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, March 7, 2016 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/UC9Jtpte5dmilZl9kySBJbVQ?
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, March 7, 2016
6:30 PM

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

Meeting Details: Monday, March 7, 2016, 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/UC9Jtpte5dmilZl9kySBJbVQ? A recording of the meeting will also be posted to that channel.

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. COMMITTEE/BOARD MEMBER ITEMS

IV. STUDENT REPRESENTATIVE REPORTS

V. SUPERINTENDENT'S REPORT

VI. PUBLIC/STAFF COMMENT - (20 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.

Corvallis School District 509J
How to Provide Input to the School Board

As of 03-02-16

The Corvallis School Board values the opinions and input of community patrons. As such, the purpose of this document is to provide general guidelines about how to make the most of your time when communicating with the School Board. The public may offer comments during certain School Board meetings or correspond in writing via email or U.S. mail, as outlined below.

I. Public Comment

Members of the public have the opportunity to share their ideas and opinions with the Board during the agenda item labeled *Public Comment*. These opportunities are offered only at certain School Board meetings.

To request the opportunity to offer public comment

A. Complete a *Request to Address the Board* card, which can be found on a table at or outside the entrance of the meeting room.
B. Complete all requested information. The Board Secretary will notify you if any information has been omitted or is unclear.
C. Be specific regarding the topic about which you wish to speak. The Board Secretary will contact you if the topic is unclear or too general.
D. Give the completed Request to Address the Board card to the Board Secretary at the head table **before** the meeting begins.
E. Failing to fully and clearly complete the card and/or to submit it to the Board Secretary before the meeting begins may affect your opportunity to testify at the meeting.

Rules for Providing Public Comment

1. If you're called to testify:
   - Proceed to the podium in front of the Board.
   - Only one person at a time will be allowed at the podium, with exceptions at the board chair's discretion.
   - State your name and the topic you will address before you begin.
     - This is a matter of public record and will not count against your time.

2. Direct your comments to the Board. The Board Chair will refer any questions or requests for action to the proper person for a response at a later date.

3. Keep your comments to the specified time allotted.
   - You will be signaled when you have 30 seconds remaining.
   - You will be signaled when your time is up.

4. If others have testified before you about the same issue, please state that fact and either decline to testify or limit your comments to points not already stated.

5. If a group wishes to speak:
   - Please designate one spokesperson for the group; that person will stand at the podium.
   - In order to maintain the meeting schedule, repetitious comments will not be permitted.

6. Speakers may offer objective criticism of district operations and programs but the Board will not hear complaints concerning individual district personnel.
   - Any such complaints must be handled following the steps outlined in policy KL and administrative regulation KL-AR, copies of which are available during meetings at which public comment is accepted, or online at http://policy.osba.org/corvall/KL/index.asp.
   - Complaints regarding budget, programs, or other district issues also should be handled by first following the steps outlined in policy KL.

7. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.
   - Defamatory or abusive remarks are always out of order.
   - The board chair may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

Important information

A. The board secretary will sort the *Request to Address the Board* cards, which are complete and were received before the meeting begins, into sets by topic, then will shuffle each set and place them face down at her place.

B. When it is time for public comment, the board secretary will draw one card from each set, in turn, and announce the name of the person who will be called up to testify.

C. If you are called upon to testify, you will be allowed only a small amount of time to do so; usually three minutes are granted, but it could be less at the discretion of the board chair.

D. If more comment requests are submitted than can be accommodated during the allotted time on the board's agenda, you might not be called upon to provide your comments. In that case, please refer to section II – Written Correspondence, should you wish to provide your comments in written form.

E. When you testify, your name, address and comments are matters of public record, except for student addresses.

F. Although it is not required, you may wish to prepare a written outline for your comments or to write them out in their entirety.

G. Although providing a written copy of your comments is not required, should you wish to provide it:
   - Please include your name, address and telephone number on the document.
   - You may either provide the board secretary with one copy of your written comments to distribute at a later date, or you may bring 13 copies to the meeting for the board secretary to distribute to those at the head table.
      - One copy will be filed as part of the official board record.
   - The same holds true for any handouts you wish the board to receive.

H. If you wish to submit a letter or any form of written comments:
   - Copies will be provided to all board members and key staff members.
   - The document will be kept in the district office as part of the official board record.
   - Letters, emails and other written materials are considered public record.

II. Written Correspondence

Letters, emails and other written materials submitted to the Board are considered public record. In lieu of public comment, you may send a letter via U.S. mail to: Corvallis School Board, Attn: Julie Catala, P.O. Box 3509J, Corvallis, OR 97339. Also, you may send an email to: schoolboard@corvallis.k12.or.us. This will send your e-mail to all board members at one time. Others who will receive emails sent to this address: superintendent, assistant superintendent, student services director, human resources director, finance and operations director, and executive assistant to the superintendent and board of directors.

III. Telephone Communication

Citizens also may contact board members by telephone:

Vincent Adams	541-738-4324 or 541-240-4055
Judy Ball	541-758-1671 or 240-997-1222
Bill Kemper	541-754-0943 or 541-740-0728
Alexis McQuillan	541-230-1342
Scott Newsham	703-855-1637
Chris Rochester	541-224-1880
Tom Sauret	541-758-2244

Corvallis
SCHOOL DISTRICT

VII. SPECIAL REPORTS

VII.A. Instructional Technology Study Overview

Corvallis
SCHOOL DISTRICT

Instructional Technology Study Overview

Beginning in March, we will launch a study in partnership with the OSU Center for Research on Lifelong STEM Learning. The purpose of the study is to see how digital devices can be used more effectively to improve student learning by gathering information about what has worked, what have been the challenges, and what are ways that we can systematically address those challenges. Findings will be used to improve future instructional technology implementation in the district.

- The district is contracting with OSU to plan and implement the study to ensure that the findings are unbiased.
- The study will include a teacher survey; teacher, parent and student focus groups; and individual interviews of a small number of principals, school board members and central office staff.

Research Project Timeline

March	Survey teachers (all grades)
April	Conduct teacher focus groups
May	Conduct parent and student focus groups and 1:1 interviews
August	Submit final report to Superintendent
Fall	Share and discuss findings with staff, school board and community

Due to the current deployment of devices, the study will include a K-12 perspective, but will focus primarily on K-8 use.

- **The teacher survey will take about 15 minutes to complete**. This is voluntary, but the OSU researchers will ask teachers who don't want to take the survey to indicate that in an email response. All responses are confidential. Building principals can provide time for teachers to take the surveys at a regular staff meeting, or encourage teachers to complete it at another time on their own.
- The **OSU researchers will select teachers to participate in the focus groups** with the goal of involving a diverse range of technology users. Teachers will be compensated as per contract.
- The **OSU researchers will identify parents and students to participate** based on suggestions solicited from the focus group teachers.

In the near future, more information about the study will be posted on the district website. Information will also be shared with parents and staff through district communications and school newsletters.

Questions about the study may be directed to kevin.bogatin@corvallis.k12.or.us.

Corvallis
SCHOOL DISTRICT

VII.B. Local Option Levy Renewal

Corvallis School District 509J
Board of Directors

FOR INFORMATION

BOARD MEETING DATE: March 7, 2016

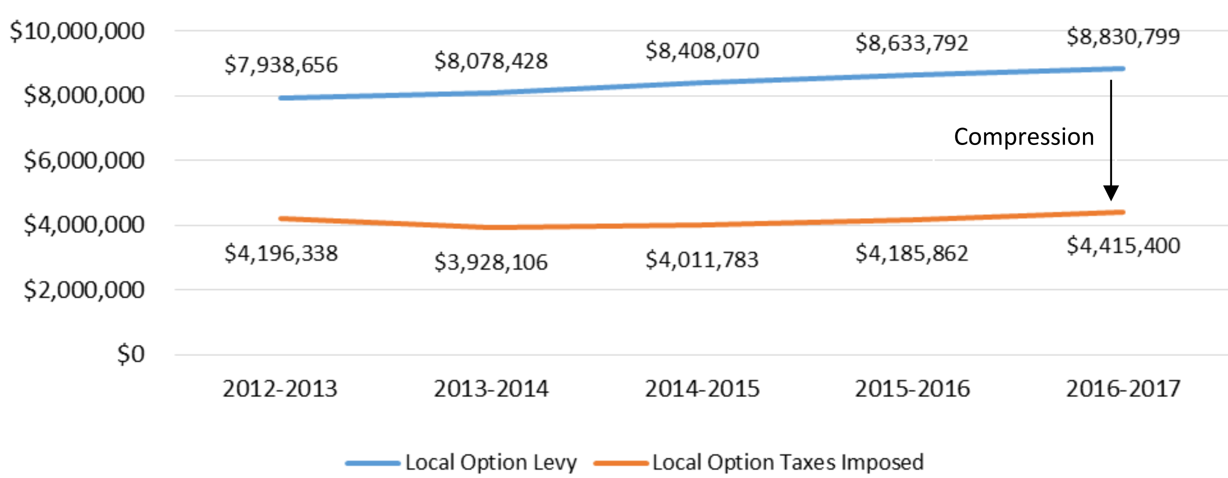
SUBJECT: Local Option Levy Renewal

BACKGROUND

In November 2006 voters approved a five-year local option levy at a rate of $1.50 per $1,000 of assessed value beginning July 1, 2007 and ending June 30, 2012 to enhance reading and math instruction for kindergarten through fifth grade; to strengthen middle and high school academic instruction in literature, math, science, and social studies; to improve vocational and technical education; to promote wellness and physical fitness for all students; to enhance music instruction for elementary students; and to sustain current classroom academic programs. In November 2010, voters approved a renewal of the local option levy at the same rate and for the same purposes for another five-year period, expiring June 30, 2017. At the rate of $1.50 per $1,000 of assessed value, a homeowner whose home is assessed at $200,000 pays about $25 per month as a result of the levy.

CURRENT LOCAL OPTION LEVY REVENUES

Funds received from the local option levy represent about 6.5% of the district's general fund operating revenues. As assessed values (AV) increase over time, the amount of funding received through the local option levy will increase assuming that real market property values (RMV) do not grow more rapidly than AV. When RMV grows more rapidly than AV, compression losses increase.[1]



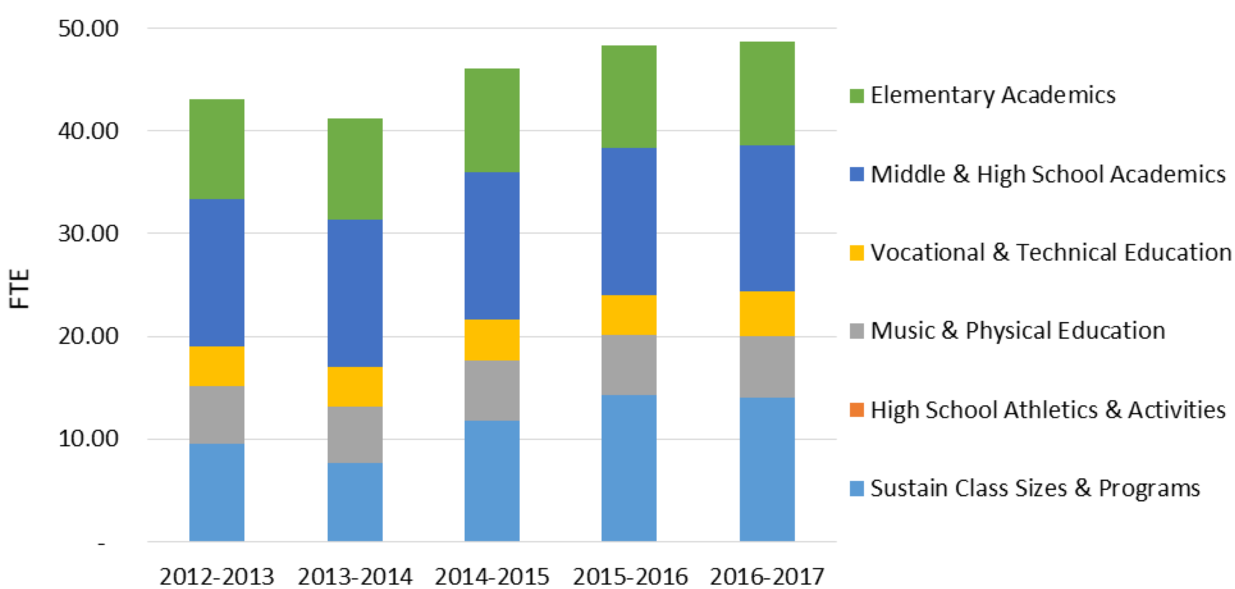
[1] *Measure 5 (approved in 1990) split taxes into "education" and "non-education" groups, and limits the amount of taxes to be paid for education to $5.00 per $1,000 of Real Market Value (RMV). When property taxes levied on a parcel of property exceed the limit, the rates are "compressed" to not exceed the maximum.*

	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Projected
Assessed Value (AV)	$5,292,437,015	$5,385,618,438	$5,605,379,979	$5,755,861,51	$5,887,199,495
Change in AV	*+1.05%*	*+1.76%*	*+4.08%*	*+2.68%*	*+2.28%*
Local Option Levy *($1.50 per $1,000 of AV)*	**$ 7,938,656**	**$ 8,078,428**	**$ 8,408,070**	**$ 8,633,792**	**$ 8,830,799**
Compression Loss [1]	(3,742,318)	(4,150,322)	(4,396,287)	(4,447,930)	(4,415,400)
Taxes Imposed	$ 4,196,338	$ 3,928,106	$ 4,011,783	$ 4,185,862	$ 4,415,400
Collection Rate	94.34%	87.85% *	94.72%	95.00%	95.00%
Net Revenue	**$ 3,958,783**	**$ 3,450,985**	**$ 3,800,156**	**$ 3,976,569**	**$ 4,194,630**
Change in Revenue	*-10.60%*	*-14.71%*	*+9.19%*	*+4.44%*	*+5.20%*

* *Reflects impact of Hewlett Packard refund*

CURRENT LOCAL OPTION LEVY EXPENDITURES

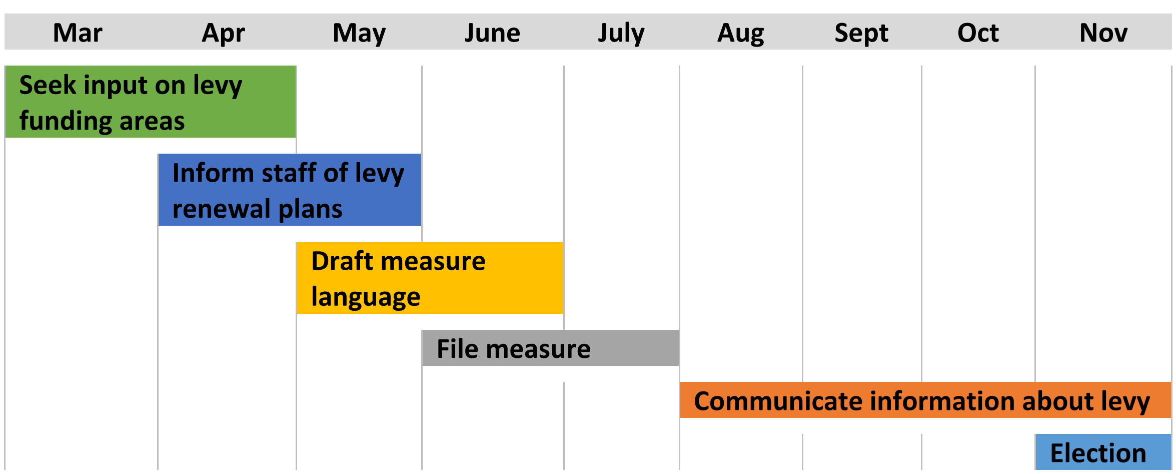
The majority of funds received from the local option levy (92%) pay for nearly 50 full-time teachers, or about 15% of the district's teaching staff. As a result of the local option levy, class sizes have been reduced or stabilized, support for literacy instruction has increased, and students receive twice the amount of music and PE instruction. Local option funds also help support high school athletics and activities and have helped expand vocational and technical education programs at the high schools.



	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Projected
Elementary Academics	$ 825,503	$ 776,389	$ 804,127	$ 782,049	$ 820,020
Middle & High School Academics	1,148,347	1,141,409	1,237,633	1,154,163	1,211,871
Vocational & Technical Education	241,978	262,406	246,989	250,000	300,000
Music & Physical Education	451,966	501,357	520,924	521,016	555,078
High School Athletics & Activities	307,695	314,679	328,235	331,448	348,020
Sustain Class Sizes & Programs	1,068,211	551,554	747,386	1,025,321	1,050,798
Total Expenditures	**$4,043,700**	**$3,547,794**	**$3,885,294**	**$4,063,997**	**$4,285,778**
Change in Expenditures	*-9.94%*	*-12.26%*	*+9.51%*	*+4.60%*	*+5.46%*

LOCAL OPTION LEVY RENEWAL & TIMELINE

Proposing a levy renewal with a rate of $1.50 per $1,000 of assessed value would not increase the current tax rate; it would extend the existing tax rate for another five years beginning in 2017-2018 after the current levy expires. A levy renewal at the current rate would raise approximately $4.5 million a year or $22.5 million over five years, from 2017 to 2022.



Corvallis
SCHOOL DISTRICT

VIII. CONSOLIDATED ACTION

VIII.A. Licensed Personnel Recommendations Including Annual Contract Renewals

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: March 7, 2016 **FOR-ACTION**

SUBJECT: Licensed Personnel Action

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1. Issue: Information on licensed personnel recommendations

   a. Annual Contract Renewals:
   Attached are the personnel recommendations for the 2016-2017 school year, grouped by contract status.

   Recommendations: Approve attached recommendations

   Involvement: District Staff

   b. Recommendation to Hire:
   Anna Marie Gosser: Elementary Principal, 1.0 FTE, Hoover Elementary School, effective July 1, 2016 (Probationary)

   Andrea Hackett: Speech Language Pathologist, 1.0 FTE, District Office, effective September 1, 2016 (Probationary)

   Megan Postelwait: Speech Language Pathologist, 1.0 FTE, District Office, effective September 1, 2016 (Probationary)

   Elena Rossman: Speech Language Pathologist, 1.0 FTE, District Office, effective September 1, 2016 (Probationary)

   Jillianne Williams: Counselor, 0.50 FTE, Crescent Valley High School, effective February 22, 2016 (Temporary)

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall

LICENSED PERSONNEL
Recommendations
for the 2016-2017 School Year

The following are licensed staff members listed by status with recommendations indicated for the 2016-2017 school year.

CONTRACT EXTENSION FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018

Name	Bldg.	Current Status
Abrams, David P	Adams Elementary	Contract Teacher
Adams, Maria E	Lincoln Elementary	Contract Teacher
Alexander, Kathy O	Garfield Elementary	Contract Teacher
Anderson, Marian P	Franklin School	Contract Teacher
Andresen, Carol Ann S	Franklin School	Contract Teacher
Apple McConahy, Angela M	Wilson Elementary	Contract Teacher
Argo, Claudia V	Linus Pauling Middle	Contract Teacher
Arnst, Samantha M	Lincoln Elementary	Contract Teacher
Ash, Connie M	Adams Elementary	Contract Teacher
Banuelos, Irma L	Lincoln Elementary	Contract Teacher
Barron, Justin L	Hoover Elementary	Contract Teacher
Baumgartner, Sandra M	Mt. View Elementary	Contract Teacher
Bay, Eva Annika	Crescent Valley High	Contract Teacher
Beck-Ard, Laura C	Corvallis High	Contract Teacher
Behrens, Gerhard B	Adams Elementary	Contract Teacher
Bell, Sandra S	Cheldelin Middle	Contract Teacher
Benning, Tamara A	Cheldelin Middle	Contract Teacher
Benson, Mary S	District Office	Contract Teacher
Beran, David D	Crescent Valley High	Contract Teacher
Berg, Katherine C	Mt. View Elementary	Contract Teacher
Berrey, Thomas P	Cheldelin Middle	Contract Teacher
Birdseye, Deborah H	Jefferson Elementary	Contract Teacher
Blount, Sarah A	Crescent Valley High	Contract Teacher
Boedtker, Beatrice A	Linus Pauling Middle	Contract Teacher
Boggs, Valerie K	Garfield Elementary	Contract Teacher
Bolden, Christy V	Garfield Elementary	Contract Teacher
Boley, Janet E	Crescent Valley High	Contract Teacher
Bontrager, Beth E	Hoover Elementary	Contract Teacher
Boock, Kristin E	Wilson Elementary	Contract Teacher
Boyd-Berman, Holly S	Linus Pauling Middle	Contract Teacher

CONTRACT EXTENSION FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018 continued

Bradley, Paul W	Wilson Elementary	Contract Teacher
Bregar, Daniel M	Crescent Valley High	Contract Teacher
Brewer, Jeanette K	District Office	Contract Teacher
Brooks, Greta F	Corvallis High	Contract Teacher
Bryan, Joanne S	Lincoln Elementary	Contract Teacher
Buchanan, Paul V	Crescent Valley High	Contract Teacher
Cadotte, Melissa L	Cheldelin Middle	Contract Teacher
Carpenter, Jennifer M	Lincoln Elementary	Contract Teacher
Carpenter, Laura J	Linus Pauling Middle	Contract Teacher
Carrick, Margaret R	Franklin School/Hoover	Contract Teacher
Carter, Wanda B	Franklin School	Contract Teacher
Caster, Gregory C	Linus Pauling Middle	Contract Teacher
Caster, Trudi J	Corvallis High/Crescent Valley	Contract Teacher
Chilvers, Jody E	Linus Pauling Middle	Contract Teacher
Ciechanowski, Ian M	Cheldelin Middle	Contract Teacher
Cook, Matthew M	Franklin School	Contract Teacher
Cornell, Margaret J	Crescent Valley High	Contract Teacher
Cox, Robert J	Crescent Valley High	Contract Teacher
Criscione, Anicia	Hoover Elementary	Contract Teacher
Criscione, Matthew A	Hoover Elementary	Contract Teacher
Crisostomo, Roseanne E	Lincoln Elementary	Contract Teacher
Crotti, Theodora A	Corvallis High	Contract Teacher
Davila-Williams, Nancy M	Garfield Elementary	Contract Teacher
Davis, Jennifer H	Cheldelin Middle	Contract Teacher
Davis, Laura L	Adams Elementary	Contract Teacher
Day Isaias, Kara M	Wilson Elementary	Contract Teacher
Dazey, William Eric	Corvallis High	Contract Teacher
Delamater, Jeanine M	Hoover Elementary	Contract Teacher
Delp, Laura A	Linus Pauling Middle	Contract Teacher
Demarest, Ellen N	Wilson Elementary	Contract Teacher
Demeo, Barbara C	Mt. View Elementary	Contract Teacher
Diaz, Susan M	Corvallis High	Contract Teacher
Dillon, Timothy L	Hoover Elementary	Contract Teacher
Duerfeldt, Ross G	Corvallis High	Contract Teacher
Duvall, Robert J	Corvallis High	Contract Teacher
Eastwood, Victoria S	Crescent Valley High	Contract Teacher
Egan, Lisa G	Corvallis High	Contract Teacher
Ellingson, Craig T	Crescent Valley High	Contract Teacher
Ellis, Charlyn L	Corvallis High	Contract Teacher
Endo, Linda H	Hoover Elementary	Contract Teacher
Erickson, Kristin K	Jefferson Elementary	Contract Teacher
Faith, Robbie B	District Office	Contract Teacher
Filloy Sharp, Amanda	Corvallis High	Contract Teacher
Fischer, Tracey E	Adams Elementary	Contract Teacher
Fong, Sandra E	Linus Pauling Middle	Contract Teacher
Foster, Dennis C	Cheldelin/Linus Pauling Middle	Contract Teacher

CONTRACT EXTENSION FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018 continued

Foulkes, Beatriz A	Garfield Elementary	Contract Teacher
Fowler, Sheila J	Crescent Valley High	Contract Teacher
Free, Stacey K	Franklin School	Contract Teacher
Freedman, Kevin M	Crescent Valley High	Contract Teacher
Froot, Ellen	Crescent Valley High	Contract Teacher
Gable, David C	Cheldelin Middle	Contract Teacher
Garcia, Angela M	Corvallis High/Cheldelin Middle	Contract Teacher
Garrison, Gregory J	Corvallis High	Contract Teacher
Giddens, Jayce H	Corvallis High	Contract Teacher
Graham, Cheryl A	Wilson Elementary	Contract Teacher
Gray, Jessica L	Wilson Elementary	Contract Teacher
Green, Alison Popoff	Jefferson Elementary	Contract Teacher
Griffin, Leslie K	Corvallis High	Contract Teacher
Guerrero-Gilliam, Armida C	Lincoln Elementary	Contract Teacher
Hackethorn, Kristen M	Corvallis High	Contract Teacher
Hagel Jr, Maughn C	Corvallis High	Contract Teacher
Hall, Claudia J	Linus Pauling Middle	Contract Teacher
Halsey, Julie L	Crescent Valley High	Contract Teacher
Hammond, Diana M	Garfield Elementary	Contract Teacher
Hannigan, Angela J	Jefferson Elementary	Contract Teacher
Hansen, Cody J	Adams Elementary	Contract Teacher
Harris, Nathan A	Adams Elementary	Contract Teacher
Harrison, John F	Linus Pauling Middle	Contract Teacher
Harry, Deborah R	Cheldelin Middle	Contract Teacher
Hasenstein, Liisa B	Linus Pauling Middle	Contract Teacher
Hawkins, Christine M	Adams Elementary	Contract Teacher
Hawkinson, Paige D	Franklin School	Contract Teacher
Heath, Thomas J	Jefferson Elementary	Contract Teacher
Hee, Malia A	Crescent Valley High	Contract Teacher
Hibbert, Kelsey L	Linus Pauling Middle	Contract Teacher
Hicks, Shayna G	Mt. View Elementary	Contract Teacher
Holcomb, Lisa M	Cheldelin Middle	Contract Teacher
Holt, Robert	Corvallis High	Contract Teacher
Howe, Ronald J	Crescent Valley High	Contract Teacher
Huffaker, Roxie A	Cheldelin Middle	Contract Teacher
Hughes, Elise N	Cheldelin Middle	Contract Teacher
Huidor Dever, Elvira	Garfield Elementary	Contract Teacher
Hyde, Gregory N	Corvallis High	Contract Teacher
Jack, Alleya S	Garfield Elementary	Contract Teacher
Janes, Kristine M	Crescent Valley High	Contract Teacher
Johnson, Mary T	Crescent Valley High	Contract Teacher
Johnson, Travis P	Franklin School/Corvallis High	Contract Teacher
Jones, Karen E	Corvallis High	Contract Teacher
Kammerzelt, Daniel J	Corvallis High	Contract Teacher
Kanter, Ryan M	Crescent Valley High	Contract Teacher
Karlin, Jennifer L	Hoover Elementary	Contract Teacher

CONTRACT EXTENSION FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018 continued

Kaye-Waggle, Alexia S	Garfield Elementary	Contract Teacher
Kiekel, Jane	Corvallis High	Contract Teacher
Kikuta, Elton K	Jefferson Elementary	Contract Teacher
Kimes, Millie A	Corvallis High	Contract Teacher
King, Matthew M	Corvallis High	Contract Teacher
Kirby, Matthew J	Corvallis High	Contract Teacher
Kirsch, Fred Adam	Crescent Valley High	Contract Teacher
Knoke, Amy D	Corvallis High	Contract Teacher
Kollath, Jennifer M	Corvallis High	Contract Teacher
Kreta, Jennifer M	Lincoln Elementary	Contract Teacher
Krueger, Karin D	Corvallis High	Contract Teacher
Lahman, Chris W	Crescent Valley High	Contract Teacher
Langner, Marin H	Crescent Valley High	Contract Teacher
Larrowe, Richard L	Corvallis High	Contract Teacher
Lashley, Laura K	Adams Elementary	Contract Teacher
Lasswell, Scott W	Corvallis High	Contract Teacher
Leclaire, Teresa A	Jefferson Elementary	Contract Teacher
Lincoln, Marsha L	On Leave	Contract Teacher
Looney, Dale E	Hoover Elementary	Contract Teacher
Loso, Dana	Crescent Valley High	Contract Teacher
Luftig, Alexandria S	Corvallis High	Contract Teacher
Lundeen, Joel V	Corvallis High	Contract Teacher
Macbeth, Deborah S	Adams Elementary	Contract Teacher
Maciel, Alyssa N	Linus Pauling Middle	Contract Teacher
Martin Jr, Thomas R	Corvallis High	Contract Teacher
Martin, Stephanie A	Corvallis High	Contract Teacher
McCormick, Stephanie L	Adams Elementary/Franklin School	Contract Teacher
McCracken, Marta E	Wilson Elementary	Contract Teacher
McDonough, Matthew R	Corvallis High	Contract Teacher
McFarland Price, Suzanne E	District Office	Contract Teacher
McGowan, Christopher J	Corvallis High	Contract Teacher
McShane, Margaret S	Adams Elementary	Contract Teacher
Meyers, Barbara	Wilson Elementary	Contract Teacher
Miller, Joshua R	Corvallis High	Contract Teacher
Milner, David E	Corvallis High	Contract Teacher
Mitchell, Becky L	Franklin School	Contract Teacher
Monroe, Dana M	Cheldelin Middle/Lincoln Elementary	Contract Teacher
Mooney, Christopher P	Corvallis High	Contract Teacher
Morrison, Pamela R	Garfield Elementary	Contract Teacher
Moses, Jaclyn J	Lincoln Elementary	Contract Teacher
Moses, Keith J	Crescent Valley High	Contract Teacher
Moss, Janelle L	Wilson Elementary	Contract Teacher
Mulligan, Sheila A	Cheldelin Middle	Contract Teacher
Myers, Katherine C	Corvallis High/Crescent Valley	Contract Teacher
Newton, Sherry M	Garfield Elementary	Contract Teacher
Olson, Carla S	Linus Pauling Middle	Contract Teacher

CONTRACT EXTENSION FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018 continued

Olvera, Holly D	Linus Pauling Middle	Contract Teacher
Osterman-Sussman, Irene D	Adams Elementary	Contract Teacher
Paley, Kathryn M	Cheldelin Middle	Contract Teacher
Parrott, Theresa M	Cheldelin Middle	Contract Teacher
Pascuzzi, Talia D	Lincoln Elementary	Contract Teacher
Patching, Andrew D	Linus Pauling Middle	Contract Teacher
Patterson, Aubrey A	Corvallis High	Contract Teacher
Pederson-Pastor, Sue A	Wilson Elementary	Contract Teacher
Perdue, Kim E	Hoover Elementary	Contract Teacher
Perrigan, Heather R	Corvallis High	Contract Teacher
Peterson, Karen L	Corvallis High	Contract Teacher
Ponder, Amy L	Hoover Elementary	Contract Teacher
Powers, Shelley L	Harding Center/CHS	Contract Teacher
Prothero, Lindsay M	Franklin School	Contract Teacher
Pullam, Maryanne	Jefferson Elementary	Contract Teacher
Raleigh, Claudia J	Adams Elementary	Contract Teacher
Randklev, Sage R	Wilson Elementary	Contract Teacher
Rarick, Patrick T	Franklin School	Contract Teacher
Rathja, Laura E	Adams Elementary	Contract Teacher
Reynolds, Daniel B	Mt. View Elementary	Contract Teacher
Riesenberg, Douglas J	Crescent Valley High	Contract Teacher
Roberts, Cami D	Crescent Valley High	Contract Teacher
Rodriguez, Jennifer S	Adams Elementary	Contract Teacher
Rose, Coulter R	Linus Pauling Middle	Contract Teacher
Rosenberg, Janice M	On Leave	Contract Teacher
Roush, Mary Lynn	Mt. View Elementary	Contract Teacher
Russell, Leigh-Ann B	Linus Pauling Middle	Contract Teacher
Ruzek, Maurine A	Jefferson Elementary	Contract Teacher
Sahnow, Shahnaz C	Lincoln Elementary	Contract Teacher
Schloss, Christine L	Jefferson Elementary	Contract Teacher
Schloss, Hilary E	Mt. View Elementary	Contract Teacher
Schmeder, Christa R	Corvallis High	Contract Teacher
Serna, Julie M	Crescent Valley High	Contract Teacher
Sheppick, Tiffany A	Lincoln Elementary	Contract Teacher
Sherwin, Michael	Crescent Valley High	Contract Teacher
Shimabuku, Jeffrey K	Crescent Valley High	Contract Teacher
Silbernagel, Kristin L	Jefferson Elementary	Contract Teacher
Skaugstad, Amy L	Wilson Elementary	Contract Teacher
Skillings, Kevin D	Corvallis High	Contract Teacher
Skillings, Mary R	Corvallis High	Contract Teacher
Skinner, Charles T	Linus Pauling Middle	Contract Teacher
Smith, Chaundra J	Garfield Elementary	Contract Teacher
Stair, Michael J	Crescent Valley High	Contract Teacher
Starker, Sally E	On Leave	Contract Teacher
Starwalt, Ryan T	Crescent Valley High	Contract Teacher
Stevens, Marcia J	Corvallis High	Contract Teacher

CONTRACT EXTENSION FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018 continued

Stone, Jane E	Wilson Elementary	Contract Teacher
Stone, Katelyn A	Adams/Wilson Elementary	Contract Teacher
Stone, Kristina J	Crescent Valley High	Contract Teacher
Stroup, Tara R	Mt. View Elementary	Contract Teacher
Swenson, Stephanie L	Linus Pauling Middle	Contract Teacher
Taylor, Cherie L	Harding Center	Contract Teacher
Taylor, Lucinda L	Adams Elementary	Contract Teacher
Theurer, Sarah L	Corvallis High	Contract Teacher
Thorpe, Christopher J	Corvallis High	Contract Teacher
Toman, Pamela A	Cheldelin Middle	Contract Teacher
Tubbs, Lori A	Mt. View Elementary	Contract Teacher
Tucker, Donald A	Cheldelin Middle	Contract Teacher
Turple, April S	Crescent Valley High	Contract Teacher
Tyrrell, Lisa	Franklin School	Contract Teacher
Ulstad, Anne M	Cheldelin Middle	Contract Teacher
Villaman, Bonnibel J	Garfield Elementary	Contract Teacher
Villani, Danielle A	Wilson Elementary	Contract Teacher
Wells, Denise E	Franklin School	Contract Teacher
Williams, Joseph E	Adams Elementary	Contract Teacher
Williams, Julie A	Corvallis High	Contract Teacher
Wilson, Deanna L	Franklin School	Contract Teacher
Winograd, Melinda S	Franklin School	Contract Teacher
Wofford, Cynthia J	Jefferson Elementary	Contract Teacher
Woodruff, Karrie S	Garfield Elementary	Contract Teacher
Wright, Amy R	Cheldelin Middle	Contract Teacher
Wright, Cathy L	Harding Center	Contract Teacher
Yeh, Dow T	Franklin School/Jefferson	Contract Teacher
Zeller, Debra K	Corvallis High/Crescent Valley	Contract Teacher
Zimbrick, Kathryn L	Crescent Valley High	Contract Teacher
Zimmers, Heather L	Crescent Valley High	Contract Teacher

LICENSED PERSONNEL
Recommendations
for the 2016-2017 School Year

The following are certified staff members listed by status with recommendations indicated for the 2016-2017 school year.

PROBATIONARY STATUS – 3RD YEAR FOR THE PERIOD OF JULY 1, 2016-JUNE 30, 2017

Name	Building	Current Status
Ahola, Kristie L	Mt. View Elementary	Probationary Teacher, 2nd Year
Andersen, Stephanie J	Adams/Mt.View Elementary	Probationary Teacher, 2nd Year
Appanaitis, Cindy M	Cheldelin Middle	Probationary Teacher, 2nd Year
Armentano, Josh	Crescent Valley High	Probationary Teacher, 2nd Year
Baker, Michael A	Hoover Elementary	Probationary Teacher, 2nd Year
Beyer, Rachel M	Mt. View Elementary	Probationary Teacher, 2nd Year
Chapman, Robyn L	Linus Pauling Middle	Probationary Teacher, 2nd Year
Clarno, Jill E	Hoover Elementary	Probationary Teacher, 2nd Year
Faulkner, Alicia	Garfield Elementary	Probationary Teacher, 2nd Year
Fogarty, Katherine M	Crescent Valley High	Probationary Teacher, 2nd Year
Frazier, Rachel D	Lincoln Elementary	Probationary Teacher, 2nd Year
Garcia Canovas, Isabel	Lincoln Elementary	Probationary Teacher, 2nd Year
Geissler, Danielle R	Mt. View Elementary	Probationary Teacher, 2nd Year
Goranson, Nelson F	Corvallis High	Probationary Teacher, 2nd Year
Gourley, Joyce A	Hoover Elementary	Probationary Teacher, 2nd Year
Gregory, Christopher M	Linus Pauling Middle	Probationary Teacher, 2nd Year
Haid, Shana J	Linus Pauling Middle	Probationary Teacher, 2nd Year
Harriman, Robert	Mt. View Elementary	Probationary Teacher, 2nd Year
Haun, Jason D	Linus Pauling Middle	Probationary Teacher, 2nd Year
Hoffman, Nichole R	Jefferson/Wilson Elementary	Probationary Teacher, 2nd Year
Hoopes, Jessica C	Hoover Elementary	Probationary Teacher, 2nd Year
Keady, Joshua R	Corvallis High	Probationary Teacher, 2nd Year
Kropf, Joel T	Linus Pauling Middle	Probationary Teacher, 2nd Year
Kurlak, Vicki E	Linus Pauling Middle	Probationary Teacher, 2nd Year
Laney De Battro, Savannah L	Garfield Elementary	Probationary Teacher, 2nd Year
McConnell, Jennifer M	Garfield Elementary	Probationary Teacher, 2nd Year
Meneghin, Margaret K	Garfield Elementary	Probationary Teacher, 2nd Year
Mock, Aaron D	Crescent Valley High	Probationary Teacher, 2nd Year
Mohler, Sara E	Wilson Elementary	Probationary Teacher, 2nd Year

PROBATIONARY STATUS – 3RD YEAR FOR THE PERIOD OF JULY 1, 2016-JUNE 30, 2017 continued

Nason, Kristin M	Linus Pauling Middle	Probationary Teacher, 2nd Year
Nelson, Stephanie B	Garfield Elementary	Probationary Teacher, 2nd Year
Omundson, Susannah R	Lincoln Elementary	Probationary Teacher, 2nd Year
Pedersen, Emily	Jefferson Elementary	Probationary Teacher, 2nd Year
Phillips, Tyler J	Adams/Mt. View Elementary	Probationary Teacher, 2nd Year
Rakos, Stephanie L	Corvallis High	Probationary Teacher, 2nd Year
Renaud, Anne H	Linus Pauling Middle	Probationary Teacher, 2nd Year
Roberts, Neil P	Cheldelin Middle	Probationary Teacher, 2nd Year
Schas, David R	Cheldelin Middle	Probationary Teacher, 2nd Year
Smith, Cristina M	Cheldelin Middle	Probationary Teacher, 2nd Year
Smith, Kathleen M	Cheldelin Middle	Probationary Teacher, 2nd Year
Stark, Rebecca R	Garfield Elementary	Probationary Teacher, 2nd Year
Still, Jennifer	Linus Pauling Middle	Probationary Teacher, 2nd Year
Tucksen, Amanda F	Jefferson Elementary	Probationary Teacher, 2nd Year
Viramontes, Aimee E	Hoover Elementary	Probationary Teacher, 2nd Year
Wight, Lars E	Crescent Valley High	Probationary Teacher, 2nd Year
Wolfe, RoxiAnn B	Lincoln Elementary	Probationary Teacher, 2nd Year
Wollemann, Kelly L	Mt. View Elementary	Probationary Teacher, 2nd Year

Corvallis
SCHOOL DISTRICT

LICENSED PERSONNEL
Recommendations
for the 2016-2017 School Year

The following are licensed staff members listed by status with recommendations indicated for the 2016-2017 school year.

PROBATIONARY STATUS – 2ND YEAR FOR THE PERIOD OF JULY 1, 2016-JUNE 30, 2017

Name	**Building**	**Current Status**
Arauz, Mariela L	Lincoln Elementary	Probationary Teacher, 1st Year
Babcock, Katelyn E	Hoover Elementary	Probationary Teacher, 1st Year
Birulin, Konstantine	Lincoln Elementary	Probationary Teacher, 1st Year
Brennan, Caitlin S	Linus Pauling Middle	Probationary Teacher, 1st Year
Bryant, Zachariah S	Franklin School	Probationary Teacher, 1st Year
Burnett, Phillip C	Lincoln Elementary	Probationary Teacher, 1st Year
Echeverria, Wilfredo	Linus Pauling Middle	Probationary Teacher, 1st Year
Flores, Brenda M	Corvallis High	Probationary Teacher, 1st Year
Foltz, Anne Marie D	Harding Center	Probationary Teacher, 1st Year
Garcia, Elizabeth A	Corvallis High	Probationary Teacher, 1st Year
Hemmele, Jessica	Lincoln Elementary	Probationary Teacher, 1st Year
Hutchinson, Heather S	Linus Pauling Middle	Probationary Teacher, 1st Year
Johnson, Brandon J	Linus Pauling Middle	Probationary Teacher, 1st Year
Kubitschek, Anna	Crescent Valley High	Probationary Teacher, 1st Year
Meeker, Joya M	Mt. View Elementary	Probationary Teacher, 1st Year
Meyer, Taylor L	Corvallis High	Probationary Teacher, 1st Year
Meyers, Kimberly D	Garfield Elementary	Probationary Teacher, 1st Year
Oleson, Kathleen E	Garfield Elementary	Probationary Teacher, 1st Year
Schneiter, Rebekah D	Linus Pauling Middle	Probationary Teacher, 1st Year
Shorey, Michael Troy	Crescent Valley High	Probationary Teacher, 1st Year
Stalter, Rachel D	Harding Center	Probationary Teacher, 1st Year
Zappettini, Gianna D	Jefferson Elementary	Probationary Teacher, 1st Year

LICENSED PERSONNEL
Recommendations
for the 2016-2017 School Year

The following are licensed staff members listed by status with recommendations indicated for the 2016-2017 school year.

INITIAL CONTRACT FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018

Name	**Building**	**Current Status**
Arroyo, Raquel M	Garfield Elementary	Probationary Teacher, 3rd Year
Clark-Huyck, Britten R	Corvallis High	Probationary Teacher, 3rd Year
Colon, Gayle R	Garfield Elementary	Probationary Teacher, 3rd Year
Diller, Denise L	District Office	Probationary Teacher, 3rd Year
Espinosa, Adriana V	Lincoln Elementary	Probationary Teacher, 3rd Year
Fell, Alexandra L	Hoover Elementary	Probationary Teacher, 3rd Year
Gollmann, Valerie J	Cheldelin Middle/Hoover	Probationary Teacher, 3rd Year
Griffin, Lynne L	District Office	Probationary Teacher, 3rd Year
Hill, Mary E	Jefferson Elementary	Probationary Teacher, 3rd Year
Ingersoll, Amelia V	Lincoln Elementary	Probationary Teacher, 3rd Year
Kussalanant, Gloria	Corvallis High	Probationary Teacher, 3rd Year
Loggins, Shannon K	Mt. View Elementary	Probationary Teacher, 3rd Year
Martin, Elizabeth L	Franklin School/Jefferson Elementary	Probationary Teacher, 3rd Year
McQueen, Megan G	Jefferson Elementary	Probationary Teacher, 3rd Year
Michalski, Derek R	Linus Pauling Middle	Probationary Teacher, 3rd Year
Miller, Elizabeth Young	Jefferson Elementary	Probationary Teacher, 3rd Year
Peak, Jefferson D	Harding Center	Probationary Teacher, 3rd Year
Pobiecke, Penny M	Corvallis High	Probationary Teacher, 3rd Year
Pokrzywa, Patricia A	District Office	Probationary Teacher, 3rd Year
Polo, Marilyn	Lincoln Elementary	Probationary Teacher, 3rd Year
Raleigh, Stephanie F	Hoover Elementary	Probationary Teacher, 3rd Year
Reerslev, Nancy L	Garfield Elementary	Probationary Teacher, 3rd Year
Reeves, Susan J	Adams Elementary	Probationary Teacher, 3rd Year
Robinson, Emma J	Wilson Elementary	Probationary Teacher, 3rd Year
Sanders, Rachael M	Adams Elementary/Franklin	Probationary Teacher, 3rd Year

INITIAL CONTRACT FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018

Shear, Katherine A	Lincoln Elementary	Probationary Teacher, 3rd Year
Strowbridge, Jonathan E	Cheldelin Middle	Probationary Teacher, 3rd Year
Thompson, Sarah R	Lincoln Elementary	Probationary Teacher, 3rd Year
Zachariah, Anna	Corvallis High	Probationary Teacher, 3rd Year

LICENSED PERSONNEL
Recommendations
for the 2016-2017 School Year

The following are licensed staff members listed by status with recommendations indicated for the 2016-2017 school year.

CANNOT RECOMMEND FOR REHIRE DUE TO TEMPORARY STATUS

Name	Building	Current Status
Abbott, Keli Jo M	Garfield Elementary	Temporary Teacher
Arevalo, Isela	Lincoln Elementary	Temporary Teacher
Beran, Catherine	Cheldelin Middle	Temporary Teacher
Blakley, Kathryn J	Harding Center	Temporary Teacher (Retired)
Boom, Kelli L	Corvallis High	Temporary Teacher
Cano Soto, Sergio	Linus Pauling Middle	Temporary Teacher
Carpenter, Casi L	Hoover Elementary	Temporary Teacher
Costagliola, Claudia A	Crescent Valley High	Temporary Teacher
Costin, Richard L	Crescent Valley High	Temporary Teacher
Curry, Delores	Hoover Elementary	Temporary Teacher
Grear, Marjorie E	District Office- (YES House)	Temporary Teacher
Holmberg, Sue V	Corvallis High	Temporary Teacher (Retired)
Huang, Margaret Anne	Franklin School	Temporary Teacher
Hunter, Mandy L	Hoover Elementary	Temporary Teacher
Irwin, Shirley J	District Office (Muddy Creek)	Temporary Teacher (Retired)
Juarez-Hernandez, Mayra	Lincoln Elementary	Temporary Teacher
Kummerow, Susana	Garfield Elementary	Temporary Teacher
Landolt, Karilea A	Wilson Elementary	Temporary Teacher
Lockette, Shikira E	Franklin School/Hoover	Temporary Teacher
Martin, Charis E	Lincoln Elementary	Temporary Teacher
McCune, Sara M	Crescent Valley High	Temporary Teacher
Morales Mendez, Nancy M	Lincoln Elementary	Temporary Teacher
Neff, Cathleen T	Cheldelin Middle	Temporary Teacher
Nelson, John	Garfield Elementary	Temporary Teacher
Phillips, Elizabeth	Adams Elementary	Temporary Teacher (Retired)
Reitmeier-Coolen, Sandra R	Wilson Elementary	Temporary Teacher (Retired)
Roberts, Carie V	Hoover Elementary	Temporary Teacher
Sandoval, Ruben D	Garfield Elementary	Temporary Teacher

CANNOT RECOMMEND FOR REHIRE DUE TO TEMPORARY STATUS continued

Seesz-Jones, Jennifer J	Harding Center	Temporary Teacher
Stefen, Melissa	Crescent Valley High	Temporary Teacher
Tempel, Sadie L	Jefferson Elementary	Temporary Teacher
Wyatt, Breeanne N	Hoover Elementary	Temporary Teacher

Corvallis
SCHOOL DISTRICT

ADMINISTRATORS
Personnel Recommendations
for the 2016-2017 School Year

The following are administrators listed by status with recommendations indicated for the 2016-2017 school year.

1. Executive team administrators currently in the first year of a three-year contract for the period of July 1, 2015 to June 30, 2018, will continue in second year of contract for 2016-2017 school year.

Bogatin, Kevin	District Office

2. Executive team administrators currently in the second year of a three-year contract to be extended and offered a new three year contract for the period of July 1, 2016 to June 30, 2019, replacing a current 2014-2017 contract.

Duvall, Jennifer	District Office

3. Executive team administrators currently in the first year of a two year contract to be offered an initial three year contract for the period of July 1, 2016 to June 30, 2019.

Meyers Buch, Olivia	District Office
Noss, Ryan	District Office

4. Administrators currently in the second year of a three year contract to be extended and offered a new three-year contract for the period of July 1, 2016 to June 30, 2019, replacing a current 2014-2017 contract.

Beasley, Eric	Wilson Elementary
Boring, Matt	Corvallis High
Brew, Jeffrey	Cheldelin Middle
Hale, Aaron	Lincoln Elementary
Harder, Melissa	Jefferson Elementary
Koetje, Marcianne	District Office
Krause, Lisa	Mt.View Elementary
Stroud, Cheryl	Crescent Valley High
Traylor, Bryan	Hoover Elementary
Ward-Satey, Alicia	Linus Pauling Middle
Wright, Eric	College Hill High

Administrators Personnel Recommendations continued

5. Administrators currently in the first year of a three-year contract for the period of July 1, 2015 to June 30, 2018, will continue second year of contract for the 2016-2017 school year.

Lesan, Amy	District Office

6. Administrators currently in third probationary year to be renewed and offered an initial three-year contract for the period July 1, 2016 to June 30, 2019.

Bethards, Byron	Adams Elementary
Gregory, Rynda	District Office
Santy, Leigh	Garfield Elementary
Works, Colleen	Corvallis High School

7. Administrators currently in second probationary year to be renewed and offered a one-year contract for the period July 1, 2016 to June 30, 2017.

Bland, Darren	Cheldelin Middle
McKee, Aaron	Crescent Valley

8. Administrators currently in first probationary year to be renewed and offered a one-year contract for the period July 1, 2016 to June 30, 2017.

McFarland, Nikki	Cheldelin Middle
Navarra, Paul	Corvallis High
Welch-Radabaugh, Trinity	Crescent Valley

Corvallis
SCHOOL DISTRICT

IX. UNAUDITED FINANCIAL STATEMENTS - December 2015 and January 2016

Corvallis School District 509J
Board of Directors

FOR INFORMATION

BOARD MEETING DATE: March 7, 2016

SUBJECT: December 31, 2015 & January 31, 2016 Financial Statements (Unaudited)

The General Fund is reported on a monthly basis and other funds on a quarterly or semi-annual basis. As December is the end of the second quarter of the fiscal year, you will find reports on the following funds in addition to the General Fund: Food Service; District Donation; Designated Facilities; Student Body; Designated Revenue; Early Retirement; Grants; Debt Service; PERS Debt Service; Capital Improvement; and Insurance. The January General Fund report is available for this meeting so it, too, has been included in this report. The General Fund highlights are included below while other fund highlights are reported on the individual fund statement.

General Fund

The Statement of Revenues and Expenditures for the period ending January 31, 2015 and 2016 follow this report. 2015-16 year-to-date revenues total $48.0 million or 77.1 percent of total budgeted revenue as compared to $44.8 million or 79.2 percent for 2014-15. The increase is due to the district's updated 2015-16 allocation of State School Funds.

General Fund expenditures through January 2016 decreased $1,689,845 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 instruction salary and benefits costs which are down $2,197,022 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 46.4 percent of budget and for 2014-15 they were 52.0 percent of budget.

The 2015-16 amended budget has been updated to include recent budget appropriation resolutions approved by the board. Therefore, the projected through June 30, 2016, column is now reflecting 100 percent of the amended budget.

The Schedule of Investments and Cash Disbursements for December 2015 and January 2016 are included as part of this report.

An annual feature incorporated this month is an update on the status of financial operations. As part of the 2013-14 independent audit, the auditors recommended a best practice to help ensure the board is informed during the course of the year as well as at the end of a fiscal year.

This best practice was reviewed with the Finance Workgroup and it was determined to include an update at mid-year. Auditors conduct two onsite visits, typically in late spring and again in early fall, with the Comprehensive Annual Financial Report issued in December. A mid-year point serves as another status check during the course of the year.

2015-16 status report provides the following notations:

- ✓ Monthly comparative financial statements are submitted to the Board along with an investment report, check register report and narrative of pertinent information
- ✓ Cash and investments are reconciled to the general ledger in a timely manner and are current
- ✓ Payroll reports are filed in a timely manner and are current
- ✓ Payroll taxes are paid in a timely manner and are current
- ✓ Federal and state reimbursement requests have been filed timely and are current
- ✓ No significant changes to the accounting system or policies have occurred

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, Fiscal year to date as of December 31, 2014 and 2015 and January 31, 2015 and 2016**

2. Schedule of Investments as of December 31, 2015 and January 31, 2016

3. Schedule of Cash Disbursements greater than or equal to $1,000 for the period of December 1-31, 2015 and January 1-31, 2016

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

General Fund

	2014-15					2015-16				
	Amended Budget	Actuals Thru 12/31/2014	% of Budget	Actuals Thru 6/30/2015	% of Budget	Amended Budget	Actuals Thru 12/31/2015	% of Budget	Projected Thru 6/30/2016	% of Budget
Revenues:										
Local Sources										
Property Taxes	$ 23,137,983	$ 21,932,087	94.8%	$ 22,862,331	98.8%	$ 24,669,358	$ 22,745,841	92.2%	$ 24,669,358	100.0%
Local Option Taxes	3,756,650	3,570,036	95.0%	3,888,088	103.5%	4,064,897	3,753,577	92.3%	4,064,897	100.0%
Earnings on Investments	100,000	52,169	52.2%	140,411	140.4%	100,000	50,562	50.6%	100,000	100.0%
Other	445,000	93,162	20.9%	1,442,337	324.1%	520,000	123,660	23.8%	520,000	100.0%
Intermediate Sources	260,000	-	-	329,000	126.5%	260,000	62,727	24.1%	260,000	100.0%
State Sources										
General Support	28,185,108	16,290,276	57.8%	29,701,517	105.4%	31,722,494	17,745,586	55.9%	31,722,494	100.0%
Common School Fund	561,055	-	-	919,188	163.8%	768,694	-	-	768,694	100.0%
Other	33,000	-	-	29,065	88.1%	33,000	-	-	33,000	100.0%
Federal Sources	9,000	-	-	25,968	288.5%	27,000	-	-	27,000	100.0%
Total Revenue	**$ 56,487,796**	**$ 41,937,730**	**74.2%**	**$ 59,337,906**	**105.0%**	**$ 62,165,443**	**$ 44,481,953**	**71.6%**	**$ 62,165,443**	**100.0%**
Expenditures:										
Instruction	$ 35,135,365	$ 14,163,595	40.3%	$ 35,083,304	99.9%	$ 37,071,424	$ 12,548,471	33.8%	$ 37,071,424	100.0%
Supporting Services	22,783,047	10,548,771	46.3%	22,770,712	99.9%	24,286,998	10,777,594	44.4%	24,286,998	100.0%
Community Services	127,184	47,896	37.7%	97,532	76.7%	101,711	67,366	66.2%	101,711	100.0%
Facilities Improvements	1	-	-	-	-	1	-	-	-	-
Transfers to Other Funds	2	-	-	-	-	2	-	-	-	-
Total Expenditures	**$ 58,045,599**	**$ 24,760,262**	**42.7%**	**$ 57,951,549**	**99.8%**	**$ 61,460,136**	**$ 23,393,431**	**38.1%**	**$ 61,460,133**	**100.0%**
Excess of Revenues over Expenditures	$ (1,557,803)	$ 17,177,468		$ 1,386,358		$ 705,307	$ 21,088,522		$ 705,310	
Beginning Fund Balance	7,001,833	7,001,834	100.0%	7,001,834	100.0%	8,388,192	8,388,192	100.0%	8,388,192	100.0%
Ending Fund Balance	**$ 5,444,030**	**$ 24,179,302**		**$ 8,388,192**		**$ 9,093,499**	**$ 29,476,714**		**$ 9,093,502**	
Contingency	1,412,190			1,483,448	2.5% *	1,554,136			1,554,136	2.5% *
Rainy Day Reserve	1,207,450			2,966,895	5.0% *	3,108,272			3,108,272	5.0% *
Unappropriated Reserve	2,824,390			3,937,849	6.6% *	4,431,091			4,431,094	7.1% *
Total Reserves	**$ 5,444,030**			**$ 8,388,192**		**$ 9,093,499**			**9,093,502**	

* Percent of Total Revenue

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

Food Service Fund

	2014-15					2015-16					
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Local Sources	$ 1,190,596	$ 402,954	33.8%	$ 1,196,907	100.5%	$ 1,222,331	$ 418,492	34.2%	$ 1,222,331	100.0%
State Sources	25,000	2,938	11.8%	23,896	95.6%	25,000	3,015	12.1%	25,000	100.0%
Federal Sources (incl. commodities)	1,579,187	459,640	29.1%	1,594,164	100.9%	1,810,240	457,967	25.3%	1,810,240	100.0%
Interest on Investments	4,999	1,013	20.3%	1,561	31.2%	2,000	873	43.7%	2,000	100.0%
Interfund Transfer	1	-	0.0%	-	0.0%	1	-	0.0%	1	100.0%
Total Revenue	**$ 2,799,783**	**$ 866,545**	**31.0%**	**$ 2,816,528**	**100.6%**	**$ 3,059,572**	**$ 880,347**	**28.8%**	**$ 3,059,572**	**100.0%**
Expenditures:										
Salaries & Benefits	$ 1,821,327	$ 807,011	44.3%	$ 1,784,277	98.0%	$ 1,763,808	$ 656,908	37.2%	$ 1,763,808	100.0%
Food	955,828	424,056	44.4%	1,039,415	108.7%	1,121,939	250,328	22.3%	1,121,939	100.0%
Supplies & Services	191,955	94,702	49.3%	137,560	71.7%	188,580	97,354	51.6%	188,580	100.0%
Capital Outlay	30,673	-	0.0%	-	0.0%	30,673	-	0.0%	30,673	100.0%
Total Expenditures	**$ 2,999,783**	**$ 1,325,769**	**44.2%**	**$ 2,961,252**	**98.7%**	**$ 3,105,000**	**$ 1,004,590**	**32.4%**	**$ 3,105,000**	**100.0%**
Excess of Revenues over Expenditures	$ (200,000)	$ (459,224)		$ (144,724)		$ (45,428)	$ (124,243)		$ (45,428)	
Beginning Fund Balance	545,000	487,082	89.4%	487,082	89.4%	490,428	342,358	69.8%	342,358	69.8%
Budgeted Contingency	345,000	-		-		445,000	-		-	
Ending Fund Balance	**$ -**	**$ 27,858**		**$ 342,358**		**-**	**$ 218,115**		**$ 296,930**	

Notes:

1. The Food Service Fund is a self-supporting fund.
2. Revenues to support the program are generated from student participation in food programs, federal and state programs, and a catering operation.
3. Operations are evaluated to see where costs can be reduced to align with revenues. Staff actively promote the federally subsidized free and reduced breakfast and lunch programs to increase participation and revenues received from the programs.

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

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

District Donation Fund

	2014-15					2015-16						
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Contributions from Foundation	$ 600,000	$ 300,000	50.0%	544,871	90.8%	$ 600,000	$ 225,000	37.5%	$ 400,000	66.7%
Total Revenue	**$ 600,000**	**$ 300,000**	**50.0%**	**$ 544,871**	**90.8%**	**$ 600,000**	**$ 225,000**	**37.5%**	**$ 400,000**	66.7%
Expenditures:										
Instruction	$ 371,313	$ 133,802	36.0%	370,833	99.9%	$ 428,490	$ 118,513	27.7%	$ 315,000	73.5%
Support Services	89,890	75,933	84.5%	67,538	75.1%	57,890	8,939	15.4%	35,000	60.5%
Community Services	138,796	49,101	35.4%	106,500	76.7%	113,619	14,426	12.7%	50,000	44.0%
Facility Playground Improvements	1	-	0.0%	-	0.0%	1	-	0.0%	-	0.0%
Total Expenditures	**$ 600,000**	**$ 258,836**	**43.1%**	**$ 544,871**	**90.8%**	**$ 600,000**	**$ 141,878**	**23.6%**	**$ 400,000**	**66.7%**
Excess of Revenues over Expenditures	$ -	$ 41,164		-		$ -	$ 83,122		$ -	
Beginning Fund Balance	-	-		-		-	-		-	
Ending Fund Balance	**$ -**	**$ 41,164**		**$ -**		**$ -**	**$ 83,122**		**$ -**	

Notes:

1. This District fund is used to account for donations received from the Corvallis Public Schools Foundation, a separate public 501(c)3 organization.
2. A monthly transfer is made from the Corvallis Public Schools Foundation to the District Donation Fund to cover expenditures.

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Designated Revenue Fund

	2014-15					2015-16				
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Local Sources	$ 1,000,000	$ 424,140	42.4%	$ 1,033,421	103.3%	$ 1,000,000	$ 319,668	32.0%	$ 1,000,000	100.0%
State Sources	-	-	0.0%		0.0%	-	-	0.0%	-	0.0%
Sale from Surplus Assets	-	-	0.0%		0.0%	-	-	0.0%	-	0.0%
Interfund Transfer	$ -	$ -	0.0%		0.0%	$ -	$ -	-	$ -	0.0%
Total Revenue	**$ 1,000,000**	**$ 424,140**	**42.4%**	**$ 1,033,421**	**103.3%**	**$ 1,000,000**	**$ 319,668**	**32.0%**	**$ 1,000,000**	**100.0%**
Expenditures:										
Instruction	$ 990,939	$ 259,864	26.2%	$ 760,850	76.8%	$ 973,739	$ 271,828	27.9%	$ 850,000	87.3%
Support Services	390,695	89,518	22.9%	273,394	70.0%	406,295	61,289	15.1%	350,000	86.1%
Community Services	93,365	21,953	23.5%	38,474	41.2%	94,965	28,233	29.7%	75,000	79.0%
Facility Acquisition & Construction	1	-	0.0%	-	0.0%	1	-	0.0%	-	0.0%
Total Expenditures	**$ 1,475,000**	**$ 371,335**	**25.2%**	**$ 1,072,718**	**72.7%**	**$ 1,475,000**	**$ 361,350**	**24.5%**	**$ 1,275,000**	**86.4%**
Excess of Revenues over Expenditures	$ (475,000)	$ 52,805		$ (39,297)		$ (475,000)	$ (41,682)		$ (275,000)	57.9%
Beginning Fund Balance	475,000	$ 719,057	151.4%	719,057	151.4%	475,000	679,760	143.1%	679,760	143.1%
Unappropriated Ending Fund Balance	$ -	$ -			0.0%	$ -	$ -		$ -	0.0%
					0.0%					0.0%
Ending Fund Balance	**$ -**	**$ 771,862**		**$ 679,760**		**$ -**	**$ 638,078**		**$ 404,760**	

Notes:

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

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Debt Service Fund

	2014-15					2015-16				
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Local Sources	$ 9,452,750	$ 8,875,138	93.9%	$ 9,649,406	102.1%	$ 9,284,750	$ 8,885,752	95.7%	$ 9,500,000	102.3%
Interest on Investments	16,999	3,545	20.9%	27,573	162.2%	9,999	4,369	43.7%	13,000	130.0%
Interfund Transfers	1	-	0.0%	-	0.0%	1	-	0.0%	-	0.0%
Total Revenue	**$ 9,469,750**	**$ 8,878,683**	**93.8%**	**$ 9,676,979**	**102.2%**	**$ 9,294,750**	**$ 8,890,121**	**95.6%**	**$ 9,513,000**	**102.3%**
Expenditures:										
Debt Service										
Principal	$ 7,500,000	$ -	0.0%	7,000,000	93.3%	$ 7,575,000	$ -	0.0%	$ 7,575,000	100.0%
Interest	2,072,450	1,035,566	50.0%	2,070,441	99.9%	1,719,750	859,875	50.0%	1,719,750	100.0%
Total Expenditures	**$ 9,572,450**	**$ 1,035,566**	**10.8%**	**$ 9,070,441**	**94.8%**	**$ 9,294,750**	**$ 859,875**	**9.3%**	**$ 9,294,750**	**100.0%**
Excess of Revenues over Expenditures	$ (102,700)	$ 7,843,117		$ 606,538		$ -	$ 8,030,246		$ 218,250	
Beginning Fund Balance	102,700	(406,430)	-395.7%	(406,430)	-395.7%	-	200,108	-	200,108	
Ending Fund Balance	**$ -**	**$ 7,436,687**		**$ 200,108**		**$ -**	**$ 8,230,354**		**$ 418,358**	

Notes:

1. Voter-approved general obligation bonds are repaid with property taxes outside the constitutional-property-tax limitations. These taxes are restricted to payment of debt service and may not be used for any other purpose.

2. Debt service payments are made according to a set payment schedule. Principal payments are made annually in June and interest payments are made semi-annually in December and June. As budgets are developed each year a conservative beginning fund balance is estimated to ensure enough funds are on hand to meet debt service requirements.

3. As part of the budget process each year, a calculation is done to determine the amount to levy for property tax collections. Factors in the calculation include scheduled debt service, estimated interest earnings and an projected amount of taxes expected to not be collected that year. June 30, 2015 actual uncollected taxes as a percentage of the levy was 8.7%.

4. To prevent agencies from significantly over levying taxes, the State requires agencies demonstrate at least once each year that the Debt Service fund cash balance must reach a minimum balance of 1/12th of scheduled debt due. The District complied with this requirement in 2015-16.

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

PERS Debt Service Fund

	2014-15					2015-16				
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Charges to Other Funds	$ 2,100,000	$ 902,692	43.0%	$ 2,169,254	103.3%	$ 2,100,000	$ 853,560	40.6%	$ 2,250,000	107.1%
Interest on Investments	13,000	6,291	48.4%	18,802	144.6%	15,000	8,584	57.2%	20,000	133.3%
Total Revenue	**$ 2,113,000**	**$ 908,983**	**43.0%**	**$ 2,188,056**	**103.6%**	**$ 2,115,000**	**$ 862,144**	**40.8%**	**$ 2,270,000**	**107.3%**
Expenditures:										
Debt Service										
Principal	$ 617,190	$ -	0.0%	617,190	100.0%	$ 536,698	$ -	0.0%	$ 536,698	100.0%
Interest	1,388,370	460,280	33.2%	1,388,370	100.0%	1,472,395	457,047	31.0%	1,472,395	100.0%
Total Expenditures	**$ 2,005,560**	**$ 460,280**	**23.0%**	**$ 2,005,560**	**100.0%**	**$ 2,009,093**	**$ 457,047**	**22.7%**	**$ 2,009,093**	**100.0%**
Excess of Revenues over Expenditures	$ 107,440	$ 448,703		$ 182,496		$ 105,907	$ 405,097		$ 260,907	246.4%
Beginning Fund Balance	2,400,000	2,370,098	98.8%	2,370,098	98.8%	2,500,000	2,552,594	102.1%	2,552,594	102.1%
Budgeted Contingency	2,507,440	-		-		2,605,907	-		-	0.0%
Ending Fund Balance	**$ -**	**$ 2,818,801**		**$ 2,552,594**		**-**	**$ 2,957,691**		**$ 2,813,501**	

Notes:

1. The District issued refinancing bonds for its PERS unfunded actuarial liability. Bonds were sold October 9, 2002 at a true interest cost of 5.897%. Additional bonds were sold on June 7, 2005 at a true interest cost of 4.44%.

2. Instead of having PERS carry the unfunded liability at an 8% interest rate, the District entered into a pool that issued taxable bonds and turned the proceeds over to PERS. This financing strategy aids in keeping rates lower than would have been issued by PERS.

3. The debt service repayment schedule for the 2002 bonds, adopted by the consortium of districts, unrealistically assumed 4% growth in personnel costs each year and has the annual debt service steadily increasing. Accordingly, the District is setting aside additional funds each year to pay future debt service costs and smooth the contribution rates on an ongoing basis.

4. Debt service payments are made according to a set payment schedule. Principal payments are made annually in June and interest payments are made semi-annually in December and June.

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Designated Facilities Fund

	2014-15					2015-16				
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Construction Excise Tax	$ 175,000	$ 355,142	202.9%	$ 815,019	465.7%	$ 555,000	$ 65,289	11.8%	$ 555,000	100.0%
SB 1149	125,000	44,676	35.7%	110,022	88.0%	124,000	45,765	36.9%	115,000	92.7%
Interest on Investments	4,000	3,696	92.4%	10,586	264.7%	11,000	4,012	36.5%	11,000	100.0%
Total Revenue	**$ 304,000**	**$ 403,514**	**132.7%**	**$ 935,627**	**307.8%**	**$ 690,000**	**$ 115,066**	**16.7%**	**$ 681,000**	**98.7%**
Expenditures:										
Support Services	$ 642,000	$ 33,471	5.2%	$ 197,318	30.7%	$ 1,160,000	$ 42,580	3.7%	$ 500,000	43.1%
Facility Acquisition & Construction:	1,136,000	-	4.2%		10.9%	1,455,000	-	9.3%	850,000	58.4%
Cheldelin Roof	-	-	-	34,672		-	7,006		-	
CHS Roof	-	-	-	41,846		-	128,823		-	
Wilson Playground	-	47,842	-	47,842		-	-		-	
Total Expenditures	**$ 1,778,000**	**$ 81,313**	**4.6%**	**$ 321,678**	**18.1%**	**$ 2,615,000**	**$ 178,409**	**6.8%**	**$ 1,350,000**	**51.6%**
Excess of Revenues over Expenditures	$ (1,474,000)	$ 322,201		$ 613,949		$ (1,925,000)	$ (63,343)		$ (669,000)	34.8%
Beginning Fund Balance	1,474,000	1,586,086	107.6%	1,586,086	107.6%	2,025,000	2,200,035	108.6%	2,200,035	108.6%
Budgeted Contingency	-	-		-		100,000	-		-	
Ending Fund Balance	**$ -**	**$ 1,908,287**		**$ 2,200,035**		**$ -**	**$ 2,136,692**		**$ 1,531,035**	

Notes:

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

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Student Body Fund

	2014-15					2015-16					
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Local Revenues	$ 1,050,000	$ 593,780	56.6%	$ 1,180,499	112.4%	$ 1,070,000	$ 543,773	50.8%	$ 1,070,000	100.0%
Total Revenue	**$ 1,050,000**	**$ 593,780**	**56.6%**	**$ 1,180,499**	**112.4%**	**$ 1,070,000**	**$ 543,773**	**50.8%**	**$ 1,070,000**	**100.0%**
Expenditures:										
Instructional Services	$ 1,200,000	$ 346,796	28.9%	1,022,886	85.2%	$ 1,220,000	$ 381,838	31.3%	$ 1,100,000	90.2%
Support Services	100,000	27,947	27.9%	70,941	70.9%	100,000	30,423	30.4%	100,000	100.0%
Total Expenditures	**$ 1,300,000**	**$ 374,743**	**28.8%**	**$ 1,093,827**	**84.1%**	**$ 1,320,000**	**$ 412,261**	**31.2%**	**$ 1,200,000**	**90.9%**
Excess of Revenues over Expenditures	$ (250,000)	$ 219,037		86,672		$ (250,000)	$ 131,512		$ (130,000)	52.0%
Beginning Fund Balance	250,000	575,834	230.3%	575,834	230.3%	250,000	662,506	265.0%	662,506	265.0%
Ending Fund Balance	**$ -**	**$ 794,871**		**$ 662,506**		**$ -**	**$ 794,018**		**$ 532,506**	

Notes:

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

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Early Retirement Incentive Fund

	2014-15					2015-16				
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenue:										
Interest on Investments	$ -	$ 2,007	-	$ 4,508	-	$ 1,250	$ 1,672	133.8%	$ 4,000	320.0%
Total Revenue	**$ -**	**$ 2,007**	**-**	**$ 4,508**		**$ 1,250**	**$ 1,672**	**133.8%**	**$ 4,000**	**320.0%**
Expenditures:										
Retiree Stipends	784,744	130,835	16.7%	220,639	28.1%	683,250	57,892	8.5%	660,000	96.6%
Total Expenditures	**$ 784,744**	**$ 130,835**	**16.7%**	**$ 220,639**	**28.1%**	**$ 683,250**	**$ 57,892**	**8.5%**	**$ 660,000**	**96.6%**
Excess of Revenues over Expenditures	$ (784,744)	$ (128,828)		(216,131)	27.5%	$ (682,000)	$ (56,220)		$ (656,000)	96.2%
Beginning Fund Balance	960,320	957,216	99.7%	957,216	99.7%	752,000	741,085	98.5%	741,085	98.5%
Budgeted Contingency	175,576	-	-	-		70,000	-	-	70,000	100.0%
Ending Fund Balance	**$ -**	**$ 828,388**		**$ 741,085**		**$ -**	**$ 684,865**		**$ 15,085**	

Notes:

This fund pays for supplemental retirement benefits provided to eligible retired teachers as per the Early Retirement Incentive Agreement (ERI).

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Grant Funds

	2014-15					2015-16						
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Local Revenues	$ 50,000	$ -	0.0%	813	1.6%	$ 50,000	$ 53,807	107.61%	$ 55,000	110.0%
Intermediate revenues	100,000	14,446	14.4%	29,820	29.8%	100,000	1,738	1.74%	100,000	100.0%
State Revenues	400,000	528,828	132.2%	1,160,105	290.0%	400,000	248,138	62.03%	1,000,000	250.0%
Federal Revenues	4,010,000	1,052,798	26.3%	2,899,019	72.3%	4,010,000	907,106	22.62%	3,000,000	74.8%
Total Revenue	**$ 4,560,000**	**$ 1,596,072**	**35.0%**	**$ 4,089,757**	**89.7%**	**$ 4,560,000**	**$ 1,210,789**	**26.55%**	**$ 4,155,000**	**91.1%**
Expenditures:										
Instruction	$ 3,161,913	$ 1,041,080	32.9%	2,463,959	77.9%	$ 3,349,463	$ 1,174,583	35.07%	$ 2,700,000	80.6%
Support Services	2,010,086	760,630	37.8%	1,823,421	90.7%	1,800,488	523,963	29.10%	1,700,000	94.4%
Community Services	248,000	86,192	34.8%	195,339	78.8%	210,048	70,702	33.66%	200,000	95.2%
Facility Acquisition & Construction	1	-	0.0%	-	0.0%	1	-	0.00%	-	0.0%
Total Expenditures	**$ 5,420,000**	**$ 1,887,902**	**34.8%**	**$ 4,482,719**	**82.7%**	**$ 5,360,000**	**$ 1,769,248**	**33.01%**	**$ 4,600,000**	**85.8%**
Excess of Revenues over Expenditures	$ (860,000)	$ (291,830)		(392,962)		$ (800,000)	$ (558,459)		$ (445,000)	55.6%
Beginning Fund Balance	860,000	951,301	110.6%	951,301	110.6%	800,000	558,339	69.79%	558,339	69.8%
Ending Fund Balance	**$ -**	**$ 659,471**		**$ 558,339**		**$ -**	**$ (120)**		**$ 113,339**	

Notes:

1. The District has approximately 38 grant awards from federal, state, and private sources estimated at $5.2 million. The larger awards typically span a several year time period.
2. Indirect costs are administrative costs such as audit, legal, business, human resources, and technology that are paid for by the General Fund but also utilized by the grant funds. Board
3. State grant revenue is down substantially as a result of the end of the Mentoring Grant in 2014-15. This was a special two year grant in the amount of $511,000.

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Insurance Fund

	2014-15					2015-16				
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Charges to Other Funds	$ 11,873,350	$ 5,233,368	44.1%	$ 11,677,289	98.3%	$ 11,908,500	$ 4,988,216	41.9%	11,750,000	98.7%
Interest on Investments	-	691.00		691.00	-	-	-	-	-	-
Other Revenues	7,000	389	5.6%	5,810	83.0%	2,000	2,364	118.2%	2,500	125.0%
Total Revenue	**$ 11,880,350**	**$ 5,234,448**	**44.1%**	**$ 11,683,790**	**98.3%**	**$ 11,910,500**	**$ 4,990,580**	**41.9%**	**11,752,500**	**98.7%**
Expenditures:										
Insurance Activities	$ 355,769	$ 170,325	47.9%	$ 503,221	141.4%	$ 356,924	$ 230,810	64.7%	600,000	168.1%
Transfer to Capital Projects Fund	1,100,000	1,100,000	0.0%	1,100,000	100.0%	-	-	-	-	-
Insurance Premiums	14,409,581	4,508,348	31.3%	10,472,532	72.7%	14,253,576	4,690,649	32.9%	11,500,000	80.7%
Total Expenditures	**$ 15,865,350**	**$ 5,778,673**	**36.4%**	**$ 12,075,753**	**76.1%**	**$ 14,610,500**	**$ 4,921,459**	**33.7%**	**12,100,000**	**82.8%**
Excess of Revenues over Expenditures	$ (3,985,000)	$ (544,225)		$ (391,963)	9.8%	$ (2,700,000)	$ 69,121		(347,500)	12.9%
Beginning Fund Balance	3,985,000	4,818,082	120.9%	4,818,082	120.9%	2,700,000	4,426,119	163.9%	4,426,119	163.9%
Ending fund Balance	**$ -**	**$ 4,273,857**		**$ 4,426,119**		**$ -**	**$ 4,495,240**		**4,078,619**	

Notes:

The Insurance Fund is used to account for health benefits, worker's compensation and property/liability activity.

The fund also includes reserves for the dental/vision and property liability self-insured programs.

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of December 31, 2014 and 2015 Respectively (Unaudited)

Capital Improvement Fund

	2014-15					2015-16						
	Amended 2014-15	Actuals thru 12/31/2014	% of Budget	Actuals thru 6/30/2015	% of Budget	Amended 2015-16	Actuals thru 12/31/2015	% of Budget	Projected thru 6/30/2016	% of Budget
Revenues:										
Interfund Transfer	$ 1,100,000	$ 318	0.0%	$ 1,100,000	100.0%	$ 1	$ -	0.0%	$ -	0.0%
Miscellaneous	44,000	-	0.0%	-	0.0%	44,000	-	0.0%	-	0.0%
Interest on Investments	$ 6,000	-	0.0%	4,394	73.2%	5,999	1,993	33.2%	2,500	41.7%
Total Revenue	**$ 1,150,000**	**$ 318**	**0.0%**	**$ 1,104,394**	96.0%	**$ 50,000**	**$ 1,993**	**4.0%**	**$ 2,500**	**5.0%**
Expenditures:										
Property Services	$ 300,000	$ -	0.0%	-	0.0%	$ 300,000	$ -	0.0%	$ -	0.0%
Support Services	65,000	-	0.0%	10,000	15.4%	65,000	-	0.0%	-	0.0%
Building Acquisition	785,000	-	0.0%	23,859	3.0%	765,000	1,025,281	134.0%	1,073,035	140.3%
Total Expenditures	$ 1,150,000	$ -	0.0%	$ 33,859	2.9%	$ 1,130,000	$ 1,025,281	90.7%	$ 1,073,035	95.0%
Excess of Revenues over Expenditures	**$ -**	**$ 318**		**$ 1,070,535**	-	**$ (1,080,000)**	**$ (1,023,288)**		**$ (1,070,535)**	**99.1%**
Beginning Fund Balance	-	-		-		1,080,000	1,070,535	99.1%	1,070,535	99.1%
Ending Fund Balance	**$ -**	**$ 318**		**$ 1,070,535**		**$ -**	**$ 47,247**		**$ -**	

Notes:

1. This fund was established in FY 2014-15 to account for capital improvements and repairs. It was initially funded by the transfer of $1.1 million from the Insurance Fund to support facility risk reduction projects.
2. Expenditures in 2015-16 reflect partial funding for work on the replacement of the roofs at Corvallis High School and Cheldelin Middle School.

Corvallis School District 509J

Statement of Revenues and Expenditures

Fiscal Year to Date as of January 31, 2015 and 2016 Respectively (Unaudited)

General Fund

	FY2014-15					FY2015-16						
	Amended Budget	Actuals Thru 1/31/2015	% of Budget	Actuals Thru 6/30/2015	% of Budget		Amended Budget	Actuals Thru 1/31/2016	% of Budget	Projected Thru 6/30/2016	% of Budget	
Revenues:												
Local Sources												
Property Taxes	$ 23,137,983	$ 22,239,334	96.1%	$ 23,862,331	103.1%		$ 24,669,358	$ 23,011,026	93.3%	$ 24,669,358	100.0%	
Local Option Taxes	3,756,650	3,620,165	96.4%	3,888,088	103.5%		4,064,897	3,797,317	93.4%	4,064,897	100.0%	
Earnings on Investments	100,000	67,419	67.4%	140,411	140.4%		100,000	68,406	68.4%	100,000	100.0%	
Other	445,000	91,299	20.5%	442,337	99.4%		520,000	134,196	25.8%	520,000	100.0%	
Intermediate Sources	260,000	45,721	0.2	329,000	126.5%		260,000	126,397	48.6%	260,000	100.0%	
State Sources												
General Support	28,185,108	18,691,112	66.3%	29,717,662	105.4%		31,722,494	20,363,110	64.2%	31,722,494	100.0%	
Common School Fund	561,055	-	-	919,188	163.8%		768,694	451,753	1	768,694	100.0%	
Other	33,000	-	-	12,920	39.2%		33,000	-	-	33,000	100.0%	
Federal Sources	9,000	-	-	25,968	288.5%		27,000	-	-	27,000	100.0%	
Total Revenue	**$ 56,487,796**	**$ 44,755,050**	**79.2%**	**$ 59,337,906**	**105.0%**		**$ 62,165,443**	**$ 47,952,205**	**77.1%**	**$ 62,165,443**	**100.0%**	
Expenditures:												
Instruction	$ 35,135,365	$ 17,610,443	50.1%	$ 35,083,304	99.9%		$ 37,071,424	$ 15,714,610	42.4%	$ 37,071,424	100.0%	
Supporting Services	22,783,047	12,512,624	54.9%	22,770,712	99.9%		24,286,998	12,706,622	52.3%	24,286,998	100.0%	
Community Services	127,184	55,867	43.9%	97,532	76.7%		101,711	67,857	66.7%	101,711	100.0%	
Facilities Improvements	1	-	-	-	-		1	-	-	-	-	
Transfers to Other Funds	2	-	-	-	-		2	-	-	-	-	
Total Expenditures	**$ 58,045,599**	**$ 30,178,934**	**52.0%**	**$ 57,951,549**	**99.8%**		**$ 61,460,136**	**$ 28,489,089**	**46.4%**	**$ 61,460,133**	**100.0%**	
Excess of Revenues over Expenditures	$ (1,557,803)	$ 14,576,116		$ 1,386,358			$ 705,307	$ 19,463,116		$ 705,310		
Beginning Fund Balance	7,001,833	7,001,834	100.0%	7,001,834	100.0%		8,388,192	8,388,192	100.0%	8,388,192	100.0%	
Ending Fund Balance	**$ 5,444,030**	**$ 21,577,950**		**$ 8,388,192**			**$ 9,093,499**	**$ 27,851,308**		**$ 9,093,502**		
Contingency	1,412,190			1,483,448	2.5%	*	1,554,136			1,554,136	2.5%	*
Rainy Day Reserve	1,207,450			2,966,895	5.0%	*	3,108,272			3,108,272	5.0%	*
Unappropriated Reserve	2,824,390			3,937,849	6.6%	*	4,431,091			4,431,094	7.1%	*
Total Reserves	**$ 5,444,030**			**$ 8,388,192**			**$ 9,093,499**			**9,093,502**		

* Percent of Total Revenue

Corvallis School District 509J
Schedule of Investments
December 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:					$ -	$ -

Local Government Investment Pool:	Average Annualized Rate	
General Account	0.59%	$ 46,981,243
Debt Service Account	0.59%	1,457
Subtotal LGIP [1]		$ 46,982,700
Local Government Investment Pool - Pension Bond Debt Service:		
Pension Bond Debt Service Account:[2]	0.59%	$ 819,671
Total Investments		$ 47,802,371

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 12/31/15:

3-Month U. S. T-Bill bond equivalent yield:	0.17%
3-Mo. Jumbo CDs	0.57%

Corvallis School District 509J
Schedule of Investments
January 31, 2016

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	
Local Government Investment Pool:		
General Account	0.65%	$ 46,868,323
Debt Service Account	0.65%	1,327
Subtotal LGIP [1]		$ 46,869,650
Local Government Investment Pool - Pension Bond Debt Service:		
Pension Bond Debt Service Account:[2]	0.65%	$ 1,003,882
Total Investments		$ 47,873,532

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 1/31/16:

3-Month U. S. T-Bill bond equivalent yield:	0.32%
3-Mo. Jumbo CDs	0.52%

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

Vendor by Fund and Object	Check Total
100 - General Fund	
Accounts Payable	
RAINBOW DANCE THEATRE	3,293.70
Charter School Payments	
INAVALE COMMUNITY PARTNERS, INC	52,374.95
Computer Software	
BLUE RIBBON TECHNOLOGIES LLC	5,988.00
NORTHWEST TECHNICAL PRODUCTS	3,000.00
SMARTSHEET.COM, INC.	1,490.00
SQUIRRELS LLC	2,700.00
TEACHERMATCH LLC	6,500.00
UPTIME SCIENCES	21,447.70
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	4,978.79
COASTWIDE LABORATORIES	13,761.18
FERGUSON ENTERPRISES INC	1,502.20
GEEKDESK	1,290.00
HARVEY & PRICE MECHANICAL CONTRACTORS	1,176.20
HOME DEPOT CREDIT SERVICES	2,190.37
JOSTENS INC	1,850.15
OETC	1,566.00
OFFICE MAX	10,408.85
PART WORKS INC	1,374.86
PLATT ELECTRIC SUPPLY CO	3,494.52
RELIANCE LABEL SOLUTIONS INC	1,081.28
SCHOOL SPECIALTY	20,734.52
VARIDESK	2,250.00
Electricity	
CONSUMERS POWER INC	28,035.67
PACIFIC POWER AND LIGHT	48,130.39
Equipment-like items $1,000 - $4,999	
ADORAMA CAMERA	2,848.95
AMAZON.COM CREDIT SERVICES	1,506.70
COASTWIDE LABORATORIES	1,551.12
Fuel	
BENTON COUNTY PUBLIC WORKS	1,307.84
NW NATURAL	21,989.96
Garbage	
REPUBLIC SERVICES	10,382.74

Corvallis School District 509J

Schedule of Cash Disbursements greater than or equal to $1,000

For the period of December 1, 2015 - December 31, 2015

Vendor by Fund and Object	Check Total
Instructional, Professional and Technical Service	
HELLO FOUNDATION	53,584.00
YES HOUSE	22,740.00
Non-reimbursable Student Transportation	
CITY OF CORVALLIS_	7,166.66
EXPERIENCE OREGON CHARTER SERVICE	3,702.28
VALLEY CHARTER LLC	1,076.40
Other Communication Services	
CENTURYLINK	1,346.48
Other Non-instructional Professional and Technical	
DAVIS DEMOGRAPHICS & PLANNING, INC	4,350.00
MAXIM HEALTHCARE SERVICES	9,397.25
MCLELLAN TEMPORARIES, INC.	5,973.05
Other Property Services	
US Bank Equipment Finance	4,010.99
Postage	
GARTEN SERVICES, INC	4,023.30
Printing and Binding	
HENDERSONS OFFICE SYSTEMS	2,196.09
Reimbursable Student Transportation	
DIAL-A-BUS OF BENTON COUNTY	4,809.38
DYE, MINDY	1,016.60
FIRST STUDENT INC	244,473.46
GO GET'EM TAXI AND TRANSPORT LLC	22,150.00
Repairs and Maintenance Services	
ADVANCED WOODCRAFT	1,860.00
BENSON'S INTERIORS, INC	3,418.00
BENTON COUNTY PUBLIC WORKS	2,139.50
BIO-PEST, INC	1,565.00
CARRIER COMMERCIAL SERVICE	3,920.00
DENNIS GIBSON CONSTRUCTION, INC	4,850.00
HARVEY & PRICE MECHANICAL CONTRACTORS	3,091.75
M&M FENCE	5,690.00
REYNOLDS ELECTRIC, INC.	2,819.93
SNYDER ROOFING	2,145.00
SYNERGY SECURITY SOLUTIONS	5,220.00
Telephone	
AT&T MOBILITY-ACCT#837370420 (TECH)	1,846.25
CENTURYLINK	3,056.79

Corvallis School District 509J

Schedule of Cash Disbursements greater than or equal to $1,000

For the period of December 1, 2015 - December 31, 2015

Vendor by Fund and Object	Check Total
Textbooks	
AMAZON.COM CREDIT SERVICES	1,726.75
PERMA-BOUND	1,111.07
TCI	18,721.00
Travel, Out of District	
HYATT REGENCY DENVER CREDIT CARD	1,005.20
PACIFIC EDUCATIONAL GROUP, INC.	6,000.00
SCHOOLDUDE.COM	1,190.00
WELLS FARGO REMITTANCE CENTER	2,516.16
Water and Sewage	
CITY OF CORVALLIS	22,361.35
Tuition Payments to Other Districts Within State	
SALEM-KEIZER SCHOOL DISTRICT	7,589.25
Equipment $5,000 and greater	
WESTERN EQUIPMENT DISTRIBUTORS, INC	61,951.70
100 - General Fund Total	**838,017.28**
203 - Food Service Fund	
Computer Software	
CASCADE CONSULTING	12,505.00
Dues and Fees	
BENTON COUNTY HEALTH DEPARTMENT	4,182.00
Food - Food Service Only	
CHARLIES PRODUCE	12,111.15
FRANZ FAMILY BAKERIES	6,043.79
LOCHMEAD DAIRY	12,480.92
RIVERWOOD ORCHARD AND FARM	2,420.00
SYSCO FOOD SERVICE	1,944.31
Inventories	
COSTCO - ALBANY	2,234.86
MCDONALD WHOLESALE CO	52,097.38
SYSCO FOOD SERVICE	8,201.29
Repairs and Maintenance Services	
ADVANCED ENVIRONMENTAL SYSTEMS	1,066.00
203 - Food Service Fund Total	**115,286.70**
204 - District Donation Fund	
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	2,072.79
LEARNING A-Z	2,746.20
Travel, Student Out of District	
BOYS & GIRLS CLUB OF CORVALLIS	1,234.00
204 - District Donation Fund Total	**6,052.99**

Corvallis School District 509J

Schedule of Cash Disbursements greater than or equal to $1,000

For the period of December 1, 2015 - December 31, 2015

Vendor by Fund and Object	Check Total
296 - Grants Fund	
Computer Software	
SCHOOL IMPROVEMENT	10,780.00
Consumable Supplies and Materials	
SHIRT CIRCUIT	3,226.00
SWIVL	3,000.00
Travel, Out of District	
COSA	2,189.00
296 - Grants Fund Total	**19,195.00**
297 - Student Body Funds	
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	1,200.43
CORVALLIS SPORTS PARK	2,555.55
FRED MEYER CUSTOMER CHARGES	1,293.32
LIDS TEAM SPORTS	1,968.00
M & R SALES	15,540.00
OAK TREE FUNDRAISING	1,125.00
PEORIA GARDENS INC	5,219.50
PEPSI-COLA	1,169.40
SCHOLASTIC BOOK FAIRS - PORTLAND	1,055.73
SEW ON	1,377.00
SHIRT CIRCUIT	2,998.74
UNIVERSITY HERO INC - DOWNTOWN	1,550.00
Non-reimbursable Student Transportation	
BLUE STAR TRANSPORTATION	2,285.50
EXPERIENCE OREGON CHARTER SERVICE	1,013.94
FIRST STUDENT INC	5,304.84
Other Non-instructional Professional and Technical	
BROOKS, DAVE	1,175.00
MID-VALLEY BASKETBALL OFFICIALS	12,223.50
Postage	
MID VALLEY NEWSPAPERS	1,463.00
Travel, Student Out of District	
BEND THREE SISTERS INN AND SUITES	1,057.00
BEST WESTERN AGATE BEACH INN CREDIT CARD	1,458.42
ELDORADO RESORT	1,125.46
PNW FIRST	5,000.00
RED LION INNS NORTH	1,288.89
297 - Student Body Funds Total	**70,448.22**

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

Vendor by Fund and Object		Check Total
298 - Designated Revenue Fund		
Consumable Supplies and Materials		
AMAZON.COM CREDIT SERVICES		4,013.27
CLAY ART CENTER INC.		1,071.76
COASTWIDE LABORATORIES		1,823.00
CPI		1,721.25
FRED MEYER CUSTOMER CHARGES		1,603.01
GEORGIE'S CERAMIC & CLAY CO - PORTLAND		5,208.55
JR LIGHTING DESIGN INC		6,361.50
MO'S ENTERPRISES, INC		3,270.00
OETC		10,894.91
OFFICE MAX		1,355.04
PEAK SPORTS		1,200.00
PSAT/NMSQT		2,220.00
Non-reimbursable Student Transportation		
EXPERIENCE OREGON CHARTER SERVICE		3,052.28
VALLEY CHARTER LLC		1,076.40
Travel, Student Out of District		
AIRLIE HILLS FARM		1,039.00
OREGON MUSEUM OF SCIENCE & INDUSTRY		2,635.00
RHEINLANDER GERMAN RESTAURANT		1,831.50
WASHINGTON PERFORMING ARTS		3,760.00
Cash Donations to Other Agencies		
INTERNATIONAL RESCUE COMMITTEE		1,367.84
298 - Designated Revenue Fund	**Total**	**55,504.31**
601 - Insurance Fund		
Consumable Supplies and Materials		
AMAZON.COM CREDIT SERVICES		2,472.35
Other Non-instructional Professional and Technical		
BARKER-UERLINGS INSURANCE, INC		6,378.15
Group Insurance		
LIFEMAP ASSURANCE COMPANY		20,830.12
REGENCE BCBS OF OREGON		830,262.85
WILLAMETTE DENTAL GROUP (GROUP Z1329)		33,930.00
601 - Insurance Fund	**Total**	**893,873.47**
Grand Total		**1,998,377.97**

Corvallis School District 509J

Schedule of Cash Disbursements greater than or equal to $1,000

For the period of January 1, 2016 - January 31, 2016

Vendor by Fund and Object	Check Total
100 - General Fund	
Accounts Payable	
LA JOLLA BOOKING AGENCY	5,936.87
WATTS, PAUL	1,048.72
Charter School Payments	
INAVALE COMMUNITY PARTNERS, INC	54,664.24
Computer Software	
APPLE, INC	1,000.00
CHRISTENSON ELECTRIC, INC.	2,492.00
CITRIX SYSTEMS	1,044.00
DOCUSIGN INC CREDIT CARD CHARGE	1,089.00
LIDEN TECHNOLOGIES	1,846.00
NCS PEARSON INC	9,492.30
Consumable Supplies and Materials	
AMERICAN TIME & SIGNAL COMPANY	1,209.45
CARSON OIL COMPANY	1,385.99
CDW GOVERNMENT INC	1,393.85
COASTWIDE LABORATORIES	7,724.04
GOVCONNECTION INC	2,449.00
GRAYBAR ELECTRIC COMPANY INC	1,066.79
HOME DEPOT CREDIT SERVICES	1,004.24
MOUNTAIN HOME BIOLOGICAL	1,972.46
OETC	2,472.00
OFFICE MAX	8,353.65
PLATT ELECTRIC SUPPLY CO	2,594.91
SCHOOL SPECIALTY	10,661.74
Copier Charges	
CTX - SAN FRANCISCO	12,383.52
Electricity	
CONSUMERS POWER INC	25,786.74
PACIFIC POWER AND LIGHT	51,407.21
Fuel	
BENTON COUNTY PUBLIC WORKS	3,185.19
NW NATURAL	41,180.41
Garbage	
REPUBLIC SERVICES	10,611.72
Instructional, Professional and Technical Service	
DHS RECEIVING AND TRUST	18,054.50
HELLO FOUNDATION	18,880.00
LINN BENTON COMMUNITY COLLEGE	243,986.43

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to $1,000
For the period of January 1, 2016 - January 31, 2016

Vendor by Fund and Object	Check Total
OREGON DEPARTMENT OF EDUCATION	2,558.90
WASHINGTON STATE SCHOOL FOR THE BLIND	1,000.00
Non-reimbursable Student Transportation	
CITY OF CORVALLIS_	7,166.66
Other Communication Services	
CENTURYLINK	1,347.79
COMCAST/INSTITUTIONAL NETWORKS	12,019.04
Other Employee Benefits	
Navarra, Paul D	1,215.00
Other Non-instructional Professional and Technical	
DAVIS DEMOGRAPHICS & PLANNING, INC	4,350.00
MAXIM HEALTHCARE SERVICES	9,621.45
MCLELLAN TEMPORARIES, INC.	3,303.01
Other Property Services	
US Bank Equipment Finance	4,010.99
Periodicals	
TIME FOR KIDS	1,227.06
Postage	
GARTEN SERVICES, INC	6,177.43
Printing and Binding	
CTX - SAN FRANCISCO	1,201.41
PACIFIC OFFICE AUTOMATION	1,327.12
Reimbursable Student Transportation	
FIRST STUDENT INC	229,761.40
GO GET'EM TAXI AND TRANSPORT LLC	17,635.00
Rentals	
MCKENZIE SCAFFOLDING	3,098.00
Repairs and Maintenance Services	
BENTON COUNTY PUBLIC WORKS	3,281.69
CAMPBELL CONSTRUCTION NW	2,275.00
DIG-IT FENCING	4,180.00
JUDSON'S INC	3,678.00
KONE INC	2,150.00
LANDGREEN HARDWOOD FLOORS	2,315.20
MCGOVERN MAINTENANCE	1,500.00
NOR-PAC SEATING CO. INC	1,811.00
PACIFIC POWER PRODUCTS	1,530.04
PRECISION COMMERCIAL CONTRACTORS	1,700.00
PROCTOR SALES INC.	5,385.20
REYNOLDS ELECTRIC, INC.	2,630.64
RUGH ELECTRIC MOTOR SERVICE	1,487.00

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to $1,000
For the period of January 1, 2016 - January 31, 2016

Vendor by Fund and Object	Check Total
SNYDER ROOFING	7,089.41
SYNERGY SECURITY SOLUTIONS	9,031.24
TIM BREWER TREE & STUMP SERVICE INC	2,025.00
Technology Equip $1,000 - $4,999	
ANDESITE TECHNOLOGY	1,580.00
Telephone	
AT&T MOBILITY-ACCT#837370420 (TECH)	1,883.22
CENTURYLINK	3,111.81
Textbooks	
CAMBIUM LEARNING INC	11,067.38
Travel, Out of District	
GOTTFRIED, SHIKHA	1,500.00
NEW MORNING BAKERY	1,331.10
WELLS FARGO REMITTANCE CENTER	1,079.54
Water and Sewage	
CITY OF CORVALLIS	22,121.27
100 - General Fund Total	**949,140.97**
203 - Food Service Fund	
Consumable Supplies and Materials	
HOME DEPOT CREDIT SERVICES	1,193.00
Food - Food Service Only	
CHARLIES PRODUCE	7,699.00
FRANZ FAMILY BAKERIES	1,813.51
LOCHMEAD DAIRY	16,620.22
Inventories	
HUMMINGBIRD WHOLESALE	1,500.00
MCDONALD WHOLESALE CO	27,817.60
NORTHWEST DISTRIBUTION SERVICES	2,513.74
SYSCO FOOD SERVICE	3,125.13
Printing and Binding	
OREGON STATE UNIVERSITY PRINTING	5,428.32
203 - Food Service Fund Total	**67,710.52**
204 - District Donation Fund	
Consumable Supplies and Materials	
FRED MEYER CUSTOMER CHARGES	1,163.35
LES & BOBS SPORTS AND APPAREL	1,370.95
ROSEBRAND	3,295.28
SCHOOL SPECIALTY	1,845.72
THE COMPUTER SUPPLY PEOPLE	2,184.50

Corvallis School District 509J

Schedule of Cash Disbursements greater than or equal to $1,000

For the period of January 1, 2016 - January 31, 2016

Vendor by Fund and Object	Check Total
Technology Equipment $5,000 and greater	
HOLLYWOOD LIGHTING SERVICES, INC.	7,041.68
204 - District Donation Fund Total	**16,901.48**
208 - Designated Facilities Fund	
Buildings Acquisition	
WEATHERPROOFING TECHNOLOGIES, INC.	240,917.79
208 - Designated Facilities Fund Total	**240,917.79**
296 - Grants Fund	
Instructional, Professional and Technical Service	
EXCELLENCE IN WRITING	3,571.20
Other Non-instructional Professional and Technical	
YES HOUSE	7,072.39
Travel, Out of District	
BLACKMAN, ROBERT	1,125.20
296 - Grants Fund Total	**11,768.79**
297 - Student Body Funds	
Consumable Supplies and Materials	
ANDYMARK, INC	2,430.26
BY THE WAY CLOTHING LLC	1,470.00
EASTBAY	1,096.25
ELEMENT GRAPHICS, INC	1,677.00
GEAR UP SPORTS	1,687.43
GRACEWINDS MUSIC	1,373.00
HOME DEPOT CREDIT SERVICES	2,288.52
MUSIC THEATRE INTERNATIONAL	1,320.00
PEACOCKS SPORTSWEAR INC	1,073.00
Non-reimbursable Student Transportation	
EXPERIENCE OREGON CHARTER SERVICE	3,663.40
FIRST STUDENT INC	4,960.49
Postage	
GARTEN SERVICES, INC	1,951.03
Rentals	
BEST WESTERN PREMIER-BOULDER FALLS INN A	4,000.00
ZFX FLYING EFFECTS	6,212.50
Travel, Student Out of District	
CAMP TADMOR	2,070.00
297 - Student Body Funds Total	**37,272.88**
298 - Designated Revenue Fund	
Consumable Supplies and Materials	
APPLE, INC	2,850.00
ELEMENT GRAPHICS, INC	3,249.84

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to $1,000
For the period of January 1, 2016 - January 31, 2016

Vendor by Fund and Object		Check Total
OETC		1,569.00
RIO GRANDE		1,179.67
Equipment-like items $1,000 - $4,999		
BLUE TARP FINANCIAL		1,308.99
COASTWIDE LABORATORIES		4,140.00
DINNIS, CANDICE		1,329.55
Repairs and Maintenance Services		
CELL PHONE SICK BAY		1,304.00
Technology Equip $1,000 - $4,999		
B&H CREDIT CARD CHARGE		1,999.00
Travel, Student Out of District		
PATHFINDER TRAVEL		29,834.83
PORTLAND CENTER STAGE		1,200.00
Equipment $5,000 and greater		
QUALITY MACHINE TOOL, INC		1,950.00
Technology Equipment $5,000 and greater		
HOLLYWOOD LIGHTING SERVICES, INC.		5,566.32
298 - Designated Revenue Fund	**Total**	**57,481.20**
601 - Insurance Fund		
Consumable Supplies and Materials		
DAY WIRELESS SYSTEMS		1,743.00
Other Non-instructional Professional and Technical		
BARKER-UERLINGS INSURANCE, INC		6,946.50
LIFEMAP ASSURANCE COMPANY		3,830.30
Technology Equip $1,000 - $4,999		
OETC		1,949.00
PACIFIC OFFICE AUTOMATION		1,458.00
Group Insurance		
LIFEMAP ASSURANCE COMPANY		6,611.69
REGENCE BCBS OF OREGON		415,951.55
SAIF CORPORATION		1,748.74
WILLAMETTE DENTAL GROUP (GROUP Z1329)		17,010.00
601 - Insurance Fund	**Total**	**457,248.78**
Grand Total		**1,838,442.41**

X. CONSOLIDATED INFORMATION

X.A. Non-Licensed Personnel Information

Corvallis School District 509J
Board of Directors
BOARD MEETING DATE: March 7, 2016 **FOR INFORMATION ONLY**

SUBJECT: Non-licensed Personnel Information

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1. Issue: Information on non-licensed-personnel

   a. Recommendation to Hire:
   Brett Casey: Educational Assistant 2, 2.6 hrs, Linus Pauling Middle School, effective February 23, 2016 (Limited Term)

   Claudia Enciso-Kuraica: Educational Assistant 2/Bilingual, 5 hrs, Lincoln Elementary School, effective February 23, 2016 (Probationary)

   Kelly Frisk: Educational Assistant 2, 6.5 hrs, Wilson Elementary School, effective February 15, 2016 (Limited Term)

   Elizabeth Harper: Food Service Assistant, 4 hrs, Central Kitchen, effective February 26, 2016 (Probationary)

   China Johnson: Educational Assistant 2, 5.5 hrs, Lincoln Elementary School, effective February 22, 2016 (Limited Term)

   Forrest Leisner: Food Service Assistant, 4 hrs, Central Kitchen, effective February 11, 2016 (Probationary)

   Kelly Thurman: Educational Assistant 2, 6 hrs, Adams Elementary School, effective February 8, 2016 (Limited Term)

   b. Termination/Resignation/Layoff/Retirement:
   Arely Acosta Santana: Educational Assistant 2/Bilingual, 6.5 hrs, Lincoln Elementary School, effective February 22, 2016 (Resignation)

   Debbie Fischer: Educational Assistant 2, 4.5 hrs, Jefferson Elementary School, effective February 29, 2016 (Retirement)

CONTACT PERSON: Jennifer Duvall

Corvallis
SCHOOL DISTRICT

X.B. Board Policy DJC—Biding Requirements—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: March 7, 2016 **FOR INFORMATION**

SUBJECT:
Board Policy DJC—Biding Requirements—Revised—First Reading
Administrative Regulation DJC-AR—Special Procurements and Exemptions from Competitive Bidding—Revised—For Information

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Issue: Senate Bill (SB) 254 affects board policy and specifies the condition in which districts may use an alternative contracting method for procuring construction manager/general contractor services for public improvement contracts. The SB requires the Attorney General to draft model rules for procuring such services and requires the district to use the Attorney General's rule even if the district has adopted its own purchasing rules.

House Bill 2212 amends ORS 279B.065 and 279.070 and affects the administrative regulation, by raising the amount used to classify public procurement as small procurement under Public Contracting Code, from a maximum of $5,000 to a maximum of $10,000.

Other updates to DJC-AR have been made by OSBA based on a review by the Oregon Association of School Business Officials (OASBO) and other accounting professionals.

Options Considered: Not revising the policy or administrative regulation

Involvement: District office staff.

Consequences: Not revising the policy or administrative regulation puts the district out of compliance with Oregon law.

Cost Impact: Unknown

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

CORVALLIS SCHOOL DISTRICT 509J

Code: DJC
Adopted: 8/19/02
Revised/Readopted: 4/4/05

Bidding Requirements

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All public contracts for goods or services shall be based upon applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules except:

1. Contracts between contracting agencies or between contracting agencies and the federal government;

2. Insurance and services contracts as provided for under state law;

3. Contracts for the procurement or distribution of textbooks or textbook equivalents;

4. Energy savings performance contracts;

5~~4~~. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;

6~~5~~. Public improvement contracts exempted by the Local Contract Review Board (LCRB) upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings and other substantial benefits to the contracting agency;

7~~6~~. Special procurements exempted by the LCRB upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings to the contracting agency;

8~~7~~. Emergency contracts;

9~~8~~. Any other public contract specifically exempted from the code by another provision or law.

The Board will serve as the LCRB for the district. All district purchasing shall be conducted in accordance with the Board's adopted rules[1].

[1]The Board may contract with another public agency to serve as its LCRB.

The Board acting as its own LCRB adopts[2] the *Oregon Attorney General's Model Public Contract Rules* OAR Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted. These rules govern purchasing procedures, and other matters subject to public contracting provisions of law.

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

Where necessary, the Board shall make ~~has made~~ the written findings required by law for exemptions form competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279.049 (5)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modifications will be made only following review by the district's legal counsel. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required. The Board recognizes that a public contracting agency that has not established its own rules of procedure as required by ORS 279.049 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

Procurements estimated to be in excess of $250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

Records of bids, proposals, and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and applicable records retention provisions of the *Oregon Attorney General's Model Public Contract Rules ~~Manual~~*.

END OF POLICY

Legal References(s):
ORS Chapters ~~279,~~ 279A, 279B, and 279C
OAR Chapter 125, Divisions 246-249
OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES
~~OAR 125-030-0000 to -0100~~

[2]Purchases shall be governed by ORS Chapter 279, 279A, 279B, and 279C. Additionally, the Board may, as provided by ORS 279, 279A. 065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/ bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that creates its own LCRB but has not established its own rules of procedure for public contracts is subject to the model rules (OAR 137) adopted by the Attorney General.

~~OAR Chapter 137, Divisions 0-46, 047, 048, and 049~~
~~*Oregon Attorney General's Model Public Contract Rules Manual,* Department of Justice (January 2004)~~

Corvallis
SCHOOL DISTRICT

X.C. Administrative Regulation DJC-AR—Special Procurements and Exemptions from Competitive Bidding—Revised—For Information

CORVALLIS SCHOOL DISTRICT 509J

Code: DJC-AR
Adopted: 8/19/02
Revised/Readopted: 4/4/05, 3/13/06

Special Procurements and Exemptions from Competitive Bidding
(Other than for Contracts for Public Improvements)

SPECIAL PROCUREMENTS

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of good and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of public contract or to substantially diminish competition for public contracts, and

A. Is reasonably expected to result in substantial cost savings to the district or to the public, or

B. Otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules.

Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement, the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of approval without making a subsequent request for a special procurement.

~~Effective March 1, 2005 ORS Chapter 279 has been renamed the Public Contracting Code of the State of Oregon. It has been divided into three sections. ORS Chapter 279A includes the general provisions for all public contracts. ORS Chapter 279B has the provisions governing public contracts other than for public information. And, ORS Chapter 279C governs public improvement contracts.~~
~~All public contracts shall be based upon competitive bids of proposals, except those contracts which have been specifically exempted under ORS 279A.025(2). There are also contracts covered by class special procurements, as authorized by the provisions of ORS 279B.085. Pursuant to ORS 279B.085(3), the Local Contract Review Board (LCRB) is authorized to approve findings that demonstrate this special procurement will~~

~~(a) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and~~

~~(b) (A) result in cost savings to the contracting agency, or (B) otherwise substantially promote the public interest in the manner that could not practicably be realized with the requirements that are applicable under 279B.055 (competitive sealed bids), ORS 279B.060 (competitive sealed proposals), ORS 279B.065 (small procurements – under $5,000), or ORS 279B.070 (intermediate procurements – between $5,000 and $150,000).~~

~~ORS 279B specifies two other methods of source selection: ORS 279B.075 (sole-source procurements), and ORS 279B.080 (emergency procurements).~~

I. BRAND NAMES OR PRODUCTS, "OR EQUAL," SINGLE SELLER, AND SOLE SOURCE

A. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote public interest.~~

B~~C~~. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections C. and D. of this rule.

~~D. The district may specify a particular brand name, make or product suffixed by "or equal," "or approved equal," "or equivalent," "or approved equivalent" or similar language if there is no other practical method of specification after documenting the procurement file with the following:~~

~~1. A brief description of the solicitation(s) to be covered, including contemplated future purchases;~~

~~2. The brand name, mark or product to be specified; and~~

~~3. The reasons the district is seeking this procurement method, which shall include any of the following findings:~~

~~a. It is unlikely that specification of the brand name, mark or product will encourage favoritism in the award of the public contracts or substantially diminish competition; or~~

~~b. Specification of the brand name, mark or product would result in cost savings to the agency; or~~

~~c. Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.~~

~~4. The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.~~

C. The district may specify a particular brand name or equal specification when the use of a brand name or equal specification is advantageous to the district, because the brand name describes the standard of quality, performance, functionality, and other characteristics of the product needed by the district.

1. The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final.

2. The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality, or other characteristics of the product needed by the district.

3. A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified

brand name specification will meet the needs of the district based on one or more of the following written determinations:

a. The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.

b. Specification of the brand name, mark, or product would result in cost savings to the district.

c. There is only one manufacturer or seller of the product of the quality, performance, or functionality required.

d. The efficient utilization of existing goods requires the acquisition of compatible goods and services.

~~E. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district's findings of current market research to support the determination that the product is available from only one seller or source. The district's findings shall include:~~

~~1. A brief description of the contract or contracts to be covered, including contemplated future purchases;~~

~~2. Description of the product or service to be purchased; and~~

~~3. The reasons the district is seeking this procurement method, which shall include any of the following:~~

~~a. Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment, supplies or services; or~~

~~b. The required product is data processing equipment which will be used for research where there are requirements for exchange of software and data with other research establishments; or~~

~~c. The particular product is for use in a pilot or an experimental project.~~

D. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of source must be based upon written findings that shall include:

1. A brief description of the contract or contracts to be covered, including contemplated future purchases.

2. Description of the product or service to be purchased.

3. The reasons the district is seeking this procurement method, which shall include any of the following:

a. That the efficient utilization of existing goods requires the acquisition of compatible goods or services.

b. That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source.

c. That the goods or services are for use in a pilot or an experimental project.

d. To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.

E~~F~~. The district may specify a product or service available from only one manufacturer but available through multiple sellers after complying with subsection C. above documenting the procurement file with the following information:

1. If the total purchase is over $10,000 ~~5,000~~ but does not exceed $150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids, or proposals and document this process in the procurement file. ~~purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file.~~

2. If the purchase does not exceed $150,000, and the supplies, or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition. ~~comparable product or service is available under an existing purchasing contract, authorization from District's purchasing agent, to proceed with the acquisition shall be first requested and obtained. The acquisition process would then be subject to the requirements and documentation in this rule; or~~

~~3. If the amount of the purchase exceeds $150,000, the product or service shall be obtained through competitive bidding unless a specific exception is granted by the LCRB.~~

F~~G~~. If the district intends to make several purchases of ~~the product of~~ brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district ~~will~~ must so state this in the ~~solicitation~~ procurement file and in the solicitation document, if any, or a public notice of a solicitation. ~~Such documentation shall be sufficient notice as to subsequent purchases.~~ If the total purchase amount is estimated to exceed $150,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)

~~It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). This rule requires the district to make a good faith effort to determine that no other sources are available for the specified products. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis. In addition, the awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost. This special procurement of a class of contracts complies with the requirements of the law.~~

The district shall submit a written request to the LCRB that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

A. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the district that could not be realized under ORS 279B.055, 279B.060, 279B.065, or 279B.070 as required by ORS 279B.085(4).

B. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).

C. This rule requires the district to make a good faith effort to determine that no other sources are available for the specified products.

D. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.

E. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

F. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

II. ADVERTISING CONTRACTS, PURCHASE OF

A. The district may purchase advertising in any media, regardless of dollar amount, without competitive bidding.

B. The Board acting as the LCRB of the district must use competitive methods whenever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed impractical and the resulting contract must be in writing. ~~for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

C. If the anticipated purchase exceeds $10,000 and a competitive method is used, the district must post notice in a public manner. ~~If the anticipated purchase exceeds $25,000, the district will publish notice pursuant to OAR 137-047-0300. The procurement file shall document the reasons why a competitive process was deemed impractical and the resulting contract must be in writing.~~

Findings of Fact

The district traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the district may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

A. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves.

B. Competition to furnish advertising space in daily newspapers of general, trade, or business circulation in the vicinity of the district is limited.

C. Cost savings are difficult to quantify where the sources are unique and not interchangeable.

D. Advertisements may be placed to satisfy legal notice or Board policy requirements.

E. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate.

F. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities.

G. It is unknown whether contracts for advertisements placed with radio, television, or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

Conclusion of Compliance with Law

Due to limited competition and unique nature of sources, it is unlikely that this class special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class special procurement would result in a cost savings available to the district where the district can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

III. ADVERTISING CONTRACTS, SALE OF

The district may sell advertising for district publications and activities, regardless of dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama, or music programs and the like.

~~A. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

Findings of Fact

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents, and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it needs to do is to contact any district school that ~~which~~ publishes one. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama, or music events and the like.

Conclusion of Compliance with Law

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama, or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity and there is no financial advantage to the district in doing so. Consequently, the cost savings test is not an issue.

IV. EQUIPMENT REPAIR AND OVERHAUL

A. The district may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:

1. Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing.

2. Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source.

3. The purchase is made within the limits and pursuant to the methods in subsection B. of this rule.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. The following limitations apply to this rule:

1. If the contract is less than or equal to $150,000, the school or department shall submit in writing to the superintendent or designee the reasons why competitive bids or quotes are deemed to be impractical. The superintendent or designee will accordingly document in its procurement file and may enter directly into the contract,

2. If the school or department official thinks the contract may exceed $150,000, he/she shall submit in writing to the superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by a special procurement. The superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

Findings of Fact

A. The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is broken or not working properly, the district incurs cost of downtime, possible replacement equipment rental fees, staff time, and other inconveniences or liabilities to its programs.

B. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place that ~~which~~ will guarantee some savings to the district in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.

C. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed $150,000, the district will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

Conclusion of Compliance with Law

It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement, when the anticipated costs exceed $150,000, and ensures the district will seek formal competitive bids and proposals. If the formal process is not practical, the district will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul.

The awarding of public contracts under this special procurement will result in a cost savings to the district, as required by ORS 279B.085 ~~(3)(b),~~ because the district incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the district and does not provide for the purchase of new equipment. The district must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

V. COPYRIGHTED MATERIALS

The district may, without competitive bidding and regardless of dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media and non-mass-marketed software from a particular publisher or ~~their~~ designated distributor.

~~A. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

Findings of Fact

A. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.

B. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/instructional materials are examples of copyrighted materials that the district purchases through a sole source. Textbooks/instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials ~~which~~ the district will purchase for use in its educational programs.

The district implements state adopted textbook/instructional materials through a curriculum review process available from vendors. Vendor products are typically copyrighted. Upon completion of the district review process that includes evaluation of content and price, a curriculum is selected to meet adoption requirements.

~~The district purchases a majority of its textbooks/instructional materials through the Northwest Textbook Depository. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member districts. Freight costs for individual districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member district's needs. It is recognized, at times an opportunity exists to purchase adopted textbooks and materials through a more economical vendor and the opportunity may be taken utilizing this exemption.~~
~~The system of textbook/instructional materials distribution enables the district to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the district. This savings would be jeopardized if the district was to act as an individual purchaser.~~

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The district has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the district when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

VI. PRODUCT PREQUALIFICATION

A. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:

1. The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district.

2. The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. If the district denies an application for including a product on a list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within seven calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

A. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of product(s) to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

   Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff is ~~are~~ not able to order the equipment they need until the contract is awarded.

   In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

B. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.

C. This rule sets out a process of prequalification that ~~which~~ requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists that ~~which~~ are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.

D. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.

E. Subsection B. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time, and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will result in a cost savings to the district because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

VII. REQUIREMENTS CONTRACTS (BLANKET PURCHASE ORDERS, PRICE AGREEMENTS)[1]

A. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements, for volume discounts, standardization among schools and departments, and reducing lead time for ordering.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is led by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.

[1] The ~~)~~ Oregon Procurement Information Network (ORPIN) ~~state of Oregon's Cooperative Purchasing Program (ORCPP~~ allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ~~ORCPP~~ members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc. is available. Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.

~~Members pay an annual fee to participate in the program. The fee is based on the agency/organization's budget. Public agencies with budgets under $3 million per year also have the ability to participate in a consortium option and share the cost of the annual subscription fee.~~

C~~D~~. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.

D~~E~~. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules, or specifically authorized by the superintendent or designee.

E~~F~~. Under the authority of ORS 279A.025 and 279B.085, the district may use the requirements contract entered into by another Oregon public agency when:

1. The original contract met the requirements of public contracting code.

2. The original contract allows other public agency usage of the contract.

3. The original public contracting agency concurs, and this is documented by a written interagency agreement between the district and the agency.

F~~G~~. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

Findings of Fact

A. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services is routine and repetitive. For example, school, office, custodial, and facilities maintenance supplies are customarily purchased through requirements contracts.

B. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments, and reducing lead time for ordering.

C. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.

D. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.

E. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy, and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The district will only enter into requirements contracts that ~~which~~ result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will result in a cost savings to the district, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

VIII. USED PERSONAL PROPERTY OR EQUIPMENT, PURCHASE[2]

A. Subject to the provisions of this rule, the district may purchase used property or equipment without obtaining competitive bids or quotes, if the district has determined that the purchase will result in cost savings to the district and will not diminish competition or encourage favoritism. "Used personal property or equipment" is property or equipment that ~~which~~ has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as "used" at the time of district purchase. Used personal property or equipment generally does not include property or equipment if the district was the previous user, whether under a lease, as part of a demonstration, trial or pilot project, or similar arrangement.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. For purchases of used personal property or equipment costing less than or equal to $150,000, the district shall, where feasible, obtain three competitive quotes unless the district has determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the district and will not diminish competition or encourage favoritism.

C~~D~~. For purchases of used personal property or equipment totaling $150,000 or more, the district shall attempt to obtain three competitive quotes. The district will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

[2]When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property ~~Division~~. For more information on this program, contact DAS at 503-378-4714.

Findings of Fact

A. The district is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The district purchases used property and equipment when it meets the district's needs and is cost effective. Considerations include type, quality, quantity, and estimated useful life of the used item.

B. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the district must be able to respond immediately in order to obtain the property or equipment.

C. Some types of property or equipment may not be readily available in the new goods market. The district may have to look for used items to fill the need.

D. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.

E. The district maintains vendor lists that ~~which~~ include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little competition available. Sources for used items of the type, quality, and quantity required by the district are inconsistent. This rule requires the district to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over $150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the district and help ensure the continuation of district services and programs.

IX. INFORMATION TECHNOLOGY CONTRACTS

The district may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

A. If the contract amount does not exceed $150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate

Procurements. ~~The quotes, reasons why three quotes were not available and the justification for award shall be documented and retained in the procurement file.~~ The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. If the contract amount exceeds $150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the *Attorney General's Model Public Contract Rules* and the LCRB. ~~*and LCRB Rules.*~~ The district shall document the evaluation and award process, which will be part of the public record justifying the award.

C~~D~~. If the amount of the contract is estimated to exceed $150,000, the district may provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

Findings of Fact

A. Rapid changes in technology make it necessary for the district to be able to purchase needed computer equipment quickly.

B. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.

C. There is generally sufficient competition among vendors of information technology hardware and software for school district business.

D. The district will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to $150,000.

E. If the district requires a brand name or sole source product, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section I. under Special Procurements, to procure it.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of district contracts or substantially diminish competition for district contracts. The purchase of information technology hardware and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over $150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

X. TELECOMMUNICATIONS SYSTEMS—HARDWARE AND SOFTWARE CONTRACTS

A. The district may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:

1. If the contract amount does not exceed $150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. ~~The quotes, reasons why three quotes were not available and the justifications for award shall be documented and retained in the procurement file.~~ The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.

2. If the contract amount exceeds $150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049 of the *Attorney General's Model Public Contract Rules* and the LCRB. ~~*and LCRB Rules.*~~ The district shall document the evaluation and award process, which will be part of the public record justifying the award.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. The telecommunications solicitation authorized in subsection X.A.1. of these rules shall:

1. State the contractual requirements in the solicitation document.

2. State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency, and expansion potential.

3. State the provisions made for bidders or proposers to comment on any specifications ~~which~~ they feel limit competition.

~~4. Be advertised in accordance with applicable provisions of the public contracting code.~~

Findings of Fact

A. Rapid changes in technology make it necessary for the district to be able to purchase needed telecommunications hardware and software quickly.

B. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the district to make competitive purchases.

C. Pricing for telecommunications hardware and software also changes frequently. It is important for the district to take advantage of price competition in the marketplace.

D. The district will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over $10,000 ~~5,000~~ but less than or equal to $150,000.

E. If a purchase of telecommunications hardware or software is expected to cost more than $150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules* and the LCRB. ~~*and LCRB Rules*.~~

F. There are also times when the district needs to purchase specific items that are compatible with current equipment. On these occasions, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section I. under Special Procurements, to make the purchase.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over $150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

XI. TELECOMMUNICATIONS SERVICES

A. The district shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The district will use routine purchasing procedures whenever possible, but if necessary, the district can consider alternative procurement methods in accordance with this rule.

The district will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. In determining the appropriate procurement method for telecommunications services, the district shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the district may consider the following factors:

1. The extent to which alternative providers exist in the relevant geographic and service market (the greater area of Benton County).

2. The extent to which alternative services offered are comparable or substitutable in technology, service provided, and performance. For example, if the district requires digital services, analog services are not comparable or substitutable. If the district requires fiber-optic technology, then copper, microwave, or satellite transmission technology may not be comparable or substitutable.

3. The extent to which alternative providers can respond to the district’s interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management, and limiting district liability. For example, to be considered as the district’s long-distance service provider, any long-distance service vendor must be able to meet, support, and interface with the district’s centralized automated billing requirements. The district must document

for the record its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the district may solicit the information either through informal telephone or written contacts or through a formal solicitation such as an RFP.

C~~D~~. If the district determines that competition does not exist in the area for the relevant service, the district may proceed to secure the service on a sole source basis, as described in the district's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section I. under Special Procurements.

Findings of Fact

A. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the district to make competitive procurements.

B. Since there is competition, price competition exists in the marketplace. It is important for the district to take advantage of existing competition.

C. The district will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to $150,000. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.

D. If a purchase of service is expected to cost more than $150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules* and the LCRB. ~~*and LCRB Rules.*~~

E. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by district operations. In such instances, the district will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section I. under Special Procurements, to procure needed services from the sole source.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over $150,000, the district will advertise its need, issue a written solicitation document, and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the district will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

XII. HAZARDOUS MATERIAL REMOVAL, OIL CLEANUP

A. The district may enter into public contracts without competitive bidding, regardless of dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the district shall:

1. To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services.

2. Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup.

3. Record the measures taken under A.1. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom award is made.

~~B. The Board acting as the LCRB for the district has made the findings required by ORS 279B (3)(a) and (b) and determined that awarding a contract under this special procurement is unlikely to encourage favoritism or substantially diminished competition and will result in a cost savings to the district or otherwise substantially promote the public interest.~~

B~~C~~. The district shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site that ~~which~~ includes a time limit that would not allow the district to hire a contractor under normal competitive bidding procedures. Goods and services to perform other hazardous material removal or cleanup will be purchased in accordance with normal competitive bidding procedures as described in Board policy with this administrative regulation.

Findings of Fact

A. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The district would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.

B. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The district maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the district makes use of these lists to solicit quotes, bids, or proposals as needed, in addition to advertising the procurement as required.

C. Cost savings are achieved through this exemption because the district can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations that property damage or personal injury could result if the district is slow to act.

Conclusions of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). If it is under DEQ order to act immediately, the district will still attempt to obtain competitive quotes for the work to be performed as it has the ability and time to do so. Unless the district is faced with the quasi-emergency situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the district in these situation, as required by ORS 279B.085 (3)(b), because the district must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive, and responsible bidder.

XIII. Renegotiation of Existing Contracts with Incumbent Contractors

A. The district may renegotiate for new contracts with existing vendors, service providers, or other parties subject to the limitations of this rule.

B. The district has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this special procurement procedure.

C. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.

D. The district may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

Findings of Fact

A. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:

1. Price
2. Term
3. Delivery and shipping
4. Order size
5. Substitution
6. Warranties
7. On-line ordering systems
8. Price adjustments
9. Produce availability
10. Product quality
11. Reporting requirement
12. Discounts

B. Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

C. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.

D. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it needs to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

EXEMPTIONS FROM COMPETITIVE BIDDING (For Public Improvement Contracts)

All public contracts shall be based upon competitive bids or proposals, except the following:

A. Contracts that ~~which~~ have been specifically exempted under ORS 279A.025 and 279C.335.

B. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 46 through 49. ~~125, Divisions 246 through 249.~~

The Board, acting as the ~~Local Contract Review Board (~~ LCRB ~~)~~ for the district, has made the findings required by ORS 279C.330, ORS 279C.335, and ORS 279C.345, and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the district. ~~The findings required to justify each exemption include information regarding: (1) operational, budget and financial data; (2) public benefits; (3) value engineering; (4) specialized expertise required; (5) public safety; (6) market conditions; (7) technical complexity; and (8) funding sources. Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.~~

In approving a finding under this section, the LCRB shall consider the type, cost, and amount of the contract, and to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

A. How many persons are available to bid.

B. The construction budget and the projected operating costs for the completed public improvements.

C. Public benefits that may result from granting the exemption.

D. Whether value engineering techniques may decrease the cost of the public improvement.

E. The cost and availability of specialized expertise that is necessary for the public improvement.

F. Any likely increases in public safety.

G. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement.

H. Whether granting the exemption will affect the sources of funding for the public improvement.

I. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement.

J. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement.

K. Whether the public improvement involves new construction or renovates or remodels an existing structure.

L. Whether the public improvement will be occupied or unoccupied during construction.

M. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions.

N. Whether the district has, or has retained under contract, and will use district personnel, consultants, and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer, and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or including an additional finding.

Promulgation of these exemptions only can occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.335.

I. BRAND NAMES OR PRODUCTS, "OR EQUAL," SINGLE SELLER AND SOLE SOURCE

A. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.

~~B. The Board, acting as the LCRB for the district, has made the findings required by ORS 279C.330 and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition and will result in a cost savings to the district. The findings required to justify each exemption include information regarding: (1) operational, budget and financial data; (2) public benefits; (3) value engineering; (4) specialized expertise required; (5) public safety; (6) market conditions; (7) technical complexity; and (8) funding sources. Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.~~

B~~C~~. The district has determined that value engineering, specialized expertise required, ~~and~~ public safety, and technical complexity generally do not apply to this exemption.

C~~D~~. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections D. and E. of this rule.

D~~E~~. The district may specify a particular brand name, make, or product suffixed by "or equal," "or approved equal," "or equivalent," "or approved equivalent" or similar language if there is no other practical method of specification after documenting the procurement file with the following:

1. A brief description of the solicitation(s) to be covered, including contemplated future purchases.

2. ~~The~~ Description of the brand name, mark, or product to be specified.

~~3. The reasons the district is seeking this procurement method, which shall include any of the following findings:~~
   ~~a. It is unlikely that specification of the brand name, mark or product will encourage favoritism in the award of the public contracts or substantially diminish competition; or~~
   ~~b. Specification of the brand name, mark or product would result in cost savings to the agency; or~~
   ~~c. Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.~~

3. A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

   a. The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.

   b. Specification of the brand name, mark, or product would result in substantial cost savings to the district.

   c. There is only one manufacturer or seller of the product of the quality, performance, or functionality required.

   d. The efficient utilization of existing goods requires the acquisition of compatible goods and services.

4. The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.

E~~F~~. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district's findings of current market research to support the determination that the product is available from only one seller or source. The district's findings shall include:

1. A brief description of the contract or contracts to be covered, including contemplated future purchases.

2. Description of the product or service to be purchased.

3. The reasons the district is seeking this procurement method, which shall include any of the following:

   a. That the ~~E~~efficient utilization of existing equipment, ~~or~~ supplies, or services requires the acquisition of compatible equipment, supplies, or services.

   b. ~~The required product is data processing equipment which will be used for research where there are requirements for exchange of software and data with other research establishments~~ That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source.

   c. That the goods or services are ~~The particular product is~~ for use in a pilot or an experimental project.

   d. Other findings that support the conclusion that the goods or services are available from only one source.

4. To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.

F~~G~~. The district may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:

1. If the total purchase is over $10,000 ~~5,000~~ but does not exceed $100,000, and a comparable product or service is not available under an existing

purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file.

~~2. If the purchase does not exceed $100,000, and the comparable product or service is available under an existing purchasing contract, authorization from the District's purchasing agent, to proceed with the acquisition shall be first requested and obtained. Once authorization has been received the district may proceed with the acquisition subject to the requirements of this rule.~~

2~~3.~~ If the amount of the purchase exceeds $100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.

G~~H~~. If the district intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the district will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed $100,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335 (2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The district maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335 (2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings or other substantial benefits to the district by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

II. PRODUCT PREQUALIFICATION

A. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:

1. The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to

apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district.

2. The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.

~~B. The Board, acting as the LCRB for the district, has made the findings required by ORS 279C.330 and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition and will result in a cost savings to the district. The findings required to justify each exemption include information regarding: (1) operational, budget and financial data; (2) public benefits; (3) value engineering; (4) specialized expertise required; (5) public safety; (6) market conditions; (7) technical complexity; and (8) funding sources. Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.~~

B~~C~~. The district has determined that special expertise required, generally, does not apply to this rule.

C~~D~~. If the district denies an application for inclusion of a product on its list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within seven calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

A. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff is ~~are~~ not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

B. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.

C. This rule sets out a process of prequalification that ~~which~~ requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists that ~~which~~ are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.

D. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.

E. Subsection C. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335 (2)(a). There are several safeguards in the rule to prevent this, including notice, advertising, time, and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

~~**III. REQUEST FOR PROPOSAL**~~[3]

~~A. The district may, at its discretion, use RFP competitive procurement methods subject to the following conditions:~~

~~1. The procurement is advertised and a written solicitation document is issued that invites the submission of sealed, written offers to be opened publicly at a designated time and place; and~~

~~2. Contractual requirements are stated clearly in the solicitation document; and~~

~~3. Evaluation criteria and weighting factors to be applied in awarding the contract and the role of an evaluation committee are stated clearly in the solicitation document. Criteria used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, financial stability, operating efficiency, proposer qualifications and experience; and~~

~~4. The solicitation document clearly states all complaint processes and remedies available; and~~

~~5. The solicitation document states the provisions for proposers to comment on any specifications that they feel limit competition.~~

~~**Findings of Fact/Conclusion of Compliance with Law**~~

~~As the RFP process is an alternate method of competitive selection and not an exemption from the competitive procurement requirements of law, the district has determined that findings of fact are not required. It is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria. This meets the test of ORS 279C.335 (2)(b).~~

III~~IV~~. REQUIREMENTS CONTRACTS (BLANKET PURCHASE ORDERS, PRICE)[4]

A. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments, and reducing lead time for ordering.

~~B. The Board, acting as the LCRB for the district, has made the findings required by ORS 279C.330 and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition and will result in a cost savings to the district. The findings required to justify each exemption include information regarding: (1) operational, budget and financial data; (2) public benefits; (3) value engineering; (4) specialized expertise required; (5) public safety; (6) market conditions; (7) technical complexity; and (8) funding sources. Only these findings are~~

[3]~~All procurement documents, unless trade secrets, are considered a public record under Oregon Law.~~

[4]The Oregon Procurement Information Network (ORPIN) ~~state of Oregon's~~ ~~Cooperative Purchasing Program (ORCPP)~~ allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ~~ORCPP~~ members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc. is available.
~~Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.~~
~~Members pay an annual fee to participate in the program. The fee is based on the agency/organization's budget. Public agencies with budgets under $3 million per year also have the ability to participate in a consortium option and share the cost of the annual subscription fee.~~

~~required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.~~

B~~C~~. The district has determined that value engineering, specialized expertise required public safety, and technical complexity, generally, do not apply to this rule.

C~~D~~. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.

D~~E~~. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.

E~~F~~. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.

F~~G~~. Under the authority of ORS 279A.025 and 279C.335, the district may use the requirements contract entered into by another Oregon public agency when:

1. The original contract met the requirements of the public contracting code.

2. The original contract allows other public agency usage of the contract.

3. The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.

G~~H~~. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

Findings of Fact

A. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services is routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.

B. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments, and reducing lead time for ordering.

C. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.

D. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.

E. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy, and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335 (2)(a). The district will only enter into requirements contracts that ~~which~~ result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will likely result in a substantial cost savings and other substantial benefits to the district, as required by ORS 279C.335 (2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

IV~~V~~. WAIVER OF BID SECURITY REQUIREMENTS (PUBLIC IMPROVEMENT CONTRACTS UNDER $100,000)

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than $100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under $100,000, the district may impose a bid or quote security requirements for projects under $100,000, when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

V~~I~~. WAIVER OF PERFORMANCE AND PAYMENT SECURITY REQUIREMENTS (PUBLIC IMPROVEMENT CONTRACTS UNDER ~~$25,000~~ $100,000)

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279C.390 if the amount of the contract for the public improvement is less than ~~$25,000~~ $100,000. Although the performance/payment security requirements of 279C.390 are waived for public improvement contracts less than ~~$25,000~~ $100,000, the district may impose a performance/payment security requirement for projects less than ~~$25,000~~ $100,000when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

VI~~I~~. PROJECTS WITH COMPLEX SYSTEMS OR COMPONENTS

A. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the district may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.

~~B. The Board, acting as the LCRB for the district, has made the findings required by ORS 279C.330 and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition and will result in a cost savings to the district. The findings required to justify each exemption include information regarding: (1) operational, budget and financial data; (2) public benefits; (3) value engineering; (4) specialized expertise required; (5) public safety; (6) market conditions; (7) technical complexity; and (8) funding sources. Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.~~

B~~C~~. Definitions. For purposes of this exemption only: "Complex Systems" are defined as those systems that ~~which~~ incorporate the procurement of materials or other components that ~~which~~ are difficult, if not impossible, to create in an "equal" specifications basis for competitive bid. Examples of such systems include but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. "Significant" is intended to mean something more than de minimus, but not necessarily the majority of the project as determined by cost.

Finding of Fact/Conclusion of Compliance with the Law

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components (complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of an RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b).

ORS 279C.400 enumerates how RFP's are to be used if authorized by the LCRB. This criteria, ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials or components represent a significant portion of the project. This class exemption **is not** intended to be used for construction manager/general contractor (CM/GC) projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.

Corvallis
SCHOOL DISTRICT

X.D. Board Policy DI—Receipt and Deposit of Funds (nka Fiscal Accounting and Reporting)—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: March 7, 2016 **FOR INFORMATION**

SUBJECT:
Board Policy DI—Receipt and Deposit of Funds (nka Fiscal Accounting and Reporting)—Revised—First Reading
Board Policy DIC—Financial Reports and Statements—New—First Reading
Board Policy DID—Property Inventories—Revised—First Reading
Board Policy DJ—District Purchasing (nka Purchasing Standards)—Revised—First Reading
Administrative Regulation DJ-AR—Purchasing Standards—Revised—For Information
Board Policy DN—Disposal of District Property—Revised—First Reading

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Issue: With the guidance of the Oregon School Boards Association (OSBA), district staff have reviewed fiscal management policies and made a number of changes to outdated policies.

- DI—renamed Fiscal Accounting and Reporting and replaced with OSBA language.
- DIC—new and highly recommended by OSBA.
- DID—updated—Board may authorize employment of appraisal company to assist with inventory procedure.
- DJ—updated—Business manager will review bills due for supplies and services to determine if they are within budget amounts.
- DJ-AR—Support staff may authorize purchases up to $749.99.
- DN—Disposal of District Property—Any disposal of district property purchased with state, federal, or private grant funds shall be made as outlined in the grant or by state or federal regulations.

Options Considered: Not revising and adopting the policies and administrative regulation.

Involvement: District office staff.

Consequences: Policies and administrative regulation would remain outdated.

Cost Impact: Unknown.

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

CORVALLIS SCHOOL DISTRICT 509J

Code: **DI**
Adopted: **6/1/88**
Revised/Readopted: **2/10/97, 1/11/99**
Original Code: **6310**

Fiscal Accounting and Reporting
~~Receipt and Deposit of Funds~~

~~The director of business services shall acknowledge, in the name of the clerk, receipt of all funds paid to the district and shall deposit them to the credit of the district in the clerk's name, as required by law and as described in Board policy DG – Depository of Funds.~~

Accounting procedures shall show a detailed and meaningful analysis of both receipts and expenditures. This analysis should be adequate for study and evaluation by the Board and school management, and will serve as a basis to make financial and related educational decisions, to formulate future plans, to safeguard public funds, and to ensure adequate financial accountability.

Payment on all district accounts, including the general fund and special accounts, shall operate according to established accounting procedures.

All cash received is to be properly receipted. Money received shall be placed in deposit.

The superintendent shall be the lawful custodial officer of all district funds and shall demand receipt for, and safely keep according to law, all bonds, mortgages, notes, moneys, effects, books, and papers belonging to the district. Funds may be commingled in the depository so long as they are budgeted and accounted for separately.

From time-to-time, funds may become available to the district prior to the time they are needed to offset current expenditures. The custodial officer shall forward all such receipts to the Local Government Investment Pool or other investment instrument as authorized by the district's investment policies.

END OF POLICY

Legal References:

ORS 294.305 - 294.565
ORS 338.115(2)
OAR 581-023-0035

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corvallis
SCHOOL DISTRICT

X.E. Board Policy DIC—Financial Reports and Statements—New—First Reading

CORVALLIS SCHOOL DISTRICT 509J

Code: DIC
Adopted:

Financial Reports and Statements

The Board will receive and accept periodic financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

The Board will receive a pre-audit report from the business manager recapping the year-end closure of financial statements prior to the annual audit.

Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The superintendent will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

END OF POLICY

Legal Reference(s):
ORS 294.155
ORS 294.311
ORS Chapter 297
ORS 328.465
ORS 332.105
OAR 162-010-0000 to -0330
OAR 162-040-0000 to -0160
OAR 581-023-0037

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2004).

Corvallis
SCHOOL DISTRICT

X.F. Board Policy DID—Property Inventories—Revised—First Reading

CORVALLIS SCHOOL DISTRICT 509J

Code: DID
Adopted: 2/10/97
Readopted: 1/1/99
Revised/Readopted: 6/25/01

PROPERTY INVENTORIES

The district will maintain an inventory of all capital assets in accordance with governmental accounting standards. The inventory will be updated as necessary to include equipment purchased, disposed of, and donated to the district. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

Capital assets include all district-owned property such as land, buildings, improvements, vehicles, and equipment with a value greater than $5,000 *(accounting industry standard)*. Capital assets with a value greater than $5,000 are depreciable.

Other district assets with a value of less than $5,000 that are important to control for management purposes will be inventoried as Controllable assets. Controllable assets will not be depreciated.

END OF POLICY

Legal Reference:
ORS 332.155
Cross Reference:
Policy DN - Disposal of District Property

Corvallis
SCHOOL DISTRICT

X.G. Board Policy DJ—District Purchasing (nka Purchasing Standards)—Revised—First Reading

CORVALLIS SCHOOL DISTRICT 509J	**Code:**	**DJ**
	Adopted:	**6/1/99**
	Revised/Readopted:	**1/31/94, 1/9/95, 5/12/97 8/1/02, 4/4/05**
	Original Code:	**6610**

~~District~~ Purchasing Standards

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The business manager is appointed by the Board to serve as purchasing agent. He/she will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used unless an alternative purchasing method is authorized by the business manager. This policy extends to and includes all district-controlled funds.

No purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made with an approved purchase order or alternative purchasing method as approved by the business manager.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed $150,000 for products, materials, supplies, capital outlay, and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service, and transportation services.

The business manager will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee, or agent of this district shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative, or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, gifts, items of value, financial or otherwise, totaling over ~~$100~~ $50 in a fiscal year, from any supplier of materials or services to the district by any Board member, officer, or employee of the district is prohibited.

It is recognized that district staff members and their immediate families may operate private businesses that offer goods and services which the district may require. In order to avoid violations of conflict of interest, appearance of favoritism, or unethical procedures the following policy applies to these purchases:

a. A purchase of any amount from a district employee must be approved by the business manager or designee. Purchases exceeding $200 per fiscal year must be made based on a minimum of three written competitive quotations received before the purchase is made and attached to the purchase order forwarded to the business services office. If three quotations are not available, a written request to make the purchase must be submitted to and approved by the business manager or designee.

b. Further, employees shall not conduct any private business activity while on duty or otherwise use district property for personal gain.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS Chapters 279, 279A, 279B and 279C
ORS 294.311
ORS 328.441—328.470
ORS 332.075
OAR 125-025-0040

Corvallis
SCHOOL DISTRICT

X.H. Administrative Regulation DJ-AR—Purchasing Standards—Revised—For Information

CORVALLIS SCHOOL DISTRICT 509J	

Code: **DJ-AR**
Adopted: **9/18/98**
Revised/Readopted: **5/12/97**

Purchasing Standards

The following procedures shall be followed in making purchases:

1. Appropriate authorization must be obtained and documented prior to purchase;

2. Support staff employees may authorize purchases of $749.99 ~~$499.99~~ or less;

3. Principals, managers, and supervisors may authorize purchase of $2,499.99 or less;

4. Any purchases of $2,500 or more shall require authorization from either the superintendent, assistant superintendent, or business manager.

Corvallis
SCHOOL DISTRICT

X.I. Board Policy DN—Disposal of District Property—Revised—First Reading

CORVALLIS SCHOOL DISTRICT 509J	Code: DN Adopted: 1/11/99

Disposal of District Property

The Board may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair, or obsolete.

If reasonable attempts to dispose of surplus property ~~ies~~ fails to produce a monetary return to the district, the Board may dispose of it ~~them~~ in another manner.

If the district property was purchased with state, federal, or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

~~ORS 279.015~~
~~ORS 279.025~~
ORS 279B.055
ORS Chapters 279A, 279B and 279C
ORS 332.155
EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

Cross Reference(s):

Policy DID—Property Inventories

Corvallis
SCHOOL DISTRICT

X.J.Board Policy DBE—Budget Preparation—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: March 7, 2016 **FOR INFORMATION**

SUBJECT:
Board Policy DBE—Budget Preparation—Revised—First Reading
Administrative Regulation DBE-AR(1)—Budget Preparation Procedures—Revised—For Information
Administrative Regulation DBE-AR(2) to be renamed DBEA—Budget Review Committee—Revised—First Reading
Administrative Regulation DBE-AR(3) to be renamed DBE-AR(2)—Budget Presentation—Revised—For Information
Administrative Regulation DBE-AR(4) to be renamed DBG/DBH—Budget Hearing and Adoption Procedures—Revised—First Reading

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Issue: With the guidance of the Oregon School Boards Association (OSBA), district staff have reviewed fiscal management policies and made a number of updates to policies and administrative regulations. These policies and administrative regulations were last updated in 1999.

- DBE—replaced with OSBA language.
- DBE-AR(1)—replaced with OSBA language.
- DBE-AR(2)—renamed as policy DBEA and replaced with OSBA language.
- DBE-AR(3)—renamed as DBE-AR(2).
- DBE-AR(4)—renamed as policy DBG/DBH and replaced with OSBA language.

Options Considered: Not revising and adopting policies and administrative regulations.

Involvement: District office staff.

Consequences: Policies and administrative regulations would remain outdated.

Cost Impact: Unknown.

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

CORVALLIS SCHOOL DISTRICT 509J

Code: DBE
Adopted: 6/1/88
Revised/Readopted: 8/30/99
Original Code: 6210

Budget Preparation

The superintendent has the overall responsibility for budget preparation and will develop such procedures necessary to ensure the proposed budget reflects all areas of district operation.

The superintendent and administrative staff will propose budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and budget committee.

The superintendent will deliver the completed budget message and actual budget document to the budget committee when they are ready for presentation.

~~It is the Board's position that the annual preparation of the district's budget will adhere to the following principles:~~
~~1. To establish standard procedures for the preparation, presentation, administration and appraisal of budgets of municipal corporations;~~
~~2. To provide for outlining of the programs and the fiscal policy which is to accomplish these programs;~~
~~3. To provide for estimation of revenues, expenditures and proposed property tax amount or rate;~~
~~4. To provide specific methods for obtaining public views in the preparation of fiscal policy;~~
~~5. To provide for the control of revenues and expenditures to promote efficiency and economy in expenditure of public funds; and~~
~~6. To enable the public, taxpayers and investors to be apprised of the financial policies and administration of the district.~~

END OF POLICY

Legal References:

ORS 294.305—294.565
ORS 328.542—328.565
OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006).
OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL (2002).
~~ORS 294.305 - 294.565 [Local Budget Law]~~
~~ORS 328.542 - 328.745~~
~~"Budget Manual for Municipal Corporations," Oregon Department of Revenue~~

Corvallis
SCHOOL DISTRICT

X.K. Administrative Regulation DBE-AR(1)—Budget Preparation Procedures—Revised—For Information

CORVALLIS SCHOOL DISTRICT 509J

Code: DBE-AR(1)
Adopted: 6/1/88
Revised/Readopted: 2/10/97, 1/11/99
Original Code: 6210

Budget Preparation Procedures

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, building administrators will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;

2. Building principals will evaluate proposed staff budget requests to ensure compatibility with district goals, curriculum goals and fiscal guidelines;

3. After screening requests, principals will submit their proposed building budgets to the management team for discussion and possible modification before presentation to the budget committee;

4. The superintendent will work with the management team and other supervisory staff to develop proposed budgets for the various administrative units of the district;

5. The superintendent will compile the proposed budget and will present it to the budget committee. The superintendent will see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.

~~Background and Philosophy~~
~~The essence of successful budgeting is the wholehearted involvement of all managers. Managers in this context are the building principals and central office administrators.~~
~~Budgeting involves planning, implementation, monitoring and feedback to enable managers to carry out their individual responsibilities. Budgeting is a cooperative venture between the principals and directors as facility and program managers and the business department as fiscal specialists who enable others to carry out their educational mission. The accuracy and usefulness of the budget document developed through this process is related directly to the readability of the document and the level of commitment and cooperation of all people charged with the responsibility of developing a budget.~~
~~This budget process involves principals, teachers, students, other school employees, parents and patrons at the individual school level. Budget proposals at this level are consolidated into one district budget.~~
~~The factors which influence the budgeting process are these:~~
~~1. The educational program which is the end product of the collaboration of staff, community and administration;~~
~~2. Student enrollment as forecast for the ensuing and subsequent years;~~
~~3. The general state of the economy.~~
~~While theoretically a general fund budget could be developed to support the educational program as conceived, this must be tempered with an assessment of the economy and an educated estimate of resources that will be available.~~
~~If within a period specified in the budget calendar, the principal/director has not submitted a detailed budget, then the director of business services will generate the detailed budget with no reduction in funds assigned to the facility.~~

~~Structure~~

~~The overall budget of the district consists of a group of funds. Most of these are categorical in that they are devoted to recording the receipt and expenditure of specific money such as a bond issue for new construction or federal grants. However, the district's routine operating budget is known as the general fund and usually this is the largest of the various funds included in the budget document.~~

~~Most of the budgeting process is devoted to developing the operating budget for the general fund. It consists of these major components:~~

1. ~~Personnel~~
   a. ~~Licensed personnel;~~
   b. ~~Classified personnel.~~
2. ~~Operating requirements~~
   a. ~~Instructional goods and services needed to carry out the education program;~~
   b. ~~Support required to operate and maintain the plant at its designed capacity.~~
3. ~~Capital items~~
   a. ~~New equipment;~~
   b. ~~Replacement equipment;~~
   c. ~~Remodeling projects;~~
   d. ~~Site improvement projects.~~

~~The official budget document which is adopted by the Board is detailed into computer printouts which are the working document for directors and principals. The former:~~

a. ~~Is district wide;~~
b. ~~Differentiates by grade level and not by facility;~~
c. ~~Contains relatively little detail by object class;~~
d. ~~Does not show complete account numbers;~~
e. ~~Supports broad appropriations adopted by the Board under local budget law:~~
   - ~~1000 Instruction~~
   - ~~2000 Support Services (student services, curriculum development, resource personnel, superintendent's staff, business services)~~
   - ~~3000 Community Services~~
   - ~~4000 Contingency~~

~~The latter is a detailed compilation of account numbers under which all expenditures must be made.~~

~~Budget Procedures~~

1. ~~Budgeting for licensed staffing is done by the superintendent, the director of human resources and principals based on the education program, enrollment projections, student/teacher ratios as set by Board policy and the availability of qualified teachers.~~
2. ~~Classified staff budgeting is oriented more to tasks than to student enrollment. Schools will need some classified staff in supporting roles regardless of the number of students in the building.~~
   a. ~~Administrative support people such as secretaries, instructional assistants and resource aides will be budgeted by the superintendent, director of human resources and principals.~~
   b. ~~Food service people will be budgeted for by the food service manager.~~
   c. ~~Custodians will be budgeted for by the operations manager and principals.~~
   d. ~~Maintenance people will be budgeted for by the director of business services and operations manager.~~
3. ~~Operating requirements~~

   ~~Early in the budget cycle the director of business services will provide appropriate information and data to principals and directors. Included will be the computation for a lump sum allocation.~~
4. ~~Capital outlay~~
   a. ~~Allocations for capital outlay will be made to all buildings based on historical record of expenditures by grade level. This will apply to equipment as opposed to building or ground modifications. Detailed equipment purchase plans will be submitted by each department or building and approved by the director of business services. Any requests for capital in excess of the building's allocation will be reviewed in the same manner as requests to fund new or expanded programs.~~
   b. ~~The following long term schedules will be distributed as information relevant to directors' and principals' capital budgeting:~~
      (1) ~~Painting;~~
      (2) ~~Relighting;~~

~~(3) Roofing;~~
~~(4) Asphalt maintenance;~~
~~(5) Floor covering.~~

~~5. Development steps~~

~~a. Director of business services distributes to administrators:~~
~~(1) Analysis of prior year's budget;~~
~~(2) Enrollment projections for next five years by building;~~
~~(3) Allocations;~~
~~(4) Instructions for budgeting or requesting capital outlay items.~~

~~b. Superintendent, director of human resources and director of business services develop proposed personnel budget based on enrollment forecast and educational plan.~~

~~c. Director of business services acting as budget officer receives input from all administrators relevant to particular budget, reviews for completeness of submission and assembles into tentative budget.~~

~~6. Review~~

~~a. As an essential first step in the process of developing and reviewing a program budget, meetings among administrators, the superintendent's budget advisory committee, the steering committee, the budget review committee and finally the Board will establish and review those programs for which the budget is to be developed.~~

~~b. Upon development and review of the budget it will then be reviewed by the superintendent and submitted to the budget review committee.~~

~~c. The budget review committee will review the budget in public hearings as required by local budget law.~~

~~d. The Board will conduct public hearings on the budget as approved by the budget review committee and will determine a levy to be submitted to the voters.~~

~~e. Prior to the start of the new fiscal year, the Board adopts a budget. If approved prior to successful levy election, the budget may be amended when the levy passes.~~

~~Budget Implementation~~

~~The budget as adopted by the Board becomes the fiscal basis for operating the district. Administrators are provided monthly reports, comparing budgeted and actual expenditures and encumbrances.~~

~~1. Feedback and control~~

~~An essential part of any management system is the feedback by which actual operations are compared with the management plan. In this case expenditures and encumbrances are compared with the budget itself. To this end, the steering committee is constituted as an ongoing body which will review the budget at specified intervals, either quarterly or on a half-year basis to ensure that funds as budgeted are spent for those purposes intended or are not spent at all.~~

Corvallis
SCHOOL DISTRICT

X.L. Administrative Regulation DBE-AR(2) [formerly called Administrative Regulation DBE-AR(3)] —Budget Presentation—Revised—For Information

CORVALLIS SCHOOL DISTRICT 509J

Code: **DBE-AR~~(3)~~(2)**
Adopted: **6/1/88**
Revised/Readopted: **2/10/97, 1/11/99**
Original Code: **6230**

Budget Presentation

<u>Budget Message and Document</u>

At its ~~the~~ organizational meeting, the budget ~~review~~ committee will receive the budget message from the superintendent and the budget document from the budget officer.

The budget document ~~as presented at this meeting,~~ shall serve as the ~~a~~ base from which the budget shall be developed. This meeting is open to the public and members of the audience should be encouraged to express their views.

<u>Hearing and Review</u>

The budget ~~review~~ committee will meet on dates established to systematically review items in the budget document. During this review, opportunity will be provided for comments from district citizens.

<u>Approve Budget Document</u>

After the hearing and review process, the committee will approve the budget document as submitted or revised and forward the approved document to the Board.

Corvallis
SCHOOL DISTRICT

X.M. Board Policy DBEA [formerly called Administrative Regulation DBE-AR(2)] —Budget Review Committee—Revised—First Reading

CORVALLIS SCHOOL DISTRICT 509J

Code: **~~DBE-AR(2)~~ DBEA**
Adopted: **6/1/88**
Revised/Readopted: **2/10/97, 1/11/99**
Original Code: **6220**

Budget ~~Review~~ Committee

By law, the budget committee is charged with making recommendations concerning financial priorities. The budget committee is responsible for reviewing the district's financial program and proposed district budget as presented by the superintendent, and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease in arriving at a levy figure, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The budget committee consists of seven members appointed by the Board plus the elected Board members. To be eligible for appointment, the appointive member must:

1. Live and be registered to vote in the district;

2. Not be an officer, agent, or employee of the district.

No budget committee member may receive any type of compensation from the district.

By October 1, the Board will identify vacant budget committee positions that must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of October. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.

At the first regular Board meeting in November, after review of the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed, the Board will appoint persons to fill the vacant positions.

The appointive committee members will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee.

A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action.

The budget committee shall hold one or more meetings to receive the budget message, receive the budget document, and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

The budget committee may request from the superintendent or business manager any information used in the preparation of or for revising the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee.

After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

~~Membership~~

~~The district budget review committee shall consist of the seven members of the Board and seven qualified electors appointed by the Board as required by law.~~

~~Terms of Office~~

~~Terms of the appointed members shall be three years each, staggered so approximately one-third of the terms end each year.~~

~~Function~~

~~The Board and the administrative staff have the responsibility for preparing an educational plan and an itemized list of estimated costs for accomplishing such a plan.~~

~~The educational plan and itemized list of estimated costs prepared for the following fiscal year shall be submitted to the budget review committee for review and approval of estimated costs. The budget review committee also sets the maximum amount of the tax levy.~~

~~The budget estimate and recommended tax levy as provided by the budget review committee must be acted on by the Board. The Board is the levying body for the district, as established by ORS 294.391.~~

~~Organization~~

~~The first regular meeting of the budget review committee shall be its organizational meeting and shall be held on a date established by the Board. At this meeting, a chairman, vice chairman and secretary shall be elected from the membership of the committee.~~

~~Background Information~~

~~The budget review committee members shall be provided with copies of the budget document and such other pertinent materials as members may request to assist them in estimating budgetary needs.~~

END OF POLICY

Legal References:
ORS 174.130
ORS 192.610—192.710
ORS 294.305—294.565

Corvallis
SCHOOL DISTRICT

X.N. Board Policy DBG/DBH [formerly called Administrative Regulation DBE-AR(4)]—Budget Hearing and Adoption Procedures—Revised—First Reading

CORVALLIS SCHOOL DISTRICT 509J

Code: ~~DBE-AR(4)~~ **DBG/DBH**
Adopted: 6/1/88
Revised/Readopted: 1/11/99
Original Code: 6240

Budget Hearing and Adoption Procedures

After the budget document is approved by the budget committee, a public hearing will be held regarding the recommended budget document. The date, time, and place will be determined by the Board. At the hearing, any person may speak for or against items in the budget document,

After the public hearing is completed and any budget modifications deemed necessary as a result of that hearing are made, the Board will approve the proper resolutions to adopt and appropriate the budget. The Board will further determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor for the ensuing year or for each of the years of the ensuing budget period, and itemize and categorize the ad valorem property tax amount or rate, as provided in ORS 310.060.

The superintendent will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

~~The Board will conduct a public hearing on the budget document as approved by the budget review committee. At the meeting, any person may appear for or against any item in the budget document.~~
~~After the public hearing the Board shall enact the proper resolutions to adopt the budget to determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor for the ensuing year; and itemize and categorize the ad valorem property tax amount or rate.~~

END OF POLICY

Legal Reference(s):
ORS 192.610 - 192.710
ORS 294.305 - 294.565
ORS Chapter 255
ORS 310.060
ORS 328.542
OAR 150-310.060-(A)

Corvallis
SCHOOL DISTRICT

XI. EXECUTIVE SESSION - The Board will meet in Executive session at 5:45 p.m. under ORS 192.660(2)(d) – To consult with persons designated for labor negotiations.

XII. ADJOURNMENT

*All times are approximate.

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

Corvallis
SCHOOL DISTRICT

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

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

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

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

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

Grievance Process - ORS 192.705
Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

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

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