



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
Thursday, November 16, 2017 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/UC9Jtpte5dmilZI9kySBJbVQ?>
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

Thursday, November 16, 2017
6:30 PM

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

Meeting Details: Thursday, November 16, 2017, 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/UC9Jtpte5dmilZI9kySBjVQ?> A recording of the meeting will also be posted to that channel.

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. REPORTS FROM BOARD LIAISONS TO DISTRICT WORK GROUPS/COMMITTEES
- IV. BOARD-SCHOOL LIAISON REPORTS
- V. REPORTS FROM STUDENT REPRESENTATIVES
- VI. SUPERINTENDENT'S REPORT



Corvallis
SCHOOL DISTRICT

Superintendent's Update

Shared with the Corvallis School Board during the November 16, 2017 meeting.

Planning for Winter Weather

While we can't predict snow or flooding, we do a number of things to plan for possible weather closure days. When considering a school delay or cancellation due to weather, safety is always the first consideration. We will soon be reminding staff and families how we determine to delay or cancel school during winter weather events and we encourage parents to have a back-up plan for childcare in the event of school cancellation due to weather.

Depending on developing weather systems, early morning road conditions, and in consultation with area agencies, I make every effort to make a decision to delay or cancel school in the early evening or by 5:30 am. Once that decision is made, we notify staff and families through our phone notification process.

This year's school calendar has two possible weather make up days built into first semester (December 22 and January 25), two more days before spring break (February 19 and March 16), and five days at the end of the school year calendar. We are crossing our fingers for mild weather this winter.

Danielle Black Recognized as Oregon Agriculture in the Classroom- Teacher of the Year

I am happy to share that Danielle Black, a teacher at Mountain View Elementary was recognized as the 2017 Teacher of the Year by Oregon Agriculture in the Classroom. Mrs. Black was chosen for her work in helping her students integrate and understand how their food, forestry products and fiber are produced. This award is an incorporation of agriculture across curricula. Mrs. Black's work will be featured on Oregon Agriculture in the Classroom's website, and in a blog, allowing her work inspire other teachers.

Board Training

I would like to thank board members for the two full days of board development they participated in last month as part of a year-long pilot program sponsored by Chalkboard Project. It was beneficial to work with the Medford School District board, and to learn from governance trainers and an equity coach.

The aim of the pilot project is to help school boards leverage their impact on student success, implement equitable practices and policies to better impact the success of students of color, and to increase the diversity of school board members.

Oregon is one of 24 states that does not require any training for school board members. Corvallis and Medford were fortunate to be selected to participate in the pilot.

Government Finance Officers Association Conference

I had the opportunity to join Finance Director Olivia Meyers Buch in an initial training conference to learn more about aligning our board goals and actions with our budget. The Smarter School Budgeting framework and GFOA's best practices in school budgeting guidelines are centered on the concept of academic and finance collaboration to best align resources for desired student outcomes.

The framework represents the culmination of a multi-year effort lead by GFOA, with input from numerous school district officials and other experts in education finance, to develop guidelines for better budgeting, tailored specifically for school district. I am looking to forward implementing elements of this budgeting philosophy this winter.

Facilities Planning Update

The board will hear a presentation from Facilities and Transportation Director Kim Patten tonight with an update. This has been a long planning process and I appreciate all of our committee members and staff who have spent many hours to get us closer to a final draft, which is planned to be completed at the committee's November 28 meeting. I look forward to presenting the final draft to the board on December 7 and I'd like to thank board members for agreeing to an additional work session on December 18. That meeting is designed for the sole purpose of allowing time for more in depth discussion of the draft plan.

Look for the Good Initiative

All CSD elementary schools are participating in a two-week "gratitude campaign" that began this month. This effort was inspired by the Look for the Good Project first brought to the attention of the district by John Friedlander during the public comment period of the January 17, 2017, school board meeting.

The idea behind this program is that positive thoughts and actions helps kids respond to conflict with creativity and compassion and can decrease bullying and nurture a more inclusive school community. During November, orange "Gratitude Spots" on hallway floors will be displayed to remind students and staff to think about what makes them feel thankful. Each morning, students will be asked to write a gratitude to be added to a "Gratitude Wall" to be displayed in the school. In addition, students will be encouraged to exchange orange "kindness cards" which say "You Matter" to fellow students. Students will also be involved in writing letters of gratitude to someone who matters to them.

Foundation Receives Kindergarten Readiness and Family Engagement Grant

The Corvallis Public Schools Foundation is one of 49 awardees to receive an Equitable Education grant from the Meyer Memorial Trust, and will receive \$144,000 over the next three years to increase kindergarten readiness through summer programming and family engagement in our district.

The project will entail close collaboration between the Foundation, the Teaching and Learning Department, kindergarten teams across the district, and parent/teacher organizations. Among other things, funds will enable the district to offer Kindergarten Academy programming for kindergartners each August as well as twice-a-year parent/teacher home visits. Funds will also support strategies for increasing diversity, equity, and inclusion of parent/teacher organizations.



Corvallis

SCHOOL DISTRICT

VII. PUBLIC/STAFF COMMENT

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



Providing Input to the School Board

(Revised 08-31-17)

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 Board. The public may offer comments during meetings or correspond in writing via email or U.S. mail, as outlined below.

I. Written Correspondence

Letters, emails and other written materials submitted to the Board are considered public record. They may be submitted via U.S. mail to: Corvallis School Board, Attn: Julie Catala, P.O. Box 3509J, Corvallis, OR 97339. Emails may be sent to: schoolboard@corvallis.k12.or.us, and will reach all Board members as a group. Others who will receive emails sent to this address: Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, and Executive Assistant to the Superintendent and Board of Directors (also known as the Board Secretary).

II. Public Comment at Meetings

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 during Business and some Special Meetings of the School Board. Spanish language interpreter services will be available at Business Meetings.

To request the opportunity to offer public comment

- A. Complete a “Comment Request” card, which can be found on a table at or outside the entrance to the meeting room, and give it to the Board Secretary at the head table **before** the meeting begins.
- B. Complete all requested information. 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 offer comments at the meeting.
- C. Although it is not required, you may wish to prepare a written statement from which to read during the meeting; if so, you may choose to leave your written comments with the Board Secretary to file with the official minutes of the meeting.
- D. Although they are not required, you are welcome to provide handouts to the Board; if so, please bring 13 copies and give them to the Board Secretary to distribute.
- E. The Board Secretary will sort cards, by topic, when they are completely filled out and were submitted before the meeting started. If there were several cards in one set/topic, the Board Secretary will draw one card from each set, in turn.
- F. If more comment requests were submitted than could be accommodated during the allotted time on the Board’s agenda, you might not be called upon to provide your comments. In that case, you may submit your comments in written form; see below for information.

- G. When you testify, your name, address and comments are matters of public record; however, students and staff do not need to provide their addresses.

Rules for Public Comment

- A. When you're called on to comment, proceed to the podium/table in front of the Board, 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. Only one person at a time is allowed to be at the podium/table, with exceptions at the discretion of the Board Chair.
- B. Direct your comments to the Board. The Board Chair will refer questions or requests for action to an appropriate person who will provide a response at a later date.
- C. Keep your comments within the specified time allotted, usually three minutes. The Board Secretary will signal you with one chime when you have 30 seconds remaining and with two chimes when your time is up.
- D. If others have spoken before you about the same issue, please state that fact and either decline to comment or limit your comments to points not already stated.
- E. If a group wishes to speak, designate one spokesperson for the group; that person will stand at the podium/table. In order to maintain the meeting schedule, repetitious comments are discouraged.
- F. 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-Public Complaints" and administrative regulation "KL-AR-Public Complaints," copies of which are available during meetings at which public comment is accepted or online at <http://policy.osba.org/corvall/KL/index.asp>.
- G. Complaints regarding budget, programs, or other District issues also should be handled by following the steps outlined in policy KL. Challenges of instructional resources or materials used by the District are subject to the rules and regulations of policy "II/IIA-Instructional Resources/Instructional Materials" at <http://policy.osba.org/corvall/I/index.asp>.
- H. 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.

III. Telephone Communication

Vincent Adams	541-738-4324; 541-240-4055	Ed Junkins	801-706-1892
Sami Al-AbdRabbuh	541-283-6611	Terese Jones	541-230-1673
Judy Ball	541-758-1671; 240-997-1222	Sarah Finger McDonald	541-908-3756
Jay Conroy	541-912-4380		

Dear School Board Members,

I support your October 12 decision to table discussion of the proposed Sustainability Specialist position. I don't believe you were provided sufficient information to make an informed decision.

However, I think it is important for you to take the proposal up again soon with an eye towards approving it. Having read the draft minutes of the meeting, I would like to comment as a member of the Sustainability Task Force and its Planning Group.

After his appointment as interim superintendent, Ryan Noss met with community members during a self-initiated "100 Conversations in 100 Days" effort. He reported to the previous board that the most frequently mentioned topic/concern was "sustainability". With the board's approval, he stood up a Sustainability Task Force that began meeting in February 2017. Among the 25 members were a Benton County Commissioner, the Benton County Sustainability Coordinator, Facilitator of the Corvallis Sustainability Coalition, OSU Sustainability Officer, Director of Edible Corvallis Initiative, CSD principal, CSD teachers, CSD staff, CSD student, Director of Corvallis Waldorf School, CSD PTA president, and 4-H Youth Development Faculty.

After several meetings, by the end of May the Task Force was making little progress. The group's general impression was the district's commitment to sustainability and the stated goals and objectives in the task force charter (attached) was not evident, and to continue meeting in a task force format would not be productive.

To address this, the Planning Group met during June and unanimously recommended the addition of a Sustainability Coordinator. The administration fleshed out the proposal over the next months, but the concept and basic rationale came from the Planning Group and was heartily endorsed by Task Force members.

On September 11 the Assistant Superintendent (Task Force Staff Leader) - notified the task force by e-mail that:

- The school board will be reviewing their goals at the September 28 board meeting and sustainability is one of the strategies included in the goal document.
- The superintendent is supportive of utilizing the Green Ribbon Schools (GRS) framework for our district.
- A position description has been drafted for a Sustainability Specialist which includes responsibility for GRS sustainability activities throughout the school district.
- School-based Sustainability Leaders will be in place at all schools to continue school level sustainability actions this year. This group eventually will be coordinated by the district Sustainability Specialist.

- The task force will complete its work this fall and the sustainability five-year plan/goal setting will be conducted as an internal/staff process.

Even though it remains listed as a [Board and Superintendent Committee](#), it appears the community-wide task force has for all intents ended.

The October 12 Board meeting minutes show concern about a lack of alignment with board goals.

The draft [Board Goals \(2017-2022\)](#), under Goal #3 - Real-World Learning - include Strategy - #3 "Move the district to be a leader in sustainability practices (environmental, social, economic)." The [Strategic Plan 2017-2019 Final Draft](#) lists several activities supporting Strategy #3. These include hiring a Sustainability Specialist. During board discussion on September 28 I did not hear any concerns expressed about the goal or strategies.

There are also existing board policies and positions that support giving sustainability a more prominent position in the board goals.

- [School Board Policy AD \(District Mission, Beliefs and Goals\)](#) lists "Sustainability" as one of "the community identified 17 recommendations that will guide district goals for the coming years."
- [School Board Policy EDDA - Sustainability](#) states, "The district recognizes sustainability as a guiding principle and believes that our education system should lead the way in developing an ethic of sustainability in all of its practices."
- [School Board Policy AE - Outcome and Performance Standards](#) says Corvallis School District graduates will be: Knowledgeable, Capable Thinkers, Effective Communicators, Responsible Citizens, Self-Directed Learners, Collaborative Workers and Quality Producers
- On 11/7/2016 the [School Board adopted the Core Values for Educational Design](#) (p. 14 of The Road Ahead: Laying the Groundwork for the Future of Schools in Corvallis). One of these is Real World, Experiential Learning is Meaningful and Applied.
- One of the eight 2017-18 Budget Parameters is "Environmental sustainability concepts and practices will be included as part of planning and budgeting".

It was suggested the responsibilities of a Sustainability Coordinator could be imbedded in various positions across the district. I've repeatedly heard how CSD school personnel are working to their limits, with large class sizes and multiple responsibilities. I don't believe the proposed responsibilities can be distributed to the existing workforce and the desired outcomes achieved. I hope this view will not be applied to other existing coordinator positions in the district (i.e. Equity, Teaching & Learning,

Communications, Special Education, Student Services, K-8 Curriculum) as I believe all add significant value to the district.

The minutes indicate concern about “The possibility that the community would request the addition of other specialists for areas such as equity or career and technical education.” I believe increased community involvement in program decisions is a positive thing. It appears consistent with the language in the proposed revision to [policy BA](#) - formerly Board Role. As pointed out in the previous paragraph, the district already has many people in coordinator roles, including the recently created District Media Services Specialist.

I hope this additional information is helpful in determining a way forward and the board can see its way clear to approving the Superintendent’s recommendation. I believe it is in the best interest of the students who will have to live in the world long after us. Judging from the recent [communique from the Union of Concerned Scientists](#) (led by OSU ecologist William Ripple), students are going to need as much help as they can get, and a thorough appreciation for and knowledge of sustainability can play a major role. [This link is to a Washington Post story](#) on communique and the warning by 15,000+ scientists from 184 countries.

Regards,

Scott Newsham

Enclosed: Sustainability Task Force Charter

Sponsor	Staff Leaders	Facilitator	Kick Off Date	Sunset Date
Ryan Noss, <i>Superintendent</i>	Kevin Bogatin, <i>Assistant Superintendent</i>	Jeanne Holmes, <i>Retired CSD Administrator</i>	February, 2017	May, 2018

Charge	The Sustainability Task Force will create and submit to the Superintendent by Spring, 2018, a five-year sustainability plan for the Corvallis School District with specific recommendations for action and measurable goals. The task force also will review and make recommendations for the district's facilities bond draft in light of the five-year sustainability plan.
Goals & Objectives	The five-year plan will: <ul style="list-style-type: none"> • Set up systems to support and expand on-going sustainability practices. • Change the culture of the district so that sustainability is incorporated into all aspects of district's work and sustainability values guide future decisions. • Engage with programs that provide recognition and support for sustainability work in school districts (e.g. US Department of Education Green Ribbon Schools, Oregon Green Schools).
Success Indicators	Specific success indicators will be determined by the task force as part of the plan.

Scope	<ul style="list-style-type: none"> • Operations/Procurement (transportation, energy, waste, buildings) • Food • Facilities • Sustainability Literacy (e.g. professional development, place-based learning). • Other areas as deemed appropriate.
--------------	---

Problem Statement	<p>How can the district fully engage in building a sustainable future?</p> <p>Definition of sustainability: TBD</p>
Meeting Frequency	<p>The task force will meet five times between February 2017 and June 2017 to begin developing the sustainability plan. The committee will meet during the 2017-18 school year as needed to complete its work.</p>
Procedures & Process	<p>The task force will work toward consensus, with a majority vote when consensus is not reached. Minority opinion will be included in the plan narrative, if needed.</p>
Plan Adoption	<p>The task force will submit the sustainability plan to the Superintendent.</p>

^{ee} Proposed Committee Members	<p>The task force will include community members, parents, students, building and district administrators, teachers, and other staff with interest and/or expertise in sustainability and/or district operations.</p>
Planning Committee	<ul style="list-style-type: none"> • Kevin Bogatin, Assistant Superintendent • Aaron Lesan, Parent • Brik Haxhiraj, Assistant Coordinator for Special Education • Vince Adams, School Board Member • Jeanne Holmes, Facilitator and Retired CSD administrator • Others to be determined
Planning Committee Schedule	<p>The planning committee will meet monthly as needed.</p>
Sunset Clause	<p>The task force will sunset upon submission of the sustainability plan to the Superintendent.</p>

Peter Banwarth's Comments to School Board (11/16/17)

Dear Corvallis School Board,

My name is Peter Banwarth. I am a community member, a parent of a future Hoover student, and a former Hoover student.

I am writing to you today to provide my input regarding recent discussions about relocating Hoover Elementary School to a new site.

When you consider arguments from wealthy, privileged families in favor of relocating Hoover, please be aware of this important fact: Everyone prefers the solution that has the largest marginal benefit to them, not the greatest overall benefit for everyone.

Building a fancy new school, on lots of ground, with easy traffic flow probably creates the largest marginal benefit to wealthy families, with few if any drawbacks. But while those same benefits may exist for lower-income families, there are a number of detrimental effects that are not visible to wealthy families and are therefore ignored.

Moving Hoover would be a big step backward in improving equity for its students and our community. Hoover's current location is the only place in its catchment area that is close to lower income families (apartments and duplexes along Walnut and older single family homes off of Aspen). Moving Hoover would separate these families from their community school (and playground).

Wealthy, privileged families can choose to drive their kids to school. Moving the school would not change this option for them. They could also choose to invest the time and/or resources to continue to walk or bike to school if it were moved. But this may not be an option for the low income families who live near Hoover now. Corvallis recognizes the importance of supporting an active lifestyle, but moving Hoover would cause the most harm to low income families.

Making necessary repairs and updates to the current school will provide the biggest overall benefit to all families. Leaking roofs, aging modular structures, and lack of secure hallways harm everyone. Adjusting the layout to improve traffic flow (while promoting walking, biking, and bus use) will benefit the people who live nearby and all the children at the school. And if major reconstruction is needed, that would be reasonable.

I am not just a community member who does not want to pay for a new school. I support paying to improve Hoover School for everyone who uses it, but not just for the most privileged.

I am not just concerned about losing the ability to walk to school with my son, who will attend Hoover in a couple of years. My son would still be able to bike or walk to school, and a relocated Hoover would not harm him directly. But it would harm him by making his community less equal.

I don't just want things to stay how they were when I was a kid. I recognize that Hoover has aged in the 25 years since I attended, faster than expected. I had classes in the modular units, and while my parents never worried about safety, I know that in this modern world, safety has become a greater concern. I know that more children and more families live farther from Hoover and therefore are more likely to drive to school. Hoover does need to be repaired and we do need to rethink how it fits in its community.

There are solutions for Hoover School that don't require a widening of the gap between wealthy, privileged families and the lower-income families who benefit from Hoover's current location. We all are impacted by the community we live in, so it is vitally important that we move always toward greater equality of access and opportunity, and never away from it.

Thank you.

Sincerely,

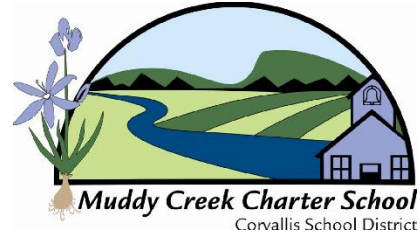
Peter Banwarth



Corvallis
SCHOOL DISTRICT

VIII. SPECIAL REPORTS

VIII.A. Annual Update Regarding Muddy Creek Charter School



Muddy Creek Charter School

Annual Report 2016 - 2017

November 16, 2017

The Muddy Creek Charter School Vision and Mission

Vision:

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

Mission:

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

Today's presenters:

Bryan Traylor, Executive Director

Barbara Holt, Head Teacher

Annelise Benson, 5th grade student

A. Introduction**Brief historical perspective**

Muddy Creek Charter School opened its doors in September of 2008, so we're in our 10th year of operation. As stated in the charter agreement, the mission of the school was to provide an excellent and innovative public educational program for children in grades K-5 in the Corvallis School District. It is aimed at, but not restricted to, children who reside in and around the Muddy Creek and Beaver Creek Watershed. During the 2016-17 school year, 13 students were from these areas. The remaining students come from the Corvallis School District (78), Philomath School District (15), Monroe School District (2), or Albany School District (1).

Our place-based curriculum is founded in its rural agricultural setting and commitment to community service. Learning takes place through a combination of direct (traditional) and multidisciplinary, project-based instruction that also integrates art. MCCS is supported in its efforts by forging and maintaining partnerships with local landowners and agencies such as the Fresh Water Trust, Raindance Ranch, Buchanan Family Farms, Benton County Soil and Water District, OSU researchers, and the community at large. Our goal is that the students of MCCS not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as measured by a portfolio of the student's best work, and prove themselves well prepared to transition into other schools in the Corvallis School District for their continued education.

B. Physical Description

The school has five classrooms - a full-day kindergarten, a first/second grades classroom, a second/third grades classroom, third/fourth grades classroom and a fourth/fifth grades classroom. The blended approach helps to create a strong community within the classrooms and school. This configuration also provides two placement options for students in second through fourth grades. All grades receive PE instruction three days a week, music instruction two days a week, and art instruction once a week. Special Education and Behavior Support provide additional instructional offerings for some students. Each classroom has an assistant. The administration consists of an Executive Director, a Head Teacher, and an Administrative Assistant. There is a Business Manager handling financial matters and technology issues. The District provided a 0.2 FTE learning resource center teacher, a speech and language specialist and assistant time to meet the needs of students with disabilities. The Executive Director, Business Manager, and Head Teacher work half-time. Physical plant improvements this year focused on reconstruction of the wellhead and the storage and pumphouse. We now have a well designed and reliable water system that will serve the school for years to come.

C. Academic Description

Literacy

Our philosophy is to integrate phonics, vocabulary development, comprehension, skill development and whole language with science and social studies content to promote a love of reading and opportunity to read chapter books. Our ultimate goal is to connect the students' literacy development with their study of the natural world. Instruction is based on Oregon's Common Core State Standards.

Literacy includes four areas: Reading, Writing, Speaking, Listening

All classrooms have:

- A collection of leveled books, both fiction and nonfiction
- Daily writing, following required state standards skills to be developed
- Regular practice to develop language, vocabulary and interpersonal skills by providing opportunities for students to speak publicly in the classroom, and at our weekly all-school assembly.
- Grades 1-5 participate in the annual 4-H Wildlife Summit, presenting their project to judges. Projects consist of writing, research, art and presentation.

Literacy Instruction includes, but is not limited to:

- Total ninety minutes per day of literacy, which includes spelling, phonics, vocabulary development, writing and reading...description following of reading Thirty minutes of reading instruction at their ability level (guided reading)
- Specifically chosen "Read-alouds" are shared with class daily.
- Up to 30 minutes per day is designated for students to read independently; Independent reading practices include "Read to Self", "Read to Someone" and/or DEAR (Drop Everything and Read)
- A read-at-home program is encouraged that emphasizes 15-30 minutes of reading at home per day
- STAR testing is given three times a year to document progress and to help plan instruction.
- DRA individual student assessments are given in the fall and as a progress check for reading fluency and comprehension.

Classroom teachers create a year-long teaching plan that includes Literacy skills, strategies and topics to be taught, using Common Core Standards.

Math

Our math program is comprised of *Bridges* for Grades K- 4 and *Everyday Math* for Grades 5. *Bridges in Mathematics: Second Edition*, is a comprehensive K-5 mathematics curriculum that helps teachers to fully implement the Common Core State Standards for Mathematics in a rigorous, coherent, and engaging way. The curriculum focuses on developing students' deep understanding of mathematical concepts, proficiency with key skills and the ability to solve complex problems. They learn fluency of facts and how to use them in all problems. It is hands on, and develops a community of mathematicians. Fifth grade uses *Everyday Math*, which is a progression of skills with group lessons and individual advancement. Students take pre and post tests and continue at their own pace along with group instruction. The two programs work well together and students leave Muddy Creek with a strong mathematical sense.

Science (includes place-based projects)

Project learning follows a two-year cycle of Science and Social Studies topics. Students engage with a topic, then question and investigate (conduct field work), and share what they have learned. Whenever possible, projects are investigated through the lens of the place where children live or where our school is located. **The projects also give children an opportunity to apply literacy and math skills in an integrated context.** Project times vary in length and type. Some projects last for a few weeks and others last up to three or four months. Certain projects are worked on intermittently and others, such as seasonal comparisons, will last the entire year. Examples of project themes include:

- Farm animals
- Birds/migration
- Habitat Restoration
- Water and weather
- Astronomy
- Wetlands
- U.S. History
- Economics
- Food chains
- Engineering

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

4-H Wildlife Stewards Summit Presentations (first through fifth grade)

Our first through fifth graders participated in the 4H Wildlife Summit annually, which was hosted last year by Muddy Creek. We hosts the summit about every 3 years. Our students produced and presented posters of their investigations.

Science and History Place-based Projects

Restoring plant life in the Rock Creek watershed
Restore Project – study of wetlands impact upon plants and soils

Character Education - The Pyramid of Success

success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best that you are capable of becoming

John R. Wooden, Head Basketball Coach, Emeritus, UCLA



Began in 2015-16 school year. We are continuing to develop this model this year with our Behavior Coach and PE teacher. We plan to focus on these skills each week at our All School meeting, building a strong foundation and supporting their character development from there.

D. Parent Survey Results

Note: We re-designed our survey this year so the results are presented separately from prior year survey results.

Each year MCCS surveys parents to provide information that may be used to guide school improvement efforts. Scoring is on a 5 point scale with 5 being the highest ranking.

2016-17 Survey Results:

Part 1: Parents were asked to score their satisfaction with the following aspects of the school:

Our school's commitment to our Mission and Vision	4.6
Outdoor/project based education	4.5
Student Behavior Management Systems	4.3

Part 2: Parents were asked to rate their children's progress in the following areas:

Reading	4.3
Math	4.4
Science	4.7
Writing	3.8
Music	4.3
Art	4.6
PE	4.5

Part 3: How important are the following at M CCS:

Small class sizes	4.6
Project based education	4.4
State test scores	2.6
Multi-age classrooms	3.2
Character education	4.2
Field trips	4.1
Opportunities for Parental Involvement	3.8

Observations: In the view of our parents M CCS's writing program continues to be a weak area in our curriculum and instruction. Also, consistent with prior years, State testing is not a priority for our parent community. There is also mixed views about our multi-age classroom arrangement.

Prior Year's Survey Data:

Part 1: Where do you rate your satisfaction with the school?

Average score:	<u>14/15</u>	<u>15/16</u>
Overall satisfaction	4.5	4.6

School climate	4.5	4.3
Academic Program	4.4	NA
Communication	4.4	4.0
Outdoor Education	4.2	NA
Your child's relationships		
with peers	3.9	4.2
with adults	4.6	4.6
Student behavior	4.3	4.2

Part 2: Please think about each of the following activities, then share your view of our performance.

Reading	4.1	4.3
Math	4.3	4.2
Science	4.3	4.4
Writing	3.8	3.6
Music	3.9	3.6
Average score:	<u>2014</u>	<u>2015</u>
Art	4.5	4.4
PE	4.4	4.4

Are students academically challenged?

4.0	4.0
-----	-----

Are the needs of students struggling academically being met?

4.2	3.7
-----	-----

Part 3: RATE MOST IMPORTANT ←-----to-----→ LEAST IMPORTANT (on a 5 pt scale)

Listed from high to low for 2015

2014

2015

Small class size	4.7	4.8
Science	4.6	4.7
Child loves learning	4.8	4.7
Reading	4.6	4.6
Outdoor Education	4.6	4.6
Math	4.7	4.5
Art	4.4	4.4
Music	4.2	4.0
Small country school	3.9	3.8
Character Education	4.8	3.6
Field Trips	NA	3.6
Multi-age classes	3.3	3.3
State Test Scores	2.4	2.4
LIFESKILLS	4.4	NA

Observations: Parents have identified the need for improved communication from the administration. The greatest areas of concern in academics is writing and music. Muddy Creek parents place their lowest priority on standardized test scores.

E. State Test Results

Muddy Creek demographics:

Diversity: White - 85%, Latino/Hispanic - 11%, AI/AN - 1%, Multi-Racial - 3%

Average Attendance: 93.7%

Regular Attenders: 81.5% in 2016-17. Up from 76.5% last year (attend school more than 90% of the days)

Mobility: 3.6%

Students with Disabilities: 10%

SES data: Since we don't have a breakfast and lunch program we don't have accurate data on how many students qualify for the Federal Free and Reduced Meals program. However, Marv Newcombe informed us June that we had 30% of our students who qualified for state assistance.

Immunization Rate: 75%

Avg. class size: 22 (compared to 24 for the state)

Teacher Experience: Range of experience in years = 5 to 29 years. Average years of experience = 13 years

Range of years at MCCC = 1 - 7 years. Average years at MCCC = 3 years

Scores Summary:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015*</u>	<u>2016</u>	<u>2017</u>
English Lang Arts:	NA	86.7%	75%	84.6%	87.5%	60%	59.3%
Mathematics:	63.3%	76.7%	70%	87.2%	66.7%	62%	61%
Science:	90%	90%	69.2%	>95%	92.3%	89.9%	>95%

**2015 was the first year with the Smarter Balanced Assessment in ELA and Math*

The trend for Muddy Creek School’s students continues to show a performance at or above that of the students in 509j and across the state. Science is the exception to this trend with our scores typically at or near the top when compared to 509j schools.

We utilize this data as one of many factors in evaluating our students progress and success. STAR data, DRA data, behavioral data, attendance data, work portfolios and projects are all used to give us a complete picture of each student. In addition, we strive to also consider the skills and characteristics that are difficult to measure such as happiness, kindness, cooperation, friendship, problem solving, grit (see Pyramid of Success).

“Not everything that can be counted counts, and not everything that counts can be counted.” ~ Albert Einstein, (attributed)

Scores Summary:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015*</u>	<u>2016</u>	<u>2017</u>
English Lang Arts:	NA	86.7%	75%	84.6%	87.5%	60%	59.3%
Mathematics:	63.3%	76.7%	70%	87.2%	66.7%	62%	61%
Science:	90%	90%	69.2%	>95%	92.3%	89.9%	>95%

**2015 was the first year with the Smarter Balanced Assessment in ELA and Math*

The trend for Muddy Creek School's students continues to show a performance at or above that of the students in 509j and across the state. Science is the exception to this trend with our scores typically at or near the top when compared to 509j schools.

We utilize this data as one of many factors in evaluating our students progress and success. STAR data, DRA data, behavioral data, attendance data, work portfolios and projects are all used to give us a complete picture of each student. In addition, we strive to also consider the skills and characteristics that are difficult to measure such as happiness, kindness, cooperation, friendship, problem solving, grit (see Pyramid of Success).

Spring 2017 STAR Data

Math

Grade	# of students	Average Percentile	% met SGP
1 st	16	74 th	12%
2 nd	18	61 st	56%
3 rd	20	66 th	50%
4 th	22	72 nd	73%
5 th	16	73 rd	88%

Reading

Grade	# of students	Average Percentile
1 st	11	52 nd
2 nd	16	55 th
3 rd	18	65 th
4 th	21	62 nd
5 th	17	61 st *

*February data

"Not everything that can be counted counts, and not everything that counts can be counted." ~ Albert Einstein, (attributed)

Contact Us:

Muddy Creek Charter School
30252 Bellfountain Road
Corvallis, OR 97333

541-752-0377

Email us at:

office@muddycreekcharterschool.org

Visit us on the Web:

www.muddycreekcharterschool.org

Muddy Creek's Mission:

- ✓ Provide an outstanding K-5 public educational program.
- ✓ In multi-age classrooms, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting; and commitment to community service.
- ✓ Diverse learning styles are fostered.
- ✓ Forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large.
- ✓ Our success will be our children.
- ✓ The students of MCCS have a deeper understanding of their place in the world.
- ✓ Our students will be well prepared to transition into other schools for their continued education.

[Recipient Name]
[Address]
[City, ST ZIP Code]

Muddy Creek Charter School

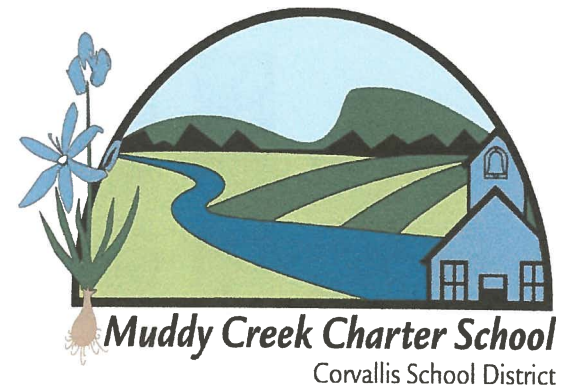
30252 Bellfountain Road
Corvallis, OR 97333

Muddy Creek Charter School

2017 – 18 Pledge Drive

Help us fill the funding gap!

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

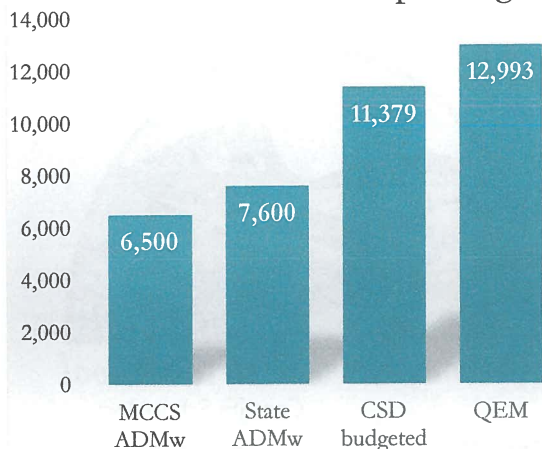


How is Muddy Creek Charter School funded?

Muddy Creek was founded in 2008 and is sponsored by the Corvallis School District.

- ✓ A sponsoring District can fund a Charter School at between 80% and 100% of their State per pupil rate (ADMw). The Corvallis School District supports Muddy Creek at 80% for in-District students and 85% for out-of-District students. Muddy Creek's operating budget is derived entirely from these funds.
- ✓ The Corvallis School District provides consultation and all special education services.
- ✓ For the 2016-17 school year Muddy Creek's ADMw rate was approximately \$6,500 per student.
- ✓ Corvallis School District budgeted \$11,739 per student, according to their 2016-17 State Report Card. CSD revenue sources include State ADMw funds, voter approved levy funds, and Federal funds.
- ✓ The state's Quality Education Model calls for a funding level of \$12,993 per student.

2016-17 Per Student Spending



Muddy Creek School students, staff and parents on top of Mary's Peak

How will your donation help?

In the 2016-17 school year we received \$3,300 in donations. Those funds were used, along with funds from the PTO, to install a long-promised slide on our playground.

Donations received this year will be used to:

- ✓ Enhance our music program
- ✓ Expand literacy resources for students
- ✓ Fund maintenance projects to ensure Muddy Creek's facility for many years to come.



Students helping finish the slide installation.

"Muddy Creek School does a beautiful job of providing a sense of community and recognizing and supporting the individuality of every child. MCCS provides a solid education in a developmentally appropriate environment. I appreciate the value on the outdoors and the value of nature. Thank you!"

How is MCCS different?

- ✓ We provide Music, PE and Art education.
- ✓ We have small class sizes with assistants.
- ✓ Our 5th graders scored at the top of Corvallis schools on the state Science Assessment 6 out of the past 7 years.
- ✓ Muddy Creek students participate in the 4-H Wildlife Stewards Summit each year.
- ✓ Muddy Creek Charter School has a habitat restoration area on-site and each classroom has a garden bed.
- ✓ Visitors and field trip hosts notice our students are highly engaged and ask excellent questions that reflect a deep level of thought and understanding.
- ✓ Our focus on community creates a positive and respectful culture.

Donations can be made to:

Muddy Creek Charter School

You can give a one-time gift or donate on a monthly or quarterly basis. We will provide you with a donation letter for your tax records.

Help us fill the funding gap!

Your name: _____

Address: _____

Phone: _____

Gift amount:

___ \$25 ___ \$50 ___ \$100

___ \$250 ___ \$500 other: \$ _____

___ - Please keep my donation private.

___ - Feel free to acknowledge me in your publications.



Corvallis

SCHOOL DISTRICT

VIII.B. Update on Long Range Facilities Planning



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kim Patten, Director of Facilities & Transportation
Meeting Date: November 16, 2017

Long Range Facilities Planning Update

NO ACTION REQUIRED

On November 6, 2017 we had a Community Information Night presented in Spanish. Seven Garfield parents attended the meeting and provided feedback in Spanish. Our facilities committee will receive their feedback at their next meeting.

The Facilities Planning Committee will be gathering for Workshop #7: "Incorporating Community Feedback" on Wednesday, November 8, 2017, 6:00-9:00 p.m. at Western View Center, 1435 SW 35th Street, Corvallis, OR 97333. An update from that meeting will be presented at the board meeting on November 16, 2017.

Upcoming events include:

- Facilities Planning Sustainability Workshop
November 20, 2017, 3:00-6:00 p.m. at Western View Center, 1435 SW 35th Street, Corvallis, OR 97333.
- Facilities Planning Committee Workshop #8: "Finalizing the Plan"
November 28, 2017, 6:00-9:00 p.m. at Western View Center, 1435 SW 35th Street, Corvallis, OR 97333.

All information regarding Long Range Facilities Planning can be found on our website at: <https://tinyurl.com/csd-2017facilities>

Updated Information (Added to this report on 11/13/17.)

The Facilities Planning Committee met on November 8, 2017, for Workshop #7: "Incorporating Community Feedback." The workshop included a brief overview of results of community polling completed in September, highlights of feedback received at community information nights in October, and updated project costs. The draft plan was reviewed by a third party estimator and total costs for the draft plan were revised from \$177.5 million to \$185.3 million. Additionally, based on community feedback, several options for additional projects at Franklin K-8, Hoover Elementary, and Mt. View Elementary were presented to the committee.

Since polling results indicate support for a facilities bond levy rate of \$2.00/\$1,000 assessed value, the committee was asked to assume that levy rate as a starting point. Superintendent Noss provided current financing projections at that rate over 20 years with a step down of \$0.25 or \$0.50 after 15 years, resulting in a total bond revenue of \$197 million and \$191.7 million, respectively. A step down is commonly used on school facility bonds to allow flexibility at the end of the life of the bond. Committee members were interested in exploring a levy rate structure that would last the full 20 years with no step down, which would result in total bond revenue of \$204.6 million. The full meeting presentation is available [here](#).

The committee had an opportunity to review the new school concept plans and provide feedback. The most strongly supported changes included the replacement of Hoover Elementary with a new school and additional site improvements at Mt. View Elementary. Additionally, there were many comments about addressing potential growth in the district. A number of committee members would like to have a better understanding of the cost/return on investment in aging elementary schools such as Jefferson, Adams, and Wilson compared to building new schools. These topics will be addressed at the November 28, 2017, Facilities Planning Committee meeting.

Workshop #8: “Finalizing the Plan” will take place November 28, 2017, 6:00-9:00 p.m. at Western View Center, 1435 SW 35th Street, Corvallis, OR 97333.



Facilities Planning Committee

Workshop #7

November 8, 2017

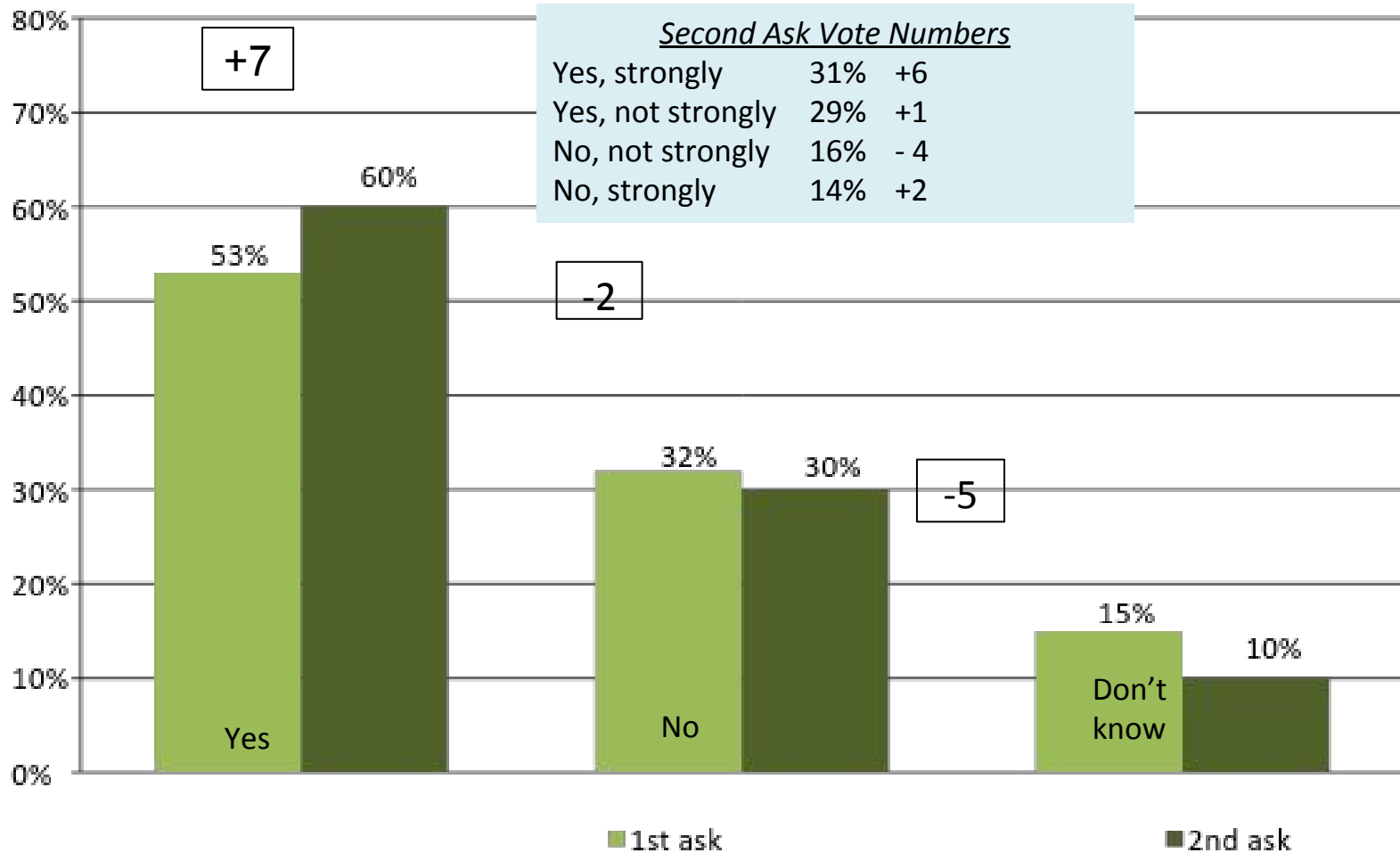


AGENDA

- Introductions/Meeting Objectives
- Polling Results
- Community Information Night Highlights
- Revisions to School Concept Plans and Updated Project Costs
- Financing Projections
- Small Group Discussion
- Finalizing the Plan

Community Polling

Providing a short summary of what the bond pays for results in significant positive movement



Community Feedback

Dear Corvallis School District Facilities planning committee,
we need water washing stations that

Dear,

Faculty Corvallis School District
I hope you will consider my
Ideas: 1. Make automatic sinks

2. Ouse salon pannels to clean
water. 3. closet



Top 3 Feedback Themes



SAFETY/CAPITAL REPAIRS

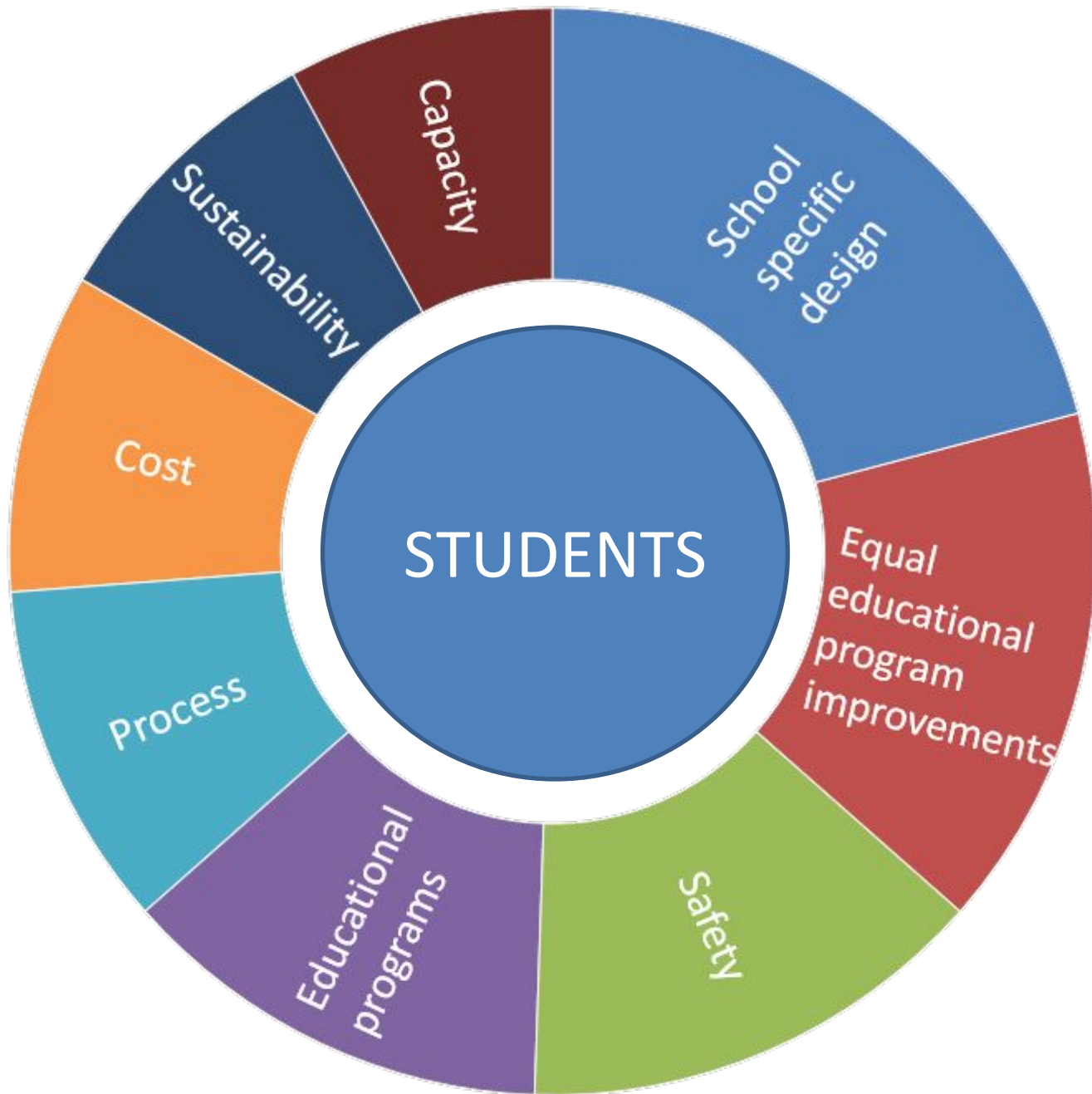
- Keeping students/staff safe
- Protecting our community investment

CAPACITY AND GROWTH

- Support for elimination of modulars
- Plan for future needs

EDUCATIONAL PROGRAMS

- Elementary families want equal educational improvements





Lectura al Alguien
(personas)
en...
quería...
para...
entonces...

Lectura al Alguien
(personas)
en...
quería...
para...
entonces...

Las Preguntas Empiezan Con
¿Qué? ?
¿Dónde? ?
¿Cuándo? ?
¿Quién? ?
¿Cuánto(a)? ?
¿Por qué? ?
¿Cómo? ?

Reglas de Conversación
Voluntad cuando tiene
Cuando no estás de acuerdo
Trabajar juntos, compartir ideas
Cuando la computadora habla te enseña
Mirar a la persona que está hablando
Ignorar comportamientos inapropiados
No distraer a las impresiones
Tomar turnos

Great Work
Talk and separate
Share when its time to share
Listen to your partner
Don't hog
Don't change subject every 10 seconds
Don't yell across room
Help your partner in a kind way
Don't make it someone else's
benefit unless...



SUR
south

Concept Plans with Revisions

ELEMENTARY SCHOOL IMPROVEMENTS

Proposed Project Concepts

Adams ES

22 Teaching Stations



Community / Flex Rm.

Secure Entry / Student Support Services



Multi-Purpose Dining Commons Addition / Kitchen Renovation



Collaboration Spaces
(2) Small at Each
(1) Large at Each



Classroom Addition
(2) Art / Science, & Music
(1) Gen. Ed.

Counseling / Specialist / Sensory Rm.



LEGEND



NEW CONSTRUCTION



RECONFIGURE



LIGHT REFRESH




EXISTING / UNALTERED



Garfield ES

Draft Plan Site Location

 Classroom Addition
 (1) Art / Science
 (8) Gen. Ed.

 Collaboration Spaces
 (2) Small
 (1) Large

 New Play Shelter





 Student & Community Support Spaces

Demo (3) Portable Classroom Bldgs.

Specialist / Sensory Rm.



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED

 ENTRY
 Secure Entry / Student Support Services

 Collaboration Spaces
 (2) Small
 (1) Large



Garfield ES

Optional Site Location

Demo (3) Portable Classroom Bldgs.

Classroom Addition
(1) Art / Science
(9T) Gen. Ed.

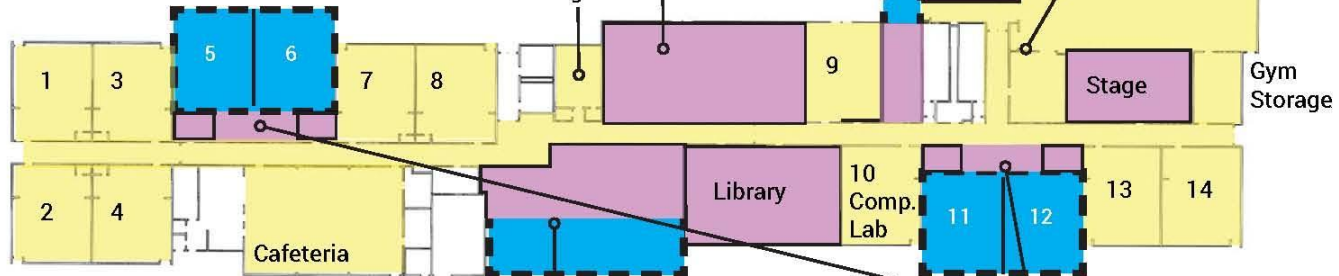
Collaboration Spaces
(2) Small
(1) Large

New Play Shelter





Demo
Demo
Demo

Specialist /
Sensory Rm.

Student & Community
Support Spaces
Counseling



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  INTERIOR FINISH UPGRADE
-  EXISTING / UNALTERED

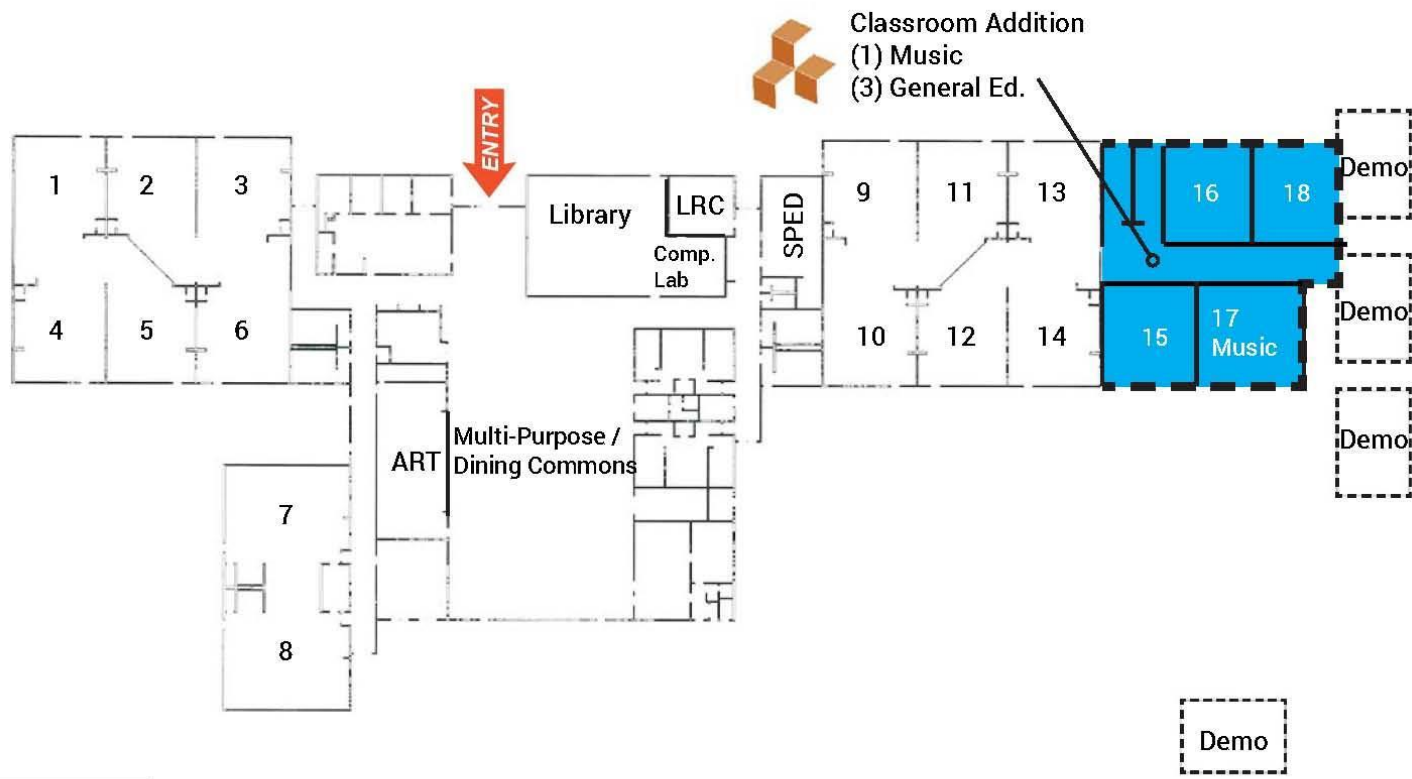
Expand & Secure
Entry / Admin Suite

Collaboration Spaces
(2) Small
(1) Large







Hoover ES

Draft Plan



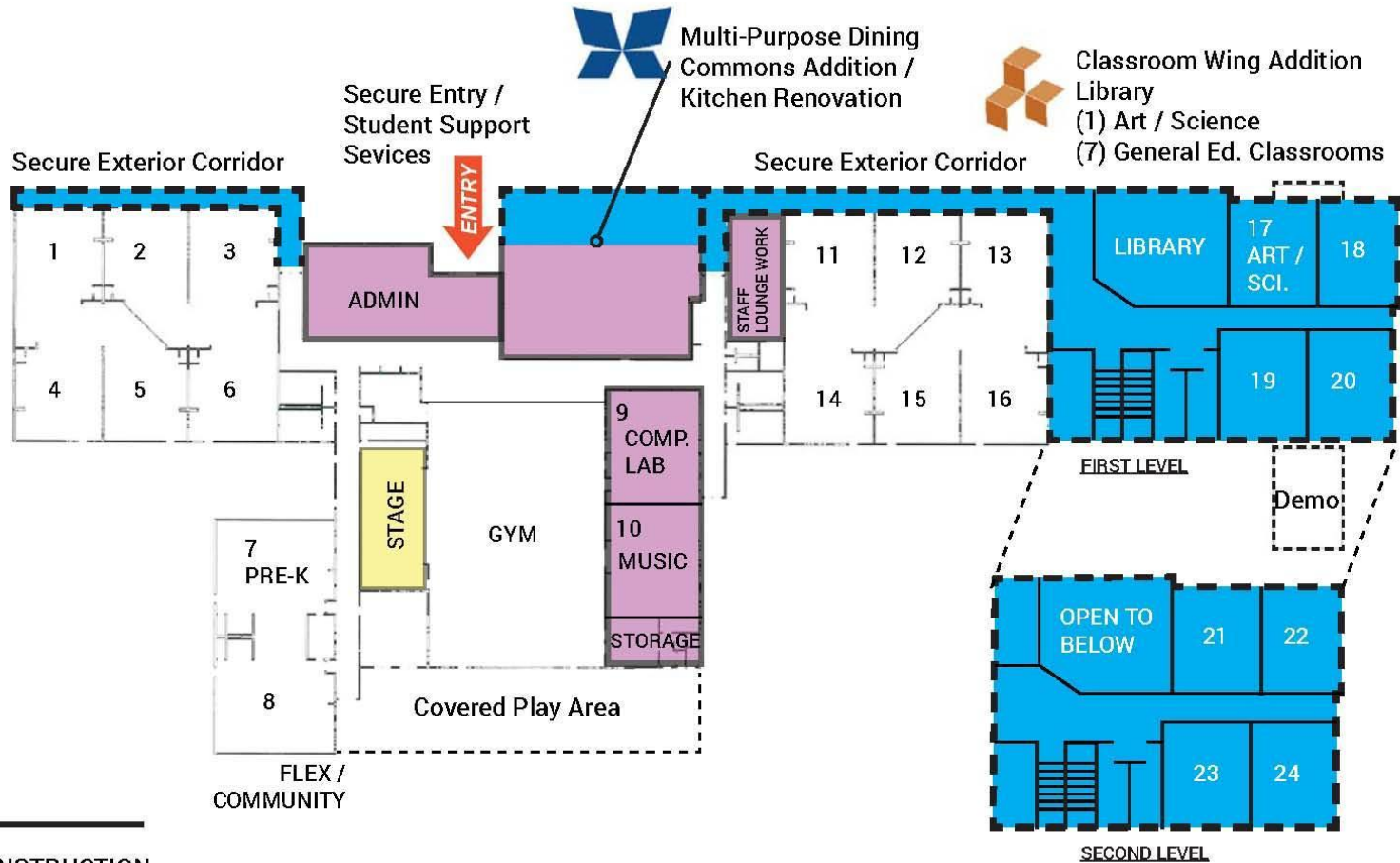
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED







Hoover ES

Option A



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED



Hoover ES

Existing Site – Two Story







Hoover Elementary School Two Story Scheme

Jefferson ES

20 Teaching Stations



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED



Lincoln ES – Replace w/ New School

Existing Site



Lincoln ES – Replace w/ New School

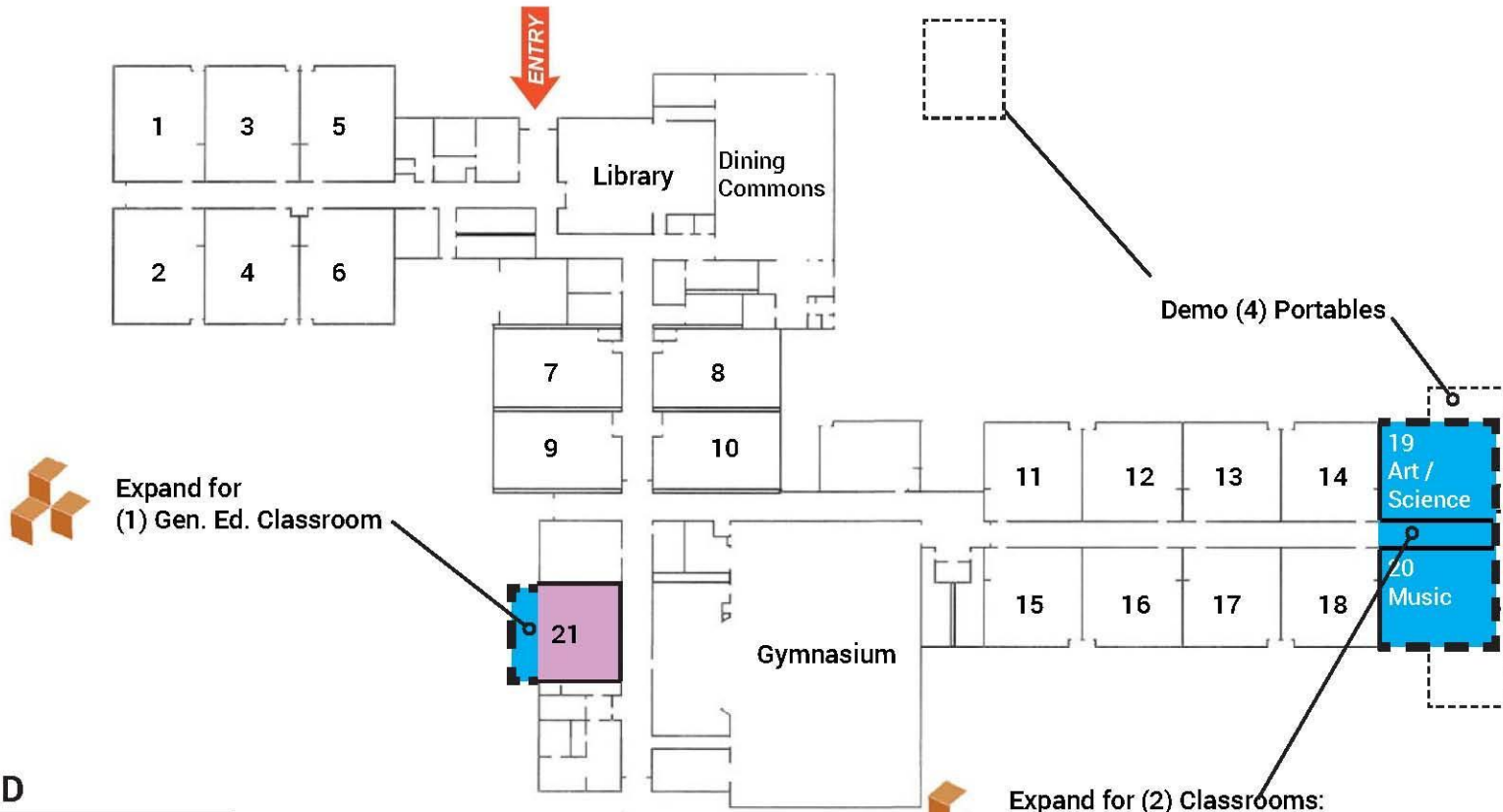
Existing Site – One Story




Lincoln Elementary School One Story Scheme

Mountain View ES

Draft Plan



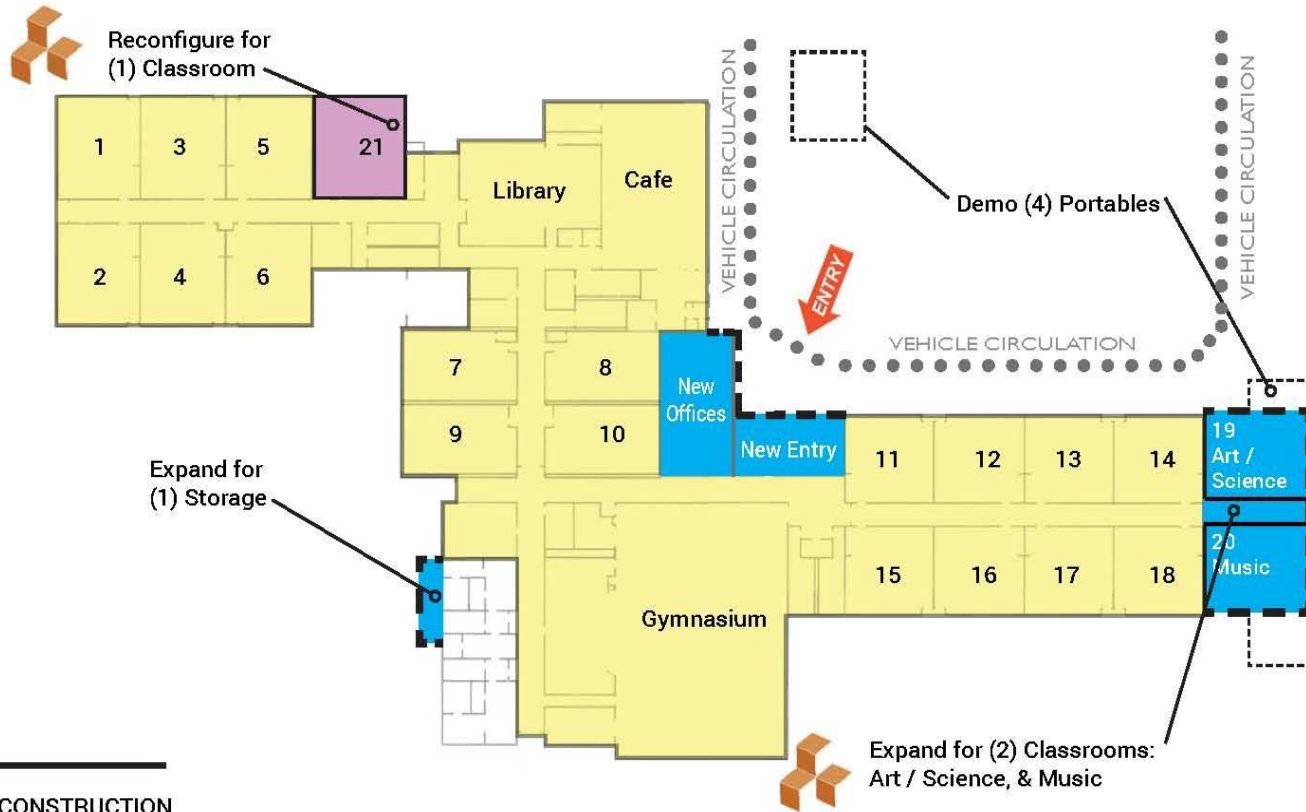
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED





Mountain View ES

Option A



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  INTERIOR FINISH UPGRADE
-  EXISTING / UNALTERED

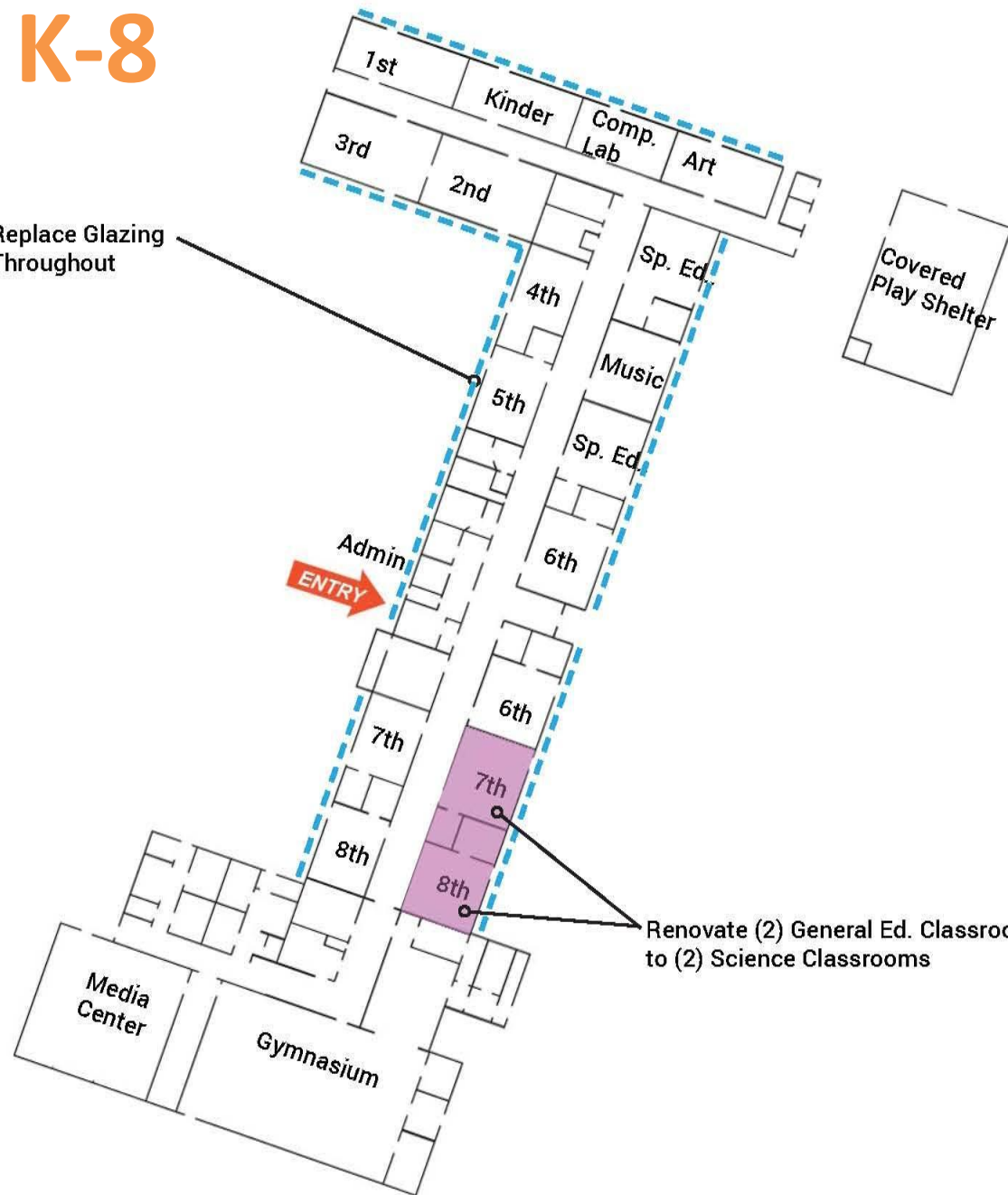


Franklin K-8





Draft Plan



Replace Glazing Throughout



LEGEND

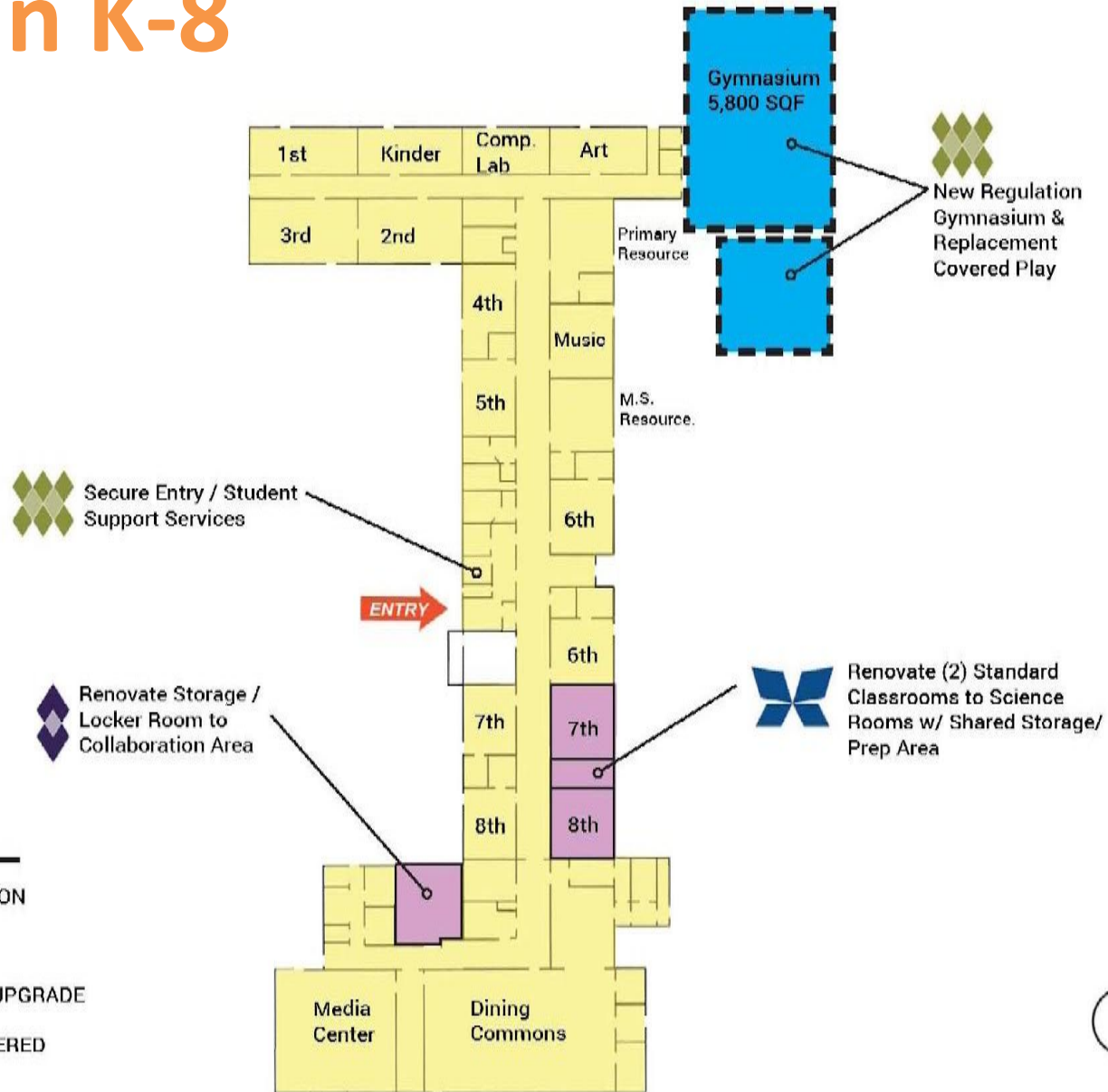
-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED

Renovate (2) General Ed. Classrooms to (2) Science Classrooms



Franklin K-8

Options A & B



Wilson ES

23 Teaching Stations



Multi-Purpose Dining Commons Addition / Kitchen Renovation



Classroom Addition
(2) Art / Science, & Music
(1) Gen. Ed.



Counseling / Specialist / Sensory Suite



Secure Entry / Student Support Services



Community / Flex Rm.



Collaboration Spaces
(2) Small at Each
(1) Large at Each

LEGEND



NEW CONSTRUCTION



RECONFIGURE



LIGHT REFRESH



EXISTING / UNALTERED



Covered Play Shelter

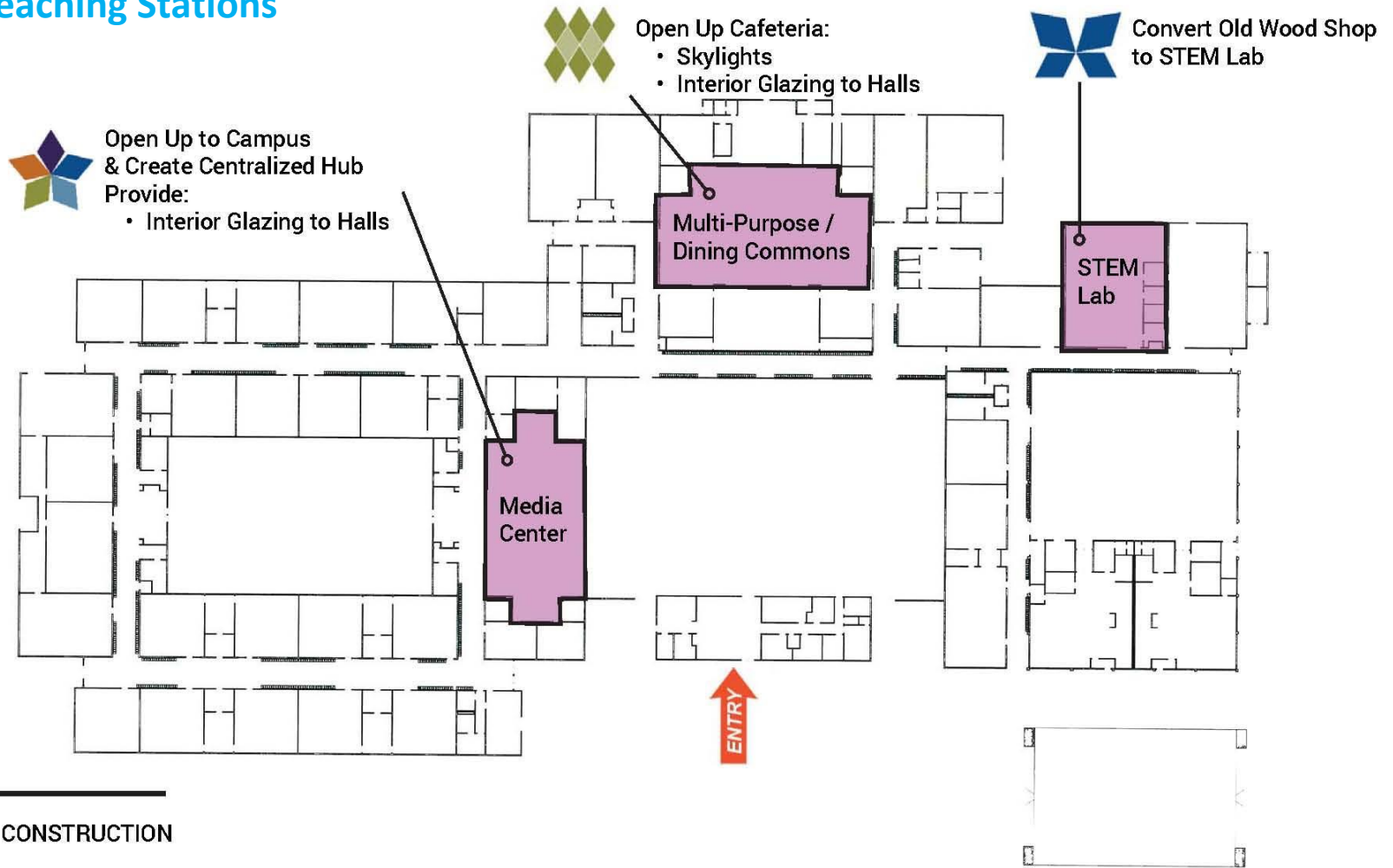


MIDDLE SCHOOL IMPROVEMENTS





Proposed Project Concepts

Cheldelin MS

31 Teaching Stations



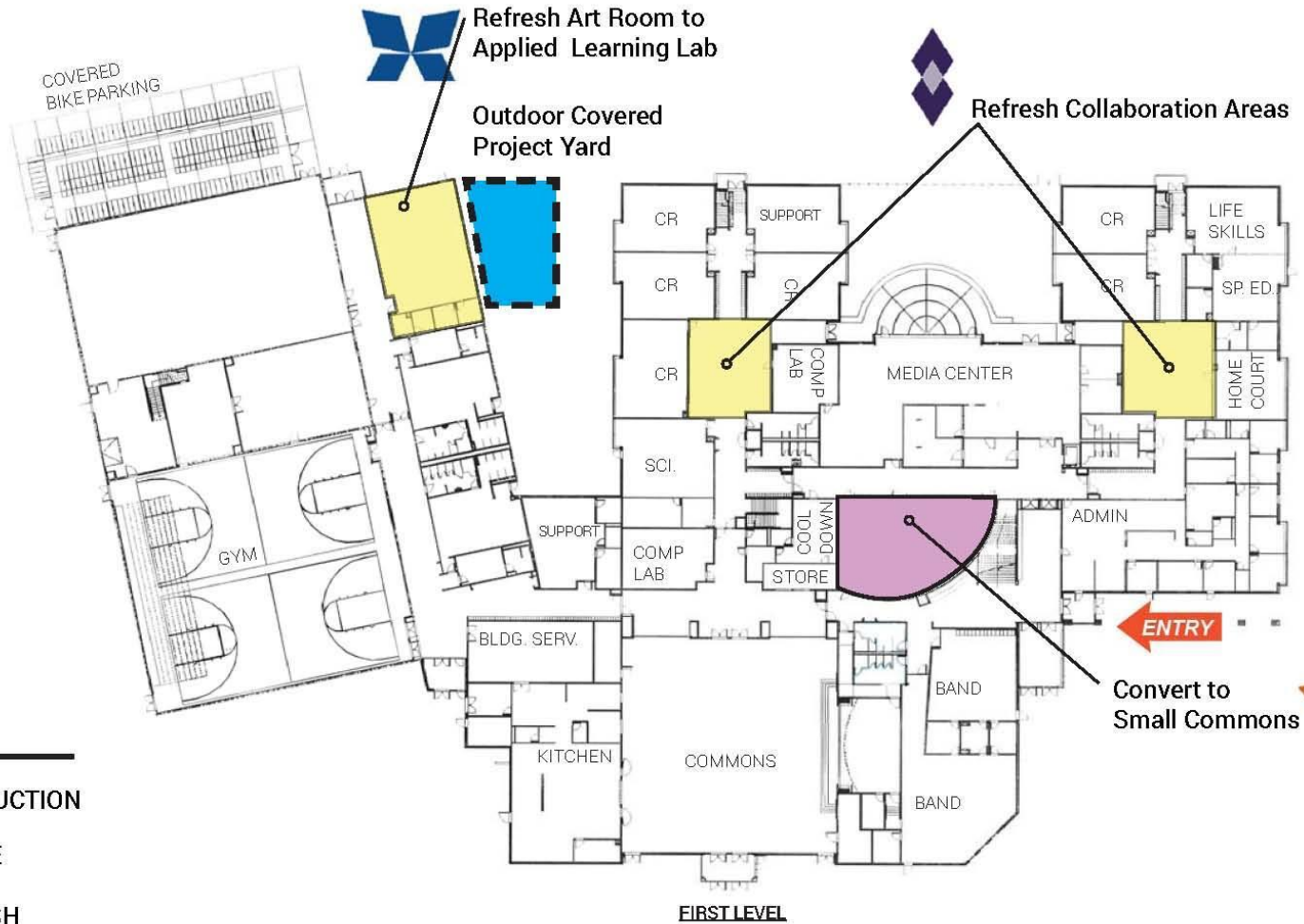
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED







Linus Pauling MS

39 Teaching Stations



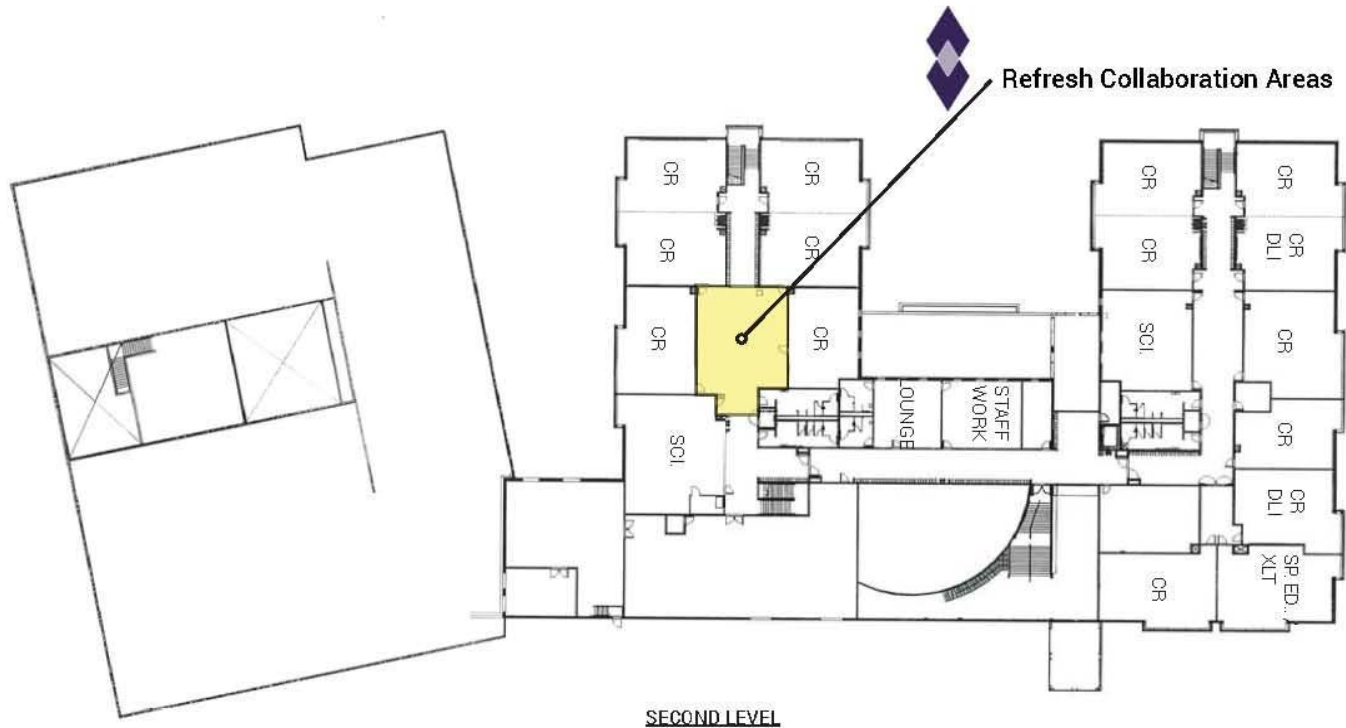
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED







Linus Pauling MS

39 Teaching Stations



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED



HIGH SCHOOL IMPROVEMENTS

Proposed Project Concepts

Corvallis HS



Upgrade Site Connection
(Approx. 18,000 SF Improved)



LEGEND



NEW CONSTRUCTION



RECONFIGURE



LIGHT REFRESH



EXISTING / UNALTERED

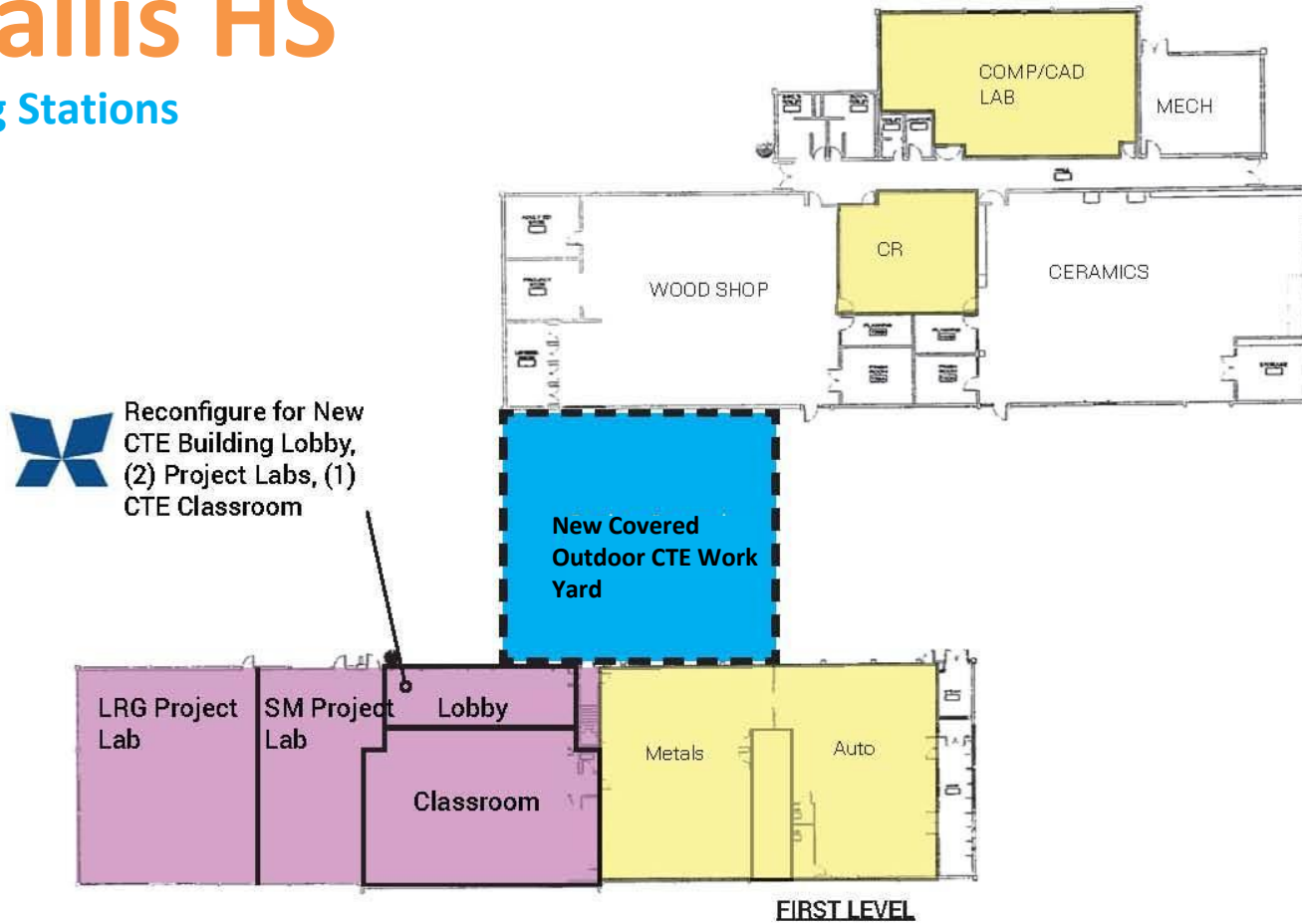


New Covered Outdoor
CTE Work Yard







Corvallis HS

72 Teaching Stations



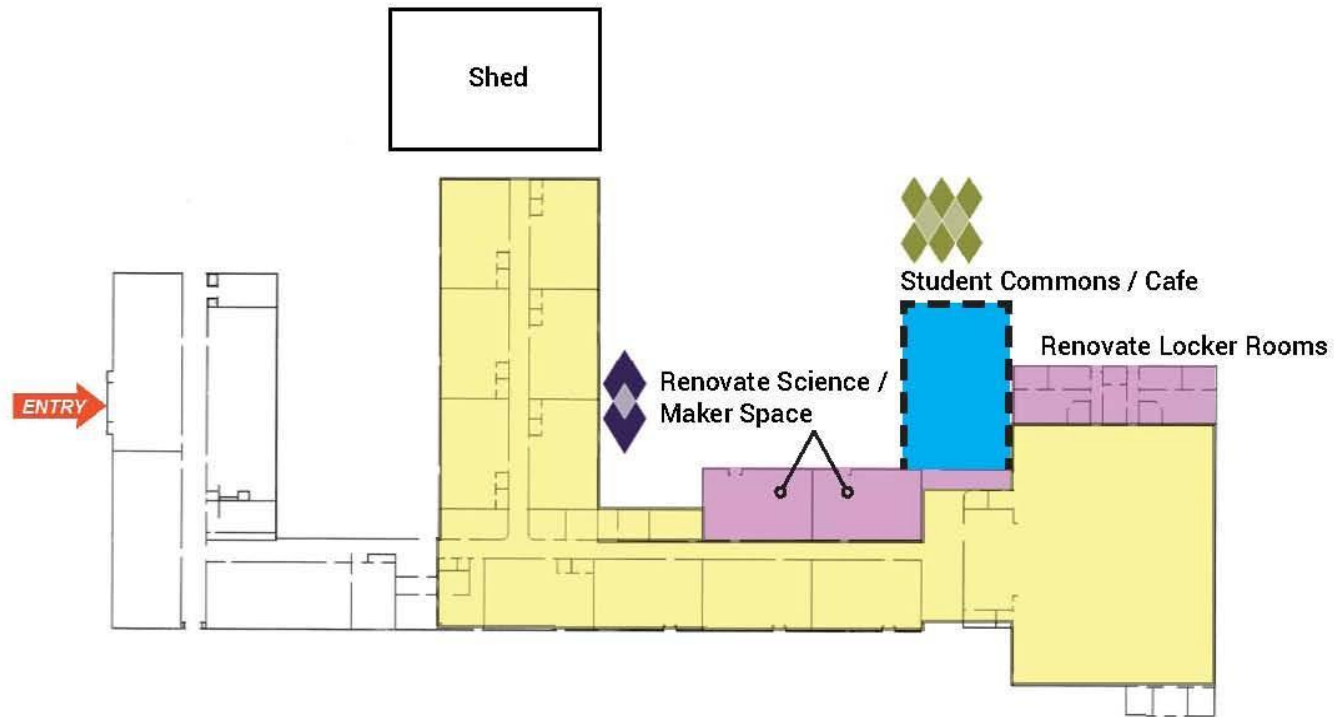
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED







College Hill at the Harding Center

12 Teaching Stations



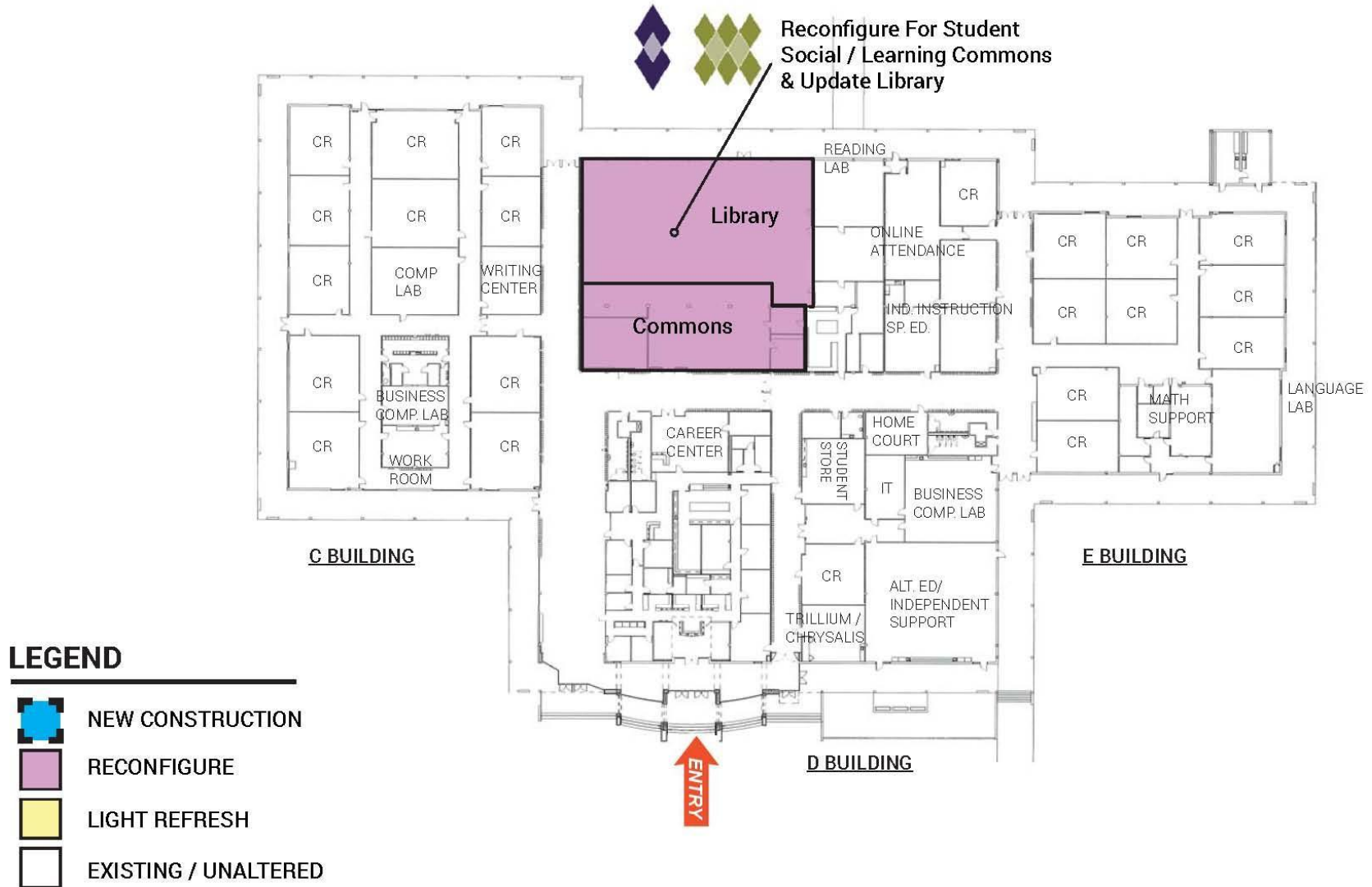
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED



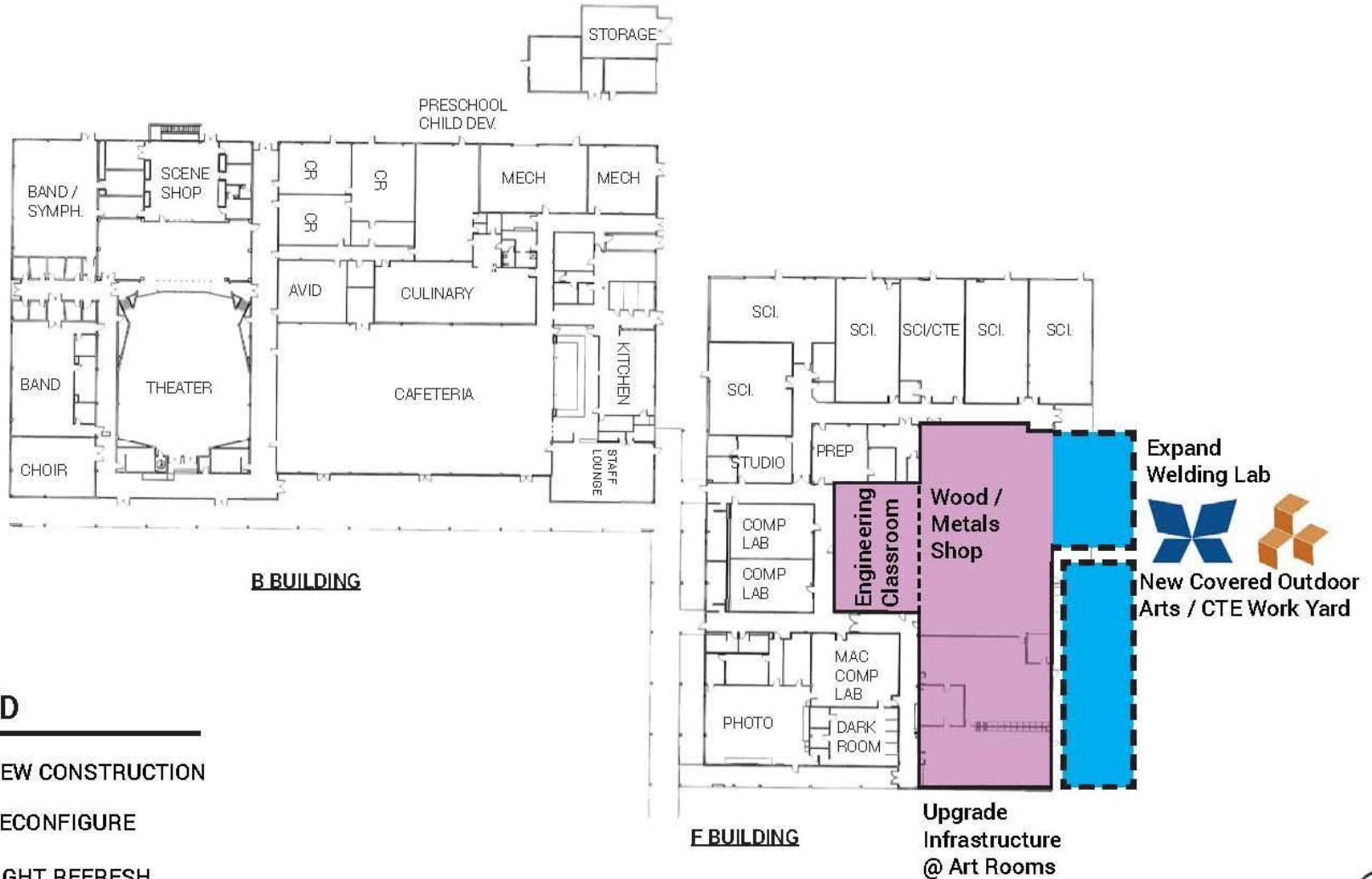
Crescent Valley HS

69 Teaching Stations







Crescent Valley HS

69 Teaching Stations



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED

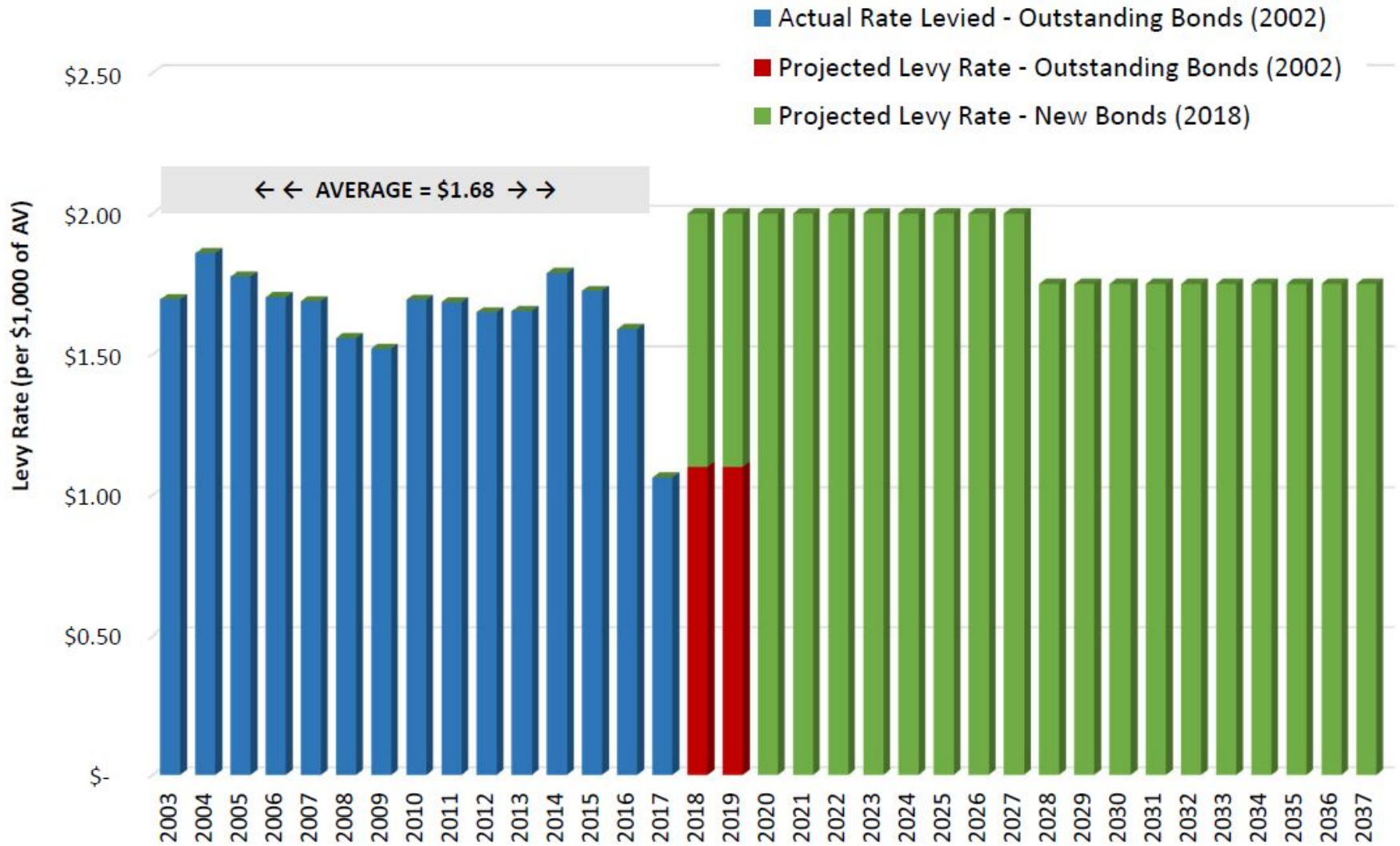


Updated Project Costs

	DRAFT Plan	Reconciled DRAFT Plan	OPTION 1
ADAMS Elementary	\$ 12,805,000	\$ 12,482,000	\$ 12,482,000
GARFIELD Elementary	\$ 18,400,000	\$ 20,861,000	\$ 20,861,000
HOOVER Elementary	\$ 12,577,000	\$ 13,050,000	\$ 37,084,487
JEFFERSON Elementary	\$ 15,206,000	\$ 15,795,000	\$ 15,795,000
LINCOLN Elementary	\$ 33,937,000	\$ 36,917,000	\$ 36,917,000
MOUNTAIN VIEW Elementary	\$ 8,876,000	\$ 8,622,000	\$ 11,052,000
WILSON Elementary	\$ 13,742,000	\$ 13,724,000	\$ 13,724,000
FRANKLIN K-8	\$ 6,693,000	\$ 8,188,000	\$ 14,915,000
CHELDELIN Middle	\$ 12,886,000	\$ 10,063,000	\$ 10,063,000
LINUS PAULING Middle	\$ 1,834,000	\$ 2,307,000	\$ 2,307,000
CORVALLIS High	\$ 8,449,000	\$ 6,193,000	\$ 6,193,000
CRESCENT VALLEY High	\$ 19,213,000	\$ 20,709,000	\$ 20,709,000
COLLEGE HILL/Harding Center	\$ 12,885,000	\$ 13,801,000	\$ 13,801,000
TOTAL	\$ 177,503,000	\$ 182,712,000	\$ 215,903,487

Financing Projections

\$178 Million (approximate/based on draft plan) 20 Years



Updated Levy Rate Analysis

- \$2.00 levy rate over 20 years with \$0.25 step down after 15 years = \$196,999,623
- \$2.00 levy rate over 20 years with \$0.50 step down after 15 years = \$191,692,265

Table Group Discussion

GALLERY WALK

- *What would you add to the draft plan?*
- *What would you remove to the draft plan?*
- *What additional information do you need from staff?*

Finalizing the Plan

REMAINING ACTIVITIES

- Committee Member Homework
 - Deadline for information requests is November 15
 - Send email to kim.patten@Corvallis.k12.or.us
- Sustainability Workshop (optional)
 - November 20, 3-6 pm at Western View Center
- Committee Representative(s)

NOVEMBER - DECEMBER

- November 16, 2017
 - School Board Meeting- public testimony
- November 28, 2017
 - Facilities Planning Committee Meeting: **Final Draft**
- December 7, 2017
- School Board Meeting – First read of Long Range Facilities Plan, public testimony
- December 18, 2017
 - School Board Work Session – Long Range Facilities Plan discussion, no public testimony

JANUARY

- January 11, 2018
 - School Board Meeting - Second read/adoption of Long Range Facilities Plan



Thank you!

Next meeting November 28

Western View Center



Facilities Planning Committee

Board Update

November 16, 2017



AGENDA

- Introductions/Meeting Objectives
- Polling Results
- Community Information Night Highlights
- Revisions to School Concept Plans and Updated Project Costs
- Financing Projections
- Small Group Discussion
- Finalizing the Plan

Concept Plans with Revisions

Garfield ES

Draft Plan Site Location



Classroom Addition
 (1) Art / Science
 (8) Gen. Ed.



Collaboration Spaces
 (2) Small
 (1) Large



New Play Shelter



Student & Community Support Spaces

Counseling



Specialist / Sensory Rm.



LEGEND



NEW CONSTRUCTION



RECONFIGURE



LIGHT REFRESH



EXISTING / UNALTERED



Collaboration Spaces
 (2) Small
 (1) Large



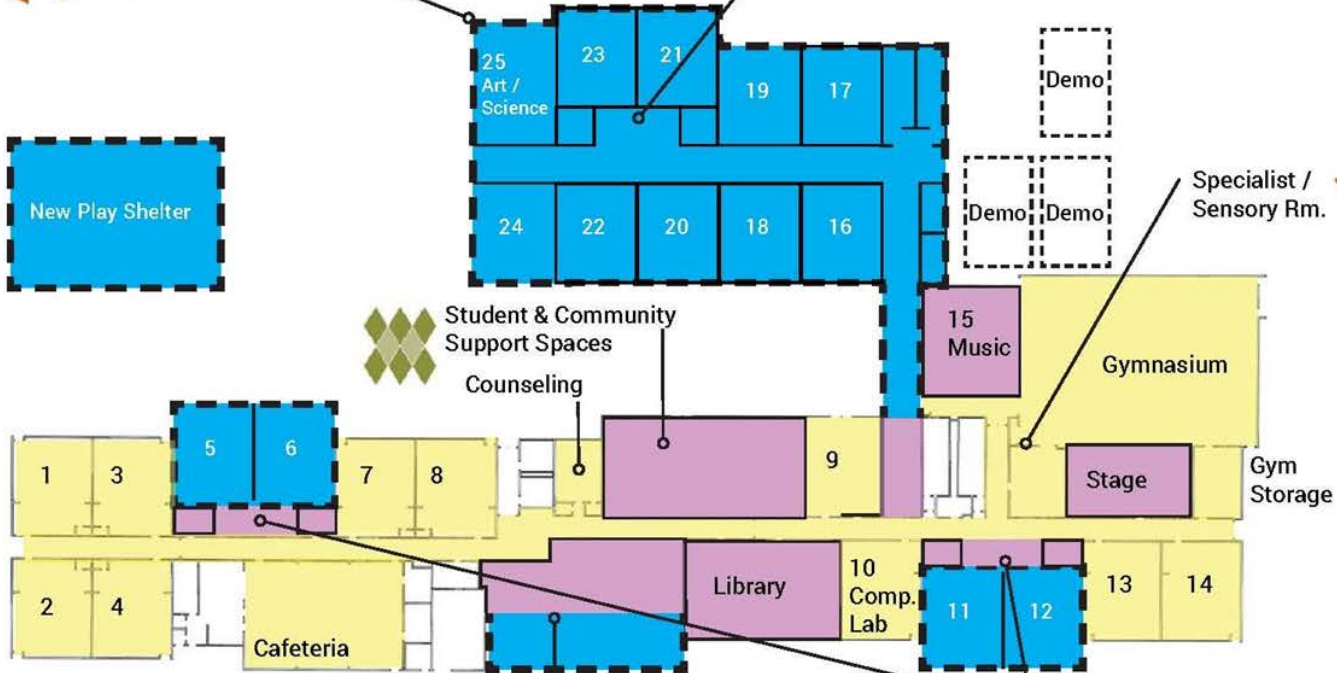
Garfield ES

Optional Site Location

Demo (3) Portable Classroom Bldgs.

Classroom Addition
(1) Art / Science
(9T) Gen. Ed.

Collaboration Spaces
(2) Small
(1) Large



Student & Community Support Spaces
Counseling

Specialist / Sensory Rm.

Demo
Demo
Demo

Gymnasium
Stage
Gym Storage

Expand & Secure Entry / Admin Suite

Collaboration Spaces
(2) Small
(1) Large

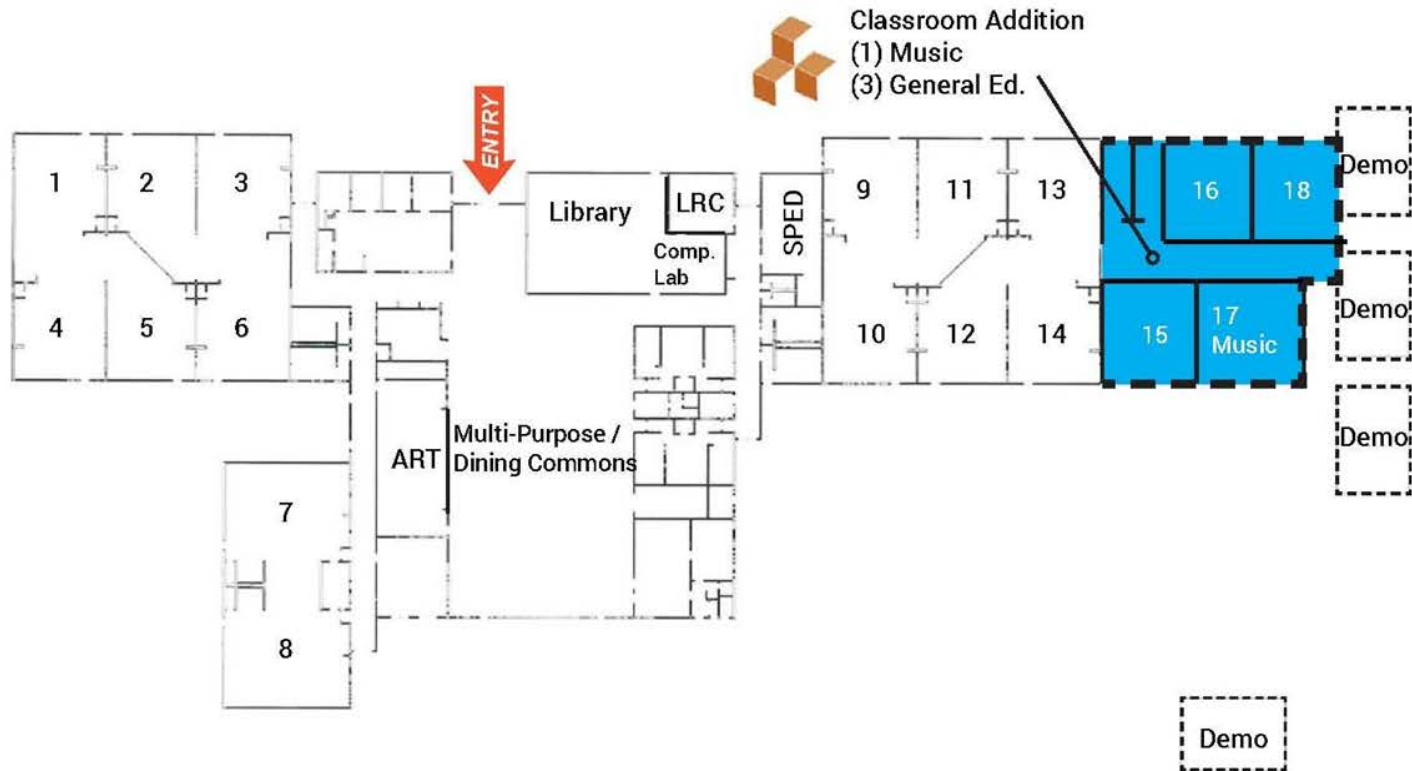
LEGEND

- NEW CONSTRUCTION
- RECONFIGURE
- INTERIOR FINISH UPGRADE
- EXISTING / UNALTERED



Hoover ES

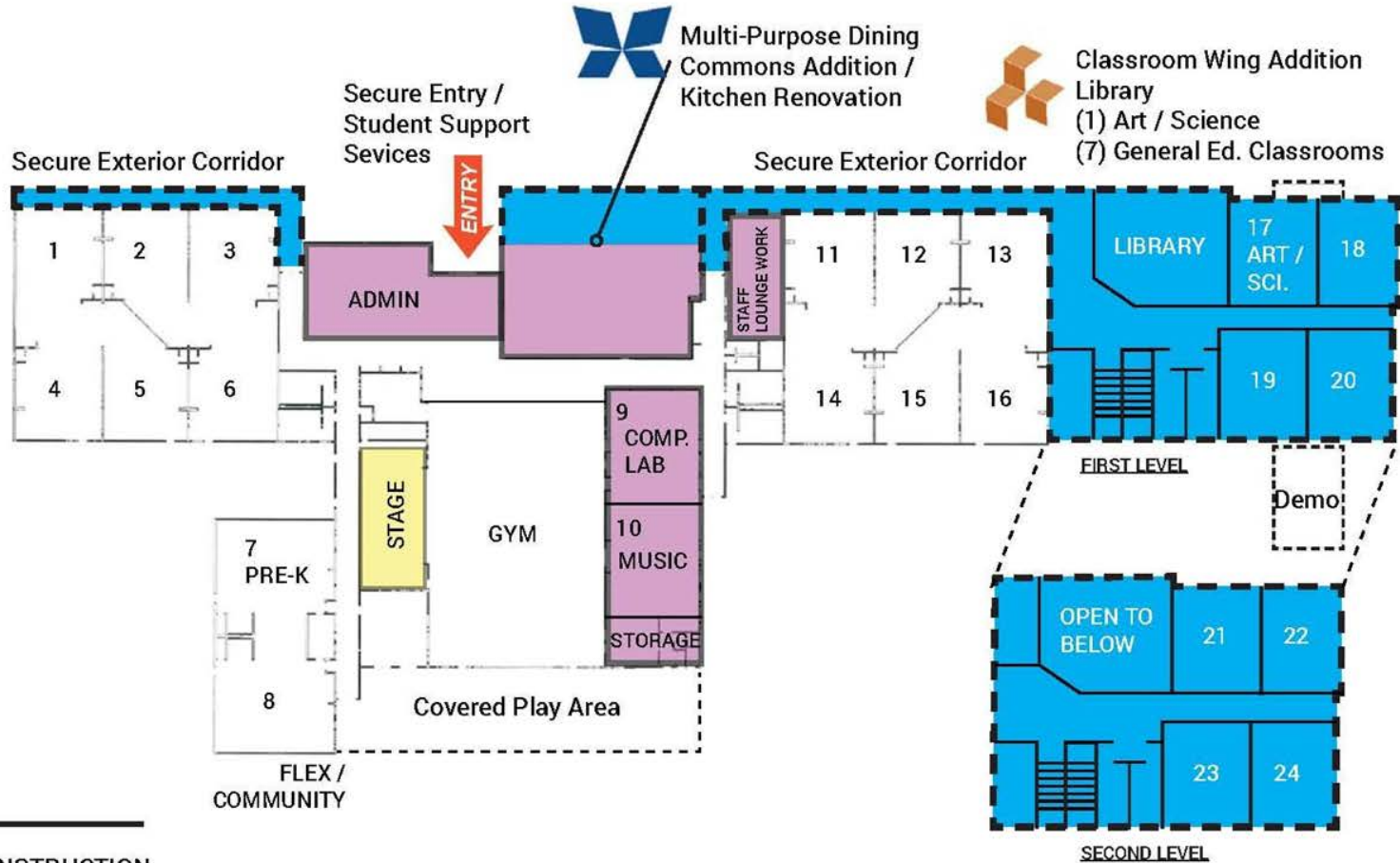
Draft Plan







Hoover ES

Option

A



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED



Hoover ES

Existing Site – Two Story



Hoover Elementary School Two Story Scheme

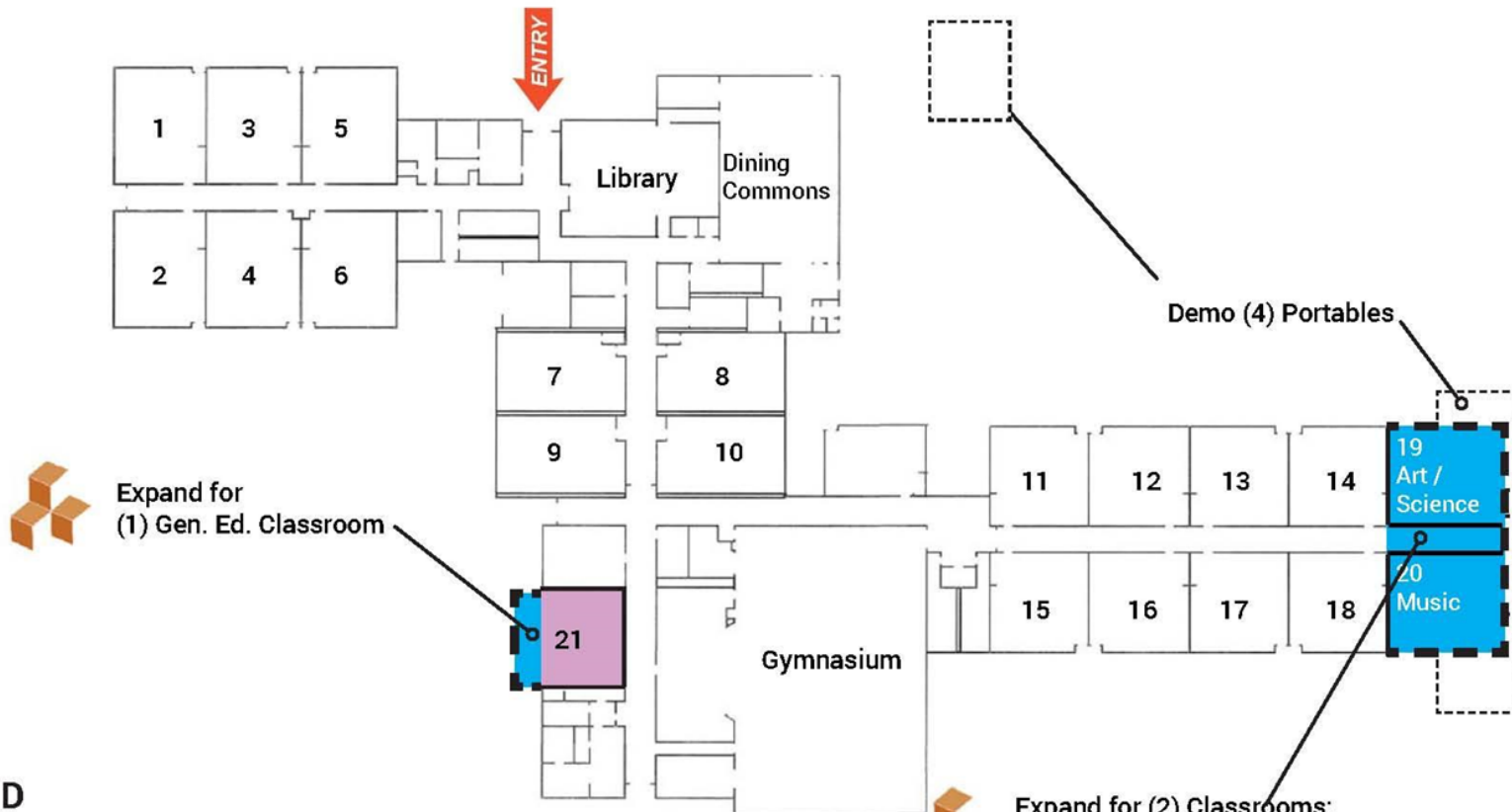
Lincoln ES – Replace w/ New School

Existing Site







Mountain View ES

Draft Plan



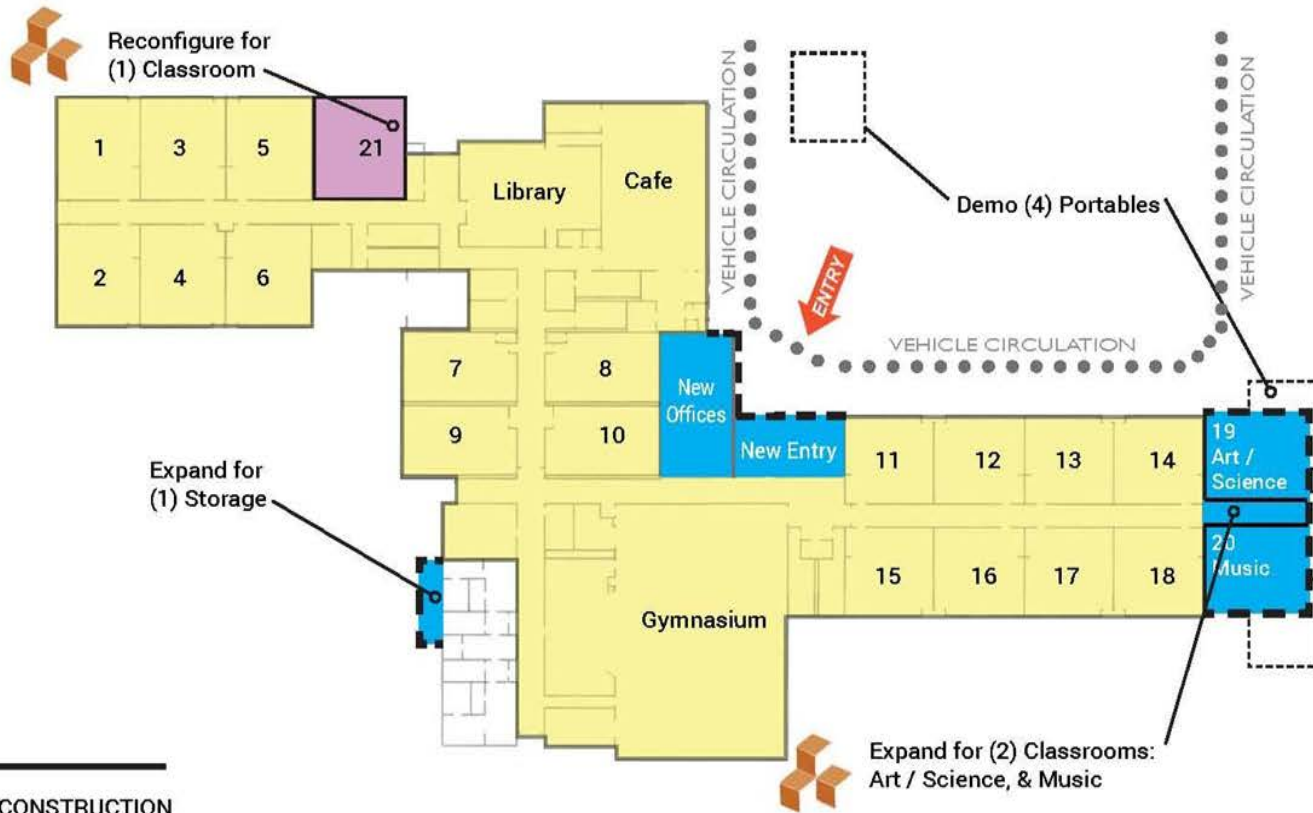
LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  LIGHT REFRESH
-  EXISTING / UNALTERED







Mountain View ES

Option A



LEGEND

-  NEW CONSTRUCTION
-  RECONFIGURE
-  INTERIOR FINISH UPGRADE
-  EXISTING / UNALTERED

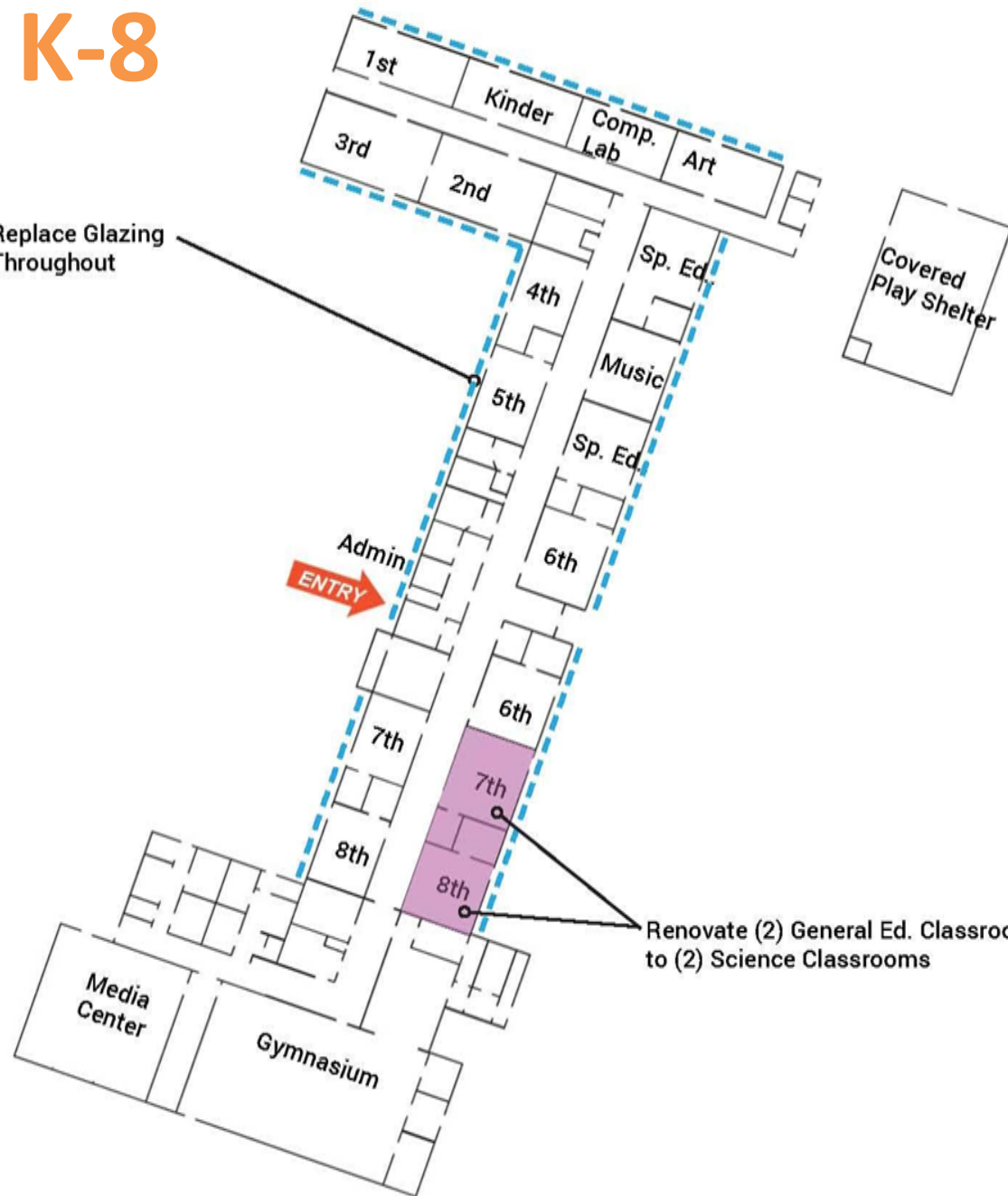


Franklin K-8

Draft Plan



Replace Glazing Throughout



LEGEND



NEW CONSTRUCTION



RECONFIGURE



LIGHT REFRESH



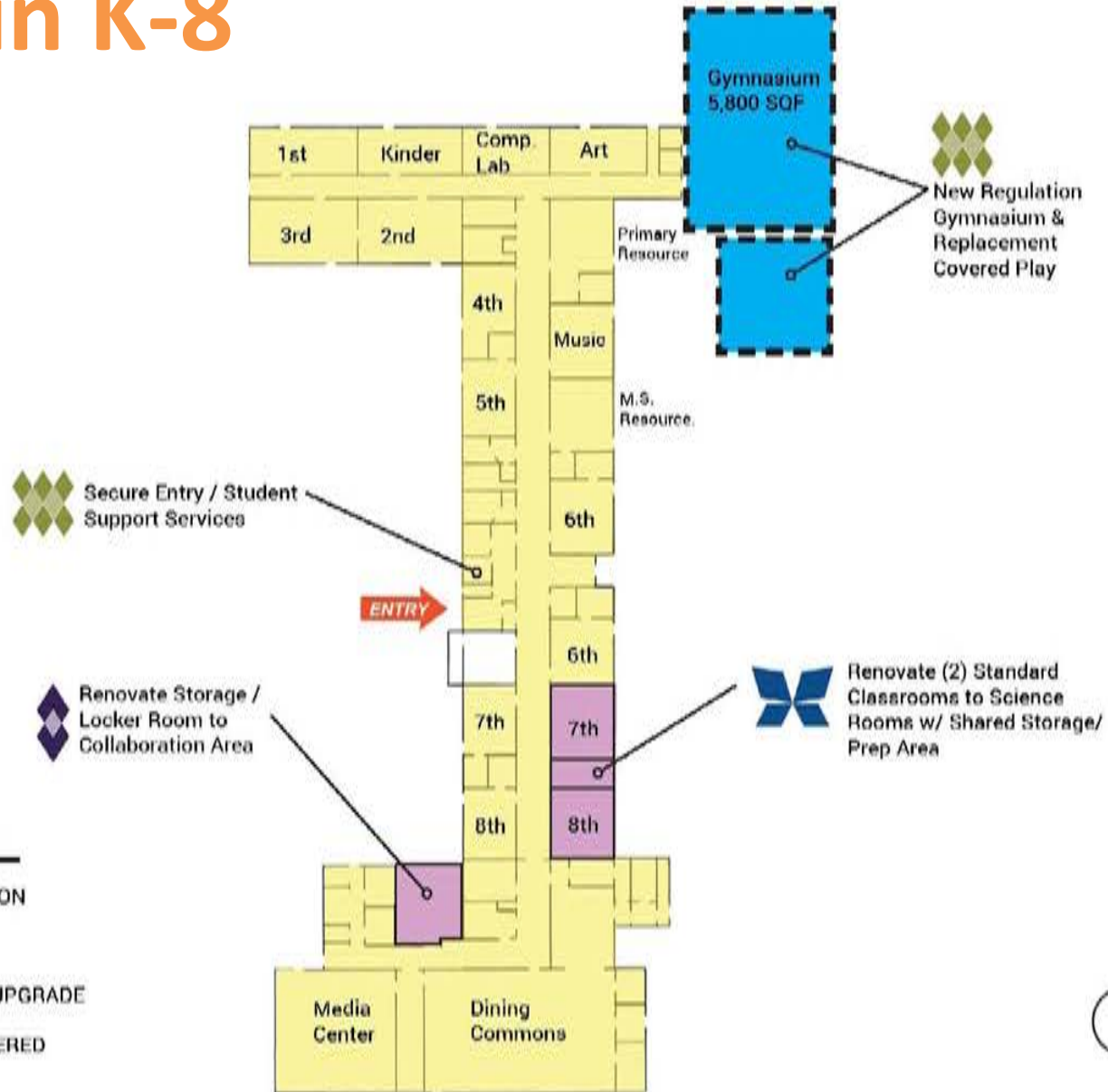
EXISTING / UNALTERED

Renovate (2) General Ed. Classrooms to (2) Science Classrooms



Franklin K-8

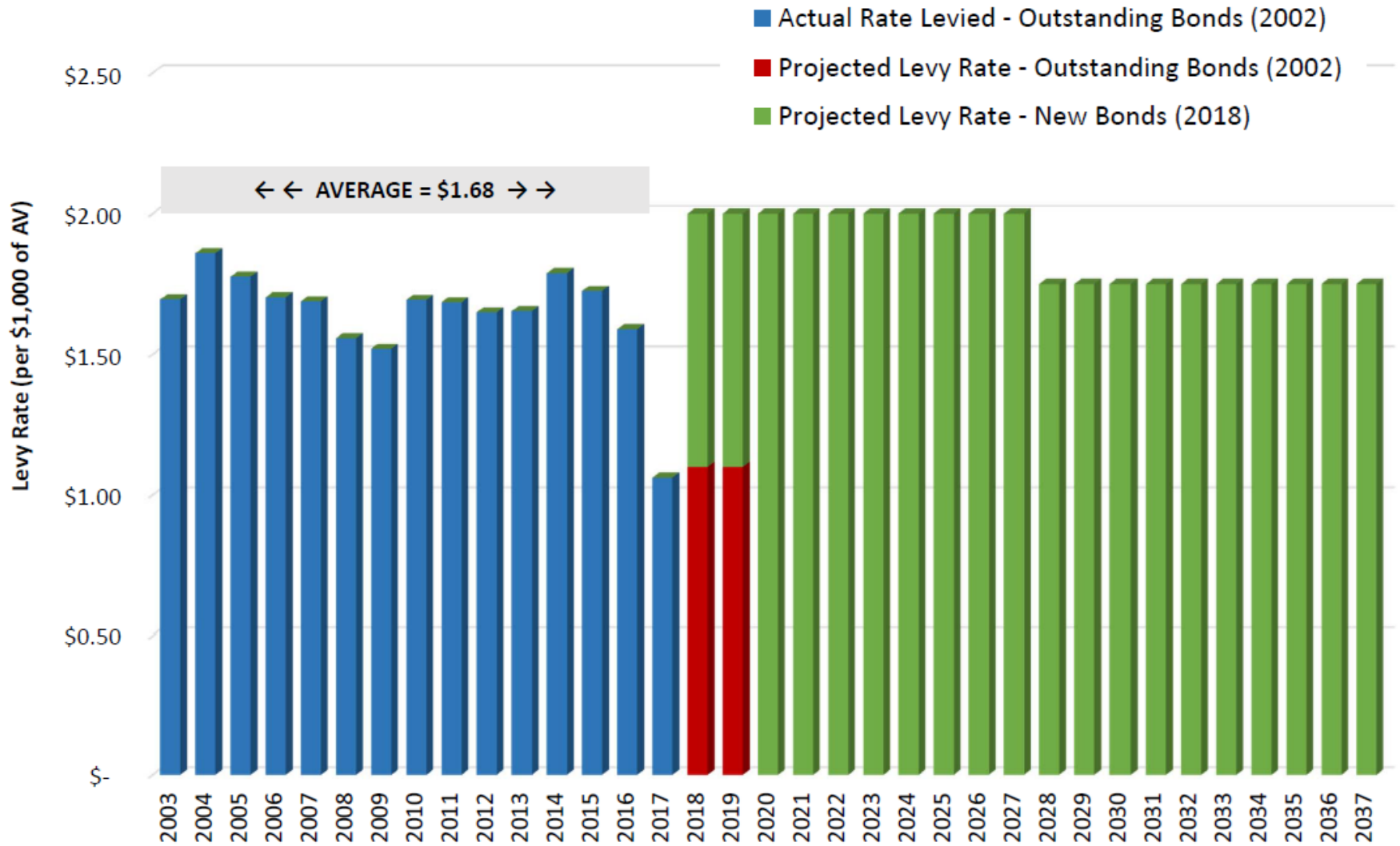
Options A & B



Updated Project Costs

	DRAFT Plan	Reconciled DRAFT Plan	OPTION 1
ADAMS Elementary	\$ 12,805,000	\$ 12,482,000	\$ 12,482,000
GARFIELD Elementary	\$ 18,400,000	\$ 20,861,000	\$ 20,861,000
HOOVER Elementary	\$ 12,577,000	\$ 13,050,000	\$ 37,084,487
JEFFERSON Elementary	\$ 15,206,000	\$ 15,795,000	\$ 15,795,000
LINCOLN Elementary	\$ 33,937,000	\$ 36,917,000	\$ 36,917,000
MOUNTAIN VIEW Elementary	\$ 8,876,000	\$ 8,622,000	\$ 11,052,000
WILSON Elementary	\$ 13,742,000	\$ 13,724,000	\$ 13,724,000
FRANKLIN K-8	\$ 6,693,000	\$ 8,188,000	\$ 14,915,000
CHELDELIN Middle	\$ 12,886,000	\$ 10,063,000	\$ 10,063,000
LINUS PAULING Middle	\$ 1,834,000	\$ 2,307,000	\$ 2,307,000
CORVALLIS High	\$ 8,449,000	\$ 6,193,000	\$ 8,834,000
CRESCENT VALLEY High	\$ 19,213,000	\$ 20,709,000	\$ 20,709,000
COLLEGE HILL/Harding Center	\$ 12,885,000	\$ 13,801,000	\$ 13,801,000
TOTAL	\$ 177,503,000	\$ 182,712,000	\$ 218,644,000

\$178 Million (approximate/based on draft plan) 20 Years



Updated Levy Rate Analysis

- \$2.00 levy rate over 20 years with \$0.25 step down after 15 years = \$196,999,623
- \$2.00 levy rate over 20 years with \$0.50 step down after 15 years = \$191,692,265

Finalizing the Plan

Remaining Activities

- Committee Member Homework
 - Deadline for information requests is November 15
 - Send email to kim.patten@Corvallis.k12.or.us
- Sustainability Workshop (optional)
 - November 20, 3-6 pm at Western View Center
- Committee Representative(s)

November - January

November 16, 2017

- School Board Meeting- public testimony

November 28, 2017

- Facilities Planning Committee Meeting: ***Final Draft***

December 7, 2017

- School Board Meeting – First read of Long Range Facilities Plan, public testimony

December 18, 2017

- School Board Work Session – Long Range Facilities Plan discussion, no public testimony

January 11, 2018

- School Board Meeting - Second read/adoption of Long Range Facilities Plan



Corvallis
SCHOOL DISTRICT

IX. APPOINT BUDGET COMMITTEE CITIZEN MEMBERS



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: November 16, 2017

Budget Committee Appointments

ACTION REQUESTED

Background

The Budget Committee consists of seven members appointed by the Board plus the seven elected Board members. Pursuant to Board Policy DBEA, 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 vacant budget committee positions. To be eligible for appointment, the appointive member must live and be registered to vote in the district, and not be an officer, agent, or employee of the district.

This year one member was appointed to the Board (Terese Jones) and the terms of two members expired (LeeAnn Baker and Rick Osborn); therefore, there is currently one vacancy for a one-year term expiring June 30, 2018 and two vacancies for full terms expiring June 30, 2020. The vacancies were advertised in the Gazette Times and messages were sent to the district's Key Communicators and shared on social media.

The district received one request to be reappointed and three new applications. All application materials are attached. My recommendation is to offer appointments as follows:

- LeeAnn Baker – Three-year term ending June 30, 2020
- Kathy Seeburger – Three-year term ending June 30, 2020
- Peter Sabee-Paulson – One-year term ending June 30, 2018

ACTION REQUESTED:

Accept this recommendation and appoint the budget committee members.

MOTION REQUESTED:

"I move that the budget committee members be appointed as recommended."

Schroeder, Jennifer

From: LeeAnn Baker <britebaker@hotmail.com>
Sent: Friday, October 13, 2017 19:46
To: Schroeder, Jennifer
Subject: Budget Committee Letter & Resume
Attachments: 2017 Resume_Int'l.docx

Categories: Budget

Attn: Jennifer Schroeder
Corvallis School District
1555 S.W. 35th St.,
Corvallis, OR 97333

Dear Ms. Schroeder,

I am writing to express my interest in volunteering for one of the three vacancies currently available on the Corvallis School District's Budget Committee as it has been an honor to serve on this committee in years past. I feel strongly about public education and removing barriers for a successful educational experience. I reside in the city of Corvallis and have two young children within the school district. I would like to serve in order to stay involved with Corvallis Schools and the greater Corvallis community. I have included my resume outlining my background.

Thank you for your time and consideration.

Sincerely,

LeeAnn Baker

LeeAnn Baker

1840 SW Whiteside Dr., OR 97333 (503) 704-0956 britebaker@hotmail.com

EDUCATION:

Ed.M in College Student Services Administration

Minor in Sport and Exercise Psychology
Oregon State University • Corvallis, Oregon

B.A., cum laude in Psychology

California State University, Chico • Chico, California

EXPERIENCE:

Oregon State University - Corvallis, OR September 2003 – Present

Director, Student Success and Engagement

Honors College (HC) January 2014- Present

- Provide leadership, supervision and direction to Honors success initiatives including Transitions, Retention, Research and Thesis and Honors engagement programs including Student Involvement, Career Development, Student Events & Activities, Experiential Learning, and Living Learning Communities.
- Develop strategic and tactical plans; including budget communication and assessment details for Honors success and engagement programs.
- Supervise staff involved in success and engagement programs, including hire, train, assign and review work, establish goals and assess performance, write evaluation, discipline and reward, address grievances and develop a corrective plan of action as well as promote professional development.
- Set priorities for program development based on student progress and retention data. Direct academic and social events/programs, and other activities that develop and enhance the honors student community.
- Direct strategies and identify key partnerships to improve student retention.
- Prioritize and direct programs to assist in the transition into and out of the Honors community.
- Develop, cultivate and strengthen new and existing partnership across campus and beyond that lead to a full Honors College experience including the integration of experiential learning opportunities into the HC curriculum.
- Pursue inclusion of all students, staff and faculty in all services and opportunities provided. Promote regular review of policies to ensure inclusive language and practice.

Academic Advisor & Program Coordinator

Honors College (HC) June 2005 – December 2013

- Provide leadership and oversight for co-curricular programming including student events, activities, and clubs. Develop the co-curricular programming agenda that ensures holistic student development. Manage and track co-curricular budget. Oversee event marketing efforts for all co-curricular programs.
- Advise Honors College students in all majors. Meet with students quarterly to track curriculum progress and discuss life and career goals. Explain university policies and procedures, outlining student's rights and responsibilities. Complete and certify graduation audits. Review student grades and notify those who do not meet retention criteria.
- Collaborate with and act as liaison between the Honors College and student affairs departments, academic affairs departments and external stakeholders.

Develop and manage partnerships with key stakeholders such as University Housing and Dining and International Programs. Participate in the Council of Head Advisors to strengthen relationships between the Honors College and others, promote joint ventures and reinforce common goals.

- Assist with the development of the Honors College curriculum. Analyze course feedback, student demand, and student interest to recommend future course offerings. Review and monitor course schedule and collaborate with college departments offering courses within the Honors College. Edit the university wide HC course schedule.
- Recruit, hire, train, supervise and evaluate graduate assistant(s), student activity coordinators, and student trip coordinators.
- Assist with recruiting activities for prospective students.

Courses Taught

Oregon State University (OSU) September 2005 - Present

- ALS 199H – U-Engage, Explore, Evolve in Research
- HC 408 – Thesis Learn
- HC 399 – Mexico, Service Learning Abroad
- ALS 111H – First Year Experience & Orientation
- ALS 114 – Career Decision Making
- Workshop facilitation: Speaking to Employers about Your Honors Degree
- Workshop facilitation: Building an Advising Relationship
- Workshop facilitation: Thesis Nuts & Bolts
- Workshop facilitation: Transcript of Leadership & Involvement
- Workshop facilitation: College Student Services Association Capstone Portfolio
- Workshop facilitation: Getting into Graduate School
- Workshop facilitation: Research Your Life: Building a resume that works

PUBLICATIONS:

The Undergraduate Thesis: Structured for Success

Honors in Higher Education, Vol. 1 in Winter 2016

Utilizing Critical Service Learning to Ease College Transitions

Currents in Teaching and Learning, Vol. 7(1) in Winter 2015

PROFESSIONAL ORGANIZATIONS:

Student Affairs Administrators in Higher Education (NASPA) 2012 - Present

National Academic Advising Association (NACADA) 2003 - 2013

Western Regional Conference Planning Committee – 2007

PRESENTATIONS:

The Undergraduate Thesis – Structured for Success

Honors Education at Research Universities, National Conference, 2015

Utilizing Critical Service Learning to Ease College Transitions

Continuums of Service, Regional Conference, 2014

A Virtual Connection: Using Facebook to Generate Greater Connection within the Honors Community.

Accepted to the National Collegiate Honors Council (NCHC) National Conference, 2009

Bridging the Gap: How to integrate advising into a living and learning community

National Academic Advising Association (NACADA) National Conference, 2008

Using M.O.R.A.L.S. to Make the Job You Have into the Job You Want

Oregon Women in Higher Education Conference, 2008

Motivating the Unmotivated: Using motivational theory in advising high achieving students.

Accepted to the National Collegiate Honors Council (NCHC) National Conference, 2006

What We Did Last Summer: Using the NACADA Summer Institute as a catalyst for cultural change.

National Academic Advising Association (NACADA) National Conference, 2006

SERVICE & ACTIVITIES:

Oregon State University - Corvallis, OR

September 2003 – Present

Academic Integrity Committee

September 2016 - Present

Faculty Advisory Council for Undergraduate Student Success

Fall 2016 - Present

Undergraduate Research Steering Committee

Winter 2016 - Present

University Council on Student Engagement & Experience

September 2012- Spring 2015

Council of Head Advisors

September 2005-Winter 2014

Chair

September 2007-June 2008

OSU Advising Implementation Team

July 2005

Faculty Economic Welfare & Retirement Committee

September 2009 – Fall 2014

Chair

September 2010 – June 2012

Professional Faculty Job Groupings

April 2012 – Fall 2014

& Compensation Project Team

Childcare Student/Parent Advisory Board

September 2009 – Present

Search Committee

April 2012 – June 2012

First Year Experience Task Force

July 2012 – January 2013

International Council

March 2009 – June 2011

Student Affairs Assessment Council

September 2004-June 2009

Summer Orientation Implementation Team

September 2011-June 2012

Multi-Institutional Study of Leadership Team

September 2005-June 2006

OSU Faculty Senate: Academic Advising Council

January 2004-Present

OSU Faculty Senate: Academic Standing Committee

September 2006-June 2008

OSU Faculty Senate: Academic Requirements Committee

September 2006-June 2008

Corvallis School District 509J - Corvallis, OR

October 2011 – Present

Citizen Member, Budget Committee

TRAININGS & WORKSHOPS:

Oregon State University - Corvallis, OR

September 2003 – Present

Salesforce Administrator Training November 2016

Search Advocate Training July 2014

Advancement Resources Workshop 2015 & 2016

Journey into Leadership January 2014

Zones of Safety December 2015

Communicating Clear Expectations December 2011

Search Advocate Renewal November 2015

Giving and Receiving Feedback November 2011

Fierce Conversations Training July 2015

Safe Space Training January 2008

Connect with Young Alumni July 2015

Effective Ally Training July 2008

Suicide Risk Reduction Training December 2014

Conversation Skills Training January 2005

Schroeder, Jennifer

From: Kathy Seeburger <kathyseeburger@comcast.net>
Sent: Saturday, October 14, 2017 10:14
To: Schroeder, Jennifer
Subject: Application to Serve on the Budget Committee
Attachments: Katherine Seeburger Cover Letter Budget Committee.docx; Katherine Seeburger Resume Budget Committee.docx

Categories: Budget

Dear Ms. Schroeder:

I recently learned of the opportunity to apply to serve on the Budget Committee.

Please consider the attached letter and resume my application for this appointment. I included the required statement in the cover letter.

If you have any questions, please contact me at (541) 760-1479 or kathyseeburger@comcast.net.

If possible, I would appreciate receiving confirmation that you received this application by the Monday noon deadline.

I appreciate the opportunity to be considered for this appointment.

Sincerely,
Katherine (Kathy) Seeburger

Kathy Seeburger
541-760-1479 (cell)
kathyseeburger@comcast.net



Virus-free. www.avast.com

October 14, 2017
529 NW 34th Street
Corvallis, OR 97330

Jennifer Schroeder
Assistant to the Director of Finance and Operations
Corvallis School District

Dear Ms. Schroeder:

I would like to serve as a citizen member of the Corvallis School District's Budget Committee. Please consider this letter and statement, plus the accompanying resume, as my application for such an appointment.

I am fortunate to have received an excellent public education from kindergarten through my undergraduate degree. I am an avid supporter of public education and I firmly support doing all we can to give Corvallis students the best education possible. I have a son in 8th grade at Linus Pauling Middle School and so I have a particular interest in this matter because of him.

Unfortunately, this goal must be balanced against the reality of limited resources. I am intrigued by the possibility of serving on the Budget Committee and helping the Committee/School Board make decisions about how to best allocate such resources.

I have a great deal of experience working with and analyzing finances through my volunteer work as the treasurer of a local non-profit organization, the Corvallis Sister Cities Association, and through my work as treasurer for Jefferson Elementary School's PTA. I have additional professional experience doing a wide range of research and analysis. Through my work as a city planner, I also understand the importance of transparent decision making processes that include opportunities for public comment.

I am very detail-oriented but also able to step back and assess the big picture of a situation. I am willing to put in the time to review background documents as needed to be fully prepared to serve on the Committee. I also would like to better acquaint myself with the School Board's proceedings and existing budget ahead of time.

I believe that my participation on the Budget Committee can help the Committee decide on a final budget that best serves the Corvallis community.

If you have any questions about my application or background, please contact me at (541) 760-1479 or kathyseeburger@comcast.net.

Sincerely,
Katherine Seeburger

STATEMENT

I am able and willing to serve as a member of the budget committee and to adhere to the policies of the district. Signed, Katherine Seeburger

(Please consider my written name to serve as my signature.)

Katherine A. Seeburger

529 NW 34th Street

Corvallis, OR 97330

541-760-1479

kathyseeburger@comcast.net

Objective:

- Apply my experience analyzing financial information to help the Corvallis School Board/Budget Committee decide budget priorities for the Corvallis School District.

Education:

- Cornell University, Ithaca, NY, Master of Regional Planning, City & Regional Planning, 1992.
- University of California, Berkeley, CA, Bachelor of Arts, Geography, 1984.

Relevant Experience:

Corvallis Sister Cities Association, Corvallis, OR, 2005 – Present

- Served in multiple capacities on Board of Directors and as a committee chair for local non-profit organization with two active sister city programs.
- Treasurer for Corvallis-Gondar (Ethiopia) sister city program since 2009.
- Processed ongoing deposits and payments, including wire transfer payments to Ethiopia.
- Developed and maintained QuickBooks accounting system.
- Prepared financial reports for Board/committee meetings and custom analysis as needed.
- Coordinated the development of annual budgets and tracked the status of budgets on an ongoing basis.
- Worked with a local tax preparer to arrange for the completion of the organization's annual tax filings.

Jefferson Elementary School Parent Teacher Association, Corvallis, OR, 2012 - 2014

- Served as treasurer for the school's PTA for two years.
- Coordinated payments and prepared deposits, working with other PTA members and parent volunteers as needed.
- Maintained Quicken accounting system.
- Presented financial reports at monthly PTA meetings.
- Worked with the PTA President and school principal to draft annual budgets. Completed budgets following public comment by the school's parent community and teachers.

Professional Experience:

City of Corvallis, Community Development Department, Corvallis, OR, 1997 - 2006

- Processed land use and historic preservation permit applications.
- Prepared staff reports and memos for the City Council, Planning Commission, advisory boards and commissions, and other staff on a wide variety of topics.
- Acted as staff liaison to the Historic Preservation Advisory Board and Committee for Citizen Involvement.

(over)

Katherine A. Seeburger

City of Corvallis, Community Development Department, continued

- Provided front counter and phone assistance to customers and the general public.
- Helped update the City's zoning, historic preservation, and Comprehensive Plan policies and regulations.
- Prepared a variety of guidance materials on land use, citizen involvement, and historic preservation.
- Conducted analysis of land development trends in the Corvallis area.
- Used Geographic Information Systems (GIS) software to undertake planning research and to prepare a variety of maps.

Minnesota Pollution Control Agency, Air Quality Division, St. Paul, MN, 1992 - 1997

- Monitored status of new Clean Air Act regulations and policies.
- Analyzed and communicated implications of federal regulatory requirements for state-level programs.
- Worked on team to coordinate development and implementation of new air emission permit program. Received national recognition for outreach, marketing, and training efforts.
- Prepared guidebook describing air quality and permit application requirements.
- Coordinated development of Air Quality Division's web site.
- Conducted inspections of air emission facilities to determine compliance status.
- Initiated enforcement actions to bring facilities into compliance.

Other Miscellaneous Experience:

- **Corvallis League of Women Voters**, Corvallis, OR: Newsletter editor, 2002 - 2004.
- **Institute for Agriculture and Trade Policy**, Minneapolis, MN: Special events volunteer, 1996 - 1997.
- **Cornell University, Department of City & Regional Planning**, Ithaca, NY: Interviewer/editor, 1991.
- **International Development Exchange**, San Francisco, CA: Project intern, 1988 - 1989.
- **Regional Oral History Office, University of California**, Berkeley, CA: Administrative assistant, 1988 - 1989.
- **ActionAid The Gambia**, Banjul, The Gambia: Research intern, 1988.
- **People for Open Space** (now Greenbelt Alliance), San Francisco, CA: Administrative assistant, 1985 - 1987.

References Available Upon Request

Schroeder, Jennifer

From: Peter Sabee <peter@northjacksonco.com>
Sent: Monday, October 16, 2017 16:15
To: Schroeder, Jennifer
Subject: Budget Committee Letter of Interest
Attachments: SabeePaulson Budget Committee.pdf

Categories: Budget

Dear Ms. Schroeder;

Please find my letter of interest to serve as one of the citizen Budget Committee positions attached to this email.

Best regards,

Peter Sabee-Paulson

Jennifer Schroeder
Corvallis School District Finance and Operations
PO Box 3509J,
Corvallis, OR 97339

RE: Budget Committee Citizen Volunteer Statement of Interest

Dear Board Members and District Finance and Operations Staff:

Since moving to Corvallis in 2008, I have found myself increasingly engaged in issues under the purview of the School District. Initially, my focus was on issues affecting my own children. I found this focus leading to educating myself on: the challenges facing the District; proficiency metrics by student population and graduation class cohort; Board, District, PTA/PTO and citizen roles in education; District and Board priorities and objectives; District funding sources, mechanisms and constraints; and to a limited degree, how the Corvallis experience compares to other school districts.

With this background, I find my perspective shifting to a view of our education system as a cornerstone of our community. I strongly support the District vision, priorities and objectives and would like to do my part toward helping the District implement their vision in the process of doing the best it can for all of Corvallis' students.

If selected, I will bring this focus to my work on the budget committee. I would be someone who would always be asking how new and existing budget items contribute toward implementing the District's goals and making use of available data to help inform our decisions where appropriate.

Resume and Other Relevant Qualifications.

I am the President and Cofounder of North Jackson Company, an environmental and data management consulting company. Beyond leadership and management responsibilities (1998 to present), my technical responsibilities extend to leadership and oversight of our data management service area. Each step of our work involves collaboration, communication, and attention to detail and quality. I have a BS in biology from the University of Minnesota, Duluth.

By creating and running a small company, I have gained extensive experience in working with budgets. I also have extensive experience in alternatives analysis, comparing metrics to expected outcomes, as well as analyzing many different types of data and finding ways to present data that allow stakeholders to thoughtfully make data-driven decisions.

I am a parent of 3 children currently attending Corvallis public schools, a taxpayer who values effective use of public funds and an engaged community member who cares deeply about providing quality education to all children.

I volunteer in the schools, including three years of involvement with the Science Olympiad program, five years of leading watershed science field days for elementary students (Hoover and Adams) and as treasurer of Franklin's PTA.

Corvallis School Board Budget Committee Application

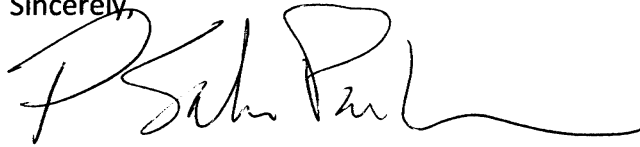
Peter Sabee-Paulson

From a point of view of possible base requirements, I have been a resident of the District since 2008; I am a qualified voter of the District; and I am not an employee of the District.

Commitment

If, selected, I am willing to serve as a member of the budget committee and adhere to the policies of the District.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Sabee-Paulson". The signature is fluid and cursive, with a long horizontal flourish at the end.

Peter Sabee-Paulson

Phone: (906) 362-7906

Email: peter@northjacksonco.com

Address: 3225 NW Deer Run St Corvallis, OR 97330

Schroeder, Jennifer

From: Richard Arnold <richardarnold799@gmail.com>
Sent: Monday, October 16, 2017 16:45
To: Schroeder, Jennifer
Subject: Budget Committee Member Application
Attachments: Resume_Richard Arnold.docx

Categories: Budget

Good Afternoon Ms. Schroeder:

Please find attached my resume for one of the vacant Budget Committee Member positions. I have previously served on the school district budget committee and served as vice chair of the committee during one of the years. I have knowledge of how the system works, and want to continue to be involved in this valuable committee. I acknowledge I am available to serve on this committee and to be bound by the policies of the Corvallis School District while I am involved.

Respectfully,

Richard W. Arnold Jr.

Richard W. Arnold, Jr.
3650 NW Witham Hill Dr. Corvallis OR 97330
richardarnold799@gmail.com
541-207-3710

OBJECTIVE:

An upper-level to mid-level management position where my leadership and management skills can be exercised to improve the institution's efficiency and productivity; and ensure compliance to applicable statutes, policies and procedures.

PROFESSIONAL SUMMARY

Assertive, innovative and goal oriented manager with over 13 years of management experience. Strategic thinker with an excellent ability to translate complex policy requirements into efficient and transparent business processes. Strong desire to see people pursue work in a meaningful way that improves individual, team and organizational performance. Qualification summary includes:

- 13 years of management experience in public sector accounting
- Performed operational oversight and budget variance analysis of approximately \$50 million dollars of Education & General Funds and \$1.5 million dollars of self-supporting units within the colleges the Health Sciences Business Center supports
- Compliance review and monthly/ad-hoc reporting of \$24 million dollars of externally sponsored projects and grants
- Broad knowledge of numerous accounting platforms and financial reporting tools including Ellucian BANNER, FAMIS, R*Stars, Hyperion, and BI Query Data Warehouse
- Provided leadership in the development of "Lean" business process and internal controls associated with the Oregon State University Shared Services model
- Integrated a document imaging system into the workflow for procurement, accounts payable, procurement card transactions.

PROFESSIONAL SKILLS

POLICY AND COMPLIANCE

- As Assistant Director of Oregon State University (OSU) Business Affairs was responsible for the overall financial accounting policy and internal controls framework for OSU
- Served as OSU liaison to external audit agencies and crafted management responses to audit findings, and oversaw implementation of changes in policy and procedures that were required as a result of the audits
- Led team in crafting "Lean" business processes for the prototype shared service center at OSU and worked to ensure the processes were compliant with all applicable statutes, policies and rules.
- Helped to create a robust internal control structure for the new shared service center
- Participated in annual review of OSU fiscal policy manual

MANAGEMENT REPORTING AND ANALYSIS

- Provides monthly reports to Deans and Department Heads of expenditures, account balances and payroll transactions for all E&G funds
- Provides monthly budget to actual variance analysis and associated projections to Deans and Department Heads for the funds they are responsible for
- Provides oversight for monthly budget and expenditure reporting for over 200 externally sponsored agreements
- Provides monthly reporting to Health Sciences Business Center manager of performance metrics related to transaction processing

FINANCIAL MANAGEMENT SYSTEMS AND SOFTWARE

- 19 years of experience on various financial management system platforms and well versed in utilizing a data warehouse reporting environment
- 8 years of experience utilizing a document imaging system and the integration of the system into multiple workflows
- Fluent in the use of Microsoft Office Suite Applications and Microsoft Visio

EMPLOYMENT HISTORY

- Division Coordinator, DHS-OHA Shared Services OFS, May 2015 to present
- Health Sciences Business Center Finance and Accounting Manager, April 2008 to May 2015
- Assistant Director of OSU Business Affairs, February 2007- April 2008
- Assistant Manager of OSU Accounts Payable, August 2006- February 2007
- Coordinator of Special Projects at Prairie View A&M University, January 2005-June 2006
- Contract and Compliance Officer, June 2000-December 2003
- Financial Management Supervisor at Texas A&M University, July 1997-June 2000

EDUCATION

- Walden University -2015
Masters of Management and Accounting
- Regents College- 2001
Bachelors of Science of Accounting
- Blinn College- 1998
Associates of Science of Accounting

REFERENCES

Available upon request



Corvallis
SCHOOL DISTRICT

X. FINANCE AND OPERATIONS DEPARTMENT SPOTLIGHT



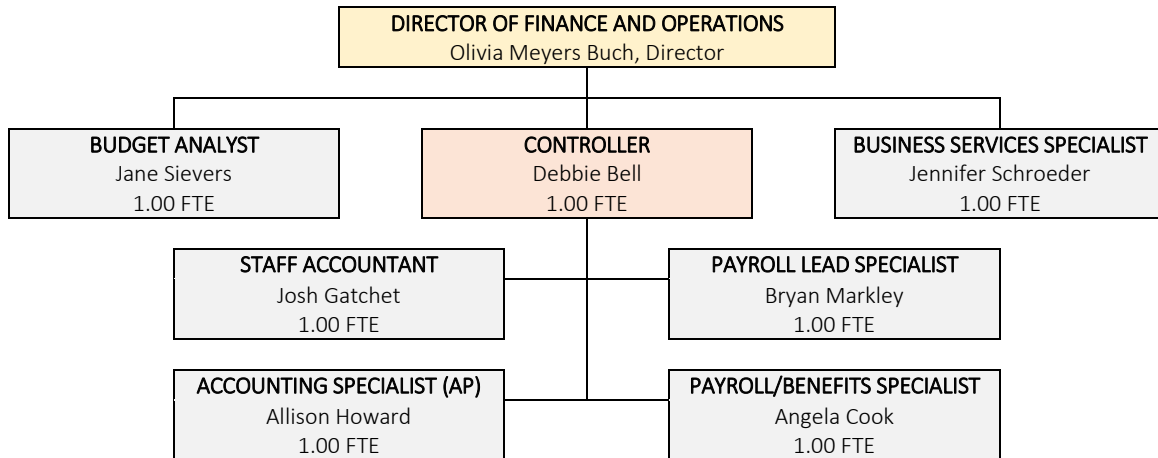
Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Director of Finance and Operations
Debbie Bell, Controller
Meeting Date: November 16, 2017

Finance Department Spotlight

NO ACTION REQUIRED



Scope of the Department

The Finance Department supports the Superintendent and the School Board in managing the district's resources through financial planning and reporting, fiscal and legislative analysis, and policy recommendations. The Department also provides efficient and effective systems to support educational service delivery through accountable and transparent financial operations including:

- *Budget Development and Oversight*
Includes budget preparation and execution, management and oversight of budgeted revenues and expenditures, and budget adjustments if necessary.
- *Financial Accounting and Reporting*
Includes all daily financial transactions, monthly reporting, month and year end closing, internal control monitoring, audit coordination, and preparation of Comprehensive Annual Financial Report (CAFR).
- *Cash Management and Investment Oversight*
Includes the management and monitoring of all district cash accounts and the investment of district funds as authorized by the district's investment policies.
- *Debt Management*
Includes the management and oversight of all outstanding debt (general obligation and pension obligation bonds).

- *Financial Grants*
Includes all financial aspects of grant management from receipting to reporting.
- *Procurement*
Includes management and oversight of the purchase of all services, goods, materials, supplies, and equipment.
- *Payroll and Employee Benefits*
Includes all payroll processing activities and the management of the district's employee benefit programs.
- *State Reporting*
Includes the reporting of student enrollment and revenue projections, budgeted revenues and expenditures, actual student enrollment, and actual revenues and expenditures.

Key Activities in the Last 12 Months

- Prepared and executed an annual budget totaling \$120 million;
- Received an unmodified ("clean") opinion from auditors on financial statements;
- Issued Comprehensive Annual Financial Report; received Certificate of Achievement from Government Finance Officers Association for the 27th consecutive year;
- Managed a cash and investment portfolio valued at up to \$53.8 million;
- Implemented a purchasing card program (on a pilot basis);
- Provided support for several large scale solicitations and procurements (agent of record services, auditing services, custodial supplies);
- Issued 6,000 checks totaling \$16.3 million in payments to 2,000 vendors for services, goods, materials, supplies, and equipment;
- Monitored and supported open grant awards of \$3.6 million;
- Issued payroll of \$38.5 million to approximately 1,320 employees;
- Provided employee insurance benefit programs to approximately 753 employees;
- Supported the implementation of new web-based student registration system;
- Incorporated two new staff into workgroup (staff accountant and accounting specialist).

Key Activities Planned for the Next 12 Months

- Enhance the district's budget process through better alignment of resources with academic achievement goals by participating in the Alliance for Excellence in School Budgeting and implementing Best Practices in School Budgeting;

- Expand purchasing card program;
- Incorporate new state grants (Measure 98 and Measure 99) into strategic budget planning;
- Provide management and oversight of fiscal activity related to potential facility bond (development and issuance of capital construction bonds; financial operations and support staff to deploy spending of potential bond proceeds);
- Expand purchasing card program;
- Implement new electronic time keeping system for classified employees;
- Investigate ongoing financial systems improvements (i.e. upgrade cash receipting software);
- Provide training and support to new staff responsible for financial matters.

Department Impact on Student Learning

The Finance Department ensures that financial resources are available, managed and accounted for to support a comprehensive framework of services to students.



Corvallis

SCHOOL DISTRICT

XI. CONSOLIDATED ACTION

XI.A. Minutes

XI.A.1. October 12, 2017

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

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:31 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams, Chair Sami Al-AbdRabbuh, Vice Chair Judy Ball Jay Conroy Terese Jones Ed Junkins Sarah Finger McDonald</p>	<p><u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Kevin Bogatin, Assistant Superintendent Jennifer Duvall, Human Resources Director Olivia Meyers Buch, Finance and Operations Director</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u> Logan Barnett, College Hill Elias Melchor, College Hill Rose Martines, CHS Mona Wong, CHS Sarita Ahmed, CVHS</p> <p><u>STUDENT REPRESENTATIVES ABSENT</u> Marco Sanchez-Ruiz, CVHS</p>
--	--

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Adams led the Pledge of Allegiance.

III. REPORTS FROM BOARD LIAISONS TO DISTRICT WORK GROUPS/COMMITTEES

Board members provided brief updates regarding the committees to which they liaise.

IV. BOARD-SCHOOL LIAISON REPORTS

Board members provided brief updates regarding their visits to schools and attendance at school events.

V. INTRODUCE 2017-18 STUDENT REPRESENTATIVES

Superintendent Noss introduced the 2017-18 school board student representatives, and the students shared a little about themselves.

VI. SUPERINTENDENT'S REPORT

Superintendent Noss offered highlights from the past month and information regarding current and future initiatives. (His report has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

VII. PUBLIC/STAFF COMMENT

Scott Newsham, 3050 NW Fillmore Avenue, Corvallis, read from a prepared statement, which has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records. Mr. Newsham expressed concern that school board members' actions don't match their professed desire to represent the community's beliefs and values when it comes to community engagement and transparency. He offered several suggestions for remedying the situation.

Denise Cardinali, 6017 SW Grand Oaks, Corvallis, read from a prepared statement, which will be filed with the official 2017-18 board records. Ms. Cardinali opined that the level of nursing staffing in the district is severely inadequate. She urged the board to increase nursing staffing to 3.5 FTE in addition to the nurses who provide 1:1 care for students who require it.

Glen Cannon, 6465 NW Mountain View Drive, Corvallis, said he volunteers at Mt. View Elementary School's garden. He said teachers use the garden to teach science, math, art, etc., and he would like to see students at all elementary schools have the same garden-based learning that Mt. View has. He proposed that the district take advantage of OSU students to teach gardening classes and take care of routine maintenance in the gardens.

VIII. REQUEST TO CHANGE THE NAME OF CORVALLIS HIGH SCHOOL'S SPARTAN FIELD TO "BOB HOLT STADIUM AT SPARTAN FIELD"

The board received a report prior to the meeting regarding a request to change the name of Corvallis High School's Spartan Field in order to honor Bob Holt. (The report has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.) Corvallis High School Principal Matt Boring responded to concerns expressed by board members regarding naming a facility after a living person. Superintendent Noss quoted from Administrative Regulation FF-AR – Naming or Renaming of Facilities or Areas regarding the extenuating circumstances that would warrant naming partial facilities after living persons.

MOTION:

It was moved by Director Conroy and seconded by Vice Chair Al-AbdRabbuh, to change the name of Corvallis High School's Spartan Field to Bob Holt Stadium at Spartan Field.

Lengthy board discussion ensued and covered topics including:

- Precedent-setting for the next person who is really legitimately making a substantial contribution.
- Another state's experience of naming something after a living person who subsequently committed a criminal act.
- Singling out one employee above other exceptional employees in the district.
- Following existing board policy and the potential need to amend it.
- The benefits of naming a facility for a person who is still living
- Concerns that Mr. Holt isn't fully retired from the district.
- How to give equitable recognition to people who tend to be overlooked or whose contributions are diminished.
- How to call out contributions that reflect the diversity of interest and talents of the district's faculty.
- Mr. Holt's long history of serving all students, of being a guidepost for children, and of furthering equity in the district.

Student representatives Elias Melchor, Rose Martines, and Logan Barnett spoke passionately in support of the naming request.

The motion was voted on. Directors Ball and Jones voted in opposition to the motion; the remaining five board members voted in support. The motion carried.

IX. SCHOOLWIDE INTEGRATED FRAMEWORK FOR TRANSFORMATION (SWIFT)

Melissa Harder, Jefferson Elementary School Principal, Beth Martin, Jefferson Elementary School Intervention Specialist, and Mary Beth Hill, Jefferson Elementary School Intermediate Life Skills Specialist, co-presented, and responded to questions from board members. The board received a report prior to the meeting, and viewed a PowerPoint presentation during the meeting. (Both have been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

X. CORVALLIS PUBLIC SCHOOLS FOUNDATION

Foundation Executive Director Liv Gifford, and Foundation board members Anissa Arthenayake, Mike Sheets, and Daniel Lopez-Cevallos, co-presented and responded to questions from school board members. The school board received a report prior to the meeting, and viewed a PowerPoint presentation during the meeting. (Both have been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

XI. TECHNOLOGY SERVICES DEPARTMENT SPOTLIGHT

Technology Services Director Rob Singleton presented, and responded to questions from board members and student representatives. The board received a report prior to the meeting. (The report has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

XII. BOARD GOALS UPDATE

Superintendent Noss presented information and responded to questions from board members and student representatives regarding proposed performance measures for each 2017-22 board goal. The board received a report prior to the meeting. (The report has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

XIII. ENROLLMENT REPORT

Director of Finance and Operations Olivia Meyers Buch presented and responded to questions from board members. The board received a report prior to the meeting, and viewed a PowerPoint presentation during the meeting. (Both have been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

XIV. CONSOLIDATED ACTION

Director Ball asked that item XIV. C. Addition of Non-Represented Employee Position: Sustainability Specialist be held for discussion.

MOTION:

It was moved by Director Ball and seconded by Vice Chair Al-AbdRabbuh, to approve the Consolidated Action items absent item XIV. C. Addition of Non-Represented Employee Position: Sustainability Specialist. The motion was voted on and unanimously approved.

- A. Minutes** – September 14, 2017; September 28, 2017.
- B. Licensed Personnel Action** – (This document has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)
- C. Addition of Non-Represented Employee Position: Sustainability Specialist**

Director Ball expressed concerns about adding another FTE mid-year and opined that the activities of this position ought to be imbedded in positions across the district rather than a separate position.

Board discussion with Superintendent Noss and Assistant Superintendent Bogatin ensued, and included comments such as:

- This seems sudden to me; I haven't seen this before.
- The position would be able to pay for itself over time in terms of cost savings and the work that will be done in schools.
- The district's Sustainability Task Force felt a specific position was needed to move the work forward systemically and in a coordinated fashion across all schools.
- The possibility that the community would request the addition of other specialists for areas such as equity or career and technical education.
- The sustainability task force saw the work on sustainability very much analogous to equity work.
- This doesn't fit directly with board goals.

Chair Adams suggested that the board hear directly from the educators on the sustainability task force regarding the work leading up to the request to add the sustainability specialist position. Several board members indicated agreement with that suggestion.

MOTION:

It was moved by Vice Chair Al-AbdRabbuh and seconded by Director Jones, to table discussion of the addition of the sustainability specialist position. Chair Adams voted in opposition to the motion; all other board members voted in favor of it. The motion carried.

XV. CONSOLIDATED INFORMATION

The board received the following information:

- A. Non-Licensed Personnel Information** – (This document has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)
- B. Unaudited Financial Statements – August 31, 2017** – (This document has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

XVI. ADJOURNMENT

There being no further business before the Board, Chair Adams adjourned the meeting at 10:34 p.m.

Vincent Adams, Board Chair

Ryan Noss, Superintendent

Prepared By: Julie Catala

S:\DO\Super\Julie\BOARD\MINUTES\2017\10-12-17 minutes.docx



Corvallis

SCHOOL DISTRICT

XI.A.2. October 26, 2017

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

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u> Vincent Adams, Chair Sami Al-AbdRabbuh, Vice Chair Judy Ball Jay Conroy Terese Jones Sarah Finger McDonald	<u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Kevin Bogatin, Assistant Superintendent Jennifer Duvall, Human Resources Director Olivia Meyers Buch, Finance and Operations Director
<u>BOARD MEMBERS EXCUSED</u> Ed Junkins	

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Adams led the Pledge of Allegiance.

III. BOYS & GIRLS CLUB OF CORVALLIS CENTER FOR YOUTH EXCELLENCE UPDATE

Boys & Girls Club of Corvallis CEO Helen Higgins and CFO Clay Higgins co-presented. The board received a report prior to the meeting. (The report has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.) Mr. and Mrs. Higgins responded to questions from board members, and discussed the request for financial assistance the Club is seeking from the district. As part of the 2018-19 budget process, Superintendent Noss will bring to the board a proposal and recommendation regarding the club's funding request.

IV. UPDATE ON LONG RANGE FACILITIES PLANNING (COMMUNITY INPUT THEMES)

Facilities and Transportation Director Kim Patten presented. The board received a report prior to the meeting and another one at the meeting. (Both reports have been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.) Ms. Patten and Superintendent Noss responded to questions and suggestions from board members.

V. TEACHING AND LEARNING DEPARTMENT SPOTLIGHT

Teaching and Learning staff members Rynda Gregory, Amy Lesan, Lynne Griffin, Sabrina Alexander, and Marcianna Rivero Koetje presented. The board received a report prior to the meeting. (The report has been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.) The presenters responded to questions from board members.

VI. ADJOURNMENT

There being no further business before the Board, Chair Adams adjourned the meeting at 8:22 p.m.

Vincent Adams, Board Chair

Ryan Noss, Superintendent

Prepared By: Julie Catala

S:\DO\Super\Julie\BOARD\MINUTES\2017\10-26-17 minutes.docx



Corvallis

SCHOOL DISTRICT

XI.A.3. October 26-27, 2017

MINUTES
Training and Planning of the
BOARD OF DIRECTORS
Corvallis School District 509J

The two-day training and planning session was held at the Ford Family Foundation Conference Center, 1600 NW Stewart Parkway Roseburg, Oregon 97471-1957. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u>	<u>EXECUTIVE STAFF PRESENT</u>
Vincent Adams, Chair Sami Al-AbdRabbuh, Vice Chair Judy Ball Jay Conroy Terese Jones Ed Junkins Sarah Finger McDonald	Ryan Noss, Superintendent

A quorum was present and due notice had been published.

Interested persons were able to call in to a toll-free conference line to listen in to the proceedings on both days.

Both days consisted of governance and equity training, planning and collaboration with Medford School District and the Center for Reform of School Systems. The event was sponsored by Chalkboard Project. The board received a report and agenda prior to the meeting. (Both have been posted online with the informational packet of this meeting, and will be filed with the official 2017-18 board records.)

Vincent Adams, Board Chair

Ryan Noss, Superintendent

Prepared By: Julie Catala

S:\DO\Super\Julie\BOARD\MINUTES\2017\10-27 & 28 - 17 Chalkboard Project Training.docx



Corvallis

SCHOOL DISTRICT

XI.B. Licensed Personnel Action



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Jennifer Duvall, Human Resources Director
Meeting Date: November 16, 2017

Licensed Personnel Action

ACTION REQUESTED

1. Issue:

a. Recommendation to Hire

Gordon Hilberg: Counselor, 1.0 FTE, Linus Pauling Middle School, effective October 23, 2017 (Temporary)

Angela Faulk: Special Education Teacher, 0.5 FTE, Harding Center, effective October 23, 2017 (Temporary)

Jennifer Klein: Kindergarten Teacher, 1.0 FTE, Mt. View Elementary School, effective October 20, 2017 (Temporary)

b. Leave/Termination/Resignation/Layoff/Retirement

Jeanine Delamater: Fourth Grade Teacher, 1.0 FTE, Hoover Elementary School, effective October 31, 2017 (Retirement)

MOTION REQUESTED:

"I move to approve the Licensed Personnel action as submitted."



Corvallis

SCHOOL DISTRICT

XII. CONSOLIDATED INFORMATION

XII.A. Non-Licensed Personnel Information



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Jennifer Duvall, Human Resources Director
Meeting Date: November 16, 2017

Non-licensed Personnel Information

NO ACTION REQUIRED

Recommendation to Hire

Dana Guenther: Student Behavior Assistant, 6.5 hours, Garfield Elementary, effective October 23, 2017 (Limited Term)

Leslie Van Allen: Educational Assistant 2, 6.5 hours, Corvallis High School, effective October 17, 2017 (Regular/Probationary)

Gayleen Orozco: Educational Assistant 2, 6.5 hours, Corvallis High School, effective October 6, 2017 (Limited Term)

Sean Eaton: Maintenance 1, 8 hours, Hoover and Lincoln Elementary, effective October 31, 2017 (Regular/Probationary)

Taylor Deskins: Educational Assistant Life Skills, 6.5 hours, Franklin Elementary, effective October 9, 2017 (Regular/Probationary)

Chrystal Shearer: Food Service Specialist, 7.5 hours, Lincoln Elementary, effective October 25, 2017 (Regular/Probationary)

Steven Prosocki: Fiscal Clerk 2/Office Manager, 8 hours, District Office, effective November 1, 2017 (Regular/Probationary)

Allison Patrick: Educational Assistant 2, 6 hours, Harding Center, effective November 2, 2017 (Limited Term)

Laura Blake: Educational Assistant 2, 6.75 hours, Linus Pauling Middle School, effective November 2, 2017 (Regular/Probationary)

Simon Barbour-Gast: Educational Assistant Life Skills, 7 hours, Harding Center, effective November 3, 2017 (Limited Term)

Joshua Lasky: Educational Assistant Life Skills, 7 hours, Linus Pauling Middle School, effective October 30, 2017 (Regular/Probationary)

Cindy Haskell: Food Service Assistant, 1.50 hours, Lincoln Elementary, effective November 6, 2017 (Regular/Probationary)



Corvallis

SCHOOL DISTRICT

Termination/Resignation/Layoff/Retirement

Angela Faulk: Educational Assistant Life Skills, 7 hours, Corvallis High School, effective October 22, 2017 (Resignation)

Clifford Kirpatrick: Educational Assistant Life Skills, 7 hours, Linus Pauling Middle School, effective November 21, 2017 (Resignation)

Michelle Butler: Administrative Assistant 2, 8 hours, Crescent Valley High School, effective November 17, 2017 (Resignation)

Danielle Lippert: Educational Assistant 2, 7.3 hours, Wilson Elementary, effective November 9, 2017 (Resignation)

Forrest Leisner: Food Service Specialist, 8 hours, Garfield Elementary, effective October 17, 2017 (Resignation)

Debra Hascall: Administrative Assistant 2, 8 hours, Linus Pauling Middle School, effective October 31, 2017 (Resignation)

Timothy Phillips: Maintenance 3/Carpenter, 8 hours, District Office, effective September 27, 2017 (Resignation)

Carol Beamer: Career Center Specialist, 6 hours, Crescent Valley High School, effective December 8, 2017 (Retirement)

Jody Bevandich: Food Service Assistant, 7 hours, Central Kitchen, effective November 29, 2017 (Retirement)



Corvallis

SCHOOL DISTRICT

XII.B. Unaudited Financial Statements – September 30, 2017



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: November 16, 2017

September 30, 2017 Financial Statements (Unaudited)

NO ACTION REQUIRED

Background

The Statement of Resources and Requirements for the General Fund for the period ending September 30, 2016 and 2017 follow this report. As September is the end of the first quarter of the fiscal year, you will also find statements on all other reportable funds in addition to the General Fund. General Fund Highlights are included below while information on the other funds can be found on the individual fund statements.

Year-to-date operating revenues through the end of September 2017 total \$12.1 million or 17.5% of total budgeted operating revenues as compared to \$11.2 million or 17.4% through the end of September 2016. Typically, at this point in the year, revenues from the state school fund constitute the significant source of funds, which is true this year. State school fund revenue is projected to exceed budgeted revenue by \$1.8 million due to an increased state budget appropriation (from legislative action in July 2017) and higher than projected enrollment. Local option taxes levied by the district are projected to exceed budgeted revenue by \$1.1 million due to a significant decrease in compression loss as real market value growth outpaced assessed value growth.

The beginning fund balance reflects an increase of \$0.7 million over the adopted budget of \$9.5 million. Overall, total resources in 2016-17 were 100.5% of budget while total expenditures were 98.2% of budget.

Year-to-date operating expenditures through the end of September 2017 total \$9.6 million or 13.8% of total budgeted operating expenditures as compared to \$9.9 million or 15.0% through the end of September 2016. Capital outlay requirements are projected to exceed budgeted expenditures by \$0.45 million due to the boiler replacement project at Corvallis High School.

Projected resources and requirements through June 30, 2018 result in an ending fund balance of \$12.1 million. All General Fund reserves are projected to be at or above the designations outlined in board policy June 30, 2018. The projected ending fund balance reflects a change in fund balance, or operating surplus, of \$2.0 million; however, as state school funds are being distributed equally over the biennium (instead of the standard 49%-51% distribution), a large portion of surplus funds will be set aside to cover a portion of roll up costs in 2018-19 (primarily salary and benefit increases).

September 30, 2017 Financial Statements (Unaudited)

Staff are completing the preparation of a supplemental budget that will be presented for board adoption on December 7, 2017. Proposed changes will increase appropriations to comply with board policy and to account for carryover allowances and staffing or programmatic changes made after the budget was adopted.

Please contact me with questions or if you would like additional information.

Supplementary Materials

1. Statements of Resources and Requirements as of September 30, 2016 and 2017
2. Schedule of Investments as of September 30, 2017
3. Schedules of Cash Disbursements greater than or equal to \$1,000 for the period of September 1 - September 30, 2017

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

General Fund

	FY 2016-17					FY 2017-18				
	Amended	Actuals Thru	% of	Actuals Thru	% of	Adopted	Actuals Thru	% of	Projected Thru	% of
	Budget	09/30/2016	Budget	06/30/2017	Budget	Budget	09/30/2017	Budget	06/30/2018	Budget
RESOURCES										
State School Fund Formula Revenue										
State School Fund - General Support	\$ 31,748,251	\$ 11,049,951	34.8%	\$ 30,803,517	97.0%	\$ 34,106,224	\$ 11,978,798	35.1%	\$ 35,921,061	105.3%
Property Taxes Levied by District	26,014,907	67,049	0.3%	26,014,937	100.0%	26,747,906	54,070	0.2%	26,913,981	100.6%
Common School Fund	834,692	-	0.0%	1,184,612	141.9%	829,828	-	0.0%	829,828	100.0%
County School Funds	140,000	-	0.0%	373,614	266.9%	140,000	-	0.0%	160,000	114.3%
Local Option Taxes Levied by District	4,545,040	11,235	0.2%	4,554,757	100.2%	4,769,350	9,137	0.2%	5,825,284	122.1%
Earnings on Investments	180,000	27,569	15.3%	314,241	174.6%	170,000	41,351	24.3%	170,000	100.0%
State School Fund Prior Year Adjustment	(54,226)	-	0.0%	274,920	-507.0%	-	-	-	(22,999)	-
Other	795,003	35,743	4.5%	1,032,618	129.9%	2,165,500	11,574	0.5%	1,406,475	64.9%
Total Operating Revenues	\$ 64,203,667	\$ 11,191,547	17.4%	\$ 64,553,217	100.5%	\$ 68,928,808	\$ 12,094,931	17.5%	\$ 71,203,630	103.3%
Transfers	\$ -	\$ -	0%	\$ -	0.0%	\$ -	\$ -	0%	\$ 103,299	0.0%
Beginning Fund Balance	10,278,573	10,278,573	100.0%	10,278,573	100.0%	9,469,325	10,138,976	107.1%	10,138,976	107.1%
TOTAL RESOURCES	\$ 74,482,240	\$ 21,470,120	28.8%	\$ 74,831,790	100.5%	\$ 78,398,133	\$ 22,233,907	29.7%	\$ 81,445,906	103.9%
REQUIREMENTS										
Salaries	\$ 34,920,419	\$ 4,284,319	12.3%	\$ 34,848,046	99.8%	\$ 36,724,126	\$ 4,335,134	11.8%	\$ 36,351,121	99.0%
Associated Payroll Costs	19,366,811	2,194,165	11.3%	18,557,192	95.8%	20,509,491	2,250,064	11.0%	20,304,396	99.0%
Purchased Services	7,702,555	1,364,551	17.7%	7,892,125	102.5%	8,051,406	1,081,196	13.4%	7,966,897	99.0%
Supplies and Materials	2,929,169	1,216,359	41.5%	2,449,145	83.6%	3,066,798	1,022,758	33.3%	3,036,130	99.0%
Capital Outlay	86,000	22,900	26.6%	106,601	124.0%	286,000	49,019	17.1%	733,140	256.3%
Other Objects	861,009	793,222	92.1%	839,703	97.5%	926,809	848,736	91.6%	917,541	99.0%
Total Operating Expenditures	\$ 65,865,963	\$ 9,875,516	15.0%	\$ 64,692,813	98.2%	\$ 69,564,630	\$ 9,586,907	13.8%	\$ 69,309,225	99.6%
Contingency	\$ 1,530,092	\$ -	-	\$ -	-	\$ 1,723,220	\$ -	-	\$ -	-
Rainy Day Reserves	3,210,183	-	-	-	-	3,446,440	-	-	-	-
Unappropriated Reserves	2,553,183	-	-	-	-	2,750,794	-	-	-	-
Unappropriated Reserve (PERS)	1,322,819	-	-	-	-	913,049	-	-	-	-
TOTAL REQUIREMENTS	\$ 74,482,240	\$ 9,875,516		\$ 64,692,813		\$ 78,398,133	\$ 9,586,907		\$ 69,309,225	
ENDING FUND BALANCE		\$ 11,594,604		\$ 10,138,976			\$ 12,647,000		\$ 12,136,680	
Contingency				1,613,830	2.5% *				1,780,091	2.5% *
Rainy Day Reserves				3,227,661	5.0% *				3,560,182	5.0% *
Unappropriated Reserves				3,974,666	6.2% *				4,413,789	6.2% *
Unappropriated Reserve (2018-19 Roll up)				-	-				1,469,570	2.1%
Unappropriated Reserve (PERS)				1,322,819	2.0%				913,049	1.3% *
* Percent of Operating Revenue				10,138,976	15.7%				12,136,680	17.0%

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Food Service Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Amended Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 1,224,331	\$ 118,471	9.7%	\$ 1,231,460	100.6%	\$ 1,228,832	\$ 139,585	11.4%	\$ 1,228,832	100.0%
State Sources	34,800	2,125	6.1%	37,109	106.6%	15,100	3,307	21.9%	15,100	100.0%
Federal Sources	1,814,020	67,273	3.7%	1,609,585	88.7%	1,754,020	148,216	8.5%	1,754,020	100.0%
Total Operating Revenues	\$ 3,073,151	\$ 187,869	6.1%	\$ 2,878,154	93.7%	\$ 2,997,952	\$ 291,108	9.7%	\$ 2,997,952	100.0%
Interfund Transfers	\$ 1	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	-	\$ -	-
Beginning Fund Balance	342,357	280,048	81.8%	280,048	81.8%	60,000	226,897	378.2%	226,897	378.2%
TOTAL RESOURCES	\$ 3,415,509	\$ 467,917	13.7%	\$ 3,158,202	92.5%	\$ 3,057,952	\$ 518,005	16.9%	\$ 3,224,849	105.5%
REQUIREMENTS										
Salaries	\$ 1,029,886	\$ 162,486	15.8%	\$ 955,434	92.8%	\$ 1,018,960	\$ 165,826	16.3%	\$ 1,018,960	100.0%
Associated Payroll Costs	812,244	91,992	11.3%	785,587	96.7%	856,402	96,123	11.2%	856,402	100.0%
Purchased Services	41,080	10,604	25.8%	39,925	97.2%	35,475	6,612	18.6%	35,475	100.0%
Supplies and Materials	1,296,626	45,837	3.5%	1,099,719	84.8%	1,025,500	34,984	3.4%	1,025,500	100.0%
Capital Outlay	30,673	-	0.0%	-	0.0%	9,615	-	0.0%	9,615	100.0%
Other Objects	60,000	14,736	24.6%	50,640	84.4%	22,000	2,716	12.3%	22,000	100.0%
Total Operating Expenditures	\$ 3,270,509	\$ 325,655	10.0%	\$ 2,931,305	89.6%	\$ 2,967,952	\$ 306,261	10.3%	\$ 2,967,952	100.0%
Contingency	\$ 145,000	\$ -		\$ -		\$ 90,000	\$ -		\$ -	
TOTAL REQUIREMENTS	\$ 3,415,509	\$ 325,655		\$ 2,931,305		\$ 3,057,952	\$ 306,261		\$ 2,967,952	
ENDING FUND BALANCE	\$ -	\$ 142,262		\$ 226,897		\$ -	\$ 211,744		\$ 256,897	

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 districts and agencies such as Philomath School District, Alsea School District, and several local child care facilities.
5. ODE reimburses the district through a monthly claim submission process thereby creating a deficit cash position at times dependent on the timeliness of reimbursement. The Food Service Fund cash flow capacity has narrowed as participation has decreased.

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

District Donation Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Amended Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 600,000	\$ 70,000	11.7%	\$ 447,728	74.6%	\$ 600,000	\$ 119,500	19.9%	\$ 600,000	100.0%
TOTAL RESOURCES	<u>\$ 600,000</u>	<u>\$ 70,000</u>	11.7%	<u>\$ 447,728</u>	74.6%	<u>\$ 600,000</u>	<u>\$ 119,500</u>	19.9%	<u>\$ 600,000</u>	100.0%
REQUIREMENTS										
Salaries	\$ 64,274	\$ 19,555	30.4%	\$ 57,639	89.7%	\$ 28,582	\$ 31,876	111.5%	\$ 28,582	100.0%
Associated Payroll Costs	22,985	5,498	23.9%	15,521	67.5%	11,332	8,113	71.6%	11,332	100.0%
Purchased Services	92,890	15,556	16.7%	108,879	117.2%	97,890	7,112	7.3%	97,890	100.0%
Supplies and Materials	404,851	12,497	3.1%	258,704	63.9%	447,196	31,426	7.0%	447,196	100.0%
Capital Outlay	15,000	-	0.0%	6,000	40.0%	15,000	-	0.0%	15,000	100.0%
Other Objects	-	-	-	986	-	-	-	-	-	-
TOTAL REQUIREMENTS	<u>\$ 600,000</u>	<u>\$ 53,106</u>		<u>\$ 447,728</u>		<u>\$ 600,000</u>	<u>\$ 78,527</u>		<u>\$ 600,000</u>	
ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ 16,894</u>		<u>\$ -</u>		<u>\$ -</u>	<u>\$ 40,973</u>		<u>\$ -</u>	

Notes:

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

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Designated Facilities Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Amended Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 685,000	\$ 21,298	3.1%	\$ 420,009	61.3%	\$ 483,500	\$ 22,902	4.7%	\$ 483,500	100.0%
Total Operating Revenues	\$ 685,000	\$ 21,298	3.1%	\$ 420,009	61.3%	\$ 483,500	\$ 22,902	4.7%	\$ 483,500	100.0%
Beginning Fund Balance	\$ 2,370,000	\$ 1,975,406	83.4%	\$ 1,975,406	83.4%	\$ 1,473,285	\$ 1,534,948	104.2%	\$ 1,534,948	104.2%
TOTAL RESOURCES	\$ 3,055,000	\$ 1,996,704	65.4%	\$ 2,395,415	78.4%	\$ 1,956,785	\$ 1,557,850	79.6%	\$ 2,018,448	103.2%
REQUIREMENTS										
Purchased Services	\$ 1,400,000	\$ 98,866	7.1%	\$ 115,766	8.3%	\$ 441,000	\$ 40,602	9.2%	\$ 441,000	100.0%
Supplies and Materials	-	31,420	-	31,420	-	-	17,422	-	-	-
Capital Outlay	1,655,000	272,298	16.5%	713,281	95.1%	1,515,785	-	0.0%	1,515,785	100.0%
TOTAL REQUIREMENTS	\$ 3,055,000	\$ 402,584	13.2%	\$ 860,467	28.2%	\$ 1,956,785	\$ 58,024	3.0%	\$ 1,956,785	100.0%
ENDING FUND BALANCE	\$ -	\$ 1,594,120		\$ 1,534,948		\$ -	\$ 1,499,826		\$ 61,663	

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 Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Grants Fund

	FY 2016-17					FY 2017-18				
	Amended	Actuals thru	% of	Actuals thru	% of	Amended	Actuals thru	% of	Projected thru	% of
	Budget	09/30/2016	Budget	06/30/2017	Budget	Budget	09/30/2017	Budget	06/30/2018	Budget
RESOURCES										
Local Sources	\$ 50,000	\$ -	0.00%	\$ 6,944	13.9%	\$ 51,444	\$ -	0.00%	\$ 51,444	0.0%
Intermediate Sources	200,000	10,142	5.07%	45,281	22.6%	200,281	13,663	6.82%	200,281	100.0%
State Sources	950,000	81,036	8.53%	336,421	35.4%	966,152	65,816	6.81%	966,152	100.0%
Federal Sources	4,000,000	272,360	6.81%	2,799,639	70.0%	4,232,123	241,867	5.72%	4,232,123	100.0%
Total Operating Revenues	\$ 5,200,000	\$ 363,538	7.0%	\$ 3,188,285	61.3%	\$ 5,450,000	\$ 321,347	5.90%	\$ 5,450,000	100.0%
Beginning Fund Balance	\$ 50,000	\$ -	-	\$ -	0.0%	\$ 50,000	\$ -	-	\$ 50,000	0.0%
TOTAL RESOURCES	\$ 5,250,000	\$ 363,538	6.9%	\$ 3,188,285	60.7%	\$ 5,500,000	\$ 321,347	5.84%	\$ 5,500,000	100.0%
REQUIREMENTS										
Salaries	\$ 1,791,170	\$ 175,105	9.78%	\$ 1,466,885	81.9%	\$ 1,782,874	\$ 139,689	7.84%	\$ 1,782,874	100.0%
Associated Payroll Costs	1,062,621	83,796	7.89%	899,756	84.7%	1,082,816	77,314	7.14%	1,082,816	100.0%
Purchased Services	411,999	79,763	19.36%	577,083	140.1%	640,231	54,210	8.47%	640,231	100.0%
Supplies and Services	1,859,210	15,886	0.85%	103,434	5.6%	1,866,755	43,709	2.34%	1,866,755	100.0%
Capital Outlay	-	-	-	18,442	-	-	-	-	-	-
Other Objects	125,000	8,988	7.19%	122,686	98.1%	127,324	6,425	5.05%	127,324	100.0%
TOTAL REQUIREMENTS	\$ 5,250,000	\$ 363,538	6.9%	\$ 3,188,285	60.7%	\$ 5,500,000	\$ 321,347	5.84%	\$ 5,500,000	100.0%
ENDING FUND BALANCE	\$ -	\$ -		\$ -		\$ -	\$ -		\$ -	

Notes:

1. The district has approximately 40 grant awards from federal, state, and private sources estimated at \$5.5 million. The larger awards typically span a multiple year time period.
2. Other objects include indirect costs such as audit, legal, business, human resources, and technology that are paid for by the General Fund but also utilized by the grant funds. Board policy calls for the district to recover indirect costs related to grants. This amount shows as a revenue in the General Fund and is used to offset General Fund operations. The district's indirect cost rate is approved by the State and varies from year to year. The rate for 2017-18 increased to 4.96% from 4.13% in the prior year.

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Student Body Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Amended Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 1,070,000	\$ 312,776	29.2%	\$ 1,173,884	109.7%	\$ 1,070,000	\$ 276,441	25.8%	\$ 1,070,000	100.0%
Total Operating Revenues	\$ 1,070,000	\$ 312,776	29.2%	\$ 1,173,884	109.7%	\$ 1,070,000	\$ 276,441	25.8%	\$ 1,070,000	100.0%
Beginning Fund Balance	\$ 250,000	\$ 797,490	319.0%	\$ 797,490	319.0%	\$ 300,000	\$ 733,632	244.5%	\$ 733,632	244.5%
TOTAL RESOURCES	\$ 1,320,000	\$ 1,110,266	84.1%	\$ 1,971,374	149.3%	\$ 1,370,000	\$ 1,010,073	73.7%	\$ 1,803,632	131.7%
REQUIREMENTS										
Salaries	\$ 175,331	\$ 9,433	5.4%	\$ 125,610	71.6%	\$ 188,037	\$ 6,137	3.3%	\$ 188,037	100.0%
Associated Payroll Costs	45,307	1,722	3.8%	24,613	54.3%	54,159	1,267	2.3%	54,159	100.0%
Purchased Services	488,916	71,157	14.6%	518,254	106.0%	537,211	59,379	11.1%	537,211	100.0%
Supplies and Materials	546,446	68,093	12.5%	444,989	81.4%	490,593	100,831	20.6%	490,593	100.0%
Capital Outlay	-	-	-	8,340	-	-	-	-	-	-
Other Objects	64,000	3,503.00	5.5%	115,935	181.1%	100,000	70,625	70.6%	100,000	100.0%
TOTAL REQUIREMENTS	\$ 1,320,000	\$ 153,908	11.7%	\$ 1,237,742	93.8%	\$ 1,370,000	\$ 238,240	17.4%	\$ 1,370,000	100.0%
ENDING FUND BALANCE	\$ -	\$ 956,358		\$ 733,632		\$ -	\$ 771,833		\$ 433,632	

Notes:

1. The district acts as an agent on behalf of student groups who have raised money for activities and participation fees.
2. 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 Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Designated Revenue Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Amended Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 921,148	\$ 47,482	5.2%	\$ 1,019,291	110.7%	\$ 1,055,000	\$ 223,506	21.2%	\$ 1,055,000	100.0%
Total Operating Revenues	\$ 921,148	\$ 47,482	5.2%	\$ 1,019,291	110.7%	\$ 1,055,000	\$ 223,506	21.2%	\$ 1,055,000	100.0%
Beginning Fund Balance	\$ 475,000	\$ 785,926	165.5%	\$ 785,926	165.5%	\$ 325,000	\$ 631,372	194.3%	\$ 631,372	194.3%
TOTAL RESOURCES	\$ 1,396,148	\$ 833,408	59.7%	\$ 1,805,217	129.3%	\$ 1,380,000	\$ 854,878	61.9%	\$ 1,686,372	122.2%
REQUIREMENTS										
Salaries	\$ 292,113	\$ 67,464	23.1%	\$ 307,086	105.1%	\$ 295,403	\$ 41,648	14.1%	\$ 295,403	100.0%
Associated Payroll Costs	114,645	19,494	17.0%	122,524	106.9%	118,532	12,097	10.2%	118,532	100.0%
Purchased Services	466,494	17,833	3.8%	380,345	81.5%	483,494	11,868	2.5%	483,494	100.0%
Supplies and Materials	502,896	53,488	10.6%	316,023	62.8%	462,571	60,917	13.2%	462,571	100.0%
Capital Outlay	20,000	8,730	43.7%	43,690	218.5%	20,000	-	0.0%	20,000	100.0%
Other Objects	-	150	-	4,178	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,396,148	\$ 167,159	12.0%	\$ 1,173,845	84.1%	\$ 1,380,000	\$ 126,530	9.2%	\$ 1,380,000	100.0%
ENDING FUND BALANCE	\$ -	\$ 666,249		\$ 631,372		\$ -	\$ 728,349		\$ 306,372	

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 Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Early Retirement Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Amended Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 1,500	\$ 752	50.1%	\$ 1,500	100.0%	\$ -	\$ -	-	\$ -	-
Total Operating Revenues	\$ 1,500	\$ 752	50.13%	\$ 1,500	100.00%	\$ -	\$ -	-	\$ -	-
Beginning Fund Balance	\$ 577,430	\$ 607,692	105.2%	\$ 607,692	105.2%	\$ 103,299	\$ 103,299	100.0%	\$ 103,299	100.0%
TOTAL RESOURCES	\$ 578,930	\$ 608,444	105.1%	\$ 609,192	105.2%	\$ 103,299	\$ 103,299	100.0%	\$ 103,299	100.0%
REQUIREMENTS										
Salaries	\$ 518,750	\$ 69,450	13.4%	\$ 518,750	100.0%	\$ -	\$ -	-	\$ -	-
Associated Payroll Costs	39,685	4,750	12.0%	39,685	100.0%	-	-	-	-	-
Total Operating Expenditures	\$ 558,435	\$ 74,200	13.3%	\$ 558,435	100.0%	\$ -	\$ -	-	\$ -	-
Transfers	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ 103,299	-
Contingency	20,495	-	0.0%	-	0.0%	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 578,930	\$ 74,200	12.8%	\$ 558,435	96.5%	\$ -	\$ -	-	\$ 103,299	-
ENDING FUND BALANCE	\$ -	\$ 534,244		\$ 50,757		\$ 103,299	\$ 103,299		\$ -	

Notes:

1. This fund paid for supplemental retirement benefits provided to eligible employees per agreements negotiated with the district's employee groups.
2. The last payment for non-represented and classified staff was made June 30, 2008.
3. The last payment for certified staff was made June 30, 2017.

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Debt Service Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 9,342,084	\$ 26,711	0.3%	9,430,550	100.9%	\$ 6,576,903	\$ 21,048	0.3%	6,576,903	100.0%
Total Operating Revenues	\$ 9,342,084	\$ 26,711	0.3%	\$ 9,430,550	100.9%	\$ 6,576,903	\$ 21,048	0.3%	\$ 6,576,903	100.0%
Beginning Fund Balance	\$ 506,466	\$ 557,170	110.0%	\$ 557,170	110.0%	\$ 449,054	\$ 486,720	108.4%	\$ 486,720	108.4%
TOTAL RESOURCES	\$ 9,848,550	\$ 583,881	5.9%	\$ 9,987,720	101.4%	\$ 7,025,957	\$ 507,768	7.2%	\$ 7,063,623	100.5%
REQUIREMENTS										
Other Objects	\$ 9,501,000	\$ -	0.0%	\$ 9,501,000	100.0%	\$ 6,688,000	\$ -	0.0%	\$ 6,688,000	100.0%
Total Operating Expenditures	\$ 9,501,000	\$ -	0.0%	\$ 9,501,000	100.0%	\$ 6,688,000	\$ -	0.0%	\$ 6,688,000	0.0%
Contingency	\$ 347,550	\$ -	0.0%	\$ -	0.0%	\$ 337,957	\$ -	0.0%	\$ -	0.0%
TOTAL REQUIREMENTS	\$ 9,848,550	\$ -	0.0%	\$ 9,501,000	96.5%	\$ 7,025,957	\$ -	0.0%	\$ 6,688,000	0.0%
ENDING FUND BALANCE	\$ -	\$ 583,881		\$ 486,720		\$ -	\$ 507,768		\$ 375,623	

Notes:

The Debt Service Fund is used to account for the servicing of general obligation long-term debt. This fund is used for the collection of property taxes for voter approved bond levies to pay the associated scheduled debt service. Bonds issued in 2003 provided for the completion of a new high school, middle school, and numerous renovations and upgrades across various district facilities. The Osborn Aquatic Center bond was completed in 2007-08.

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

PERS Bond Debt Service Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 2,038,890	\$ 313,626	15.4%	\$ 2,504,607	122.8%	\$ 2,053,592	\$ 249,188	12.1%	\$ 2,053,592	100.0%
Total Operating Revenues	\$ 2,038,890	\$ 313,626	15.4%	\$ 2,504,607	122.8%	\$ 2,053,592	\$ 249,188	12.1%	\$ 2,053,592	100.0%
Beginning Fund Balance	\$ 2,841,279	\$ 2,893,748	101.8%	\$ 2,893,748	101.8%	\$ 3,294,832	\$ 3,336,524	101.3%	\$ 3,336,524	101.3%
TOTAL RESOURCES	\$ 4,880,169	\$ 3,207,374	65.7%	\$ 5,398,356	110.6%	\$ 5,348,424	\$ 3,585,712	67.0%	\$ 5,390,116	100.8%
REQUIREMENTS										
Other Objects	\$ 2,061,834	\$ -	0.0%	\$ 2,061,832	100.0%	\$ 2,171,833	\$ -	0.0%	\$ 2,171,833	100.0%
Total Operating Expenditures	\$ 2,061,834	\$ -	0.0%	\$ 2,061,832	100.0%	\$ 2,171,833	\$ -	0.0%	\$ 2,171,833	0.0%
Contingency	\$ 2,818,335	\$ -	0.0%	\$ -	0.0%	\$ 3,176,591	\$ -	0.0%	\$ -	0.0%
TOTAL REQUIREMENTS	\$ 4,880,169	\$ -	0.0%	\$ 2,061,832	42.2%	\$ 5,348,424	\$ -	0.0%	\$ 2,171,833	0.0%
ENDING FUND BALANCE	\$ -	\$ 3,207,374		\$ 3,336,524		\$ -	\$ 3,585,712		\$ 3,218,283	

Notes:

The PERS Bond Debt Service Fund is used to repay the debt service resulting from the issuance of bonds in 2002 and 2005 to reduce the district's PERS unfunded liability to aid in reducing long term costs. Revenue is provided by assessing a percentage against employee salaries from all district funds.

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of September 30, 2016 and 2017 Respectively (Unaudited)

Insurance Fund

	FY 2016-17					FY 2017-18				
	Amended Budget	Actuals thru 09/30/2016	% of Budget	Actuals thru 06/30/2017	% of Budget	Budget	Actuals thru 09/30/2017	% of Budget	Projected thru 06/30/2018	% of Budget
RESOURCES										
Local Sources	\$ 12,784,000	\$ 2,071,624	16.2%	\$ 12,519,655	97.9%	\$ 12,963,000	\$ 2,066,157	15.9%	\$ 12,963,000	100.0%
Total Operating Revenues	\$ 12,784,000	\$ 2,071,624	16.2%	\$ 12,519,655	97.9%	\$ 12,963,000	\$ 2,066,157	15.9%	\$ 12,963,000	100.0%
Beginning Fund Balance	\$ 2,750,000	\$ 5,070,925	184.4%	\$ 5,070,925	184.4%	\$ 2,550,000	\$ 5,491,155	215.3%	\$ 5,491,155	215.3%
TOTAL RESOURCES	\$ 15,534,000	\$ 7,142,550	46.0%	\$ 17,590,580	113.2%	\$ 15,513,000	\$ 7,557,312	48.7%	\$ 18,454,155	119.0%
REQUIREMENTS										
Salaries	\$ 88,536	\$ 44,187	49.9%	\$ 238,221	269.1%	\$ 91,918	\$ 33,763	36.7%	\$ 91,918	100.0%
Associated Payroll Costs	43,933	21,232	48.3%	114,723	261.1%	47,061	14,974	31.8%	47,061	100.0%
Purchased Services	206,100	111,705	54.2%	227,904	110.6%	223,100	96,700	43.3%	223,100	100.0%
Supplies and Materials	22,802	90	0.4%	22,979	100.8%	22,800	1,044	4.6%	22,800	100.0%
Capital Outlay	-	-	-	6,199	-	10,000	-	-	10,000	-
Other Objects	15,172,629	2,213,731	14.6%	11,489,399	75.7%	15,118,121	1,568,965	10.4%	15,118,121	100.0%
TOTAL REQUIREMENTS	\$ 15,534,000	\$ 2,390,944	15.4%	\$ 12,099,425	77.9%	\$ 15,513,000	\$ 1,715,445	11.1%	\$ 15,513,000	100.0%
ENDING FUND BALANCE	\$ -	\$ 4,751,605		\$ 5,491,155		\$ -	\$ 5,841,867		\$ 2,941,155	

Notes:

1. The Insurance Fund is used to account for employee health benefits, workers' compensation, and risk management programs.
2. The fund also includes reserves for the dental/vision and property liability self-insured programs.

Corvallis School District 509J
Schedule of Investments
September 30, 2017

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
US Government-Sponsored Enterprises (Total):						
	05/17/16	11/17/17	549	0.875%	\$100.00	1,000,000
	11/17/16	02/08/18	448	0.825%	\$100.06	1,000,000
	11/17/16	03/08/18	476	0.850%	\$99.94	1,000,000
	11/17/16	04/09/18	508	0.869%	\$99.84	1,000,000
	11/17/16	05/14/18	543	0.891%	\$99.76	1,000,000
Total Investments outside of Local Government Investment Pool:						<u>\$ 5,000,000</u>
<u>Local Government Investment Pool:</u>				<u>Average Annualized Rate</u>		
General Account				1.45%	\$ 19,210,021	
Debt Service Account				1.45%	<u>539</u>	
Subtotal LGIP ¹						<u>\$ 19,210,561</u>
<u>Local Government Investment Pool - Pension Bond Debt Service:</u>						
Pension Bond Debt Service Account: ⁴				1.45%	<u>\$ 788,194</u>	
<u>Total Investments</u>						<u>\$ 24,998,755</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$47,012,858
2. The PERS Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment twice a year to the bond holders of the PERS bond debt.
3. This investment was purchased at a premium to (or in excess of) the par (maturity) value. The investment includes semi-annual coupon payments, that together with the par values exceed their purchase price and yield the Bond Equivalent Yield displayed.

Compliance with Investment Policy

Type of Investment	Maximum Percent of Portfolio per Policy	Current Percent
US Government-Sponsored Enterprises (Total):	90.0%	20.0%
US Treasury Obligations	100.0%	0.0%
Local Government Investment Pool	100.0%	80.0%
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 9/30/17:

3-Month U. S. T-Bill bond equivalent yield:	1.05%
3-Mo. Jumbo CDs	1.29%

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of September 1, 2017-September 30, 2017

Vendor by Fund and Object	Check Total
100 - General Fund	
Charter School Payments	
INAVALE COMMUNITY PARTNERS, INC	64,611.05
Computer Software	
FOLLETT SCHOOL SOLUTIONS, INC	10,298.70
LOOK FOR THE GOOD CREDIT CARD CHARGE	4,000.00
OETC	44,391.32
SCHOLASTIC LIBRARY PUBLISHING	4,561.00
TECHNOLOGY INTEGRATION GROUP	13,512.90
UNIVERSITY OF OREGON	1,840.00
Consumable Supplies and Materials	
ADORAMA CAMERA	6,913.40
AMAZON.COM CREDIT SERVICES	16,406.01
APPLE, INC	2,699.00
BARK PLACE	2,964.00
CONSOLIDATED SUPPLY CO - SALEM	4,976.00
FRED MEYER CUSTOMER CHARGES	3,881.62
HOME DEPOT CREDIT SERVICES	3,071.42
KARCHER NORTH AMERICA	1,136.80
MILLER PAINT COMPANY	4,021.56
OFFICE MAX	26,156.30
PC & MACEXCHANGE	31,160.00
PINKHAM SPECIALTY CO	3,725.00
PLATT ELECTRIC SUPPLY CO	3,491.34
REXIUS	17,215.00
SCHOOL SPECIALTY	4,541.14
SHIRT CIRCUIT	1,702.97
SPAETH LUMBER & HOME CENTER	1,697.22
STAPLES ADVANTAGE - DEPT LA	1,310.08
UNCOMMON CABINETS	3,225.00
UPLIFT DESK	1,595.00
VARIDESK	1,520.00
WAXIE SANITARY SUPPLY	16,420.88
WORTHINGTON DIRECT	7,732.69
Dues and Fees	
AVID CENTER	7,598.00
Electricity	
CONSUMERS POWER INC	9,255.88
PACIFIC POWER AND LIGHT	36,115.90
Equipment \$5,000 and greater	
BENTON COUNTY PUBLIC WORKS	44,919.00
GLUMAC	4,100.00

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of September 1, 2017-September 30, 2017

Vendor by Fund and Object	Check Total
Fuel	
NW NATURAL	2,981.16
Garbage	
REPUBLIC SERVICES	6,730.77
Instructional, Professional and Technical Service	
CORVALLIS YOUTH SYMPHONY ASSOCIATION	8,500.00
Other Communication Services	
COMCAST/INSTITUTIONAL NETWORKS	15,113.36
Other Employee Benefits	
Bland, Darren M	1,015.00
Other Non-instructional Professional and Technical	
ABIDE WEB DESIGN	3,437.98
CORVALLIS CLINIC - OCCUPATIONAL MEDICINE	3,078.00
MAXIM HEALTHCARE SERVICES	6,225.00
Other Property Services	
US Bank Equipment Finance	4,090.41
Periodicals	
SCHOLASTIC CLASSROOM MAGAZINES	2,816.60
Postage	
GARTEN SERVICES, INC	3,520.54
Printing and Binding	
FRANKLIN PRESS	1,122.25
HUBCITY GRAPHICS	1,694.85
Reimbursable Student Transportation	
FIRST STUDENT INC	1,453.82
Rentals	
PHILOMATH RENTAL	1,269.60
PHILOMATH SCOUT LODGE, INC	1,500.00
Repairs and Maintenance Services	
AMERICAN FLOOR SANDING	14,140.00
AMERICAN LANDSCAPE & IRRIGATION INC	1,615.00
BENSON'S INTERIORS, INC	1,320.00
BENTON COUNTY PUBLIC WORKS	3,546.04
BRIESE CUSTOM CONCRETE	18,000.00
CCI	1,347.83
CHOWN HARDWARE	10,891.00
DAIKIN APPLIED	1,223.68
MCGOVERN MAINTENANCE	6,588.00
MUSIC CITY ASSOCIATES	1,302.00
PINKHAM SPECIALTY CO	2,309.00
PMG DEMOLITION & ABATEMENT CONTRACTOR	5,020.00
PROSPEED CONSTRUCTION LLC	6,750.00

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of September 1, 2017-September 30, 2017

Vendor by Fund and Object	Check Total
REED'S PAINTING, INC	2,335.00
REYNOLDS ELECTRIC, INC.	25,545.90
TECHNOLOGY INTEGRATION GROUP	10,263.85
TOPLOC ASPHALT MAINTENANCE	7,215.00
Technology Equip \$1,000 - \$4,999	
GOVCONNECTION INC	2,450.00
Telephone	
AT&T MOBILITY-ACCT#837370420 (TECH)	1,458.45
CENTURYLINK	1,149.33
Textbooks	
BENCHMARK EDUCATION CO.	8,201.60
FOLLETT SCHOOL SOLUTIONS, INC	3,693.60
MATH LEARNING CENTER	7,777.00
MCALEER CURRICULUM	3,105.00
MCGRAW-HILL EDUCATION HOLDINGS LLC	54,600.00
Travel, Out of District	
AVID CENTER	37,500.00
Water and Sewage	
CITY OF CORVALLIS	42,826.67
100 - General Fund Total	759,489.47
203 - Food Service Fund	
Equipment-like items \$1,000 - \$4,999	
SMITH & GREENE COMPANY	1,096.44
Food	
TAKENA KIWANIS	1,830.00
Food - Food Service Only	
DUCK DELIVERY PRODUCE INC	2,103.69
LOCHMEAD DAIRY	10,677.57
Inventories	
COSTCO - ALBANY	2,501.94
CURTIS RESTAURANT EQUIPMENT	1,866.14
FOOD SERVICE OF AMERICA	9,835.32
MCDONALD WHOLESALE CO	45,455.23
NORTHWEST DISTRIBUTION SERVICES	4,914.67
SYSCO FOOD SERVICE	1,280.90
WALLACE PACKAGING, LLC	2,691.20
203 - Food Service Fund	Total
	84,253.10

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of September 1, 2017-September 30, 2017

Vendor by Fund and Object	Check Total
204 - District Donation Fund	
Computer Software	
LEARNING A-Z	1,139.40
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	3,577.16
FURNITURE LEISURE	5,430.00
SHIRT CIRCUIT	1,447.20
WENGER CORPORATION	2,115.00
204 - District Donation Fund Total	13,708.76
208 - Designated Facilities Fund	
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	1,340.00
SCHOOL SPECIALTY	12,407.09
UNCOMMON CABINETRY	3,675.00
Other Non-instructional Professional and Technical	
URBAN SOLUTIONS INC	1,362.50
Rentals	
MODERN BUILDING SYSTEMS	12,800.00
Repairs and Maintenance Services	
DENNIS GIBSON CONSTRUCTION, INC	7,001.80
NORTHWEST DRYWALL	2,270.00
REED'S PAINTING, INC	4,100.00
REYNOLDS ELECTRIC, INC.	2,005.68
208 - Designated Facilities Fund Total	46,962.07
296 - Grants Fund	
Consumable Supplies and Materials	
HEINEMANN	7,346.60
Dues and Fees	
AVID CENTER	4,858.00
Periodicals	
AVID CENTER	2,076.00
296 - Grants Fund Total	14,280.60
297 - Student Body Funds	
Advertising	
STOTT OUTDOOR ADVERTISING	3,460.00
Cash Donations to Other Agencies	
ABC HOUSE	20,000.00
CORVALLIS ENVIRONMENTAL CENTER	10,000.00
GRACE CENTER	20,000.00
SAMARITAN PASTEGA REGIONAL CANCER CENTER	20,000.00

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of September 1, 2017-September 30, 2017

Vendor by Fund and Object	Check Total
Consumable Supplies and Materials	
BSN SPORTS	1,350.64
CHEERZONE	1,031.14
COSTCO - ALBANY	1,693.72
CUSTOMINK	1,280.50
EASTBAY	1,038.00
FURNITURE LEISURE	13,300.00
HOME DEPOT CREDIT SERVICES	1,786.60
MEDCO COMPANY	1,971.73
NO DINX INC	5,609.08
OMNI CHEER	1,177.11
OREGON STATE UNIVERSITY CATERING	1,083.48
PEPSI-COLA	1,640.98
SHIRT CIRCUIT	2,458.25
VARSITY FASHIONS	13,091.55
Equipment-like items \$1,000 - \$4,999	
SHERWIN WILLIAMS	1,059.00
Other Non-instructional Professional and Technical	
MID-VALLEY SOCCER REFEREES ASSN	4,707.00
MID-VALLEY VOLLEYBALL OFFICIALS ASSN	6,194.64
MID-WESTERN FOOTBALL OFFICIALS ASSN	5,009.00
Rentals	
OREGON STATE UNIVERSITY ALUMNI ASSN	1,016.00
Repairs and Maintenance Services	
US SPORTS TURF	11,069.00
Travel, Student Out of District	
BREAKAWAY LODGE	2,885.00
CAMP TADMOR	2,475.00
297 - Student Body Funds Total	156,387.42
298 - Designated Revenue Fund	
Advertising	
STOTT OUTDOOR ADVERTISING	1,730.00
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	2,586.35
BENSON'S INTERIORS, INC	1,728.00
OFFICE MAX	1,403.08
OREGON STATE UNIVERSITY CATERING	6,369.97
PACIFIC NORTHWEST PUBLISHING	7,618.60
SCHOOL SPECIALTY	7,301.74
SHIRT CIRCUIT	5,016.00

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of September 1, 2017-September 30, 2017

Vendor by Fund and Object	Check Total
Repairs and Maintenance Services	
HITCHCOCK, MAE	2,300.00
Textbooks	
NCS PEARSON INC.	2,080.00
298 - Designated Revenue Fund	Total
	38,133.74
601 - Insurance Fund	
Group Insurance	
LIFEMAP ASSURANCE COMPANY	10,792.64
601 - Insurance Fund	Total
	10,792.64
Grand Total	1,124,007.80



Corvallis

SCHOOL DISTRICT

XII.C. Board Policy—Nondiscrimination—AC—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kerry Richey
Meeting Date: November 16, 2017

NO ACTION REQUIRED

Board Policy—Nondiscrimination—AC—Revised—First Reading
Administrative Regulation—Discrimination Complaint Procedure—AC-AR—
Revised—For Information

Background

The recommended changes from OSBA update our current policy and administrative regulation. There is better clarification of roles of parties in the complaint process, and procedural steps have been combined in the administrative regulation.

Complaints relating to discrimination, retaliation, restraint and seclusion, and Division 22 standards are the only type of complaints that may be appealed to the Deputy Superintendent of Public Instruction.

The appeal procedure for a complaint is limited to complaints pursued by attending students, their parents or guardians, or local residents.

We are adding information to our home page on the district's website for easier access to the complaint procedures.

Involvement

District staff.

Cost Impact

None.

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veteran's status; or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veteran's status of any other person with whom the individual associates.

~~The district shall promote a climate of civility and inclusiveness and an environment free of discrimination based on an individual's race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age; or because of the race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age of any other persons with whom the individual associates.~~

The district seeks to avoid endorsement of any activity or organization that does not adhere to these principles.

~~In keeping with requirements of federal and state law, the district strives to remove discrimination~~

The district prohibits discrimination and harassment, including but not limited to, in employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

~~The Board affirms the value of human diversity in a learning organization by honoring all people regardless of race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age; or because of the race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age of any other persons with whom the individual associates.~~

The Board encourages staff to improve human relations within the schools, to respect all individuals, and to establish channels through which citizens can communicate their concerns to the administration and the Board. ~~Staff will establish channels through which citizens can communicate their concerns to the administration and the Board.~~

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII,

¹Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality, or gender identity, regardless of whether the individual's gender identity, appearance, expression, or behavior differs from that traditionally associated with the individual's sex at birth.

Title IX and other civil rights or discrimination issues². The Board will adopt and the district will publish complaint grievance procedures providing for prompt and equitable resolution of complaints from students, and employees and the public. Such procedures will be available at the district's administrative office and available on the home page of the district's website.

Federal civil rights laws prohibit The district prohibits retaliation and discrimination against an individual who because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted, or participated in an investigation, proceeding, or hearing. The ADA The district further prohibits anyone from coercing, intimidating, threatening, or interfering with an individual for exercising any the rights guaranteed under state and federal law. the Act.

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.009	ORS 659A.321
ORS 192.630	ORS 659A.029	ORS 659A.409
ORS 326.051(1)(e)	ORS 659A.030	SB 2 (2007)
ORS 342.934(3)	ORS 659A.040	OAR 581-015-0054
ORS 659.150	ORS 659A.100 to 1453	OAR 581-021-0045
ORS 659.805	ORS 659A.109	OAR 581-021-0046
ORS 659.815	ORS 659A.112 — 659A.139	OAR 581-021-0049
ORS 659.850 to 860	ORS 659A.142	OAR 581-022-11402310
ORS 659.865	ORS 659A.145	OAR 581-022-2370
ORS 659.870	ORS 659A.233	OAR 839-003
ORS 659A.003	ORS 659A.236	OAR 581-021-0044
ORS 659A.006	ORS 659A.309	OAR 581-021-0045

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006 2017).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006 2017); 29 C.F.R Part 1626 (2006 2017).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (2006 2017); 28 C.F.R. Part 35 (2006 2017).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006 2017).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006 2017).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006 2017); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006 2017).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006 2017).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006 2017).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008.

The Vietnam ERA Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2017).

Title II of the Genetic Information Nondiscrimination Act of 2008 (2017).

Cross Reference(s):

Policy ACA—Americans with Disabilities Act

Policy GBA—Equal Employment Opportunity

Policy JB—Equal Educational Opportunity

²Districts are reminded that the district is required to notify students and employees of the name, office address, and telephone number of the employee or employees appointed.



Corvallis

SCHOOL DISTRICT

XII.D. Administrative Regulation—Discrimination Complaint Procedure—AC-AR—Revised—For Information

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the building administrator, who shall in turn investigate the complaint and respond to the complainant within 10 school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures. If the building administrator is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

1. Complaints may be oral or in writing and must be filed with the building administrator (school level) or district department director. The district official shall investigate, determine the action to be taken, if any, and reply in writing to the complainant within 10 school days of receipt of the complaint. Any staff member who receives a written or oral complaint shall report the complaint to the district official.

~~A written complaint must be filed with the district official who issued the informal response within 10 school days of receipt of the response to the informal complaint. The district official shall further investigate, decide the merits of the complaint, and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.~~

2. If the complainant wishes to appeal the decision of the district official, they he/she may, within 10 working days from the date of the district official's written decision, submit a written appeal with the superintendent or their designee through the assistant superintendent's office. The superintendent/designee shall meet with all parties involved, as necessary, review the merits of the complaint and the district official's decision, and respond in writing to the complainant within 10 school days.

~~submit a written appeal to the superintendent within 10 working days after receipt of the district official's response to the complaint. The superintendent shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complaint within 10 school days. If the superintendent is the subject of the complaint, the written appeal may be filed with the Board chair.~~

3. If the complainant is not satisfied with the decision of the superintendent/designee, a written appeal may be filed with the Board within 10 working days of receipt of the superintendent's/designee's response to step (2). The Board may decide to hear or deny the request for appeal. In an attempt to resolve the complaint, the Board shall The Board may meet with the concerned parties and their representative(s) at a regular or special Board meeting or in Executive Session. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the building administrator is the subject of the complaint, the individual may file a complaint directly with the superintendent/designee. If the superintendent is the subject of the complaint, the complaint should be referred directly to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made directly to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to the Board vice chair.

Time

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of the investigation.

If the complainant, as a person who resides in the district, as a parent or guardian of a student who attends school in the district, or as a student attending school in the district, is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, they ~~he/she~~ may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule 581-021-0049.

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint	Date	School or Activity	
<input type="checkbox"/> Student/Parent	<input type="checkbox"/> Employee	<input type="checkbox"/> Nonemployee (Job Applicant)	
Type of Discrimination	<input type="checkbox"/> Race	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Sexual Orientation
	<input type="checkbox"/> Color	<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Disability
	<input type="checkbox"/> Religion	<input type="checkbox"/> National Origin	<input type="checkbox"/> Parental or Marital Status
	<input type="checkbox"/> Sex	<input checked="" type="checkbox"/> Citizenship	<input type="checkbox"/> Age

Specify complaint: (Please provide detailed information including names, dates, places, activities, and results of informal discussion.)

Whom should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome ~~Remedy requested:~~

The complaint form should be mailed or ~~submitted taken~~ to the building administrator or district department director. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.



Corvallis

SCHOOL DISTRICT

XII.E. Board Policy BA—Board Goals (fka Board Role)—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kerry Richey
Meeting Date: November 16, 2017

NO ACTION REQUIRED

Board Policy BA—Board Goals (fka Board Role)—Revised—First Reading
Board Policy BBA—Board Powers and Duties—Revised—First Reading
Board Policy BBAA—Individual Board Member’s Authority and Responsibilities—New—First Reading
Board Policy BBB—Board Elections—Revised—First Reading
Board Policy BBC—Board Member Resignation—New—First Reading
Board Policy BBD—Board Member Removal from Office—Revised—First Reading
Board Policy BBE—Vacancies on the Board—Revised—First Reading
Board Policy BBFA—Board Member Ethics and Conflicts of Interest—Revised—First Reading
Board Policy BBFB—Board Member Ethics and Nepotism—Revised—First Reading

Background

OSBA Policy Services reviewed several policies of section AB—Board Governance and has made a number of suggestions for “clean up,” updating, and adoption.

Although considered optional, we are recommending the Board adopt two new policies: BBAA—Individual Board Member’s Authority and Responsibilities and BBC—Board Member Resignation.

Involvement

District staff.

Cost Impact

None.

Board Goals

BOARD-ROLE

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district citizens. This requires a comprehensive perspective and a long-range plan in addition to addressing immediate problems.

The Board's primary ~~foremost~~ responsibility is to establish policies, purposes, and programs that will most effectively result educational achievement. ~~further student learning and stakeholder satisfaction.~~ The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body that formulates and adopts policy, by selecting an executive officer to implement policy, and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff, and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will review and adopt Board goals that align with the following: ~~will operate in a way that:~~

1. Concentrate the Board's collective effort on policymaking and planning responsibilities;
2. Formulate Board policies that best serve each student's educational interests;
3. Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
4. Maintain effective ~~two-way~~ communication with the students, staff, and the public to maintain awareness of attitudes, opinions, desires, and ideas;
5. Conduct Board business openly, soliciting and encouraging broad-based involvement of the students, staff, and the public in the Board's decision-making processes;
6. Assure sound fiscal management of district resources.

END OF POLICY

Legal Reference(s):

ORS 332.107



Corvallis

SCHOOL DISTRICT

XII.F. Board Policy BBA—Board Powers and Duties—Revised—First Reading

Board Powers and Duties

The legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of ~~programs and services in the district.~~ ~~schools.~~ The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish ~~policies~~ ~~rules~~ for governing ~~the programs and services of the district~~ ~~schools and students~~ consistent with State Board of Education rules and with local, state, and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about the schools.

2. Judicial Authority

As provided by law, policy, or contract, ~~the Board acts as a fact-finding body or~~ ~~hearings will be conducted whereby the Board will serve as~~ a court of appeal for staff members, students, and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties, or obligations of those who address the Board.

3. Executive/Administrative Authority

The Board ~~shall~~ ~~will~~ appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board ~~will~~ ~~may~~ establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

~~The Board will direct and review the district's appraisal or evaluation process which seeks, through careful examination and study, to determine the effectiveness of the educational program in terms of the stated objectives.~~

The Board will oversee the district's financial affairs by authorizing, appropriating, and adopting budgets and by proposing **local options** ~~tax levy~~ or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the district's educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish **collective bargaining agreements** ~~labor contracts~~ with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for district-wide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal References:

[ORS 192.630](#)

[ORS 243.656](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805 to -342.937](#)

[ORS Chapter 343](#)

~~ORS 294.321~~

~~ORS 294.326~~

~~ORS 332.072 - 332.111~~

~~ORS 332.505~~

~~ORS 336.035~~

~~ORS 336.095~~

~~ORS 342.905~~



Corvallis

SCHOOL DISTRICT

XII.G. Board Policy BBAA—Individual Board Member’s Authority
and Responsibilities—New—First Reading

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. An affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A request for a legal opinion by a Board member must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints from staff, students, or members of the public, the Board members will direct the staff, students, or members of the public to the appropriate complaint policy. Such information also will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools. Visits to schools or other facilities by individual Board members should be arranged in advance, with notification to the superintendent, to avoid disruption.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval through the annual organizational resolution, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).



Corvallis

SCHOOL DISTRICT

XII.H. Board Policy BBB—Board Elections—Revised—First Reading

Board Elections

1. Number of Directors

The Board will consist of seven members elected at large and will be known as the district school board. The term of office shall be four years.

2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6, and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot, or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board.

Re-elections for Board positions will occur as follows:

Position No. 1: Spring 2017 ~~2001~~, and every four years thereafter;
Position No. 2: Spring 2019 ~~2003~~, and every four years thereafter;
Position No. 3: Spring 2019 ~~2003~~, and every four years thereafter;
Position No. 4: Spring 2017 ~~2001~~, and every four years thereafter;
Position No. 5: Spring 2017 ~~2001~~, and every four years thereafter;
Position No. 6: Spring 2019 ~~2003~~, and every four years thereafter;
Position No. 7: Spring 2019 ~~2003~~, and every four years thereafter.

3. Elections

Elections for Board members will be held each odd-numbered year on the third Tuesday in May.

4. Polling Places and Precincts

School **Board** elections shall be conducted by the Records and Elections Department of Benton County. Polling places designated by the county clerk will be the only polling

places used in district **Board** elections. This includes election by mail as set out in Oregon Revised Statutes.

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)

[ORS 255.235](#)

[ORS 255.245](#)

[ORS 332.011](#)

[ORS 332.018](#)

[ORS 332.118—332.138](#)



Corvallis

SCHOOL DISTRICT

XII.I. Board Policy BBC—Board Member Resignation—New—First Reading

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests the earliest possible notification of intent to resign so the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members may resign their office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at a Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)



Corvallis

SCHOOL DISTRICT

XII.J. Board Policy BBD—Board Member Removal from Office—Revised—
First Reading

Board Member Removal from Office

The Board shall declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district;
3. When an incumbent ceases to discharge the duties of office for two consecutive months, unless prevented by sickness or unavoidable cause;
4. When an incumbent is removed from office by judgment or decree of any competent court;
5. When an incumbent has been recalled from office by district voters;
6. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Linn-Benton-Lincoln Education Service District.

END OF POLICY

Legal Reference(s):

ORS 249.865—249.877
ORS 332.030
ORS 408.240

Cross Reference(s):

Policy BBE—Vacancies on the Board



Corvallis

SCHOOL DISTRICT

XII.K. Board Policy BBE—Vacancies on the Board—Revised—First Reading

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment.

~~No person who is an employee of the district is eligible to serve as a board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.~~

Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an "election" year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the Directors of the Linn-Benton-Lincoln Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877	ORS 332.030
ORS 255.245	ORS 332.122
ORS 255.335	ORS 332.124

Cross Reference(s):

Policy BBBA—Board Member Qualifications



Corvallis

SCHOOL DISTRICT

XII.L. Board Policy BBFA—Board Member Ethics and Conflicts of Interest—
Revised—First Reading

Board Member Ethics and Conflicts of Interest

No Board member will use ~~their~~ ~~his/her~~ official position or office to obtain personal financial benefit or to avoid financial detriment for ~~themselves~~ ~~him or herself~~, relatives, or household members, or for any business with which the Board member, relative, or a household member is associated.

This prohibition does not apply to:

1. Any part of an official compensation package,
2. Honorarium allowed by ORS 244.042,
3. Reimbursement of expenses, ~~or~~
4. Unsolicited awards of professional achievement,
5. ~~Further, this prohibition does not apply to~~ Gifts from one without a legislative or administrative interest.
6. ~~Nor does it apply if the gift is~~ Gifts under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member.

District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual, or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee, or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding

calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means ~~the~~ ~~1. The Board member’s or candidate’s~~ spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the Board member; or the ~~2. The spouse of the Board member’s or candidate’s~~ parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the Board member. “Relative” also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the Board member.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action, or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

¹The term spouse includes domestic partners.

²Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member’s spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 in a calendar year from any single source that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift-related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member’s relatives or members of the household, meaning that the Board member and each member of their household can accept up to \$50 each from the same source/gift giver.

“Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision

or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so ~~anyway~~ in case of a later dispute.

Determining Legislative and Administrative Interest

A ‘legislative or administrative interest’ means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or

- c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value in a calendar year from any single source that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade, and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts.

1. Campaign contributions are not considered gifts under the ethics rules.
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.

4. Contributions made to a legal expense trust fund if certain requirements are met.
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member's official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND the giver is a unit of:
 - i) A Federal, state, or local government;
 - ii) An Oregon or federally recognized Native American Tribe; OR
 - iii) Non-profit corporation.
 - (b) The Board member is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.
9. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment, or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015 to 162.035](#)

[ORS 162.405 to 162.425](#)

[ORS 244.010 to 244.400](#)

[ORS 332.055](#)

[OAR 199-005-0001 to 199-010-0150](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS-(2008).



Corvallis

SCHOOL DISTRICT

XII.M. Board Policy BBFB—Board Member Ethics and Nepotism—Revised—
First Reading

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote, or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244;
2. This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e., a Board committee position);
3. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy, a "member of the household" means any person who resides with the Board member and "relative" means ~~1. The Board member's or candidate's~~ spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the Board member; or the ~~2. The spouse of the Board member's or candidate's~~ parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree.

END OF POLICY

¹The term spouse includes domestic partners.

²Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

Legal Reference(s):

[ORS 244.010 to-244.400](#)[ORS 659A.309](#)

[OAR 199-005-0001 to-199-010-0150](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS



Corvallis
SCHOOL DISTRICT

XIII. 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