



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, December 7, 2015 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/UC9Jtpte5dmilZl9kySBjVQ?> 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, December 7, 2015
6:30 PM

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

Meeting Details: Monday, December 7, 2015, 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 -- Led by a Lincoln Elementary School Student
- III. LINCOLN ELEMENTARY SCHOOL CHOIR PERFORMANCE
- IV. LINCOLN ELEMENTARY SCHOOL -- PRINCIPAL'S SPOTLIGHT



LINCOLN ELEMENTARY SCHOOL
La ESCUELA PRIMARIA LINCOLN

iLeones! Lions!



- ▶ **Objetivos del Distrito Escolar de Corvallis**
 - *Cada niño un graduado*
 - Cada niño presenta un crecimiento
 - Cerrar la brecha en las oportunidades

- ▶ **Objetivos del Programa de Doble Inmersión de Lincoln**
 - Estar a nivel de grado o por encima de nivel de grado académicamente
 - *Desarrollar niveles altos de aprovechamiento en su primer idioma*
 - Desarrollar niveles altos de aprovechamiento en un segundo idioma
 - *Demostrar actitudes y comportamientos interculturales positivos*



- ▶ **Corvallis District Goals**

- ▶ *Every child a graduate*
- ▶ *Every child shows growth*
- ▶ *Close the opportunity gap*



- ▶ **Lincoln Dual Language Immersion Program Goals**

- ▶ *Be at or above grade level academically*
- ▶ *Develop high levels of proficiency in their first language*
- ▶ *Develop high levels of proficiency in a second language*
- ▶ *Demonstrate positive cross-cultural attitudes and behaviors*

Students / Estudiantes

- ▶ Hay 370 estudiantes
 - TAG—2.3%
 - SpEd—12.7%
 - ELL—22%
 - F & R—62%
- ▶ 18 salones / 18 classrooms
 - 3 clases a cada nivel, K-5
 - 16/18 son clases bilingües

Partnerships / Asociaciones

- ▶ Benton County Health Navigator / Programa de Promotores Comunitarios -- Araceli Mendes
- ▶ Linus Pauling Institute—Oregon Nutrition Education Program / el Programa de jovenes saludables del instituto Linus Pauling
- ▶ Lincoln Lion's Club / el Club de Leones de Lincoln
 - 21st Century Grant funded in year three
 - Boys & Girls Club of Corvallis, includes STEM (Science Technology Engineering and Mathematics)
- ▶ Oregon State University, College of Education
- ▶ Western Oregon State University
- ▶ 6 estudiantes para ser maestros / student teachers (4 bilingual)



S M A R T
START MAKING A READER TODAY

SMART

(Start Making a Reader Today/**Creando lectores hoy mismo**)

- ▶ November Data/**Datos de noviembre:**
- ▶ the program started with kinders on 11-3; 2nd graders started on 11-10.
- ▶ Students receive two books to take home each month/**cada mes reciben los estudiantes del programa 2 libros para la casa**
- ▶ Students coming to SMART twice each week: 76 (kinders and 2nd graders)/ **76 estudiantes lean con voluntarios 2 veces por semana; kinder y segundo**
- ▶ Books taken home/**libros para la casa: 135**
- ▶ Volunteer readers/**número de voluntarios: 43**
- ▶ Reader hours/**horas de voluntarios: 161**
- ▶ Site coordinators/**directores del programa: 2**
- ▶ Coordinator hours/**horas de los directores: Nov = 128, Oct = 150**

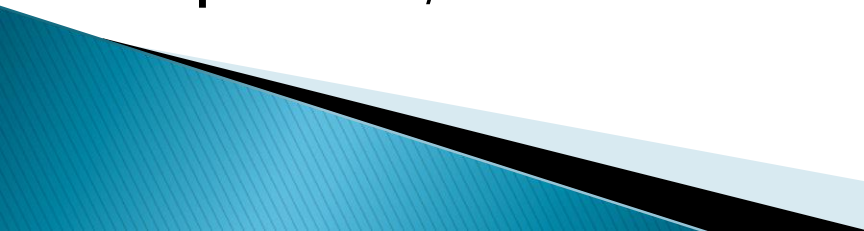
Enrichment/Enriquecimiento

- ▶ 1:1 iPad for all students (IXL,ST Math, RAZ Kids)/1:1 iPad para todos estudiantes
- ▶ Integrated Art Program/Programa de Arte
- ▶ Destination Imagination/Destino de Imaginacion
- ▶ OBOB (Oregon Battle of the Books)/Batalla de los libros
- ▶ Choir/Coro
- ▶ Offerings onsite: Strings (CYSA), Girls on the Run/Clases de violin, Programa de correr

Enrichment

- ▶ 100 Mile Club/**el club de 100 millas**
 - ▶ Bilingual Family Nights (monthly)/**Noches de las familias**
 - ▶ PTA sponsored events (Posadas, jogathon, Kermes: Carnival, Lovin' Lincoln Fun Run)/**Posadas, jogathon, Carnaval y Carrera Lovin' Lincoln**
 - ▶ 5th Grade outdoor school/**Escuela al Aire Libre**
- 

Parents & Community

- ▶ **Key Actions:**
 - ▶ Improve home/school communications in particular with homework, supporting family access to be able to support.
 - ▶ Monthly bilingual family nights, including Literacy, Math, Art, and Science focus. Partners in Print.
 - ▶ Monthly bilingual principal/parent teas.
 - ▶ Concerted effort to promote participation in parent/teacher conferences.
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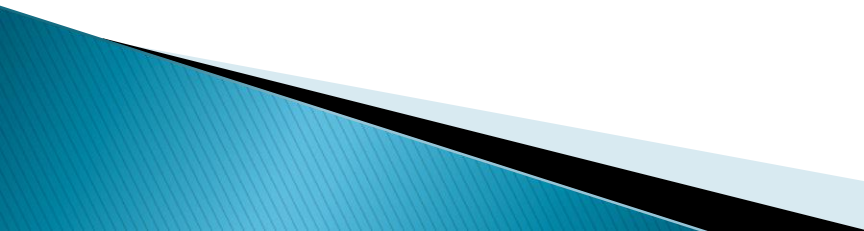
Parent involvement

- ▶ PTA
 - Supported 5th grade outdoor school, mini grants for teachers, furniture acquisition, light rays for all classrooms, which in turn allowed us to use discretionary dollars to fund a .3 Art teacher, Dana Monroe.
- ▶ Classes for adults—LBCC, upcoming funded through the Paseos grant—Spanish and English classes, DLI information nights
- ▶ Principal Tea—monthly
- ▶ Family Nights
 - 4 Themed scheduled throughout the year
 - Literacy and Math—November. Approximately 400 participated

Academics

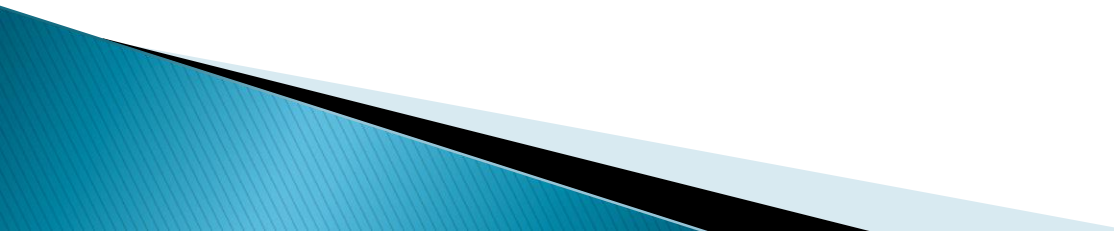
- ▶ Our Commitment:
- ▶ We will work to continuously improve the academic growth for all by providing culturally relevant and rigorous instruction in core academic areas that meet the needs of our diverse school population. We will engage and enrich student's educational experience through the use of technology and differentiated instruction. We are committed to ensuring that all students gain the academic knowledge and skills necessary for continued success. Our building theme for the year is "Together Matters." Partnerships with home, community, and among educators will be key to success.

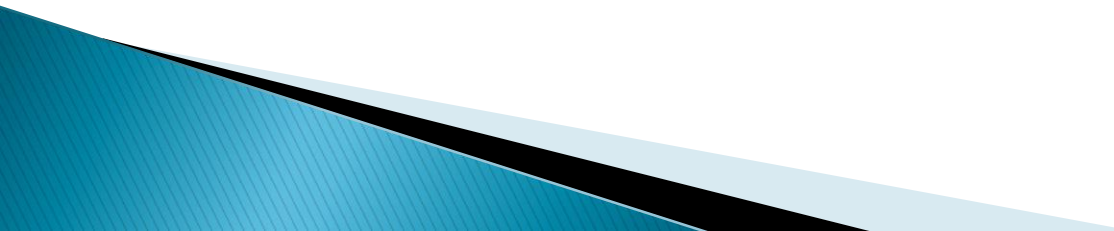
Academics

- ▶ **Key Actions:**
 - ▶ Response to Intervention:
 - ▶ Focus on Core Instruction for Language Arts and Mathematics, ie implementation of Engage New York.
 - ▶ Leverage 1:World to maximize and differentiate learning opportunities, including implementation of supplemental programs such as ST Math, IXL, and Reading AtoZ Kids.
 - ▶ Reduce the number of transitions for students and support student learning in mainstream settings as much as possible.
 - ▶ Leverage resources such as the Lion's Den funded through the 21st CCLC grant and partnerships with home to provide targeted practice.
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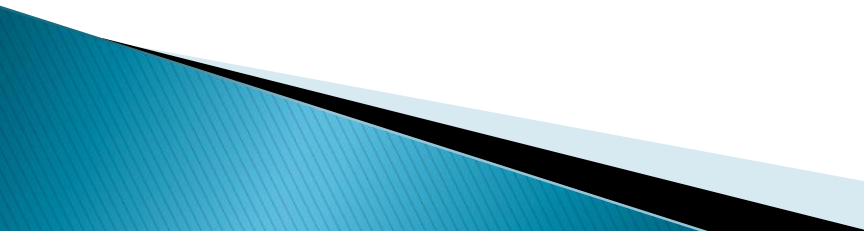
Equity

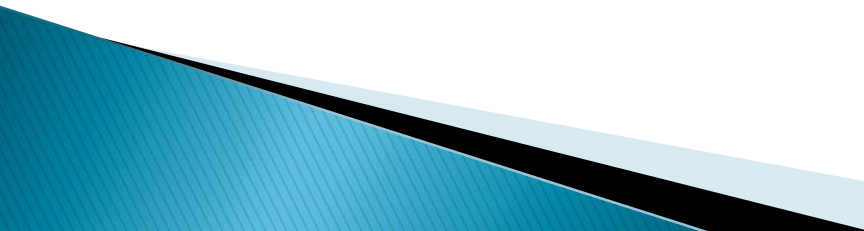
Our Commitment:

- ▶ We will work to continuously improve the academic growth for all by providing culturally relevant and rigorous instruction in core academic areas that meet the needs of our diverse school population.
- 

- ▶ **Key Actions:**
 - ▶ 1:World
 - ▶ Deliver rigorous instruction
 - ▶ Breakfast in the classroom
 - ▶ Bilingual health navigator
 - ▶ Arabic speaking EA outreach/interpreter
- 

School Environment & Culture

- ▶ Our Commitment:
 - ▶ At Lincoln we foster an environment of respect and rapport where relationships among students, staff, and community are positive and supportive.
 - ▶
 - ▶ We implement PBIS (Positive Behavior Interventions and Supports) designed to create environments that are engaging, responsive and productive rather than reactive, adverse or dangerous.
 - ▶
 - ▶ “Teachers believe it is their role to develop positive relationships in classrooms and staff rooms.” (Hattie, 2012)
 - ▶
 - ▶ Teachers create a climate such that students believe they can make errors without blame.
 - ▶ Learning requires the making of mistakes.
 - ▶ Leaders must do this for staff as well.
- 

- ▶ **Key Actions:**
 - ▶ Routine tier 2 & 3 meetings with behavior support
 - ▶ Three goals of PBIS implementation/improvement 2015–16:
 - Second Steps revival/rollout K–5
 - Schoolwide Discipline Matrix
 - Continuum (green–red level behaviors)
 - ▶ Provide ongoing training to all staff regarding CHAMPS
 - ▶ With input from students, families, and staff, facilitate enrichment programs that promote wellness and a positive learning environment.
- 



Corvallis

SCHOOL DISTRICT

V. COMMITTEE/BOARD MEMBER ITEMS

VI. STUDENT REPRESENTATIVE REPORTS

VII. SUPERINTENDENT'S REPORT

VII.A. Corvallis Public Schools Foundation: \$50,000 School Funding
Presentation

VIII. HOMELESS STUDENT UPDATE



McKinney Vento

Corvallis School District 2015-16



Overview of Presentation

What is McKinney-Vento Act?

- Def. of Homelessness
- District Requirements
- Funding

What are the numbers in Corvallis?

- student populations
- academic data

What are we doing in Corvallis?

- Our staff
- Community Connections
- What are our biggest concerns?

What do we need from you?

- Support staffing
- Ongoing support in public for affordable housing and camping in public areas

McKinney–Vento Homeless Assistance Act

- The federal McKinney-Vento “Education of Homeless Children and Youth Program” was developed to ensure that children and youth in homeless situations have equal access to the same free, appropriate public education, including public preschool, as provided to other children and youth.

Acronyms

- Title X
- McKinney-Vento
- Homeless Program



Definition of Homelessness.....

Students/Families living in:

- Motels, hotels, trailer parks or camping grounds
- Shelters
- Cars, parks, public places
- Substandard housing
- Shared housing due to economic hardship or other hardship
- Unaccompanied Youth
- Awaiting foster care placement
- Lack of a fixed, regular, and adequate nighttime residence





Funding, Requirements & other Components

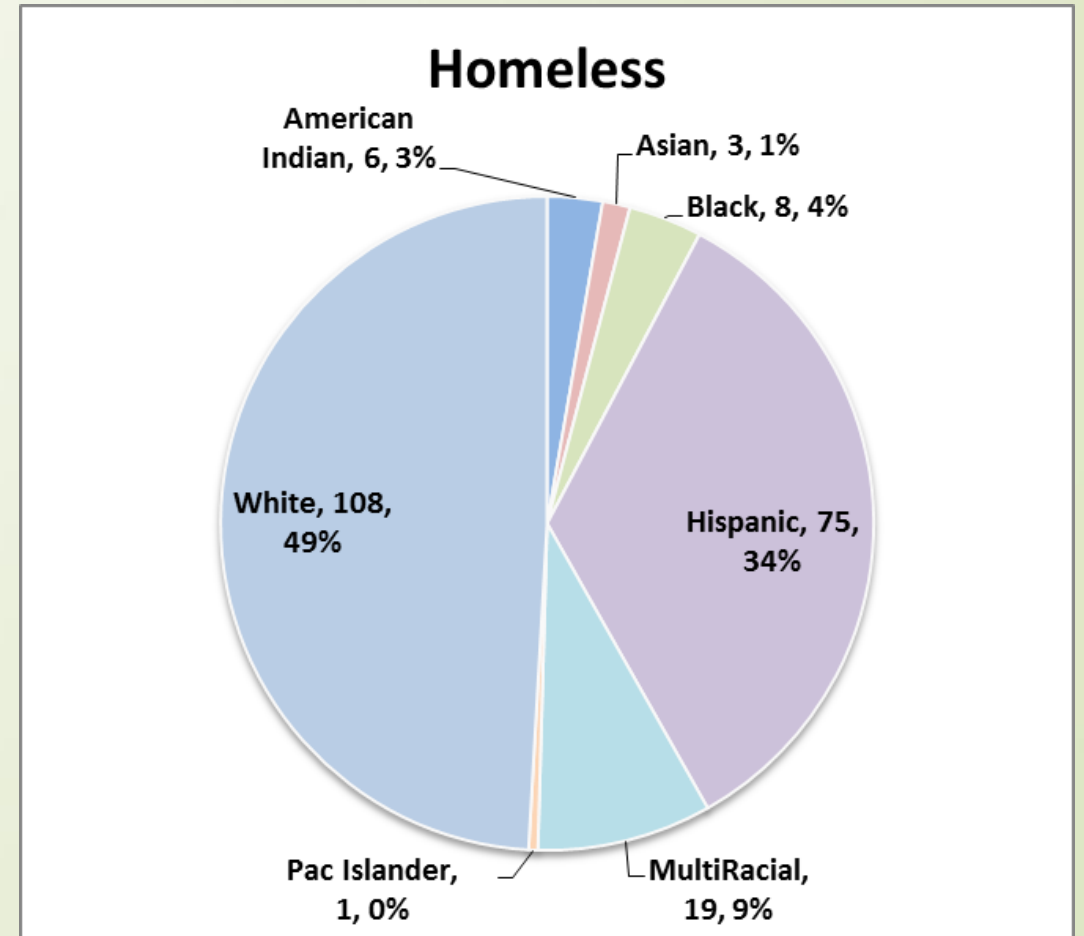
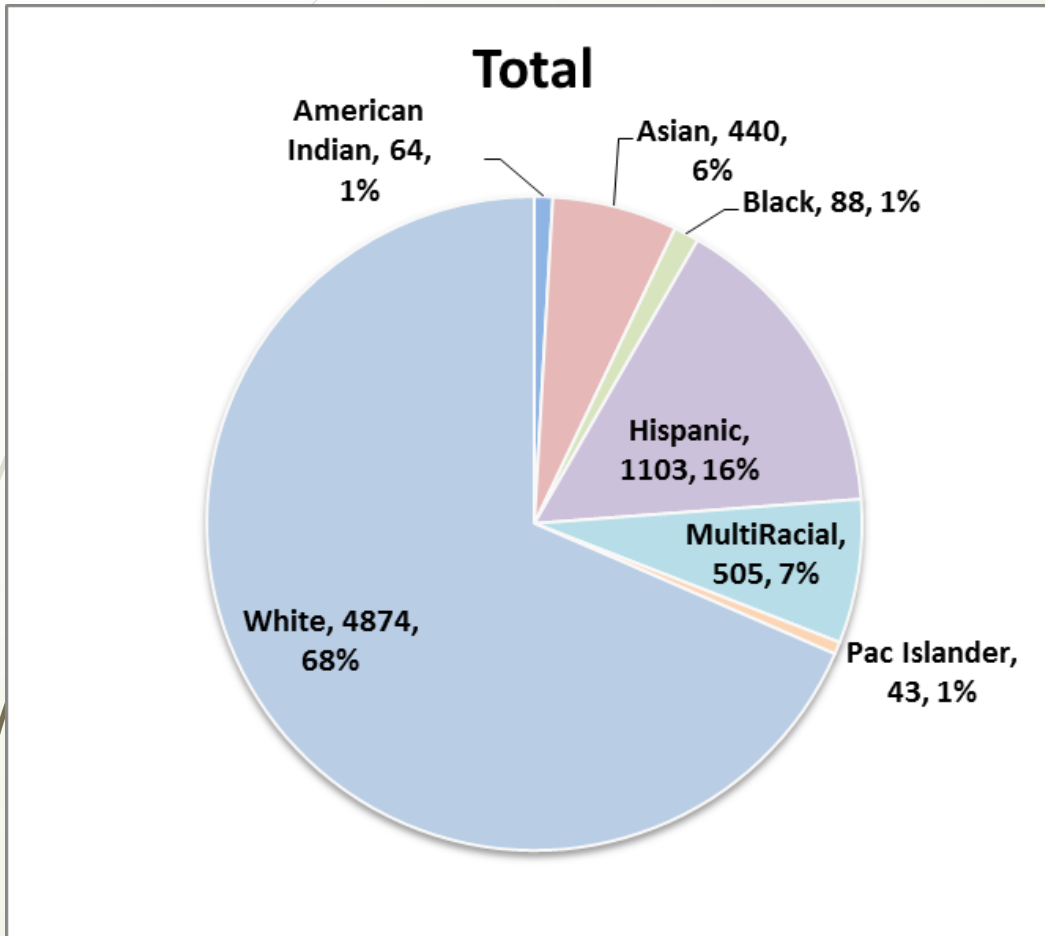
- Title 1 **requires** every school district to have a Homeless Liaison, and partial funding is an allowable expense through Title 1
 - No additional funds (Title X) allocated to Corvallis (federal competitive grant)
 - Dedicated staffing paid through Title 1
 - All other activities and enrichments funded through foundation donations
- Components
 - Immediate enrollment
 - Immediate Free lunch
 - 30 day waiver for immunizations
 - Priority to place at school of origin (or best option)



Numbers...Corvallis and Statewide Data

- Student populations
- Academic data

Who are our Homeless students?





Homeless Students Population

	Statewide 14-15	Corvallis 14-15
Shelter	1853	29
Unsheltered	2272	43
Motel	1101	7
Doubled-Up	15,298	147
K-12 total	20,524 (8%) statewide average (3.82%)	226 (3.31%)
PreK	1613	26

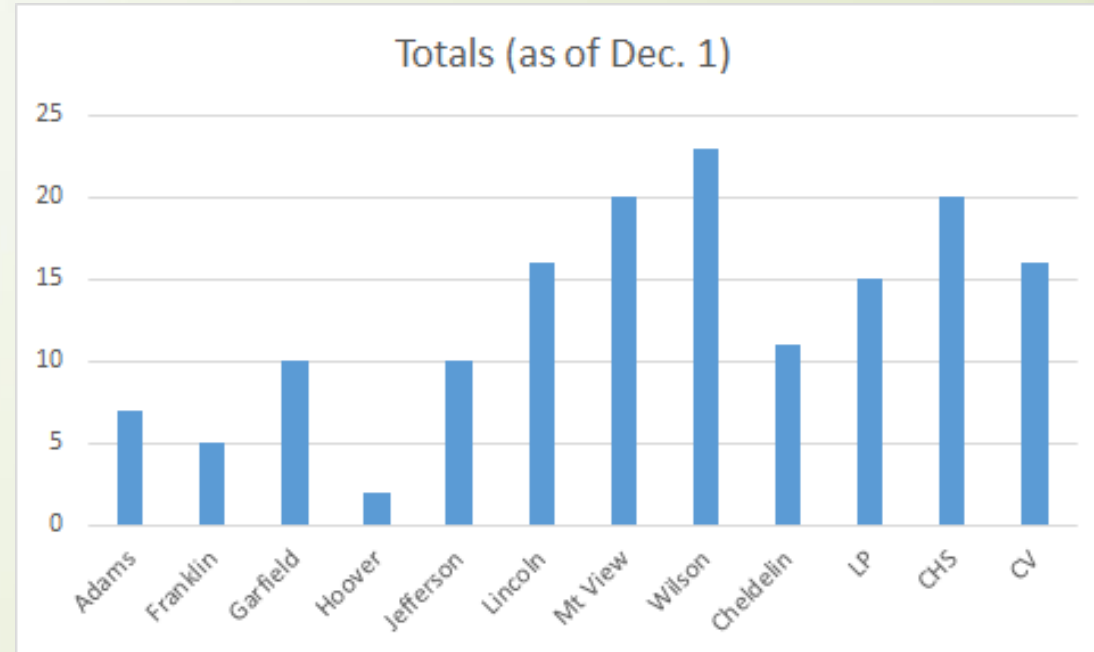


Corvallis Numbers, Current

	Total 15-16	MK-V 15-16	%
Grades K-5	2907	97	3%
Middle School 6-8	1434	26	1%
High School	2372	36	1%
Unaccompanied		7	
	6713	159	2%

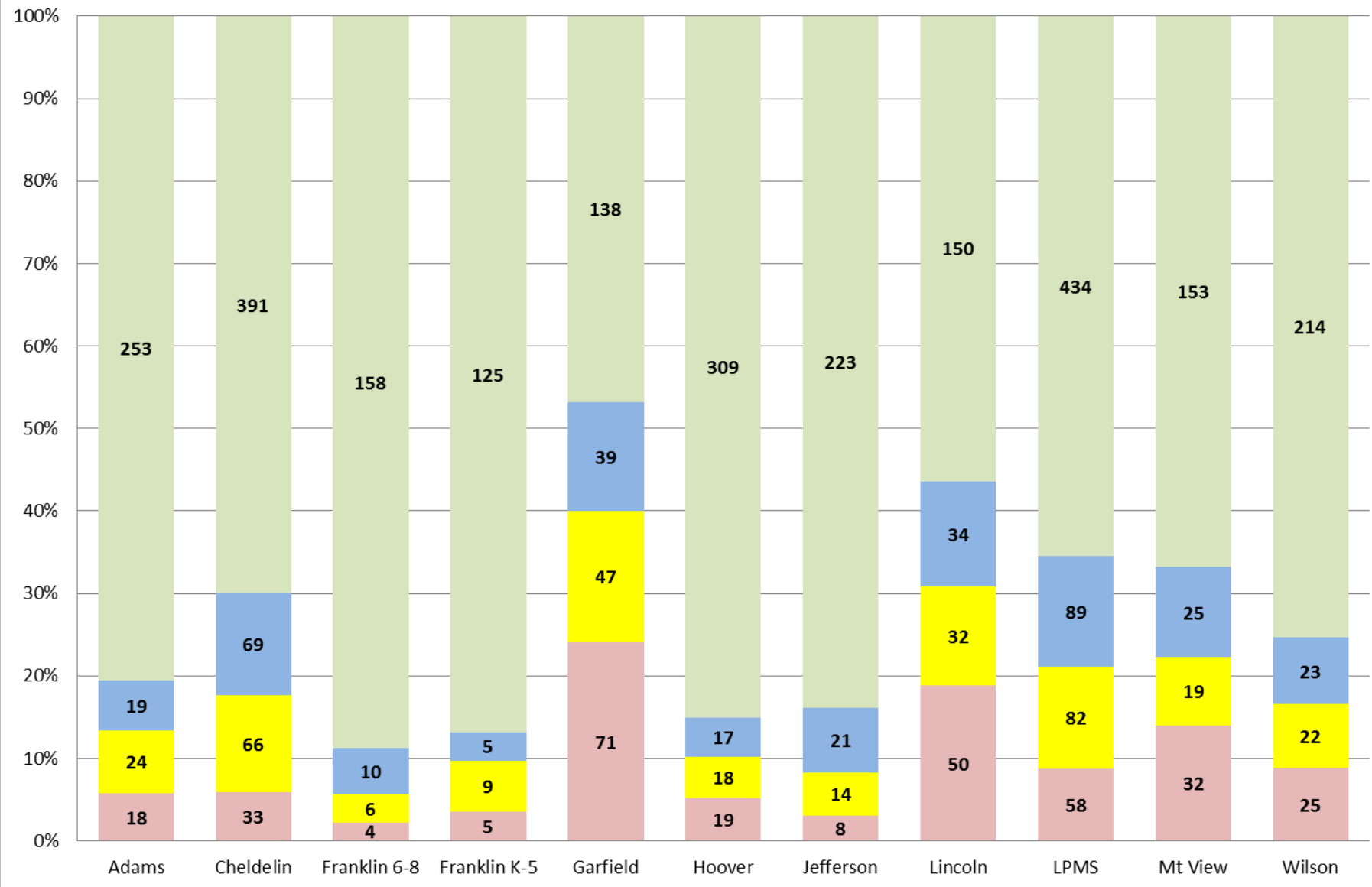
Numbers by School (15-16)

<u>School</u>	<u>Totals (as of Dec. 1)</u>
Adams	7
Franklin	5
Garfield	10
Hoover	2
Jefferson	10
Lincoln	16
Mt View	20
Wilson	23
Cheldelin	11
LP	15
CHS	20
CV	16



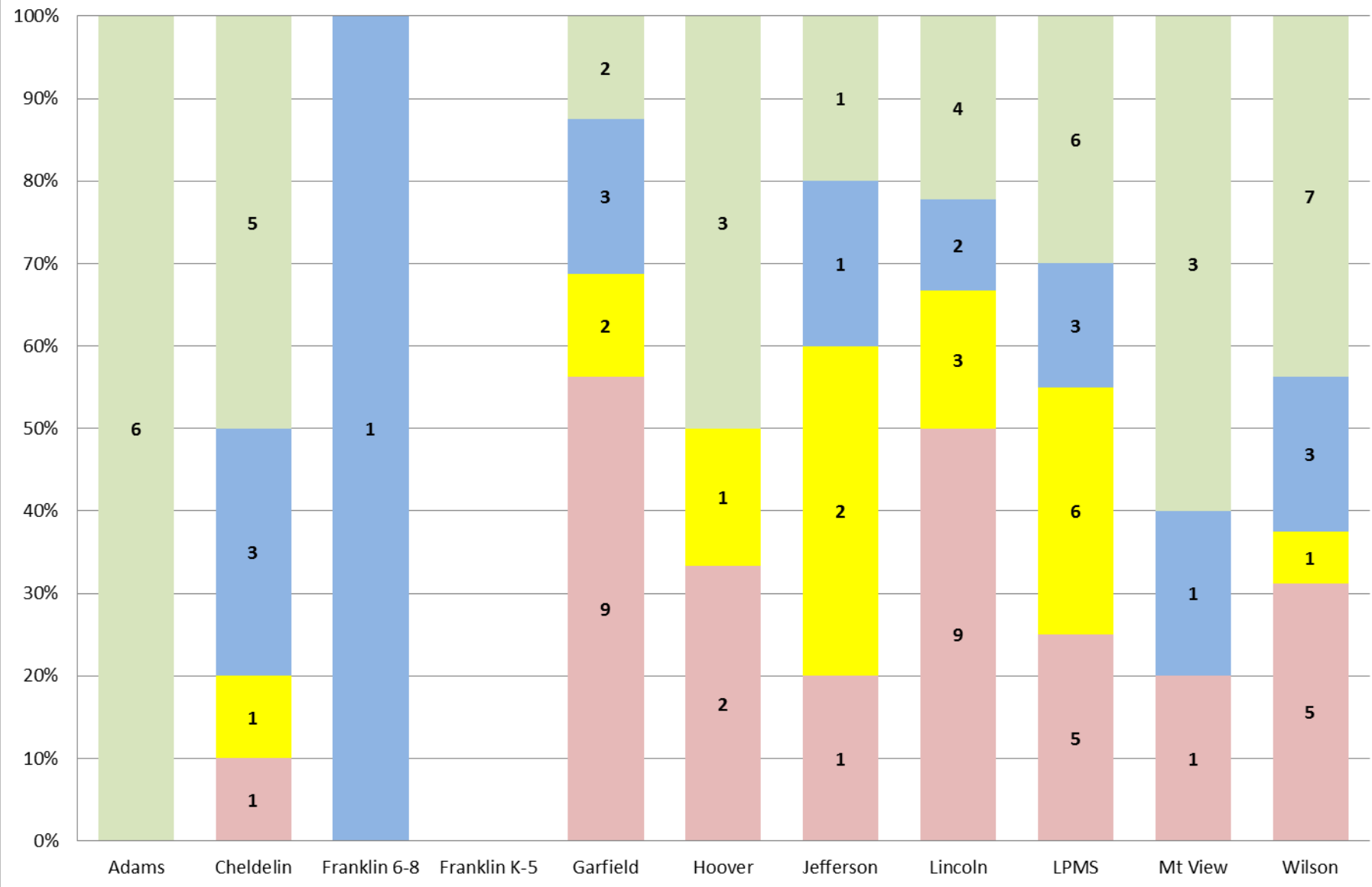
Spring 2015 STAR Reading

Urgent Intervention Watch Benchmark



Spring 2015 STAR Reading

Urgent Intervention Watch Benchmark





What are we doing in Corvallis?

- Our staff
- Community Connections
- What are our biggest concerns?

Best Practices



- Identify!!! – Simple intake form used by OA's, Counselors, Health Navigators, Family Advocates
- Connect with school staff to be able to support not only those identified as homeless but those on the brink of homelessness or in abject poverty...
- Clothing and Coats and shoes
- School Supplies/backpacks
- Transportation – to and from school and for parents to attend conferences, school events, etc.
- After-school activities and summer support for Boys and Girls Club
- Food – supply of snacks and Weekend Powerpack program
 - Sending home food for approx. 50 students every Friday!!!



Staffing Support for Homelessness

Dedicated Support - specific for homelessness, paid through Title 1

- .5 Licensed FTE -Homeless Education Coordinator - Chris Hawkins
- 5 hours Family Advocate - Carolyn Hinds
- 6 hour Family Advocate - Rachel Murray

Additional Support, variety funding sources (homeless population and others)

- 3 Full Time Benton County Health Navigators (CCO funded)
- 1 hour EA for after school support homeless (Wilson)
- Counselors (General Fund)
- Family Advocates at Garfield, Lincoln, LP and CHS (General Fund)



What we are doing?

Family Advocates/Liaisons, Carolyn Hinds and Rachel Murray


- Family Advocate – Vision and Medical (*Carolyn - Vision focus*)
- Contacting all families to inquire and follow through with services dealing with vision needs
- Currently working with Love Inc on Trailers at the Church Project
- *Many, many community connections (Carolyn!)*
- Coordinate transportation
- Meets regularly with families
- Connecting families with social services
- Supporting families/kids with school needs
- Home visits
- Connecting families with direct needs such as clothing, furniture, food, lice kits, etc.
- Direct contact with school personnel and attends Student Support Team Meetings
- *Attend AST and YST meetings (Rachel)*



What are we doing?

Homeless Education Coordinator, Chris Hawkins Licensed .5 FTE

- Meet with families
- Child Advocate (attend IEP meetings, etc.)
- Reviewing data, grades, absences with school staff
- Meet regularly with counselors about homeless students in their school
- Meet regularly with Health Navigators
- Oversee academic programs, school enrollment, afterschool programs
- Speaking to local agencies: Rotary, Kiwanis, etc.
- Daily connection with COI to accommodate families living there
- Staff Professional Development
 - Presentations at all staff meetings across district
 - Presentation on Trauma at PD Fair
 - Coordinated PD on Homelessness and COI Tour PD Fair



Community Connections

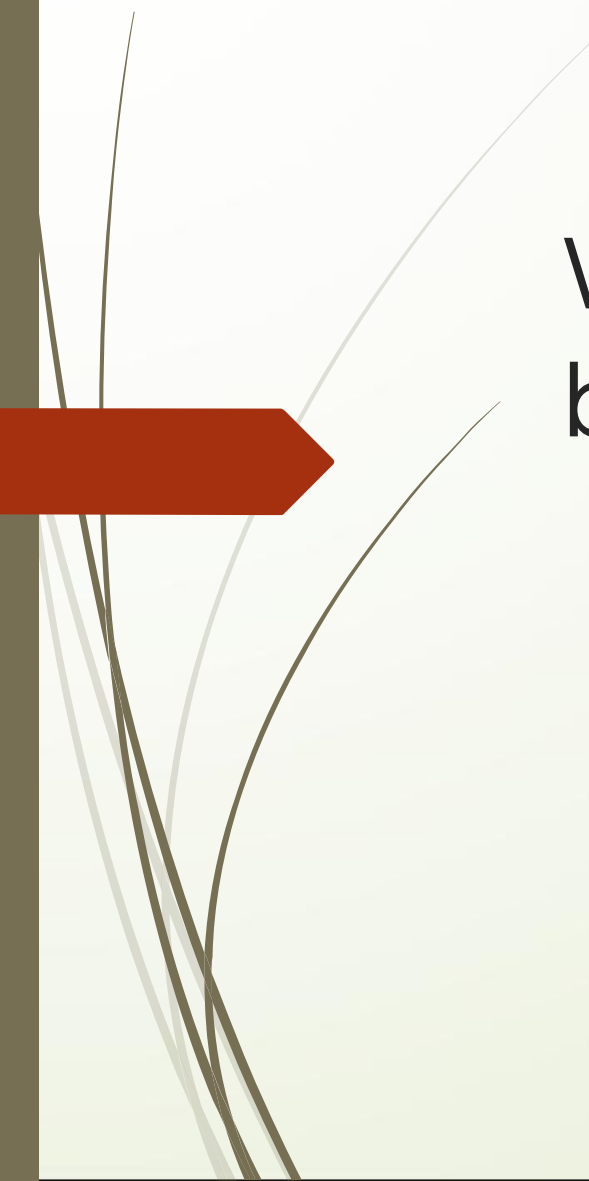
Weekly Support and Check-Ins

- Adult Service Team
 - A wrap type program in which multiple agencies including 509J staff and support homeless and near homeless families.
 - Services include connecting families to HUD Housing vouchers, Benton County Mental Health Services, Food Stamps, Rent supplement, Case management, etc..
- Community Outreach Inc (COI)
- Jackson Street Youth Shelter
- Trillium Family Services
- Boys and Girls Club
- Assistance League
- Benton County Health Dept

Community Connections - Benton County Health Department

- School Health Navigators
 - 3 Navigators (Garfield - *Analuz Torres*, Lincoln - *Araceli Mendes*, Linus Pauling- *Viviana Gonzalez*)
 - 4 days at schools sites, 1 day at Health Dept weekly
 - KEY connection for all families, but especially families in need
 - Provide immediate connections to services (beyond what school employees can do)

	School	WCC	Primary Care	Vision	Dental	Health Insurance	Counseling	Food	Clothes	Recreational Activities	Interpreting Translating	McKinney Vento	Other	Monthly referral Total	Total all schools
Oct 2015	Garfield	2	1	23	30	30	0	5	0	1	54	4	14	164	441
	Lincoln	0	0	4	9	26	1	41	4	14	12	10	8	129	
	Linus-Pauling	0	1	10	1	29	14	7	7	17	13	4	45	148	



What do we need from the school board?

- Support equity staffing
- Ongoing support in public for affordable housing and camping in public areas



Support



- Funding Support
 - Trillium Partnership
 - Benton Co. Navigators
 - Family Advocates
 - Schools most affected, need higher levels of supports
- Public Support
 - Homelessness affects children and **families** in our community!
 - Housing is critical
- Trauma informed schools - learn what you can!



Corvallis

SCHOOL DISTRICT

IX. TECHNOLOGY

IX.A. Lincoln Elementary School Technology Showcase

IX.B. District Technology Update



Corvallis
SCHOOL DISTRICT

Instructional Technology Update

December 7, 2015

Providing the most effective instructional tools to benefit our modern day classroom and learners.



Student devices for anytime, anywhere learning



Professional development- Google in the classroom

1:1 Goals

Strengthen 21st century skills by preparing students for college, career, and life.



Created by Berkay Sargin from Noun Project



Anytime, anywhere learning



Personalized learning experience

Created by carlos sarmiento from the Noun Project



Access to curriculum and online assessments

Created by carlos sarmiento from Noun Project



Collaboration opportunities

Created by carlos sarmiento from Noun Project



Nurture good digital citizenship

Created by TukTuk Design from Noun Project

Safety and Security



Created by Sergey Novosyolov
from Noun Project

1. Students receive individual accounts to access digital materials and tools.
2. Students receive instruction about digital safety and citizenship.
3. Students and staff are trained to use technology appropriately.
4. Responsible use of technology is consistently modeled, taught and expected.
5. The CSD Technology Advisory Committee provides input and recommendations related to technology in Corvallis schools.

Infrastructure

Completed – Summer 2015

- Lincoln Elementary
- Garfield Elementary
- Wilson Elementary
- College Hill

Scheduled -

- Jefferson Elementary – Winter Break 2015
- Adams Elementary and Hoover Elementary – Summer 2016

Elementary Student Device Counts

	Added 2015	Total
Adams Elementary	90	180
Garfield Elementary	180	539
Hoover Elementary	90	90
Jefferson Elementary	30	157
Lincoln Elementary	150	485
Mountain View Elementary	30	393
Wilson Elementary	90	160
ELEMENTARY TOTAL	660	2,004



Secondary Student Device Counts

	Added 2015	Total
Cheldelin Middle School		567
Franklin School 6-8		196
Linus Pauling Middle School		727
College Hill		15
CHS (AVID, *pilots AP Biology and BioPhysical Foundations)	80	194
CVHS (AVID, *pilots English and Physical Science)	80	329
Special Ed		74
English Language Learners		21
SECONDARY TOTAL	160	2,123



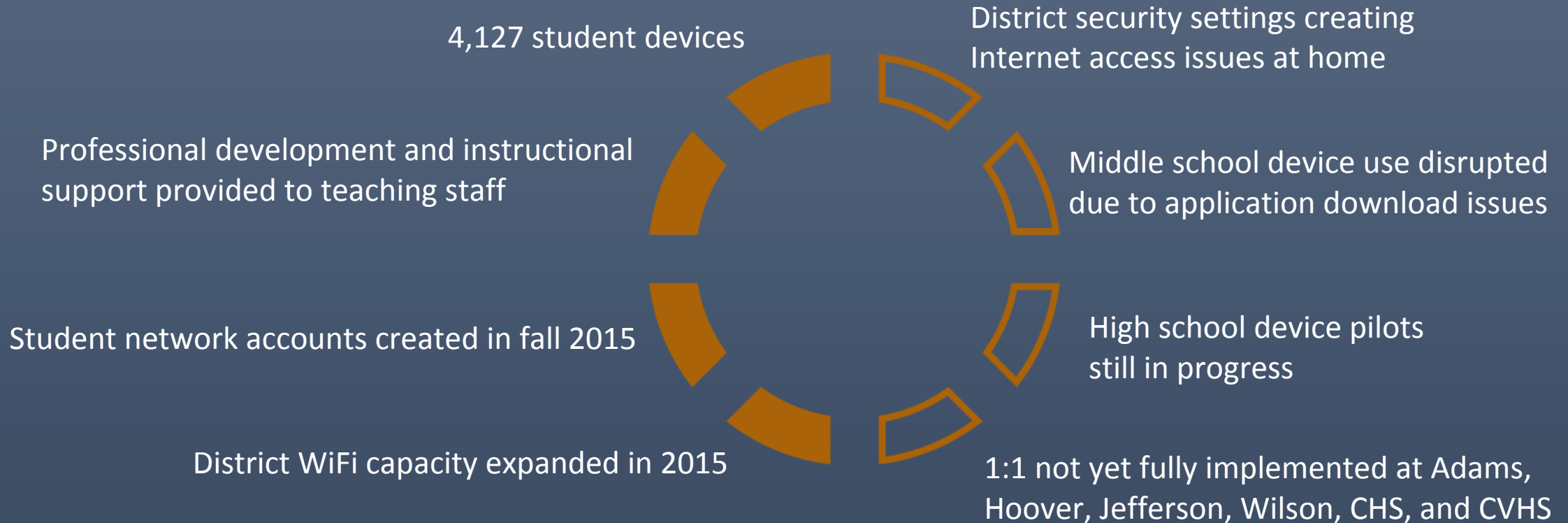
* High school pilots HP x360 Windows hybrid tablet PCs

Instructional Leadership and Training

- Instructional Technology TOSAs (1.17 FTE)
 - Robbie Faith (elementary and middle schools)
 - Britten Clark-Hyuck (high school pilots and SpEd)
- Technology coaches (school teachers)
- One to World Teacher Academy – August
 - 45 teachers – 2 days
- Oregon Google Summit – October
- Targeted and embedded training sessions
- Tech in 5! videos



What's going well and what's still in process



Created by José Manuel de Laá
from Noun Project



Corvallis

SCHOOL DISTRICT

- X. PUBLIC COMMENT -- FOR LINCOLN ELEMENTARY SCHOOL FAMILIES ONLY (30 minutes)

NOTE: To indicate your desire to comment, please sign in on the sheet provided at the meeting.

- XI. PUBLIC/STAFF COMMENT - (10 minutes)

NOTE: To indicate your desire to comment, please complete a request card at the meeting and turn it in to the Board Secretary before the meeting begins. See attached guidelines for providing input to the School Board.

- XII. SUPPLEMENTAL BUDGET

XII.A. Resolution No. 15-1201 -- Supplemental Budget (less than 10 percent) for Fund 100 – General Fund – Increase Appropriations for Instruction (Function 1000), Support Services (Function 2000), Enterprise and Community Services (Function 3000), Contingencies and Reserves (Function 6000), and Unappropriated Ending Fund Balance (Function 7000)

BOARD MEETING DATE: December 7, 2015

SUBJECT: Resolution No. 15-1201 Supplemental Budget (less than 10 percent) for Fund 100 – General Fund – Increase Appropriations for Instruction (Function 1000), Support Services (Function 2000), Enterprise and Community Services (Function 3000), Contingencies and Reserves (Function 6000), and Unappropriated Ending Fund Balance (Function 7000)

Oregon Revised Statute (ORS) 294.471(1)(a) allows a school district to amend its adopted budget to accommodate “an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning.” Proposed changes in General Fund revenues are based on greater than budgeted resources as follows:

Beginning Fund Balance – when the 2015-16 budget was prepared, the beginning fund balance was estimated as \$5.4 million. As of June 30, 2015, the audited actual beginning fund balance was \$8.4 million. This supplemental budget recognizes and appropriates the majority of the difference (a small portion of the difference was appropriated at an earlier date).

Operating Revenues – this supplemental budget also recognizes and appropriates an additional \$1.9 million in operating revenues as follows:

- *Ad Valorem Taxes Levied by District* – actual growth in assessed value exceeded projections, resulting in an increased operating levy. Revenue impact = \$122,408.
- *Local Option Ad Valorem Taxes Levied by District* – actual growth in assessed value exceeded projections, resulting in an increased local option levy combined with a lower rate of compression. Revenue impact = \$223,097.
- *State School Fund – General Support* – per the most recent ODE estimate, the district’s state school fund allocation is based on an estimated 6,398.2 non-charter ADMr, but current ADMr is projected to be 6,557. The district also expects to receive an additional payment when the state school fund allocation for 2014-15 is reconciled in May 2016. Revenue impact = \$1,407,214.
- *Common School Fund* – per the most recent ODE estimate, the district’s common school fund distribution is estimated to be \$768,694. Revenue impact = \$156,574.
- *Federal Forest Fees* – in April 2015 the Secure Rural Schools and Community Self-Determination Act was reauthorized and extended for two additional years. Revenue impact = \$18,000.

Proposed changes in General Fund expenditures are as follows:

Operating Expenditures – this supplemental budget appropriates an additional \$2.2 million in operating expenditures as follows:

- *Honor Collective Bargaining Agreements* – increase budgets to align with negotiated cost of living adjustments, increased contributions for insurance premiums, and other miscellaneous staffing adjustments that were finalized after the budget was prepared. Cost impact = \$753,168 / FTE impact = 5.35
- *Repairs and Maintenance* – increase budget to acknowledge depletion of facility grant funds and to allow for equipment replacement, unanticipated repairs, and other maintenance needs. Cost impact = \$432,286 / FTE impact = 0.00
- *Additional Support at Linus Pauling Middle School* – increase budget for additional classroom FTE, special education support, additional student supervision, behavior support, and academic support. Cost impact = \$187,587 / FTE impact = 3.18
- *New Curriculum Adoption* – increase budget to allow for purchase of new textbooks and other curriculum materials and to acknowledge depletion of facility grant funds budgeted for such purchases. Cost impact = \$150,000 / FTE impact = 0.00
- *Speech and Language Pathology* – increase budget to recognize agreement with Hello Foundation for contracted speech and language pathology services. Cost impact = \$140,058 / FTE impact = (1.00)
- *Alternative Pathways* – increase budget to acknowledge increased participation in Running Start program and to provide additional support at College Hill High School. Cost impact = \$119,045 / FTE impact = 0.00
- *Expand AVID Program* – increase budget to allow for expansion of Advancement via Individual Determination (AVID) program at Corvallis High School and Crescent Valley High School. Cost impact = \$100,204 / FTE impact = 1.17
- *Equity Work* – increase budget to finish Leaders Engaged in Equity Anti-Racism Development (LEADS) work, initiate school-based equity teams, and continue development of the district's equity transformation plan. Cost impact = \$85,000 / FTE impact = 0.00
- *Expand CTE Electives (Technology)* – increase budget to offer new computer science elective course at Corvallis High School through an agreement with Linn Benton Community College. Cost impact = \$52,982 / FTE impact = 0.00
- *Long Range Planning* – increase budget to allow for demographic study, updated seismic assessment, and start of educational visioning. Cost impact = \$50,000 / FTE impact = 0.00
- *Additional Support at Wilson Elementary* – increase budget to provide additional support for diverse kindergarten class. Cost impact = \$32,615 / FTE impact = 0.81
- *Support Instructional Technology* – increase budget to allow for network bandwidth upgrade, recognize changes in instructional technology staffing, and the purchase of additional devices. Cost impact = \$50,176 / FTE impact = (0.83)

Corvallis School District 509J
Board of Directors

- *Increase Support for Foundation* – increase budget for contribution to Corvallis Public Schools Foundation. Cost impact = \$25,623 / FTE impact = 0.00
- *Support Collaboration* – increase budget to continue subscription of EdCaliber software to support management, planning, and collaboration of instructional resources for teachers. Cost impact = \$25,000 / FTE impact = 0.00

Non-Operating Expenditures – this supplemental budget appropriates an additional \$2.4 million in non-operating expenditures as follows:

- *Contingency Reserve* – increase the contingency reserve to equal 2.5% of projected operating revenues per board policy. Cost impact = \$48,186.
- *Rainy Day Reserve* – increase the rainy day reserve to equal 5.0% of projected operating revenues per board policy. Cost impact = \$1,299,332.
- *Unappropriated Reserve* – increase the unappropriated reserve by \$1,038,211 as follows:
 - *Undesignated* – decrease to equal 5% of projected operating revenues per board policy. Cost impact = (\$284,608).
 - *Committed for PERS Rate Increases* – increase to alleviate effect of PERS employer contribution rate increase in 2017-2019. Cost impact = \$914,407.
 - *Committed for Curriculum Adoption* – increase for future curriculum adoptions. Cost impact = \$408,412.

The proposed supplemental budget is presented below. The increase in appropriations does not exceed 10 percent of total appropriations for the fund so a public hearing is not required.

General Fund

	<u>As Amended</u>	<u>Proposed</u>	<u>Change</u>
Resources			
Ad Valorem Taxes Levied by District	\$ 24,546,950	\$ 24,669,358	\$ 122,408
Local Option Ad Valorem Taxes Levied by District	3,841,800	4,063,997	223,097
State School Fund – General Support	30,298,280	31,722,494	1,407,214
Common School Fund	612,120	768,694	156,574
Federal Forest Fees	0	18,000	18,000
Beginning Fund Balance	5,696,298	8,388,192	<u>2,691,894</u>
Total Change in Resources			\$ 4,619,187
Requirements			
1000 – Instruction	\$ 36,201,012	\$ 37,071,424	\$ 870,412
2000 – Support Services	22,949,575	24,286,998	1,337,423
3000 – Enterprise and Community Services	76,088	101,711	25,623
6000 – Contingencies and Reserves	3,314,890	4,662,408	1,347,518
7000 – Unappropriated Ending Fund Balance	3,392,880	4,431,091	<u>1,038,211</u>
Total Change in Expenditures			\$ 4,619,187

Staff recommends that the General Fund budget appropriations for Instruction (Function 1000), Support Services (Function 2000), Enterprise and Community Services (Function 3000), Contingencies and Reserves (Function 6000), and Unappropriated Ending Fund Balance (Function 7000) be amended as presented.

Presenter: **Olivia Meyers Buch, Director of Finance and Operations**

Attached: **Resolution 15-1201**

Motion Requested: **I move that Resolution 15-1201 be adopted to increase resources and expenditure appropriations, in Fund 100 – General Fund in accordance with ORS 294.471.**

Corvallis School District 509J
Supplemental Budget for Fund 100 – General Fund
Resolution No. 15-1201

WHEREAS, ORS 294.471(1)(a) provides for a governing body to make supplemental budgets for the fiscal year when an occurrence or condition, which had not been ascertained at the time of the preparation of the original budget, requires a change in financial planning;

AND WHEREAS, the General Fund (Fund 100) requires an increase of budgeted resources which were not included in the adopted budget because the amounts were not known with certainty at the time the budget was prepared;

AND WHEREAS, the General Fund (Fund 100) requires an increase of budgeted appropriations to honor collective bargaining agreements, allow for repairs and maintenance, provide additional support at Linus Pauling Middle School, purchase new curriculum, contract for speech and language pathology services, increase support for alternative pathways, expand the AVID program, continue equity work, expand CTE electives, allow for long range planning, provide additional support at Wilson Elementary, support instructional technology, increase support for the Corvallis Public Schools Foundation, support dual language instruction at Lincoln Elementary, and promote teacher collaboration.

BE IT RESOLVED, that the School Board of Corvallis School District 509J hereby approves a supplemental budget to the 2015-2016 budget for the General Fund (Fund 100), increasing the budgeted beginning fund balance by \$2,691,894, increasing ad valorem taxes levied by district by \$122,408, increasing local option ad valorem taxes levied by district by \$223,097, increasing state school fund – general support by \$1,407,214, increasing common school fund by \$156, 574, increasing federal forest fees by \$18,000, increasing the appropriation for Instruction (Function 1000) by \$870,412, increasing the appropriation for Support Services (Function 2000) by \$1,337,423, increasing the appropriation for Enterprise and Community Services (Function 3000) by \$25,623, increasing the appropriation for Contingencies and Reserves (Function 6000) by \$1,347,518, and increasing Unappropriated Ending Fund Balance (Function 7000) by \$1,038,211.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at its regular meeting this 7th day of December, 2015.

ATTEST:

Chris Rochester, Board Chair

Olivia Meyers Buch, Deputy Clerk



Corvallis
SCHOOL DISTRICT

XIII. 2016-17 BUDGET PARAMETERS

Corvallis School District 509J

2016-2017 Budget Parameters Discussion

Board Meeting – December 7, 2015

Objective: Adopt budget parameters for staff to utilize in building the proposed 2016-2017 budget

Summary: District staff sought input and guidance to establish the framework for building the 2016-2017 proposed budget. Topics for discussion and recommendations based on discussions with staff and the Finance Workgroup are provided for consideration.

2016-17 Budget Assumptions:

- Stable enrollment
 - Stable State School Fund
 - Continued gradual recovery of local option levy revenue from tax compression
 - Continued state economic recovery, but no significant changes concerning state taxation and retirement system, or Corvallis housing and taxation policies
 - Continued diversification of students with resulting requirements for resources
-

2016-17 Budget Parameters:

- Equity will be a priority in resource allocation that aligns with student achievement goals
- Current requirements will not exceed current resources with a focus on long term sustainability
- Personnel costs will not exceed 85 percent of operating resources
- Agreements with employee associations will be aligned with available current resources
- The district will maintain all reserve funds at policy levels
- The district will retain a PERS set-aside for use in 2017-2019 to offset projected increases in employer contribution rates
- Focus on literacy and math proficiency by third grade

***12-15-14 Discussion Objective:** To adopt budget parameters for staff to utilize in building the proposed 2015-16 budget

***Summary:** District staff sought input and guidance to establish the framework for building the 2015-16 proposed budget. Topics for discussion and recommendations based on discussions with staff and the Finance Workgroup were provide for consideration.

***2015-16 Budget Assumptions:**

- 1) Full School Year.
 - 2) Stable Enrollment.
 - 3) Stable to modestly rising State School Fund.
 - 4) Continued slow recovery of local option levy revenue from tax compression.
 - 5) Continued state economic recovery, but no significant changes concerning state taxation and retirement system, or Corvallis housing and taxation policies.
 - 6) Continued significant number of low and very low income students with resulting requirements for resources.
-

***2015-16 Budget Parameters:**

- 1) Current requirements will not exceed current resources with a focus on long term sustainability.
- 2) Personnel costs will not exceed 85 percent of operating resources.
- 3) Agreements with employee associations will be aligned with available current resources.
- 4) Continue all-day kindergarten district-wide.
- 5) Equity will be a priority in resource allocation.
- 6) The district will continue to maintain the PERS litigation set-aside until all said litigation has been resolved. At that time, the Board will then establish a policy regarding the use of these funds.
- 7) The district will re-build the Rainy Day Fund to the Board policy level of 5 percent of current resources by June 30, 2018. The other two reserve accounts will be maintained at policy levels (2.5 percent for Contingency and 5 percent for Unappropriated Ending Fund Balance).
- 8) The primary criteria for technology expenditures will be academic achievement and infrastructure reliability.
- 9) Focus on K-3 literacy and math proficiency.
- 10) Carry over Policy: Schools and departments may carry over up to 25 percent of their unspent 2014-15 allocations into 2015-16 as has been the practice the past two fiscal years. The Board will continue to grant the Superintendent discretion to approve a maximum 50 percent carry over on a case by case basis.



Corvallis

SCHOOL DISTRICT

XIV. CONSOLIDATED ACTION

XIV.A. Licensed Personnel Recommendations

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR-ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed personnel recommendations

a. Recommendation to Hire:

Sue Holmberg: Autism Specialist, 1.0 FTE, Corvallis High School, effective December 1, 2015 (Temporary)

Mayra Juarez-Hernandez: Fifth Grade Teacher/Bilingual, 0.60 FTE, Lincoln Elementary School, effective November 6, 2015 (Temporary)

Cathleen Neff: Family and Consumer Studies Teacher, 0.50 FTE, Cheldelin Middle School, effective November 16, 2015 (Temporary)

Sandra Reitmeier-Coolen: Elementary Music Specialist, 0.60 FTE, Wilson Elementary School, effective December 1, 2015 (Temporary)

b. Termination/Resignation/Layoff/Retirement:

Sue Holmberg: Autism Specialist, 1.0 FTE, Corvallis High School, effective November 30, 2015 (Retirement)

Sandra Reitmeier-Coolen: Elementary Music Specialist, 0.60 FTE, Wilson Elementary School, effective November 30, 2015 (Retirement)

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XIV.B. Resolution No. 15-1202 -- Authorizing Issuance of Individual Procurement Cards

BOARD MEETING DATE: December 7, 2015

SUBJECT: Resolution No. 15-1202 Authorizing Issuance of Individual Procurement Cards

The purpose of a procurement card (also known as a purchasing card or P-card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar, as well as, high-volume, repetitive purchases. This type of program is designed as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed. Purchasing cards can be used whenever a purchase order, check request, or petty cash request would have been processed and with any vendor that accepts credit cards. There are numerous benefits to a purchasing card program.

Benefits to the cardholder include:

- Convenience of purchasing without a purchase order
- Expediting delivery of goods
- Expanded list of merchants from whom purchases can be made
- Reduced paperwork

Benefits to the District include:

- Simplified purchasing process
- Lower overall transaction processing costs per purchase
- Increased management information on purchasing histories
- Reduced paperwork
- The ability to set and control purchasing dollar limits

Benefits to the vendor include:

- Expedited payments
- Reduced paperwork
- Lowered risk of nonpayment

Staff recommends approval of the attached resolution authorizing the issuance of individual procurement cards.

Presenter: **Olivia Meyers Buch, Director of Finance and Operations**

Attached: **Resolution 15-1202**

Motion Requested: **I move that Resolution 15-1202 be adopted to authorize the issuance of individual procurement cards.**

Corvallis School District 509J
Authorizing Issuance of Individual Procurement Cards
Resolution No. 15-1202

WHEREAS, the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon has authority to purchase goods and services in an amount not to exceed \$10,000 utilizing any means it deems appropriate; and

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of the school district; and

WHEREAS, it is the desire of the Board of Directors to enable each authorized individual staff member to procure authorized supplies for school purposes to facilitate creative teaching processes; and

WHEREAS, it is the desire of the Board of Directors to reduce the economic burden on the resources of the school district by increasing efficiency and reducing the administrative costs of the district and to respond to the district's daily operational needs in accordance with the procurement process as established by Oregon Revised Statutes; and

WHEREAS, the Board of Directors recognize that the Procurement Card is neither a substitute for public bidding nor the district's existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Oregon Association of School Business Officials has entered into a partnership with the Illinois Association of School Business Officials and Illinois ASBO has negotiated with the Bank of Montreal, a Canadian-chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts and colleges in the State of Illinois, a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon as follows:

1. The superintendent and/or business manager of the school district are authorized by the Board of Directors to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by its legal counsel and this Board.
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Staff Agreement.
3. As a condition precedent to receiving the Procurement Card, the business manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.

4. As a condition precedent to issuance of a Procurement Card, the business manager may/shall establish in writing purchasing parameters in accordance with law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary procurement card limits for each individual recipient of the Procurement Card. Individuals shall submit a list of school goods and services to be annually purchased with the card, which shall be approved in writing by the Business Manager or designee.
5. As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement of indemnity, which is included in the Procurement Card Staff Agreement.
6. The Board of Directors hereby expressly authorizes the Superintendent/Business Manager to execute the Procurement Card Use Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Business Manager.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at its regular meeting this 7th day of December, 2015.

ATTEST:

Chris Rochester, Board Chair

Olivia Meyers Buch, Deputy Clerk



Corvallis

SCHOOL DISTRICT

XIV.C. Board Policy DIE—Audits—Revised—Second Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR ACTION

SUBJECT:

Board Policy DIE—Audits—Revised—Second Reading
Board Policy DK—Payment Procedures—Revising—Second Reading
Board Policy DLC—Expense Reimbursements—Revised—Second Reading

Issue: Fiscal management policies and administrative regulations are under review by the business department for current practice and current district need. These three policies and one administrative regulation have been updated with language as recommended by OSBA.

Options Considered: Not revising the policies.

Involvement: District office staff.

Consequences: Policies remain outdated.

Cost Impact: None.

ACTION REQUESTED: Adoption of the revised policies.

CONTACT PERSON(S): Olivia Meyers Buch, Kerry Richey

CORVALLIS SCHOOL DISTRICT 509J

Code: DIE
Adopted: 6/1/88
Revised/Readopted: 2/10/97, 1/11/99
Original Code: 6320

Audits

~~An annual audit of all district and student body accounts shall be made by a firm of certified public accountants to be appointed each year by the Board.~~

An audit of all district accounts shall be made annually by an accountant selected by the Board from a roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

Every three to five years the Board will review the contract with the audit firm and, if necessary, solicit request for proposals from qualified municipal auditors.

A copy of the audit report will be provided to the Board. The superintendent will submit a copy of the audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS Chapter 297
ORS 327.137
ORS 328.465
OAR 581-023-0037

Cross Reference:

Policy DIC—Financial Reports and Statements



Corvallis

SCHOOL DISTRICT

XIV.D. Board Policy DK—Payment Procedures—Revising—Second Reading

Payment Procedures

~~All bills for goods or services shall be submitted to the business services department. They shall be authorized for prompt payment by the appropriate administrator or designee.~~

All claims for payment from district funds will be processed by the business manager in conformance with district procedures. Payment will be authorized against invoices properly supported by approved purchase orders or other approved documents, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The superintendent or designee will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 294.565 [Local Budget Law]
ORS 328.460

Cross Reference(s):

Policy DIC—Financial Reports and Statements
Policy DJ—District Purchasing



Corvallis

SCHOOL DISTRICT

XIV.E. Board Policy DLC—Expense Reimbursements—Revised—Second
Reading

CORVALLIS SCHOOL DISTRICT 509J

Code: DLC
Adopted: 7/9/93
Revised/Readopted: 5/12/97, 1/11/99
Original Code: 6800

Expense Reimbursements

~~The Board recognizes that certain expenses are incurred by district employees and officials in carrying out authorized duties. The Board approves the reimbursement of necessary and reasonable expenditures. The Board authorizes the superintendent to establish procedures describing the conditions and requirements that must be followed prior to reimbursement.~~

The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the superintendent or designee and consistent with Internal Revenue Services requirements.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS 294.465
ORS 332.107
OAR 581-022-1660



Corvallis

SCHOOL DISTRICT

XIV.F. Board Policy DJFA—Credit Cards—New—Second Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR ACTION

SUBJECT: Board Policy DJFA—Credit Cards—New—Second Reading

Issue: The Board recognizes the need to have a policy in place that allows the issuance of credit cards. A policy is recommended in order to implement a new procurement card program that will reduce the economic burden on the resources of the district by increasing efficiency and respond to the district's daily operations needs in accordance with procurement processes as established by Oregon Revised Statutes. Board policy DJFA for Credit Cards has been drafted for that purpose.

Options Considered: Not adopting the policy.

Involvement: District office staff.

Consequences: Economic burden on the resources of the district may continue.

Cost Impact: Unknown.

ACTION REQUESTED: Adoption of the revised policy.

CONTACT PERSON(S): Olivia Meyers Buch, Kerry Richey

Credit Cards

The Board authorizes the superintendent to hold a bank credit card in the name of the district and to issue such cards to designated employees. Approved cardholders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a maximum limit established as authorized by the superintendent or designee. Credit cards issued to employees may only be used to purchase items authorized by the adopted district budget.

Purchase slips and receipts must be turned in to the business office within 10 days following receipt of the employee's monthly statement. The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.

District-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
3. Leaving a gratuity that exceeds 20 percent is prohibited;
4. Airline tickets may be purchased with a district-issued credit card only with prior superintendent or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.610 \(3\)](#)

Oregon Government Standards and Practices Commission, Advisory Opinion 01A-1007 (August 29, 2001).



Corvallis

SCHOOL DISTRICT

XIV.G. Board Policy—JHCD—Administering Noninjectable Medicines to Students (nka Nonprescription Medication)—Revised—Second Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR ACTION

SUBJECT:

Board Policy—JHCD—Administering Noninjectable Medicines to Students (nka Nonprescription Medication)—Revised—Second Reading
Board Policy—JHCDA—Administering Injectable Medicines to Students (nka Prescription Medication)—Revised—Second Reading

Issue: The State Board of Education adopted revisions to OAR 581-021-0037. The revisions clarified the:

- Instruction or training school district personnel are required to receive;
- Content and need for appropriate permissions from parents/guardians or other qualified individuals that includes instructions for administering medication;
- District personnel who may be designated to administer prescription or nonprescription medication to a student; and
- When the district may allow self-administration of medication by a student.

It further adds that a designated staff member of a district may administer a premeasured dose of epinephrine to a student or other individual on school premises when district staff believe, in good faith, the student or individual is experiencing a severe allergic reaction and is unable to self-medicate, regardless if that student or individual has a prescription for epinephrine.

Options Considered: Not revising the policies and administrative regulation.

Involvement: District office staff and Nurse.

Consequences: Policies and administrative regulation will remain outdated.

Cost Impact: None

ACTION REQUESTED: Adoption of the revised policies.

CONTACT PERSON(S): Kevin Bogatin, Denise Diller, Patricia Pokrzywa, Kerry Richey

Nonprescription Medication

ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS**/*

The district recognizes that administering of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours would prevent the student from attending school. Consequently, students may be permitted to take noninjectable prescription or nonprescription medication at school, on a temporary or regular basis.

The district reserves the right to reject a request to administer or allow self-administration of a nonprescription medication when such medication is not necessary for the student to remain in school.

All requests for the district to administer prescription medication to a student shall be made by the parent** in writing. When directed by a physician or other licensed health care professional and building administrator, students in grades K-12 will be allowed to self-administer prescription medication. A medical protocol regarding each student who self-administers prescription medication will be developed, signed by a physician or other licensed health care professional and parent, and kept on file. Permission for self-administered prescription medication may be revoked at any time if the student violates policy or medical protocol. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

A request to the district to allow a student to self-medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

A request to the district to administer a nonprescription medication shall include written permission and instruction from a parent or guardian.

Self-medication by students of non-prescription medications will be permitted in accordance with JHCD-AR/JHCDA-AR. A parent permission form must be submitted for self-medication of all nonprescription medications. Permission for self-administered non-prescription medication may be revoked at any time if the student violates policy or medical protocol.

The district shall designate school staff authorized to administer medication to students. Training shall be provided as required by law.

Nonprescription medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established district regulations governing administering noninjectable or injectable or prescription or nonprescription medicines to students, including procedures for the disposal of sharps and glass.

~~The district reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.~~

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy, and procedures.

The superintendent/designee shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules, and for the implementation of this policy.
~~Regulations will include provisions for student self medication.~~

END OF POLICY

Legal Reference(s):

[ORS 109.640](#)

[ORS 339.866 to -339.871](#)

~~[ORS 339.867](#)~~

~~[ORS 339.869](#)~~

~~[ORS 339.870](#)~~

[ORS 433.800—433.830](#)

~~[ORS 475.005—475.285](#)~~

[OAR 166-400-0010\(17\)](#)

[OAR 166-400-0060\(29\)](#)

~~[OAR 166-414-0010\(22\)-\(24\)](#)~~

[OAR 581-021-0037](#)

[OAR 581-022-0705](#)

Cross Reference(s):

Policy JHCDA—Prescription Medication



Corvallis

SCHOOL DISTRICT

XIV.H. Board Policy—JHCDA—Administering Injectable Medicines to Students
(nka Prescription Medication)—Revised—Second Reading

Prescription Medication

~~Administering Injectable Medicines to Students~~**/*

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school. The district further recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing an severe allergic reaction or to have a need to manage conditions such as hypoglycemia, asthma, or diabetes. ~~Therefore, in situations w~~ When a licensed health care professional is not immediately available, a designated trained staff member may administer to a students, ~~by means of injection~~ epinephrine, glucagon, or other medication as prescribed and allowed by Oregon law (~~OAR 851-047-0030~~).

When directed by a physician¹ or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law and subject to age-appropriate guidelines. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

~~A medical protocol regarding each student who self administers injectable medication will be developed and signed by a physician or other licensed health care professional, and parent, and kept on file. Permission for self-administered medication may be revoked if the student violates policy or medical protocol.~~

~~All requests~~ for the district to administer prescription injectable medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant, or nurse practitioner.

~~be made by the parent in writing. Requests shall be accompanied by the physician's order for administering epinephrine, insulin, glucagon, or other medication as allowed by law.~~

A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order. ~~for epinephrine, glucagon, or other medication.~~

The district reserves the right to reject a request to administer or allow self-administration of a medication when such medication is not necessary for the student to remain in school.

A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is

¹Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). (This is to allow time for new students to find an Oregon licensed physician.)

experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent request, a backup prescribed autoinjectable epinephrine is ~~may be~~ kept at a reasonable, secured location in the student's classroom as provided by state law.

~~The district shall designate staff authorized to administer epinephrine, insulin, glucagon, or other medication as allowed under Oregon law.~~

Training shall be provided to designated staff as required by Oregon law as established by and the Oregon Health Authority.

~~Oregon Department of Human Services, Health Services, and the Oregon State Board of Nursing—Nurse Practice Act.~~ Staff designated to receive training also shall receive bloodborne pathogens training. ~~A e~~ Current first aid and CPR cards will also be required.

Prescription ~~Injectable~~ medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established district regulations governing administering noninjectable or injectable ~~prescription or nonprescription~~ medicines to students including procedures for the disposal of sharps and glass.

The superintendent/designee will ensure student health management plans are developed as necessary and maintained on file, and pertinent health information is provided to district staff as appropriate.

Such plans will include provisions for administering medication and responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities.

~~including those occurring during curricular and extracurricular activities held after regular school hours and on or off district property.~~

~~In accordance with the Oregon Department of Human Services protocols, staff who are currently certified in the treatment of severe allergic reactions may respond to an individual experiencing anaphylaxis and administer injectable epinephrine.~~

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy, and procedures.

END OF POLICY

Legal Reference(s):

[ORS 109.640](#)

[ORS 339.866](#) to [339.871](#)

[ORS 339.870](#)

[ORS 339.871](#)

[ORS 433.800](#) to 433.830
[ORS 475.005](#) to 475.285
[OAR 166-400-0010](#)(17)
[OAR 166-400-0060](#)(29)
[OAR 333-055-0000](#) to -0035
[OAR 581-021-0037](#)
[OAR 581-022-0705](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)
~~SB 1040~~ (2007)

Cross Reference(s):

Policy JHCD—~~Nonprescription Medication~~ ~~Administering Noninjectable Medicines to Students~~



Corvallis

SCHOOL DISTRICT

XV. CONSOLIDATED INFORMATION

XV.A. Non-Licensed Personnel Information

Corvallis School District 509J

Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Laura Blackwell: Educational Assistant 2, 5.5 hours, Linus Pauling Middle School, effective November 9, 2015 (Limited Term)

Lacie Bentley: Educational Assistant 2/LRC, 6.5 hours, Wilson Elementary School, effective November 23, 2015 (Limited Term)

Misty Buckman: Educational Assistant 2, 2 hours, Corvallis High School, effective November 4, 2015 (Limited Term)

Gail Eby: Administrative Assistant 2/OA, 8 hours, Franklin School, effective December 1, 2015 (Limited Term)

Nathan Langner: Technology Computer Lab Assistant 2, 8 hours, Corvallis High School, effective November 18, 2015 (Probationary)

Jennifer Loza: Educational Assistant 2/Lifeskills, 6.5 hours, Linus Pauling Middle School, effective November 19, 2015 (Limited Term)

Lauren Sprowl: Administrative Assistant 2, 8 hours, District Office, effective November 17, 2015 (Probationary)

b. Termination/Resignation/Layoff/Retirement:

Myrna Campbell: Administrative Assistant 2/OA, 8 hours, District Office, effective November 30, 2015 (Retirement)

Gail Eby: Administrative Assistant 2/OA, 8 hours, Franklin School, effective November 30, 2015 (Retirement)

Silvio Franceschi: Food Service Assistant, 4 hours, Central Kitchen, effective November 2, 2015 (Resignation)

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XV.B. Unaudited Financial Statements -- October 31, 2015

BOARD MEETING DATE: December 7, 2015

SUBJECT: October 31, 2015 Financial Statements (Unaudited)

The Statement of Revenues and Expenditures for the period ending October 31, 2014 and 2015 follow this report. After review with the Finance Workgroup, report modifications were made to improve the clarity of information provided as well as adding new columns to reflect updated actuals and projections through June 30th of each year. Adding the updated estimates through the end of the fiscal year will provide an ongoing communication tool to keep you informed.

Year to date revenues through the end of October 2015 total \$12.8 million or 21.3 percent of total budgeted revenue as compared to \$11.8 million or 20.9 percent through the end of October 2014.

General Fund expenditures through October 2015 decreased \$73,605 as compared to the prior year. Even though total expenditures have gone down, most expense categories have shown an increase. Summer maintenance projects, computer equipment replacements, and increased property and liability insurance premiums have all had notable increases. Offsetting these increases are payroll costs for instruction which are down \$803,546 as a result of going from a ten pay period calendar to a twelve pay period calendar as per updated bargaining agreements. Year-to-date totals for 2015-16 are 23.0 percent of budget and for 2014-15 they were 23.6 percent of budget.

Updated projections through June 30, 2016 show revenues and expenditures above the amended budget. Staff is currently working on budget amendment resolutions that will be submitted to the Board to recognize additional funds as well as expenditures for items such as bargained contract increases and other adjustments made to operations as school got underway.

The Schedule of Investments and Cash Disbursements for October 2015 are included as part of this report. If you have any questions or would like additional information please contact me.

Presenter: **Olivia Meyers Buch, Director of Finance and Operations**

Supplementary Materials:

- 1. Statement of Revenue and Expenditures as of October 31, 2014 and 2015**
- 2. Schedule of Investments as of October 31, 2015**
- 3. Schedules of Cash Disbursements greater than or equal to \$1,000 for the period of October 1 - October 31, 2015.**

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of October 31, 2014 and 2015 Respectively (Unaudited)

General Fund

	FY2014-15					FY2015-16				
	Amended	Actuals thru	% of	Actuals thru	% of	Amended	Actuals thru	% of	Projected thru	% of
	Budget	10/31/2014	Budget	6/30/2015	Budget	Budget	10/31/2015	Budget	6/30/2016	Budget
Revenues:										
Local Sources										
Property Taxes	\$ 23,137,983	\$ 113,766	0.5%	22,862,331	98.8%	\$ 24,546,950	\$ 116,555	0.5%	24,669,358	100.5%
Local Option Taxes	3,756,650	20,353	0.5%	3,888,088	103.5%	3,841,800	20,161	0.5%	4,064,897	105.8%
Earnings on Investments	100,000	30,441	30.4%	140,411	140.4%	100,000	29,974	30.0%	100,000	100.0%
Other	445,000	44,179	9.9%	1,442,337	324.1%	520,000	76,583	14.7%	520,000	100.0%
Intermediate Sources	260,000	-	-	329,000	126.5%	260,000	-	-	260,000	100.0%
State Sources										
General Support	28,185,108	11,575,241	41.1%	29,701,517	105.4%	30,315,280	12,605,391	41.6%	31,722,494	104.6%
Common School Fund	561,055	-	-	919,188	163.8%	612,120	-	-	768,694	125.6%
Other	33,000	-	-	29,065	88.1%	33,000	-	-	33,000	100.0%
Federal Sources	9,000	-	-	25,968	288.5%	9,000	-	-	27,000	300.0%
Total Revenue	\$ 56,487,796	\$ 11,783,980	20.9%	59,337,906	105.0%	\$ 60,238,150	\$ 12,848,664	21.3%	62,165,443	103.2%
Expenditures:										
Instruction	\$ 35,135,365	\$ 7,217,666	20.5%	35,083,304	99.9%	\$ 36,201,012	\$ 6,553,312	18.1%	36,700,710	101.4%
Supporting Services	22,783,047	6,469,813	28.4%	22,770,712	99.9%	22,949,575	7,025,533	30.6%	24,044,128	104.8%
Community Services	127,184	30,285	23.8%	97,532	76.7%	76,088	65,314	85.8%	100,694	132.3%
Facilities Improvements	1	-	-	-	-	1	-	-	-	-
Transfers to Other Funds	2	-	-	-	-	2	-	-	-	-
Total Expenditures	\$ 58,045,599	\$ 13,717,764	23.6%	57,951,549	99.8%	\$ 59,226,678	\$ 13,644,159	23.0%	60,845,532	102.7%
Excess of Revenues over Expenditures	\$ (1,557,803)	\$ (1,933,784)		\$ 1,386,358		\$ 1,011,472	\$ (795,495)		\$ 1,319,911	
Beginning Fund Balance	7,001,833	7,001,834	100.0%	7,001,834	100.0%	5,696,298	8,388,192	147.3%	8,388,192	147.3%
Ending Fund Balance	\$ 5,444,030	\$ 5,068,050		\$ 8,388,192		\$ 6,707,770	\$ 7,592,697		\$ 9,708,103	
Contingency	1,412,190			1,483,448	2.5% *	1,505,950			1,554,136	2.5% *
Rainy Day Reserve	1,207,450			2,966,895	5.0% *	1,808,940			3,108,272	5.0% *
Unappropriated Reserve	2,824,390			3,937,849	6.6% *	3,392,880			5,045,695	8.1% *
Total Reserves	\$ 5,444,030			\$ 8,388,192		\$ 6,707,770			9,708,103	

* Percent of Total Revenue

Corvallis School District 509J
 Schedule of Investments
 October 31, 2015

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				0.54%		\$ 21,012,960
Debt Service Account				0.54%		1,273
Subtotal LGIP ¹						<u>\$ 21,014,233</u>
<u>Local Government Investment Pool - Pension Bond Debt Service:</u>						
Pension Bond Debt Service Account: ⁴				0.54%		<u>\$ 908,274</u>
<u>Total Investments</u>						<u>\$ 21,922,507</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$47,012,858
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 10/31/15:

3-Month U. S. T-Bill bond equivalent yield:	0.09%
3-Mo. Jumbo CDs	0.25%

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of October 1, 2015 - October 31, 2015

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 724,854.23	100 - General Fund Continued	
Computer Software	\$ 1,250.00	Legal Services	\$ 6,061.00
LIDEN TECHNOLOGIES	\$ 1,250.00	LUVAAS COBB	\$ 6,061.00
Consumable Supplies and Materials	\$ 54,508.77	Garbage	\$ 9,018.92
COASTWIDE LABORATORIES	\$ 12,181.70	REPUBLIC SERVICES	\$ 9,018.92
HOME DEPOT CREDIT SERVICES	\$ 1,791.04	Textbooks	\$ 1,206.17
OFFICE MAX	\$ 11,452.97	AMAZON.COM CREDIT SERVICES	\$ 1,206.17
AMAZON.COM CREDIT SERVICES	\$ 2,027.66	Instructional, Professional and Technical Service	\$ 46,056.00
GOVCONNECTION INC	\$ 1,493.85	HELLO FOUNDATION	\$ 26,632.00
PLATT ELECTRIC SUPPLY CO	\$ 2,113.84	LINN BENTON COMMUNITY COLLEGE	\$ 6,067.00
JW PEPPER & SON INC	\$ 1,933.96	WASHINGTON STATE SCHOOL FOR THE BLIND	\$ 13,357.00
GRASS ROOTS BOOKSTORE	\$ 3,686.09	Copier Charges	\$ 23,125.18
CDW GOVERNMENT INC	\$ 4,201.83	OREGON STATE UNIVERSITY PRINTING	\$ 23,125.18
CENGAGE LEARNING	\$ 8,877.55	Charter School Payments	\$ 47,406.65
CORVALLIS CUSTOM	\$ 1,532.00	INAVALE COMMUNITY PARTNERS, INC	\$ 47,406.65
MOUNTAIN HOME BIOLOGICAL	\$ 1,882.88	Away HS Playoffs and/or Tournaments	\$ 2,094.40
ROSS RECREATION EQUIPMENT	\$ 1,333.40	MARRIOTT TOWNEPLACE SUITES	\$ 2,094.40
Other Non-instructional Professional and Technical	\$ 32,182.95	Postage	\$ 2,625.86
MAXIM HEALTHCARE SERVICES	\$ 5,549.95	GARTEN SERVICES, INC	\$ 2,625.86
OPTIMIZON	\$ 20,833.00	Technology Equip \$1,000 - \$4,999	\$ 14,495.00
PACIFIC EDUCATIONAL GROUP, INC.	\$ 5,800.00	APPLE, INC	\$ 1,855.00
Printing and Binding	\$ 4,407.79	ANDESITE TECHNOLOGY	\$ 12,640.00
HENDERSONS OFFICE SYSTEMS	\$ 2,755.79	Audit Services	\$ 11,000.00
LINN BENTON COMMUNITY COLLEGE	\$ 1,652.00	PAULY, ROGERS AND CO. P.C.	\$ 11,000.00
Reimbursable Student Transportation	\$ 262,540.45	Negotiation Services	\$ 3,096.78
GO GET'EM TAXI AND TRANSPORT LLC	\$ 27,861.66	ROCHHOLZ, TIM	\$ 3,096.78
DYE, MINDY	\$ 1,136.20		
FIRST STUDENT INC	\$ 227,988.50	296 - Grants Fund	\$ 105,724.09
DIAL-A-BUS OF BENTON COUNTY	\$ 5,554.09	Computer Software	\$ 31,300.50
Repairs and Maintenance Services	\$ 12,794.60	SCHOLASTIC TEACHER STORE	\$ 1,249.50
COASTWIDE LABORATORIES	\$ 1,246.68	LEARNING A-Z	\$ 1,789.00
BENTON COUNTY PUBLIC WORKS	\$ 3,542.38	JAMF SOFTWARE	\$ 27,100.00
REYNOLDS ELECTRIC, INC.	\$ 5,510.54	IXL LEARNING	\$ 1,162.00
SYNERGY SECURITY SOLUTIONS	\$ 2,495.00	Consumable Supplies and Materials	\$ 20,144.40
Travel, Out of District	\$ 2,902.57	SCHOLASTIC INC	\$ 5,987.30
Singleton, Robert M	\$ 1,021.57	PERIPOLE, INC	\$ 1,170.00
SOCIAL THINKING - MAIN OFFICE	\$ 1,881.00	DOUGLAS ESD	\$ 11,796.65
Fuel	\$ 56,768.53	WILLIAM H SADLIER, INC	\$ 1,190.45
BENTON COUNTY PUBLIC WORKS	\$ 2,015.38	Other Non-instructional Professional and Technical	\$ 9,643.00
NW NATURAL	\$ 54,753.15	YES HOUSE	\$ 9,643.00
Electricity	\$ 69,616.64	Travel, Out of District	\$ 2,552.88
PACIFIC POWER AND LIGHT	\$ 44,143.88	CONCORDIA UNIVERSITY	\$ 1,515.00
CONSUMERS POWER INC	\$ 25,472.76	Martin, Elizabeth L	\$ 1,037.88
Telephone	\$ 4,664.59	Textbooks	\$ 8,386.68
AT&T MOBILITY-ACCT#837370420 (TECH)	\$ 1,609.03	BENCHMARK EDUCATION CO.	\$ 2,634.50
CENTURYLINK.	\$ 3,055.56	READ NATURALLY	\$ 1,313.40
Other Communication Services	\$ 24,678.89	CENGAGE LEARNING/NAT GEO	\$ 4,438.78
CENTURYLINK.	\$ 1,346.33	Instructional, Professional and Technical Service	\$ 26,021.63
COMCAST/INSTITUTIONAL NETWORKS	\$ 23,332.56	GREATER ALBANY PUBLIC SCHOOL DISTRICT 8J	\$ 24,422.73
Water and Sewage	\$ 32,352.49	ELLIS, JORIE	\$ 1,598.90
CITY OF CORVALLIS	\$ 32,352.49		

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
296 - Grants Fund Continued		601 - Insurance Fund	\$ 842,801.15
Technology Equip \$1,000 - \$4,999	\$ 6,600.00	Computer Software	\$ 1,400.00
ANDESITE TECHNOLOGY	\$ 6,600.00	MSDS ONLINE	\$ 1,400.00
Food	\$ 1,075.00	Other Non-instructional Professional and Technical	\$ 13,774.88
HUMMINGBIRD WHOLESAL	\$ 1,075.00	BARKER-UERLINGS INSURANCE, INC	\$ 7,274.88
297 - Student Body Funds	\$ 87,346.59	INDEPENDENT ACTUARIES INC	\$ 6,500.00
Consumable Supplies and Materials	\$ 53,597.70	Group Insurance	\$ 822,990.28
LES & BOBS SPORTS AND APPAREL	\$ 1,666.07	LIFEMAP ASSURANCE COMPANY	\$ 20,373.73
NO DINX INC	\$ 1,396.09	REGENCE BCBS OF OREGON	\$ 774,401.55
SEW ON	\$ 5,334.60	WILLAMETTE DENTAL GROUP (GROUP Z1329)	\$ 28,215.00
AC SUPPLY CO.	\$ 1,694.20	Other Insurance and Judgments	\$ 4,635.99
STAPLES CREDIT PLAN	\$ 1,953.84	FREEBIRD INC. BODY & PAINT	\$ 4,635.99
AP EXAMS	\$ 14,159.00	402 - Capital Improvement Fund	\$ 9,816.63
BOATHOUSE SPORTS	\$ 1,756.35	Buildings Acquisition	\$ 9,816.63
CLARK PRINTING	\$ 2,020.00	DULL OLSON WEEKES ARCHITECTS P.C.	\$ 9,816.63
CORVALLIS SPORTS PARK	\$ 3,760.00	208 - Construction Excise Tax & Land Fund	\$ 29,449.90
DAVIS FAMILY FARM	\$ 2,595.00	Buildings Acquisition	\$ 29,449.90
EWING, SALEM	\$ 1,319.80	DULL OLSON WEEKES ARCHITECTS P.C.	\$ 29,449.90
M & R SALES	\$ 9,420.00		
RUBBER GRANULATORS INC	\$ 1,869.00	Grand Total	\$ 1,925,971.03
TEXTBOOK WAREHOUSE	\$ 1,473.75		
TRYSTING TREE GOLF CLUB	\$ 3,180.00		
Printing and Binding	\$ 17,000.00		
HERFF JONES - YEARBOOKS	\$ 15,725.00		
CORE COMMUNICATIONS	\$ 1,275.00		
Travel, Student Out of District	\$ 12,525.00		
EXPERIENCE OREGON CHARTER SERVICE	\$ 8,316.00		
SEAL ROCK VENTURES LLC	\$ 4,209.00		
Non-reimbursable Student Transportation	\$ 4,223.89		
FIRST STUDENT INC	\$ 4,223.89		
204 - District Donation Fund	\$ 7,582.31		
Consumable Supplies and Materials	\$ 4,689.31		
OFFICE MAX	\$ 1,524.71		
AMAZON.COM CREDIT SERVICES	\$ 1,081.75		
PERIPOLE, INC	\$ 1,071.85		
VERNIER SOFTWARE & TECHNOLOGY	\$ 1,011.00		
Instructional, Professional and Technical Service	\$ 2,893.00		
ARTS CENTER	\$ 2,893.00		
203 - Food Service Fund	\$ 109,786.33		
Food - Food Service Only	\$ 45,854.37		
LOCHMEAD DAIRY	\$ 19,642.61		
DUCK DELIVERY PRODUCE INC	\$ 18,749.92		
FRANZ FAMILY BAKERIES	\$ 5,041.65		
SYSCO FOOD SERVICE	\$ 2,420.19		
Inventories	\$ 63,931.96		
COSTCO - ALBANY	\$ 1,455.26		
MCDONALD WHOLESAL CO	\$ 37,617.37		
SYSCO FOOD SERVICE	\$ 21,731.09		
FOOD SERVICE OF AMERICA	\$ 2,081.02		
NORTHWEST DISTRIBUTION SERVICES	\$ 1,047.22		
298 - Designated Revenue Fund	\$ 8,609.80		
Consumable Supplies and Materials	\$ 2,356.90		
OFFICE MAX	\$ 2,356.90		
Rentals	\$ 2,200.00		
CAMP KIWANILONG	\$ 2,200.00		
Travel, Student Out of District	\$ 4,052.90		
OREGON SHAKESPEARE FESTIVAL	\$ 1,184.00		
ASHLAND HILLS HOTEL & SUITES	\$ 1,076.90		
OREGON STATE UNIVERSITY REC SPORTS	\$ 1,792.00		



Corvallis

SCHOOL DISTRICT

XV.C. Board Policy—EBB—Integrated Pest Management—Revised—
First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR INFORMATION

SUBJECT: Board Policy—EBB—Integrated Pest Management—Revised—First Reading

Issue: Oregon OSHA has renamed the Material Safety Data Sheet to Safety Data Sheet. Policy was updated to reflect that change.

Options Considered: Not adopting the policy.

Involvement: District office staff

Consequences: Policy will remain outdated.

Cost Impact: None

CONTACT PERSON(S): John Meyer, Kerry Richey

Integrated Pest Management

To ensure the health and safety concerns of students, staff, and community members, the district shall adopt an integrated pest management (IPM) plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM Integrated Pest Management (IPM) plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of district buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions related to of property construction, operation, and maintenance that promote or allow for the establishment, feeding, breeding, and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation, or habitat manipulation or of mechanical, biological, and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;

9. Includes school staff education about sanitation, monitoring, inspection, and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The district shall designate the Custodial Supervisor as the ~~IPM Integrated Pest Management~~ Plan Coordinator and give ~~him or her~~ ~~them~~ the authority for overall implementation and evaluation of the IPM plan.

~~IPM Integrated Pest Management Plan~~ Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure ~~ing~~ identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the ~~Material Data~~ Safety ~~Data~~ Sheet;
 - c. The brand name and USEPA registration number of the product;

- d. The approximate amount and concentration of pesticide applied;
 - e. The location of where the pesticide was applied;
 - f. The type of application and whether the application was effective;
 - g. The name(s) of the person(s) applying the pesticide;
 - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
 - i. The dates and times for the placement and removal of warning signs; and
 - j. Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL—Public Complaints;
10. Conduct outreach to district staff about the district's IPM plan.

END OF POLICY

Legal Reference(s):

[ORS 634.116](#)

[ORS 634.700 to -750](#)

~~SB 637 (2009)~~



Corvallis

SCHOOL DISTRICT

XV.D. Board Policy EBBB—Injury/Illness Reports—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR INFORMATION

SUBJECT: Board Policy EBBB—Injury/Illness Reports—Revised—First Reading

Issue: School districts are required to establish policy for reporting incidents that result in an injury of an employee while in the actual performance of the duty of the employee that aligns with existing reporting requirements.

Options Considered: Not adopting the policy.

Involvement: District office staff

Consequences: Policy will remain outdated.

Cost Impact: None

CONTACT PERSON(S): Karen Selander, Kerry Richey

Injury/Illness Reports

All injuries/illnesses sustained by an employee while in the actual performance of his or her duty(ies) occurring on district premises, in district vehicles, at a district-sponsored activity or involving employees staff members who may be elsewhere on district business will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the risk management department. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the risk management department shall inform the Oregon Occupational Safety and Health Division (~~OR-OSHA~~). A report of illness or injury will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes³ shall be reported within eight hours.

ALL injuries/illnesses sustained by an employee while in the actual performance of his or her duty(ies) will be promptly investigated. Any corrective measures identified and/or recommended by the investigation will be considered for implementation.

~~As a result of the investigation any corrective measures needed will be acted upon.~~

The district will maintain monthly injury and illness records and will analyze the data and trends at least annually. ~~Monthly records will be maintained. An analysis of the data and trends will be made at least annually.~~

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

END OF POLICY

Legal References:

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 581-022-1420](#)

HB 3045 (2013)

~~[OAR 437-001-0052](#)~~

~~[OAR 437-001-0053](#)~~

~~[OAR 437-002-0140](#)~~

~~[OAR 437-002-0144](#)~~

~~[OAR 437-002-0145](#)~~

~~[OAR 437-002-0360](#)~~

~~[OAR 437-002-0377](#)~~

¹An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition.

²Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

³A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.



Corvallis

SCHOOL DISTRICT

XV.E. Board Policy EFA—Local Wellness/Nutrition Program—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: December 7, 2015

FOR INFORMATION

SUBJECT:

Board Policy EFA—Local Wellness/Nutrition Program—Revised—First Reading
Administrative Regulation EFA-AR—Local Wellness/Nutrition Program—Revised—For Information
Administrative Regulation EFAA-AR—Reimbursable School Meals and Milk Program—Revised—
First Reading

Issue: House Bill 2404 (2015) revised Oregon Revised Statute 336.423 to align it with federal standards for meal programs. The nutrition administration regulation (AR) EFAA-AR is required to be adopted by the Board (unlike other ARs that only require review by the Board).

Options Considered: Not revising the policy and administrative regulations.

Involvement: District office staff, students, parents, community members, administrators.

Consequences: Current policy and administrative regulation will remain outdated.

Cost Impact: None

CONTACT PERSON(S): Sharon Gibson, Kerry Richey

Local Wellness/Nutrition Program

The Board recognizes that childhood obesity has become an epidemic in Oregon and throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicates that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the United States Department of Agriculture's National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that promotes healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate.

The school district will engage students, parents, staff (including but not limited to physical education and school health professionals), teachers, food industry service professionals, health professionals, the School Board, school administrators, and other interested community members in developing, implementing, monitoring, and periodically reviewing and updating district-wide nutrition and physical activity policies.

~~All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.~~

Nutrition Promotion and Nutrition Education

Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated within the comprehensive health education program taught at every grade level and coordinated with the district's nutrition and food services operation.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

Nutrition Guidelines

It is the intent of the Board that district schools be proactive in encouraging students to make nutritious food choices. All food and beverage items sold to students in district schools as part of the regular or extended school day shall meet the minimum state and federal standards.

Exceptions to this requirement include items that are part of the NSLP or SBP. Other exceptions are foods and beverages provided in the following instances:

1. When the school is the site of school-related events (e.g., classroom celebrations) or other events for which parents and other adults are a significant part of an audience; or
2. The sale of food or beverage items before, during or after a sporting event, interscholastic activity, a play, band, or choir concert.

Although the Board believes that the district's nutrition and food services operation should be financially self-supporting, it recognizes that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of students. In compliance with federal law, the district's NSLP and SBP shall be nonprofit.

Reimbursable School Meals

To the maximum extent possible practicable, all district schools in our district will participate in available federal school meal programs (including the SBP, NSLP, and Child Adult Care Food Program).

~~School Breakfast Program, National School Lunch Program—including after school meals and snacks, Summer Food Service Program, and Fruit and Vegetable Snack Program).~~

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate reimbursable school meal programs. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)(0)).

Physical Education/Activity

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Physical activity should be included in a school's daily education program for all grades. Physical activity should include regular instructional physical education as well as co-curricular activities, and recess. The district will develop and assess student performance standards and program minute requirements¹ in order to meet the ODE's physical education content standards and state law¹.

¹HB 3141 (effective 2017-2018 school year)

School Employee Wellness

The district encourages school staff to pursue and maintain a healthy lifestyle that contributes to individual improved health, improved morale, and a greater personal commitment to the school's overall wellness program. The district will work with community partners to identify programs, services and resources to enrich district-wide wellness.

Evaluation of Local Wellness Policy

In an effort to measure the implementation of this policy, the Board designates the superintendent or superintendent's designee as the person who will be responsible for ensuring each school meets the goals outlined in this policy.

The district will make available to the public an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy, and a description of the progress being made in attaining the goals of this policy every three years.

The superintendent or designee will develop administrative regulations as necessary to implement the goals of this policy throughout the district.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

~~HB 2650 (2007)~~

National School Lunch Program, 7 C.F.R. Part 210 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

~~Child Nutrition and WIC Reauthorization Act of 2004 § 204, 42 U.S.C. § 1751 (2006).~~

Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204.



Corvallis

SCHOOL DISTRICT

XV.F. Administrative Regulation EFA-AR—Local Wellness/Nutrition
Program—Revised—For Information

Local Wellness/Nutrition Program

District Wellness Council

The school district will create a district wellness council to assist the superintendent in the implementation and future revisions of the Local Wellness/Nutrition Program. The council also will serve as a resource to school sites for implementing such policies. The wellness council will meet ~~annually~~ quarterly and consist of a group of individuals appointed by the superintendent representing the school and community and should include a:

- Parent
- Student
- Representative of the school food authority
- Member of the School Board
- School administrator
- Staff member ~~Teacher~~ (including but not limited to physical education and school health care professionals)
- Health professional
- Members of the public or public stakeholder
- ~~Community recreation~~

Definitions

1. “Accompaniment foods” means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons, and condiments.
2. “Combination foods” means products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains.
3. “Competitive foods” means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. “Dietary Guidelines for Americans” means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
5. “Entree item” means an item that is either:
 - a. A combination food of meat or meat alternate and whole grain rich food; or
 - b. A combination food of vegetable or fruit and meat or meat alternate; or

- c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters, and meat snacks (such as dried beef jerky); or
 - d. Grains only when served in the SBP.
6. “Food service area” means any area in which NSLP or SBP meals are either served or eaten.
7. “Meal period” means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
8. “Nutrition education” means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
9. “Oregon Smart Snacks”¹ means the minimum nutrition standards for competitive foods and beverages.
- a. Food items, including accompaniment foods, must:
 - (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
 - (2) Have as the first ingredient, one of the non-grain major food groups: fruits, vegetables, dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
 - (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
 - (4) Have one of the food items above as a second ingredient if water is the first ingredient; and
 - (5) Contain 10 percent of the Daily Value of a nutrient of public health concern based on the most recent *Dietary Guidelines for Americans* (e.g., calcium, potassium, vitamin D, or dietary fiber)²; and
 - (6) Meet all the competitive food nutrient standards:
 - (a) Calories:
 - (i) Snacks contain no more than:
 - 1) 150 calories as packaged or served for elementary level;
 - 2) 180 calories as packaged or served for middle school level;
 - 3) 200 calories as packaged or served for high school level.
 - (ii) Entrees contain no more than 350 calories as packaged or served.
 - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served. Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat, and seafood with no added fat.

¹Oregon Department of Education, www.ode.state.or.us

²Effective for the period through June 30, 2016. Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.

- (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served. Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
- (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
- (e) Sugar must be no more than 35 percent by weight. Exempt from the sugar standard are:
 - (i) Dried fruits or vegetables; and
 - (ii) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).
- (f) Sodium: Snacks contain no more than 230 mg sodium³ per item as packaged or served. Entrees contain no more than 480 mg sodium per item as packaged or served.
- (g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.
- (h) Exempt from all nutrients standards on any day are:
 - (i) Fresh, canned, and frozen fruits or vegetables with no added ingredients except water;
 - (ii) Fruit packed in 100 percent juice, extra light or light syrup;
 - (iii) Canned vegetables that contain a small amount of sugar for processing purposes;
 - (i) Entrees in same or smaller portion served on the day or the day following in the NSLP or SBP are exempt from the nutrient standards for:
 - i) Calories;
 - ii) Total fat;
 - iii) Saturated fat;
 - iv) Transfat;
 - v) Sodium; and
 - vi) Sugar.

b. Beverages must be:

- (1) For elementary level students:
 - (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
 - (b) Low-fat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
 - (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
 - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
 - (e) Full strength fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;

³On July 1, 2016, the sodium standard will reduce to 200 mg per item as packaged or served.

(f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;

(g) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

(a) Plain water, carbonated or uncarbonated, with portion size unlimited;

(b) Low-fat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;

(c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;

(d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;

(e) Full strength fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;

(f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;

(g) Caffeine free, except for naturally occurring trace amounts.

(3) For high school level students:

(a) Plain water, carbonated or uncarbonated, with portion size unlimited;

(b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;

(c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;

(d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;

(e) Full strength fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;

(f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 150 calories;

(g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;

(h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

10. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.

11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls, and candy.

~~II. NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SOLD AND SERVED ON CAMPUS~~

~~A. School Meals~~

- ~~1. Meals served through the National School Lunch and Breakfast programs will meet all federal and state requirements.~~
- ~~2. The district will have information available for parents and students about the nutritional content of meals. Schools will disseminate this information to parents.~~
- ~~3. **Breakfast** To ensure that all children have a healthy breakfast, either from outside of school or at school, in order to meet their nutritional needs and enhance their ability to learn:
 - ~~a. Schools will, to the extent possible, operate the School Breakfast Program.~~
 - ~~b. Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, which may include serving breakfast before school, in the classroom, or during morning break or recess.~~
 - ~~c. Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.~~
 - ~~d. Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.~~
 - ~~e. Schools will provide students with at least ten minutes to eat after sitting down for breakfast.~~~~

~~4. **Lunch**~~

- ~~a. Schools will provide students with at least 20 minutes to eat after sitting down for lunch.~~
- ~~b. Schools should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11:00 a.m. and 1:30 p.m.~~
- ~~c. When scheduling club, tutoring, or organizational meetings during meal times, schools will ensure that students have time to get a meal from the cafeteria and be allowed to eat during the activity.~~
- ~~d. Schools will assure that students are encouraged to finish their meals before hurrying out to recess.~~

~~B. **Foods and Beverages Sold Individually** (i.e., foods sold outside of reimbursable school meals such as through vending machines, cafeteria a la carte lines, fundraisers, school stores) Beginning with the 2008-09 school year, all food and beverage items (except those as part of the United States Department of Agriculture’s National School Lunch Program and/or School Breakfast Program or at times when the school is being used for school related events or non school related events for which parents and other adults are a significant part of an audience are a significant part of an audience or are selling food or beverage items before, during, or after the event such as sporting event, interscholastic activity, a play, band or choir concert), sold in a K-12 public school as part of the regular or extended school day shall meet minimum standards as set forth in state law.~~

~~1. **Elementary Schools** The school food services program will approve and provide all food and beverage sales to students in elementary schools during the school day. Food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low fat and non-fat milk, fruits, and non-fried vegetables.~~

~~2. **Middle Schools** In middle schools all foods and beverages sold individually in student access areas outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:~~

~~a. **Beverages** Water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit based drinks that contain fruit juice and do not contain additional caloric sweeteners; unflavored or flavored low fat or fat free milk and nutritionally equivalent nondairy beverages (to be defined by USDA) will be allowed.~~

~~b. **Foods**~~

- ~~1) A food item sold individually:
 - ~~• Will have no more than 35 percent of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10 percent of its calories from saturated and trans fat combined;~~
 - ~~• Will have no more than 35 percent of its weight from added sugars.~~~~
- ~~2) The district will work toward providing food items with reduced sodium content.~~
- ~~3) A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold.~~

- ~~c. **Portion Sizes**— Middle schools will limit portion sizes of foods and beverages sold individually to those listed below:

 - 1) ~~One and one quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;~~
 - 2) ~~Two ounces for cookies;~~
 - 3) ~~Three ounces for cereal bars, granola bars, muffins, bagels, and other bakery items;~~
 - 4) ~~Sixteen fluid ounces for beverages, excluding water. The district will work to serve smaller ounce beverage sizes as they become available.~~
 - 5) ~~The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non fried vegetables are exempt from portion size limits.~~~~
- ~~3. **High Schools**— During the school day high schools will the federal guidelines regarding foods and beverages of minimum nutritional value which are sold in all student access areas. Following the first year of this administrative regulation, the district will work towards removing all soft drinks in student access areas.~~
- ~~4. **Snacks**—

 - a. ~~Snacks served during the school day or in after school care or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or milk as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations.~~
 - b. ~~If eligible, schools that provide snacks through after school programs will pursue receiving reimbursements through the National School Lunch Program.~~~~
- ~~5. **Rewards and Celebrations**— When food is used as a reward for academic performance, good behavior, or school based celebrations, the district will encourage the use of foods that meet nutritional standards as defined in this policy.~~
- ~~6. **School Sponsored Events** (such as, but not limited to, athletic events, dances, or performances) — Food and beverages offered or sold at school sponsored events outside the school day will offer healthy options for meals or for foods and beverages sold individually.~~

Nutrition Promotion and Nutrition Education

C. ~~Nutrition Education within a Comprehensive Health Education Program~~

To develop the skills and knowledge necessary to maintain lifelong healthy eating and physical activity patterns, all students in grades K-12 will receive annual, skills-based nutrition education as part of their comprehensive health education curriculum.

- 1. This will be offered to all students in grades K-12 as part of a sequential, comprehensive, and standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- 2. Health education programs will be delivered by a certified health educator or an appropriately trained elementary educator in order to meet Oregon Department of Education (ODE) content and assessment standards.
- 3. All curriculum material used in health education will be evidence~~d~~ or research based.
- 4. Nutrition education and nutrition promotion will be supported by all staff working in the Corvallis School District.

Nutrition Guidelines and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities.
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.
3. The school's NSLP and SBP maintain the confidentiality of students and families applying for or receiving free or reduced-priced meals in accordance with the National School Lunch Act.
4. The school's NSLP and SBP operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.
7. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.
8. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
9. Modified meals are prepared for students with special food needs:
 - a. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted;
 - b. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietitian or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being served.
10. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation, and workplace safety.
11. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:

- a. Tables and chairs are of the appropriate size for students;
- b. Seating is not overcrowded;
- c. Students have a relaxed environment;
- d. Noise is not allowed to become excessive;
- e. Rules for safe behavior are consistently enforced;
- f. Tables and floors are cleaned between meal periods;
- g. The physical structure of the eating area is well maintained;
- h. Appropriate supervision is provided.

12. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.

Competitive Food Sales

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks nutrition standards. The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

Other Foods Offered or Sold

Foods and beverages sold or offered in classrooms (e.g., celebrations, rewards) or school-sponsored activities during the school day shall follow the Oregon Smart Snacks standards unless otherwise exempt by state law. Food and beverage items sold after the school day as part of an approved school fund-raising event are not required to meet minimum state requirements. Foods sold to the public as part of a fundraising event must meet Benton County Health Department regulations.

Family and Community Involvement

D. Communications with the Community

1. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. The district/schools should encourage parents to pack healthy lunches and snacks that meet the above nutrition standards for individual foods and beverages.
3. The district will have information available for parents and students about the nutritional content of meals. Schools will disseminate this information to parents.
4. The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support

parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports may include sharing information about physical activity and physical education through websites, newsletters, physical education homework, or event announcements.

~~a website, newsletter, or other take-home materials, special events, or physical education homework.~~

Safe Routes to School

1. The district will work with community partners, including city transportation, public safety, police, and health departments regarding infrastructure and non-infrastructure efforts.
2. The district will explore the availability of local, state, and federal "safe routes to school" program funds to support and sustain active transportation to and from schools.

Physical Education/Activity

~~III. PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION~~

1. Daily Physical Education K-8
 - a. All students in grades K-8 will be provided weekly physical education for the entire school year.
 - b. Physical education programs will be delivered by a certified physical education teacher or an appropriately trained elementary educator in order to meet ODE content and assessment standards.
 - c. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
2. Daily Physical Education 9-12
 - a. All students in grades 9-12 must complete a minimum of two one-credit classes in order to meet graduation requirements. Successful completion of classes developed within the district physical education curriculum meet this two-credit requirement.
 - b. Students may elect to take an approved alternate route in earning their second physical education credit. To be considered for credit the learning experience must compare with normal requirements of a traditional, classroom-based class in terms of time, effort, content (ODE standards met), and level of difficulty. Students will develop a learning contract that outlines how the state standards will be addressed and how they will demonstrate proficiency.
 - c. All physical education programs will be delivered or evaluated by certified physical education teachers in order to meet ODE content and assessment standards.
3. Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to practice fully embrace regular physical activity as healthy a personal behavior, students need opportunities for physical activity beyond physical education class. Opportunities include: ~~Toward that end:~~

- a. Classroom health education will complement physical education by reinforcing the knowledge and skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities (e.g., electronics use); ~~such as watching television;~~
- b. Integrated opportunities for physical activity are encouraged through its incorporation into other subject lessons; ~~and~~
- c. Classroom teachers will be encouraged to provide short physical activity breaks between lessons or classes, as appropriate; ~~and~~
- d. Extended periods of inactivity should be discouraged (i.e., periods of two or more hours). When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students moderate physical activity ~~periodic~~ breaks. ~~during which they are encouraged to be moderately active.~~

4. Daily Recess

All elementary schools will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools encourage—verbally and through the provision of space, equipment, and activities—moderate to vigorous physical activity.

5. Physical Activity and Punishment

- a. ~~Staff Teachers~~ will not use physical activity (e.g., running laps, pushups) or regularly withhold students from recess as punishment.
- b. Community personnel hired by the district will use physical activity to improve fitness and develop athletic skills. ~~build endurance, develop athletic skills, and to increase aerobic fitness.~~

6. Physical Activity Opportunities Before and After School

The district will offer, or partner with community organizations to offer, extracurricular physical activity programs, such as physical activity clubs, intramural programs, or interscholastic sports when appropriate and if at all possible.

- a. After-school child care and enrichment programs will provide and encourage—verbally and through the provision of space, equipment, and activities—daily periods of moderate to vigorous physical activity for all students.
- b. Enrichment programs that do not easily provide opportunities for moderate to vigorous physical activity, such as chess club, will reinforce that physical activity needs to be included in the pursuit of interests or hobbies.

~~G. Safe Routes to School~~

- ~~1. When appropriate, the district will work together with local public works, public safety, and/or police departments regarding in those efforts.~~
- ~~2. The wellness council will explore the availability of federal “safe routes to school” funds administered by the state department of transportation, to finance such improvements.~~

School Employee Wellness⁴

The district's school employee wellness program may include the following:

1. Health promoting activities that are based on employees' needs and interests.
2. Supportive social and physical environments that improve and/or maintain individual and district-wide wellness.
3. Access to resources such as employee assistance programs, emergency care, and benefit programs that help employees balance work and family life.
4. Education and resources regarding health care decisions.
5. Wellness opportunities that may include, but are not limited to, health assessments, informational materials, presentations and workshops on healthy behaviors, and programs that promote fitness, healthy eating, and stress management.

The district encourages participation from all employees. The Staff Wellness Team will meet quarterly to review program objectives and actions plans, evaluate, and update as needed.

Monitoring and Policy Review

IV. MONITORING AND POLICY REVIEW

1. Monitoring

The superintendent or designee will annually assess compliance with established district-wide nutrition and physical activity wellness plan.

- a. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.
- b. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent or designee (or if done at the school level, to the school principal).

2. District Wellness Council

The superintendent or designee will work with the district Wellness Council to develop a summary report every two years using the information collected by the superintendent's policy compliance assessment with the district's established nutrition and physical activity wellness policies. The wellness council will offer ~~problem-solving support or~~ resources to compliance concerns that are assessed by the superintendent. Schools, programs, and/or school-community partnerships that exceed policy requirements will be highlighted in the report to the Board. That report will be provided to the School Board and posted on the district web site.

⁴[This language is optional and not required by state or federal law.]



Corvallis

SCHOOL DISTRICT

XV.G. Administrative Regulation EFAA-AR—Reimbursable School Meals and Milk Program—Revised—First Reading

**Reimbursable School Meals and Milk Programs
(National School Lunch Program, School Breakfast Program, Special Milk Program)**

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

Meal Pricing Procedures

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

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

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

Application Procedures

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

Financial Management of the Nonprofit School Food Service

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

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

4. District food and nutrition services revenues will not be used to purchase land or buildings.
5. The district will limit its food and nutrition services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all food and nutrition services' cash, real and personal property, equipment and other assets, and ensure they are used solely for food and nutrition services purposes.
7. The district will meet the requirements for allowable NSLP and SBP costs as described in 2 CFR 200. ~~Office of Management and Budget (OMB) circular A-87.~~
8. In purchasing food and nutrition services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions, or other documents for proposals used to conduct the procurement.
9. All procurement transactions for food and nutrition services goods and services will be conducted according to state, federal, and district procurement standards using the applicable cost thresholds.
10. In the operation of its food and nutrition services program, the district will purchase food products that are produced in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any food and nutrition services employee because of race, color, national origin, sex, sexual orientation⁴, religion, age, or disability.
3. The district will assure that all students and food and nutrition services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's food and nutrition services to ODE's civil rights coordinator within three days of receiving the complaint.

⁴Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

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

Nutrition and Menu Planning

1. Meals and snacks served for reimbursement will meet the recommendations of the most current *Dietary Guidelines for Americans*.
2. Meals and snacks served for reimbursement will meet at least the minimum NSLP and SBP requirements for food item and quantities.
3. Meals served for reimbursement will **meet all USDA standards**.
 - ~~a. Meet all minimum and maximum calorie range requirements by grade level;~~
 - ~~b. Meet the maximum standards set for saturated fat;~~
 - ~~c. Meet the maximum standards set for sodium by grade level; and~~
 - ~~d. Meet the requirements for zero grams of trans fat.~~
4. The district will use the offer versus serve option when serving NSLP lunches to all students. Students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.

5. The district will use the offer versus serve option when serving program breakfasts to all students. Students must take at least three of four food items including one-half cup of fruit or vegetable offered in program breakfasts.
6. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

Use and Control of Commodity Foods

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

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals and snacks served to eligible children.
2. All meals and snacks claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal or snack meets NSLP and SBP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals and snacks will be trained to recognize a reimbursable meal and snack under the menu planning approach used at the school.
4. The district official signing the claim for reimbursement will review and analyze monthly meal and snack counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

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

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.
5. The district will control the sale of **competitive foods**.
~~the following foods of minimal nutritional value (FMNV): carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn type), licorice, cotton candy, and candy-coated popcorn.~~
- ~~6. The district will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school's dining site(s) during the time(s) when NSLP lunch meals or SBP breakfast meals are served or eaten. Dining sites are cafeterias and any other place where NSLP lunch meals or SBP breakfast meals are served or eaten.~~
- ~~6.7.~~ 6. The district will ensure that potable (drinking) water will be available to students, free of charge, for consumption in the place where meals are served during meal service.⁵
- ~~7.8.~~ 7. The district will notify all households of its meal charge requirements early in the school year. The district's meal charging requirements are as follows:

⁵New requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

- a. A meal account for students paying full or reduced price for meals may be established with the district. It is the parent's and/or student's responsibility to monitor the account balance and maintain sufficient funds for meals purchased. Students may charge not more than three meals at the elementary level or 1 meal at the middle school level. Students may not charge at the high school level.
 - b. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full, but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent for exceeding the district's charge limit prior to denying meals. Payment may be made at the school office or school kitchen.
 - c. Individual school administrators may modify allowable meal charges with Food Service administrator approval. However, student debt acquired by charging meals or ala carte is considered "bad debt" per 2 CFR 200, the Office of Management and Budget (OMB) circular A-87. Bad debt is an **unallowable cost to the non-profit food service fund**. Student debt must be paid for with funds other than food service funds and at the end of the school year will be charged back to the school facility's general fund account. A charge balance report can be provided to the school office daily.
9. The sale of foods (~~other than FMNV~~) in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's food and nutrition services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
 - ~~10. The district will not use food and nutrition services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the Food and Nutrition Services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the foods.~~
 - ~~11. Soda pop and any other FMNV will not be offered "at no additional cost" with NSLP lunch meals or SBP breakfast meals in any district school.~~

Record Keeping

The following documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals, and all current direct certification documents;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs;

3. Records (e.g., recipes, ingredient lists, and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all competitive foods available for sale to students at a school campus;
 4. Documents of participation (i.e., meal counts) from each school in the district to support claims for reimbursement;
 5. Production and menu records;
 6. Records to document compliance with Paid Lunch Equity; and
 7. Records to document compliance with Revenue from Non-program Foods.
- ~~1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit(s) until the audit(s) has been completed.~~
 - ~~2. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.~~
 - ~~3. The district will maintain financial records that account for all revenues and expenditures of the nonprofit school food and nutrition services for a period of three years after the school year to which they pertain.~~



Corvallis
SCHOOL DISTRICT

XVI. 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.

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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	
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