4.00				3.59
0.79	3.00	3.33	2.75								3.03
0.45	3.00	3.00	2.60	3.20	3.00	2.73	3.50	3.00			3.00
1.11	4.00	3.56	4.00	2.16	2.00	3.00					3.12
1	2.00										2.00
0.95	3.50	3.00	3.85	3.00	3.50	3.50	3.20	4.00			3.44
1.85	3.33	3.40	4.00	4.00	4.00	3.50	4.00				3.75
0.42	3.33	4.00	3.27	4.00							3.65
0.79	4.00	2.67	4.00	3.00	3.00	3.00					3.28
1.55	2.50	2.00									2.25
0.93	3.00	3.00									3.00
1.16	3.33	3.00	3.00	2.00		3.25	2.00				2.76
2.52	4.00	4.00									4.00
2.67	3.43	3.00	4.00	3.67	3.30						3.48
0.75	4.00	2.86	3.00	3.23	2.33	3.00	2.69				3.02
0.72	2.00	2.00									2.00
1.71	3.00	3.00	2.80	2.67							2.87
1.24											3.14



Corvallis

SCHOOL DISTRICT

IX. CONSOLIDATED ACTION

IX.A. Licensed Personnel Recommendations

BOARD MEETING DATE: May 7, 2012

FOR-ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed-personnel recommendations

a. Termination/Resignation/Layoff:

Lea Bregar: Science Teacher, 1.0 FTE, Cheldelin Middle School; effective June 30, 2012 (Resignation). Lea has been on a leave of absence during the 2011-2012 school year.

Jan Boley: Business Education Teacher, 0.17 FTE, Crescent Valley High School; effective July 1, 2012 (Layoff). Continues 0.33 FTE Business Education at Crescent Valley High School.

Elise Bradley: Second Grade Teacher, 1.0 FTE, Hoover Elementary School; effective June 30, 2012 (Retirement).

Ted Calcaterra: German Teacher, 0.50 FTE, Crescent Valley High School; effective July 1, 2012 (Layoff). Continues 0.50 FTE ELL at Crescent Valley High School / Cheldelin Middle School.

Brenda Cochran: Family and Consumer Science Teacher, 0.83 FTE, Crescent Valley High School; effective June 30, 2012 (Resignation).

Kathryn Carver: Speech Language Pathologist, 1.0 FTE, Western View Center; effective April 12, 2012 (Resignation).

Lindsey Koenig: Elementary Teacher, 1.0 FTE, Wilson Elementary School; effective June 30, 2012 (Resignation). Lindsey has been on a leave of absence during the 2011-2012 school year.

Joan Randall: Counselor, 0.50 FTE, Crescent Valley High School; effective July 1, 2012 (Layoff).

Angie Voss: Kindergarten Teacher, 0.50 FTE, Hoover Elementary School; effective June 30, 2012 (Retirement).

Kathleen Walker: Student Services Director, 1.0 FTE, District Office; effective July 1, 2012 (Layoff).

Heather Welburn: ELL Teacher, 0.50 FTE, Lincoln Elementary School; effective July 1, 2012 (Layoff). Continues 0.50 FTE ELL at Lincoln Elementary School.

b. Request for Leave:

Angela Bell: Elementary Teacher, 1.0 FTE, Lincoln Elementary School; requesting 0.50 FTE leave for 2012-2013 school year.

Amy Finney: First Grade Teacher, 1.0 FTE, Mountain View Elementary School; requesting 0.50 FTE leave for 2012-2013 school year.

Tracy Fischer: Fourth Grade Teacher, 1.0 FTE, Adams Elementary School; requesting 0.50 FTE leave for 2012-2013 school year.

John Friday: Mathematics Teacher, 1.0 FTE, Cheldelin Middle School; requesting 1.0 FTE leave for 2012-2013 school year.

Diana Hammond: Counselor, 1.0 FTE, Linus Pauling Middle School; requesting 0.20 FTE leave for 2012-2013 school year.

Lynda Jaspersen: First Grade Teacher, 1.0 FTE, Mountain View Elementary School; requesting 0.50 FTE leave for 2012-2013 school year.

Donald Jepsen Minyard: Applied Technology Teacher, 1.0 FTE, Crescent Valley High School; requesting 1.0 FTE leave for 2012-2013 school year.

Alexia Kaye-Waggle: Fifth Grade Teacher, 1.0 FTE, Lincoln Elementary School; requesting 1.0 FTE leave for 2012-2013 school year.

Marin Langner: Language Arts Teacher, 1.0 FTE, Corvallis High School; requesting 0.33 FTE leave for 2012-2013 school year.

Dena Minato: Language Arts Teacher, 1.0 FTE, Corvallis High School; requesting 0.17 FTE leave for 2012-2013 school year.

Keri Phipps: Counselor, 1.0 FTE, Corvallis High School; requesting 1.0 FTE leave for 2012-2013 school year.

Laurel Ritter: Elementary Teacher, 1.0 FTE, Garfield Elementary School; requesting 1.0 FTE leave for 2012-2013 school year.

Tracy Velez: Language Arts Teacher, 0.67 FTE, Crescent Valley High School; requesting 0.34 FTE leave for 2012-2013 school year.

Dow Yeh: Music Teacher, 1.0 FTE, Hoover Elementary School; requesting 0.20 FTE leave for 2012-2013 school year.

c. Voluntary Reduction:

Emily Mercado: Vocal Music Teacher, 1.0 FTE, Crescent Valley High School/Cheldelin Middle School; voluntary reduction to 0.50 FTE.

Sally Starker: Spanish Teacher, 1.0 FTE, Linus Pauling Middle School; voluntary reduction

to 0.50 FTE.

Stephanie Swenson: Mathematics Teacher, 1.0 FTE, Cheldelin Middle School; voluntary reduction to 0.67 FTE.

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis
SCHOOL DISTRICT

IX.B. Board Policy GBN/JBA—Sexual Harassment—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR ACTION

SUBJECT:

Board Policy GBN/JBA—Sexual Harassment—Revised—Second Reading
Board Policy JBA/GBN—Sexual Harassment—Revised—Second Reading

Issue: Our sexual harassment policies have not been updated since 2002. Oregon School Boards Association has recommended updates and the additional language expands definitions and provides further clarity.

Note: The above-coded policies are identical but filed in both the staff and student sections of our board policy handbook. To conserve resources, only board policy GBN/JBA—Sexual Harassment is being printed. Changes to the other policy will be the same.

Options Considered: Not revising the policies.

Involvement: District office staff.

Consequences: Policies may remain unclear.

Cost Impact: None

ACTION REQUESTED: Adopting the revised policies.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

Sexual Harassment

Sexual harassment is prohibited and shall not be tolerated in the district. This includes sexual harassment of students or staff by other students, staff, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

~~by students, staff, Board members, parents, vendors, and others doing business with the district.~~

District includes district facilities, district premises, and nondistrict property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff;
2. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff;
3. The conduct or communication has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job;
4. The conduct or communication has the effect of creating an intimidating, offensive, or hostile educational or working environment;
5. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.

Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff

member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying, e-mailing, or distributing of sexually explicit drawings, pictures, and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity, or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports sexual harassment.

It is the intent of the Board that appropriate corrective action be taken by the district to stop the sexual harassment, prevent its recurrence, and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

~~Students shall be subject to discipline up to and including expulsion. Employees shall be subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.~~

The district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate training is provided to all supervisors, staff and students. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting incidents of sexual harassment.

All staff, ~~and~~ students, ~~and third parties~~ shall be subject to this policy.

END OF POLICY

Legal References:

[ORS 243.706](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

ORS 659.010 (14)

ORS 659.020

ORS 659.029

ORS 659.030

ORS 659.040

ORS 659.150

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.A., Section 2000(c) ~~et seq.~~ (West 1985)

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.A., Section 621 (West 1985)

Age Discrimination Act of 1975, as amended, 42 U.S.C.A., Section 6101 (West 1985)

Equal Pay Act of 1963, as amended, 29 U.S.C.A., Section 206(d) (West 1985)

Title IX of the Education Amendments of 1972, 20 U.S.C.A., Sections 1681, 1682 and 1683 (West 1985).

Rehabilitation Act of 1973, 29 U.S.C.A. Sections 504, 791, 793 and 794 (West 1985)

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 ~~et seq.~~ 29 CFR Part 1630

Cross References:

Policy JFCF/GBNA—Hazing/Harassment/Intimidation/Bullying/Menacing

Policy JFCF/GBNA-AR—Hazing/Harassment/Intimidation/Bullying/Menacing

Policy JFCM-AR—Violence and Threats of Violence



Corvallis
SCHOOL DISTRICT

IX.C. Board Policy JBA/GBN—Sexual Harassment—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR ACTION

SUBJECT:

Board Policy GBN/JBA—Sexual Harassment—Revised—Second Reading
Board Policy JBA/GBN—Sexual Harassment—Revised—Second Reading

Issue: Our sexual harassment policies have not been updated since 2002. Oregon School Boards Association has recommended updates and the additional language expands definitions and provides further clarity.

Note: The above-coded policies are identical but filed in both the staff and student sections of our board policy handbook. To conserve resources, only board policy GBN/JBA—Sexual Harassment is being printed. Changes to the other policy will be the same.

Options Considered: Not revising the policies.

Involvement: District office staff.

Consequences: Policies may remain unclear.

Cost Impact: None

ACTION REQUESTED: Adopting the revised policies.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

Sexual Harassment

Sexual harassment is prohibited and shall not be tolerated in the district. This includes sexual harassment of students or staff by other students, staff, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

~~by students, staff, Board members, parents, vendors, and others doing business with the district.~~

District includes district facilities, district premises, and nondistrict property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff;
2. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff;
3. The conduct or communication has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job;
4. The conduct or communication has the effect of creating an intimidating, offensive, or hostile educational or working environment;
5. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.

Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff

member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying, e-mailing, or distributing of sexually explicit drawings, pictures, and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity, or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports sexual harassment.

It is the intent of the Board that appropriate corrective action be taken by the district to stop the sexual harassment, prevent its recurrence, and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

~~Students shall be subject to discipline up to and including expulsion. Employees shall be subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.~~

The district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate training is provided to all supervisors, staff and students. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting incidents of sexual harassment.

All staff, ~~and~~ students, ~~and third parties~~ shall be subject to this policy.

END OF POLICY

Legal References:

[ORS 243.706](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

ORS 659.010 (14)

ORS 659.020

ORS 659.029

ORS 659.030

ORS 659.040

ORS 659.150

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.A., Section 2000(c) ~~et seq.~~ (West 1985)

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.A., Section 621 (West 1985)

Age Discrimination Act of 1975, as amended, 42 U.S.C.A., Section 6101 (West 1985)

Equal Pay Act of 1963, as amended, 29 U.S.C.A., Section 206(d) (West 1985)

Title IX of the Education Amendments of 1972, 20 U.S.C.A., Sections 1681, 1682 and 1683 (West 1985).

Rehabilitation Act of 1973, 29 U.S.C.A. Sections 504, 791, 793 and 794 (West 1985)

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 ~~et seq.~~ 29 CFR Part 1630

Cross References:

Policy JFCF/GBNA—Hazing/Harassment/Intimidation/Bullying/Menacing

Policy JFCF/GBNA-AR—Hazing/Harassment/Intimidation/Bullying/Menacing

Policy JFCM-AR—Violence and Threats of Violence



Corvallis
SCHOOL DISTRICT

IX.D. Board Policy IGBA—Students with Disabilities—Child Identification
Procedures—Revision—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR ACTION

SUBJECT:

Board Policies

IGBA—Students with Disabilities—Child Identification Procedures—Revision—Second Reading

IGBAF—Special Education—Individualized Education Program (IEP)—Revision—Second Reading

IGBAH—Special Education—Evaluation Procedures—Revision—Second Reading

Issue: For students enrolled in a public charter school, House Bill 2299 modifies several Oregon Administrative Rules (OARs). The bill shifts the special education responsibilities for providing a student with a free appropriate public education (FAPE) from the district of a parental residency to the district in which the charter school is located. The bill requires the district to maintain appropriate student records regarding special education services and establishes notice requirements for the district upon student enrollment or when the student is no longer enrolled in the public charter school.

Options Considered: Not revising the policies.

Involvement: District staff.

Consequences: Policies will not reflect current Oregon law.

Cost Impact: Unknown.

ACTION REQUESTED: Adopting the revised policies.

CONTACT PERSON(S): Kathleen Walker, Kerry Richey

Students with Disabilities—Child Identification Procedures

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services. For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency, Linn Benton Lincoln Education Service District, is responsible for determining the eligibility of children for EI/ECSE services in accordance with OAR 581-015-2100. The district identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they have not failed, been retained in a course or a grade, and are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending private (religious or secular) school located within the boundaries of the district;
7. Attending a **public charter school located in the** district ~~charter school~~;
8. Below the age of compulsory school attendance; or
9. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their 21st birthday.

The district determines residency in accordance with ORS Chapter 339 and, for the purposes of charter school students with disabilities, in accordance with ORS Chapter 338 and ORS Chapter 339. The district enrolls all students who are five by September 1 of the school year. Students with disabilities are eligible to enroll in the district through the school year in which they reach the age of 21 if they have not graduated with a regular diploma.

The district shall annually submit data to the Oregon Department of Education regarding the number of resident students with disabilities who have been identified, located and evaluated are receiving special education and related services. The district conducts an annual count of the total number of private school children attending private schools located within the boundaries of the district, and a count of all children with disabilities attending private schools located within the boundaries of the district, in accordance with OAR 581-015-2465. The district reports any additional data to ODE required by the ODE to meet the requirements of federal or state law and the applicable reporting dates.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 338.165](#)
[ORS 339.115 to-137](#)
[ORS 343.151](#)
[ORS 343.157](#)
[ORS 343.193](#)
[ORS 343.221](#)
[ORS 343.517](#)
[ORS 343.533](#)

[OAR 581-015-2040](#)
[OAR 581-015-2045](#)
[OAR 581-015-2080](#)
[OAR 581-015-2085](#)
[OAR 581-015-2190](#)
[OAR 581-015-2195](#)
[OAR 581-015-2315](#)
[OAR 581-015-2480](#)
[OAR 581-021-0029](#)
[OAR 581-022-1340](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1412 (a)(3) (2006).
Early Intervention Program for Infants and Toddlers with Disabilities, 34 C.F.R. Part 303 (2006).
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.111(2006).



Corvallis
SCHOOL DISTRICT

IX.E. Board Policy IGBAF—Special Education—Individualized Education
Program (IEP)—Revision—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR ACTION

SUBJECT:

Board Policies

IGBA—Students with Disabilities—Child Identification Procedures—Revision—Second Reading

IGBAF—Special Education—Individualized Education Program (IEP)—Revision—Second Reading

IGBAH—Special Education—Evaluation Procedures—Revision—Second Reading

Issue: For students enrolled in a public charter school, House Bill 2299 modifies several Oregon Administrative Rules (OARs). The bill shifts the special education responsibilities for providing a student with a free appropriate public education (FAPE) from the district of a parental residency to the district in which the charter school is located. The bill requires the district to maintain appropriate student records regarding special education services and establishes notice requirements for the district upon student enrollment or when the student is no longer enrolled in the public charter school.

Options Considered: Not revising the policies.

Involvement: District staff.

Consequences: Policies will not reflect current Oregon law.

Cost Impact: Unknown.

ACTION REQUESTED: Adopting the revised policies.

CONTACT PERSON(S): Kathleen Walker, Kerry Richey

Special Education—Individualized Education Program (IEP)**

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the district, kindergarten through age 21, including those who attend a public charter school located in the district, who are placed in or referred to a private school or facility by the district, or receive related services from the district. The district is responsible for initiating and conducting the meetings to develop, review, and revise the IEP of a student with disabilities. The district will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter and when considering a change in the IEP or placement.

If a student is to be placed or referred to a private school or facility or attends a private or parochial school, the district will ensure that a representative of the private school or facility attends the IEP meeting. If the representative of the private school or facility is unable to attend the IEP meeting, the district shall use other methods to ensure participation, including but not limited to, individual or conference telephone calls or individual meetings.

END OF POLICY

Legal Reference(s):

[ORS 343.151](#)

[ORS 343.155](#)

[OAR 581-015-2000](#)

[OAR 581-015-2190](#)

[OAR 581-015-2195](#)

[OAR 581-015-2200](#)

[OAR 581-015-2205](#)

[OAR 581-015-2210](#)

[OAR 581-015-2215](#)

[OAR 581-015-2220](#)

[OAR 581-015-2225](#)

[OAR 581-015-2230](#)

[OAR 581-015-2235](#)

[OAR 581-015-2055](#)

[OAR 581-015-2600](#)

[OAR 581-015-2065](#)

[OAR 581-015-2265](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.5-300.6, 300.22-300.24, 300.34, 300.43, 300.105-106, 300.112, 300.325, 300.328, 300.501.

~~ORS 343.035~~

~~ORS 343.149~~

~~OAR 581-015-0005~~

~~OAR 581-015-0603~~

~~OAR 581-015-0064 to -0070~~

~~OAR 581-015-0605~~

~~OAR 581-015-0560~~

~~OAR 581-015-0703~~

~~OAR 581-015-0568~~

~~OAR 581-015-0704~~

~~OAR 581-015-0141(4)~~

~~Assistance to States for the Education of Children with Disabilities, 34 CFR Sections 300.308–300.311, 300.342–300.348, 300.350 and 300.501 (2000). Education of the Handicapped Act of 1975, as amended, 20 U.S.C. Sections 1400–1427, as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990), as amended P.L. 105-17 (1997), as amended 108-446 (2004). [P.L. 94-142 is a well-known “short” reference to this federal legislation.]~~



Corvallis

SCHOOL DISTRICT

IX.F. Board Policy IGBAH—Special Education—Evaluation Procedures—
Revision—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR ACTION

SUBJECT:

Board Policies

IGBA—Students with Disabilities—Child Identification Procedures—Revision—Second Reading

IGBAF—Special Education—Individualized Education Program (IEP)—Revision—Second Reading

IGBAH—Special Education—Evaluation Procedures—Revision—Second Reading

Issue: For students enrolled in a public charter school, House Bill 2299 modifies several Oregon Administrative Rules (OARs). The bill shifts the special education responsibilities for providing a student with a free appropriate public education (FAPE) from the district of a parental residency to the district in which the charter school is located. The bill requires the district to maintain appropriate student records regarding special education services and establishes notice requirements for the district upon student enrollment or when the student is no longer enrolled in the public charter school.

Options Considered: Not revising the policies.

Involvement: District staff.

Consequences: Policies will not reflect current Oregon law.

Cost Impact: Unknown.

ACTION REQUESTED: Adopting the revised policies.

CONTACT PERSON(S): Kathleen Walker, Kerry Richey

Special Education—Evaluation Procedures

Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.

A full and individual evaluation of a student's educational needs that meets the criteria established in the Oregon Administrative Rules will be conducted before determining eligibility and before the initial provision of special education and related services to a student with a disability. The district implements an ongoing system to locate, identify and evaluate all children birth to 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services.

The district identifies all children with disabilities, regardless of the severity of their disabilities, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. American Indian preschool children living on reservations;
4. Suspected of having a disability even though they advance from grade to grade;
5. Home schooled;
6. Attending private (religious or secular) school located within the boundaries of the district;
7. Attending a public charter school located in the district ~~charter school~~;
8. Below the age of compulsory school attendance; or
9. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their 21st birthday.

The district is responsible for evaluating and determining eligibility for special education services for school age children. The district is responsible for evaluating children who may be

eligible for Early Intervention/Early Childhood Special Education (EI/ECSE) services. The district's designated referral and evaluation agency is responsible for determining eligibility.

Before conducting any evaluation or reevaluation, the district:

1. Plans the evaluation with a group that includes the parent(s);
2. Provides prior written notice to the parent that describes any proposed evaluation procedures the agency proposes to conduct as a result of the evaluation planning process; and
3. Obtains informed written consent for evaluation.

The district conducts a comprehensive evaluation or reevaluation before:

1. Determining that a child has a disability;
2. Determining that a child continues to have a disability;
3. Changing the child's eligibility;
4. Providing special education and related services;
5. Terminating the child's eligibility for special education, unless the termination is due to graduation from high school with a regular diploma or exceeding the age of eligibility for a free appropriate public education.

Upon completion of the evaluation, the district provides the parent or eligible child a copy of the evaluation report at no cost. The evaluation report describes and explains the results of the evaluation. Upon completion of the eligibility determination, the district provides the parent or eligible child documentation of eligibility determination at no cost.

The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of education need, used to assess a child:

1. Are selected and administered so as not to be racially or culturally discriminatory;
2. Are provided and administered in the child's native language or other mode of communication and form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally unless it is clearly not feasible to do so;
3. Are used for purposes for which assessments or measures are valid and reliable;
4. Are administered by trained and knowledgeable personnel; and

5. Are administered in accordance with any instructions provided by the producer of such assessments.

Materials and procedures used to assess a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education, rather than measuring the child's English language skills.

A student must meet the eligibility criteria established in the Oregon Administrative Rules.

The district conducts reevaluations:

1. When the educational or related services needs, including improved academic achievement and functional performance of the children warrant a reevaluation;
2. When the child's parents or teacher requests a reevaluation; and
3. At least every three years, unless that parent and the district agree that a reevaluation is unnecessary.

The district does not conduct reevaluation more than once a year, unless the parent and district agree otherwise and at least once every three years, unless the parent and district agree that a reevaluation is unnecessary.

If a parent has previously revoked consent for special education and related services and subsequently requests special education and related services, the district will conduct an initial evaluation of the student to determine eligibility for special education.

END OF POLICY

Legal Reference(s):

[ORS 343.155](#)

[ORS 343.157](#)

[ORS 343.164](#)

[OAR 581-015-2000](#)

[OAR 581-015-2095](#)

[OAR 581-015-2105 to-2190](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.7, 300.530—300.534, 300.540—300.543 ~~(2006)~~.

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300 ~~(2008)~~.



Corvallis
SCHOOL DISTRICT

IX.G. Board Policy—IKFB—Graduation Exercises—Revision—First Reading

BOARD MEETING DATE: May 7, 2012

FOR ACTION

SUBJECT: Board Policy—IKFB—Graduation Exercises—Revision—Second Reading

Issue: Currently, students working toward a standard high school diploma may participate in graduation ceremonies if they are within one credit of satisfying the requirements for the diploma, have met all other requirements, and have completed a plan for completing the remaining credit by September 1 of the following school year.

Effective June 2012, all students in good standing who have successfully completed **all** graduation requirements for a high school diploma or modified diploma by the designated deadline may participate in graduation exercises. These requirements include: earning 24 credits in the designated areas, completing all mandatory career learning activities, and demonstrating proficiency in required essential skills.

Students in good standing meeting credit requirements for an extended diploma or alternative certificate (as defined in policy IKF) also may participate in graduation exercises.

Options Considered: Not revising the policy

Involvement: District office staff

Consequences: Students who are within one credit and are permitted to walk at graduation, with the expectation that they return over the summer to complete that final credit. Last year 4 of 12 students completed that requirement and graduated. It appears this policy discourages completion of all high school graduation requirements.

Cost Impact: None.

ACTION REQUESTED: Adoption of the revised policy.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

Graduation Exercises

Because the Board believes that completion of the requirements for a diploma, a modified diploma, extended diploma, or alternative certificate from the public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise.

Accordingly, appropriate graduation dates and programs may be planned by the high schools.

Effective June 2012, all students in good standing who have successfully completed all graduation requirements for a high school diploma or modified diploma by the designated deadline may participate in graduation exercises. These requirements include: earning 24 credits in the designated areas, completing all mandatory career learning activities, and demonstrating proficiency in required essential skills.

~~All students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma, or alternative certificate (as defined in policy IKF) may participate in graduation exercises. Students earning a high school diploma or modified diploma must meet career learning requirements and essential skills requirements to participate in the graduation ceremony. Students working toward a standard high school diploma may participate in graduation ceremonies if they are within one credit of satisfying the requirements for the diploma, have met all other requirements, and have completed a plan for completing the remaining credit by September 1 of the following school year.~~

Students in good standing meeting credit requirements for an extended diploma or alternative certificate (as defined in policy IKF) also may participate in graduation exercises.

“In good standing means” the student has not been suspended, expelled, or otherwise excluded from school programs at the time of the ceremony.

END OF POLICY

Legal References:

[ORS 329.035](#)
[ORS 329.451](#)
[ORS 329.465](#)
[ORS 332.105](#)
[ORS 332.107](#)

[ORS 332.114](#)
[ORS 339.115](#)
[ORS 339.505](#)
[ORS 343.295](#)

[OAR 581-021-0071](#)
[OAR 581-022-1130](#)
[OAR 581-022-1350](#)

31 OR. ATTY. GEN. OP. 428 (1964)
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal
Financial Assistance, 34 C.F.R. Part 106 (2006).
Kay v. David Douglas Sch. Dist. No. 40 (1987); *cert. den.*, 484 U.S. 1032 (1988).
Doe v. Madison Sch. Dist. No. 321, 177 F.3d 789 (9th Cir. 1999).
Lee v. Weisman, 505 U.S. 577 (1992).
Kay v. David Douglas School District No. 40, 79 Or. App. 384 (1985); rev'd, 303 Or. 574 (1987); cert. den., 108 S.
Ct. 740 (1988).
Opinions of the Attorney General, Vol. 31, p. 428 (1964)



Corvallis

SCHOOL DISTRICT

X. CONSOLIDATED INFORMATION

X.A. Non-Licensed Personnel Information

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Termination/Resignation/Layoff:

Deborah Bell: Accounting Manager, 1.0 FTE, District Office; effective June 30, 2012 (Retirement).

Laurie Laney: Library Media Assistant 1, 2.5 hours, Corvallis High School; effective July 1, 2012 (Layoff). Due to probationary status not eligible for recall. Continues 4.0 hour, Library Media Assistant 1 at Corvallis High School.

Sonja Neal: Educational Assistant 2, 7.5 hours, Crescent Valley High School; effective June 30, 2012 (Retirement).

Carol Reeves: Communications Specialist, 0.50 FTE, District Office; effective July 1, 2012 (Layoff).

Monica Schlecter: ELL Student/Family Advocate, 4.0 hours, Corvallis High School; effective July 1, 2012 (Layoff).

Michael Thenell: Educational Assistant 2 – LRC, 7.0 hours, Corvallis High School; effective June 30, 2012 (Retirement).

Monica Turkisher: Educational Assistant 2, 4.0 hours, Hoover Elementary School; effective July 1, 2012 (Layoff). Due to probationary status not eligible for recall.

Lezli Weeden: Student Behavior Support 1, 6.0 hours, Hoover Elementary School; effective July 1, 2012 (Layoff).

b. Voluntary Reduction:

Donna Keim: Administrative Assistant 2, 8.0 hours, Corvallis High School; voluntary reduction to 4.0 hours per day.

c. Request for Leave:

Alison Clement: Library Media Assistant 2 / Educational Assistant 2, 5.5 hours, Crescent Valley High School; requesting 5.5 hour leave for 2012-2013 school year.

Cheri King: Educational Assistant 2, 4.5 hours, Wilson Elementary School; requesting 4.5 hour leave for 2012-2013 school year.

Alison Latham-Ocampo: Library Media Assistant 2 / Educational Assistant 2, 7.5 hours,

Lincoln Elementary School; requesting 7.5 hour leave for 2012-2013 school year.

Izza Porter: Administrative Assistant 1, 7.0 hours, Linus Pauling Middle School;
requesting 7.0 hour leave for 2012-2013 school year.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

X.B. Unaudited Financial Statements - March 31, 2012

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT: March 31, 2012 Financial Statements (Unaudited)

Explanation:

As March 31, 2012, represents a quarterly reporting period, key funds are included in this report. General Fund highlights are provided below, while other fund highlights are reported on the individual fund statements to follow this cover.

General Fund

The Statement of Revenues and Expenditures for the periods ending March 31, 2011, and March 31, 2012, follows this report. FY12 year-to-date revenues are \$45.5 million or 89.1 percent of budget. In FY11, revenue was \$43.7 million, or 85.3 percent. FY12 year property tax payments are coming in at a quicker pace as noted by the \$1.1 million year-to-date received as compared to the prior year. As property taxes are incorporated into the state school funding formula, the final total received, whether higher or lower than budgeted estimates, does not impact the District's final revenues.

The Oregon Department of Education (ODE) released an updated state school fund estimate in March. For this estimate, formula funding factors for average daily membership (weighted) and average teacher experience were updated with the latest information available. For the District, FY12 reflects a decrease of 50 students ADMw which translates to \$292,000 less revenue. In addition, a decrease in average teacher experience (13.32 years) as compared to the statewide average (12.78 years) results in a revenue reduction of \$102,000.

While the ODE funding estimate updates results in loss of revenue, the District FY12 adopted budget anticipated these reductions and the budget is in alignment with the latest update.

FY12 year-to-date expenditures are \$34.6 million as compared to the prior year of \$34.4 million, an increase of 0.2 million. The instruction category shows an overall decrease of \$174,000. Key changes include an increase of \$52,000 in salaries along with a decrease in supplies of \$235,000. The high school level experienced the majority of the reductions, \$165,000, in technology equipment, software, textbooks and general supplies.

The supporting services category year-to-date expenditures increased \$341,000. Salaries for attendance, speech pathology and testing functions, PERS, student transportation, and contracted services for nursing and psychological services are the main areas showing increased costs for the General Fund.

As winter weather is hopefully behind us, it is a good time to share information regarding utilities. The annual budget for utilities for the District is almost \$1.3 million. This includes electricity, gas, water, waste water, storm water, and garbage pickup. Actual expenditures for FY12 as of this report are \$36,256 less than the prior year. In estimating the end of year costs, projections are to be under budget by approximately \$10,000.

We actively track the utility usage correlating daily temperatures, BTU, and rate change factors to monitor consumption. In addition to the challenge of anticipating the weather and how it might affect the annual utility usage, we also try to anticipate rate increases.

One recent example is three new fees added by the City of Corvallis as part of the water bill. In January, 2011, the City added fees for Transit Operations, Urban Forestry Management, and Sidewalk Maintenance, increasing the district's water bills by approximately six percent.

We actively monitor monthly billing statements and occasionally discover billing errors or discrepancies in the base information used for calculating the billing amount. Recently we began researching rate schedules used by Pacific Power and are taking measures to take advantage of a rate schedule for lighting Taylor Field at Corvallis High School.

We are also taking measures to increase energy efficiency. Those measures include installation of new boilers at Franklin and Crescent Valley, retrofiting of lights, and upgrading HVAC controls. Another project is to register District facilities with the Energy Star Program in an effort to obtain a better understanding of how energy efficient the buildings are and what measures we can take to make the buildings more energy efficient.

If you have any questions regarding the financial statements or would like additional information please contact Roy Burling.

Presenter(s): **Roy Burling, Business Services Director**
Debbie Bell, Accounting Manager

Supplementary Materials:

- 1. Statement of Revenue and Expenditures, fiscal year-to-date as of March 31, 2011 and March 31, 2012**
- 2. Schedule of Investments as of March 31, 2012**
- 3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of March 1 - 31, 2012**

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

General Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources						
Property Taxes	\$ 22,067,550	\$ 19,978,534	90.5%	\$ 22,500,000	\$ 21,128,926	93.9%
Local Option Taxes	5,494,000	4,530,123	82.5%	4,775,000	4,326,868	90.6%
Earnings on Investments	100,000	89,750	89.8%	50,000	61,761	123.5%
Other	363,522	175,676	48.3%	316,000	197,227	62.4%
Intermediate Sources	415,000	96,363	23.2%	240,000	198,031	82.5%
State Sources						
General Support	21,740,525	17,186,081	79.1%	22,460,965	17,719,618	78.9%
State School Fund - Subaccount	-	-	-	-	1,392,731	-
Common School Fund	229,500	388,160	169.1%	546,857	411,523	75.3%
Other	-	-	-	100,000	-	0.0%
Federal Sources	769,425	1,233,759	160.3%	55,315	51,162	92.5%
Total Revenue	<u>\$ 51,179,522.00</u>	<u>\$ 43,678,446.00</u>	85.3%	<u>\$ 51,044,137.00</u>	<u>\$ 45,487,847.00</u>	89.1%
Expenditures:						
Instruction	\$ 33,462,154	\$ 19,855,061	59.3%	\$ 32,669,776	\$ 19,681,663	60.2%
Supporting Services	21,950,948	14,490,335	66.0%	21,660,487	14,831,415	68.5%
Community Services	139,844	43,558	31.1%	92,800	50,031	53.9%
Facilities Improvements	1	-	0.0%	1	1,100	-
Transfers to Other Funds	5	-	0.0%	5	-	0.0%
Total Expenditures	<u>\$ 55,552,952.00</u>	<u>\$ 34,388,954.00</u>	61.9%	<u>\$ 54,423,069.00</u>	<u>\$ 34,564,209.00</u>	63.5%
Excess of Revenues over Expenditures	\$ (4,373,430)	\$ 9,289,492		\$ (3,378,932)	\$ 10,923,638	
Beginning Fund Balance	11,810,178	12,834,129	108.7%	9,711,863	10,171,758	104.7%
Budgeted Contingencies	4,747,772	-		3,780,731	-	
Unappropriated Ending Fund Balance	<u>2,688,976</u>	<u>-</u>		<u>2,552,200</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 22,123,621</u>		<u>\$ -</u>	<u>\$ 21,095,396</u>	

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Food Service Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources	\$ 1,298,100	\$ 902,291	69.5%	\$ 1,087,300	\$ 799,678	73.5%
State Sources	23,000	19,923	86.6%	23,000	18,582	80.8%
Federal Sources (incl. commodities)	1,351,000	718,175	53.2%	1,711,100	748,807	43.8%
Interest on Investments	6,499	4,323	66.5%	6,499	5,185	79.8%
Interfund Transfer	1	-	0.0%	1	-	0.0%
Total Revenue	<u>\$ 2,678,600</u>	<u>\$ 1,644,712</u>	61.4%	<u>\$ 2,827,900</u>	<u>\$ 1,572,252</u>	55.6%
Expenditures:						
Salaries & Benefits	\$ 1,572,017	\$ 996,331	63.4%	\$ 1,632,595	\$ 1,052,469	64.5%
Food	880,000	566,324	64.4%	950,000	562,803	59.2%
Supplies & Services	211,583	151,406	71.6%	220,305	143,476	65.1%
Capital Outlay	15,000	20,376	135.8%	25,000	36,031	144.1%
Total Expenditures	<u>\$ 2,678,600</u>	<u>\$ 1,734,437</u>	64.8%	<u>\$ 2,827,900</u>	<u>\$ 1,794,779</u>	63.5%
Excess of Revenues over Expenditures	\$ -	\$ (89,725)		\$ -	\$ (222,527)	
Beginning Fund Balance	645,800	967,697	149.8%	645,100	1,064,721	165.0%
Fund Balance, March 31	<u>\$ 645,800</u>	<u>\$ 877,972</u>		<u>\$ 645,100</u>	<u>\$ 842,194</u>	

Notes:

The Food Service Fund is a self-supporting fund.

Revenues to support the program are generated from student participation in food programs, federal and state programs and a catering operation.

Operations are reviewed to evaluate where costs can be reduced to match revenues. Staff actively promote the federally subsidized free and reduced lunch program to increase participation and revenues received from the program.

The District also provides food service programs to other districts and agencies such as Philomath School District, Kings Valley Charter School, and several day cares.

Local sources revenue includes funds received for student breakfast and lunch meals. The number of meals served is down due to a decrease in program participation. The number of breakfast meals served was down 10,000 for September through November as a result of the high school schedule change. Participation is again on the rise with the schedule revisions but are not yet at prior year levels. The resulting decrease in revenue of \$102,000 is partially offset by a .04 cent per meal rate increase in federal reimbursement income.

On the expenditure side, staffing levels have held steady with expenditures increasing approximately \$56,000, mainly for benefits. Capital Outlay in FY12 was for the purchase of two dishwashers (CVHS and Cheldelin) to maintain equipment.

A deficit in the Excess of Revenues over Expenditures is a result of the timing of claims payment processing by the State. At year-end, unpaid claims revenue is accrued for financial reporting.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

District Donation Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Contributions from Foundation	\$ 1,500,000	\$ 351,100	23.4%	\$ 700,000	\$ 277,600	39.7%
Total Revenue	<u>\$ 1,500,000</u>	<u>\$ 351,100</u>	23.4%	<u>\$ 700,000</u>	<u>\$ 277,600</u>	39.7%
Expenditures:						
Instruction	\$ 500,000	\$ 217,232	43.4%	\$ 450,000	\$ 208,196	46.3%
Support Services	50,000	50,153	100.3%	150,000	21,458	14.3%
Community Services	150,000	42,810	28.5%	99,999	39,812	39.8%
Facility Playground Improvement:	<u>800,000</u>	<u>7,773</u>	1.0%	<u>1</u>	<u>-</u>	0.0%
Total Expenditures	<u>\$ 1,500,000</u>	<u>\$ 317,968</u>	21.2%	<u>\$ 700,000</u>	<u>\$ 269,466</u>	38.5%
Excess of Revenues over Expenditures	\$ -	\$ 33,132		\$ -	\$ 8,134	
Beginning Fund Balance	-	-		-	-	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 33,132</u>		<u>\$ -</u>	<u>\$ 8,134</u>	

Notes:

This District Donation fund is used to account for donations received from the Corvallis Public Schools Foundation, a separate 501(c)3 organization.

A monthly transfer is made from the Corvallis Public Schools Foundation to the District Donation Fund to cover expenditures.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Designated Facilities Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Construction Excise Tax	\$ 250,000	\$ 93,950	37.6%	\$ 725,000	\$ 226,473	31.2%
SB 1149 Energy Revenue	\$ -	\$ -	-	\$ -	\$ 114,861	-
Interest on Investments	4,000	661	16.5%	502	1,797	358.0%
Interfund Transfers	-	-	-	405,756	405,756	100.0%
Proceeds From Sale of Land	\$ -	\$ 110,000	-	\$ -	\$ -	-
Total Revenue	\$ 254,000	\$ 204,611	80.6%	\$ 1,131,258	\$ 748,887	66.2%
Expenditures:						
Support Services	\$ 10,000	\$ 11,421	114.2%	\$ 226,001	\$ -	0.0%
Facility Acquisition & Construction	269,000	-	0.0%	1,104,757	-	0.0%
CVHS Boiler Upgrade	-	-	-	-	292,710	-
Mountain View Water Storage Tank	-	-	-	-	104,075	-
Fairplay Roof	-	-	-	-	5,997	-
CVHS Roof	-	-	-	-	377	-
Total Expenditures	\$ 279,000	\$ 11,421	4.1%	\$ 1,330,758	\$ 403,159	30.3%
Excess of Revenues over Expenditures	\$ (25,000)	\$ 193,190		\$ (199,500)	\$ 345,728	
Beginning Fund Balance	25,000	116,909	467.6%	299,500	378,827	126.5%
Planned Reserves	-	-		100,000	-	
Fund Balance, March 31	\$ -	\$ 310,099		\$ -	\$ 724,555	

Notes:

This fund accounts for the revenues and expenditures related to the construction excise tax, SB 1149 energy revenue, land sales and purchases, and other facilities projects undertaken with funds that are restricted or committed for a specific facilities related purpose.

City of Corvallis collections increased \$146,500 as compared to last year and Benton County collections have decreased \$17,400 reflecting building activity for the respective agencies.

The CVHS Boiler Upgrade and the Mountain View Water Storage Tank projects are done. The next scheduled project is the Cheldelin Boiler upgrade with an estimated cost of \$150,000. Fairplay roof repairs and initial CVHS roof upgrades are underway.

At the March 12, 2012, Board meeting, a resolution was adopted to amend the budget to provide for SB 1149 Energy Funds to be transferred from the Designated Revenue Fund to the Designated Facilities Fund in the amount of \$405,756.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Grant Funds

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Revenues	\$ 50,000	\$ 7,481	15.0%	\$ 50,000	\$ 13,810	27.6%
Intermediate revenues	90,000	79,331	88.1%	100,000	-	0.0%
State Revenues	2,000,000	-	0.0%	100,000	4,984	5.0%
Federal Revenues	3,860,000	1,862,448	48.2%	3,500,000	1,324,667	37.8%
Total Revenue	<u>\$ 6,000,000</u>	<u>\$ 1,949,260</u>	32.5%	<u>\$ 3,750,000</u>	<u>\$ 1,343,461</u>	35.8%
Expenditures:						
Instruction	\$ 3,620,000	\$ 1,048,950	29.0%	\$ 4,750,000	\$ 1,024,508	21.6%
Support Services	2,090,000	988,405	47.3%	1,150,000	394,029	34.3%
Community Services	40,000	45,658	114.1%	50,000	29,228	58.5%
Facility Acquisition & Construction	50,000	-	0.0%	50,000	34,597	69.2%
Total Expenditures	<u>\$ 5,800,000</u>	<u>\$ 2,083,013</u>	35.9%	<u>\$ 6,000,000</u>	<u>\$ 1,482,362</u>	24.7%
Excess of Revenues over Expenditures	\$ 200,000	\$ (133,753)		\$ (2,250,000)	\$ (138,901)	
Beginning Fund Balance	-	2,364,088	-	2,250,000	2,364,088	105.1%
Budgeted Contingency	<u>200,000</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 2,230,335</u>		<u>\$ -</u>	<u>\$ 2,225,187</u>	

Notes:

In FY12, the District has approximately 30 grant awards from federal, state, and private sources (including carry over and new awards) estimated at \$6 million. The larger awards typically span a several year time period.

Indirect costs are administrative costs such as audit, legal, business, human resources, and technology that are paid for by the General Fund but also utilized by the grant funds. Board policy calls for the District to recover indirect costs related to grants. This amount shows as a revenue in the General Fund and is used to offset General Fund operations. The District indirect cost rate is the maximum allowed by the State and varies from year to year. The State approves this rate each year. The rate for FY12 increased to 4.56% from 4.36% in the prior year.

Federal revenues in FY12 are down due to the end of ARRA stimulus program funds and the timing of the availability of Title grant funds.

The significant reduction in expenditures in FY12 reflect the completion in the prior year of ARRA funded grants and lighting project as well as a lower level of grant spending.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Student Body Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Revenues	\$ 1,150,000	\$ 829,773	72.2%	\$ 1,150,000	\$ 795,458	69.2%
Total Revenue	<u>\$ 1,150,000</u>	<u>\$ 829,773</u>	72.2%	<u>\$ 1,150,000</u>	<u>\$ 795,458</u>	69.2%
Expenditures:						
Instructional Services	\$ 1,300,000	\$ 625,056	48.1%	\$ 1,300,000	\$ 575,157	44.2%
Support Services	<u>100,000</u>	<u>42,086</u>	42.1%	<u>100,000</u>	<u>39,886</u>	39.9%
Total Expenditures	<u>\$ 1,400,000</u>	<u>\$ 667,142</u>	47.7%	<u>\$ 1,400,000</u>	<u>\$ 615,043</u>	43.9%
Excess of Revenues over Expenditures	\$ (250,000)	\$ 162,631		\$ (250,000)	\$ 180,415	
Beginning Fund Balance	<u>250,000</u>	<u>387,214</u>	154.9%	<u>250,000</u>	<u>375,873</u>	150.3%
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 549,845</u>		<u>\$ -</u>	<u>\$ 556,288</u>	

Notes:

The District acts as an agent on behalf of student groups who have raised money for activities. This fund serves the athletics and activities of Corvallis High School, Crescent Valley High School, Cheldelin Middle School, and Linus Pauling Middle School. For management purposes, the funds are in a central account where the District provides banking services and purchasing oversight.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Designated Revenue Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources	\$ 1,295,000	\$ 1,206,900	93.2%	\$ 1,037,999	\$ 730,836	70.4%
State Sources	4,000	-	0.0%	-	-	-
Sale from Surplus Assets	999	-	0.0%	-	-	-
Interfund Transfer	1	-	0.0%	1	-	0.0%
Total Revenue	<u>1,300,000</u>	<u>1,206,900</u>	92.8%	<u>1,038,000</u>	<u>730,836</u>	70.4%
Expenditures:						
Instruction	\$ 1,000,000	\$ 560,194	56.0%	\$ 963,500	\$ 484,221	50.3%
Support Services	340,000	284,378	83.6%	240,800	91,784	38.1%
Community Services	60,000	40,116	66.9%	157,700	81,866	51.9%
Facility Acquisition & Construction	300,000	278,734	92.9%	1,000	-	0.0%
Interfund Transfers	-	-	-	405,756	405,755	100.0%
Total Expenditures	<u>\$ 1,700,000</u>	<u>\$ 1,163,422</u>	68.4%	<u>\$ 1,768,756</u>	<u>\$ 1,063,626</u>	60.1%
Excess of Revenues over Expenditures	\$ (400,000)	\$ 43,478		\$ (730,756)	\$ (332,790)	
Beginning Fund Balance	400,000	737,868	184.5%	730,756	1,056,603	144.6%
Unappropriated Ending Fund Balance	-	-		-	-	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 781,346</u>		<u>\$ -</u>	<u>\$ 723,813</u>	

Notes:

Revenue and expenditures in this fund are related to programs that are supported by special agreements, contracts and reimbursements by outside groups or agencies

In FY11, local revenues include the receipt of \$412,671 of SB 1149 funds targeted for facility improvements. For FY12, the SB 1149 activity is accounted for in the Designated Facilities Fund which creates the decrease in the YTD revenue over the prior year. The facility acquisition and construction category reflects expenditures for work done on the Franklin boiler.

Support Services expenditures show a significant reduction in FY12 due to the completion of the lighting upgrade project of \$150,000 YTD done in the prior year.

Community services FY12 expenditures reflect activity for the CHS Theater and related programs. New programs have been implemented as well as an increase to .6 FTE for the manager salary as compared to the prior year allocation of .1 FTE.

FY12 beginning fund balance is comprised of numerous accounts designated for special purposes. Representative examples include the SB 1149 funds (\$ 405,755); All Day Kinder program funds remaining for various sites (\$169,000); Facilities sale of surplus and misc items (\$67, 226) Technology online classes program (\$34,700); Franklin Wash DC trip (\$32,210); ABHA Mental Health Services contract (\$26,900); and the Coastwide piggyback agreement (\$26,581).

At the March 12, 2012, Board meeting, a resolution was adopted to amend the budget to provide for SB 1149 Energy Funds to be transferred from the Designated Revenue Fund to the Designated Facilities Fund in the amount of \$405,756.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Early Retirement Incentive Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Early Retirement	\$ 503,000	\$ 503,000	100.0%	\$ 540,650	\$ 540,650	100.0%
Interest on Investment	37,000	8,315	22.5%	5,000	9,112	182.2%
Total Revenue	<u>\$ 540,000</u>	<u>\$ 511,315</u>	94.7%	<u>\$ 545,650</u>	<u>\$ 549,762</u>	100.8%
Expenditures:						
Retiree Stipends	<u>1,140,000</u>	<u>940,527</u>	82.5%	<u>1,083,000</u>	<u>763,894</u>	70.5%
Total Expenditures	<u>\$ 1,140,000</u>	<u>\$ 940,527</u>	82.5%	<u>\$ 1,083,000</u>	<u>\$ 763,894</u>	70.5%
Excess of Revenues over Expenditures	\$ (600,000)	\$ (429,212)		\$ (537,350)	\$ (214,132)	
Beginning Fund Balance	2,000,000	2,079,086	104.0%	1,350,000	1,882,429	139.4%
Budgeted Contingency	200,000	-		200,000	-	
Unappropriated Ending Fund Balance	<u>1,200,000</u>	<u>-</u>		<u>612,650</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 1,649,874</u>		<u>\$ -</u>	<u>\$ 1,668,297</u>	

Notes:

This fund pays for supplemental retirement benefits to eligible retired teachers as per the early retirement incentive agreement effective 4/2005 - 6/2017.

Presently, 11 retirees receive medical insurance up to a 2 party maximum paid by the program. This benefit ends June 2012. Teacher retirees after April 1, 2005 will not receive any medical insurance coverage. Benefits decreased from seven years to five years and effective July 1, 2008 any new retirees will receive only four years of stipends. No teachers hired after August 31, 1988 are eligible for any post retirement benefits if they retired after April 1, 2005. As of June 2011 there were 116 retired teachers receiving benefits.

Retiree stipend expenditures account for monthly retirement stipends and lump sum retirement payouts as per the agreement. Comparison of expenditures between years will vary due to the variances in the time of retirement and eligibility for lump sum payouts.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2011 and 2012 Respectively (Unaudited)

Insurance Fund

	FY 2010-11			FY 2011-12		
	Budget	Actual		Budget	Actual	
Revenues:						
Charges to Other Funds	\$ 8,610,000	\$ 7,552,049	87.7%	\$ 11,190,000	\$ 7,688,089	68.7%
Other Revenues	4,999	11,804		8,000	12,534	
Interest on Investments	50,000	21,976	44.0%	25,000	25,600	102.4%
Interfund Transfer	<u>1</u>	<u>\$ -</u>	0.0%	<u>\$ 2</u>	<u>\$ -</u>	0.0%
Total Revenue	<u>\$ 8,665,000</u>	<u>\$ 7,585,829</u>	87.5%	<u>\$ 11,223,002</u>	<u>\$ 7,726,223</u>	68.8%
Expenditures:						
Insurance Activities	\$ 282,472	\$ 229,133		\$ 432,002	\$ 231,319	
Insurance Premiums	<u>11,882,528</u>	<u>7,114,948</u>	59.9%	<u>14,378,000</u>	<u>6,453,300</u>	44.9%
Total Expenditures	<u>\$ 12,165,000</u>	<u>\$ 7,344,081</u>	60.4%	<u>\$ 14,810,002</u>	<u>\$ 6,684,619</u>	45.1%
Excess of Revenues over Expenditures	\$ (3,500,000)	\$ 241,748		\$ (3,587,000)	\$ 1,041,604	
Beginning Fund Balance	<u>3,500,000</u>	<u>5,244,308</u>	149.8%	<u>3,587,000</u>	<u>6,157,083</u>	171.6%
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 5,486,056</u>		<u>\$ -</u>	<u>\$ 7,198,687</u>	

Notes:

The Insurance Fund is used to account for health benefits, worker's compensation and property/liability activity. The fund also includes reserves for the dental/vision and property liability self insured programs. A comparison of year-to-date insurance premiums paid show a lower amount for FY12 due to payment timing differences for worker's compensation and medical premiums.



Corvallis
SCHOOL DISTRICT

X.C. Administrative Regulation EB-AR—Safety Program—Revised—For
Information

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT: Administrative Regulation EB-AR—Safety Program—Revised—For Information

Issue: Our risks management department is reviewing and updating safety policies. Administration Regulation EB-AR—Safety Program is outdated and has been changed to reflect current OSHA record keeping requirements.

Options Considered: Not revising the Administrative Regulation.

Involvement: District office staff

Consequences: Administrative regulation will remain outdated.

Cost Impact: None

CONTACT PERSON(S): Roy Burling, Karen Selander, Kerry Richey

Safety Program

Need

To establish in the district a safety program to provide a high degree of safety for students, employees, and others on district property.

Purpose

The district is committed to providing a safe and healthful environment for all students, employees, and visitors. Students and employees need to feel safe in school if quality learning is to take place. The risk of injuries and illnesses can be minimized through the application of proper safeguards to processes and equipment, through the implementation and enforcement of safe practices and procedures, and by providing students and employees with education and training to perform their tasks safely.

Guidelines

1. The district safety and accident prevention program is to be implemented in all district departments and programs by directive of the superintendent. The objectives of the safety program are to:
 - a. Eliminate accidents;
 - b. Provide a safe and healthful environment;
 - c. Provide for preventative and emergency response;
 - d. Identify unsafe conditions and practices and make corrections to them;
 - e. Train all employees to work in a safe manner, warning them of the hazards of their environment.
2. In maintaining a safety program for the district:
 - a. The superintendent will establish a safety committee(s) advisory to the superintendent to implement and monitor the district safety program;
 - b. All employees will maintain safe and sanitary conditions in their teaching or work area of responsibility;

- c. Principals and other designated staff will maintain safe and sanitary conditions in facilities under their jurisdiction according to state and local standards;
 - d. Principals will ensure that teachers instruct students in their classes in the general rules of safety;
 - e. Principals will attempt to make appropriate arrangements with local officials for sufficient traffic control to ensure the safety of students at crosswalks;
 - f. Principals will ensure student safety on school grounds;
 - g. The district will be responsible for an ongoing program of school bus safety;
 - h. Principals or other designated staff will be responsible for providing that athletic experiences are as free from hazards as possible;
 - i. Principals or other administrative staff will be responsible for frequent assessment of high-risk areas;
 - j. Principals or other designated staff will be responsible for implementing the district safety program. They also will be responsible for developing, maintaining, and assessing a program for safe use of equipment and facilities unique to their building;
 - k. Principals or other designated staff and supervisors will be responsible for informing groups using school facilities of unusual or unique hazards;
 - l. Principals or other designated staff will be responsible for seeing that fire safety codes are followed.
3. Direct responsibility for in-building safety rests with the campus steward and the building principal. In order to assure that all facets of building safety are addressed, each site will have a safety committee. The safety committee will conform and abide by all rules and regulations established by OAR 437-40-0440 through 040, as well as **Oregon** Administrative Rules for Safety Committees.
4. Student Incident Reporting Procedures—The Student Incident Report form is to be used to report incidents meeting one or more of the following criteria:
- a. Any accident that requires the student to leave school;
 - b. Any accident that requires the student to seek outside medical attention;
 - c. Any accident that requires notification of the students' parent, guardian, or other responsible adult;

- d. Any accident that leads an administrator to conclude the district may be exposed to a liability claim, but especially any accident involving injury to the student's head, neck, eyes, ears, teeth, or nose.
5. Employee Accident Reporting Procedures—Accidents/incidents will be reported immediately to a supervisor.

An "Incident Report Form" ~~A "Supervisor's Accident Investigation" form~~ will be completed and submitted within 24 hours to Risk Management on all accidents/incidents occurring on district premises, in district vehicles, at district-sponsored activities, or involving staff members who may be elsewhere on district business. In addition, accidents requiring medical attention must be reported on the current Workers' Compensation Department form 801. When completed, the above forms must be submitted to Risk Management. Reports will cover property damage as well as personal injury.

Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

The Board will receive reports on serious accidents/incidents and periodic statistical reports on the number and types of accidents/incidents occurring in the district, as well as on the measures being taken to prevent such accidents/incidents in the future.

6. OSHA Record Keeping Requirements—Under ORS 654.001 through 654.991 and OAR Chapter 437, Division 1, the district is required to complete all forms recording occupational injuries and illnesses. These forms are:

- a. OSHA #300—Log of Work-Related Injuries and Illnesses;
~~200—Log of occupational injuries and illnesses;~~
- b. OSHA #300A—Summary of Work-Related Injuries and Illnesses for calendar year;
~~201—Workers' and employers' report of occupational injuries and/or disease;~~
- c. OSHA #301—OSHA's Injuries and Illnesses Incident Report.
~~200-S—Summary of occupational injuries and illnesses for calendar year.~~

The above forms must be completed at the end of each calendar year and retained for a period of five years. These forms will be retained within Risk Management on the basis of reports submitted to it of accidents involving the students or employees.

In the event of an accident or injury resulting in an overnight hospitalization whereby medical treatment other than first aid is provided, Risk Management shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification of an accident or injury.

Fatal accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

7. Facility Inspections

- a. Fire prevention inspection—The district buildings will be regularly inspected by a member of the state fire marshal's office or the City of Corvallis fire department or both. If the inspector finds a deficiency, he/she will write an inspection notice leaving one copy with the principal.
- b. Other facility inspections—All other inspections will be conducted to meet all appropriate state regulations and Department of Education standards requirements (e.g., electrical, boiler, water, playground, Health Division). Records with regard to these inspections will be maintained by the physical plant and/or Risk Management.



Corvallis

SCHOOL DISTRICT

X.D. Board Policy EBBA—First Aid—New—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT: Board Policy EBBA—First Aid—New—First Reading

Issue: This comes as a highly recommended policy from the Oregon School Boards Association and our risk management department. In compliance with Oregon Administrative Rules each school shall have at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building.

Options Considered: Not adopting the policy.

Involvement: District office staff.

Consequences: Procedures may remain undefined.

Cost Impact: None.

CONTACT PERSON(S): Roy Burling, Karen Selander, Kerry Richey

First Aid**

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)
[ORS 342.126](#)

[OAR 437-002-0120 to -0139](#)
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-0705](#)
[OAR 581-022-1420](#)
[OAR 581-022-1440](#)
[OAR 581-053-0517\(13\)\(e\)](#)



Corvallis

SCHOOL DISTRICT

X.E. Board Policy EBCB—Emergency Drills—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT: Board Policy EBCB—Emergency Drills—Revised—First Reading

Issue: Oregon School Boards Association (OSBA) has reviewed our policy handbook and has made a few suggestions for “clean up” and updating of legal references.

Options Considered: Not revising the policy.

Involvement: District office staff.

Consequences: Policy will remain outdated.

Cost Impact: None.

CONTACT PERSON(S): Roy Burling, Karen Selander, Kerry Richey

Emergency Drills

Each school building will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes.

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. Drills and instruction for earthquake emergencies shall include methods of "duck, cover, and hold" during the earthquake. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Each school will conduct fire drills monthly and earthquake drills at least twice per year. Instruction on fire and earthquake dangers and on drill procedures for students shall be conducted for at least 30 minutes each school month.

Employees are under the direction of their supervisors. ~~as civil defense workers.~~

END OF POLICY

Legal References:

[ORS 336.071](#)

[ORS 479.140](#)

[OAR 437-002](#)-0180 to -0182

[OAR 581-022](#)-1420

~~OAR Chapter 437 Subdivision 2/L [Fire Protection]~~

Cross References:

Policy EBCD—Emergency Closures

Policy GBE—Staff Health and Safety



Corvallis

SCHOOL DISTRICT

X.F. Board Policy—EEAC—School Bus Safety Program—Revised—First
Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT:

Board Policy—EEAC—School Bus Safety Program—Revised—First Reading
Administrative Regulation—EEAE-AR—Use of Private Vehicles for District Business and
Student Transportation in Private Vehicles—Revised—First Reading

Issue: Senate Bill 3590 modified the seat belt provisions for persons over 40 pounds or who have reached the upper weight limit for a forward-facing car seat. Oregon School Boards Association has provided us with updated language.

Options Considered: Not revising the policy and administrative regulation.

Involvement: District office staff.

Consequences: Policy and administrative regulation will remain outdated.

Cost Impact: None.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

School Bus Safety Program

The superintendent/designee will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of the school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, crossing;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures; and
2. Use of emergency exits.

The district will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. ~~A person who weighs over 40 pounds must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person until they are age eight OR 4'9" in height.~~ A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.¹ The child safety system shall meet the minimum standards and specifications of law. A person who is age eight or older OR are taller than 4'9" must be properly secured with the safety belt system or harness that meets requirements under ORS 815.055.

¹“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

During adverse weather conditions, the superintendent may alter bus schedules or temporarily suspend bus services. The superintendent or his/her designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.

An accident review board will study accidents involving district buses and will make recommendations to avoid similar accidents.

END OF POLICY

Legal Reference(s):

[ORS 811.210](#)

[ORS 811.215](#)

[ORS 815.055](#)

[ORS 815.080](#)

[ORS 820.100—820.190](#)

[OAR 437-002](#)-0220 to -0227

[OAR 581-022](#)-1420

[OAR 581-053](#)-0002 to -0015

[OAR 581-053](#)-0512 to -0555

[OAR 735-102](#)-0010



Corvallis

SCHOOL DISTRICT

X.G. Administrative Regulation—EEAE-AR—Use of Private Vehicles for
District Business and Student Transportation in Private Vehicles—Revised—
First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT:

Board Policy—EEAC—School Bus Safety Program—Revised—First Reading
Administrative Regulation—EEAE-AR—Use of Private Vehicles for District Business and
Student Transportation in Private Vehicles—Revised—First Reading

Issue: Senate Bill 3590 modified the seat belt provisions for persons over 40 pounds or who have reached the upper weight limit for a forward-facing car seat. Oregon School Boards Association has provided us with updated language.

Options Considered: Not revising the policy and administrative regulation.

Involvement: District office staff.

Consequences: Policy and administrative regulation will remain outdated.

Cost Impact: None.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

**USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS
AND
STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The district is appreciative of the substantial contribution made by employees, parents, students, and other persons who may use their private vehicles for district business and/or in the transportation of students in district-sponsored activities.

The district does not provide primary automobile liability or physical damage insurance coverage to employees or volunteers who provide their own vehicles for school district business or activities.

The district does not accept any liability for bodily injury or property damage arising from the negligence of employees or volunteers who provide their own vehicles. Nor does the district accept liability or bodily injury or property damage arising from the negligence of others while the employee or volunteer is driving his/her own vehicle for district business and/or a district-sponsored activity.

A. District Business

District-owned or school bus contractor vehicles will be used to conduct business whenever reasonably possible. The Board, however, recognizes that there may be instances when a staff member may need to transport a student, on a one-adult-to-one-student basis, due to safety concerns. To meet extraordinary needs, the district may contract with individual transportation providers.

B. Transportation of Students

Employees, parents, and other adults designated by the school administrator may be permitted to use private vehicles to transport students other than their own on field trips for other school activities. The following conditions must be met prior to the activity.

1. The school administrator has approved the activity;
2. A permission slip signed by each student's parent/guardian has been received by the school administrator or designee, granting permission for the student to participate in the activity and to ride in a privately-owned vehicle;
3. The district's "Permission for Use of Personal Vehicle" form is completed prior to the activity.

C. Driver Responsibilities

1. As an employee, parent, or other adult volunteer providing a personal vehicle for the district, the driver is required to carry valid automobile liability insurance; including bodily injury, property damage, uninsured motorist coverage, and personal injury protection. The minimum required limit of liability you must provide is \$25,000 per person/\$50,000 per accident for bodily injury and \$10,000 per accident for property damage or a combined single limit of \$100,000 per accident.
2. The vehicle must be maintained in a safe condition during the term of the activity.
3. The driver is responsible for providing the equipment necessary to ensure safe use of the vehicle for district business and/or in the transportation of students or public during this activity (e.g., seat belts for each student transported, tire chains).

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. ~~A person who weighs over 40 pounds must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person until they are age eight OR 4'9" in height.~~ A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt property fits.¹ The child safety system shall meet the minimum standards and specifications of law. A person who is age eight or older OR are taller than 4'9" must be properly secured with the safety belt system or harness that meets requirements under ORS 815.055.

4. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.
5. The driver must possess a current and valid driver's license and must obey all motor vehicle laws.

D. One-Adult-to-One-Student Transportation

The district strongly discourages the use of private passenger vehicles for the transporting of students on a one-adult-to-one-student basis to protect staff, volunteers, and students from potential claims arising out of the use of personal vehicles.

¹“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

The Board, however, recognizes that there may be an instance when a staff member or district volunteer may need to transport a student, on a one-adult-to-one-student basis, due to safety concerns. In this instance, reasonable efforts will be made to:

1. Contact a parent/guardian of the student or the student's emergency contact person listed with school;
2. Abide by the school's procedure for reporting the need to transport a student on a one-adult-to-one-student basis. Examples of reporting methods may include but not be limited to:
 - a. Log in/log out procedure;
 - b. Written documentation stating the date, begin and end time of the transportation, destination, beginning and ending mileage, and reason for transportation.
 - c. Voice mail message to administrator stating the date, begin and end time of the transportation, destination, beginning and ending mileage, and reason for transportation.

E. Additional Insurance Information

1. Volunteer drivers are not considered employees of the district; therefore, workers' compensation benefits are not available. If a volunteer is injured or becomes ill while in the normal scope of his/her duties with the district, any medical expenses that results should be referred to the volunteer's own medical insurance provider.
2. If an injury to a volunteer driver is caused by the negligence of the district, or a district employee, the volunteer would have the same rights as any person as respects the instituting of a third party claim against the district.
3. The district does carry excess automobile liability for the volunteer driver as it does for employees. This will provide coverage for liability over the employee and volunteer's own personal automobile coverage if using a personally owned vehicle while participating in an authorized district approved and sponsored activity or for the district business. Physical damage to the personal vehicle is not covered under the district coverage and is the responsibility of the owner of the vehicle and/or the personal insurance company.
4. The district is able to insure the legal liability of volunteer drivers, as it does for employees, while they are working for the district. If a volunteer should inadvertently injure someone else, or damage his/her property in either an automobile or non-automobile situation, this should be reported immediately to the school administrator.
5. Because in most instances, both a volunteer driver's insurance and the district's insurance may apply to a claim, the volunteer should also advise the agent for his/her homeowner or automobile policy of any instance that may occur. The volunteer's insurance will be used first before district insurance is activated.



Corvallis
SCHOOL DISTRICT

X.H. Administrative Regulation EFAA-AR—Reimbursable School Meals and
Milk Program—Revised—For Information

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT: Administrative Regulation EFAA-AR—Reimbursable School Meals and Milk Program—Revised—For Information

Issue: The reauthorization of the federal child nutrition program referred to as the Healthy, Hunger-Free Kids Act of 2010 has resulted in changes to district nutrition and food services, including but not limited to, nutrition and menu planning. Administrative regulation EFAA-AR—Reimbursable School Meals and Milk Program has been revised to reflect those changes.

Options Considered: Not revising the administrative regulation.

Involvement: District staff.

Consequences: Administrative regulation will remain outdated.

Cost Impact: None

CONTACT PERSON(S): Sharon Gibson, Kerry Richey

**REIMBURSABLE SCHOOL MEALS AND MILK PROGRAMS
(National School Lunch Program, School Breakfast Program, Special Milk Program)**

The district's food and nutrition services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Program (SNAP) ~~Adult and Family Services~~).
2. Reimbursable meals and snacks will be priced as a unit.
3. Reimbursable meals and snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals.
4. Annually, the district will establish prices for reimbursable student meals and snacks. The price charged to students who do not qualify for free or reduced price meals will be established annually by the district in compliance with state and federal laws.¹
5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.²

¹The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant, and Runaway Children for Free School Meals, 7 C.F.R Part 245 (2011).

Application Procedures

1. Households receiving ~~food stamps~~ SNAP or Temporary Assistance to Needy Families benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals and snacks for the students listed on the official document.
Districts must access this document at least three times per year.
2. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.
3. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal benefits and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
4. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" meal and snack prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district's NSLP and SBP.
5. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
6. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school food and nutrition service operation.
2. Revenues earned by the school food and nutrition services will be used only for the operation or improvement of NSLP and SBP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's food and nutrition services will be priced to cover all direct and indirect cost of preparing and serving the meal.³

³For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

4. District food and nutrition services revenues will not be used to purchase land or buildings.
5. The district will limit its food and nutrition services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all food and nutrition services' cash, real and personal property, equipment and other assets, and ensure they are used solely for food and nutrition services purposes.
7. The district will meet the requirements for allowable NSLP and SBP costs as described in Office of Management and Budget (OMB) circular A-87.
8. In purchasing food and nutrition services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for food and nutrition services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its food and nutrition services program, the district will purchase food products that are produced in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any food and nutrition services employee because of race, color, national origin, sex, sexual orientation, religion, age, or disability.
3. The district will assure that all students and food and nutrition services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's food and nutrition services to ODE's civil rights coordinator within three days of receiving the complaint.
5. The district will make written or oral translations of all food and nutrition services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information on the confidential application for free and reduced price meals, including students' eligibility for free or reduced price meals and all household information. The district's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced price meals. No information may be released from a student's confidential application for free or reduced price meals without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
 - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program;
 - b. Any other confidential information contained in the confidential application for free and reduced price meals (e.g., family income, address) may be released without written consent only to persons who operate or administer NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children; the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning⁴

1. Meals and snacks served for reimbursement will meet the recommendations of the most current Dietary Guidelines for Americans.
2. Meals and snacks served for reimbursement will meet at least the minimum NSLP and SBP requirements for food item and quantities⁵ ~~and menu items and nutrient standards⁶~~.
3. Meals served for reimbursement will:
 - a. Meet **all minimum and maximum calorie requirements by grade level;** ~~at least the minimum nutrient standards set for calories, protein, calcium, iron, vitamin A, and vitamin C;~~

⁴Schools may plan menus using one of the approved United States Department of Agriculture (USDA) menu planning approaches (e.g., Traditional Food-Based Menu Planning, Enhanced Food-Based Menu Planning, Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning). Additional details are available at the Oregon Department of Education, Child Nutrition Programs.

⁵This option is used for districts using traditional or enhanced food-based menu planning.

⁶This option is used by districts using nutrient standard menu planning.

- b. Meet the maximum standards set for ~~total fat and~~ saturated fat; and
 - c. Meet the maximum standards set for sodium by grade level; and
~~Offer less sodium and cholesterol and increase the level of dietary fiber over time.~~
~~The district will use a USDA-approved menu planning approach to plan meals and snacks claimed for reimbursement.~~
 - d. Meet the requirements for zero grams of trans fat.
4. ~~The menu planning approach selected by the district to be used in all schools under its jurisdiction is enhanced food based. Beginning with the 2012 school year the USDA is recommending that the menu planning approach be traditional food based.~~
45. The district will use the offer versus serve option when serving NSLP lunches to all students. Students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
56. The district will use the offer versus serve option when serving program breakfasts to all students. Students must take at least three of four food items including one-half cup of fruit or vegetable offered in program breakfasts.
67. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

Use and Control of Commodity Foods

- 1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch and breakfast program.
- 2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
- 3. The value of commodity foods used for any food production other than NSLP, SBP, or snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

- 1. The district will claim reimbursement only for reimbursable meals and snacks served to eligible children.
- 2. All meals and snacks claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal or snack meets NSLP and SBP requirements for reimbursement.

3. The person responsible for determining reimbursability of meals and snacks will be trained to recognize a reimbursable meal and snack under the menu planning approach used at the school.
4. The district official signing the claim for reimbursement will review and analyze monthly meal and snack counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing, and serving food and milk.
2. Semi-annually, the district will schedule food safety inspections with the county Environmental Health Department or Oregon Department of Human Resources for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.
5. The district will control the sale of the following foods of minimal nutritional value (FMNV): carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn-type), licorice, cotton candy, and candy-coated popcorn.

6. The district will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school's dining site(s) during the time(s) when NSLP lunch meals or SBP breakfast meals are served or eaten. Dining sites are cafeterias and any other place where NSLP lunch meals or SBP breakfast meals are served or eaten.
7. The district will ensure that potable (drinking) water will be available to students, free of charge for consumption in the place where meals are served during meal service.⁷
8. The district will notify all households of its meal charge requirements early in the school year. The district's meal charging requirements are as follows:
 - a. A meal account for students paying full or reduced price for meals may be established with the district. It is the parent's and/or student's responsibility to monitor the account balance and maintain sufficient funds for meals purchased. Students may charge not more than three meals at the elementary level or 1 meal at the middle school level. Students may not charge at the high school level.
 - b. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full, but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent for exceeding the district's charge limit prior to denying meals. Payment may be made at the school office or school kitchen.
 - c. Individual school administrators may modify allowable meal charges with Food Service administrator approval. However, student debt acquired by charging meals or ala carte is considered "bad debt" per the Office of Management and Budget circular A-87. Bad debt is an **unallowable cost to the non-profit food service fund**. Student debt must be paid for with funds other than food service funds and at the end of the school year will be charged back to the school facility's general fund account. A charge balance report can be provided to the school office daily.
9. The sale of foods (other than FMNV) in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's food and nutrition services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
10. The district will not use food and nutrition services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the Food and Nutrition

⁷New requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

Services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the foods.

11. Soda pop and any other FMNV will not be offered “at no additional cost” with NSLP lunch meals or SBP breakfast meals in any district school.

Record Keeping

1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit(s) until the audit(s) has been completed.
2. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.
3. The district will maintain financial records that account for all revenues and expenditures of the nonprofit school food and nutrition services for a period of three years after the school year to which they pertain.



Corvallis
SCHOOL DISTRICT

X.I. Board Policy IGBC—Title I/Parental Involvement—Revision—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 7, 2012

FOR INFORMATION

SUBJECT: Board Policy IGBC—Title I/Parental Involvement—Revision—First Reading

Issue: Districts who receive Title 1 funds have a parental involvement policy as it pertains to the school receiving the funds. Parents are to be informed of their right to be involved in the development of the district's parental involvement policy, Title 1 plans, and school-parent compact. The revision to board policy IGBC—Title I/Parental Involvement includes expanded language as to the format of that information.

Options Considered: Not revising the policy.

Involvement: District staff.

Consequences: Policy will remain outdated.

Cost Impact: Unknown

CONTACT PERSON(S): Amy Lesan, Kerry Richey

Title I/Parental Involvement**

The Board recognizes that parent involvement is vital to achieve maximum educational growth for students participating in the district's Title I program. Therefore, in compliance with federal law and Oregon Department of Education guidelines, the district shall meet with parents to provide information regarding their school's participation in the Title I program and its requirements.

The Board directs the superintendent to ensure that such meetings are held annually and at a convenient time. All parents of participating students shall be invited to attend. Title I funds may be provided for transportation, child care, home visits or other parental involvement services, as appropriate.

The superintendent shall ensure equivalence among schools in teachers, administration and other staff and in the provisions of curriculum materials and instructional supplies.

Parents shall be informed of their right to be involved in the development of the district's parental involvement policy, Title I plans, and school-parent compact in an understandable and uniform format and, to the extent possible, in a language the parents can understand.

Parental Involvement Policy

A parental involvement policy shall be developed jointly and agreed upon with parents of participating students. The district shall ensure:

1. Involvement of parents in the joint development of the district's overall Title I plan and the process of school review and improvement;
2. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. Development of activities that promote the schools' and parents' capacity for strong parent involvement;
4. Coordination and integration of parental involvement strategies with appropriate grade or age level programs as provided by law;
5. Involvement of parents in the annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I;

6. Encouragement of participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority are identified;
7. Findings of annual evaluations are used to design strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy;
8. Communication to parents encourages their involvement in the activities of schools served under Title I.

END OF POLICY

Legal Reference(s):

[ORS 343.650](#)

[ORS 343.660](#)

[OAR 581-015-0750](#)

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).

**As used in this policy, the term parent includes legal guardian or person in a parental relationship.



Corvallis

SCHOOL DISTRICT

- XI. EXECUTIVE SESSION – The Board will meet in Executive Session at 5:15 p.m. under ORS 192.660 (2)(d) – To consult with persons designated for labor negotiations.
- XII. ADJOURNMENT

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.



Corvallis

SCHOOL DISTRICT

Agendas – Agendas and supporting materials are available online at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829> a few days before each School Board meeting. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35th Street, Corvallis, OR 97333. E-mail may be sent to schoolboard@corvallis.k12.or.us and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment –

Guidelines are at: <https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/>

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

Grievance Process - ORS 192.705

Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

SCHOOL BOARD MEMBERS			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714.3305
Bernie Wang	541-704-7298		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent / Human Resources Director	541-766-4857
Lauren Wolfe, Finance Director	541-757-5874
Byron Bethards, Student Growth & Experience Director	541-757-5470
Kim Patten, Operations Director	541-757-3849
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841