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, October 20, 2022 6:30 PM	Special	Gymnasium at Lincoln Elementary School, 110 SE Alexander Avenue, Corvallis, OR 97333	See attached.

Accessibility: To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: https://www.youtube.com/channel/UC9Jtpte5dmilZl9kySBJbVQ?
A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us

Corvallis
SCHOOL DISTRICT

Thursday, October 20, 2022
6:30 PM

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

Meeting Details: Thursday, October 20, 2022, 6:30 PM in the Gymnasium at Lincoln Elementary School, 110 SE Alexander Avenue, Corvallis, OR 97333.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: https://www.youtube.com/channel/UC9Jtpte5dmilZl9kySBJbVQ? A recording of the meeting will also be posted to that channel.

I. CALL TO ORDER AND ROLL CALL (6:30 p.m.)*

II. ACKNOWLEDGMENT OF LGBTQI2S+ MONTH

Corvallis School District 509J

ACKNOWLEDGEMENT OF LGBTQI2S+ HISTORY MONTH

Resolution Number 21-1001

WHEREAS, the Corvallis School District recognizes and pays tribute to the significant contributions made in our community by lesbian, gay, bisexual, transgender, queer, intersex, and Two-Spirit people as well as people from the multitude of other gender and sexual identities (LGBTQI2S+); and

WHEREAS the Corvallis School District affirms that LGBTQI2S+ students, families, staff, and community members should be valued for all aspects of their identities; and

WHEREAS, LGBTQI2S+ History Month grew out of the establishment of what was then called Gay and Lesbian History by Missouri high school history teacher Rodney Wilson in 1994; and

WHEREAS, National Coming Out Day occurs each October 11; and

WHEREAS, LGBTQI2S+ History Month was first celebrated in school districts within the United States in 2012; and

WHEREAS, LGBTQI2S+ History Month has yet to be proclaimed nationally; and

WHEREAS, LGBTQI2S+ history is not part of standard educational curricula; and

WHEREAS, LGBTQI2S+ History Month provides an opportunity to continue the District's growth in learning about the many contributions of LGBTQI2S+ people to the nation, world, and local community; and

WHEREAS, The State of Oregon has a documented history of anti-LGBTQI2S+ actions; and

WHEREAS, education is a necessary component for creating a more equitable and anti-racist community, nation, and world; and

WHEREAS, the Corvallis School District has made a commitment to equity and anti-racism; and

WHEREAS, the Corvallis School District has a responsibility to honor and respect the diverse histories of our community; and

WHEREAS, the Corvallis School District believes each and every student must be celebrated and appreciated for the distinct and vibrant contributions made by sharing cultures, language, ideas, beliefs and values within a school community.

Therefore, let it be resolved that the Board of Education of the Corvallis School District:

does hereby proclaim **October 2021**, as well as each October annually, as **LGBTQI2S+ History Month** in the District and strongly encourages students, families, staff, and community members to join in existing local celebrations; and

encourages all schools in the District to help highlight this month in grade appropriate ways as well as highlight the contributions of LGBTQI2S+ peoples to the local community, nation, and beyond, both historically and in current times.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at its regular meeting this 14th day of October, 2021.

ATTEST:

Sami Al-Abdrabbuh, Board Chair

Ryan Noss, Superintendent

Corvallis
SCHOOL DISTRICT

III. CORVALLIS PUBLIC SCHOOL FOUNDATION WORK SESSION (6:40 p.m.)*

Corvallis SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Ryan Noss, Superintendent
Meeting Date: October 20, 2022

Work Session with the Corvallis Public Schools Foundation (CPSF)

NO ACTION REQUESTED

1. Welcome

2. Update on CPSF Executive Director Search

3. Input from School Board on Executive Director Search (question prompts)

   - The three most important qualities (not qualifications) for the CPSF Executive Director are _____?
   - Critical stakeholders to involve in the selection of next CPSF Executive Director include _____?
   - Thinking about the next 5-10 years, what are your hopes and dreams for the Corvallis School District if funding wasn't a concern? Now, imagine you are attending the 2030 Hands Across Corvallis Fundraiser, where we are celebrating the announcement of _____.

4. Development of Board Goals (question prompts)

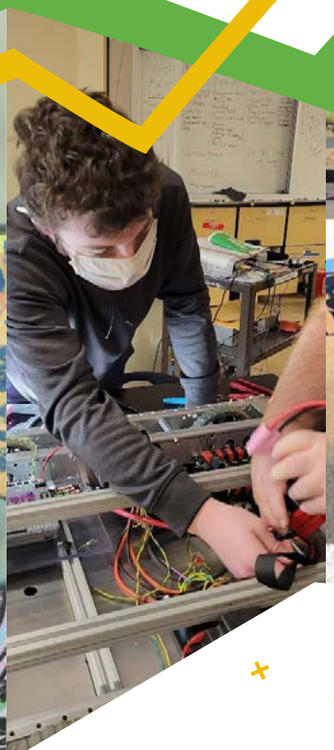
   - As foundation members, can you share lessons you have learned over the past year related to your partnership with the School District?
   - In what ways do you see alignment between the school board goals, as well as a goal-setting process, and the values of our community?
   - Do the board goals utilitze language that provides clarity and understanding for the community?
   - In what ways might the board goals support the work of the CPSF and the collective work of both boards?
   - Have you received any input from the community related to an area not covered by our goals?

5. Closing

Supporting Schools. Investing in our Future.

2022 Annual Report











Corvallis Public Schools FOUNDATION

Our vision is that all students—regardless of race, culture, socioeconomic status, language, ability, gender, sexual orientation, or other identifiers—graduate as engaged community members, ready to contribute to their fullest potential and navigate the world's complexities.

Corvallis Public Schools FOUNDATION









As we reflect on the past year, we are proud of how much we accomplished to fulfill the promise of education for Corvallis students—all thanks to your ongoing generosity. We are grateful for another year devoted to securing and stewarding investments that advance excellence in our schools and make a difference to kids.

More than anything, the pandemic has compelled us to be forward thinkers. This year, as we emerged from a period of isolation, we sought ways to prioritize the social and emotional growth of students. We supported youth mental health programming and introduced our YEA! (Youth Empowerment and Action) Grants, which promote leadership and elevate student voice.

We focused relentlessly on the wellbeing and retention of staff, as students excel best in the presence of committed and inspired educators. We reinvigorated our IMAGINE Grants, funding an array of creative, staff-designed projects with district-wide impact.

We partnered with donors to create a record number of new endowed funds, and committed ourselves to growing a Cornerstone Endowment to ensure the stability of our organization for generations to come.

These years have highlighted the ingenuity and compassion of the Corvallis community. Now more than ever, the role and importance of philanthropy in education cannot be overstated, nor can our gratitude for you and all that you provide to students in the Corvallis School District.

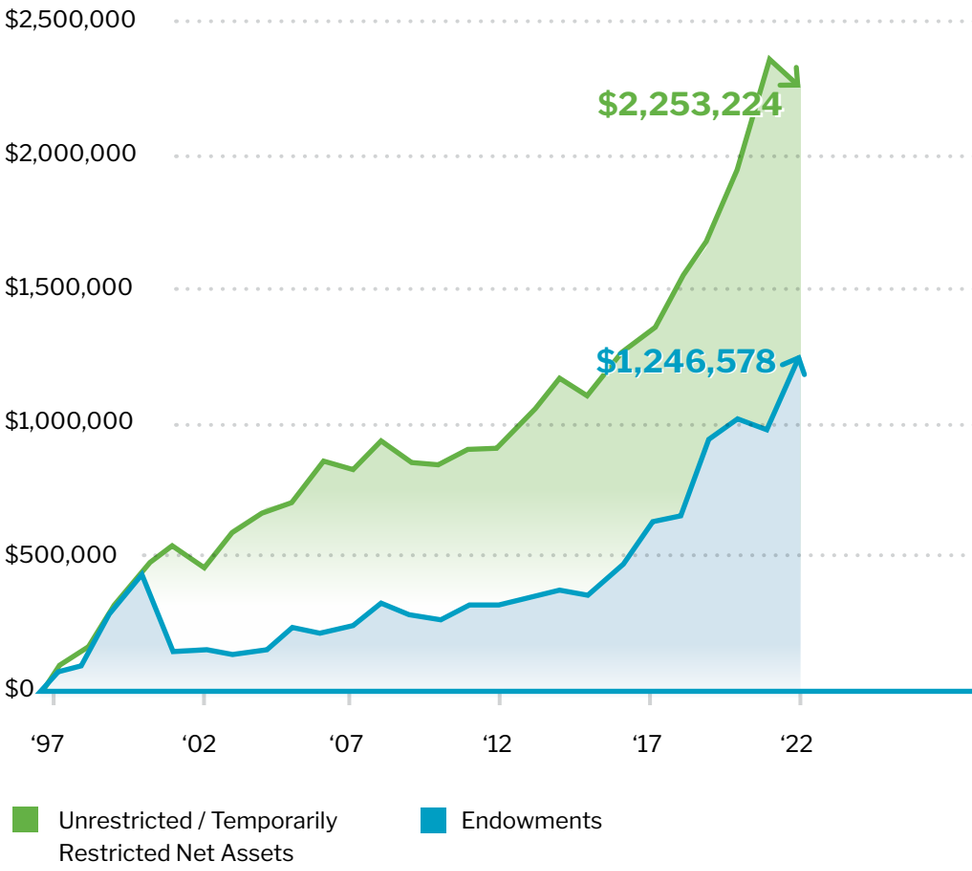
While these remain challenging times, with your support, the future looks bright for Corvallis students.

Sincerely,



Becca Gose
Chair of the CPSF Board of Trustees

Net Assets Over 26 Years



Funds Invested in Schools since 1996:
$11,757,305

Lessons from Letitia

The Foundation has partnered with the Corvallis School District to provide summer programs for nearly a decade. Here is a story about one of the 2022 programs.

On a sunny August morning, educators from Letitia Carson Elementary School gathered to start creating lesson plans based on the remarkable life of the school's namesake.

The meeting was part of "Lessons from Letitia," a project which has generated excitement among the school's staff. But just as excited is Bob Zybach, an Oregon historian the educators met in August — and someone who's studied Carson's life.

The more he learned about Carson, Zybach said, the more he was shocked that "somebody who had accomplished so much" was unknown. "I was just, you know, 'Why isn't this woman being taught in our grade schools?'"

> **"... Letitia Carson was an amazing individual — a hero — and she represents so many of the unknown stories that are out there."**

The "Lessons from Letitia" project — funded by a grant from the Corvallis Public Schools Foundation — seeks to fix that.

Carson's story offers plenty of possibilities for lessons, said Letitia Carson Elementary School Principal Eric Beasley.

Carson, a formerly enslaved Black woman, traveled with companion David Carson, a white man, on the Oregon Trail in 1845. David Carson filed for a land claim on Soap Creek, north of Corvallis. After he died, Greenberry Smith, a prominent Corvallis landowner, became the executor of his estate, but refused to recognize Letitia Carson as the heir, most likely because she was Black. Letitia Carson won two court cases against Smith, but never recovered the land. She moved to Douglas County, where she became the only Black woman to successfully make a land claim in Oregon under the Homestead Act of 1862.

Zybach's research helped keep her story alive. When the Corvallis School District renamed three schools that had been named after presidents with links to racism or slavery, she became the namesake for a school that had been named for Woodrow Wilson.

For Beasley, the renaming opened possibilities. Lesson plans based on Carson's life could be created for each grade at the school, he said — one year's lesson could focus on farming, for example. Older students could take field trips to Soap Creek.

Beasley also is excited about a possible project to create Carson picture books, with assistance from Crescent Valley High School art students.

He's been amazed by the renewed interest in Carson's life. "It has been so wonderful to see people so willing to partner and so excited about it," he said. "I think it's because Letitia Carson was an amazing individual — a hero — and she represents so many of the unknown stories that are out there."

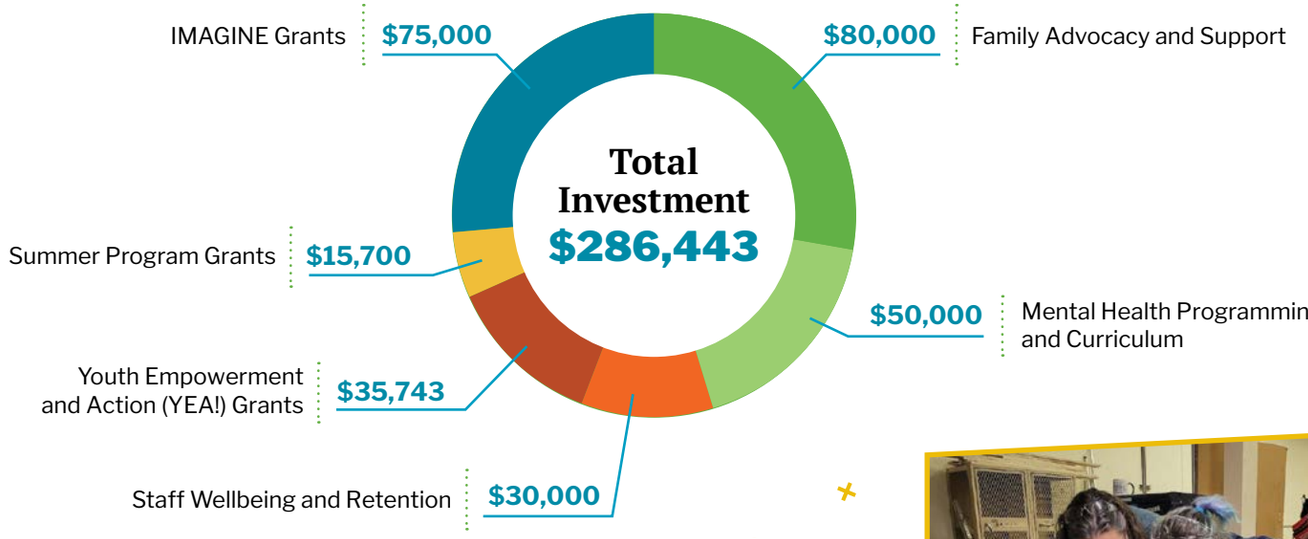


Educators from Letitia Carson Elementary School meet with historian Bob Zybach (second from left) to discuss how to translate Carson's extraordinary life into lesson plans for the school. The work is funded by the Corvallis Public Schools Foundation.

Grants & Projects in 2022

In the past year we prioritized mental health, staff wellbeing, and students navigating poverty and homelessness in addition to IMAGINE and YEA! Grants.

For greater detail on these projects, visit: *cpsfoundation.org/grants-awards*









Empowered by the contributions of our generous donors, the Family Support Program provided support to **372 families** which included more than **600 students** from all **13 schools.**

782
bags of shelf-stable food

308
fresh produce boxes from Riverland Family Farms

489
laundry cards

Over 1,000
grocery gift cards valued at $28,155

534
deliveries of hygiene supplies

$13,416
on emergency rent/ utility assistance when no other resources were available

80
scholarships given to students to attend the Boys & Girls Club after-school program

To learn more about the Welcome Center, visit: *csd509j.net/students-parents/family-advocacy-support*

Elevating Student Voice:

YEA! Grants



A celebration for Corvallis students of color. A land-acknowledgement mural at Crescent Valley High School. Street art at Corvallis High School. T-shirts and sweatshirts for dual-immersion students at Linus Pauling Middle School. The first-ever yearbook for College Hill High School. Upgrades for Corvallis High School's metal shop.

And a club to teach students at Cheldelin Middle School how to fish — and in doing so, to pass along a lesson or two about the environment.

Seven projects, with connective tissue between them: Each project was led by students.

And each project used funding from a new Corvallis Public Schools Foundation program: ***The Youth Empowerment and Action*** (YEA!) Grants, which distributed $15,700 in amounts ranging from $250 to $2,500.

The idea was to help students figure out how to pay for projects that in some cases had been cooking for months. "One of the main struggles with this was, we were not sure how we were going to get funding for it," said Theo Abadilla, one of the Crescent Valley students who worked on the land-acknowledgement mural. "It's hard to ask for $2,000 cash from people who usually only have $2 cash in their pocket."

But the $2,500 award from the YEA! program covered not only supplies, but also design work by Chanti Manon-Ferguson, an artist and student at Oregon State University. The mural was painted on two concrete pillars this summer at the school, where it will serve as a reminder that the land where the school now sits is located "within the traditional homelands of the Mary's River or Ampinefu Band of Kalapuya."

The Crescent Valley students give credit to another student, Charlie Hathaway, for initially pitching the idea of a land acknowledgment, and to Julia Blue Arm, an art teacher at the school, for suggesting the mural idea.

> **"The grants are a wonderful gift to the community. They are an opportunity for students to lead— and for adults to listen."**

"It was just one of those things that snowballed into something great," said Natalia Morales, one of the students.

And the students hope the mural prompts reflection and discussion about diversity, equity and inclusion among students — and adults — for years to come.

"I think a lot of the time in this line of work, you get something done, but you can't actually see what you're doing," said Simone Moulton, one of the Crescent Valley students. "You can't see the effects. This will be a physical mark that will always be there. And it's just a different type of feeling."

The mural — and the other six projects funded by the grants — already has grabbed the attention of some adults.

"History in action is how I look at it," said Kevin Dougherty of Oregon State University, a member of the Foundation Board of Trustees, as he surveyed all seven projects.

Added Shauna Tominey, a member of the Corvallis School Board (and a graduate of Crescent Valley): "The grants are a wonderful gift to the community. They are an opportunity for students to lead — and for adults to listen."



Here are seven projects and applicants funded by the **2022 Youth Empowerment and Action (YEA!) Grants,** a new program at the Corvallis Public Schools Foundation:

1. **Celebrating Corvallis School District's BIPOC students** (Charlotte Patel, $1,500). An event for students of color to gather to encourage a sense of community and build an increased sense of belonging. Includes graduation cords for seniors finishing high school.

2. **Fishing Club** (Cheldelin Middle School, Jordan Moss, $2,500). A club teaching fishing skills to encourage outdoor activity, teach about conservation and to help students enjoy and care for the environment.

3. **Taking Pride in Dual Immersion** (Linus Pauling Middle School, Asher Beatty, Belen Hernandez and Joanna Alvarado, $2,500). T-shirts and sweatshirts for dual immersion students to celebrate their program and to promote the goal of positive cross-cultural attitudes and behavior.

4. **Land-Acknowledgement Mural** (Crescent Valley High School, Natalia Morales, Theo Abadilla, Simone Moulton, $2,500.) A mural to recognize the Native American peoples who lived on land now occupied by CVHS.

5. **Metal Shop Tool Upgrade and Management** (Corvallis High School, Z Woody, $1,700). Specialized tools for the metal shop to improve efficiency and to increase capacity for hands-on, real-world learning.

6. **Painted Intersection Project** (Corvallis High School, Taylor Young and Mahya Shakibnia-Shirazi, $2,500). Street art at the entrance to a CHS parking lot to highlight diversity and to promote racial equity.

7. **Yearbooks** (College Hill High School, Marylu Perez, Dustin Pointer and Jesse Martin, $2,500). Publication of the first-ever yearbook for College Hill students to celebrate their school community.



From the left: Crescent Valley High School students Natalia Morales, Theo Abadilla and Simone Moulton won a $2,500 grant from the Corvallis Public Schools Foundation to paint a land-acknowledgment mural on two pillars at the school.

Right: CHS Metal Shop Tool Upgrade and Management

Below: Painted Intersection Project





Endowments & Scholarships in 2022

Total $1,246,578 as of June 30, 2022

Endowments

- Barbara E. Fry Endowment, $90,710
- Better World Endowment for Equity and Inclusion, $95,281
- CHS Class of 1958 Legacy Endowed Fund, $61,959
- CHS Class of 1966 Student Participation Fund, $27,614
- Doris L. Meyers Endowment, $103,564
- Corvallis High Schools Golf Committee Fund, $78,733
- Harold and Alma Moldenke Outdoor School Endowment, $23,650
- The Joe Malango Endowment for Theatrical Arts, $26,204
- Mario and Alma Pastega Professional Development Endowment, $64,166
- Mario D. Pastega Golden Apple Awards Endowment, $29,091
- Midge Mueller Fund, $46,239
- Mid-Valley Bicycle Club Bike Safety Endowment, $38,593
- *NEW!* Yvonne Thomas Fund, $28,127
- Zel S. Brook Art Endowment, $20,272

Endowed Scholarships

- Anna J. H. Fang Scholarship for Journalism, Communication, and Cinematic Arts, $45,759
- Anna J. H. Fang Scholarship for STEM, $44,072
- David Zajicek Golf Scholarship Endowment, $20,178
- Dennis Staats Scholarship for the Arts, $27,040
- Eric Gorski Multimedia Scholarship Endowed Fund, $16,926
- *NEW!* Kenneth J. Stevenson Memorial Scholarship, $25,439
- Lynn Lahey *Somos el Futuro* Scholarship, $13,064
- Olaf "Ole" Hedstrom Memorial Fund, $10,758
- Susan Small Hall Scholarship Endowment, $28,756
- *NEW!* Victoria Eastwood Memorial Scholarship, $21,845

Non-Endowed Scholarships

- Corvallis School Board Scholarship
- John Houston Memorial Scholarship
- NAACP Corvallis Scholars Scholarship
- The Grit, Growth, and Goals Scholarship
- Zach Peters Performing Arts and Education Scholarship



"Engineering will be very hard, but I'm up for the challenge. I have the heart that assists people, the ears that listen, the voice that leads, and the mind that solves problems."

Theo Abadilla, *2022 Scholarship Recipient*



"It became my mission to help out families like mine which made it easier to decide on what I wanted my future career to be."

Erica Lopez Sanchez
2022 Scholarship Recipient

Scholarship Recipients

- **Theo Abadilla** (CVHS)
  NAACP Corvallis Scholars Scholarship
- **Sofia Alzuray-Orellana** (CHS)
  John Houston Memorial Scholarship
- **Alessandra Cervantez Ramirez** (CHS)
  Anna J. H. Fang Journalism, Communication, and Cinematic Arts Scholarship
- **Kathryn Crawford** (CVHS)
  Eric Gorski Multimedia Scholarship
- **Payton Herb** (CHS)
  The Grit, Growth, and Goals Scholarship
- **Cindy Hernandez Gomez** (CHS)
  Corvallis School Board Scholarship
- **Sydney Hoffman** (CHS)
  Dennis Staats Scholarship for the Arts
- **Marla Linvog** (CVHS)
  Anna J. H. Fang Scholarship for STEM
- **Erica Lopez Sanchez** (CHS)
  Corvallis School Board Scholarship
  Lynn Lahey Somos el Futuro Scholarship
  NAACP Corvallis Scholars Scholarship
- **Savannah Miller** (CHS)
  Victoria Eastwood Memorial Scholarship
- **Sophia Perakis** (CVHS)
  Zach Peters Performing Arts and Education Scholarship
- **Evelyn Peralta** (CHS)
  Corvallis School Board Scholarship
- **Yael Raich** (CVHS)
  Olaf 'Ole' Hedstrom Memorial Scholarship
- **Frankie Rain** (CHS)
  CHS Class of '58 Vocational or Technical Training Scholarship
- **Julia Ann Weldon** (CHS)
  Susan Small Hall Scholarship
  David Zajicek Endowed Scholarship

Advocating for Students:
The Family Support Program

Here's a blunt truth about education: Students who come to school hungry or from unstable living conditions have a tough time focusing on learning. Add another set of challenges — say, an international pandemic that forces the temporary closure of schools — and those pressure points can become particularly acute.

The Corvallis School District's Family Support Program works to ease the pressures facing vulnerable families, regardless of whether the need involves food or hygiene supplies, help with rent or car repairs — or even a call to ensure a family's electricity or water doesn't get shut off.

"We have done that many times, where we can get power or water back on, right away," said Sarah Devine, the district's family outreach coordinator and its McKinney-Vento liaison, working with unsheltered students and their families.

Devine estimated that she and her colleagues at the district have assisted more than 2,000 people — students and family members — since the start of the pandemic. And, she said, the financial support the program receives from the Corvallis Public Schools Foundation is essential.

"Our program would not exist the way it exists without their support," Devine said. "I just can't say enough about how much that matters."

During the four years she's been working with the district, the family support program has expanded, placing staffers into an increasing number of schools. "We're so fortunate to be in a district where leadership is very, very aligned around these values; it makes sense to them," she said.

Devine and others who have worked with families over the years — such as Chris Hawkins, who retired at the end of the 2021-22 school year as the district's student support specialist — also have placed a priority going outside school walls to work with other service providers.

In fact, Hawkins, who won a Golden Apple award this year from the Foundation, said she made it a priority to "break down those silos" between the school district and everyone else who needed a seat at the table — law enforcement agencies, state agencies, community service providers.

"Our program would not exist the way it exists without their support," Devine said. "I just can't say enough about how much that matters."

"Everyone could see the need for that," Hawkins said. "But no one had said, 'We need to get together and start talking.' Because everyone's so damn busy."

Busy or not, Hawkins made sure everyone got together and started talking. Now, as she eases into retirement, she thinks the momentum she started will continue to build.

"I think everyone sees the benefits" of talking to each other, she said.



Stellar Service Award:
Chris Hawkins

Age: 61

Resume: Hawkins recently retired as the Corvallis School District's student support specialist. Before that, she worked in a variety of roles in the district office and taught at Adams School in Corvallis and at Lacomb School in Linn County.

Family: Three adult children: A daughter, 36, and two sons, 33 and 30.

Hobbies: Golf, pickleball and gardening. Also, she has a dog, a Labradoodle that she takes everywhere.

From the Golden Apple nomination:
"Throughout her 30-plus years of service, Chris has also worked tirelessly to build meaningful relationships with outside agencies such as (the) Department of Human Services, Corvallis Police Department, Benton County Juvenile Department, Boys and Girls Club of Corvallis as well as state mental health, community supports for families experiencing homelessness, suicide task groups, and many others."

Celebrating Excellence:
Congratulations to our 2022 Golden Apple Award Winners!



Elton Kikuta
Kathryn Jones Harrison Elementary School Teacher



Kelsey Hibbert
Linus Pauling Middle School Dean of Students



Keith Moses
Crescent Valley High School Ceramics Teacher



Nancy Hausen
Linus Pauling Middle School Campus Steward

Our Finances in 2022

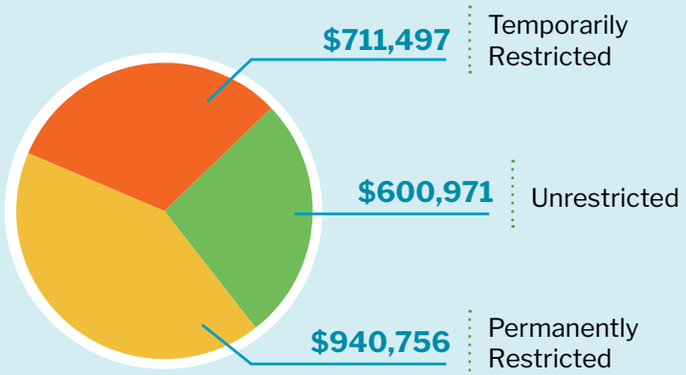
$2,253,224 Net Assets

$1,246,578 in Endowments

Net Assets

Cash and Cash Equivalents:	$492,788
Investments:	$1,760,436
Total Net Assets:	$2,253,224

Distribution of Net Assets: $2,253,224

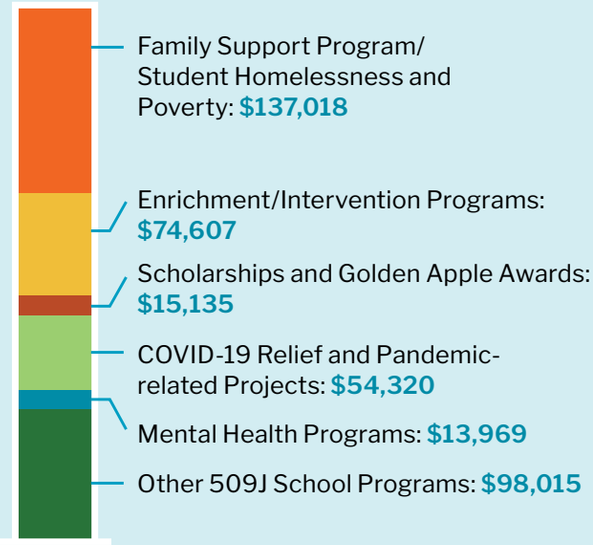


For a full financial statement, please contact us at (541) 757-5857. Thank you!



- Foundations and Other Nonprofits: $67,538
- Households and Individuals: $353,233
- Business and Government: $146,969
- Fundraising Event: $174,908

Program Expenditures: $393,064



- Family Support Program/ Student Homelessness and Poverty: $137,018
- Enrichment/Intervention Programs: $74,607
- Scholarships and Golden Apple Awards: $15,135
- COVID-19 Relief and Pandemic-related Projects: $54,320
- Mental Health Programs: $13,969
- Other 509J School Programs: $98,015

Donor Spotlight: Ben and Heather Herman

Occupations: Ben is a design manager at Jacobs. Heather is a neurology nurse practitioner at The Corvallis Clinic.

Ages: Ben is 50. Heather is 48.

Family: Two daughters, 21 and 18, both students at Oregon State University. Both daughters attended public schools in Corvallis. In fact, Heather said, a big reason why the family moved from Arizona was so the children could attend Corvallis public schools and they weren't disappointed: "We've been really thrilled with the education our girls received."

Why they donate to education: Education has been a passion for the Herman family for generations, dating at least back to Ben's grandfather, Jim Herman, an Arizona businessman who served on the Board of Trustees for a community college. "His big thing was education," Ben said — and he understood how education serves as a bridge to better lives, a message that has resonated for generations. Both of Ben's parents were the first people in their families to graduate from college.

Why they donate to the Corvallis Public Schools Foundation: "It's our way to give back a little bit," Ben said — and a way to pay tribute to his parents and grandparents. "They sacrificed a lot to give us the opportunities we got," he said.

How they donate: They have a monthly amount automatically taken from their bank account, an approach Ben recommends. "It just takes the guesswork out of it," Ben said.

One bit of advice to potential donors to the Foundation: "When you think about donating, some people think you have to make this big gesture," Ben said. But that's not required: "No amount is too small."



The Hermans

There are 58 languages spoken in our schools. In every one of them, we say **Thank You!**

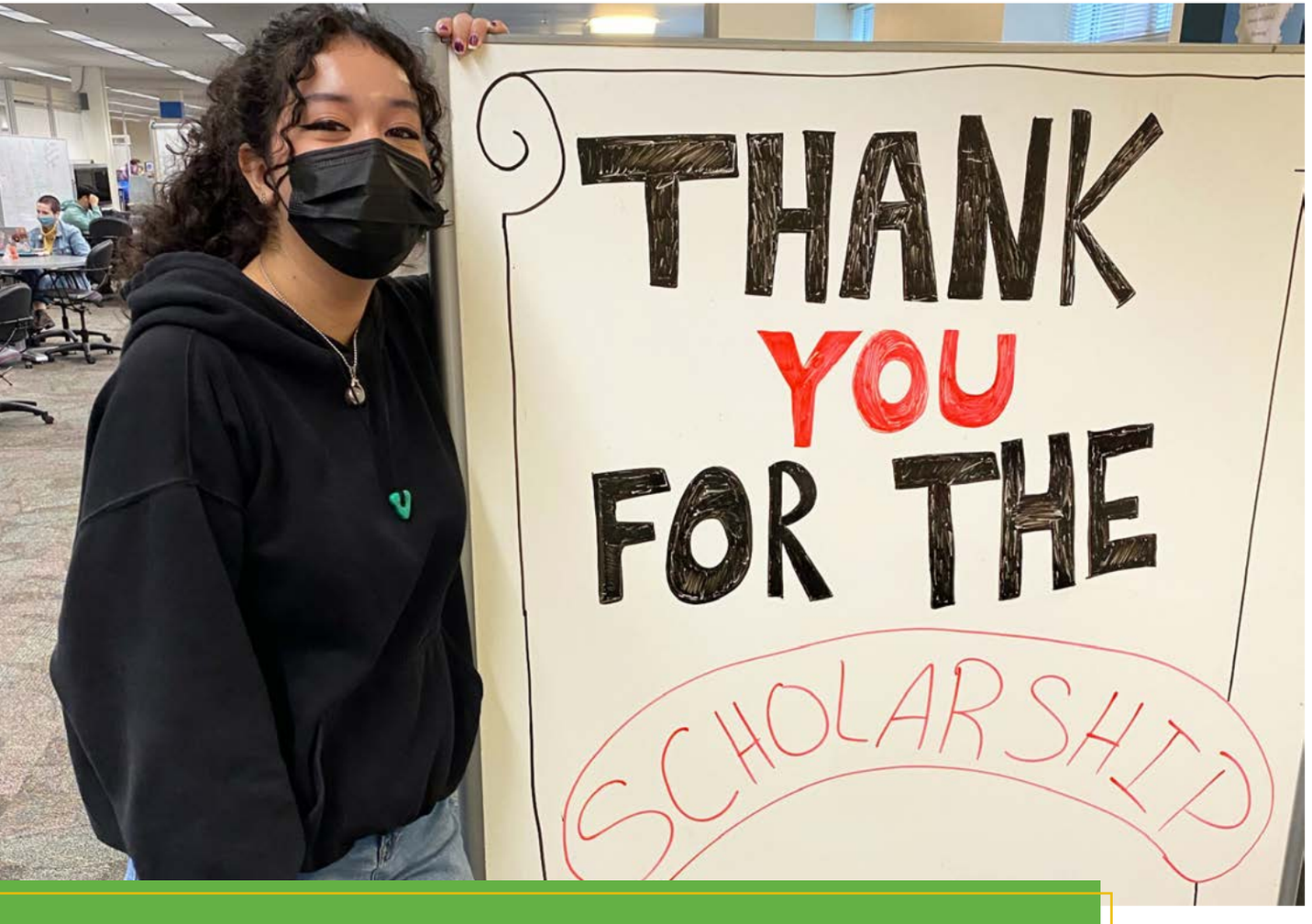


Danke Mochchakkeram Mamana Juspaxar Merci Arigato Hvala Tak Kia Ora Gracias! Vinaka Grazie Chokrane Terma Kasih Welalin Asante Maake Kiitos Danke Je Obrigado Multumesc Shukraan Mahsi Nuwun Spasibo

Join us!

Hands Across Corvallis Benefit Event

Thursday, February 2, 2023
Call (541) 757-5857 or *cpsfoundation.org* to register



Acknowledgements: Thank you to writer Mike McInally; designer Amy Williams; photographers Cameron Johnson, Rick Wallace and Lyle Gifford; Horsepower Productions; The Ball Studio, and Liv Gifford for their creative contributions to this publication.

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Corvallis Public Schools FOUNDATION
1555 SW 35th Street
Corvallis, OR 97333
cpsfoundation.org

Corvallis
SCHOOL DISTRICT

IV. BOND UPDATE (7:40 p.m.)*

Corvallis SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kim Patten, Director of Facilities and Transportation
Meeting Date: October 20, 2022

Bond Program Update

NO ACTION REQUIRED

Background

Wenaha Group provides project management services for the Facilities Improvement Bond approved by voters in May 2018. Wenaha Group's project managers will prepare a monthly report to communicate status and progress on bond projects. The report will be included in a board packet each month, published on the district website, and shared with key communicators.

Direct questions regarding bond projects to kim.patten@corvallis.k12.or.us

CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
OCTOBER 20, 2022

GENERAL PROGRAM UPDATES

Schools are in session, and the bond work continues. Teams are being diligent to avoid disrupting learning. Occasionally, something noisy or interesting will occur, and it is hoped that folks can look past those issues, and anticipate the finished products coming soon!

The bond team can see the finish line, with major construction underway at only four sites. Franklin should finish late winter, with Adams scheduled to finish in the spring, and Mt. View and College Hill are scheduled to finish next summer.

With the reduction of active projects, the district's risk is diminishing. When the summer work started this year, the unallocated bond reserves were approximately $1.6M. At this time, after the massive amount of work that was accomplished, and forecasts were updated, the reserves are diminished to $1.1M. A reduction was anticipated, and the district had made some conscious strategic choices to reduce or defer some of the work, while still achieving all bond promises. In addition to the $1.1M of reserves, each of the remaining projects still carries some contingency dollars to cover known or possible issues that might arise. It shouldn't be thought that all risk is gone, as the current world situation could still impact projects with labor shortages, material price escalations, or delayed deliveries.



Kids enjoying their new and renovated spaces at Kathryn Jones Harrison and Letitia Carson

CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
OCTOBER 20, 2022

FINANCIAL SUMMARY AS OF SEPTEMBER 30, 2022

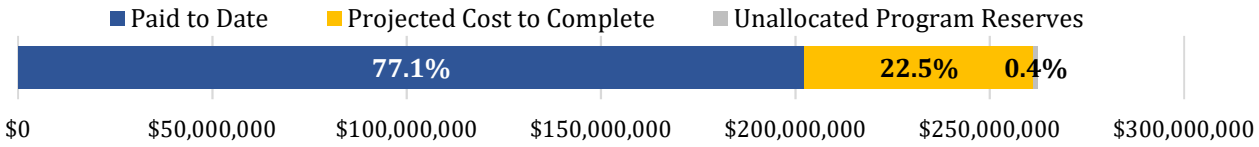
Voter Approved Bond Issuance	$ 199,914,046
Bond Sale Premium	39,204,888
Bond Interest Earnings	10,837,425
OSCIM Grant [1]	6,234,147
Other Funding [2]	3,596,017
Projected Resources through End of Program [3]	2,659,887
Total Program Resources	**$262,446,410**

Paid to Date	$ 202,429,220
Projected Cost to Complete	58,937,238
Total Projected Costs	**$ 261,366,458**
Unallocated Program Reserves	1,079,952
Total Program Requirements	**$ 262,446,410**

[1] ***Oregon School Capital Improvement Matching (OSCIM) Grant.*** *Matching grant through this state program; restricted to Lincoln project.*

[2] ***Other Funding.*** *Additional grants and reimbursements from several sources including energy conservation reimbursements, seismic rehabilitation grants, High School Success grant; community solar investments; and ODE Facility Grants; restricted to specific projects.*

[3] ***Projected Resources through End of Program.*** *Energy conservation reimbursements, community solar investments, E-rate reimbursements, resources from Designated Facilities Fund (Land Fund), and High School Success grant.*



	Bond Allocation	Other Funding Sources [1] allocated	Other Funding Sources [1] pending allocation	Total Projected Costs [2]	Paid to Date		Projected Cost to Complete
Adams	$ 11,594,457	$ 984,337	$ 6,445,397	$ 19,024,191	$ 6,948,058	37%	$ 12,076,133
Garfield	20,431,066	5,190,718	8,493	25,630,277	25,614,197	100%	16,080
Bessie Coleman	38,462,382	(579,181)	1,251,028	39,134,228	37,041,837	95%	2,092,391
Kathryn Jones Ha	12,322,158	6,632,864	127,632	19,082,654	17,592,367	92%	1,490,287
Lincoln	32,068,849	6,441,880	1,352,032	39,862,761	39,626,792	99%	235,969
Mt View	8,904,029	8,143,569	-	17,047,598	3,756,761	22%	13,290,837
Leticia Carson	11,807,766	6,303,118	-	18,110,884	15,023,305	83%	3,087,579
Franklin	8,897,336	2,520,420	601,056	12,018,812	3,058,261	25%	8,960,551
Cheldelin	9,992,479	306,131	1,815,343	12,113,953	10,351,745	85%	1,762,208
Linus Pauling	400,000	-	205,115	605,115	535,369	88%	69,746
Corvallis	7,982,711	2,446,011	-	10,428,722	10,199,741	98%	228,981
Crescent Valley	16,226,898	4,348,963	-	20,575,861	20,015,398	97%	560,463
Harding	11,208,697	3,517,072	909,438	15,635,207	2,862,107	18%	12,773,100
Program Administration	9,615,219	1,481,919	999,057	12,096,195	9,803,284	81%	2,292,911
TOTAL	**$199,914,046**	**$ 47,737,822**	**$ 13,714,590**	**$261,366,458**	**$ 202,429,220**	**77%**	**$ 58,937,238**

[1] ***Other Funding Sources.*** *Includes bond sale premium, bond interest earnings, OSCIM grant, High School Success grant, ODE Facilities Grants, and other funding such as energy conservation reimbursements from the SB 1149 program or Energy Trust of Oregon, and seismic rehabilitation grants.*

[2] ***Risk Associated with Projection.*** ***Low - Complete/Nearing Completion*** ***Medium - Under Contract***

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ADAMS ELEMENTARY SCHOOL

MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add five (5) permanent classrooms, create collaborative/small group learning areas, create dedicated PE space by adding multi-use cafeteria, renovate existing classroom space for student support services, improve ADA accessibility, install energy efficient lighting, replace covered play shelter, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, replace emergency communication systems, secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Oct 2019	100%	
Design & Permitting	Nov 2019	Dec 2021	100%	
Construction	April 2022	June 2023	55%	

CURRENT ACTIVITIES

- Administration: All rough-in complete, walls rocked and presently being taped. This area is tracking to be complete by the end of December.
- Continuing to work at completing rough-in within the music area, and ready for sheetrock to commence.
- New Addition:
  - All underground has been completed. 85% of concrete slab has been poured. Remainder scheduled for October 24th.
  - Framing has commenced. Scheduled to be complete in time to complete roofing at end of November.
- Conference Week: Scheduled to commence finishes in the corridors, reader boards and paging systems within the classrooms, and replace some mechanical systems.
- Temporary boiler has been installed to serve heat to the existing structure while we wait for delivery and installation of new boilers.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Continue with build-out of new administration suite, music room and new addition.

HIGHLIGHTS – n/a

CHALLENGES AND SOLUTIONS – n/a

CORVALLIS SCHOOL DISTRICT
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PROJECT PHOTO GALLERY



First Wall of the New Addition is in Place



Administration Progress

CORVALLIS SCHOOL DISTRICT
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BESSIE COLEMAN ELEMENTARY SCHOOL

REPLACEMENT SCHOOL

Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Construct new two-story 67,466 square foot elementary school and demolish existing school. Create new play areas and fields once demolition is complete.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Aug 2018	Dec 2018	100%	
Design & Permitting	Jan 2019	March 2020	100%	
Construction			95%	
Phase 1	Summer 2020	Fall 2020	100%	Staging & Sitework
Modular Classrooms to be relocated onsite and building pad construction.				
Phase 2	Fall 2020	Winter 2021	99%	New Construction
Construction to be conducted during the school year with secure fencing separation from school.				
Phase 3	Spring 2022	Summer 2022	97%	Demolition & Sitework

CURRENT ACTIVITIES

BUILDING:

- All outstanding punch items have been completed for the new building.
- Still working on some DAS (fire department communications) issues with the fire alarm panel. Manufacturer of system to visit the site.

SITE:

- All PIPC work along Walnut has been completed except landscaping and connections at Aspen intersection.
- Playground equipment has been installed and the tile installation commenced this week. Playground is scheduled to open the week of October 24th.
- Ballfield: After grading, it was determined that the onsite material used for the ballfield contained too many rocks and clay to produce an acceptable field. Presently removing 4-6" of material and will bring in new topsoil to make an acceptable base for the grass.

Due to time of year, this base will be winterized and then seeded in the spring. It is too late in the growing season to seed now and have a fully established lawn before it goes dormant.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Complete installation of the Aspen intersection realignment.

HIGHLIGHTS – N/A

CHALLENGES AND SOLUTIONS

- Aspen Street Realignment. – Conflicts with existing utilities. There is still one pole location that conflicts with utilities. Working with City to find a resolution to the issue. Presently scheduled to be complete by end of year. The district is making arrangements to continue the agreement with Northwest Hills Community Church for pick-up and drop off.

PROJECT PHOTO GALLERY – n/a

CORVALLIS SCHOOL DISTRICT
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CHELDELIN MIDDLE SCHOOL

MAJOR RENOVATION

Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
Track Contractor: Field Turf USA
CM/GC Contractor: Gerding Builders

PROJECT DESCRIPTION

Renovation: Renovate classroom to create a STEAM lab, renovate library/media center, improve ADA accessibility to the front office and elsewhere in the school, renovate cafeteria, renovate restrooms, replace kitchen flooring, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, improve emergency lighting, improve seismic safety, replace wooden bleachers in the gym.

Resurface existing track: Scope also includes enlarging the high jump area to accommodate two jumping areas and improving drainage around the long jump area – complete.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Jan 2019	June 2019	100%	Complete
Design & Permitting	May 2019	March 2020	100%	Complete
Design & Permitting PH II	July 2020	Mar-design, Feb– May permit 2022	100%	Complete
Ph I Construction	June 2020	Aug 2021	100%	Complete
Ph II Construction	June 2022	Dec 2022	90%	

CURRENT ACTIVITIES

- Gerding expects to demobilize the construction trailer around the end of October to lessen the contractor presence on site. Work will continue through winter break and will be managed without the construction trailer.
- Gerding has received the previously delayed cabinet unit heaters and are currently installing all ten of them at this time.

- Gerding's subcontractor team is awaiting four more heating coils for the refurbished mechanical units. These units are due to deliver mid-October and will be immediately installed.
- The seismic work for the upper gym has been successfully completed this last month.
- Currently, the main gym has been available for use, and there are two 40-ft tents for the three PE classes this fall. Mechanical work continues in the upper gym and will be ongoing through Thanksgiving per the original schedule.
- Gerding anticipates the upper gym will be turned over ahead of schedule, prior to winter break.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- UPDATED: We have two of four new electrical panels in hand and are still awaiting two more to complete the project. The last two panels are still scheduled to deliver in early December. We are currently scheduled to swap out the old panels with the new panels over winter break.

HIGHLIGHTS

- Major construction work has substantially completed throughout the school. Controls programming and connections continue during October throughout the major mechanical rooms but will transition to upper gym work only during November.

CHALLENGES AND SOLUTIONS –

- The original cabinet unit heaters were recessed into the brick and the feeder lines were extremely brittle. Unfortunately, the new cabinet unit heaters are manufactured smaller than the old and do not flush out nicely with the old recessed openings, nor do the feeder line inputs occur in the same locations. Gerding's team is working to fabricate cabinet extensions to cover the rest of the recessed openings along with running new PEX feeder lines so we can add isolation valves for ease of future maintenance.

PROJECT PHOTO GALLERY



CMS – Refurbished Units and New Ductwork



CMS – New Larger Ductwork Sections



CMS – Cabinet Unit Heater Installation



CMS – Louver Installation

CORVALLIS SCHOOL DISTRICT
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COLLEGE HILL/HARDING CENTER

MAJOR ADDITION AND REMODEL

Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
Contractor: Pending

PROJECT DESCRIPTION

Adds multi-use cafeteria/reception, renovate two (2) classrooms to support science and construction, improve ADA accessibility, renovate locker rooms, replace cabinetry in classrooms, replace roof and gutter system, upgrade mechanical infrastructure including electrical, heating, boilers and plumbing systems, improve emergency lighting, improve seismic safety, install access control system, replace emergency communication systems, replace fire monitoring system and add an outdoor covered classroom space.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Feb 2019	100%	
Design for permitting	Jan 2021	Nov 2021	100%	
Permit- Historical, Land Use & Bldg	July 2021	Jun 2022	100%	Final building permit obtained
Construction	June 2022	Sept 2023	15%	Abatement fully underway

CURRENT ACTIVITIES

- As the teams demolished the boiler room slab, a fuel oil tank line soil contamination was discovered in the boiler room. There was not a large amount of soil removal, however, it did trigger the need to remove the oil tank itself which was not anticipated to be part of the project. The soils removal and the tank removal have both completed at this time and teams are proceeding with regularly scheduled underground work in the boiler room.
- As the old fuel tank and the surrounding asphalt were removed, it was discovered that the old asphalt was placed directly on the clay soils without base rock. The area was excavated deeper between the B & C wings, and it is likely that more over-excavation will be needed as the work progresses toward 33rd St. with the storm system and new asphalt.

- Todd Construction's value engineering work at the front of this project was very successful in capturing approximately $70k in savings. This helped pay for the early permit plan revisions on the project.
- Abatement and demo work continue at this time in the gym wing A and a little remaining in Area B (center classroom areas). The team continues to run into more asbestos containing materials as they uncover more walls and ceilings, including more recent discoveries including some large ductwork and an HVAC unit previously scheduled for demo, but not abatement.
- Todd's subcontractor teams continue to make great progress on hard demo activities including plumbing trenching, old chimney removal, electrical demo and the structural roof opening prep for large HVAC equipment demo.
- PIPC work will start later given the fuel oil tank removal and over excavation needed in the far east end of the parking lot. PIPC work is scheduled to begin mid-October with completion anticipated quickly thereafter.
- Our target paving date for the first portion of work is now early to mid-November.
- The temporary modular set up is nearly complete pending some of the PIPC sidewalk and ramp work.
- Excavations have occurred for the outdoor classroom and an abandoned 20" waterline main was found in the way of the footings. Sections were cut, capped and removed as needed to proceed with the foundation work.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Todd Construction will perform the seismic work throughout the final quarter of this year. The MEP trades will start rough in activities in sector B as demo activities wrap up this fall.

HIGHLIGHTS

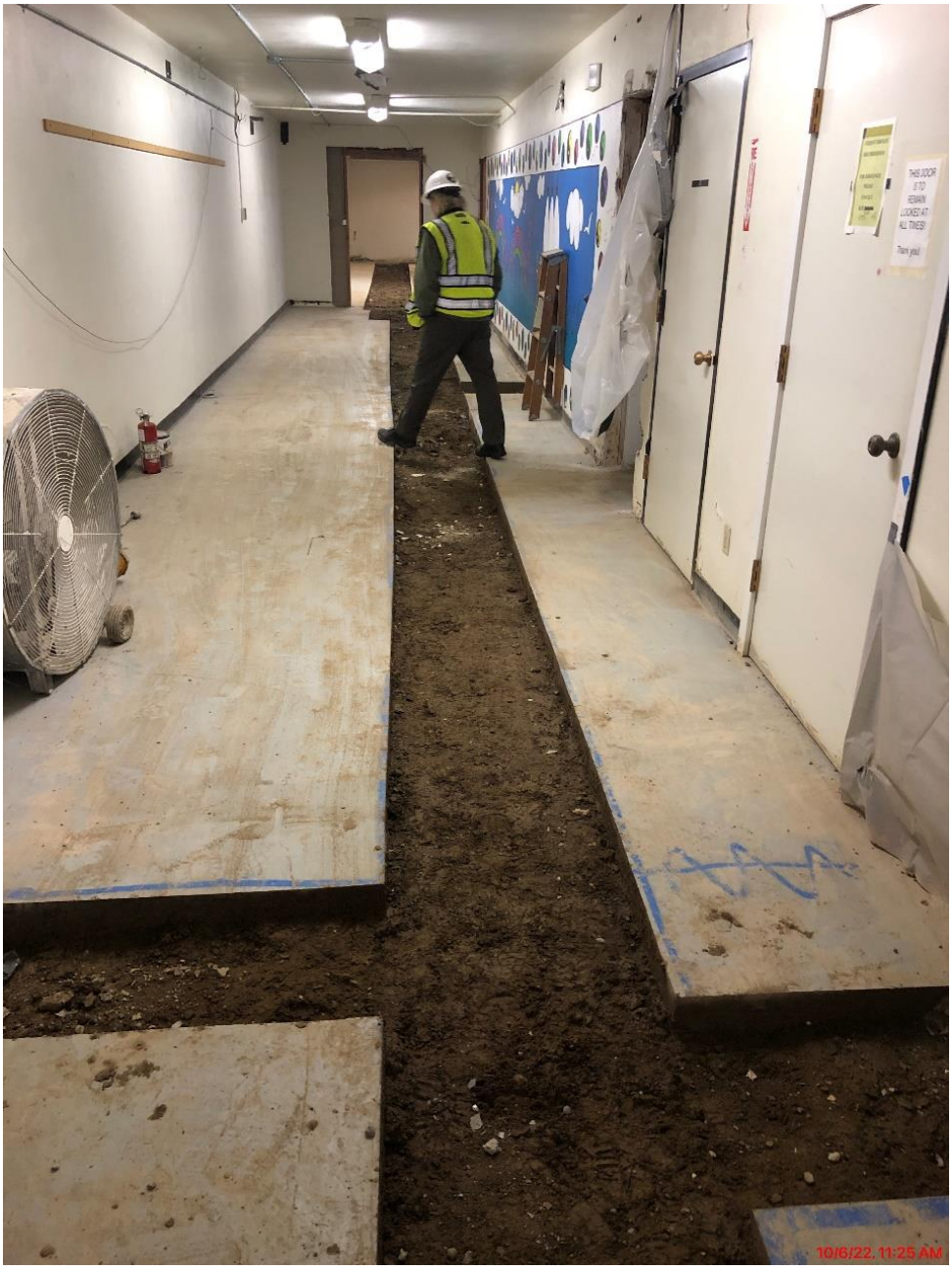
- The team has made great progress with our demolition activities and has a good start on our site work related items, including the outdoor classroom. Many new abatement items have been added to the scope and the team continues to adjust, accommodate, and make forward progress.

CHALLENGES AND SOLUTIONS

- Pivot has redesigned the new electrical service screening following weeks of conversations with Pacific Power and the City's re-review. Starting early on this has allowed the team to develop the revisions without significant project delays. Our

project requires a pole mounted transformer rather than pad mount, which is readily available, according to PP&L.

PROJECT PHOTO GALLERY



Basement Plumbing Trenching



Abandoned 20" Waterline – Cut & Capped



Urban Farm Future Entrance Zone for Temporary Modular Classroom



Fuel Tank Exposed

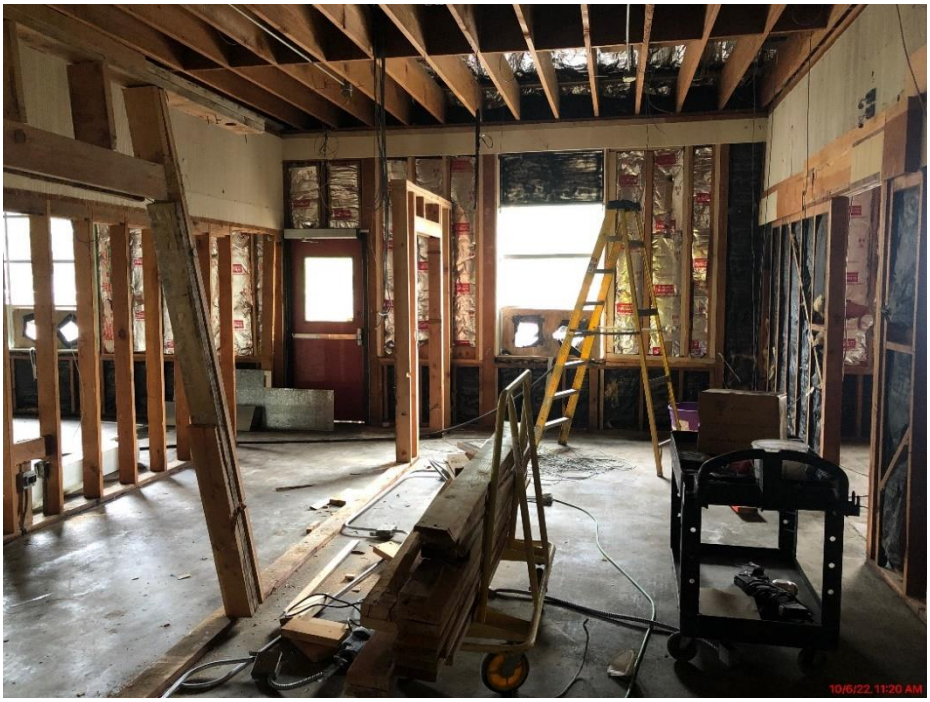


Fuel Tank Removed

CORVALLIS SCHOOL DISTRICT
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Area B Classroom Wall Demo



Front Office Demo'd

CORVALLIS SCHOOL DISTRICT
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CORVALLIS HIGH SCHOOL

MAJOR RENOVATION

Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
CM/GC Contractor: Gerding Builders

PROJECT DESCRIPTION

Expand covered outdoor learning area for career technical education, renovate classroom spaces for career and technical education, improve softball facilities, including restroom and concessions, install ADA door openers, install covered walkway to applied technology buildings, replace artificial turf field, replace hallway carpet, replace roof on main building & replace greenhouse roof panels, resurface track, enhance video surveillance system, increase restroom connections to emergency generator, toilets & faucets, replace field lighting at Taylor Field.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	June 2020	100%	
Design & Permitting	June 2020	April 2021	100%	
Construction	Spring 2019	April 2021	100%	
Major Construction	April 2021	June 2022	100%	

CURRENT ACTIVITIES

- The dust collector screen wall work has completed and the City has signed off on acceptance. This is the final piece needed to secure the permanent certificate of occupancy.
- Convergint is working directly with CSD on some additional modifications to exterior door and ADA operations and tying them to the access controls upgrades.
- All overhead door parts have arrived and have been installed 100%.

ACTIVITIES SCHEDULED FOR NEXT QUARTER – N/A

HIGHLIGHTS – N/A

CHALLENGES AND SOLUTIONS – N/A

PROJECT PHOTO GALLERY – N/A

CORVALLIS SCHOOL DISTRICT
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CRESCENT VALLEY HIGH SCHOOL

MAJOR RENOVATION

Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
CM/GC Contractor: Gerding Builders

PROJECT DESCRIPTION

Expand covered outdoor learning area for career technical education, renovate and expand classroom spaces for career and technical education, install a new artificial turf field, improve ADA accessibility, install elevator in gym building and replace main ramp for ADA access, refurbish, repair, and weatherize building exterior, Replace fire suppression system in kitchen, resurface bus drop-off/pick-up lane, resurface track, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, enhance video surveillance system, improve seismic safety, increase power connections to generator circuit, replace access control system, and replace emergency communication systems.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Oct 2018	Dec 2018	100%	
Design & Permitting	Jan 2019	Mar 2020	100%	
Design & Permit Bldg A seismic	July 2020	Feb 2021	100%	
Construction Bldg F & elevator	June 2020	Dec 2021	100%	
Construction Bldg A seismic	June 2022	Aug 2022	100%	

CURRENT ACTIVITIES

CVHS Renovation:

- Repairs of the grass/field area at the construction laydown yard is continuing as initial efforts were not satisfactory. The landscaper returned last week and regraded, added soil and reseeded. This will be monitored for continued growth and restoration.

ACTIVITIES SCHEDULED FOR NEXT QUARTER – N/A **HIGHLIGHTS – N/A**

CHALLENGES AND SOLUTIONS – N/A **PROJECT PHOTO GALLERY – N/A**

CORVALLIS SCHOOL DISTRICT
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FRANKLIN K-8

MAJOR REMODEL

Project Manager: Patrick Linhart
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Create collaborative/small group learning areas, renovate 2 classrooms to support middle school science instruction, improve ADA accessibility, install energy efficient lighting, renovate restrooms, replace exterior windows, flagpole, kitchen flooring, and roof, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating and plumbing systems, improve emergency and exterior lighting, improve seismic safety, repair sidewalks, replace emergency communication systems, secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Jan 2019	Dec 2020	100%	
Design & Permitting	Jan 2021	Mar 2021	100%	Permit in hand
Construction	Mar 2022	Dec 2022	82%	Science, Library, New Admin, hallways & Gym finishes remain

CURRENT ACTIVITIES

- UPDATE: Dakota roofing is currently working on the science area roof and associated tie-ins with surrounding elements. They expect to have it buttoned up in late October.
- The elementary wing classrooms still have some finish painting and casework improvements to complete. The team is being careful to when using products with an odor. This is causing the work to take longer than planned.
- The existing wood wainscot continues to be processed in anticipation of its installation along with other new wood and FRL laminates in the hallway. The carpentry team will proceed as areas are available and work in a manner that will prevent issues with smells and student impacts.
- The operable portions of the exterior windows are scheduled for an early December delivery and installation. Should materials arrive early (and we continue to press them), they will install earlier.

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ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Work will continue in the new science room, the library, the new admin area and the new collaboration spaces up to the start of winter break.
- The unit ventilators (heaters) are scheduled to deliver in late November. The construction team will swap them out as soon as they arrive during off hours going classroom by classroom.
- Pacific Power electrical work will occur during the fall and into the winter break. Certain part deliveries are now projected for next summer and the team is working to better understand what parts are delayed and how that will impact equipment operations.

HIGHLIGHTS

- School operations productively continue while we have construction efforts in multiple isolated sections of the building. Every week, new milestones are met offering a more finished building to the Franklin staff and students. Examples include the new patio, glass in the exterior doors, new lost and found cubbies, and restriping the playground lines.

CHALLENGES AND SOLUTIONS

- UPDATED: The project continues to experience delays with Pacific Power electrical work. The switch gear is now scheduled for delivery in August of 2023 and our transformer delivery is still undetermined, but believed for the same time frame. This will defer some work into next summer. The team is working to solve certain equipment operations as a temporary measure.

PROJECT PHOTO GALLERY



New Lost and Found Cubbies



New Admin - Steam Tunnels Exposed for Piping Work



New Admin Tunnels Prepped for Slab Pourback

CORVALLIS SCHOOL DISTRICT
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Science Casework, Acoustical Ceiling Panels and Finish Painting Almost Done



New Outdoor Patio Placed and Ready for Tent & Fencing

CORVALLIS SCHOOL DISTRICT
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GARFIELD ELEMENTARY SCHOOL

MAJOR ADDITION AND REMODEL

Project Manager: Patrick Linhart
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Addition of six (6) classrooms, create collaborative and small group learning areas, expand the library/media center, renovation of existing classroom spaces, add covered play shelter, improve ADA accessibility, renovate restrooms, repair concrete floor foundation, replace the kitchen flooring, upgrade finishes in shared spaces with floors, paint, and ceiling, secure front entry, office modifications, improve site circulation and parking, repair/replace sidewalk, seismic upgrades, fuel tank decommissioning and upgrades to mechanical, electrical, and plumbing.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Oct 2018	Jan 2019	100%	
Design & Permitting	Jan 2019	July 2020	100%	
Construction	May 2020	Aug 2021	100%	

CURRENT ACTIVITIES

- No Update - Project Complete

CORVALLIS SCHOOL DISTRICT
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KATHRYN JONES HARRISON ELEMENTARY

MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add four (4) permanent classrooms, create collaborative/small group learning areas, create dedicated PE space by adding multi-use cafeteria, renovate existing classroom space for student support services, add ADA accessible restrooms in Life Skills classrooms, improve ADA accessibility, install energy efficient lighting, replace covered play shelter, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, improve emergency lighting, improve site circulation and parking, replace emergency communication systems, replace sidewalk, secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Oct 2019	100%	
Design & Permitting	Nov 2019	May 2021	100%	
Construction	April 2021	June 2022	99%	

CURRENT ACTIVITIES

- All PIPC landscaping has been completed and grass areas have been seeded. Some concrete sidewalk panels were rejected by the City for being out of ADA compliance. These will be replaced October 25-28th, then City reinspection will take place to close out PIPC.
- Commissioning: Is ongoing and scheduled to be completed within the next couple of weeks.
- Fortis is working off hour shift to complete all punch list items as well as the scopes of work that were delayed due to procurement issues.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Completing the commissioning of all systems within the school.
- Completion of punch list items and any scopes that have been delayed.

CORVALLIS SCHOOL DISTRICT
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HIGHLIGHTS –

- It is exciting to see students using all the new facilities!

CHALLENGES AND SOLUTIONS –

- The City has rejected the rooftop mechanical screens surrounding the new equipment. They have indicated that these screens need to be full height. DLR is working with the City to solve the issue.
- After School being in session, it has been determined that there are a few additional site improvements needed:
    - Swale to pond at front entrance – Working to eliminate the depth of the swale with a pump station and underground piping.
    - Fence at pond on Circle – Will be raising the height of fence on school side of pond to 6ft.
    - Fortis installed additional topsoil to make the grades at the covered play area more gradual. This was seeded last week.

PROJECT PHOTO GALLERY



New Addition and Play Structure

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New Parking Lot

CORVALLIS SCHOOL DISTRICT
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LETITIA CARSON ELEMENTARY SCHOOL

MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add three (3) permanent classrooms, create collaborative/small group learning areas, create dedicated PE space by adding multi-use cafeteria, renovate existing classroom space for student support services, improve ADA accessibility, install energy efficient lighting, replace covered play shelter, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, enhance emergency communication systems, improve emergency lighting secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Oct 2019	100%	
Design & Permitting	Nov 2019	May 2021	100%	Permits received
Construction	April 2021	June 2022	98%	

CURRENT ACTIVITIES

- Commissioning is ongoing and scheduled to be completed within the next couple of weeks.
- Fortis is working off hour shift to complete all punch list items as well as the scopes of work that were delayed due to procurement issues.
- All PIPC work has been completed and working through closing it out with the City.
- All grass areas including areas used for construction laydown have been hydroseeded and being maintained for grass to be established.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Completing the commissioning of all systems within the school.
- Completion of punch list items and any scopes that have been delayed.

HIGHLIGHTS

- It is exciting to see students using all the new facilities!

- Donated art work is being installed in the Library to be ready for renaming ceremony scheduled for October 20th.

CHALLENGES AND SOLUTIONS

- The City has rejected the rooftop mechanical screens surrounding the new equipment. They have indicated that these screens need to be full height. DLR is working with the City to solve the issue.

PROJECT PHOTO GALLERY



Satinwood Strip (PIPC Work)

CORVALLIS SCHOOL DISTRICT
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Outdoor Learning Adjacent to Art / Science Room



New Addition and Covered Play Structure

CORVALLIS SCHOOL DISTRICT
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October 20, 2022

LINCOLN ELEMENTARY SCHOOL

REPLACEMENT SCHOOL

Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Construct new two-story 68,560 square feet elementary school and demolish existing school. Create new play areas and fields once demolition is complete.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Aug 2018	Dec 2018	100%	
Design & Permitting	Jan 2019	March 2020	100%	
Construction			99%	
Phase 1	Summer 2020	Summer 2020	100%	Staging/Sitework
Health Clinic to be relocated onsite. Temporary playground enhancement is being planned.				
Phase 2	Summer 2020	Summer 2021	99%	New Construction
Construction to be conducted during the school year with secure fencing separation from school.				
Phase 3	Summer 2021	Fall 2021	99%	Demolition/Sitework

CURRENT ACTIVITIES

- All landscaping has been turned over to CSD to maintain. Further work will take place regarding the field condition in the spring once the new growing season commences.
- Completing all paperwork with the City for final Certificate of Occupancy.

ACTIVITIES SCHEDULED FOR NEXT QUARTER – N/A

HIGHLIGHTS – N/A

CHALLENGES AND SOLUTIONS –

- The solar system has been signed off by the designer. The battery supplier is scheduled to visit the site within next couple of weeks to assist with activating the battery system, so that the solar panels charge the batteries for the emergency power source to the school.

- All restroom stall lighting has been replaced. The remaining drivers for various fixtures throughout the school are scheduled to arrive late next week and then work will commence after hours to complete the replacement. Once all the lighting is functional, temporary lighting and wiring will be removed, and ceiling tiles damaged during the exercise will be replaced.

PROJECT PHOTO GALLERY – N/A

CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
October 20, 2022

LINUS PAULING MIDDLE SCHOOL

RESURFACE TRACK

Project Manager: Wenaha Group
Architect: N.A.
Contractor: Field Turf USA

PROJECT DESCRIPTION

Resurface existing track. Additional scope includes enlarging the high jump area to accommodate two jumping areas, improving drainage around the long jump area, removing the pole vault pad and adding track surface to the javelin runway.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	N.A	N.A.	N.A.	
Design & Permitting	Jan 2019	March 2019	100%	
Construction	June 2019	Aug 2019	100%	

CURRENT ACTIVITIES

- N/A

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- **N/A**

HIGHLIGHTS

- **N/A**

CHALLENGES AND SOLUTIONS

- **N/A**

PROJECT PHOTO GALLERY

- **N/A**

CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
October 20, 2022

MOUNTAIN VIEW ELEMENTARY SCHOOL

MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add three (3) permanent classrooms, convert existing office to classroom space, create collaborative/small group learning areas, improve ADA accessibility, install energy efficient lighting, replace kitchen flooring, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, enhance emergency communication systems, improve emergency lighting, improve seismic safety, improve site circulation and parking.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Dec 2018	Dec 2020	100%	
Design & Permitting	Jan 2021	Dec 2021	100%	
Construction	Apr 2022	June 2023	27%	

CURRENT ACTIVITIES

- Admin Addition: All underground plumbing has been completed and the team is working on footings and stem walls for a slab pour scheduled the week of October 24th.
- Art/Science Addition: All underground plumbing has been completed and they are working on footings and stem walls for a slab pour scheduled the week of October 24th.
- All technology has been installed in classrooms, however adjustments will take place to projectors the week of October 24th. During that week, the team will also relocate Lightspeed systems (sound amplification) in the classrooms to eliminate the sound transfer between classrooms which is presently occurring.
- Fortis is working on completing seismic work and finishes to the classrooms within the center core to enable turn over as quickly as possible. Fortis is working to install a temporary tunnel to connect the two classroom wings together by early November, so students can access the complete building without going outside.
- Fortis is working to decommission and install new septic tank that serves the kitchen and boiler room the week of October 24th.

CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
October 20, 2022

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Continue to build out the center core to turn over offices and classrooms as soon as possible.
- Continue to construct the structure for the Admin Suite addition.
- Continue to construct the Art Room classroom pod addition.
- The exterior site construction (parking, drive lanes, landscaping) will occur in the summer of 2023. Working on logistics to see if any of the scope can be performed before the summer to alleviate the significant workload next summer for site improvements.

HIGHLIGHTS – N/A

CHALLENGES AND SOLUTIONS

- Receipt of electrical service design from Pacific Power is behind schedule. The team was informed at the beginning of the month that design would start in three weeks. There is concern that this design and Pacific Power's procurement of equipment will affect our phasing and overall construction schedule.

PROJECT PHOTO GALLERY



Stem Wall Concrete Pour at Science/Art Wing

Corvallis
SCHOOL DISTRICT

BOND UPDATES
October 20, 2022



Bessie Coleman Elementary



Playground Tile
Installation Almost Done



The Sports Field Will Be
Planted in the Spring

Letitia Carson Elementary

Cafeteria / Commons



Counseling Office



Art & Science Classroom



Letitia Carson Elementary

Students are enjoying the new and renovated spaces at their school!



Gym Renovation



New Front Office Reception



New Art & Science Classroom



New Staff Lounge



New Music Classroom

Kathryn Jones Harrison Elementary

Adams Elementary



New Addition Slab Pour

Framing Begins



New Addition Slab



Adams Elementary



Fortis Team Inspecting the Project After a Hard Day of Work. 10.18.2022

Franklin K-8

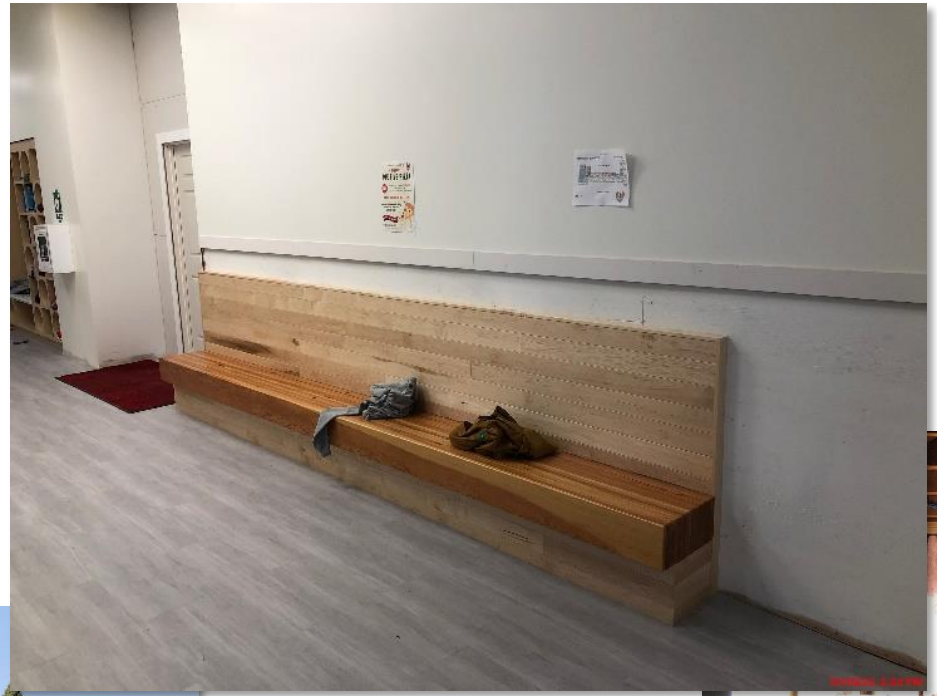


New Patio Has Been Placed

Science Classroom Progress



Franklin K-8



New Bench Made From Salvaged Lincoln Gym Beam Material



Sports Court Restriping



New Admin Space Progress

Mt. View Elementary





Fortis and Their Partners Working Off Hours to Accommodate the School Schedule

College Hill High School

- Interior demolition and abatement will be completed soon.

- The sitework team is focusing on the improvements in the City right-of-way and on the parking improvements near the Urban Farm. These areas need to be complete before the Urban Farm program can occupy the modular classroom. Estimated to be complete mid-November.

College Hill High School

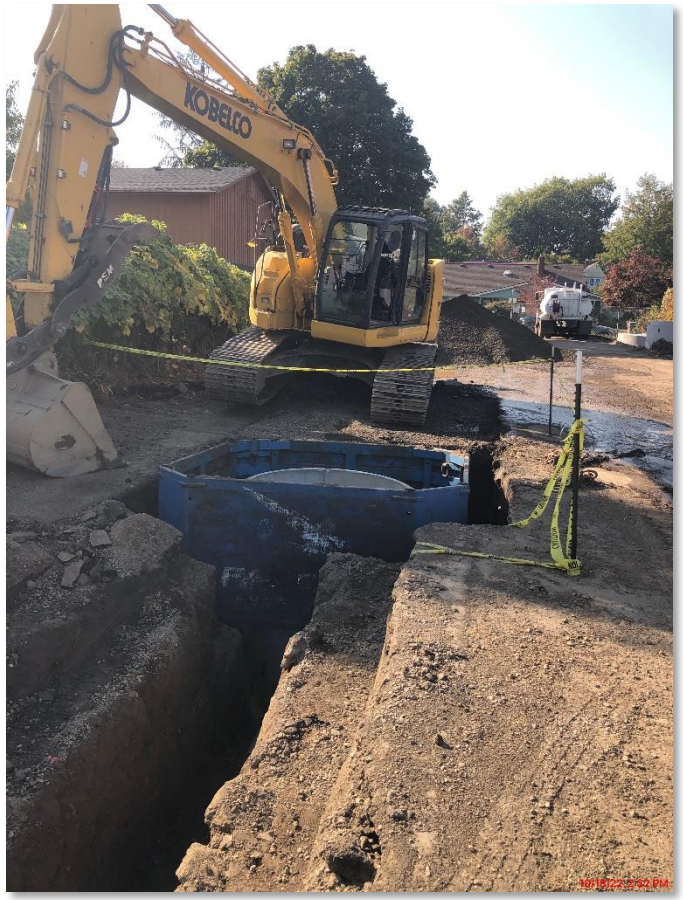


Demolition Continues



Material Staged to
Begin Renovations

College Hill High School



New On-Site Storm Manhole

Pouring Footings for New Outdoor Classroom





Storm Piping Staged

College Hill High School



Prepping a Modular for the Urban Farm Program

Financial

- Project Managers have completed cost forecasts for the ten projects that were active over the summer, including projects that are on-going.
- Bond Reserves are reduced by about $600,000. This was anticipated, and the bond team continues to operate within available funds.
- All bond promises will be delivered.

Still On Track

- Adams Elementary: Addition and Sitework, Spring Break 2023
- Mountain View Elementary: Addition and Sitework, Summer 2023
- Franklin K-8: Science Addition and Library, Winter 2022
- College Hill High School: Renovation and Outdoor Learning, Summer 2023
- Cheldelin Middle School: Complete Seismic and Mechanical, Winter 2022
- Bessie Coleman Elementary – Aspen Intersection Signals, Fall 2022

There will be some minor work lingering at other sites, driven by supply chain issues and labor shortages.

Questions?

Corvallis
SCHOOL DISTRICT

V. BIAS RESPONSE UPDATE (8:00 p.m.)*

Corvallis SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder and Marcianne Rivero-Koetje
Meeting Date: October 20, 2022

Applicable Policies:
Every Student Belongs - Policy ACB
Bias Incident Complaint Procedure - ACB-AR

Bias Incident Response

NO ACTION REQUIRED

Background

The Every Student Belongs Board Policy ACB was initially adopted in December 2020 and then revised and readopted in February 2022. The policy guarantees students, staff, and visitors an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, gender expression, sexual orientation, disability, or national origin. The policy defines a "bias incident" and sets clear guidance on what constitutes a "symbol of hate."

The Bias Incident Complaint Procedure (ACB-AR) outlines the steps involved in reporting, investigating, and resolving a report of a bias incident. Since 2020, the Assistant Superintendent's office has trained building administrators and department supervisors on the Bias Incident Complaint Procedure and in turn, those leaders have shared information on recognizing and reporting Bias Incidents with their staff.

Leaders were provided tools like the Racial Language Scale and the Bias Incident Tracking Document as well as the full support of the Assistant Superintendent's office and the Equity Coordinator for consultation on incidents. Leaders reached out when a person who was harmed reported to them and district staff supported them through the investigation and documentation process.

In 2021, a bias incident occurred at one of our high schools that brought into sharp focus the limitations of the processes we had created. Melissa Harder and Marcianne Rivero-Koetje met with a group of students who clearly explained to us that students were not using the Bias Incident Process because they did not always trust that their voices would be heard or that change would occur as a result of their report. When combined with the data we were seeing from the 2021 - 2022 school year, it was obvious that a change needed to be made to our system.

Ms. Harder and Ms. Rivero-Koetje met with Dr. Whitebear and others from the Bias Response Team at OSU to consult on how we could improve our reporting system to ensure better access to reporting, allow for anonymous reporting, and ensure a response occurs. The help and information they provided the district was invaluable in adjusting our process.

New Process for 2022

In September 2022, Ms. Harder and Ms. Rivero-Koetje rolled out a new process to building administrators and department supervisors. This process included the following:

- A new online reporting process for students, staff, and community members that centralizes the bias incident reporting system.
- A reporting process that allows for anonymous or assisted reporting.
- The creation of a Bias Incident Response Team (BIRT) that reviews incoming reports, consults on the next steps, and assigns responses to specific administrators.
- A new step-by-step document with the required process and forms clearly described.
- A process for data collection and regular reporting to buildings about the status of bias incidents at their site.

Tonight's slideshow will go into greater detail about these changes.

In addition, to this new process, Ms. Harder created a presentation with a script for building administrators to present to their staff that not only describes how to report a bias incident, but also discusses how to respond to racism, stereotyping, and bias in the moment.

Ms. Harder worked with the Communications Department to build a webpage on our District website dedicated to reporting a bias incident. **Report a Bias Incident** went live the week of September 19. Our Communications team also created posters for all schools promoting "See something. Say something" and defining a bias incident. All posters have a QR code that takes the user to our bias reporting page. By the end of October, students who use Canvas (grades 6-12) will find a new button on the sidebar that allows them to file a bias incident report from their Chromebook.









At the end of September, Ms. Harder and Ms. Rivero-Koetje met with SAFE leaders and Racial Equity TOSAs at the secondary level to describe this new Bias Incident Response process and ask for help promoting it to our students. In addition, Ms. Harder asked this group to think about how our students could play a role in "getting the word out" that bias reporting has changed because we need to hear their voices. Based on reports that have come in this month, we are convinced that team has begun spreading the word about how to report bias when you encounter it.

Data

Although the adoption of this policy was in December 2020, our shortened, in-person school year limited its use in the 2020 - 2021 school year. Our data from the 2021 - 2022 school year is displayed below. Schools are not listed because the data set is so small it could lead to the identification of students or staff involved.

2021-2022 Total Responses		**Report Categories**	
Elementary	Secondary	Racial Language	Gender Identity Gender Expression Sexual Orientation
6	7	10	3

So far this school year, with our more accessible reporting process, this is what we are seeing.

2022 - 2023 Total Responses through October 14		**Report Categories**		
Elementary	Secondary	Racial Language	Disability	Gender Identity Gender Expression Sexual Orientation
2	14	12	3	1

Anonymous reports = 4

Involvement

Staff members: Melissa Harder, Marcianne Rivero-Koetje, Kristin Mahoney

Bias Incident Response

Board Presentation
October 20, 2022

New Online Reporting



Accessibility

- Students, parents, community
- Link on all websites
- Posters with QR codes

Reporting Anonymously

- An opportunity to collect data
- Response without the full process



Bias Incident Report

Use this form to alert our Bias Incident Response Team to a Bias Incident or a display of symbols of hate.

You may report anonymously. If you do report anonymously, please understand that our ability to respond may be limited, but this information will be collected for data analysis.

If you do provide your name, a building principal (or supervisor) will be reaching out to you for a conversation so they may address the bias incident appropriately and ensure that you are safe.

Examples of a Bias Incident could include:
*Name calling; using a racial, ethnic, or other slur to identify someone; or using degrading language.
*Creating racist or derogatory graffiti or images/drawings.
*Imitating someone with a disability, or imitating someone's cultural norm or practice.
*Assaulting, injuring, or touching someone in an offensive manner because of their perceived protected class.
*Threatening to physically harm a person, their family, or their property based on their perceived protected class.

The Bias Incident Response Team will review this data to respond the particualr incident described. Additionally, collected data will help buildings improve systems and create appropriate professional learning for employees to ensure these types of incident do not continue.

Reports will be maintained in the Office of the Assistant Superintendent and Human Resources.

Questions on the Bias Incident Form

- Name or Anonymous
- Contact info
- Who are you? (Student, Staff, Community Member)
- Building where incident occurred
- Location within that building
- Date/Time
- Perceived motive (race, religion, etc.)
- Type of Incident (bullying, graffiti, online, etc.)
- Tell the story
- Have you also reported this to school staff? To whom?

New Webpage



Our Commitment

Corvallis School District is committed to creating school environments for all students, staff, and visitors that are free from discrimination or harassment based on perceived race, color, religion, gender identity, gender expression, sexual orientation, disability, or national origin. **Board Policy ACB**

What is a Bias Incident?

A bias incident is a person's hostile expression toward another person, relating to the other person's perceived race, color, religion, gender identity, gender expression, sexual orientation, disability, or national origin. Bias incidents may include derogatory language or behavior.

What is a Symbol of Hate?

Specifically prohibited symbols of hate are nooses, symbols of neo-Nazi ideology, or the battle flag of the Confederacy. A symbol of hate can also be a symbol, image, or object that expresses hostility on the basis of race, color, religion, gender identity, gender expression, sexual orientation, disability, or national origin.

Why is it important to file a Bias Incident Report?

The Bias Incident Report form is designed to collect information about bias incidents that have occurred and/or symbols of hate that are present on our school campuses. Reporting bias and symbols of hate allows school staff to formally address Bias Incidents and provides important information about bias and hate so that we can improve the culture of our district and school communities. **Read about the Bias Incident Complaint Procedure in Policy ACB-AR here.**

What happens after I report?

If you provide your name:

- a building principal (or supervisor) will be reaching out to you for a conversation so they may address the bias incident appropriately and ensure that the person who was harmed is safe.
- An investigation will follow and a formal response will be issued.

If you report anonymously:

- a notification will be sent to the site where this occurred.
- District staff will investigate the report and take any necessary steps towards a resolution.

If you are unsure if a situation was an incident of bias, still fill out the form and we will get it to the right response team.

Bias Incident Response Team

The Corvallis School District Bias Incident Response Team reviews bias incident reports weekly and ensures that reports are responded to appropriately. The Bias Incident Response Team is made up of the Assistant Superintendent's Office, the Equity Coordinator, the Student Services Coordinator, the Mental Health and Wellness Manager, and the Title IX Coordinator. We will also be working with various student groups to gain valuable insight into their school's environment and receive feedback on our process. If you wish to have your voice heard regarding this process please reach out to the Assistant Superintendent's Office: **kristin.mahoney@corvallis.k12.or.us**

New Team

Bias Incident Response Team

Position	Lens
Assistant Superintendent	Policy Compliance Supervision of Building Administrators
Mental Health Manager or Designee	Student and Staff Well Being Restorative Practices
Equity Coordinator	Racial Equity
Student Services Coordinator	Behavior Systems and Response Alignment
Title IX Coordinator or Designee	Sexual Harassment
Admin Specialist in Assistant Superintendent's Office	Tracking Compliance Communication

Bias Incident Response Team

Every Week

- Review reports received
- Determine an action plan for reported incidents
- Assign building staff to investigate and respond
- Assess need for mental health services
- Provide ideas for restorative activities

Every other week

- Review past reports - ensure compliance and follow-through
- Study trends in buildings
- Provide data to buildings to plan professional learning

Tools - Racial Language and Behavior Scale

Racial Language and Behavior Scale

Clear Expectation shared of behavior we expect; teach development lessons about race

1	Safe Responsible Respectful	Use expected/appropriate language	Praise - Recognition

Definition of Terms:
Microaggressions are brief and regular, verbal, non-verbal and/or environmental messages that discriminate against and cumulatively harm people who are frequently marginalized. Microaggressions are often unintentional but the impact is still harmful.

Level	2	3	4
Defined	**CONSULT WITH ASSISTANT SUPERINTENDENT'S OFFICE TO CONFIRM RESPONSE AT LEVEL 2 IS APPROPRIATE** Microaggressions Examples shown through link	**THIS IS ALSO A BIAS INCIDENT AND NEEDS TO BE FOLLOWED UP AS SUCH** • Sharing of racist jokes • Use of racial terms verbally • Racial Graffiti • Sharing of racist materials • Use of racially charged symbols or signs **CONTACT THE ASSISTANT SUPERINTENDENT'S OFFICE**	**THIS IS ALSO A BIAS INCIDENT AND NEEDS TO BE FOLLOWED UP AS SUCH** • Aggressive use of racist language directed at one or more people (students or staff) • Property damage-Racial Graffiti • Racially charged violence, physical aggression • Specific racial threats **CONTACT THE ASSISTANT SUPERINTENDENT'S OFFICE**
Documentation	Conversation with the student Minor Referral (for documentation)	**BIAS INCIDENT RESPONSE - INCIDENT TRACKING DOCUMENTATION** Major Referral - make sure to mark racial incident on SIS	**BIAS INCIDENT RESPONSE - INCIDENT TRACKING DOCUMENTATION** Major Referral - make sure to mark racial incident on SIS

Tools - Step by Step Through a Bias Incident

1	Incident Reporting and Tracking	Resources
	➢ If the report came directly to you: ○ Complete the Bias Incident Report online to ensure data tracking. **REQUIRED FORM** ○ Start an Incident Data Form to track progress. **REQUIRED FORM** ➢ If you received this report from the **BIRT**: ○ Review the Incident Data Form provided to you and move to step 2.	Bias Incident Report Google Form **Bias Incident Report Google Form - SPA** Incident Data Form

2	Immediate Crisis Support	Resources
	Ensure the safety and well-being of person(s) harmed including both the target(s) and witnesses who are affected by the incident. **REQUIRED ACTION**	**Engage your school counselor and/or mental health therapist**
	If needed, plan for immediate crisis support for people involved in the incident.	**Sabrina Wood** **Kela Lynn**

Tools - Step by Step Through a Bias Incident

3	Short-term/Immediate Administrative Action	Resources
	Provide verbal and/or written notice to all involved person(s), including parents, consistent with district policy, that you are investigating the incident. REQUIRED ACTION ● Ensure that documents are translated for non-English speaking families	**Talking Points for Admin**
	Determine if a short term/immediate safety plan is needed for the person(s) harmed and/or the person(s) causing harm ● If yes, create the plans.	**Sabrina Wood** **Kela Lynn**
	➢ If you received this report at the building, consult with district admin to ensure you are following district policy regarding any legal violations or required disciplinary actions based on the severity of the incident. REQUIRED ACTION ➢ If you received this report from the **BIRT** - move to step 4	**Sabrina Wood** **Marcianne Koetje** **Melissa Harder**

4	Investigation - Determination - Communication	Resources
	Investigate the Incident REQUIRED ACTION and FORM ● Utilize a team to engage in information gathering ● Investigate the incident fully ● Ensure that due process rights are upheld **Determine** if the claim is founded, unfounded, or if there is not enough evidence to make such a determination. REQUIRED ACTION	**Complete the Incident Data Form from Step 1** Conduct a thorough investigation Every Student Belongs Bias Incident Guide - Page 6-7
	Communicate the outcome to all parties in accordance with district policies and procedures. REQUIRED ACTION ● The Written Decision is due within 10 school days of receiving the complaint. ● Copies go to the person harmed and the person causing harm. ○ At a minimum, the information provided must include what is detailed in the Written Decision Template. ○ You must use the Written Decision Template. ● Send a copy of the Written Decision to the Assistant Superintendent's Office.	Written Decision Template **Complete the Incident Data Form from Step 1**

Tools - Written Decision Template

<date>

Dear <Person Experiencing Harm and/or their Parent>,

Thank you for reporting your concern to the Corvallis School District <enter date complaint received>. The District believes all students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, gender expression, sexual orientation, disability or national origin and takes complaints such as yours very seriously. In addition to conducting an investigation, I am also charged with ensuring the safety and well-being of any affected individuals.

In summary, your complaint explained <describe bias incident>.

In response to your concerns, I have reviewed the investigation that was conducted which included:

- Review of the submitted complaint
- Interview of affected individual(s)
- Interview of individual(s) that caused harm
- Review of the current Corvallis School District's policies and civil rights laws
- <add any other info you reviewed>

Investigation and Findings:

Concern: <describe bias incident in short form here>

Findings: Based on my investigation, I find that your complaint is <true and valid/did not occur>

Consequences and Support Actions:

- <describe the support plan for the person harmed here>
- <describe the support plan for the person causing harm here>

If you are dissatisfied with the decision reached by the building administrator, you may within 10 working days from the date of the building administrator's written decision, file a written complaint with the Assistant Superintendent's Office via the Administrative Specialist kristin.mahoney@corvallis.k12.or.us. The Assistant Superintendent shall evaluate the complaint and render a written decision within 10 working days after receiving the appeal. A request for a direct meeting with the Assistant Superintendent may be included in the complaint.

Tools - Step by Step Through a Bias Incident

5	Support Planning for the Person(s) Harmed REQUIRED ACTION	Resources
	• Utilize a team to engage in support planning. • Consult with individuals and families of students on their own safety and support planning to the extent desired. • Describe the support plans in the Written Decision Letter.	Every Student Belongs Bias Incident Guide - Page 7 **Complete the Incident Data Form from Step 1**

6	Support Planning for the Person(s) Who Caused Harm	Resources
	Utilize a team to engage in support planning Create a plan that offers **educational opportunities for safety** and **support planning that address the impact of the actions**. REQUIRED ACTION • Prioritize non-punitive remedial measures ○ Disciplinary consequences may be appropriate Complete a Behavior Referral REQUIRED ACTION • Major Referral - make sure to mark racial incident on SIS	Every Student Belongs Bias Incident Guide - Page 8 **Complete the Incident Data Form from Step 1**

7	Consequences for Continued Rule Violation REQUIRED ACTION	Resources
	When considering the appropriate response to repeated bias incidents, staff should prioritize the safety and healing of the person(s) impacted by the harm over the intent of the person(s) who caused harm. Apply appropriate administrative action or disciplinary consequences identified under school policy if education has been offered and an individual continues to engage in bias incident	**Complete the Incident Data Form from Step 1**

8	Preventative Actions REQUIRED ACTION	Resources
	Determine the need for educational opportunities for students, staff and/or parents and community members to prevent this action from occurring in the future • Identify steps to remediate the hostile climate if it continues to exist. • Recommend improvements or changes to district policies and procedures, if applicable.	**Complete the Incident Data Form from Step 1**

Educating our Staff

Interrupt

That word is offensive.

Nope, stop right there.

I don't find that funny.

That's not our class culture.

I need you to know how that comment just landed on me.

It is a powerful thing for the target of oppression to hear these words from an ally

Question

What was your intention when you said that?

How might your choice of words differ from your intent in using them?

What sort of impact do you think that choice might have?

Why did you say that?

What did you mean?

Educate

Remind students that words can hurt whether they are used in private, overheard or said directly to someone

Echo

If someone has said something biased, and not one but four people speak up, the echoing power of those voices can have a multiplying effect.

As the echoing voice, you can reiterate the anti-bias message or you can thank the first person for speaking up—or both!

Involving Our Students



Continued Racial Equity Lessons

Objective: Create culturally and socially just classroom communities.

Racial Equity Lessons address the social justice standards and include lessons, activities and projects in the following domains:

- Identity
- Diversity
- Justice
- Action

Voice

Agency

Leadership

Advocacy

Peer mentorship

Self-Efficacy

Identity Development

Empowerment

Compassion



SAFE Students







IF YOU SEE SOMETHING SAY SOMETHING

bit.ly/ReportABias

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX Coordinator: jennifer.duvall@corvallis.k12.or.us, 541-757-5840; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Shawn Bernard, Special Education Coordinator and ADA Title II Complaints: shawn.bernard@corvallis.k12.or.us

SI VES ALGO DÍ ALGO

bit.ly/ReporteUnIncidente

El Distrito Escolar de Corvallis no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. Las siguientes personas han sido designadas para atender las consultas relacionadas con la discriminación: Jennifer Duvall, Directora de Recursos Humanos y Coordinadora de Título IX: jennifer.duvall@corvallis.k12.or.us, 541-757-5840; Melissa Harder, Superintendente Asistente y Supervisora del Título II: melissa.harder@corvallis.k12.or.us; Shawn Bernard, Coordinador de Educación Especial y Quejas de Título II de Americanos con Discapacidades (ADA por sus siglas en inglés): shawn.bernard@corvallis.k12.or.us

in.ci.den.te
pre.jui.cio

sustantivo

La expresión hostil de una persona hacia otra, relacionada con raza, color, religión, identidad de género, expresión de género, orientación sexual, discapacidad o el origen nacional percibidos de la otra persona.

Los incidentes de prejuicio pueden incluir lenguaje o comportamiento despectivo.

bit.ly/ReporteUnIncidente

El Distrito Escolar de Corvallis no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. Las siguientes personas han sido designadas para atender las consultas relacionadas con la discriminación: Jennifer Duvall, Directora de Recursos Humanos y Coordinadora de Título IX: jennifer.duvall@corvallis.k12.or.us, 541-757-5840; Melissa Harder, Superintendente Asistente y Supervisora del Título II: melissa.harder@corvallis.k12.or.us; Shawn Bernard, Coordinador de Educación Especial y Quejas de Título II de Americanos con Discapacidades (ADA por sus siglas en inglés): shawn.bernard@corvallis.k12.or.us

bi.as
in.ci.dent

noun

A person's hostile expression toward another person, relating to the other person's perceived race, color, religion, gender identity, gender expression, sexual orientation, disability, or national origin.

Bias incidents may include derogatory language or behavior.

bit.ly/ReportABias

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX Coordinator: jennifer.duvall@corvallis.k12.or.us, 541-757-5840; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Shawn Bernard, Special Education Coordinator and ADA Title II Complaints: shawn.bernard@corvallis.k12.or.us

Corvallis
SCHOOL DISTRICT

VI. APPROVE CONTRACT WITH OREGON SCHOOL EMPLOYEES ASSOCIATION (OSEA) (8:30 pm.)*

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Jennifer Duvall, Human Resources Director
Meeting Date: October 20, 2022

Ratify Contract with Oregon School Employees Association, Chapter #2 (OSEA) ACTION REQUESTED

Issue

The current contract with the Oregon School Employees Association, Chapter #2, (OSEA) expired June 30, 2022.

Involvement

Contract negotiations occurred with representatives from OSEA and the District that started April 12, 2022. After multiple meetings, a tentative agreement was reached on September 21, 2022, for a two year agreement that includes a re-opener next year for insurance only .

Attached are the changes to the contract language; highlighting denotes changes. OSEA membership ratified the agreement on October 18, 2022.

ACTION REQUESTED:

Approve the contract with OSEA for 2022-24.

MOTION REQUESTED:

"I move to approve the contract with OSEA for 2022-24"

Tentative Agreement with Corvallis School District and OSEA Chapter #2

Article 1 - Recognition

1.3 Substitute Employees

For the purpose of this Agreement a substitute employee is an employee hired to replace an employee on excused absences. (e.g., sick leave, vacation)

Temporary Employees

For the purposes of this Agreement a temporary employee is an employee hired for a responsibility or task that is expected to be completed within ninety (90) workdays.

1.5 Limited Term Employee

1.5.5 There are times when the District needs an employee to ride the school bus to support students with special needs. This time can change every year based on the needs. This time will be offered to regular status employees and if accepted will be considered as limited-term "bus ride" time. The employee ~~can~~ **will** earn benefits for this time during the assigned school year, but does not become regular time, only limited-term time each year.

Article 2 – District Rights

2.1 Reserved Rights/Midterm Bargaining

Except as otherwise expressly and ~~specifically~~ limited by the terms of this Agreement, the District retains all its customary, usual, and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incidental to its responsibility to manage the affairs of the District or any part of the District.

The Board recognizes its statutory obligation to bargain over changes in mandatory subjects during the term of this Agreement in accordance with ORS 243.698.

~~If changes that impose a duty to bargain are anticipated as a result of and during a Board declared fiscal emergency, the expedited bargaining period may be reduced from ninety (90) calendar days to forty-four (44) calendar days from the date written notice is received by the Association. All other rights and obligations provided under ORS 243.698 remain in effect.~~

The foregoing is not intended to prevent the parties from agreeing to discuss matters of mutual concern or to prevent the parties from agreeing to enter into negotiations over non-mandatory subjects if such negotiations are mutually desired.

2.2 Enumeration of Rights

a. To determine the services to be rendered ~~to the citizens of~~ **by** the District.

Article 4 – Association Rights

4.1 Association Dues

The District agrees to deduct association dues from the wages of each employee who has so authorized it in writing on the form provided. The District agrees to continue to honor present dues deduction authorizations executed by the employee in favor of the Association. The District agrees to transmit the dues deducted to the central office of the Oregon School Employees Association. The Association agrees to hold the District harmless for any claims or liabilities incurred in providing this benefit. The District agrees to correct verified errors as soon as practicable.

4.2 Association Membership

Membership or non-membership in the Association shall be the free, independent choice of each member of the bargaining unit. The District agrees that no acts of retaliation will occur from district administration due to any union member's involvement in union activities.

4.3 District Facilities and Equipment Use

The Association shall have the right to use the District's facilities to conduct Association meetings subject to the same scheduling procedures as other groups. The Association will reimburse the District for any significant costs incurred of such use.

The Association shall have the right to use communication services and equipment, including District courier service for purposes of communication related to collective bargaining, grievance or other dispute investigations, and/or governance of the union. The use of District's email system is subject to the board policy on use of technology. The District shall be reimbursed for any consumable goods, costs incurred, or repairs caused by misuse of the equipment.

4.4 Bulletin Board Space

The District will provide the Association with reasonable space for its employee bulletin boards in each facility for communicating Association business to members of the bargaining unit. The space or materials shall be clearly labeled as Association material and signed by the Association chapter president. Any

postings on the Association's bulletin boards that don't contain a signature of the Association chapter president can be removed by the District.

4.5 Announcements

With prior notice to the District, an Association representative may be allowed to make brief announcements at the conclusion of staff or other District meetings.

4.6 Employee Information

The District shall provide the Association with an editable digital file format, containing the following information for each employee in the bargaining unit, if available in District files:

a. The employee's name and date of hire;

b. Contact information including:

i. cellular, home and work telephone numbers;

ii. personal and work electronic mail addresses; and

iii. home or personal mailing address; and

c. Employment information including the employee's job title, salary, and worksite location.

d. The District shall provide the information within ten (10) calendar days from the date of hire for newly hired employees in the bargaining unit and every one hundred twenty (120) calendar days for employees in the bargaining unit who are not newly hired.

4.7 Access To Employees -

Official field representatives of the Association will be allowed to visit the work area of members of the bargaining unit during work time so long as such visits do not interfere with District operations. During school hours, all OSEA representatives shall be required to follow the check in procedures at the main office prior to visiting employees without unreasonable delay.

The District shall provide the Association with up to sixty (60) minutes to review union information with employees during new employee orientation.

In addition, all bargaining unit employees who are not members of the Association, once per school year and upon request to a designated Association representative and notification to their supervisor, shall be permitted to meet with a designated representative during regular work hours for up to thirty (30)

minutes. Every reasonable effort will be made to schedule these meetings so that they don't disrupt any employee's workday.

4.8 Association Activities

a. Whenever scheduled, Association representatives, elected or appointed, shall be granted time off without loss of pay from their regular school duties to attend local meetings, deal with grievance proceedings, labor negotiations, and other situations as laid out under Oregon law. Whenever possible, such meetings will be scheduled so as not to interfere with normal work duties. The District shall not be obligated to pay overtime compensation due to the provisions of this section.

b. By September 30 of each year, upon request, the Association shall provide a list of designated representatives to the District. The Association will notify the District of any changes that occur to the list during the school year.

c. Any nighttime employee wishing to attend a monthly chapter meeting will be allowed to attend with the understanding that they make up lost time due to the meeting. The employee will notify their supervisor in advance and will arrange to make up time.

d. Employees who are designated by OSEA or the chapter president, shall be granted release time without loss of compensation or benefits to serve as designated representatives of the Association to attend labor-related conferences, trainings and events or to participate in labor-related activities. The Association will reimburse the District for the wages, insurance, and fixed payroll costs including PERS contributions of those employees.

e. A written notification shall be given by the Association to the District's Human Resources Director at least three (3) working days prior to the start of the release time for absences that are ten (10) working days or less. The Association will give fifteen (15) calendar days' notice for absences of eleven (11) working days or more. The written notice shall include: 1) the name of the employee who will be taking release time; 2) the date on which the release time will commence; and 3) the anticipated duration of the release time.

f. When an employee's release time has terminated, the employee shall have the right to reinstatement to the same position and work location held prior to the commencement of the release time or, if not feasible, to a substantially similar position without loss of seniority, pay, benefits, or classification.

g. Any members taking release time to work full time for OSEA shall also have the benefits as listed above in 4.8f. This leave is issued and revoked solely by OSEA with notification to the District. OSEA must give a minimum of thirty (30) calendar days prior notice to use this leave and OSEA must give a minimum of thirty (30) calendar days prior notice when returning an employee from this leave. These employees shall be allowed to take up to one (1) calendar year unpaid leave during the time they work for OSEA.

h. Information requests. Upon request, the District agrees to provide OSEA information necessary to perform its statutory duties as the exclusive representative of bargaining unit employees. The District shall also provide the Union information, as required by PECBA, when requested by a member of the leadership. The District may charge OSEA for significant costs associated with providing such information.

4.9 **Designated Reps**

For purposes of this Article, "designated representatives" shall include chapter executive board officers, building representatives, or their designees. A non-employee OSEA Field Representative shall be permitted access to the District's facilities for the purpose of engaging in the activities described in this Article on the same terms and conditions as designated representatives, which includes signing in and out, without delay, with the front office of any District building upon entering the facility.

a. There may be circumstances in which a designated representative needs a modification/adjustment to their job duties/schedule or coverage from other staff members in order to complete the activities listed below during work hours. Designated representatives who require such modifications or coverage shall provide their immediate supervisor with written notice of the need to perform the activities listed below at least forty-eight (48) hours prior to the time at which the activities will be performed. The written notice shall indicate: (1) which of the activities listed below will be performed; (2) the date and time at which the activities will be performed; and (3) the approximate length of time the designated representative will spend performing the activities. It will be the supervisor's obligation to ensure proper job modification/adjustment or coverage is provided. (For disputes, please see section b below.)

b. If, after receiving notice of the need to perform the activities listed below, the District establishes undue burden on District operations that cannot be reasonably modified/adjusted by any of the measures typically used when an employee is unexpectedly absent from work (arranging an available substitute, temporarily modifying work assignments, etc.), the District and OSEA shall schedule a mutually agreeable date and time at which the designated representative can perform the activities during work hours. The mutually agreeable date and time shall be no more than seven (7) working days from the date of the request, unless both parties agree otherwise.

c. The District shall not reduce a designated representative's work hours to accommodate the designated representative's performance of the activities listed below. However, the designated representative and their supervisor may agree to a flex schedule that allows the designated representative to perform the activities below during the regular workday.

4.10 Approved activities:

1. Investigate and process grievances and other workplace-related complaints;

2. Attend investigatory meetings, and due process hearings involving bargaining unit employees;

3. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and proceedings before the Employment Relations Board (ERB);

4. Engage in collective bargaining on behalf of employees in the bargaining unit;

5. Attend labor-management meetings, safety committee meetings and any other meetings between representatives of the District and OSEA to discuss employment relations;

6. Testify in a legal proceeding in which the designated union representative has been subpoenaed as a witness.

Article 5 – Reclassification

A reclassification is when an employee believes they are performing duties of a higher position that is currently in existence.

5.1 Reclassification Studies

The Association chapter president shall be notified of pending reclassification studies and solicited for opinion and input. Such studies shall be funded by the District.

The District shall provide the Association chapter president with a copy of all job descriptions or any changes in established job descriptions as a result of the provision of this Article. Such information shall be ~~available~~ **given** to the Association prior to the District's implementation of such changes.

5.2 Reclassification Committee

The District and the Association shall form a reclassification review committee by each appointing three (3) representatives. **Appointed representatives cannot be the requesting employees, supervisor, or director.** The purpose of the committee shall be to review any employee, district, or association request

for position reclassification within the established classification-and-pay plan and to make a non-binding recommendation with respect thereto, including a recommendation to look within the industry or profession. The Reclassification Committee ("Committee") shall schedule a time to review each reclassification request and make recommendations.

An employee or representative of their choice may present the reclassification request to the Committee.

5.3 Employee Status

Employees who seek to be reclassified must have been in the current position for **at least six months** ~~equivalent of a half (1/2) of a work year~~ before reclassification can be requested.

5.5 Restructuring of Duties

In the event the reclassification committee recommends a reclassification, the District must do one of the following within thirty (30) work days of the recommendation:

1. Implement the reclassification recommendation, or

2. Determine the duties will be restructured in the following school year and the reclassification designated as temporary for the remainder of the school year and if at the beginning of the following school year the employee is assigned to the same duty, the temporary reclassification will become regular, or

3. Eliminate the duties on which the reclassification is based and not implement the reclassification.

If the Committee makes a recommendation to reclassify an employee who is subsequently approved by the Human Resources Director of the District, the pay increase as defined below will go into effect retroactive to the date of the reclassification request. ~~Committee's recommendation.~~

Article 6 – Workweek, Hours of Work

6.2 Lunch Periods

Employees, who work five (5) consecutive hours per day, can be assigned an uninterrupted lunch period not to exceed thirty (30) minutes at the discretion of their district designated supervisor. For six (6) or more hour employees, such

time shall be as scheduled by the employee's district designated supervisor and be as near as possible to the halfway point of the tour of duty. Such time shall not be considered as time worked. The District will work with the Association to inform employees about breaks and lunch times.

In the event the District designated supervisor directs **or an emergency circumstance arises** an employee to work during ~~his/her~~ their unpaid lunch break, the employee will be paid for the lunch break.

6.3 Rest Periods

Each employee shall receive a fifteen (15) minute break during each four-hour period of consecutive service, with the break as close as possible, in the immediate supervisor's judgment, to the two (2) hour interval. Such breaks will be ~~controlled~~ **assigned** by the employee's immediate supervisor.

Rest breaks and lunch ~~hours~~ periods are not to be saved or combined in any manner which would allow the employee to leave work early, report to work late, claim extra pay, or compensation time. No modifications of the employee's assigned hours can be made independently by the employee without the approval of their supervisor.

6.4 Overtime (move to section 10)

Eligible employees shall be compensated at the rate of time and one-half (1½) for work hours assigned in excess of forty (40) hours in any workweek, as provided by Oregon wage and hour law. Paid holiday time shall be counted as assigned work time for the purpose of determining eligibility for overtime. In no event shall such compensation be received twice for the same hours.

All overtime shall be paid, except the employee may take compensatory time in lieu of being paid, at the mutual agreement of the employee and the District.

Overtime shall be ~~computed~~ **rounded up** to the nearest quarter (1/4) hour. Eligibility for overtime shall be based on the actual number of hours worked.

In the event that sufficient, acceptable personnel do not accept overtime on a voluntary basis or in the event of an emergency, such district personnel as are deemed necessary by the District shall be required to work overtime.

6.4.1 Emergency Call Back

An employee who is called back to work outside of the regular assigned work hours for a building emergency will be guaranteed a minimum of one and one-half (1½) hours pay and will be paid at the overtime rate for that time, even if the employee has not worked forty (40) hours during the workweek.

6.6 Access to ~~Curriculum~~ Professional Development Training

When new curriculum is adopted or implemented the District will offer classified employees district training along with licensed staff, when appropriate to the employee's assignment or requested by the building administrator.

In addition, if staff would like to take additional trainings, they will discuss the request with their supervisor and explain why they are requesting the training. If approved, the District will pay for said trainings.

6.7 Access to IEP/Other

The District agrees to provide **annual notification to** classified staff who provide direct services to students, access to the students IEP, 504 plans, behavior intervention plans and safety plans, while maintaining the student's confidentiality.

Article 7 – Seniority & Layoffs

Language adjustment in blue/green from original proposal in 7.6 ok (the and provides)

7.1 Displacement/Layoff

The District reserves the right to determine positions to be eliminated or reduced in annual hours of employment. Displacements and layoffs within each affected job title shall be determined by the District on the basis of seniority, provided the operational needs for special occupational skills are met. Where seniority is the same, the determination shall be made by lottery. No non-probationary employees shall be displaced or laid off within a job title until all probationary employees in that job title, with same or fewer hours as the affected non-probationary employees, have been terminated in accordance with the provisions of Article 19, Probationary Period, of this Agreement.

If the District determines the need for a layoff, notice of not less than ~~two (2) weeks~~ **twenty-one (21) calendar days** shall be provided to non-probationary employees to be laid off. Notice of layoff shall be by personal delivery or by certified mail restricted to the addressee. When an employee is notified of layoff, an employee can request a meeting with a district representative within one work week subsequent to receipt of the notice. The purpose of such meeting shall be to review recall rights and procedures.

7.9 Recall

7.9.2 Recall Notice. In the event of recall, the District shall notify the employee by certified letter at the last address filed in writing with the Human Resources Department or by personal delivery. The District shall be obliged to notify the employee of recall rights only at the time of layoff. ~~As a condition of continuing eligibility for recall from~~

~~layoff, the employee shall be required to notify the District every three (3) months in writing or by e-mail of their continued availability and any change of address.~~ **Employees will be responsible for notifying the District if they chose to be removed from the recall list and of any change of address during their layoff period.**

7.9.3 Recall Period. Recall rights shall automatically terminate under the following circumstances:

a. Twenty-seven (27) months have passed since the date of layoff without recall; or

b. The laid off employee or their agent does not respond within ~~seven (7)~~ **ten (10) work** ~~calendar~~ days of receipt of a job offer; or

c. If after accepting a position the employee does not report to work on the specified reporting date, unless disabled. Such specified reporting date shall not be less than fifteen (15) **calendar** days after the date of receipt of an offer of a position; or

~~d. A laid off employee fails to notify the District every three (3) months in writing or by e-mail of their continued availability and any change of address; or~~

e. A laid off employee refuses recall to a position that is in the same classification as the job title held at the time of layoff; and provides at least ninety (90) percent of the annual compensation earned at the time of layoff.

Article 8 - Personnel Records

8.1 Entry

No information that reflects critically upon an employee shall be placed in an employee's personnel record that does not bear either the signature of the employee indicating that the employee has been shown the material or a statement by the employee's supervisor that the employee has been shown the material, and has refused to sign it. A copy of such material shall be furnished to the employee upon request. Material placed in the personnel record of an employee without conformity with the provisions of this Article will not be used by the District in any subsequent evaluation or disciplinary proceeding involving the employee. **An employee may attach a written response to any information placed in their personnel file.**

Article 9 - Vacancies, Job Postings & Promotions

9.2 Job Opening Notice

The District will post job openings that are for two (2) or more hours.

The District will post all bargaining unit job openings on the District's website page. Job openings shall normally be open at least five (5) working days prior to the closing of a position. If an employee applies for a position and meets the minimum qualifications for that position, the employee will be considered for an interview. The District will interview at least two (2) of the best qualified internal candidates for a position.

The District shall send out a link to the webpage where District jobs are posted each September.

Once a candidate not selected or granted an interview has been notified they may request the hiring administrator/supervisor to provide an explanation of why the employee was not interviewed for or offered a position. In the response the hiring administrator/supervisor will identify actions that the candidate might take to enhance their promotional opportunities.

9.3 Pay Upon Promotion

9.3.1 Pay Upon Promotion in the Same Job Family

Upon receiving a promotion in the same job family an employee will be placed on the appropriate range of the position and on their current step.

9.3.2 Pay Upon Promotion in a Different Job Family

Upon receiving a promotion to a different job family an employee will be placed on the appropriate range of the position and the step on the salary schedule that represents at least eighty (80) percent of the employee's years of experience with the District. Year of service is a full school year.

Article 10 - Compensation & Related Matters

10.1 Salary Schedules

~~The 2019-2020 salary schedule for the term of this Agreement is shown in Appendix B-Classified Salary Schedule. There will be a limited reopener for salary during the 2020-2021 and 2021-2022 school years.~~

The 2022-23 salary schedule for the term of this Agreement is shown in Appendix B – Classified Salary Schedule. For the 2023-24 school year the salary schedule will be increased by 2.5%.

The salary schedule steps will be capped at step 15, with a longevity step. However, employees beyond step 15 as of July 1, 2011 salaries will be redlined. (Will not move on the salary schedule)

Salary ranges will be as shown in Appendix A-Classified Job Families and Salary Range unless mutually agreed changes are made through the JLMC.

Any employee who can demonstrate proficiency in any one of the top ~~3~~ 5 languages of origin represented by the district's student population, aside from English, will be granted an additional step. **It is the responsibility of the employee to contact the District's Human Resources Department to schedule an assessment of language proficiency. The effective date of the additional step will be based on the date of request.**

New employees will be placed on step 1 of the appropriate range for the position, unless their previous work experience and responsibility directly aligns with the position for which they are hired.

New employees with work experience and responsibility level will be placed on steps as follows:

Step 2 would be granted for 4-7 (four to seven) years (upon verification) of job related experience or similar position held.

Step 3 would be granted for 8 (eight) or more years (upon verification) of job related experience or similar position held.

10.2 Step Advancement

Eligible employees for step advancement are defined as those who are hired into a regular status positions by March 1 and have been in a paid status a minimum of seventy-five (75) percent of their assigned work days in the position through the end of the work year (July 1 to June 30). Employees hired into a limited term position by March 1 who are re-employed in the same job title, by the tenth (10^{th}) day of the subsequent school year will also qualify for a step advancement. One (1) step is defined as a single movement on the salary schedule to the next column to the right.

10.2.1 Step advancement for eligible employees will be based on a July 1 step advancement date.

10.2.2 All salary step increases shall be contingent upon satisfactory job performance as determined by the District. **Notification shall be given to the Association chapter president of any employee denied a step because of job performance.** An employee who has been denied an

annual step increase shall be reevaluated in ninety (90) days, and if job performance is then satisfactory, based on minimum requirements of the position, the employee will then be given one (1) step advancement on the schedule.

10.2.3 On January 1, 2023, all eligible employees will receive an additional step increase.

10.xx (new number) Education Attainment Incentive

An employee must submit an application to the District Human Resources Department by October 1 for a one-time incentive for an educational degree that is above the minimum requirements for their current position. Official transcripts must be submitted to the Human Resources Department by October 15. The incentive payment will be included in the November paycheck.

For the 2022-23 school year the application deadline is January 1 for the one time education attainment incentive, with official transcripts to be submitted by January 15. The incentive payment will be included in the February paycheck.

Employees will be eligible for the incentive of the highest degree they hold at the time they submit the incentive application.

Degree	**Amount**
Associates Degree (AA)	**$250**
Bachelors Degree (BA/BS)	**$500**
Masters Degree (MA/MS)	**$1,000**
Masters +45 graduate credits	**$1,250**
Doctorate (PhD/DED)	**$1,500**

10.3 ~~Acting~~ Working Out of Classification

An employee, who is temporarily assigned by the District to replace an absent employee or temporarily filling a vacant position, who is in a higher-paying classification, and who is assigned to assume all the duties and responsibilities of the position, shall be considered ~~acting~~ working out of classification.

After five (5) consecutive workdays in such an assignment, the employee shall

~~receive a five (5) percent per range increase in the employee's normal rate of pay retroactive to the first day of such assignment.~~ receive the difference between their current range and step and the range they are working out of classification in, retroactive to the first day of such assignment.

If the duration of the ~~acting~~ working out of classification is more than six (6) months the District will notify the Association.

10.5 Retired Classified Employees

The District has the right to hire PERS-retired classified employees. A classified employee who retires from the District and is then rehired shall be a member of the bargaining unit.

There are two (2) categories of post-retirement employment for classified employees who have retired from the Corvallis School District and are PERS-retired:

10.5.1 Employees retiring during a fiscal year that wish to complete the fiscal year in that same position.

They may be re-employed at the same salary, benefits, and leave rights for the balance of the fiscal year. Their status is temporary, however, their Article 7 Seniority and Layoffs rights will continue through the balance of the fiscal year of retirement.

10.5.2 District retired employees who are hired into any position after the fiscal year in which the employee retired from the District will have the following rights:

The rehired retired employee must be hired as a new employee and when hired, their employment date will be their most recent date of hire.

The rehired retiree employee will have the rights and limitations as any new employee.

If the rehired retired employee continues insurance coverage at the employees own expense during the period after retirement and reemployment the employee may be eligible for continued insurance coverage. However, if the employee drops their health insurance coverage they must re-qualify for health insurance. If a retired employee is hired in June for the next school year the District will continue its contribution for their insurance coverage over the summer.

~~Salary placement will be a salary step or longevity step between one (1) and six (6) of the salary schedule based on the rehired retiree's relevant work experience for their position.~~

The rehired retiree will be placed on the same step they were at on the salary schedule when they retired. The exception is for anyone who was redlined will be placed at step 15.

The District will reinstate up to ten (10) days of the rehired retired employee's unused sick leave at the time of retirement.

The rehired retiree employee may continue to be a member of the Sick Leave
Bank if the employee was previously a member.

Except as provided in this section all terms of this Agreement apply to retired
re-employed employees.

10.6 Longevity Pay

~~10.6.1 Longevity steps start at step six (6). All eligible employees who have served three years on a longevity step shall be advanced one (1) longevity step on July 1 of given year. Eligible employees are defined as those who have completed the probationary period, are regular status by July 1 of that year, and have been in a paid status a minimum of seventy-five (75) percent of the scheduled work year during the immediately preceding school year. "One step" is defined as a single movement on the salary schedule to the next column to the right.~~

~~10.6.2 Employees beyond step 15 as of July 1, 2011 will be redlined until the salary schedule catches up. (Will not move on the salary schedule)~~

~~10.6.3 Employees on step 15 and below as of July 1, 2011 are on a salary schedule that caps at step 15.~~

The top step of the salary schedule is step 15. Employees on step 15 who are eligible for step advancement will receive longevity pay valued at 5.00% over the step 15 rate.

10.9 Club Advisor/Coach

A club advisor or coach continuing in an assignment shall be required to complete a new application form for these positions each year. The District retains the right to change club advisors or coaches at its option without being subject to the contract discipline and just cause procedure (Article 20).

Club Advisor/Coach positions will be paid according to the **Athletic and Extra-Duty Pay Schedule in the CEA bargaining agreement**. ~~salary schedule listed in Appendix D.~~

Classified employees hired into paid coaching positions for the Corvallis School District will not be required to use their own leave in order to attend contests for the sport for which they were hired. Absences for contests, confirmed by the Athletic Director, will be entered into the absence management system as job related.

10.13 Shift Differential

The District agrees to provide premium compensation of ~~thirty-five cents ($.35~~) $0.50 per hour to employees working four (4) or more hours of the graveyard shift (10 p.m. to 8 a.m.).

10.14 Enrollment of Classified Staff's Children in the District

~~The District recognizes the benefit to classified staff having their children enrolled in the Corvallis School District. For this reason, classified staff shall be permitted to apply for out-of-district transfers for their own children. Classified staff shall submit their request as part of the transfer process of the year preceding the year in which the classified staff seeks to enroll their children. In the transfer process, classified staff's children will be~~

The District recognizes the benefit to staff who live in and out of the Corvallis School District boundary to have their child attend the school in which they work or attend one of their feeder schools. For this reason, staff shall be permitted to have their child attend either the school in which they work or one of the feeder schools. Transfer requirements and deadlines apply.

10.15 - Fingerprinting

The District will cover the costs of required fingerprinting and background checks.

Article 11 - Insurance

11.1 Coverage

The District will continue to offer medical, dental, vision, long-term disability, and employee and dependent life insurance plans at least at the level of benefits that exist as of June 20~~19–~~22during the term of this contract. The District will make available to classified staff any and all non-medical plans that are made available to any other work group.

Eligibility for District paid benefits in a particular month shall be determined by dividing the total number of days worked for the year plus the number of any paid leave days for the year by the number of contract days and multiply the results by twelve (12) months to determine the number of months of earned coverage.

The District's monthly contribution for classified employees who work less than a full school year shall be prorated by dividing the employee's number of worked contract days by full July-June contract days (based on their individual work calendar), and multiplying the result by twelve (12) months to determine the number of covered months (decimals shall be rounded up to the next whole number). Should an employee not have enough pay to cover employees portion of the premium then the employee will be billed for their portion.

New employees will qualify to begin receiving District-paid insurance benefits on the first day of the month following a thirty (30) day waiting period.

11.3 Cap in Cost

Effective October 1, 20~~19–~~22 the District contribution towards medical, dental and vision insurance premiums for a full time employee will be a maximum of one thousand two hundred~~- forty~~ sixty five (~~$1,240~~ $1265) dollars. Life and long-term disability insurance premiums will be paid in full by the District. ~~There will be a limited reopener for insurance during the 2020-2021 and 2021-2022 school years.~~

The District shall deduct the composite premium amount that exceeds the District's contribution, less any offsets determined by the JBC from the employee's monthly payroll checks.

Article 12 – Holidays
12.2 Designated Holidays

The following are observed holidays for twelve (12) month employees:

1. Independence Day	6. Christmas Eve or New Year's Eve, as scheduled by District designee
2. Labor Day	7. Christmas Day
3. Veterans Day	8. New Year's Day
4. Thanksgiving Day	9. Martin Luther King Day
5. Day Following Thanksgiving Day	10. Memorial Day
	11. Juneteenth Day

The following are observed holidays for nine (9) to eleven (11) month employees:

1. Labor Day
2. Veterans Day
3. Thanksgiving Day
4. Martin Luther King Day
5. Memorial Day

Juneteenth Holiday

- Employees who work the full month of June shall receive Juneteenth, designated as June 19th, as a paid holiday.
- Employees on work calendars that don't work the full month of June will have Juneteenth as a non-contract day.

Article 13 – Vacation
13.2 Accrual

Vacation shall be accrued from the first day of hire and in accordance with the following schedule, and shall include allowance for employees with years of continuous service as follows:

Years of Service	Rate of Accrual for Each 26 Hours Worked	For example: Vacation Earned for an 8 Hour per Day/260 Day Work Calendar Employee
~~Less than 5~~ 0-2	1 hour	80 hours / 10 days
~~5 but less than 10~~ 3-9	1.5 hours	120 hours / 15 days
~~10 but less than 15~~ 10-14	1.7 hours	136 hours / 17 days
15 and over	2 hours	160 hours / 20 days

~~For employees hired prior to January 1, 1988, the existing practice of advancing all employees from one (1) vacation accrual category to the next July 1 following their qualifying anniversary shall be continued. Employees hired after January 1, 1988, shall not have initial probationary service count as years of service for vacation accrual service. Such employees shall advance from one (1) vacation accrual category to the next on the actual anniversary of their completion of their first six (6) months of employment.~~

13.3 Utilization

13.3.4 ~~At the beginning of the fiscal year an employee may carry over up to the number of vacation days accrued during the prior year. The employee shall forfeit any unused vacation days more than their yearly accrual. If an employee is concerned about forfeiting vacation days, then upon request by the employee, the employee's supervisor will meet with the employee and schedule sufficient vacation time during the balance of the vacation year to avoid forfeiture. The employee must make this request by no later than the fourth Monday in January of the vacation year. The employee and supervisor shall meet within fifteen (15) working days of the employee's request.~~

At the end of the fiscal year employees may carry over up to 20 vacation days into the new school year. Any vacation time in excess of 20 days will be paid in July at the employee's regular pay rate. Additional vacation time payout must be requested by the employee to their supervisor by June 1.

13.3.5 Utilization of Vacation

The employee shall provide the District with a minimum of five (5) working days notice in advance of their intention to take vacation, except in case of an emergency.

Unused vacation (and all personal leave) must be taken prior to approval of any unpaid leave. Unpaid leave is granted at the discretion of the District.

Article 14 Leaves

14.1 Bereavement Leave

Upon request, up to ~~three (3~~) five (5) days leave with pay shall be allowed in the event of death in the family. For the purpose of this Article, family is defined in Appendix C.

The superintendent or designee may, at their discretion, grant use of bereavement leave for individuals not listed in Appendix C, and additional days as needed.

14.2 Personal Leave

Each employee shall receive three (3) days of personal leave with pay each year. The leave shall be available upon request with no questions asked.

14.2.1 The employee shall provide the ~~District~~ supervisor with a minimum of five (5) working days notice in advance of their intention to take leave, except in case of an emergency.

14.2.2 Leave may not be granted if a substitute is not available.

14.2.3 Personal leave (and all vacation leave) must be taken prior to approval of any unpaid leave. Unpaid leave is granted at the discretion of the District.

14.2.4 This leave may be taken in fifteen (15) minute increments.

14.2.5 At the end of June, each employee ~~who has worked the full contract year~~ shall be paid for all unused personal leave days except that two hundred-sixty (260) day employees will have unused personal leave credited as additional vacation for the next year.

14.3 District Closure/Delayed Start Leave

~~One~~ **Three** closure emergency leave days, based on the classified employee's daily hours, will be available for district called school closures and/or delayed starts only. This ~~day~~ **time** may be taken in fifteen (15) minute increments as needed and used for school closure and/or delayed starts **determined by the district**. If delayed start occurs the employee has the opportunity to flex this time by mutual agreement of the employee and their supervisor. No payout will be allowed for the closure emergency leave day.

14.4 School Cancellation, District Closure, and Delayed Start

When school is cancelled, the District is closed, or there is a delayed start due to inclement weather or other circumstances beyond the District's control, the District shall attempt to notify employees by phone, radio, District website, or television announcement.

14.4.1 School Cancellation

The school office and maintenance staff with a two hundred twenty-five (225) work day calendar or more shall report to work and if unable may use district closure leave ~~or~~ before using personal leave time. One school maintenance employee may be designated by the District as emergency crew and will report to work as is safely possible and be paid as emergency crew. Employees with less than a two hundred twenty-five (225) work day calendar shall not report to work and may use district closure leave or personal leave for closure day(s). If the District elects to make up school closure day(s), employees with less than a two hundred twenty-five (225) work day calendar shall report to work.

14.4.2 District Closure

When the District is closed for the day, only the emergency crew is to report to work. Members of the emergency crew (only staff members designated by their administrator) will report to work as close to their assigned time as they can safely arrive. When this occurs, the emergency crew member may use district closure leave or personal leave at straight time until able to report. Emergency crew will be paid double time (two (2) times the regular hourly rate) for all time worked on a District closure day. Employees who are on double-time pay shall, so long as such continues, not be eligible for the minimum call-back or overtime pay specified in Section 6.4 hereof. The provision of this section shall not be construed as to interfere with the right of the District to lay off employees pursuant to Article 7. The District may, at its option, apply the provision of this section to temporary school closures that are due to causes other than inclement weather.

14.4.3 Delayed Start

When a delayed start is announced, all classified employees are requested to report as close to their assigned time as they can safely arrive. If an employee cannot report to work at their assigned time then they may use their district closure leave, or if unavailable, their personal leave or they may work with their building/worksite administrator/supervisor to arrange flex time, for any work time missed.

14.7 Sick Leave with Pay

All employees shall accrue sick leave as insurance against the impact of personal illness or injury. Sick leave shall be accrued at the rate of one (1) day per month worked, pro-rated based on an employee's regular hours, with a minimum of ten (10) regular workdays for employees who work nine (9) consecutive months during the year. Unused sick leave shall accumulate to an unlimited total.

All employees shall be credited with their full annual sick leave benefits on the first day of their work year. Employees terminating before the end of their work year, who have used more days of sick leave than their service days entitle them to, shall have the excess days (not earned) deducted from their final paycheck and if insufficient, the employee shall reimburse the District for the excess days paid to them.

An employee whose term of illness extends through June 30 of any given fiscal year and at that time has not used up all accumulated sick leave shall continue to receive paychecks against prior years' accumulated sick leave. However, in these cases, such employee's sick leave account shall not be credited for additional hours in the new fiscal year until ~~he/she~~ **they have** returned to work. An employee with an illness covered by accumulated sick leave benefits shall be subject to disciplinary action, if other unauthorized employment is undertaken while off the job **during normal work hours.**

An employee shall not consider sick leave as a right that allows absence at any time for other than the reasons set forth in this Article. Certification of one (1) or more physicians that an illness or injury prevents an employee from carrying out their duties shall not usually be required unless the employee is absent in excess of five (5) consecutive days. If medical evidence indicates an employee can return to their duties, the employee shall return or in continued absence be terminated. Sick leave shall not be considered available as terminal leave, either in time or in dollars, except as reported to the Public Employees Retirement System (PERS) upon retirement.

Sick leave may be taken in ~~hourly~~ **15 minute** increments and used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical

illness, injury or health condition, or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Definition of family member is in Appendix C and may be updated following any changes to OFLA or FMLA. The Superintendent or designee may grant use of sick leave to other individuals not listed in Appendix C.

When an employee is absent due to illness or injury compensable under workers' compensation laws, the District's obligation to pay under this sick leave article is limited to the difference between the payment received from workers' compensation and the employee's regular salary. In such instances, prorated charges will be made against accrued sick leave.

14.8 Jury Duty

If an employee is called for jury duty, the employee shall receive the regular hourly rate for the hours of work lost as a result of such duty, less the amount of monies only if it's over fifty dollars ($50) (excluding mileage reimbursement which the employee keeps) paid by the court. The employee is required to provide a copy of the check, given by the court, to payroll if it's over fifty dollars ($50).

Day-shift employees will be required to report for work if their jury duty ends on any day in time to permit at least two (2) hours work in the balance of their regular shift. They shall not receive pay for any hours not worked or in court. ~~Other~~ Swing or graveyard shift employees will not be required to report for work on any day they have performed jury duty more than one-half (1/2) day and will receive a full days pay. Hours paid for jury duty will be counted as hours worked for the purpose of computing leave benefits and insurance contributions.

14.9 Legal Leave

Necessary leave time will be granted for any legal proceeding connected with the classified employee's employment with the ~~school~~ district or any other legal proceeding, if the employee is required by law to attend. This leave shall be without loss of regular pay; the classified employee will retain all fees and the District will reduce the employee's pay by a like amount, excluding expenses. However, the leave will be without pay if the employee is:

a. Involved as a litigant or appearing as a party in interest to the proceeding; or

b. Appearing as a representative of the Association; or

c. Initiating a cause of action against the District.

The above leaves (14.9 a-c.) will be without pay unless otherwise required to be paid under Oregon law.

14.10 Leave Without Pay

The District may grant unpaid leaves of absence for a specific period of time up to one year when, in the District's judgment, such leaves would not hamper the District's operations. **Probationary employees are not eligible for extended unpaid leave of absences.**

Upon application by a regular employee, and at the discretion of the Superintendent or superintendent designee, unpaid leave for the purpose of personal illness or injury of the employee may be granted after sick leave with pay has been exhausted.

An employee's seniority date will be adjusted for any authorized unpaid leave taken in excess of ninety (90) consecutive calendar days, starting with the ninety-first (91st) calendar day. This will include unpaid leave taken during any school break periods. An employee on such leave shall maintain, but not add to, seniority and sick leave. Authorized unpaid leave less than ninety (90) consecutive days will not have an impact on the employee's seniority. Upon return, the employee shall be returned to the same position or one of comparable pay.

All vacation and personal leave must be taken prior to approval of any unpaid leave. Unpaid leave is granted at the discretion of the District.

Article 15 - Sick Leave Bank

15.2 Eligible Employees

Employees eligible for participation in the Bank must be actively employed members of the classified bargaining unit who have completed their first six (6) months of employment. Exclusions from eligibility under this paragraph include, but are not limited to, ~~limited term~~, substitute, temporary, and student employees.

15.3 Membership

Members of the Bank are eligible employees who have voluntarily elected to join by signing the required form and contributing accrued, unused sick leave as provided below. Membership in the Bank may be voluntarily terminated by submitting written notice to the Human Resources Department **and the union**. Members who leave district employment are automatically terminated from membership in the Bank. All sick leave contributed to the Bank will remain in the Bank upon termination of membership in the Bank. An employee who has

voluntarily terminated membership in the Bank will not be eligible for membership for twelve (12) months from the date of termination. After twelve (12) months they may renew membership in accordance with the enrollment procedure below.

15.5 Additional Contributions

In the event a request for additional Sick Leave Bank days is necessary, members must donate two (2) days. If a Sick Leave Bank member is unable to donate two (2) sick days, the employee can still be a member of the Bank, but the first two (2) accrued sick days go automatically into the Sick Leave Bank. Members wishing to terminate their Sick Leave Bank membership before the automatic deduction must submit written notice to Human Resources.

Employee may donate up to 100 hours to the sick leave bank at the employee's discretion.

15.6 Access to the Sick Leave Bank

Eligible employees may request sick leave from the Bank if they meet all of the following criteria:

a. The member has exhausted all other forms of paid leave.

b. The member has not previously accessed the Bank during the current school year; subject to review in cases of extreme hardship.

c. The member has experienced a personal physical or **mental** illness, or **temporary** disability that prevents performance of the essential functions of the work assignment for a minimum of seven (7) consecutive workdays.

d. The member submits the required form and attaches a doctor's written statement certifying personal physical illness or injury. The doctor's statement is to include information regarding whether the return-to-work release is for full or partial workdays. Requests must be submitted to Human Resources within ten (10) working days of returning to work for verification that all access criteria have been met.

The maximum amount of leave that may be requested by a member shall be thirty (30) workdays. The thirty (30) days may be used for full or for partial workdays; partial workdays are allowed if released by a physician to return to work for only partial days following an extended leave due to an illness or injury that qualifies for Bank access. These days shall be applied starting on the first day following the exhaustion of all accumulated paid leave.

15.7 Oversight

Requests that meet the access criteria will be forwarded to JLMC (Article 17) for review and decision-making at the next scheduled meeting after receipt by Human Resources. JLMC may approve, modify, or deny the request after consensus has been reached if possible.

If the committee fails to reach consensus, the Association president shall make the final decision regarding the request.

The District will maintain Sick Leave Bank records and shall provide a bi-annual report to the Association chapter president upon request.

The Association chapter president will review the available sick leave bank balance on a bi-annual basis to determine the need for additional member contributions. Additional member contributions will be limited to one (1) occurrence per calendar year.

The Association chapter president will retain the right to terminate a member's membership in the Bank.

Article 16 - Staff Development/Classified Tuition Reimbursement

16.1 Staff Development/Tuition Reimbursement

The district is committed to providing appropriate training to our classified employees on an ongoing basis.

In keeping with the policy of encouraging professional growth and development, employees who have successfully completed six (6) months of employment shall be eligible for reimbursement to cover fees for workshops, seminars, conferences and trainings, college tuition and textbook costs when ~~recommended by their supervisor and~~ approved by the Human Resources Department. The reimbursement will be subject to the following:

a. Tuition and fee reimbursement for classes, workshops and/or tests, with passing results, related to the employee's duties. The classes, workshops and/or tests must be job-related or education focused and approved in advance of enrollment in the course by the Human Resources Department.

b. The maximum reimbursement amount per member shall be ~~one thousand five hundred dollars ($1,500)~~ **$2000** per annum, ~~except that employees~~

~~who work less than four (4) hours per day shall be eligible for a maximum reimbursement of seven hundred-fifty dollars ($750).~~

c. Reimbursement of approved coursework shall be made after the employee has submitted proof of successful completion thereof to the District. Successful completion of coursework means a grade of "C" or a grade of "pass." A University/college transcript or a certificate of completion from the testing, training, workshop or conference is required as proof of completion.

d. A maximum District cost for classified professional development of ~~twenty-thousand dollars ($20,000)~~ **$25,000** for each fiscal year will be approved under the terms of this Agreement. If and when coursework totaling the above amount has been approved, no additional tuition or fees will be paid for that year. If the annual allotment has not been used by ~~March~~ **April 1**, then staff that has already received reimbursement earlier in the year may apply for additional reimbursement, if qualified. A third reimbursement may be requested before June 30, if funds are available, subject to prior approval and verification of course completion.

e. The District will report funding balances to the chapter president upon request.

Article 17 - Joint Labor Management Committee

17.2 Topics

The JLMC may address all issues, except active grievances, **bargaining**, and individual personnel issues. If contract issues are raised to or by the JLMC, the committee will either, (a) agree to discuss the issue, or (b) refer it to the appropriate parties for bargaining. All decisions or changes to the contract are subject to the respective parties' approval procedures.

17.4 Additional ~~Human~~ Resources

The JLMC may appoint subcommittees to address particular issues. Membership and duties of subcommittees will be determined by the JLMC, based upon the specific issue to be addressed. The committee may also request that particular employees, who are affected by an issue, or their representative(s), attend specified meetings to provide input on the issue in question.

17.5 Meetings

The JLMC will meet on a regular basis for up to two (2) hours per month. Additional time will be arranged upon mutual agreement. **Members of JLMC**

need to notify their immediate supervisor in advance of the meeting dates and times.

17.7 Compensation

In order to attend meetings, classified members of the JLMC will flex their work schedules for up to two (2) hours per month. If flexible work scheduling is not possible, each member will receive compensation at ~~his/her~~ their assigned pay. ~~rate for up to two (2) hours per month for meeting attendance. Any additional hours will not be compensated unless mutually agreed upon by the JLMC.~~

Article 18 - Uniforms

18.1 Food Service Employees

Food Service personnel shall receive ~~three (3)~~ **5** uniform shirts or clothing appropriate to their trade, at the discretion of and provided by the District.

18.2 Maintenance Employees

Maintenance personnel shall receive three (3) sets of pants and **5** shirts or clothing appropriate to their trade, at the discretion of and provided by the District.

18.3 Custodial Employees

Custodial employees shall receive ~~three (3)~~ **5** shirts or clothing appropriate to their trade, at the discretion of and provided by the District.

Article 20 - Evaluation, Discipline, and Dismissal

20.2 ~~Flagrant~~ Gross Misconduct

In the event of ~~flagrant~~ gross misconduct, the employee may be suspended immediately from employment until such charges are investigated and a decision is made to continue or terminate employment. If the employee is cleared of the charges, the affected employee will be immediately reinstated without loss of pay or other benefits. If the charges are upheld, the termination date will be the date of suspension. Investigation and decision concerning charges for suspended employees will not exceed ten (10) days from time of suspension.

Article 21 - Strikes/Work Action

21.1 No Strike

The Association and members of the bargaining unit, as individuals or as a group, will not initiate, cause or participate, or join in any strike, work stoppage, slowdown, picketing, or any other restriction of work during the term of this Agreement. The Association recognizes and agrees that disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in a violation of the provisions of this Article. **Employees on their own time (unpaid time) shall be able to show their support on the picket line as they see fit.**

21.2 Association Obligation

In the event of a strike or other work action in any form, either on the basis of individual choice or collective employee conduct, the Association will make every effort, including public appeal, to secure an immediate and orderly return to work. This obligation and the obligation set forth above shall not be affected or limited by the subject matter involved in the dispute giving rise to such work action. Members of the bargaining unit agree that they will not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket line in the line of duty during the life of the contract.

21.3 No Lockout

For the duration of this Agreement, the District will not affect a lockout of employees covered by this Agreement.

21.4 Provisions of Article 21 do not apply in the following situations following the completion of PECBA expedited bargaining procedures:

a. Bargaining because of a re-opener provision in the collective bargaining agreement, or

b. Re-negotiation of an invalid provision of the collective bargaining agreement, or

c. Bargaining over changes proposed in a mandatory subject of bargaining pursuant to all applicable laws.

Article 22 - Grievances

22.1 Purpose

The purpose of this ~~clause~~ **article** is to provide a procedure for the orderly and expeditious resolution of grievances.

22.2 Definitions

22.2.1 “Grievance” means a complaint by an employee, group of employees, or the Association that there has been to the aggrieved a violation of the terms of this Agreement.

22.2.2 ”Aggrieved” is the person or persons who has/have the grievance and is presenting the complaint, also referred to as the complainant.

22.2.3 ”Aggriever” is the person the grievance is filed against.

22.2.4 The "Party in Interest” is either the person or persons making the complaint or the person or persons against whom the complaint is made.

22.2.5 ”Representative” is the one who may speak for and/or advise a party in interest. The Association ~~may~~ shall represent the employee(s) in the grievance procedure ~~after the grievance is signed by the aggrieved employee(s)~~.

22.2.6 ”Immediate Supervisor” is the one who has direct administrative or supervisory responsibilities over the aggrieved in the area of grievance.

22.2.7 ”Binding Arbitration” is a decision by a single arbiter which requires compliance by both parties in interest.

22.2.8 "Days"- ~~The terms days,~~ when used in this Article, shall, except where otherwise indicated, mean official school workdays, except that when school is not in session it shall mean Monday through Friday, excluding holidays.

22.2.9 ”Persons Officially Involved” means the Superintendent, their representatives, the aggrieved, their Association representatives and witnesses.

22.3 General Procedures

22.3.1 Parties in interest have a right to association representatives of their own choosing at each level of these grievance procedures.

22.3.2 The time limits referred to in these procedures are to be considered maximums. Failure at any level of this procedure by the aggrieved to appeal a grievance to the next level within the specified time limits shall be deemed to be abandonment of the grievance. Failure at any level of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved to proceed to the next level.

22.3.3 ~~Forms for processing grievances shall be prepared by the District and will be printed and given appropriate distribution by the parties so as to facilitate operation of the grievance procedure.~~ Each grievance that is filed will have the following:

- clearly stated what the issues is that lead to the grievance being filed;
- a description of the fact involved in the grievance;
- a possible resolution for the grievance;
- the District management employee the issue was discussed with prior to filing the grievance

22.3.4 If any member of an Association's Grievance Committee is a party in interest to any grievance, they shall not serve as the Associations' grievance representative in the processing of such grievance.

22.3.5 In the course of investigating any grievance, representatives of either party in interest who need to contact any employee or student in the school will contact the building supervisor of the building being visited and will state the purpose of the visit immediately upon arrival. Contact with classified bargaining unit employees will be in accordance with Article 4.

22.3.6 Classroom and/or any other school-sponsored activities will not be interrupted for the purposes of investigating or processing grievances, except in accordance with Article 4.

22.3.7 Students will not be involved in the investigation or process, except where their role is one of "key witness" and their involvement is necessary for the presentation of the case.

22.3.8 All parties in interest will process grievances after the regular workday or at other times which do not interfere with assigned duties in accordance with Article 4.

22.3.9 Each grievance shall have to be initiated within ~~ten (10)~~ 15 days after the occurrence of the cause for the complaint; however, if the aggrieved did not become aware of the occurrence until a later date, then ~~he/she~~ they must initiate action within the ~~ten (10)~~ 15 days following ~~his/her~~ their first knowledge of the cause; in failing to thus initiate action, ~~he/she~~ they will be considered to have no reasonable grievance.

22.3.10 Financial Responsibility. Each party shall pay any and all costs incurred by said party. The cost of the arbitrator in binding arbitration shall be borne equally by both parties.

22.4 Levels of Grievance

22.4.1 Informal. The aggrieved will first discuss ~~his/her~~ their grievance with their principal or supervisor, with the objective of resolving the matter informally.

Such discussion must be requested within ~~ten (10)~~ 15 days following the act or condition which is the basis of the employee's complaint, or, if the aggrieved had no knowledge of said occurrence at the time of its happening, then within ~~ten (10)~~ 15 days of the first such knowledge.

22.4.2 Level One. If the aggrieved is not satisfied with the disposition of the employee's grievance, they may, within ten (10) days after the discussion provided for above, reduce the grievance to writing ~~and sign it~~. This grievance must, within the same ten-day period, be filed with ~~his/her~~ their principal or other immediate superior who has administrative authority to act. This complaint shall set forth the facts and contract article upon which the complaint is based and the reasons why the aggrieved considers the decision rendered is unacceptable. The immediate supervisor shall communicate ~~his/her~~ their decision in writing within ~~five (5)~~ 10 days to the aggrieved. Within ~~five (5)~~ 10 days of receipt of the decision rendered by the immediate supervisor, the aggrieved, if the employee is not satisfied with the decision of the immediate supervisor, may appeal in writing to the Director of Human Resources.

If a grievance is filed, the circumstances of which similarly affect more than one (1) employee, the names of such employees so affected shall be listed and the grievance processed as a group grievance.

22.4.3 Level Two. Appeals to the Superintendent or designee shall be heard within ten days of his/her receipt of the appeal. Written notice of the time and place of the hearing shall be given ~~five (5)~~ 10 days prior thereto to the aggrieved, their association representative, or any other persons officially involved in the grievance.

Attendance at the hearing of appeal shall be restricted to persons officially involved. Parties in interest may elect to call witnesses who shall appear individually at the hearing.

Within ten (10) days of the hearing the appeal, the Superintendent or their designee shall communicate to the parties involved and their official representative's their written decision, which shall include supporting reasons thereof.

If the aggrieved is not satisfied with the decision of the Superintendent or their designee, they may file a written appeal with the Superintendent or their designee within ~~five (5)~~ 10 days from the receipt of the Superintendent's or their designee's decision. The appeal shall state the

aggrieved's reasons for appealing the decision of the Superintendent or their designee and request appeal to Level Three, Arbitration.

22.4.4 Level Three. Only the Association may carry the grievance procedure to Level Three. Only the specific grievance as filed at Level One may be submitted to Arbitration.

22.4.5 Arbitration. Within five (5) days of receipt of the appeal, the Superintendent or their designee and the aggrieved shall select a mutually acceptable arbiter. If this is not done, the parties shall, on the sixth (6th) day, initiate a request to the Employee Relations Board for a list of five (5) names. The party to strike the first name shall be determined by coin flip and the losing party shall strike one (1) name. This process will be repeated. The one (1) remaining shall be the arbitrator. The hearing shall be conducted in a manner agreed to by the parties or, failing such agreement, as determined by the arbitrator.

The arbitration hearing shall be conducted in accordance with the current rules of the ERB. The arbitrator shall not add to, subtract from, alter or modify the terms of this agreement. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning and conclusion on the issue submitted.

The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, nor ~~to add to, subtract from, modify or amend any terms of this Agreement. The arbitrator shall have no power~~ to substitute their discretion for that of the Board in any manner not specifically contracted away by the Board. A decision or award of the arbitrator shall, within the scope of their authority, be final and binding on both parties.

No issues whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the execution date of this Agreement, and no arbitration determination or award shall be made by the arbitrator which grants any right or relief for any period of time whatsoever prior to the execution date of this Agreement. In case of a grievance involving any continuing or other money claim against the District, no award shall be made by the arbitrator which shall allow any alleged accruals for more than ten (10) days prior to the date when such grievance shall have first been presented.

~~It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the appealing employee, the Association, and all persons it represents to litigate or otherwise contest the appealed~~

~~subject matter in any court or other available forum. Likewise,~~ Litigation or other contest of the subject matter of the grievance in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter.

In the event the arbitrator finds that they have no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

Article 23 - Safety

Section 1:

The Association and the District believe the work environment for bargaining unit members should be free of unreasonable risk to bargaining unit members' health and safety.

1. The Association and the District recognize that safe work areas, safe equipment, safe work habits and practices, and safe operations are a mutual benefit to employee and employer alike and therefore are a mutual obligation.

2. Any employee who is required to work in situations that may carry potential for serious bodily injury shall receive information on their potential work environment and **be provided necessary** training for such duties and/or situations. **If training is deemed insufficient with regard to safety or scope, additional training opportunities will be sought.** Training and any associated costs shall be paid for by the District in accordance with state and federal law. **If changes are made to safety plans, changes will be shared with all affected staff in a timely manner.**

3. Unsafe or unhealthful practices and conditions should be called to the attention of those responsible, whether employer or employee, and once so identified should be investigated and resolved as soon as possible in accordance with district policy, established protocols, and state and federal safety laws.

4. If a bargaining unit member is assaulted, or threatened in connection with district employment, the bargaining unit member will immediately notify the principal and/or their supervisor and will complete the District's incident report form. Copies of this form will be available in each building and online. The employee will be offered an additional fifteen (15) minute break after such incidents. **This additional break is separate from their regularly scheduled breaks.**

5. Any bargaining unit member who believes that an assigned duty is unsafe or is injured shall report this information to the building principal and/or

supervisor. The bargaining unit member may be assigned or request to be assigned other duties pending investigation at the discretion of the Superintendent or Human Resources Director. There will be no loss of pay or any other retaliation for asserting the right to report.

6. If any student is causing injury to staff members on a patterned or routine basis, the school administration or employee subject to injury, may request to convene a response team in order to review and **if needed** update the student's safety plan. **Once the request for review is made in writing, the response team has 10 work days following the date of request, to conduct their review and inform the employee of the outcome in writing..**

7. The Association chapter president ~~and~~ **or** one (1) standing designee will be a member of the district's safety committee.

Section 2:

Uncommon Health and Safety Situations

There may be uncommon circumstances where an employee routinely exceeds expected duties outlined by their job description due to ongoing student behavior incidents **or related working environment** that have not been remedied by other preventative measures.

When a **recurring safety** incident occurs: (*ex. use of bodily fluids as a weapon towards staff or in a disruptive manner* ***or staff members responsible for cleaning the area****; staff member is a repeated recipient of physical aggression*)

- The employee will follow the process that encompasses reporting the incident, notifies the HR director, risk management, and formallly requests the personal leave for eligible instances under this section.
- Such employees will receive one hour of personal leave (per eligible incident), which will be added to the employee's leave account.
- This personal leave can be used in accordance with the contract.
- Determination of eligibility to be determined by District administration by review of documented ~~student behavior~~ incident(s).
- Repeat incidences will be reviewed to determine if additional training or other measures are needed to support both the employee and student.

Article 24 – Entire Agreement –

24.2 Separability of Contract Provisions

In the event any words or sections of this Agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employment Relations Board, by statute or constitutional amendment, then upon request by either party to this Agreement, the invalid words or sections of this Agreement shall be reopened for negotiation. Such decision shall not invalidate the entire agreement, it being the expressed intention of the parties hereto that all other provision of this Agreement not declared unlawful and the agreement as a whole shall remain in full force and effect for the term thereof. **Bargaining shall be in accordance with ORS 243.698.**

24.3 Duration

This Agreement takes effect on July 1, 2022, and remains in effect through June 30, 2024. The parties agree to re-open the contract, in year two (2), for the limited purpose of ~~bargaining salary,~~ insurance benefits. The Agreement will continue thereafter from year to year unless one (1) or both parties file written notice with the other of its desire to amend, modify, or terminate this contract prior to the expiration date, or any subsequent year expiration date.

Financial

Year 1:

*Change salary schedule - retroactive to 7/1/2022
- -15 steps, annual step increase
- -2.5% between steps 1-5
- -2.25% between steps 6-10
- -2% between steps 11-15
- -5% longevity step
- -4.5% between ranges

*6% COLA
*Additional step effective January 1, 2023

*One time $1,000 stipend for those employees currently on step 15 (11 employees) paid in January 2023 paycheck.

Year 2:

*2.5% COLA

Corvallis
SCHOOL DISTRICT

VII. BOARD MEMBER COMMENTS (8:45 p.m.)*

VIII. ADJOURNMENT (9:05 p.m.)*

*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