



**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, September 9, 2013<br>6:30 PM | Regular      | District Office Board Room,<br>1555 SW 35th Street,<br>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](mailto: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](mailto:kimberly.nelson@corvallis.k12.or.us)**



# Corvallis

## SCHOOL DISTRICT

Monday, September 9, 2013  
6:30 PM

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

Meeting Details: Monday, September 9, 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/UC9Jtp5dmilZI9kySBjbVQ?> 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. SUPERINTENDENT'S REPORT
- V. SPECIAL REPORTS
  - V.A. Muddy Creek Charter School Annual Report



# *Muddy Creek Charter School*

## Annual Report 2012-2013

### **The Muddy Creek Charter School Vision and Mission**

#### **Vision:**

Muddy Creek Charter School is a rural public school dedicated to the integration of an outstanding academic program with its community – the land and its people. We offer a joyful and creative educational experience where engaged students practice the skills they will need to be effective citizens and stewards in the future. Muddy Creek Charter School will serve as a model for preserving schools in rural communities.

#### **Mission:**

Muddy Creek Charter School was founded to provide an outstanding K-5 public educational program for children who reside in and around the Muddy Creek Watershed. In multi-age classrooms, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting and commitment to community service. Diverse learning styles will be fostered. M CCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large. Our success will be our children. The students of M CCS will not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as demonstrated by portfolios of high quality projects, and they will be well prepared to transition into other schools for their continued education.

#### **Description**

For the 2012/13 academic year, Muddy Creek Charter School (M CCS) was made up of a two half time kindergarten class, two 1-2/3 classes, and one 4-5 class. For the 2013-2014 academic year, we have done away with one classroom having three grade levels, keeping all classes except kindergarten with two grade levels in a classroom. We have four assistants to support literacy, math instruction, and children with special needs in the first through fifth grades. Our partnership with Corvallis Art Center adds an art integration specialist. This person helps us integrate the arts into all aspects of Muddy Creek curriculum. We also have a testing specialist, a PE teacher, an artist, a bookkeeper, and an administrative assistant. We will be adding some counselor time this year. As a community outreach we also offer an afternoon childcare program. Some positions are combined so that we can offer some of our assistants something closer to a full time job.

## **Results**

For the 2012-2013 school year:

We received a designation of “outstanding” from the State regarding our performance as a school. Reading and Science scores are strong, while Math has been weaker. We have new math materials this year that will hopefully strengthen our performance. Writing will continue to receive our attention as those scores have been weak in the past. At the end of this report there is a test score graph illustrating how many students exceed, meet or did not meet State Standards.

We had another good school year. We have a well behaved student body. Our experience is the same as any other elementary school in the District. We have students come to us, and find a better experience in our school. We also have students leave us unhappy, and find something better either here in Corvallis or back in their home district. We also lose some students to home schooling, as we gain some students from home schooling.

## **Executive Summary**

### ***Enrollment:***

Current enrollment stands at 100 students, after averaging in the 70s in previous years. I have added a graph at the back of this report to illustrate a little known or understood fact about the student enrollment at Muddy Creek Charter School. Around 30% of our student body was from outside the Corvallis School District. Most of those students come from Philomath and Monroe with a few from Albany.

### ***Academics***

#### **Literacy and Math**

Students are placed in small groups base on ability and skill usually numbering no larger than 12. The curriculum is sequenced from kindergarten into middle school so that our instruction is cohesive following predetermined skill development. We retain retired Corvallis teachers to coach our teachers in literacy and math.

#### **Science and History Place-based Projects**

Restoring plant life in the Rock Creek watershed  
Restore Project – study of wetlands impact upon plants and soils.  
Finley Wildlife Refuge –studying bird migration patterns  
Raised-bed potato trials  
Insects in Art, Reading, and the Muddy Creek watershed  
Geology – rocks and land formations  
Astronomy

#### **Integration of Art**

Paper Mache construction

Observation and sketching  
"Peter and the Wolf" puppet show  
Using various fibers to construct various objects in nature  
Art through photography  
One point perspective in drawing  
Clay sculptures  
Integrated art, literacy, and story-telling

#### Service learning

Stewardship (Clean-up of classrooms at the end of the day)  
Watering, planting flower beds, maintenance of school grounds  
Food bank (K)  
Entertaining at an assisted-living facility  
Composting food waste  
Personal products drive for the homeless

#### ***Finances***

Muddy Creek is operating in the black with 10% carryover to next year.  
Income is mainly 80% of ADMw, Rural School Fund, and SYS State money  
Grants and donations

#### ***Governance and staffing***

The school is operated by Inavale Community Partners (501c3)  
The school is administered by the Executive Director, administrative assistant, and Financial Officer  
3 full-time teachers , and 2 half-time K teachers (2012-2013 academic year)

#### ***Performance***

- Students' State test scores moved up a little bit. MCCS students tend to score about even with District students
- Parent survey indicates satisfaction

#### ***Community Involvement and Events***

- 4000+ hours of volunteer service at the school (many more off site)
- PTO is active in fund raising and school support
- Afternoon Adventures, an afternoon program for ages 4 and 5
- Hosted Little Rembrandts program
- Provides employment in the community for residents of the area
- Art entries at Benton County Fair
- Tasting Table – a cooperative project with the Corvallis Environmental Center. This is a farm to table school project that is also being offered in other Corvallis schools. The project allows the students to have the opportunity to taste a food that perhaps they have never tried and it builds a connection between the local farms and the schools.

## ***Service to the 509J School District***

- Educational opportunity for students living in the south area of the 509J School District
- Place-based rural/environmental education for K-5
- Productive occupancy of Inavale site, saving the District from maintaining or demolishing the building

## **Grants**

- Gray- field science
- Scott Seed Bird Sanctuary Grant
- Corvallis Arts Center grants for artist residencies

## **Annual Report**

### **A. Introduction. Brief historical perspective**

Muddy Creek Charter School opened its doors in September of 2008. As stated in the charter agreement, the mission of the school was to provide an excellent and innovative public educational program for children in grades K-5 in the Corvallis School District. It is aimed at, but not restricted to, children who reside in and around the Muddy Creek Watershed. Its place-based curriculum is founded in its rural agricultural setting and commitment to community service. Learning takes place through a combination of direct (traditional) and multidisciplinary, project-based instruction that also integrates art. MCCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large. The students of MCCS not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as measured by a portfolio of high quality projects, and prove themselves well prepared to transition into other schools in the Corvallis School District for their continued education.

In its first year, the school built a strong foundation in place- and project-based learning, that included service learning and fostered cross-grade relationships and daily physical activity in the form of P.E. or outdoor activity. In its first years, the school performed well academically and matched or exceeded district average in state testing (OAKS). Enrollment increased in 2012-2013 and academic performance, as measured by State testing remained high. The program expanded literacy support, the scope of projects and the integration of arts. Enrollment is projected to remain around 100 students. The school continues to operate within its fiscal constraints.

For the 2013/14 academic year our School improvement plan calls for developing a school wide approach to math that aligns with the Common Core State Standards. We have purchased new math materials for all grades. Training has begun for following the math and reading Common Core State guidelines.

## **B. The School**

### ***B-1 Enrollment***

Muddy Creek is increasing by about 10 students each year. In the spring of 2013 all classes were full. Approximately 20 of the 100 students are from home school situations, and 30% of all students were from other districts, which brings 509J extra money.

MCCS reports enrollment figures monthly, in keeping with legal requirements.

### ***B-2 Class configuration***

At the end of the 2012/2013 school year class configurations are:

| <b>Class</b> | <b>Students</b> | <b>For 2013/2014</b>  |
|--------------|-----------------|-----------------------|
| K            | 27              | 14                    |
| 1-2-3        | 24              | 22 (1/2)              |
| 1-2-3        | 24              | 22(1/2)               |
| 4-5          | 25              | 23 (3/4) and 25 (4/5) |
| <b>Total</b> | <b>100</b>      | <b>106</b>            |

### ***B-3 Staffing (last year)***

Of the 14 employees, half were from rural Benton County.

**Executive Director** - Dan Hays

**Administrative Assistant** – Betty Nickerson then Jennine Livengood

**Financial Officer** – Elisa Fairbanks

**Teachers** - Jenny Swanson (K), Michelle Reichelderfer (K), Leah Gorman (1-2-3), Melissa Champney (1-2-3), and Tom Day (4-5)

**Arts Integration Specialist**- Chris Neely

**Testing Coordinator**- Melanie Kelley

**Educational Assistants**- Kim Phillips, Ellen Deehan, Robin Stevenson

**Physical Education**- Morgan Bannister

**Afternoon Childcare**- Jennine Livengood, then Robin Stevenson

Half of the employees were here the previous year. Our PE teacher is fully certified

### ***B-4 Management***

The Inavale Community Partner's Board of Directors provides management, oversight and support to the school. The board may range in size from 3 to 9 members. We started the 2012-2013 year with 5 board members, but by spring we were down to 3 members.

Erik Swarzendruber, President

Lise Hull, Secretary

Betsy Dasenko, Board Member  
Melissa Harris, Board Member  
Elisa Fairbanks, Non-Member and Treasurer

Last fall one member finished her 3 year term reducing the Board to 4 members. This spring another member needed to leave because of a heavy work load. The last few months have been very difficult for everyone as a 3 member board is too small to function smoothly. We are adding a community member in September, and another community member is considering joining the Board in October. Something we have learned in all of this change is the importance of diversity on a school board. So our hope is that we can gain a greater spread in the backgrounds of Board members.

Oversight is provided by the Corvallis School District regarding staffing, curriculum, and financial matters. We follow the Corvallis calendar except for the early release days.

## **B-5 Budget**

The school has been financially solvent owing to careful budget management by Elisa Fairbanks.

The main income for MCCS is ADMw from the State, of which 20% is retained by 509J. Out of district students do bring in additional monies for the District.

In addition MCCS is funded by Grants and Donations

## **B-6 Physical Plant**

This past year was our second since having taken over all responsibilities for the building and grounds. I think this serves 509J and Muddy Creek well. The savings we gained by not paying rent was used for maintenance issues. The boiler has been decommissioned and is no longer in use. In its place we have installed heat pumps to heat the building. The entire fresh air system has been redone with new equipment.

We have changed lighting in the classrooms to more energy efficient lighting, and insulated the ceiling in the old part of the building. Our water filtration system has also been refurbished. We are currently embarking on a step -by-step replacement plan for the roof.

## **C. Progress toward meeting MCCS academic goals and objectives:**

### ***C-1 Project and Place-based Learning***

Project learning follows a 3 year cycle of science and social studies topics. Students engage with a topic, question, investigate (conduct field work), and share what they have learned. Whenever possible, projects are investigated through the lens of the place where children live or the school is located. The projects also give children an opportunity to apply literacy and math skills in an integrated context. Projects generally last for a few weeks or up to three or four months. Some projects are worked on intermittently, such as seasonal comparisons that will last the entire year. For 2012-13, these themes were:

- Farm Animals
- Birds/migration
- Water and weather
- Astronomy
- Wet Lands



US History  
Economics  
Food Chains  
Engineering

Classes also completed smaller focused studies based on student and teacher interest.

- **4-H Wildlife Stewards Conference Presentations (second through fifth graders).**
- We again participated in this conference that was held at Jefferson Elementary
- Our students produced posters of their investigations.

### ***School-wide Projects***

**RESTORE.** This was our fourth year of doing ecosystem restoration on school grounds, but was more limited than the previous two years as we were more on our own. Our school devoted one morning per term to all-school participation in this project. Plants were purchased with a grant from Benton SWCD, and planted in the rain.

### ***Community Service***

- **Assisted Living** – Our kindergarten classes spent time entertaining the residents with music and song
- **Homeless People** – Our fourth and fifth grade class conducted a personal effects drive in the school to assist people experiencing homelessness
- **School Pride** – All classes participated in maintaining, cleaning, and enhancing the appearance and cleanliness of the school.

### ***Art***

Art was integrated with project learning as always. Murals, masks from other cultures, and mosaics comprise past projects. Now we are starting the process of learning how to integrate art into all academic areas as a way to help students better understand math, reading, and writing. Throughout this year we have discovered art integrations is easier said than done. However, we will persist.

### ***PE***

We are fortunate to have a strong connection with Oregon State's physical education department. Through this connection I am made aware of PE graduates available for part time work. This past year our PE teacher came to us from California. He provided 40 minutes of PE three days a week to the first through fifth grade students.

### ***Music***

We had a music teacher for part of the year providing music instruction Tuesday and Thursday of each week. Art and music were integrated into the musical play "Peter and the Wolf".

## **Multi-age**

Our multi-age classrooms reflect our school's philosophy that social development is as important as academic development. The younger children in a multi-age classrooms see leadership modeled by the older children. Older children have the opportunity to be the classroom leaders, which is especially valuable for less outgoing children who might not have taken on a leadership role in a single-grade classroom or as a younger sibling in the family.

Multi-age classrooms also give children and teachers the chance to form strong relationships that last beyond a single year. In traditional, single-grade, classrooms much of the beginning of the year is devoted to relationship-building and assessment. In multi-age classrooms, that period of time is shortened because of the strong existing relationships among students and between teacher and students. This bond also includes the parents, and parent familiarity pays dividends for both the student and the teacher. Therefore, the transition is more rapid to a working classroom focused on student learning is more rapid in a multi-age classroom.

Cross-age relationships are also promoted by our All-School Games program and our weekly All-School Meeting. At All-School Games, students meet weekly in mixed K-5 groups taught by one of the classroom teachers or an assistant. They play active games, which is part of our PE program. At a weekly All-School Meeting, students have a chance to meet, share, and celebrate important milestones for community members. The children also have the chance to raise and discuss topics that affect our entire school community.

## **Field Expeditions Supporting Project and Place-based Learning**

- **Century Farm Project.** The older students visited a nearby century farm where they were able to learn about geese, ducks, filberts, and even the potential of solar power. This farm is converting nearly 100 acres of farm ground back to its natural state as a wetland. Over the next several years Muddy Creek will benefit from this partnership.
- **Muddy Creek Maze Annual Expedition.** Contributed to student understanding of local farm economy mixed with the fun of finding one's way through a corn maze.
- **Beaver Creek Expedition.** Led by partners Freshwater Trust and Marys River Watershed Council. Contributed to community service, place-based learning, and water project learning.
- **Finley National Wildlife Refuge** (3 visits, October, May and June). Contributed to place-based understanding of local ecosystems and history.
- **Whole-school trip to local land owners forest** Early in the school year we went to a landowners property near school for a hike up on to a plateau observing forests and meadows. At the top we could look down on Muddy Creek School and the Beaver Creek watershed.
- **Local Wetlands.** The Kindergarten students visited a local wetland project(similar to, but a different farm from the one mentioned above) a mile from the school. On the tour we looked at bird boxes with swallows building their nest, identified birds, hiked through the wetlands looking for native plants and signs of the native mammals that we studied in January.

## ***C-2. Literacy***

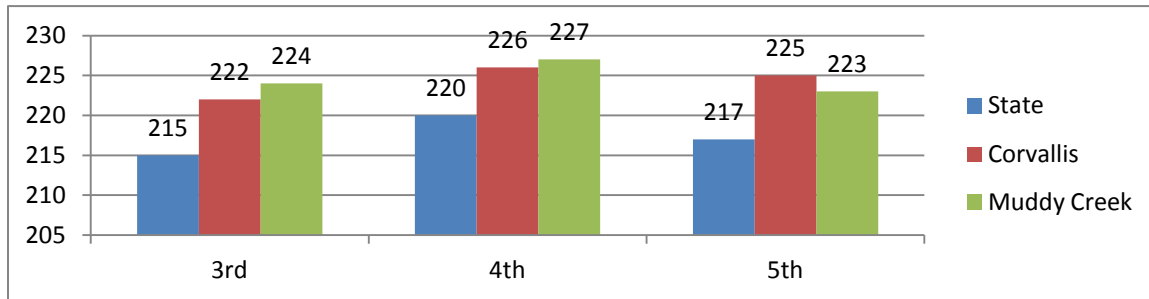
- Our philosophy is to use phonics and skill development mixing in whole language to promote a love of reading and opportunity to read chapter books. All classrooms have:
  - Many books of varying difficulty, both fiction and non-fiction
  - Writing displayed around the room
  - Many opportunities to develop language and vocabulary
- Forty minutes per day of literacy groups
  - Ten minutes of spelling, phonics or vocabulary development
  - Thirty minutes of reading instruction at their ability level (guided reading)
- Children are read to for 10-15 minutes per day, stories, poems, etc.
- Children are given up to 30 minutes a day to read books of their choice
  - DEAR (Drop Everything And Read)
- There is a read-at-home program starting with a 15 minute expectation and moving up to as much as a 30 minute expectation
- A year-long plan that includes skills, strategies and topics to be taught.
- Reading is integrated into all subjects throughout the day – this is where our place-based and project-based learning plays so well.
- Literacy includes four areas
  - Reading
  - Writing
  - Speaking
  - Listening

## ***C-3. Service Learning***

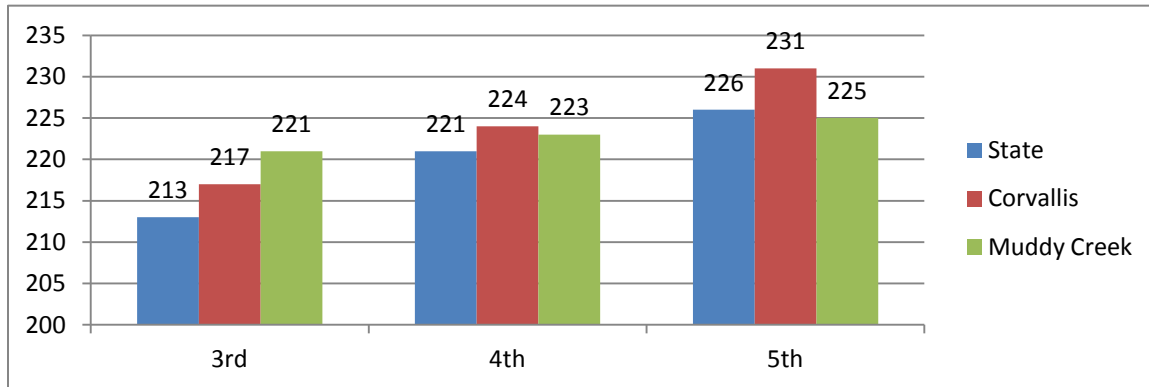
- **Food Drive.** The Kindergarten class sponsored an annual food drive at MCCS for the Benton County Food Share. The introduction included the need for food and the students learned a sharing song that became the theme for the project. At All-School Meeting, the students shared the song and explained how important it was to share our wealth. The different classes were challenged to see which group could donate the most food in pounds. Working with the 4-5 math class, the Kindergartners and their buddies counted, weighed and drew graphs about the donated food. The drive culminated in a kindergarten field trip to the Benton County Fairgrounds where the food was delivered.
- **Stewardship.** The 4<sup>th</sup> and 5<sup>th</sup> grade class at MCCS participates daily in the cleanup of our facility. They take care of recycling, garbage disposal, putting away play equipment, disinfecting doorknobs and other heavily touched areas. They take great pride in their work as they learn to care for their surroundings while being responsible.

## C-4 Test Results

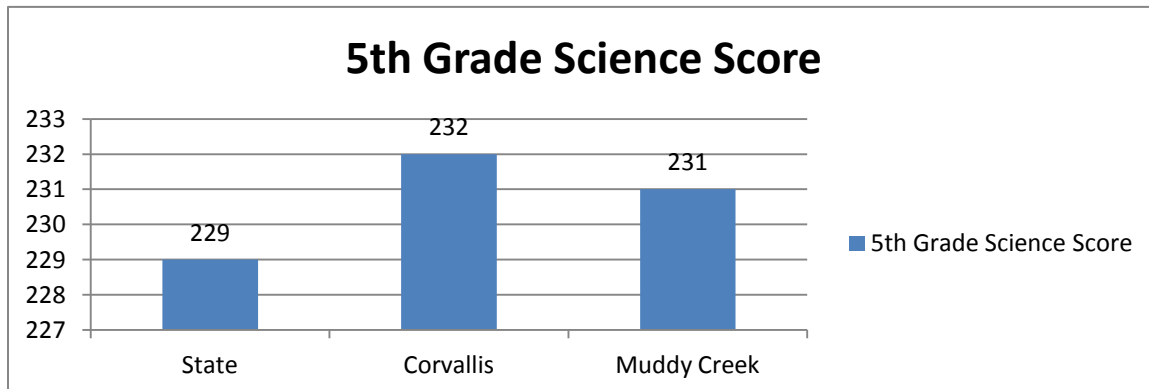
### Reading Scores

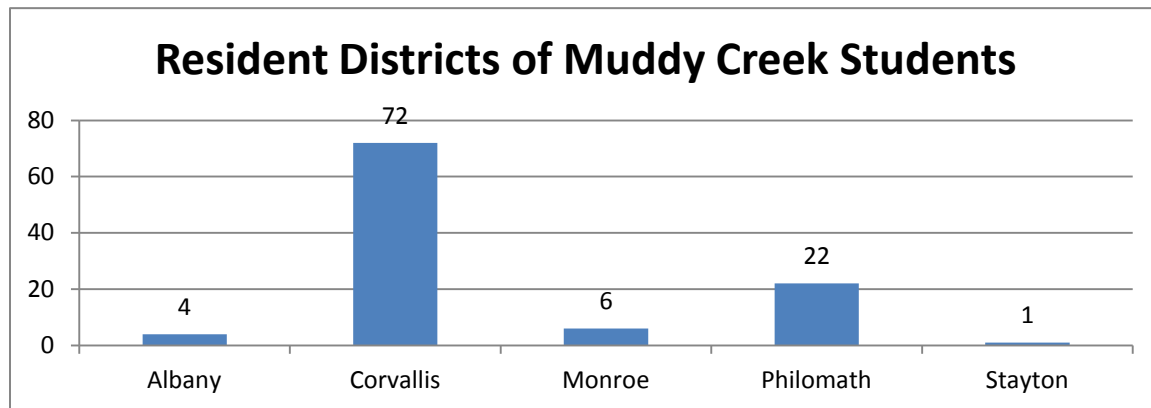


### Math Scores



### 5th Grade Science Score







# Corvallis

## SCHOOL DISTRICT

V.B. Summer School/Online Update

V.C. First Week Enrollment Update

V.D. 1:World Update

VI. PUBLIC TESTIMONY

VII. STAFF TESTIMONY

VIII. NOMINATE ANNE SCHUSTER FOR OSBA BOARD OF DIRECTORS

IX. CONSOLIDATED ACTION

IX.A. Confirm Sale of Fairplay School to Corvallis Waldorf School

IX.B. Food Service Proclamation

**BOARD MEETING DATE:** September 9, 2013

**FOR ACTION**

**SUBJECT:** Disclosure of Free and Reduced Price Information Declaration

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Issue: Under the National School Lunch Act parents may apply for free or reduced price meals for their children, based on income level. Currently, 36 percent of district students qualify for these benefits. The district receives federal meal subsidies based on the number of qualifying students eating school meals. Eligibility data is used in other program areas as well. For example, Title I resources are distributed to districts based on the percentage of students qualifying for free or reduced price meals. In addition, if parents fill out waiver forms, the district offers such benefits as discounts on fees for sports, supplies, yearbooks, and field trips.

The National School Lunch Act includes stringent confidentiality requirements in order to protect the privacy of students and their families. Local education agencies may develop a local disclosure policy as long as its provisions are within limits set by the federal legislation.

The Corvallis School District has relied on Oregon Department of Education guidelines to determine who can have access to confidential information. The current guidelines are conservative. For example, they do not allow principals access to the information unless parents have waived rights to keep eligibility confidential. The language in the federal law is broader. It allows access to “a person directly connected with the administration or enforcement of (I) a Federal education program; (II) a State health or education program administered by the State or local educational agency . . . .” Our principals have responsibility for administering required state and federal tests, such as the National Assessment of Education Progress (NAEP) and the Oregon Assessment of Knowledge and Skills (OAKS).

In order to clarify this district’s intent to share confidential information with those employees who meet the criteria in federal law as described above, annual adoption of the attached Free and Reduced Price Information Declaration is needed. The declaration specifies that the district shall:

- Obtain parental consent prior to disclosure, when required;
- Disclose information only to persons authorized by Federal law;
- Inform all those whose access to confidential information is authorized that the eligibility information can be used only for purposes defined by law and the penalties for unauthorized disclosures;
- Limit on-line user access (ability to see information in the database) to certain Foods and Nutrition Services staff and certain administrators who direct research and data analysis; all other authorized staff will be provided with lists of eligible students.

All staff whose roles allow access to eligibility information will be required to sign the attached affirmation of non-disclosure annually.

This declaration meets the strict confidentiality standards set forth in federal law while allowing key administrators appropriate access to data in order to assure they develop and monitor appropriately programs for low income-students that meet their academic needs.

With achievement compacts, the economically disadvantaged subgroup consists of all students who are eligible for free or reduced price school meals. The approach represented by these documents has federal and state sign-off, and allows district staff to better use and track data for students who are considered economically disadvantaged.

Options Considered: Not adopting the Declaration.

Involvement: District office staff.

Consequences: District leadership will continue to lack free and reduced eligibility data to track student progress to meet student goals, district and school improvement plans, and the district achievement plan.

Cost Impact: None.

**ACTION:** Adopt the Disclosure of Free and Reduced Price Information Declaration.

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**CONTACT PERSON(S):** Kevin Bogatin





## DISCLOSURE OF FREE AND REDUCED PRICE INFORMATION DECLARATION

WHEREAS, Corvallis School District 509J (District) does acknowledge and agree that children's free and reduced price meals and free milk eligibility information, obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) or Child Nutrition Act of 1996 (42 USC 1771 et. seq.) and the regulations implementing these Acts, is confidential information.

WHEREAS, the District is a local education agency that administers an education program as that term is used in the National School Lunch Act (42 USC 1758 (b)(6)(A)(I) and this Declaration is intended to ensure that any identifiable information disclosed by the Food and Nutrition Services section of the District's Business Department (Food and Nutrition Services) about children eligible for free and reduced price meals or free milk will be used only for purposes specified in this Declaration and that Food and Nutrition Services and Corvallis School District 509J and all the employees thereof recognize that there are penalties for unauthorized disclosures of the eligibility information.

WHEREAS, the National School Lunch Act (42 USC 1751 et. seq.) contains the following provisions:

(6) *USE OR DISCLOSURE OF INFORMATION.—*

- (A) *IN GENERAL.—The use or disclosure of any information obtained from an application for free or reduced price meals. . . shall be limited to—*
- (i) *a person directly connected with the administration or enforcement of this Act or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) (including a regulation promulgated under either Act);*
  - (ii) *a person directly connected with the administration or enforcement of—*
    - (I) *a Federal education program;*
    - (II) *a State health or education program administered by the State or local educational agency. . .*
    - (III) *a Federal, State, or local means-tested nutrition program with eligibility standards comparable to the school lunch program under this Act. . .*
  - (v) *a third party contractor described in paragraph (3)(G)(iv).*
- (B) *LIMITATION ON INFORMATION PROVIDED.—Information provided under clause (ii) or (v) of subparagraph (A) shall be limited to the income eligibility status of the child for whom application for free or reduced price meal benefits is made. . .*

*unless the consent of the parent or guardian of the child for whom application for benefits was made is obtained.*

WHEREAS, the District is currently authorized to administer the Child Nutrition Program under the National School Act and that the information requested will only be used as authorized by such Act, which information shall contain the name of the eligible student and the eligibility status only for which the parental or guardian consent is not required.

WHEREAS, ORS 326.565 through 326.591 and OAR 581-021-0220 through 581-021-0440 are the Oregon law and regulations that protect the privacy of a student's "education record;" District Board Policy JO/IGBAG is the policy that addresses privacy of student education records; and the District intends to comply with such requirements with respect to free and reduced price meal and free milk eligibility information.

NOW, THEREFORE, in consideration of the recitals set forth above the District declares:

1. Food and Nutrition Services shall, when required, secure parent/guardian consent prior to any disclosure not authorized by the National School Lunch Act or any regulation under that Act, unless prior consent is secured by the information receiving agency and made available to Food and Nutrition Services.
2. Food and Nutrition Services shall disclose eligibility information only to persons directly connected to the administration or enforcement of programs and who are authorized to access information under the National School Lunch Act, including administrators who direct research and data analysis for the District, related to education programs of the District.
3. The District shall ensure that only persons who are directly connected with the administration or enforcement of the preceding programs and whose job responsibilities require use of the eligibility information shall have access to children's eligibility information.
4. The District shall inform all persons who have access to children's free and reduced price meal eligibility information that the information is confidential, that the children's eligibility information must be used only for purposes specified above, and the penalties for unauthorized disclosures.
5. The District shall protect the confidentiality of children's free and reduced price meal or free milk eligibility information in order to assure that only those individuals employed in the Food and Nutrition Services, or administrators who direct research and data analysis for the District, shall have on-line user rights to access a student's free/reduced meal eligibility status in the District. Other authorized staff directly engaged in the administration or enforcement of federal or state education programs shall receive eligibility lists and shall be instructed to properly destroy by shredding such lists after they are used for the approved purpose. Each District employee authorized to have

access shall receive a copy of this completed Declaration and shall be required to sign a Free/Reduced Disclosure form.

6. Penalties—The law provides any person who publishes, divulges, discloses, or makes known in any manner to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(b)(2)(C) or a regulation, any information about a child’s eligibility status for free and reduced price meals or free milk shall be subject to a fine of not more than \$1,000 or imprisonment of not more than one year or both.
7. This Declaration shall be effective from July 1, 2013 to June 30, 2014.

Corvallis School District 509J

By: \_\_\_\_\_  
Tom Sauret, Chair

Date: \_\_\_\_\_



## CORVALLIS SCHOOL DISTRICT 509J

### Employee Affirmation of Nondisclosure

(Copy of Disclosure of Free and Reduced Price Information Declaration)

Employee Name \_\_\_\_\_  
School/Dept. \_\_\_\_\_

Title \_\_\_\_\_  
Telephone \_\_\_\_\_

I am requesting access to confidential information for the following purpose:

#### **Access to Confidential Free and Reduced Price Lunch Information**

By signing this document I agree to the following:

- I will not permit access to confidential free and reduced price lunch information to persons not authorized by the Corvallis School District or the Oregon Department of Education.
- I will maintain the confidentiality of the data.
- I will not reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others for any purpose other than the purposes specified in the attached Disclosure of Free and Reduced Price Information Declaration.
- I will report to the directors of Human Resources and Business any known instances of missing data, data that has been inappropriately shred, or data taken off site.

I understand that procedures must be in place for monitoring and protecting confidential information.

- I understand and acknowledge that children's free and reduced price meals and free milk eligibility information obtained under provision of the Richard B. Russell National School Lunch Act (42 USC 1751 et. seq.) (NSLA) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) (CNA), and the regulations implementing these Acts is confidential information.
- I understand that any unauthorized disclosure of confidential free and reduced price lunch information is illegal as provided in the NSLA and CNA and in the implementing of federal regulation 7 C.F.R. 245.6. The penalty for unlawful disclosure is a fine of not more than \$1,000 or imprisonment for up to one year, or both (7 C.F.R. 245.6).
- I understand that any personal characteristics that could make the student or his/her family's identification traceable are protected.
- In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign-on/passwords.

I affirm that my statements in this document are true.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervising Director \_\_\_\_\_

Date \_\_\_\_\_

**Return to: Cindy Dagesse, Student Services, by September 30, 2013**

**A signed affirmation must be completed annually in order to obtain/continue access to free and reduced eligibility information.**



**Corvallis**  
SCHOOL DISTRICT

IX.C. Licensed Personnel Recommendations

**BOARD MEETING DATE: September 9, 2013**

**FOR ACTION**

**SUBJECT: Licensed Personnel Action**

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1. Issue: Information on licensed-personnel recommendations

a. Recommendation to Hire:

Josh Beaudry: Science Teacher, 0.33 FTE, Cheldelin Middle School, effective August 28, 2013 (Temporary).

Brandon Correa: Orchestra Teacher, 0.33 FTE, Crescent Valley and Corvallis High Schools, effective August 28, 2013 (Temporary).

Denise Diller: District Nurse, 1.0 FTE, District Office, effective August 22, 2013 (Probationary).

Marjorie Gear: Special Education Teacher, 0.17 FTE, District Office and YES House, effective August 28, 2013 (Temporary).

Jessica Groom: Second Grade Teacher, 1.0 FTE, Wilson Elementary School, effective September 3, 2013 (Temporary).

Heath Henry: Social Studies Teacher, 1.0 FTE, Corvallis High School, effective August 28, 2013 (Temporary).

Amelia Ingersoll: ELL Teacher and Intervention Specialist, 1.0 FTE, Lincoln Elementary School, effective August 30, 2013 (Temporary).

Kaisa Laukkanen: ELL Teacher, 0.50 FTE, Wilson Elementary School, effective August 28, 2013 (Temporary).

Brendan McMullen: Math Teacher, 0.50 FTE, Crescent Valley High School, effective August 28, 2013 (Temporary).

Dana Monroe: Art Teacher, 0.50 FTE, Cheldelin Middle School, effective August 28, 2013 (Temporary).

Ashley Nation: Orchestra Teacher, 0.30 FTE, Cheldelin and Linus Pauling Middle Schools, effective August 28, 2013 (Temporary).

Patricia Pokrzywa: District Nurse, 1.0 FTE, District Office, effective August 20, 2013 (Probationary).

Leah Rapoza: Special Education Teacher and Intervention Specialist, 1.0 FTE, Lincoln Elementary School, effective August 28, 2013 (Temporary).

Susan Reeves: First/Second Grade Blend Teacher, 1.0 FTE, Adams Elementary School, effective September 3, 2013 (Temporary).

Jonathan Strowbridge: Physical Education/Health Teacher. 0.67 FTE, Cheldelin Middle School, effective August 28, 2013 (Temporary).

Elizabeth Young: First Grade Teacher, 1.0 FTE, Jefferson Elementary School, effective August 28, 2013 (Temporary).

b. Termination/Resignation/Layoff/Retirement:

Teri Janousek: Special Education Teacher, 1.0 FTE, Lincoln Elementary School, effective August 15, 2013 (Resignation).

Lauren Sanders: Intervention Specialist, 0.70 FTE, Garfield Elementary School, effective August 22, 2013 (Resignation).

**ACTION REQUESTED:** Approve recommendations.

---

**CONTACT PERSON:** Jennifer Duvall

Corvallis School District 509J  
Board of Directors

**BOARD MEETING DATE: September 9, 2013**

**FOR ACTION-Addendum**

**SUBJECT: Licensed Personnel Action**

- 
1. Issue: Information on licensed-personnel recommendations
    - a. Recommendation to Hire:  
Laura Blake: Special Education Teacher, 0.25 FTE, Muddy Creek Charter School,  
effective September 10, 2013 (Temporary).

**ACTION REQUESTED:** Approve recommendations.

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**CONTACT PERSON:** Jennifer Duvall





**Corvallis**  
SCHOOL DISTRICT

IX.D. Board Policy—IGBAB/JO—Education Records/Records of Students  
With Disabilities--Action Sheet—Revised—Second Reading

**BOARD MEETING DATE:** September 9, 2013

**FOR ACTION**

**SUBJECT:**

Board Policy—IGBAB/JO—Education Records/Records of Students with Disabilities—  
Revised—Second Reading  
Board Policy—JO/IGBAB—Education Records/Records of Students with Disabilities—  
Revised—Second Reading  
JOA—Directory Information—Revised—Second Reading  
JOB—Personally Identifiable Information—Revised—Second Reading

---

Issue: The US Department of Education revised its regulations governing the Family Educational Rights and Privacy Act (FERPA). The major areas of change include directory information exception and changes to the audit/evaluation and studies exceptions.

The Uninterrupted Scholars Act (USA) 2013 amended FERPA to allow the disclosure of student records without parental consent: (1) to a case worker or other representative of a State or local child welfare agency or tribal organization, when the organization is legally responsible for the care and protection of a student; and (2) for a judicial order or subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency issues.

Options Considered: Not revising the policies or administrative regulations.

Involvement: District staff.

Consequences: Policies and administrative regulations will remain outdated.

Cost Impact: None

ACTION REQUESTED: Approval and adoption of the policies.

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**CONTACT PERSON(S):** Kevin Bogatin, Kerry Richey



**Corvallis**  
SCHOOL DISTRICT

IX.E. Board Policy--IGBAB/JO--Education Records/Records of Students With  
Disabilities—Revised—Second Reading

## **Education Records/Records of Students with Disabilities\*\***

Education records are those records maintained by the district that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers, and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

The district shall maintain confidential education records of students in a manner that conforms to state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, and verifiable, and should have a direct and significant bearing upon the student's educational development.

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the students seeks to enroll or receives services, including special education evaluation services.

The district may impose certain restrictions and/or penalties until fees, fines, or damages are paid. Records requested by another district to determine a student's appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines, or damages owed and the right of parents to request a hearing.

The district may pursue fees, fines, or damages through a private collection agency or other method available to the district. The district may waive fees, fines, and charges if the student or parent cannot pay, the payment of the debt could impact the health and safety of the student, if the cost of collection would be more than the total collected, or there are mitigating circumstances, as determined by the superintendent.

The district shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. The district provides to parents of a student with a disability or to an adult student with a disability the opportunity at any reasonable time to examine all of the records of the district pertaining to the student's identification, evaluation, educational placement, and free appropriate public education. The district provides parents or an adult

student, on request, a list of the types and locations of education records collected, maintained and used by the district.

The district annually notifies parents of all students, including adult students, currently in attendance that they have to right to:

1. Inspect and review the student's records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB—Personally Identifiable Information);
4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the district's education records policy.

Regarding records to be released to district officials within the agency, the district's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests. School or district officials may also include a volunteer or contractor who performs an institutional service on behalf of the school or district. Any such volunteer or contractor will operate under the supervision of a school or district official and shall be advised of the requirement to protect confidential education records from unlawful or inappropriate use or disclosure prior to receiving access to the protected records.

The district annually notifies parents and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA—Directory Information).

The district shall give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulations shall be made available upon request by parents and students 18 years or older or emancipated.

END OF POLICY

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Legal Reference(s):

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 326.565](#)  
[ORS 326.575](#)

[~~ORS 339.260~~](#)  
[ORS 339.270](#)  
[ORS 343.177\(3\)](#)

[OAR 166-405-0010](#) to 166-415-0010  
[OAR 581-021-0220](#) to -0430  
[OAR 581-022-1660](#)  
[OAR 581-022-1670](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2006~~ 2011); Family  
Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2006~~ 2011).  
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2006).  
Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221.

Cross Reference(s):

Policy ECAB—Vandalism/Malicious Mischief/Theft  
Policy JN—Student Fees, Fines, and Charges



**Corvallis**  
SCHOOL DISTRICT

IX.F. Board Policy--JO/IGBAB--Education Records/Records of Students With  
Disabilities—Revised—Second Reading

## **EDUCATION RECORDS/RECORDS OF STUDENTS WITH DISABILITIES\*\***

Education records are those records maintained by the district that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers, and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

The district shall maintain confidential education records of students in a manner that conforms to state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, and verifiable, and should have a direct and significant bearing upon the student's educational development.

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the students seeks to enroll or receives services, including special education evaluation services.

The district may impose certain restrictions and/or penalties until fees, fines, or damages are paid. Records requested by another district to determine a student's appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines, or damages owed and the right of parents to request a hearing.

The district may pursue fees, fines, or damages through a private collection agency or other method available to the district. The district may waive fees, fines, and charges if the student or parent cannot pay, the payment of the debt could impact the health and safety of the student, if the cost of collection would be more than the total collected, or there are mitigating circumstances, as determined by the superintendent.

The district shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. The district provides to parents of a student with a disability or to an adult student with a disability the opportunity at any reasonable time to examine all of the records of the district pertaining to the student's identification, evaluation, educational



placement, and free appropriate public education. The district provides parents or an adult student, on request, a list of the types and locations of education records collected, maintained and used by the district.

The district annually notifies parents of all students, including adult students, currently in attendance that they have to right to:

1. Inspect and review the student's records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB—Personally Identifiable Information);
4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the district's education records policy.

Regarding records to be released to district officials within the agency, the district's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests. School or district officials may also include a volunteer or contractor who performs an institutional service on behalf of the school or district. Any such volunteer or contractor will operate under the supervision of a school or district official and shall be advised of the requirement to protect confidential education records from unlawful or inappropriate use or disclosure prior to receiving access to the protected records.

The district annually notifies parents and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA—Directory Information).

The district shall give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulations shall be made available upon request by parents and students 18 years or older or emancipated.

END OF POLICY

---

Legal References:

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 339.260](#)  
[ORS 339.270](#)

[ORS 343.177\(3\)](#)  
[OAR 166-405-0010](#) to [166-415-0010](#)  
[OAR 581-021-0220](#) to [-0430](#)  
[OAR 581-022-1660](#)  
[OAR 581-022-1670](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006-2011); Family  
Educational Rights and Privacy, 34 C.F.R. Part 99 (2006 2011).  
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2006).  
Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221.

Cross Reference(s):

Policy ECAB—Vandalism/Malicious Mischief/Theft

Policy JN—Student Fees, Fines, and Charges



**Corvallis**  
SCHOOL DISTRICT

IX.G. Board Policy--JOA--Directory Information--Revised--Second Reading

### **Directory Information\*\***

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's electronic address;
5. Student's photograph;
6. Date and place of birth;
7. Major field of study;
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
10. Dates of attendance;
11. Degrees or rewards received;
12. Most recent previous school or program attended.

### **Public Notice**

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information, and the requirement that the district must, by law, release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

### **Exclusions**

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age, or emancipated student within 15 days of annual public notice. A parent, student 18 years of age, or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose his or her name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over to the telephone except in health and safety emergencies.

At no point will a student's social security number or student identification number be considered directory information.

END OF POLICY

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Legal Reference(s):

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

[ORS 339.260](#)

[OAR 581-021-0220 to-0430](#)

[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006 2011).

Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2008 2011).

No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).

Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221.

Cross Reference:

Policy JO/IGBAB—Education Records/Records of Students with Disabilities\*\*



**Corvallis**  
SCHOOL DISTRICT

IX.H. Board Policy--JOB--Personally Identifiable Information--Revised--Second  
Reading

## Personally Identifiable Information\*\*

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number, or student ID number, or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable, such as student's date of birth, place of birth, and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person whom the district reasonably believes knows the identity of the student to whom the educational record relates.

### Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure, and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

### Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program, or institution of postsecondary education where the student seeks or intends to enroll;
4. To authorized representatives U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, state and local education authorities, or the Oregon Secretary of

State Audits Division in connection with an audit or evaluation of federal or state supported education programs, or the enforcement of or compliance with federal and state regulations;

~~personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state requirements of the district;~~

5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as "directory information;"
13. To the courts when legal action is initiated;
14. To a court and state and local juvenile justice agencies.
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters.
16. To a case worker or other representative of a state or local child welfare agency or tribal organization that is legally responsible for the care and protection of the student including educational stability of children in foster care.

END OF POLICY

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Legal Reference(s):

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

[ORS 339.260](#)

[OAR 581-015-2000](#)

[OAR 581-021-0220](#) to -0430

[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006 2011).

Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006 2011).

Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221.

Cross Reference:

Policy JO/IGBAB—Education Records/Records of Students with Disabilities\*\*





# Corvallis

SCHOOL DISTRICT

X. CONSOLIDATED INFORMATION

X.A. Non-Licensed Personnel Information

**BOARD MEETING DATE: September 9, 2013**

**FOR INFORMATION ONLY**

**SUBJECT: Non-licensed Personnel Information**

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Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Stefanie Breeder-Albright: Educational Assistant 2, 2 hrs, Corvallis High School, effective August 28, 2013 (Regular).

Samantha Butterfield: Educational Assistant 2, 6 hrs, Linus Pauling Middle School, effective August 28, 2013 (Probationary).

Evelyn Courtney: Food Service Specialist, 5.25 hrs, Adams Elementary School, effective August 28, 2013 (Probationary).

Timberlee Harris: Food Service Assistant, 4 hrs, Central Kitchen, effective August 28, 2013 (Probationary).

Benjamin Hays: Educational Assistant 2/LRC, 4.75 hrs, Adams Elementary School, effective August 28, 2013 (Limited Term).

Jennifer Hernandez: Educational Assistant 2/Lifeskills, 6 hrs, Harding Center, effective August 28, 2013 (Regular).

Rebecca Patching: Administrative Assistant 1/LRC, 7 hrs, Linus Pauling Middle School, effective August 28, 2013 (Probationary).

Damon Solomos: Food Service Assistant/Specialist, 7.25 hrs, Central Kitchen and Franklin School, effective August 28, 2013 (Probationary).

Cara Takamori: Educational Assistant 2, 4 hrs, Adams Elementary School, effective September 3, 2013 (Probationary).

Tracy Yon: Food Service Assistant, 5.5 hrs, Lincoln and Philomath Elementary Schools, effective August 28, 2013 (Probationary).

b. Termination/Resignation/Layoff/Retirement:

Jean Dolan: Educational Assistant 2, 7 hrs, Wilson Elementary and Cheldelin Middle Schools, effective August 28, 2013 (Resignation).

Jessica Groom: Educational Assistant 2, 4.5 hrs, Jefferson Elementary School, effective September 3, 2013 (Resignation).

Debie Hood: Educational Assistant 2/Lifeskills, 7 hrs, Corvallis High School, effective August 26, 2013 (Resignation).

Jon Strowbridge : Educational Assistant 2/Lifeskills, 5.75 hrs, Corvallis High School, effective August 27, 2013 (Resignation).

Alison Rooks-Armstrong: Food Service Assistant, 3.25 hrs, Linus Pauling Middle School, effective August 26, 2013 (Resignation).

Margaret Spiegelberg: Educational Assistant 2, 6.5 hrs, Jefferson Elementary School, effective August 22, 2013 (Resignation).

Brendan McMullen: Educational Assistant 2, 7.5 hours, Crescent Valley High School, effective August 27, 2013 (Resignation).

**BOARD MEETING DATE: September 9, 2013**

**FOR INFORMATION ONLY-Addendum**

**SUBJECT: Non-licensed Personnel Information**

---

1. Issue: Information on non-licensed-personnel
  - a. Recommendation to Hire:

Blaine Cluskey: Educational Assistant 2/LRC, 6 hrs, Corvallis High School, effective September 4, 2013 (Probationary).

Jessica Erhardt: Educational Assistant 2, 6 hrs, Linus Pauling Middle School, effective September 4, 2013 (Probationary).

Douglas (Chad) Foley: Educational Assistant 2, 6 hrs, Corvallis High School, effective September 4, 2013 (Limited Term).

John Friday: Educational Assistant 2/LRC, 5 hrs, Crescent Valley High School, effective September 4, 2013 (Probationary).

Gordon Hilberg: Educational Assistant 2/Lifeskills, 5.75 hrs, Corvallis High School, effective September 4, 2013 (Probationary).

Shauna Litts: Educational Assistant 2, 6 hrs, Corvallis High School, effective September 4, 2013 (Limited Term).

Kirsten Mills: Educational Assistant 2/LRC, 6 hrs, Mt. View Elementary School, effective September 4, 2013 (Probationary).

Phu Nguyen, Maintenance 1, 8 hrs, Crescent Valley High School, effective September 3, 2013 (Probationary).

Krystine Robertson: Educational Assistant 2/Lifeskills, 7 hrs, Corvallis High School, effective September 5, 2013 (Probationary).

Cynthia Schwanke: Food Service Assistant, 3.25 hrs, Linus Pauling Middle School, effective September 4, 2013 (Probationary).

Ian VanderZwan: Educational Assistant 2, 6 hrs, Linus Pauling Middle School, effective August 28, 2013 (Probationary).
  - b. Termination/Resignation/Layoff/Retirement:

Margaret Henderson: Educational Assistant 2/LRC, 6 hrs, Lincoln Elementary School, effective August 30, 2013 (Resignation).

**CONTACT PERSON:** Jennifer Duvall



**Corvallis**  
SCHOOL DISTRICT

XI. 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](mailto: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 35<sup>th</sup> Street, Corvallis, OR 97333. E-mail may be sent to [schoolboard@corvallis.k12.or.us](mailto: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](mailto: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](mailto:kim.nelson@corvallis.k12.or.us) or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35<sup>th</sup> 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 |