



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 6, 2013 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 6, 2013
6:30 PM

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

Meeting Details: Monday, May 6, 2013, 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.

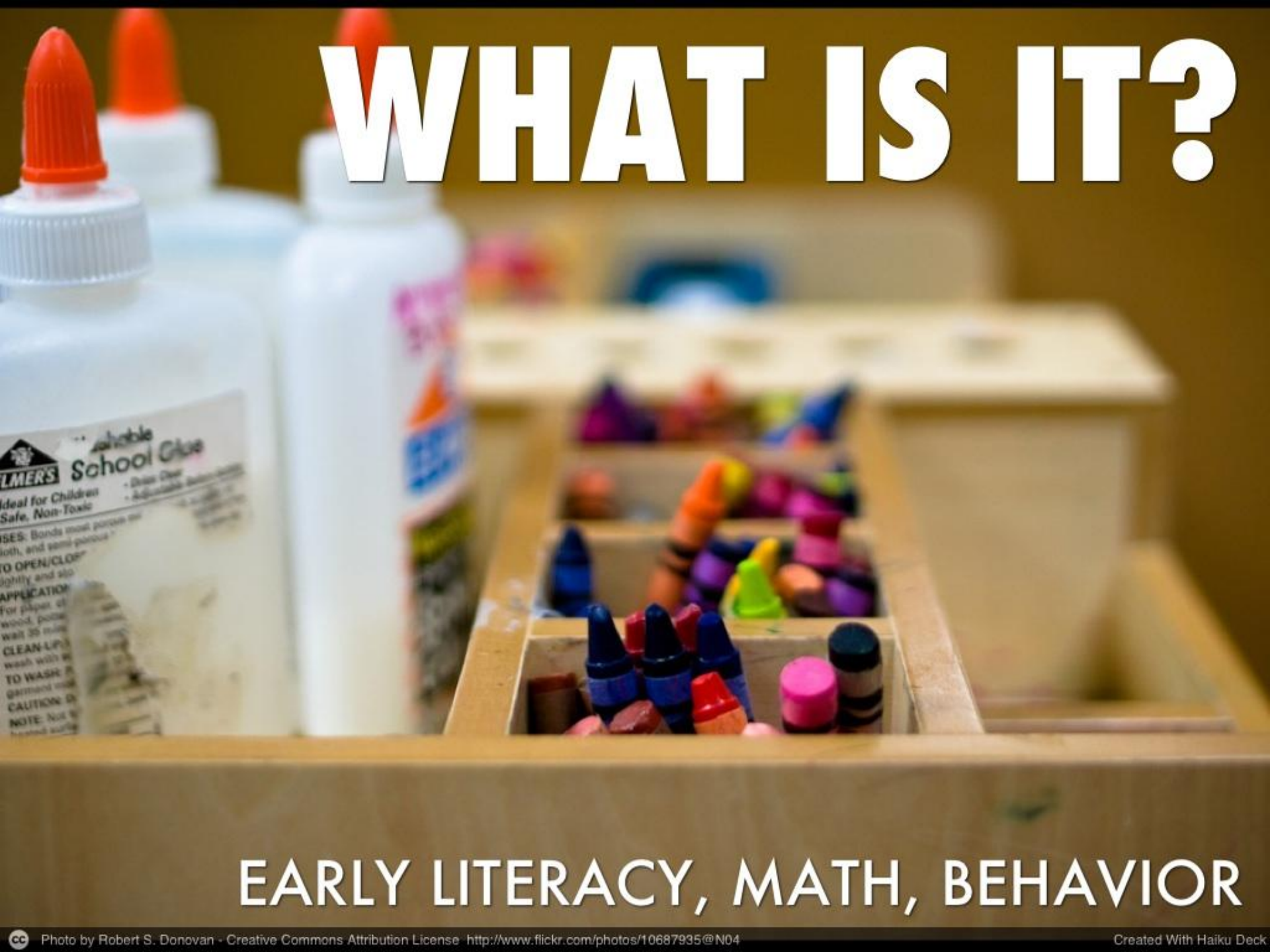
- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. COMMITTEE/BOARD MEMBER ITEMS
- IV. STUDENT REPRESENTATIVE REPORTS
 - IV.A. Certificates of Appreciation to 2012-13 Student Representatives
- V. SUPERINTENDENT'S REPORT
- VI. PUBLIC TESTIMONY
- VII. STAFF TESTIMONY
- VIII. SPECIAL REPORTS
 - VIII.A. LBCC Parenting Education

A group of diverse young children, likely in a kindergarten or preschool setting, are captured in a moment of joy and excitement. They are all standing and have their arms raised high in the air. The children are dressed in casual clothing, including sweaters, dresses, and overalls. The background is slightly blurred, showing a typical classroom environment with colorful decorations. The overall mood is cheerful and energetic.

KINDERGARTEN

READINESS ASSESSMENT

WHAT IS IT?



EARLY LITERACY, MATH, BEHAVIOR

WHY?



KINDERGARTEN ISN'T LIKE IT USED TO BE...

OUR PLAN



HUB REPRESENTATION, ASSESSMENT TRAINING, ASSESSMENT, DATA COLLECTION

IMPLICATIONS?



FUNDING, TIME, LOGISTICS

QUESTIONS?





Corvallis
SCHOOL DISTRICT

VIII.B. Proficiency Update - SB2220

House Bill 2220 Frequently Asked Questions (FAQ)

1. What is the purpose of HB 2220?

HB 2220 addresses the issues presented when students receive high or low grades that do not reflect their actual academic performance. Too many Oregon students receive what seem to be acceptable grades, only to find that they are not acquiring the skills and knowledge needed to meet the performance requirements in the Essential Skills of reading, writing, and applying mathematics. Students with good high school grades are surprised that they must enroll in remedial courses when they reach post-secondary institutions because they have not met expected levels of proficiency.

2. Does HB 2220 require that districts must show student progress in just the Common Core State Standards, or to all state academic content standards?

Student proficiency in all of the academic content standards must be shown. Oregon's State Board of Education has adopted academic content standards in English/Language Arts, mathematics, science, social sciences, health, physical education, foreign language, and The Arts. The Common Core State Standards are now adopted as Oregon's English/Language Arts and mathematics standards.

3. What does my district already have in place that will assist with implementation of HB 2220 provisions?

Oregon Revised Statute 329.045 requires districts to provide instruction that is aligned to the state academic content standards. Since schools and districts have been expected to align instruction to the state standards ever since Oregon adopted a standards-based system in the 1995, districts should be positioned to create reports using the standards.

4. Must districts/schools fully adopt a proficiency model for teaching and learning?

No. While districts that have adopted the proficiency model for teaching and learning will find it allows them to easily meet the requirements of HB 2220, there is no requirement that all Oregon districts must adopt the model.

5. Must districts abandon A-F report cards?

No. Districts/schools may report grades in any format that they choose. Showing student achievement to standards is required at a minimum of once each year. Academic grades must reflect only academic achievement.

6. Can overall grades still include behavior as well as academic performance?

No. Oregon Administrative Rule 581-022-1670 requires that academic performance be reported separately from behavioral performance.

7. Can a separate grade be given for behavior and/or attendance?

Yes.

MEMORANDUM NO. 008-2012-13 - House Bill 2220

To: All School District Superintendents

From: Heidi Sipe, Assistant Superintendent, Office of Educational Improvement and Innovation

Re: House Bill 2220 and OAR 581-022-1670

House Bill 2220 was enacted in 2011 by the Oregon Legislature and changes district responsibilities for reporting student achievement. On December 6, 2012, the Oregon State Board of Education adopted revisions to Oregon Administrative Rule 581-022-1670. The intent of HB 2220 and of revised OAR 581-022-1670 is to inform students and parents of students' progress toward acquiring the knowledge and skills included in the Oregon academic content standards.

Currently, schools and districts are not required to report student progress in terms of the academic content standards. In addition, a student's academic grades can be determined using both academic performance and behavior. **Effective July 1, 2013**, schools and districts must, at least once each year, show students and parents whether the student is becoming proficient in the standards at the student's current grade level. Schools and districts must also adopt a grading system that clearly distinguishes between academic and behavioral performance.

Oregon's academic content standards define what a student should know and be able to do in mathematics, English Language Arts, science, social sciences, health, physical education, the arts, and second languages and are the foundation of Oregon's educational system. In this standards-based system, students demonstrate proficiency by meeting or exceeding defined levels of performance on explicit learning targets defined by the standards. Oregon students should be receiving instruction aligned to the academic content standards as required in OAR 581-022-1210; this expectation has been in place since 1995. The statute and revised administrative rule make that provision more explicit.

House Bill 2220 makes districts responsible for:

- determining the student's progress toward achieving the academic content standards;
- showing, at least annually, the student and parents whether the student's progress meets or exceeds grade-level standards expectations; and
- assuring that a student's academic grades reflect his/her academic proficiency.

Districts and schools can find additional guidance as they implement the provisions of HB 2220 at <http://www.ode.state.or.us/search/page/?id=3870>. A Frequently Asked Questions document (attached) and samples of district-developed materials are available on the above-referenced webpage.

If you have additional questions, you are encouraged to contact Andrea Morgan, Education Specialist at andrea.morgan@state.or.us, (503) 947-5772.

July 1, 2012

Old Language	New Language
Measure Student's progress in achieving the academic content standards for the student's current grade level.	Measure Student's progress in becoming proficient in the knowledge and skills of the student's current grade level.
Determine the grade level of the understanding, knowledge or ability of a student which shall be determined regardless of the actual grade level of a student and may be determined by adapting the assessment during the assessment process as a result of the performance of the student.	Determine the proficiency of the student , which shall be determined regardless of the actual grade level of a student and may be determined by adapting the assessment during the assessment process as a result of the performance of the student.
Progress toward the academic content standards shall be measured in a manner that clearly enables the student and parents to know whether the student is making progress or exceeding the academic content standards.	Clearly show the student and parents whether the student is making progress or exceeding the academic content standards at the student's current grade level and be based on the student's progress toward becoming proficient in a continuum of knowledge and skills.
The district shall adopt a grading system based on the local school district board adopted course content of the district's curriculum. The grading system shall clearly enable the student and parents to know how well the student is achieving course requirements.	The district shall adopt a grading system based on the local school district board adopted course content of the district's curriculum. The grading system shall clearly show the student and parents whether the student is achieving course requirements at the student's current grade level, and be based on the student's progress toward becoming proficient in a continuum of knowledge and skills.



Corvallis
SCHOOL DISTRICT

IX. TEACHER AND ADMINISTRATOR EVALUATION POLICIES - FIRST
READING

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 6, 2013

FOR INFORMATION

SUBJECT:

Board Policy CCG—Licensed Administrator Evaluation Policy—Revised—First Reading
Administrative Regulation—CCG-AR—Administrative Standards—New—For Information
Board Policy GCN/GDN—Evaluation of Staff—Revised—First Reading
Administrative Regulation—GCN-AR—Core Teaching Standards—New—For Information

Issue: Senate Bill 290 requires Boards to use core teaching standards and administrative standards, adopted by the State Board of Education, for all evaluations of teachers and administrators.

OSBA has added language to board policies CCG—Licensed Administrator Evaluation Policy and GCN/GDN—Evaluation of staff to reflect the use of these standards in evaluating teachers and administrators. New administrative regulations have been written for the revised policies outlining components of the core teaching standards and administrative standards.

Options Considered: Not revising the policies or adopting the administrative regulations.

Involvement: District office staff.

Consequences: Policy will remain outdated.

Cost Impact: Unknown.

CONTACT PERSON(S): Jennifer Duvall, Kerry Richey

Licensed Evaluation—Administrators
~~Licensed Administrator Evaluation Policy~~

Each administrator will be evaluated by his/her immediate supervisor. The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program and to improve the management of the school system.

Administrators' evaluations shall be customized based on collaborative efforts and include the educational leadership-administrator standards¹ adopted by the State Board of Education. The standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-Political context.

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
2. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the school and district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and

¹These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

The administrative evaluation system will also include provisions for initiating dismissal or contract nonextension procedures if the need for such procedures is indicated.

~~The district will observe the requirements of ORS 342.850 in the conduct of administrator evaluation and the development of administrative rules to implement this policy and state law.~~

Criteria for Evaluation

~~Criteria for evaluation of licensed administrators may include, but not necessarily be limited to, performance of administrative responsibilities set forth in Board policy, performance standards for licensed administrators adopted by the Board, performance standards for licensed administrators set forth in state statute and state administrative rules, elements of administrator job descriptions developed by the superintendent or designee and periodically determined performance goals for each administrator.~~

Evaluation Process

~~The superintendent shall cause to have made at least annually but with multiple observations an evaluation of performance for each probationary licensed administrator and at least biennially for any other licensed administrator. The evaluation process will include:~~

- ~~1. A pre-evaluation interview, which includes but is not limited to the establishment of performance goals for the administrator, based on the job description and performance standards; and~~
- ~~2. An evaluation based on written criteria which include the performance goals; and~~
- ~~3. A post-evaluation interview in which the results of the evaluation are discussed with the administrator and a written plan of assistance for improvement is established, if one is needed to remedy the problem.~~

Other Evaluation Processes

~~Methods of observation, evaluation strategies and other elements of performance appraisal of administrators are determined by the superintendent or designee. The superintendent may develop administrative rules in support of this policy if appropriate.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.505](#)
[ORS 342.513](#)
[ORS 342.815](#)
[OAR 581-022-1720](#)
[OAR 581-022-1723](#)
[OAR 581-022-1725](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

Administrative Standards

The administrative standards must:

1. Consider multiple measures of administrative effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate administrator performance which may include, but is not limited to:
 - a. Student performance;
 - b. Student assessment;
 - c. Classroom-based assessments, including observations, lesson plans and assignments;
 - d. Portfolios of evidence;
 - e. Supervisor reports; and
 - f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students, schools and districts;
3. Be research based;
4. Be separately developed for each administrator; and
5. Be customized to the district, which may include individualized weighting and application of standards.

Local evaluation and support systems established by the district for administrators must be:

1. Designed with four performance level ratings of effectiveness as defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems;
2. Based on significant consideration of student learning which may include but is not limited to:
 - a. School-wide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under ORS 329.485; and
 - b. Formative and summative assessments.
3. On a regular cycle.

Superintendents shall periodically report to the Board on implementation of the evaluation and support systems and educator effectiveness.

Evaluation of Staff

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract nonextension, contract renewal or nonrenewal, dismissal and discipline.

~~This evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have peer assistance as appropriate; to have formal and informal classroom observations of licensed employees; to assess performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make required improvement(s) within specific timelines.~~

~~All classified employees will be formally evaluated by their immediate supervisor at least once during their first year of employment and every other year thereafter.~~

Licensed Staff

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions.

Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.¹

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition, and classroom practices of the teachers;
2. Refine the support, assistance, and professional growth opportunities offered to a teacher, based on the needs of the teacher and the needs of the school and district;
3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including classroom and other assignments;

¹These standards are aligned with the Interstate New Teachers Assessment and Support Consortium (INTASC).

4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;
5. Use evaluation methods and professional development, support, and other activities that are based on curricular standards and are targeted to the needs of the teacher.

Classified Staff

All classified employees will be formally evaluated by their immediate supervisor at least once during their first year of employment and every other year thereafter.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)

Core Teaching Standards

The core teaching standards must:

1. Consider multiple measures of teacher effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate teacher performance which may include, but is not limited to:
 - a. Student performance;
 - b. Student assessment;
 - c. Classroom-based assessments, including observations, lesson plans and assignments;
 - d. Portfolios of evidence;
 - e. Supervisor reports; and
 - f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including student performance data;
3. Be research based;
4. Be separately developed for each teacher; and
5. Be customized to the district, which may include individualized weighting and application of standards.

Local evaluation and support systems established by the district for teachers must be:

1. Designed with four performance level ratings of effectiveness as defined in the *Oregon Framework for Teacher and Administrator Evaluation and Support Systems*;
2. Based on significant consideration of student learning, which may include, but is not limited to:
 - a. School-wide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under ORS 329.485;
 - b. Formative and summative assessments; and
 - c. Classroom-level student learning goals set collaboratively between teachers and evaluators.
3. On a regular cycle.

Superintendents shall periodically report to the Board on implementation of the evaluation and support systems and educator effectiveness.



Corvallis
SCHOOL DISTRICT

X. FACILITY ASSESSMENTS CONTRACT

FOR ACTION

BOARD MEETING DATE: May 6, 2013

SUBJECT: Facility Assessments Contract
Dull, Olson, Weekes – IBI Group Architects, Inc.

BACKGROUND:

The district's 2007 Long Range Facilities Master Plan recommended review and update of the plan in 2012. District staff began the review process in the fall of 2012 and decided that the next step for long range facilities planning is a detailed facilities assessment of district buildings. The assessment would provide a prioritized list of projects to help guide spending from general fund, construction excise tax, and public purchase charges (SB1149) during the next five to seven years. In addition, it would provide a snapshot of the condition of our existing facilities to begin a more detailed long range planning process next fall.

Due to diminishing resources in our district, the facilities department has experienced significant cuts in management staff over the previous five years. We do not currently have staffing resources to conduct a detailed facilities assessment, so we identified funding in the Construction Excise Fund to cover the costs of the assessments.

In November, district staff began a selection process to hire a consultant(s). Staff interviewed multiple consultants before making a selection. Considerations for selection were experience, quality and usefulness of the end product, pricing, references, and communication style. A selection committee reviewed all of the data and selected Dull, Olsen, Weekes – IBI Group Architects, Inc. (DOWA) to provide facility assessments.

DOWA has proposed providing assessments at all district facilities, except Inavale and Fairplay, for a total fee of \$142,094. Included in the fees are sub-consultants for mechanical / electrical / plumbing engineering, structural engineering, and cost estimating. DOWA will provide architectural, landscaping, security, and parking lot consulting services as part of their direct fee.

If approved by the board at the May 6th board meeting, DOWA will begin work on the assessment project immediately. Site visits are scheduled to be completed by June 15, 2013 and a final report will be submitted to the school board in October.

Presenter: **Steve Nielsen, Business Services Director**
Kim Patten, Maintenance Supervisor

Supplementary Materials: **Contract Document**

Motion Requested: **I move that the board authorize staff to enter into a contract with Dull, Olsen, Weekes – IBI Group to provide facility assessments for the district.**



Dull Olson Weekes - IBI Group Architects, Inc.
907 SW Stark Street
Portland OR 97205 USA
tel 503 226 6950
fax 503 273 9192

April 11, 2013

Kim Patten
Maintenance Supervisor
Corvallis School District 509J
1555 S.W. 35th Street
Corvallis OR 97333

RE: District-Wide Facility Assessment

Dear Ms. Patten,

Thank you for this opportunity to submit a fee proposal to assist the Corvallis School District in preparing an assessment of district facilities.

Based upon your request, we understand Corvallis School District is interested in preparing a Long Range Facilities master Plan. This initial work is intended to be an assessment of the District facilities with information about:

- Retrofit/renovate/expansion vs. new construction
- Identify repair needs
- Identify life expectancy of building systems
- Prepare budget estimates

Project goal

The goal of this project is to create a facility assessment including facility needs by category. Recommended improvements are to be prioritized and budget estimates included.

Categories of improvements to be included in our scope of work are:

- General Architectural Work
- ADA Accessibility
- Structural / Seismic needs
- Heating Ventilating and Air Conditioning (HVAC)
- Plumbing
- Electrical including low voltage systems, security, fire protection
- Grounds

Categories of work to be provided by District and included in our report are:

- Roofing Assessment
- Data and Telecommunications
- Food Service



IBI Group is a group of firms providing professional services
Dull Olson Weekes - IBI Group Architects, Inc. is a member of the IBI Group of firms

Kim Patten – April 11, 2013

Scope of Work

For this project, we propose to complete the following scope of work:

Task 1 – Collect Planning Information

- Meet with District Administrative and Facility Staff to clarify scope, establish schedule and review work plan.

Task 2 – Prepare Draft Facility Assessment:

- Meet with District Facilities and Maintenance staff to review current deficiency list. Tour each building with District staff and observe and document existing conditions.
- Prepare list of deficiencies and categorize by improvement type, building, and priority. Include assessment reports and master plan analysis prepared by other consultants working directly for the District.
- Prepare cost budgets for facility improvement needs.
- Prepare comprehensive draft facility plan with budget estimates including projects catalogued by facility. Prioritize projects in draft form.
- Modify based on input from District.

Facilities included:

This work will include assessments at the following facilities:

- List of Facilities to be included
 - Corvallis High School
 - Year built: 2005
 - Square Footage: 212,952 SF Main Building; 40,400 SF Shop Buildings
 - Crescent Valley High School
 - Year built: 1971
 - Square Footage: 247,701 SF
 - College Hill Alternative High School (Harding)
 - Year built: 1923
 - Square Footage: 37,741 SF
 - Linus Pauling Middle School
 - Year built: 2004
 - Square Footage: 124,927 SF Main Building; 6,400 SF North Building
 - Cheldelin Middle School
 - Year built: 1967
 - Square Footage: 106,699 SF
 - Franklin K-8 School
 - Year built: 1947
 - Square Footage: 35,944 SF
 - Adams Elementary School
 - Year built: 1963
 - Square Footage: 48,695 SF
 - Garfield Elementary School
 - Year built: 1955

Kim Patten – April 11, 2013

- Square Footage: 46,822 SF
- Hoover Elementary School
 - Year built: 1968
 - Square Footage: 46,282 SF
- Jefferson Elementary School
 - Year built: 1960
 - Square Footage: 40,155 SF
- Lincoln Elementary School
 - Year built: 1949
 - Square Footage: 39,601 SF
- Mountain View Elementary School
 - Year built: 1954
 - Square Footage: 52,170 SF
- Dixie Elementary School
 - Year Built: 1930
 - Square Footage: 15,115 SF
- Wilson Elementary School
 - Year built: 1962
 - Square Footage: 39,901 SF
- Corvallis School District Office and Maintenance Facility including
 - Western View Center / Food Service Warehouse
 - Square Footages:
 - Western View – 84,143 SF
 - Admin Building – 32,750 SF
 - Food Services – 5,000 SF
 - Physical Plant – 35,700 SF
 - Parking Lot adjacent to Pool Building (Linus Pauling campus)

Consultant Team:

For this work we propose to use the following consultant disciplines to complete the project.

- Structural: KPFF Consulting Engineers
- Mechanical, Electrical, Plumbing: Glumac
- Cost Consulting: Architectural Cost Consultants

Schedule (tentative)

- Site visits complete by June 15, 2013
- Draft report to District and Cost Estimator by August 1, 2013
- Draft report with costs to District by September 1, 2013
- Final report to District by October 1, 2013

Kim Patten – April 11, 2013

Fee Proposal:

For this work we propose a lump sum fee of **\$142,094**, which includes reimbursable expenses. We assume that printing of the reports will be billed directly to the Corvallis School District by the selected print shop and will not be part of our scope of work.

With your approval, by signature below, we are prepared to begin work on this project. Please contact me with questions and return one signed copy of this letter for our files.

Sincerely,
Dull Olson Weekes – IBI Group Architects, Inc.

A handwritten signature in black ink, appearing to read "Steven C. Olson", with a long horizontal flourish extending to the right.

Steven C. Olson, AIA
Principal

Acceptance

Date



Corvallis

SCHOOL DISTRICT

XI. CONSOLIDATED ACTION

XI.A. Minutes

XI.A.1. April 8, 2013

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

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:35 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u> Anne Schuster, Chair Tom Sauret, Vice Chair Blake Rodman Judy Ball Lisa Corrigan Matt Donohue Chris Rochester	<u>EXECUTIVE STAFF PRESENT</u> Dr. Erin Prince, Superintendent Kevin Bogatin, Assistant Superintendent Steve Nielsen, Business Services Director Jennifer Duvall, Human Resources Director <u>STUDENT REPRESENTATIVES PRESENT</u> Victoria Jansen, CVHS
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A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Schuster led everyone in the Pledge of Allegiance.

III. COMMITTEE/BOARD MEMBER ITEMS

Director Corrigan reported on: hosting students from Germany; the production of Oliver; Leadership Oregon. Vice Chair Sauret reported on: Leadership Oregon; Facilities Committee. Director Ball reported on: SEAC meeting. Director Rochester reported on: visit to Cheldelin. Chair Schuster reported on: visit to Apple headquarters; upcoming site visit to Vancouver School District.

IV. STUDENT REPRESENTATIVE REPORTS

Ms. Jansen reported on: Mr./Ms. CV fundraiser and pageant; robotics and chess clubs victories; student artwork in the Board Room; a national award won by a fellow student.

V. SUPERINTENDENT'S REPORT

Dr. Prince touched on: a national conference of the Association for Supervision and Curriculum Development; a meeting with Apple's educational executives; site visit to Vancouver Public Schools regarding technology in the classroom; being a judge for the Mr./Ms. CV Pageant.

VI. PUBLIC TESTIMONY

Chair Schuster read aloud the guidelines for public testimony.

Kathy Pusztavari, 2913 NW Lincoln Avenue, Corvallis, reiterated her recommendation for the use of Direct Instruction that she had expressed at the March 11 meeting. She suggested a visit to Arthur Academy to experience the success of Direct Instruction.

Denise Cardinali, 6017 SW Grand Oaks, Corvallis, offered suggestions regarding the 2013-14 calendar. She suggested offering three curriculum nights during the year to share the general information; that way, teachers could use their limited time to meet individually with parents of the kids that are struggling.

Sarah Bastian, 3675 NW Sylvan, Corvallis, asked that the implementation of morning-only kindergarten be reconsidered. She said morning-only kindergarten classes would rob Jefferson students of the chance to be taught by a longtime Jefferson kindergarten teacher.

Julia Rask, 910 NW Elizabeth Drive, Corvallis, asked that the implementation of morning-only kindergarten be reconsidered. She said retaining the afternoon kindergarten option would provide flexibility for families and reduce the overloading of before- and after- school programs.

Angela Hibbard, 4060 NW Morgan Place, Corvallis, requested that the implementation of morning-only kindergarten be reconsidered. She expressed confusion as to why the change would be made now, when a law that will take effect in 2015 might require a return to morning and afternoon programs.

Loren Wisniewski, 2130 NW 17th Street, Corvallis, recommended delaying the implementation of morning-only kindergarten. She expressed concern about the resulting departure of a long-time kindergarten teacher from Jefferson, who could provide leadership at a time when the school's long-time principal will be moving to another school.

VII. STAFF TESTIMONY

Kristin Silbernagel, teacher, and parent of three Jefferson students, requested that the implementation of morning-only kindergarten be reconsidered. She asked that decisions around kindergarten programs, as well as around interventions, be site-based. She expressed displeasure with the level of communication around the implementation of morning-only kindergarten.

VIII. SPECIAL REPORTS

A. Corvallis Public Schools Foundation Update

Brenda VanDevelder, Executive Director, was joined by Trustees Judy Corwin and Elizabeth French in presenting a PowerPoint regarding the mission of the Foundation and the work being done to help all students succeed. (Filed as Supplemental Item #V-18 of the Official 2012-13 Board Minutes.)

Comments included:

- We work to understand the challenges and opportunities of the Corvallis School District.
- We want to share the stories out in the community of the great things happening in 509J.
- We want to positively impact graduation rates.
- This year, approximately 18 innovation grants totaling \$19,000 were given to teachers.
- Golden Apple Awards are to celebrate our staff because behind every successful student is a powerful teacher.

B. Dual Language Immersion (DLI) Update

Assistant Superintendent Kevin Bogatin, Student Services Coordinator Amy Lesan, Garfield Principal Leigh Santy, CHS Assistant Principal Alicia Ward-Satey, LPMS Assistant Principal Marcianne Koetje, and Lincoln Principal Lisa Harlan presented a PowerPoint. (Filed as Supplemental Item #V-19 of the Official 2012-13 Board Minutes.)

Comments included:

- Eighteen different languages are spoken by ELL students in 509J; 70% speak Spanish. Korean- and Arabic-speaking students are the next largest populations.
- There is an idea to create a non-Spanish magnet school to have another option for ELL students who enter Garfield at kindergarten and speak a language other than Spanish or English.
- The most current data we have regarding the English-only strand student achievement is last year's because summative assessments and OAKS tests haven't been completed.

(Recorder's note: Mr. Bogatin believes he can provide the 2012-13 student achievement data by strand – English only vs. DLI – in the fall.)

- Will be able to retain the English-only strand at Garfield for next year but will have to take a look at it the year after.
- Garfield has a mix in terms of high mobility families, both native English and Spanish speakers. Ten percent of Lincoln's students are homeless, and the majority of them are in DLI.
- Benton County birth rates do not include the majority of Lincoln kindergarteners, who were born elsewhere.
- Garfield is recognized by the Embassy of Spain as an International Spanish Academy (ISA); Spain sends and pays for highly qualified teachers to teach in our schools. We are looking to get Lincoln and LPMS recognized as ISAs too.

C. Calendar

Human Resources Director Jennifer Duvall and Assistant Superintendent Kevin Bogatin shared highlights of the two proposed calendar options and responded to questions from Board members. Brief discussion ensued regarding the CLASS project in relation to ongoing staff development, including peer coaching and collaboration.

MOTION #13: It was moved by Director Rodman and seconded by Director Ball to adopt proposed calendar option two. The motion was voted on and passed unanimously. (Filed as Supplemental Item #III-8 of the Official 2012-13 Board Minutes.)

IX. CONSOLIDATED ACTION

MOTION #14: It was moved by Director Corrigan and seconded by Vice Chair Sauret to approve the consolidated action items. The motion was voted on and passed unanimously.

A. Minutes

- February 25, 2013
- March 11, 2013

B. Licensed Personnel Recommendations

Termination/Resignation/Layoff

- Jerry Bryan: Fifth Grade Teacher, 1.0 FTE, Wilson Elementary School, effective June 30, 2013 (Retirement).
- Janis Byers: ELL Teacher, 1.0 FTE, Garfield Elementary School, effective June 30, 2013 (Retirement).

- Andrea Castelli McCourt: Second Grade Bilingual Teacher, 1.0 FTE, Garfield Elementary School, effective June 30, 2013 (Resignation).
- Lynda Jasperson: First Grade Teacher, 1.0 FTE, Mountain View Elementary School, effective June 30, 2013 (Retirement).
- Mike McAfee: Special Education Teacher – Life Skills, 1.0 FTE, Linus Pauling Middle School, effective June 30, 2013 (Retirement).
- Sally McAfee: Coordinator of Curriculum and Staff Development, 1.0 FTE, District Office, effective June 30, 2013 (Retirement).
- Catherine Corkery: Health/Physical Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective June 13, 2013 (Resignation).
- Pamela Meehan: Second Grade Teacher, 1.0 FTE, Hoover Elementary School, effective June 13, 2013 (Resignation).
- Sidney Rosen: First Grade Teacher, 1.0 FTE, Lincoln Elementary School, effective June 30, 2013 (Retirement).
- Geoffrey Penrose: Principal, 1.0 FTE, Cheldelin Middle School, effective June 30, 2013 (Resignation).
- Cara Takamori: Intervention Specialist/Literacy Coach, 0.50 FTE, Adams Elementary School, effective June 30, 2013 (Retirement).
- Jay Thatcher: Physical Education Teacher, 0.63 FTE, Mountain View Elementary School, effective June 30, 2013 (Retirement).

C. Board Policy JEA—Compulsory Attendance—Revised—Second Reading (Filed as Supplemental Item #VII-6 of the Official 2012-13 Board Minutes.)

D. Muddy Creek Charter School Contract Amendment (Filed as Supplemental Item #I-4 of the Official 2012-13 Board Minutes.)

E. Gymnasium Bleacher Purchase for Crescent Valley High School (Filed as Supplemental Item #I-5 of the Official 2012-13 Board Minutes.)

X. CONSOLIDATED INFORMATION

A. Non-Licensed Personnel Information

Recommendation to Hire

- Jason Eaton: Maintenance 1 – Custodian, 8.0 hours; Linus Pauling Middle School / Mountain View Elementary School; effective March 12, 2013 (Regular).

Termination/Resignation/Layoff

- Suzie Girouard: Fiscal Clerk 2, 6.5 hours; District Office; effective May 31, 2013 (Resignation).
- Mary Himes: Library Media Assistant 2 / Instructional Media Center 2, 7.5 hours; Crescent Valley High School / Central Instructional Media Center; effective June 26, 2013 (Resignation).
- Jean Monaco: Educational Assistant 2, 5.0 hours; Adams Elementary School; effective June 12, 2013 (Retirement).
- Pamela Roose: Educational Assistant 2, 5.5 hours; Mountain View Elementary School; effective June 12,

2013 (Retirement).

- M. Estella Dean: Educational Assistant 2, 4.5 hours; Wilson Elementary School; effective June 30, 2013 (Retirement).
- Janice Stephens: Food Service Assistant, 6.75 hours; Cheldelin Middle School/Central Kitchen; effective June 30, 2013 (Retirement).

B. Unaudited Financial Statements – February 28, 2013 (Filed as Supplemental Item #VI-8 of the Official 2012-13 Board Minutes.)

XI. SELECTION PROCESS FOR INTERIM SCHOOL BOARD MEMBER

Candidates Craig Allen, Al Hutchinson, Bill Kemper and Gerry Kosanovic presented responses to interview questions. Board members deliberated about the qualifications of the candidates.

MOTION #15: It was moved by Vice Chair Sauret and seconded by Director Rodman to appoint Bill Kemper as interim Board member for Position #4. The motion was voted on and passed unanimously.

Chair Schuster administered the Oath of Office to Mr. Kemper, whose duties became effective immediately.

XII. EXECUTIVE SESSION

The Board met in Executive Session at 5:15 p.m. under ORS 192.660(2)(d) – To consult with persons designated for labor negotiations.

XIII. ADJOURNMENT

There being no further business before the Board, Chair Schuster adjourned the meeting at 9:25 p.m.

Anne Schuster, Board Chair

Dr. Erin Prince, Superintendent

Prepared By: Julie Catala

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Corvallis

SCHOOL DISTRICT

XI.A.2. April 22, 2013

MINUTES
Work Session of the
BOARD OF DIRECTORS
Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:35 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u> Anne Schuster, Chair Tom Sauret, Vice Chair Judy Ball Lisa Corrigan Bill Kemper Chris Rochester Blake Rodman	<u>EXECUTIVE STAFF PRESENT</u> Dr. Erin Prince, Superintendent Kevin Bogatin, Assistant Superintendent Steve Nielsen, Business Services Director Jennifer Duvall, Human Resources Director
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A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Schuster led everyone in the Pledge of Allegiance.

III. SPECIAL REPORTS

A. Teacher and Administrator Evaluation Systems

Human Resources Director Jennifer Duvall and CEA President Marsha Lincoln presented a PowerPoint on the new evaluation requirements for all licensed administrators pursuant to SB290. (Filed as Supplemental Item #V-20 of the Official 2012-13 Board Minutes.)

Their comments included:

- The Board approves the overall framework of the systems, not the rubrics.
- Action by the Board will be at the policy level; administration does the actual work of the rubrics and the forms.

- We are monitoring some pilot districts around the state to see how they're implementing these requirements.
- Next year, a teacher is held-harmless.
- We have a concern about the amount of time necessary for our principals to have all of the meetings that are required of this process.
- As scary as some of this is, what helps is to talk about this as helping teachers grow; how we can help and support teachers to achieve their goals.
- Obtaining growth data will be challenging because kids aren't tested in OAKS every year. Even 7th and 8th Grade OAKS are apples and oranges because they're testing on different standards; it's not like a pre-test and a post-test. The system is flawed.
- If there's a state or national test for your subject you have to use that.
- We're going through a process where the teachers are going to have to produce the data to show their students have made a certain amount of growth and that they've met their professional growth goals and student growth goals; we can't expect that on 6 or 10 walkthroughs, the principal will be able to observe all of those standards – some aren't even observable.
- I'm concerned that teachers will have to create a cumbersome portfolio to bring to our administrators.
- Some of this is no different than what we currently do.
- If we don't comply, there will likely be sanctions; part of this is coming out of the ESEA waiver for NCLB.
- What's distasteful to me is the single score at the end of the year; what other profession gets a number?
- This should be about a personal, professional conversation between the teacher and principal.
- We've been using the Danielson model since 2008 and it's really helped in conversations between teachers and administrators, especially when it comes to needing to provide additional support to a teacher. What's uncomfortable is adding on the goals; we need to make that manageable and meaningful. Get it into place and then spend next year refining it.
- We plan to roll this out to teachers before school is out.

Dr. Prince's comments included:

- This is a way for teachers to set goals that are targets of ultra-focus for their student growth.
- It has been hard to link effective teaching in its purest form to student growth; this is an attempt to start doing that.
- The good news is that the state test is not the only measure.
- This is meant to be powerful, meaningful dialogue around great teaching.
- One really positive thing is that we have a common language, a common understanding, so that an administrator is not shaded by preconceived notion; while it's not perfect, it moves beyond just an interpretation of what is and is not good teaching, such as the

number of parent complaints, whether students are having fun, etc. It will be a blueprint that will have some sense of common scoring.

Board member comments included:

- This is detail of immense proportion; is this data paralysis going to happen?
- Be careful when using language like “effective” and “efficient”; having to evaluate to a word is difficult.
- I think this number of criteria is excessive differentiation with the benchmarks so that a lot of them will be drive-by standards and only a handful will receive focus.
- It pains me to think of what we’re doing to our teachers; do we need more incentive to have our teachers teach to the test?
- After all of these years of NCLB, now we’re saying that a teacher will be evaluated on kids passing the tests; what kinds of classrooms are we promoting? We don’t need greater incentives for test scores.
- The rubrics for teachers and administrators appear to be cut from different cloths; in terms of a useful evaluation system, there’s something out of kilter having a proficient category for teachers that differs so dramatically from proficient for administrators.
- I kept getting tripped up by the term “instructional outcomes”, which doesn’t seem to mean learning, and “learning outcomes”, which appears to be something different.
- This reads like a report card; as presented, it’s burdensome to teachers and administrators and I think it should be dialed back.
- I worry about consistency in scoring between schools. This still becomes a subjective evaluation to some extent.
- I get the feeling that nobody’s going to be looking over your shoulder on this; make it work as well as you can.
- I don’t like this as presented; it’s excessively differentiated; there’s too much alignment in this case with a series of benchmarks. It’s either going to be ignored or given lip service, or it’s going to be burdensome to teachers; the last thing teachers need right now is another administrative burden. I encourage your group to simplify this.
- Individualized teacher goals are great in some ways but how is that scorable and equitable? It relates to the students; different goals for different sets of students.
- Think of how many students our high school teachers see in a week. And then our elementary teachers have to do this for every subject area for every student.
- The scary thing is that some people are going to want to start paying teachers based on those scores.

Mr. Bogatin noted that kids who arrive before the deadline get counted in our scores. Ms. Lincoln gave the example of a student who came to her five days ago and another who came to her 11 days ago; both would be counted in her scores.

IV. SCHOOL BOARD SELF EVALUATION PROCESS

Discussion included:

- I don't want to use our fall retreat going through this work.
- Have a minimal process this year due to the change in Board membership.
- Last year, there were some action items that came out of the evaluation but I don't recall that they went anywhere, such as a survey about ways to do some things differently.
- Although the survey didn't go out, some changes were implemented, such as time frames for agenda items, not repeating what others have said and not talking too much.
- The self-evaluation gets reflected in the Board agreements.
- I don't want this to capture a work session; just give a really firm, decent amount of time and then change the subject. We have so many other things we should be talking about besides ourselves; if we had acute problems, it'd be another thing.
- Maybe talk about Board expectations in the fall and settle on some agreements, then evaluate them at the end of the year.
- Introduce new members to our roles/responsibilities and working agreements.
- It's critical that we go through our norms very carefully.
- I would trust Board leadership to winnow the issues and questions down and bring those key questions back.
- It's the discussion that matters; that's where you get something out of it that you can really use and get your arms around.

Consensus was reached that Chair Schuster and Vice Chair Sauret will winnow down OSBA's standards and send them out to the Board for feedback.

V. EXECUTIVE SESSION

The Board met in Executive Session at 5:15 p.m. under ORS 192.660(2)(d) – To consult with persons designated for labor negotiations.

VI. ADJOURNMENT

There being no further business before the Board, Chair Schuster adjourned the meeting at 7:40 p.m.

Anne Schuster, Board Chair

Dr. Erin Prince, Superintendent

Prepared By: Julie Catala

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Corvallis
SCHOOL DISTRICT

XI.B. Licensed Personnel Recommendations

BOARD MEETING DATE: May 6, 2013

FOR ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed-personnel recommendations

a. Termination/Resignation/Layoff:

Suzanne Becker: Special Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective June 30, 2013 (Resignation).

Patty Pearson: Principal, 1.0 FTE, Adam Elementary School, effective June 30, 2013 (Retirement).

Cara Takamori: Intervention Specialist/Literacy Coach, 0.50 FTE, Adams Elementary School, effective June 30, 2013 (Retirement).

RoxiAnn Wolfe: Third Grade Teacher, 1.0 FTE, Lincoln Elementary School, effective June 30, 2013 (Resignation).

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall

BOARD MEETING DATE: May 6, 2013

FOR ACTION-
ADDENDUM

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed-personnel recommendations

a. Termination/Resignation/Layoff:

Stephanie Gibner: Language Arts/Alternative Education Teacher, 1.0 FTE, Crescent Valley High School, effective June 30, 2013 (Resignation).

Cindy Pedersen: TOSA – Special Education School Support Specialist, 1.0 FTE, District Office, effective June 30, 2013 (Retirement).

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XI.C. Board Meeting Schedule 2013-14



Corvallis School District 509J, 1555 SW 35th Street, Corvallis

Board of Directors 2013-14 Meeting Schedule

DRAFT

Meeting Date*

August 19, 2013 – Board Meeting

September 9, 2013 – Retreat 3:00-8:00 p.m.

September 23, 2013 – Board Meeting

October 7, 2013 – Board Meeting

October 21, 2013 – Work Session

November 4, 2013 – Board Meeting

November 18, 2013 – Work Session

December 9, 2013 – Board Meeting

January 13, 2014 – Board Meeting

January 27, 2014 – Work Session

February 10, 2014 – Board Meeting

February 24, 2014 – Work Session

March 10, 2014 – Board Meeting

April 7, 2014 – Board Meeting

April 21, 2014 – Work Session

May 5, 2014 – Board Meeting

May 19, 2014 – Work Session

June 23, 2014 – Board Meeting

*Please note that
Budget Committee
meeting dates will be
scheduled separately.*

***Board meetings generally begin at 6:30 p.m. and are held at the District Office; however, meeting times and locations can vary, and dates are subject to change. Extra meetings are sometimes scheduled.** Current meeting announcements and agendas are posted on the district's web site at <https://dnn.csd509j.net/en-us/districtinformation/schoolboard.aspx> More information is also available by calling 541-757-5841 or emailing julie.catala@corvallis.k12.or.us.

Official notice for each meeting is posted at the School District Administrative Offices, 1555 SW 35th Street, Corvallis; notice is also sent to the Benton County Courthouse and the Corvallis Gazette-Times newspaper. Board meetings, board work sessions, board retreats and special board meetings are open to the public. Executive Sessions are closed to the public.



Corvallis

SCHOOL DISTRICT

XI.D. Resolution No. 13-0501 - Transfers of Appropriations - Multiple Funds

FOR ACTION

BOARD MEETING DATE: May 6, 2013

SUBJECT: Resolution No. 13-0501: Transfers of appropriations:

Fund 203 – Food Service Fund
Fund 204 – District Donation Fund
Fund 296 – Grants Fund
Fund 297 – Student Body Fund
Fund 298 – Designated Revenue Fund
Fund 301 – PERS Bond Debt Service Fund

EXPLANATION:

After a budget is adopted, it sometimes becomes necessary to increase appropriations to match unexpected expenditures. ORS 294.463 provides authority to the governing body to authorize transfers of appropriations. Staff recommends that the following appropriation changes be authorized:

Fund 203 – Food Service Fund

The Food Service Fund has instituted a new “Breakfast in the Classroom” program, and the additional commodity expenditures related to it may cause the fund to exceed the appropriations for Food Services (Function 3100). Staff recommends that \$50,000 in appropriations be transferred from Function 6000 - Contingency to Function 3100 - Food Services. The transfer of Contingencies is less than 15% of the total appropriations of the fund; therefore a supplemental budget is not required (ORS 294.463(2)).

Fund 204 – District Donation Fund

The Donation Fund receives private donations on behalf of the homeless students, and beginning with FY2012-13 and pursuant to guidance from the Department of Education, expenditures related to the cost of programs for homeless students attending the Boys and Girls Club has been charged to Function 3300 – Community Services function. (In previous years, these expenditures were charged to Function 2210 – Improvement of Instruction Services.) The total expenditures are estimated to exceed appropriations by approximately \$15,000. It is recommended that \$15,000 in appropriations be transferred from Function 1111 – Elementary to Function 3300 – Community Services.

Fund 296 – Grants Fund

Beginning with FY2012-13, at the direction of Oregon Department of Education, two Title 1A positions for the Homeless Coordinator/Family Outreach Advocate and the Reading Specialist serving private schools has been charged to Function 3300 – Community Services. In previous years, these positions were charged to Function 1272 – Title or to Function 2210 – Improvement of Instruction Services. The total expenditures are estimated to exceed appropriations by approximately \$30,000. It is recommended that \$30,000 in appropriations be transferred from Function 2540 – Operation of Maintenance of Plant Services to Function 3300 – Community Services.

Fund 297 – Student Body Fund

Student Transportation for athletics and activities is projected to exceed the appropriation of \$7,000 by year-end in the Student Body Fund. Staff recommends that appropriations for Function 2550 – Student Transportation Services be increased by \$10,000, and Function 1132 – High School Extracurricular be reduced by \$10,000.

Fund 298 – Designated Revenue Fund

In Fund 298 – Designated Revenue Fund, theater expenditures are charged to Function 3300 – Community Services. Potential repairs to one of the theater curtains may be required this year, which would cause expenditures to exceed appropriations. Staff recommends that appropriations for Function 3300 – Community Services be increased by \$15,000, and Function 2140 – Psychological Services be reduced by \$15,000.

Fund 301 – PERS Bond Debt Service Fund

The PERS Bond Debt Service Fund is used to repay the debt service resulting from the issuance of bonds in 2009 and 2005 to reduce the district's PERS unfunded liability to aid in reducing long-term costs. In the FY2012-13 budget, the appropriation for interest is \$10 short of the actual amount that must be paid for the 2002 Issue. Staff recommends that \$10 in appropriations be transferred from Function 6000 - Contingency to Function 5100 – Debt Service. The transfer of Contingencies is less than 15% of the total appropriations of the fund; therefore a supplemental budget is not required (ORS 294.463(2)).

The proposed transfers of appropriation to each fund are shown below:

	<u>Adopted</u>	<u>As Proposed</u>	<u>Change</u>
<u>203 - Food Service Fund</u>			
3100 – Food Services	\$2,784,380	\$2,834,380	\$50,000
6000 - Contingencies	645,000	595,000	-50,000
<u>204 – District Donation Fund</u>			
1111 – Elementary	\$301,000	\$286,000	-\$15,000
3300 – Community Services	84,999	99,999	15,000
<u>296 – Grants Fund</u>			
2540 – Operation and Maintenance of Plant Services	\$1,550,000	\$1,520,000	-\$30,000
3300 – Community Services	62,000	92,000	30,000
<u>297 – Student Body Fund</u>			
1132 – High School Extracurricular	\$1,124,000	\$1,114,000	-\$10,000
2550 – Student Transportation Services	70,000	80,000	10,000
<u>298 - Designated Revenues Fund</u>			
2140 – Psychological Services	\$95,918	\$80,918	-\$15,000
3300 – Community Services	99,999	114,999	15,000
<u>301 – PERS Bond Debt Service Fund</u>			
5100 – Debt Service	\$2,004,227	\$2,004,237	\$10
6000 – Contingencies	\$2,304,973	\$2,304,963	-\$10

Presenter: **Steve Nielsen, Business Services Director**

Supplementary Materials: **Resolution 13-0501**

Motion Requested: **I move that the board adopt resolution 13-0501.**

Corvallis School District 509J

Transfer of Appropriations:
Fund 203 – Food Service Fund
Fund 204 – District Donation Fund
Fund 296 – Grants Fund
Fund 297 – Student Body Fund
Fund 298 – Designated Revenue Fund
Fund 301 – PERS Bond Debt Service Fund

Resolution No. 13-0501

WHEREAS, in Fund 203 – Food Service Fund, the expenditures for Function 3100 – Food Services may exceed appropriations due to the new “Breakfast in the Classroom” program; and

WHEREAS, in Fund 204 – District Donation Fund, the Expenditures for Function 3300 – Community Services is projected to exceed appropriations due to the cost of programs for homeless students attending the Boys and Girls Club; and

WHEREAS, in Fund 296 – Grants Fund, the expenditures for Function 3300 – Community Services is projected to exceed appropriations due to a requirement of the Department of Education to charge two Title 1A positions to Community Services; and

WHEREAS, in Fund 297 – Student Body Fund, the expenditures for Function 2550 – Student Transportation Services may exceed appropriations by year-end; and

WHEREAS, in Fund 298 – Designated Revenue Fund, the expenditures for Function 3300 – Community Services may require additional appropriations for repair of one of the theater curtains; and

WHEREAS, in Fund 301 – PERS Bond Debt Service Fund, the expenditures for debt service interest requires additional appropriations in order to pay the full debt service amount.

BE IT RESOLVED, that the School Board of Corvallis School District 509J hereby authorizes the following transfers pursuant to ORS 294.463:

- Fund 203 - Food Service: Increase the appropriations for Food Services (Function 3100) by \$50,000 and decrease the appropriations for Contingency (Function 6000) by \$50,000; and
- Fund 204 - District Donation Fund: Increase the appropriations for Community Services (Function 3300) by \$15,000 and decrease the appropriations for Elementary (Function 1111) by \$15,000; and
- Fund 296 - Grants Fund: Increase the appropriations for Community Services (Function 3300) by \$30,000 and decrease the appropriations for Operation and Maintenance of Plant Services (Function 2540) by \$30,000;
- Fund 297 – Student Body Fund: Increase the appropriations for Student Transportation Services (Function 2550) by \$10,000 and decrease the appropriations for High School Extracurricular (Function 1132) by \$10,000;
- Fund 298 – Designated Revenues Fund: Increase the appropriations for Community Services (Function 3300) by \$15,000 and decrease the appropriations for Psychological Services (Function 2140) by \$15,000;

- Fund 301 – PERS Bond Debt Service Fund: Increase the appropriations for Debt Service (Function 5100) by \$10 and decrease the appropriations for Contingency (Function 6000) by \$10.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at a regular meeting this 6th day of May, 2013.

ATTEST:

Anne Schuster, Board Chair

Steve Nielsen, Deputy Clerk



Corvallis

SCHOOL DISTRICT

XII. CONSOLIDATED INFORMATION

XII.A. Non-Licensed Personnel Information

BOARD MEETING DATE: May 6, 2013

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Teri Janousek: Educational Assistant 2, 6.0 hours; Linus Pauling Middle School; effective April 22, 2013 (Regular).

b. Termination/Resignation/Layoff:

Wendy Coskey: Food Service Assistant, 3.0 hours; Philomath High School; effective May 4, 2013 (Resignation).

Shanna Graves: Food Service Assistant, 3.5 hours; Philomath Elementary School; effective April 19, 2013 (Resignation).

Donna Keim: Administrative Assistant 2, 4.0 hours; Corvallis High School; effective June 12, 2013 (Resignation).

Susan Martorello: Educational Assistant 2, 6.25 hours; Hoover Elementary School; effective June 12, 2013 (Resignation).

CONTACT PERSON: Jennifer Duvall

BOARD MEETING DATE: May 6, 2013

**FOR INFORMATION ONLY-
ADDENDUM**

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Angela Cook: Fiscal Clerk 2 – Accounts Payable, 6.5 hours; District Office; effective May 13, 2013 (Regular).

Lewis Fitzgerald: Lead Baker, 8.0 hours; Central Kitchen; effective May 6, 2013 (Regular).

b. Termination/Resignation/Layoff:

Kerry Adair: Campus Steward 1, 8.0 hours; Lincoln Elementary School; April 29, 2013 (Retirement).

Jesse Byers: Educational Assistant 2, 6.5 hours; Corvallis High School; effective May 17, 2013 (Resignation).

Edwin Chavez: Maintenance 1 – Custodian, 8.0 hours; Hoover Elementary School/Lincoln Elementary School; effective May 16, 2013 (Resignation).

Charlotte Mills: Food Service Specialist, 5.25 hours; Adams Elementary School; effective June 30, 2013 (Retirement).

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XII.B. Board Policy GBDA—Mother Friendly Workplace—Revised—First
Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 23, 2010

FOR INFORMATION

SUBJECT: Board Policy GBDA—Mother Friendly Workplace—Revised—First Reading

Issue: Language from Oregon Administrative Rule 839-020-0051 has been added to more accurately reflect the “rest period” time for the expression of milk.

Options Considered: Not revising the administrative regulation.

Involvement: District office staff.

Consequences: Administrative regulation may remain unclear.

Cost Impact: None.

CONTACT PERSON(S): Jennifer Duvall, Kerry Richey

Mother Friendly Workplace*

The district recognizes that a normal and important role for a mothers-is to have the option and ability to provide for her their child by breast feeding or expressing milk in the workplace. The Board directs the superintendent/designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast feeding.

The superintendent/designee shall see that the district makes a reasonable effort to provide a room, other than a restroom, or other location in close proximity to work areas other than a restroom, where an employee can breast feed her child or express milk in privacy. This policy directs the superintendent/designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy.

1. The Advice of a school nurse or health professional in determining the most reasonable facility accommodation.
2. The plan shall include an accessible, private room with a lock that would allow a mother to:
 - a. Breast-feed a child brought in during a lunch or other break period;
 - b. Pump breast milk to be stored for later use.
3. The room shall include:
 - a. Electrical outlets for electric pumps;
 - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
 - c. A signup sheet and a sign posting the room as "private during use."

- ~~c. Inclusion of electrical outlets for electric pumps;~~
- ~~d. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers;~~
- ~~e. A sign up sheet and a sign posting the room as "private during use";~~
- ~~f. A flexible work schedule in consideration of the requirements of the staff member's responsibility;~~

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide reasonable unpaid rest periods to accommodate an employee who needs to breast feed or express milk for her child. Unless otherwise agreed to by the district and the employee, the district shall provide the employee a 30-minute rest period to breast feed or express milk during each four-hour work period, or the major part of a four-hour work period, to be taken by the employee approximately in the middle of the four-hour work period. If feasible,

employee will take the rest periods at the same time as rest (i.e., break) or meal periods that are otherwise provided to the employee. If not feasible, employee is entitled to take an unpaid rest period of up to 30 additional minutes during each four-hour period to **breast feed or** express milk. The employer may allow the employee to make up unpaid time before the start of, or at the end of **her** ~~their~~ regular shift.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)



Corvallis

SCHOOL DISTRICT

XII.C. Unaudited Financial Statements - March 31, 2013

FOR INFORMATION

BOARD MEETING DATE: May 6, 2013

SUBJECT: March 31, 2013, Financial Statements (Unaudited)

The General Fund is reported on a monthly basis and other funds on a quarterly or semi-annual basis. As March is the end of the third quarter of the fiscal year, you will find reports on the following funds in addition to the General Fund: Food Service, District Donation, Designated Facilities, Student Body, Designated Revenue, Early Retirement Incentive, and Grants.

General Fund

The Statement of Revenues and Expenditures for the periods ending March 31, 2012, and 2013, reflect activity is tracking within budgeted parameters. FY2012-13 year-to-date revenues are \$43.1 million, 87.1 percent of budget, as compared to FY2011-12 revenues of \$45.5 million, or 89.1 percent. FY2012-13 year-to-date expenditures are \$36.1 million, 69.8 percent of budget, as compared to the prior year of \$34.6 million, 63.6. percent of budget.

Current Highlights

Revenues

Federal programs often have a requirement to match state funds in order to receive the available federal funds. This is the case with the National School Lunch Program. Each year the Oregon Department of Education (ODE) notifies the District of the calculated match amount. The matching funds are deducted from the basic school funding formula monthly payment. This fiscal year, the match requirement is \$17,159 which you will see as a negative entry on the face of the report. The match is moved from the General Fund to the Food Service Fund. A report is then filed with ODE to note compliance along with a review of the transaction by our independent auditors.

Expenditures

See previously reported highlights.

Previously Reported Highlights

Revenues

February 15, 2013, noted the maturity of the \$2.7 US Bancorp commercial paper investment. This positions the District's portfolio of \$37.6 million 100% completely in the State of Oregon Local Government Investment Pool (LGIP). This is below the current LGIP maximum of \$45.4 million and within the District's investment policy which allows for 100% portfolio placement in the LGIP.

Property tax turnovers by Benton and Linn counties follow the payments due dates in November, February and May. Most receipts, about 87 percent, typically are received in November. General

property tax receipts as of March 31, 2013, reflect revenues at 92.3 percent and local option tax receipts at 84.3 percent of budget. The impact of compression on the local option tax is noted below.

The district has received the county assessors' Notification of Property Taxes Imposed for FY2012-13. The Local Option Levy continues to be impacted by compression due to decreases in the gap between real market values and assessed values. The district budgeted \$4,541,500 for Local Option Levy, and the imposed amount is \$4,211,840. This is \$384,000 less than last year's imposed amount and \$330,000 less than budgeted. Updated projections forecast total collections at \$4.1 million. This will be watched closely throughout the year and into the future as it impacts the next fiscal year.

The timing of the receipt of property taxes creates a temporary surplus of cash. Cash requirements are closely monitored to ensure there are adequate funds to draw on to cover payroll and accounts payable transactions. The best option for investing cash varies with economic times. Presently, the Local Government Investment Pool (LGIP) offers the best return while maintaining policy compliance yielding 0.5464 percent. Investment benchmarks as of February 28, 2013, include a three-month U. S. Treasury bill at 0.07 percent and a three-month jumbo certificate of deposit at 0.05 percent.

September 2011 revenues included the receipt of \$1.39 million from the state for the FY2011-12 School Year Subaccount (SYS Fund). The SYS Fund was a one-time appropriation last year by the state legislature of \$100 million from the Education Stability Fund for the purpose of supporting smaller class sizes or for the enhancement of learning opportunities. The SYS Funds were distributed to school districts in a lump sum in September rather than spread over the school year and we will not receive any SYS funds this year.

State revenues for general support for FY2012-13 reflect the adjustment for decreased enrollment for the prior year incorporated into the state funding formula. The district planned the FY 2012-13 budget accordingly and the revenue is on track with budgeted expectations.

Interest earnings are \$26,197 higher than the prior year-to-date due to an increase in the Local Government Investment Pool rate from 0.5 percent to 0.6 percent through January 2013 along with the General Fund cash balance is a higher proportion of the District's total cash on hand. Reductions in other funds' cash balances over time include the \$6 million payment to PERS in June 2011 to aid in lowering PERS rates, \$1.6 million prepayment on Pension Obligation bonds in June 2011, and \$3.5 million for the Crescent Valley High School roof project this fiscal year. Pooled interest earnings are allocated proportionally by each fund's cash balances.

Other Local Revenues as of February 28, 2013, are ahead of the prior year by \$23,670 mainly due to the receipt of E-Rate funds. The receipt of these funds is on a variable basis and we expect to see continued timing fluctuations.

Expenditures

General Fund expenditures are higher than the prior year which would typically not be expected with a smaller budget. The significant portion of the increase is due to timing differences including the change of paycheck distribution from 12 checks per year to 10 as bargained for Certified and most Classified staff as well as the purchase of textbooks, technology and supplies.

Instruction expenditures include the charter school payments to Muddy Creek through March 31, 2013, which increased by \$89,940 due to increased enrollment and funding.

Community Services expenditures in the current March 31, 2013, year-to-date are \$69,912 as compared to the prior year-to-date of \$50,031, an increase of \$19,881. In the prior year, the Foundation Director position was filled later in the year resulting in lower expenditures.

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

Presenter: Steve Nielsen, Business Services Director

Supplementary Materials:

1. Statement of Revenue and Expenditures, fiscal year to date as of March 31, 2012 and 2013
2. Schedule of Investments as of March 31, 2013
3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of March 1 - 31, 2013

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2012 and 2013 Respectively (Unaudited)

General Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources						
Property Taxes	\$ 22,500,000	\$ 21,128,927	93.9%	\$ 23,055,300	\$ 21,269,900	92.3%
Local Option Taxes	4,775,000	4,326,868	90.6%	4,541,500	3,828,036	84.3%
Earnings on Investments	50,000	61,761	123.5%	100,000	87,958	88.0%
Other	316,000	197,227	62.4%	316,000	220,897	69.9%
Intermediate Sources	240,000	198,031	82.5%	230,000	213,339	92.8%
State Sources						
General Support	22,460,965	17,736,510	79.0%	20,560,265	17,044,449	82.9%
State School Fund - Subaccount	-	1,392,731	-	-	-	-
Common School Fund	546,857	411,523	75.3%	603,120	453,393	75.2%
Other	100,000	(16,892)	-	100,000	(17,159)	-
Federal Sources	74,299	51,161	68.9%	8,000	11,450	143.1%
Total Revenue	<u>\$ 51,063,121</u>	<u>\$ 45,487,847</u>	89.1%	<u>\$ 49,514,185</u>	<u>\$ 43,112,263</u>	87.1%
Expenditures:						
Instruction	\$ 32,621,179	\$ 19,681,663	60.3%	\$ 30,924,859	\$ 21,501,801	69.5%
Supporting Services	21,669,474	14,831,415	68.4%	20,718,041	14,558,063	70.3%
Community Services	92,800	50,031	53.9%	124,300	69,912	56.2%
Facilities Improvements	1	1,100	-	1	-	0.0%
Transfers to Other Funds	5	-	0.0%	2	-	0.0%
Total Expenditures	<u>\$ 54,383,459</u>	<u>\$ 34,564,209</u>	63.6%	<u>\$ 51,767,203</u>	<u>\$ 36,129,776</u>	69.8%
Excess of Revenues over Expenditures	\$ (3,320,338)	\$ 10,923,638		\$ (2,253,018)	\$ 6,982,487	
Beginning Fund Balance	9,692,879	10,171,758	104.9%	7,971,475	8,249,911	103.5%
Budgeted Contingencies	3,820,341	-		3,242,747	-	
Unappropriated Ending Fund Balance	<u>2,552,200</u>	<u>-</u>		<u>2,475,710</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 21,095,396</u>		<u>\$ -</u>	<u>\$ 15,232,398</u>	

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2012 and 2013 Respectively (Unaudited)

Food Service Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources	\$ 1,087,300	\$ 799,678	73.5%	\$ 1,075,200	\$ 805,454	74.9%
State Sources	23,000	18,582	80.8%	17,000	18,981	111.7%
Federal Sources (incl. commodities)	1,711,100	748,807	43.8%	1,682,180	639,321	38.0%
Interest on Investments	6,499	5,185	79.8%	9,999	2,843	28.4%
Interfund Transfer	1	-	0.0%	1	-	0.0%
Total Revenue	<u>\$ 2,827,900</u>	<u>\$ 1,572,252</u>	55.6%	<u>\$ 2,784,380</u>	<u>\$ 1,466,599</u>	52.7%
Expenditures:						
Salaries & Benefits	\$ 1,632,595	\$ 1,052,470	64.5%	\$ 1,652,579	\$ 1,174,242	71.1%
Food	950,000	562,803	59.2%	920,500	655,292	71.2%
Supplies & Services	220,305	143,476	65.1%	206,301	139,412	67.6%
Capital Outlay	25,000	36,031	144.1%	5,000	-	0.0%
Total Expenditures	<u>\$ 2,827,900</u>	<u>\$ 1,794,780</u>	63.5%	<u>\$ 2,784,380</u>	<u>\$ 1,968,946</u>	70.7%
Excess of Revenues over Expenditures	\$ -	\$ (222,528)		\$ -	\$ (502,347)	
Beginning Fund Balance	645,100	1,064,721	165.0%	645,000	866,668	134.4%
Budgeted Contingency	645,100	-		645,000	-	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 842,193</u>		<u>-</u>	<u>\$ 364,321</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.

Food Service manager, Sharon Gibson, reviews operations 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 agencies and districts such as Philomath School District, Alsea School District, and several day cares.

Federal revenue is down \$109,486 as a result of the timing of reimbursement from the Federal government.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2012 and 2013 Respectively (Unaudited)

District Donation Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Contributions from Foundation	\$ 700,000	\$ 277,600	39.7%	\$ 600,000	\$ 320,000	53.3%
Total Revenue	<u>\$ 700,000</u>	<u>\$ 277,600</u>	39.7%	<u>\$ 600,000</u>	<u>\$ 320,000</u>	53.3%
Expenditures:						
Instruction	\$ 450,000	\$ 208,196	46.3%	\$ 440,000	\$ 185,816	42.2%
Support Services	150,000	21,458	14.3%	75,000	11,636	15.5%
Community Services	99,999	39,812	39.8%	84,999	66,726	78.5%
Facility Playground Improvements	<u>1</u>	<u>-</u>	0.0%	<u>1</u>	<u>-</u>	0.0%
Total Expenditures	<u>\$ 700,000</u>	<u>\$ 269,466</u>	38.5%	<u>\$ 600,000</u>	<u>\$ 264,178</u>	44.0%
Excess of Revenues over Expenditures	\$ -	\$ 8,134		\$ -	\$ 55,822	
Beginning Fund Balance	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 8,134</u>		<u>\$ -</u>	<u>\$ 55,822</u>	

Notes:

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

A monthly transfer is made from the Corvallis Public Schools Foundation to the District Donation Fund (204) to cover expenditures.

Community Services expenditures in the current year-to-date are \$66,726 as compared to the prior year-to-date of \$39,812. In the prior year, the Foundation Director position was filled later in the year resulting in lower expenditures.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2012 and 2013 Respectively (Unaudited)

Designated Facilities Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Construction Excise Tax	\$ 250,000	\$ 226,473	90.6%	\$ 125,000	\$ 217,714	174.2%
SB 1149	-	114,861	-	108,000	71,361	66.1%
Miscellaneous	475,000	-	-	-	-	-
Proceeds From Sale of Land	-	-	-	400,000	-	0.0%
Interest on Investments	502	1,797	358.0%	13,000	2,872	22.1%
Interfund Transfers	405,756	405,755	0.0%	-	-	0.0%
Total Revenue	<u>\$ 1,131,258</u>	<u>\$ 748,886</u>	66.2%	<u>\$ 646,000</u>	<u>\$ 291,947</u>	45.2%
Expenditures:						
Support Services	\$ 226,001	\$ -	0.0%	\$ 346,000	\$ -	0.0%
Facility Acquisition & Construction:	1,104,757	-	36.5%	1,073,500	-	34.5%
CVHS Boiler Upgrade	-	292,709	-	-	1,705	-
Mountain View Water Storage Tank	-	104,075	-	-	-	-
CVHS Roof Upgrade	-	377	-	-	-	-
Cheldelin Boiler	-	-	-	-	332,072	-
Cheldelin Exterior Paint	-	-	-	-	34,719	-
Fairplay Roof Repairs	-	5,997	-	-	-	-
Hoover Roof Repairs	-	-	-	-	1,400	-
Total Expenditures	<u>\$ 1,330,758</u>	<u>\$ 403,158</u>	30.3%	<u>\$ 1,419,500</u>	<u>\$ 369,896</u>	26.1%
Excess of Revenues over Expenditures	\$ (199,500)	\$ 345,728		\$ (773,500)	\$ (77,949)	
Beginning Fund Balance	299,500	378,827	126.5%	773,500	773,470	100.0%
Budgeted Contingency	<u>(100,000)</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 724,555</u>		<u>\$ -</u>	<u>\$ 695,521</u>	

Notes:

This fund accounts for the revenues and expenditures related to the construction excise tax, land sales and purchases, and as of FY 2012-13, includes other facilities projects undertaken with funds that are restricted or committed for the specific facilities related purpose.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2012 and 2013 Respectively (Unaudited)

Student Body Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Revenues	\$ 1,150,000	\$ 795,458	69.2%	\$ 1,050,000	\$ 796,622	75.9%
Total Revenue	<u>\$ 1,150,000</u>	<u>\$ 795,458</u>	69.2%	<u>\$ 1,050,000</u>	<u>\$ 796,622</u>	75.9%
Expenditures:						
Instructional Services	\$ 1,300,000	\$ 575,157	44.2%	\$ 1,230,000	\$ 601,382	48.9%
Support Services	100,000	39,866	39.9%	70,000	48,399	69.1%
Total Expenditures	<u>\$ 1,400,000</u>	<u>\$ 615,023</u>	43.9%	<u>\$ 1,300,000</u>	<u>\$ 649,781</u>	50.0%
Excess of Revenues over Expenditures	\$ (250,000)	\$ 180,435		\$ (250,000)	\$ 146,841	
Beginning Fund Balance	<u>250,000</u>	<u>375,873</u>	150.3%	<u>250,000</u>	<u>496,181</u>	198.5%
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 556,308</u>		<u>\$ -</u>	<u>\$ 643,022</u>	

Notes:

The District acts as an agent on behalf of student groups who have raised money for activities. These funds are for athletics and activities at Corvallis High School, Crescent Valley High School, Cheldelin Middle School, and Linus Pauling Middle School. For management purposes, these 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, 2012 and 2013 Respectively (Unaudited)

Designated Revenue Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources	\$ 1,037,999	\$ 730,836	70.4%	\$ 1,000,000	\$ 673,856	67.4%
Interfund Transfer	\$ 1	\$ -	0.0%	\$ -	\$ -	-
Total Revenue	<u>\$ 1,038,000</u>	<u>\$ 730,836</u>	70.4%	<u>\$ 1,000,000</u>	<u>\$ 673,856</u>	67.4%
Expenditures:						
Instruction	\$ 963,500	\$ 484,221	50.3%	\$ 1,000,000	\$ 513,014	51.3%
Support Services	240,800	91,784	38.1%	375,000	151,052	40.3%
Community Services	157,700	81,866	51.9%	99,999	71,258	71.3%
Facility Acquisition & Construction	1,000	-	0.0%	1	-	0.0%
Interfund Transfers	405,756	405,755	100.0%	-	-	-
Total Expenditures	<u>\$ 1,768,756</u>	<u>\$ 1,063,626</u>	60.1%	<u>\$ 1,475,000</u>	<u>\$ 735,324</u>	49.9%
Excess of Revenues over Expenditures	\$ (730,756)	\$ (332,790)		\$ (475,000)	\$ (61,468)	
Beginning Fund Balance	\$ 730,756	\$ 1,056,603	144.6%	475,000	752,944	158.5%
Unappropriated Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 723,813</u>		<u>\$ -</u>	<u>\$ 691,476</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.

FY 2012-13 beginning fund balance is comprised of numerous accounts designated for special purposes. Examples include DHS Medicaid Funds (\$147,390): Facilities sales of surplus and misc items (\$66,509): Technology online classes program (\$33,480): Franklin Wash DC trip (\$32,109): and the Coastwide piggyback agreement (\$34,071).

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 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Early Retirement	\$ 540,650	\$ 540,650	100.0%	\$ 540,650	\$ 540,650	100.0%
Interest on Investments	5,000	9,112	182.2%	10,000	7,315	73.2%
Total Revenue	<u>\$ 545,650</u>	<u>\$ 549,762</u>	100.8%	<u>\$ 550,650</u>	<u>\$ 547,965</u>	99.5%
Expenditures:						
Retiree Stipends	1,083,000	763,894	70.5%	765,665	407,919	53.3%
Total Expenditures	<u>\$ 1,083,000</u>	<u>\$ 763,894</u>	70.5%	<u>\$ 765,665</u>	<u>\$ 407,919</u>	53.3%
Excess of Revenues over Expenditures	\$ (537,350)	\$ (214,132)		\$ (215,015)	\$ 140,046	
Beginning Fund Balance	1,350,000	1,882,429	139.4%	1,490,000	1,497,703	100.5%
Budgeted Contingency	200,000	-		634,985	-	
Unappropriated Ending Fund Balance	<u>612,650</u>	<u>-</u>		<u>640,000</u>	<u>-</u>	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 1,668,297</u>		<u>\$ -</u>	<u>\$ 1,637,749</u>	

Notes:

This fund pays for supplemental retirement benefits provided to retired teachers, both stipends and insurance.

The last payment for non-represented and classified staff was made June 30, 2008.

In February 2005, certified employees agreed to end the early retirement program effective June 30, 2017. Only employees hired before Sept 1, 1988 will have ERI benefits. A lump sum payout was made on April 30, 2005 to end the ERI rights of employees hired between Sept 1, 1988 and June 30, 1998. An additional lump sum payment was made to those hired before Sept 1, 1988 in recognition of reduced ERI benefits available after their retirement.

Teacher retirees after April 1, 2005 will not receive any medical insurance coverage. Benefits decreased from 7 years to 5 years and effective July 1, 2008 any new retirees will receive only 4 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 April 1, 2013 there were 42 eligible 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)

Grant Funds

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Revenues	\$ 50,000	\$ 8,442	16.9%	\$ 50,000	\$ 13,322	26.6%
Intermediate revenues	100,000	-	0.0%	100,000	93,209	93.2%
State Revenues	100,000	5,043	5.0%	100,000	1,069	1.1%
Federal Revenues	3,500,000	1,062,783	30.4%	2,750,000	1,453,329	52.8%
Total Revenue	<u>\$ 3,750,000</u>	<u>\$ 1,076,268</u>	28.7%	<u>\$ 3,000,000</u>	<u>\$ 1,560,929</u>	52.0%
Expenditures:						
Instruction	\$ 4,750,000	\$ 1,024,508	21.6%	\$ 2,925,000	\$ 1,074,858	36.7%
Support Services	1,150,000	394,029	34.3%	2,012,999	569,958	28.3%
Community Services	50,000	29,228	58.5%	62,000	63,558	102.5%
Facility Acquisition & Construction	50,000	34,597	69.2%	1	-	0.0%
Total Expenditures	<u>\$ 6,000,000</u>	<u>\$ 1,482,362</u>	24.7%	<u>\$ 5,000,000</u>	<u>\$ 1,708,374</u>	34.2%
Excess of Revenues over Expenditures	\$ (2,250,000)	\$ (406,094)		\$ (2,000,000)	\$ (147,445)	
Beginning Fund Balance	2,250,000	2,364,088	-	2,000,000	1,951,404	-
Budgeted Contingency	-	-		-	-	
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 1,957,994</u>		<u>\$ -</u>	<u>\$ 1,803,959</u>	

Notes:

In FY 2012-13, the District had approximately 30 grant awards from federal, state, and private sources estimated at \$3.1 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 FY 2012-13 increased to 5.63% from 4.56% in the prior year.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of March 31, 2012 and 2013 Respectively (Unaudited)

Insurance Fund

	FY 2011-12			FY 2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Charges to Other Funds	\$ 11,190,000	\$ 7,688,089	68.7%	\$ 12,327,850	\$ 7,993,173	64.8%
Other Revenues	33,000	38,134	115.6%	7,000	9,703	138.6%
Interfund Transfer	<u>2</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	<u>\$ -</u>	
Total Revenue	<u>\$ 11,223,002</u>	<u>\$ 7,726,223</u>	68.8%	<u>\$ 12,334,850</u>	<u>\$ 8,002,876</u>	64.9%
Expenditures:						
Insurance Activities	\$ 432,002	\$ 231,319	53.5%	\$ 294,689	\$ 240,396	81.6%
CVHS Roof	\$ -	\$ -		\$ 3,800,000	\$ 3,517,423	92.6%
Insurance Premiums	<u>14,378,000</u>	<u>6,453,300</u>	44.9%	<u>14,364,011</u>	<u>6,293,744</u>	43.8%
Total Expenditures	<u>\$ 14,810,002</u>	<u>\$ 6,684,619</u>	45.1%	<u>\$ 18,458,700</u>	<u>\$ 10,051,563</u>	54.5%
Excess of Revenues over Expenditures	\$ (3,587,000)	\$ 1,041,604		\$ (6,123,850)	\$ (2,048,687)	
Beginning Fund Balance	<u>3,587,000</u>	<u>6,157,083</u>	171.6%	<u>6,123,850</u>	<u>6,908,603</u>	112.8%
Fund Balance, March 31	<u>\$ -</u>	<u>\$ 7,198,687</u>		<u>\$ -</u>	<u>\$ 4,859,916</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.

The insurance expenditures increase reflects the cost of replacing the roof at Crescent Valley High School.
This expenditure was planned for in the FY 2012-13 adopted budget.

Corvallis School District 509J
Schedule of Investments
March 31, 2013

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
Total Investments outside of Local Government Investment Pool:					\$ -	\$ -
				Average Annualized Rate		
<u>Local Government Investment Pool:</u>						
General Account				0.5464%		\$ 36,199,886
Debt Service Account				0.5464%		297
Subtotal LGIP ¹						\$ 36,200,183
<u>Local Government Investment Pool - Pension Bond Debt Service:</u>						
Pension Bond Debt Service Account: ⁴				0.5464%		\$ 1,353,108
<u>Total Investments</u>						<u>\$ 37,553,291</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$45,405,443.
2. The PERS Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment twice a year to the bond holders of the PERS bond debt.

Compliance with Investment Policy		
Type of Investment	Maximum Percent of Portfolio per Policy	Current Percent
US Government-Sponsored Enterprises (Total):	90.0%	0.0%
US Treasury Obligations	100.0%	0.0%
Local Government Investment Pool	100.0%	100.0%
Bankers Acceptances	25.0%	0.0%
Repurchase Agreements	25.0%	0.0%
State and Local Government Securities	25.0%	0.0%
Time Certificates of Deposit & Collateralized Money Market	50.0%	0.0%
Commercial Paper (bonds and promissory notes issued by corporations)	10.0%	0.0%
TOTAL		100.00%

Benchmarks as of 3/31/13:

3-Month U. S. T-Bill bond equivalent yield:	0.07%
3-Mo. Jumbo CDs	0.05%

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of March 1, 2013 - March 31, 2013

<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 544,272.07
Away HS Playoffs and/or Tournaments	\$ 2,750.80
FIRST STUDENT INC	\$ 1,325.30
PHOENIX INN - EUGENE	\$ 1,425.50
Charter School Payments	
INAVALE COMMUNITY PARTNERS, INC	\$ 34,827.64
Computer Software	
EDMENTUM, INC	\$ 1,114.00
Consumable Supplies and Materials	\$ 17,428.31
JW PEPPER & SON INC	\$ 1,220.93
OETC	\$ 2,214.00
OFFICE MAX	\$ 6,677.32
RAPID REFILL INK	\$ 1,047.16
SCHOOL OUTFITTERS	\$ 2,432.07
SCHOOL SPECIALTY	\$ 2,071.31
WELLS FARGO REMITTANCE CENTER	\$ 1,765.52
Copier Charges	
OREGON STATE UNIVERSITY PRINTING	\$ 17,183.67
Dues and Fees	
OREGON SCHOOL BOARDS ASSN	\$ 2,500.00
Electricity	\$ 57,918.53
CONSUMERS POWER INC	\$ 12,755.47
PACIFIC POWER AND LIGHT	\$ 45,163.06
Equipment-like items \$1,000 - \$4,999	
BARCODES INC.	\$ 3,280.07
Fuel	\$ 53,699.27
BENTON COUNTY PUBLIC WORKS	\$ 2,440.84
NW NATURAL	\$ 51,258.43
Garbage	
ALLIED WASTE SERVICES	\$ 9,027.49
Instructional, Professional and Technical Service	
YES HOUSE	\$ 22,740.00
Legal Services	\$ 7,627.68
GRAHAM M HICKS, PC	\$ 2,156.00
THE HUNGERFORD LAW FIRM LLP	\$ 5,471.68
Library Books	
INGRAM LIBRARY SERVICES	\$ 1,680.79
Other Communication Services	
CENTURYLINK	\$ 1,331.84
Other Non-instructional Professional and Technical	
MAXIM HEALTHCARE SERVICES	\$ 11,681.10
Printing and Binding	
HENDERSONS OFFICE SYSTEMS	\$ 1,621.01
Reimbursable Student Transportation	\$ 226,500.66
FIRST STUDENT INC	\$ 218,712.36
GO GET'EM TAXI AND TRANSPORT	\$ 6,477.50
MINDY DYE	\$ 1,310.80

<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund continued	
Repairs and Maintenance Services	\$ 5,267.25
BENTON COUNTY PUBLIC WORKS	\$ 1,255.10
REYNOLDS ELECTRIC, INC.	\$ 1,012.15
STAGECRAFT INDUSTRIES, INC	\$ 3,000.00
Technology Equip \$1,000 - \$4,999	
TECHNOLOGY INTEGRATION GROUP	\$ 2,005.93
Telephone	\$ 4,569.42
AT&T MOBILITY	\$ 1,418.55
CENTURYLINK	\$ 3,150.87
Travel, Out of District	\$ 7,265.75
ALOFT CUPERTINO	\$ 1,400.00
NCCE	\$ 3,474.00
THE HUNGERFORD LAW FIRM LLP	\$ 1,040.00
WELLS FARGO REMITTANCE CENTER	\$ 1,351.75
Water and Sewage	
CITY OF CORVALLIS	\$ 9,824.73
203 - Food Service Fund	\$ 96,733.66
Food - Food Service Only	\$ 35,475.40
DUCK DELIVERY PRODUCE INC	\$ 9,873.89
FRANZ FAMILY BAKERIES	\$ 5,459.04
LOCHMEAD DAIRY	\$ 18,827.11
SYSCO FOOD SERVICE	\$ 1,315.36
Fuel	
BENTON COUNTY PUBLIC WORKS	\$ 1,074.38
Inventories	\$ 60,183.88
COSTCO ALBANY	\$ 4,184.58
FOOD SERVICE OF AMERICA	\$ 19,800.53
MCDONALD WHOLESALE CO	\$ 36,198.77
204 - District Donation Fund	\$ 3,274.63
Computer Software	
APPLE, INC	\$ 1,500.00
Instructional, Professional and Technical Service	
TZUHUA, CHEN	\$ 1,774.63
208 - Construction Excise Tax & Land Fund	
Buildings Acquisition	
GLUMAC	\$ 1,705.55
296 - Grants Fund	\$ 59,799.18
Other Non-instructional Prof and Tech	\$ 57,119.50
OLD MILL CENTER	\$ 47,798.50
YES HOUSE	\$ 9,321.00
Travel, Out of District	\$ 2,679.68
CREATIVE MATHEMATICS	\$ 1,640.00
RIVERPLACE	\$ 1,039.68

<u>Fund, Object, Vendor</u>	<u>Amount</u>
297 - Student Body Funds	\$ 99,798.64
Consumable Supplies and Materials	\$ 20,841.14
ELEMENT GRAPHICS, INC	\$ 1,429.95
HOME DEPOT CREDIT SERVICES	\$ 1,032.30
JULIE WRAZEL	\$ 1,252.36
LES & BOBS SPORTS AND APPAREL	\$ 1,331.29
M & R SALES	\$ 4,485.00
ON TRACK	\$ 2,459.95
SEW ON	\$ 3,125.00
SHIRT CIRCUIT	\$ 1,682.94
STEELE MEETING, INC	\$ 4,042.35
Non-reimbursable Student Transportation	
FIRST STUDENT INC	\$ 2,217.46
Other Curricular Activities	
OREGON SCHOOL ACTIVITIES ASSN	\$ 1,026.00
Other Non-instructional Prof and Tech	\$ 6,134.03
MID-VALLEY BASEBALL UMPIRE ASSN	\$ 3,818.81
MID-VALLEY SOFTBALL UMPIRE ASSN	\$ 2,315.22
Printing and Binding	
HERFF JONES - YEARBOOKS	\$ 19,475.00
Rentals	
CITY OF CORVALLIS - AQUATIC CENTER	\$ 4,381.09
Travel, Student Out of District	\$ 45,723.92
CLOSE UP FOUNDATION	\$ 3,104.73
STEELE MEETING, INC	\$ 21,671.59
TEEL'S TRAVEL PLANNERS	\$ 20,947.60
298 - Designated Revenue Fund	\$ 74,181.38
Consumable Supplies and Materials	\$ 13,970.12
CIM TECHNOLOGY SOLUTIONS	\$ 2,471.00
FRED MEYER CUSTOMER CHARGES	\$ 1,046.90
Meitle, Nancy	\$ 4,500.00
SHIRT CIRCUIT	\$ 2,168.20
WELLS FARGO REMITTANCE CENTER	\$ 3,784.02
Instructional, Professional and Technical Service	
KC DISTANCE LEARNING	\$ 4,000.00
Other Non-instructional Professional and Technical	
OLD MILL CENTER	\$ 22,500.00
Travel, Student Out of District	\$ 33,711.26
CLOSE UP FOUNDATION	\$ 3,963.00
TRUAX CORPORATION	\$ 1,098.00
WASHINGTON GUEST SUITES	\$ 27,350.00
WELLS FARGO	\$ 1,300.26
601 - Insurance Fund	\$ 394,949.52
Group Insurance	\$ 388,736.14
LIFEMAP ASSURANCE COMPANY	\$ 8,548.59
REGENCE BCBS OF OREGON	\$ 371,124.55
WILLAMETTE DENTAL GROUP	\$ 9,063.00
Other Non-instructional Professional and Technical	
BARKER-UERLINGS INSURANCE, INC	\$ 6,213.38
702 - Corvallis Public School Foundation Fund	\$ 8,293.75
Contributions and Donations From Private Sources	
CVXC	\$ 2,972.75
Rentals	
OSU FOUNDATION	\$ 5,321.00
Grand Total	\$ 1,240,582.25



Corvallis

SCHOOL DISTRICT

XIII. 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.

XIV. 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