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, September 5, 2024 6:30 PM	Regular	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

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

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

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

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

Corvallis
SCHOOL DISTRICT

Thursday, September 5, 2024
6:30 PM

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

Meeting Details: Thursday, September 5, 2024, 6:30 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBJbVQ? A recording of the meeting will also be posted to that channel.

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

II. ACKNOWLEDGEMENT OF HISPANIC HERITAGE MONTH

Corvallis School District 509J

Acknowledgement of Hispanic Heritage Month

Resolution Number 21-0901

WHEREAS, Hispanic Heritage Month grew out of Hispanic Heritage Week which was established by President Lyndon Johnson in 1968; and

WHEREAS, Hispanic Heritage Month was established as September 15 to October 15 through Public Law 100-402 by President Ronald Reagan in 1988; and

WHEREAS, September 15 recognizes independence for Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua, September 16 recognizes independence for Mexico, September 18 recognizes independence for Chile, and October 12 recognizes Dia de la Raza; and

WHEREAS, the State of Oregon has a documented history of xenophobia and anti-Indigeneity; and

WHEREAS, Hispanic, Latino/a/x/e, and Chicano/a/x/e students and staff make up the largest racial or ethnic minority group in Corvallis schools; and

WHEREAS, people who identify as Hispanic, Latino/a/x/e, or Chicano/a/x/e, have a rich history and have positively influenced and enriched our society and our schools through their entrepreneurship, commitment to community service, deep value of justice and liberty, and social and cultural life; and

WHEREAS, Hispanic, Latino/a/x/e, and Chicano/a/x/e people have made and continue to make important contributions to education, science, art, culture, and public service, and our nation's growth and prosperity; 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.

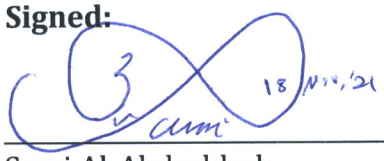
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CORVALLIS SCHOOL DISTRICT 509J, BENTON AND LINN COUNTIES, OREGON AS FOLLOWS:

Proclaim September 15, 2021 through October 15, 2021, as well as each September 15 through October 15 annually, as Hispanic Heritage Month in the Corvallis School District and strongly encourage families, staff, and community members to join in existing local celebrations, and;

Encourage all schools in the Corvallis School District to help highlight this month in grade appropriate ways as well as highlight the contributions of Hispanic, Latino/a/x/e, and Chicano/a/x/e peoples to the local community, nation, and beyond both historically and in current times.

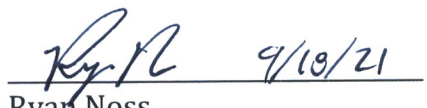
Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at its regular meeting this 9th day of September, 2021.

Signed:



Sami Al-Abdrabbuh
Board Chair

Attested:



Ryan Noss
Superintendent

Corvallis
SCHOOL DISTRICT

III. EXECUTIVE SESSION (5:15-6:15 p.m.)* Note: this is not part of the public meeting. The Board will meet in Executive (closed) Session under ORS 192.660(2)(b) - Complaints against staff members and ORS 192/660(2)(f) - To consider information or records that are exempt by law from public inspection.

IV. ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

V. BOARD MEMBER REPORTS

VI. OREGON SCHOOL BOARDS ASSOCIATION (OSBA) AND NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) UPDATES

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Sami Al-Abdrabbuh, Board Position #1
Meeting Date: September 5, 2024

Oregon School Board Association and National School Board Association Updates

NO ACTION REQUIRED

Background

This report provides recent updates from the Oregon School Board Association and the National School Board Association. The report includes highlights from both associations about professional development, advocacy, and leadership opportunities in public education and school boardsmanship across the state and nation.

Involvement

Director Sami Al-Abdrabbuh, Corvallis School Board Member, OSBA President, and NSBA Director representing the Pacific Region.
OSBA and NSBA staff.

National updates

NSBA in partnership with Go Green Initiative, received funding from the EPA to monitor and reduce greenhouse gas emissions and indoor air pollution at schools from kindergarten through grade 12 in low-income, disadvantaged, and Tribal communities across the country. The grant comes from the Biden-Harris administration through the Inflation Reduction Act. This will include partnering with state associations and district affiliates to provide school boards and school leaders with information, training, and education on how to get involved in improving air quality and reducing climate pollution across all 50 states.

Some of our local districts have already made some strides on this front; I am checking with my local district about what we have done. I would love to see how we can partner with NSBA and our local districts to bring this grant's benefits to our schools, especially with Oregon's increasing facilities and air quality needs. If you have any questions, feel free to reach out to either myself, Haley, who is also on the NSBA board, or NSBA's CEO Verjeana McCotter-Jacobs via VJacobs@nsba.org.

EPA's announcement: https://www.epa.gov/newsreleases/biden-harris-administration-announces-34m-grants-reduce-air-pollution-schools-low

Announcements on social media by the EPA and Go Green Initiative that will partner with NSBA on implementing this grant:

https://www.facebook.com/EPA/posts/pfbid0Lw5RKNwzgNtC15SCbz9FAVixLz5zzhmWgQsf6QFKFw3atKxSEQUpmepoFFLwaLKSl?__cft__[0]=AZVyc1xoyWw8xxMVlbakwJmr1nvytrl87G8lw1XWDEGTbErl1vUvXadAIxGN2bqla_5rnM8Ru5XD0m-JSDv8RvpE-GzUiJ8aYSfGApo8mDDQB53aqC6686rxgSl8BS_Tscte8Vm7JBstT2z7w1ykGCLSXxTVzc4RTIKbUBR2kpcNom_D_B8C7oMEosAuLCBuwKKtwha6MED8LSI364zmEzXazFyH1ZGSkBuy8XUkoy2Jrg&__tn__=%2CO%2CP-R

https://www.facebook.com/jillannbuck/posts/pfbid025HsGtbU1HCg5T4V1FuChL5e1oK7mhb2jDkx6UcS2aV8D5BDHW95Wznbe5TQjLqjkl

August 13, 2024

NSBA Launches Board Member Academy in Partnership with Howard University

The National School Boards Association (NSBA) is delighted to announce a new leadership academy for school board members in partnership with Howard University. The six-session program will begin in December 2024 and run through April 2025.

The Governance and Strategic Leadership Academy will bolster support for effective governance in PreK-12 schools by addressing policy development, budgeting, and superintendent evaluation best practices as a core part of the strategic planning process. Executive coaching is available for interested participants. Participants will engage with superintendents, school board leaders, state association leaders, and Howard University faculty to explore problems of practice and learn in a highly interactive exchange.

For more details visit: https://www.nsba.org/News/2024/nsba-launches-board-member-academy-in-partnership-with-howard-university

The Nomination Window for the 2025 Magna Awards Program Opens April 7 and Closes Oct. 31, 2024

The 2025 Magna Awards program focuses on innovation in education. It will recognize district programs that solved a challenge with creativity and out-of-the-box strategies.

Creative Solutions for School District Challenges

NSBA's Magna Awards program has a long history of recognizing exemplary school district programs. The 2025 awards program focuses on innovation in education. It will recognize district programs that solved a challenge with creativity and out-of-the-box strategies.

A grand prize and silver award winners will be recognized in each enrollment category: under 5,000 enrollment, 5,000-20,000 enrollment, and over 20,000 enrollment.

The three grand prize winners will showcase their winning programs at a special Master Class session during NSBA's 2025 annual conference in Atlanta in April.

All winning districts will be featured in the April 2025 issue of American School Board Journal.

For the 2025 awards, the judges will look for programs that:

- Solve or address a challenge in their school districts.
- Are supported by district leaders who encourage creative solutions.
- Exhibit success over time.

- Have longevity and sustainability.
- Can be replicated by other school districts with similar conditions and resources.

OSBA Updates

OSBA Board of Directors Aug. 29 meeting summary

OSBA Board ready to negotiate hiring of permanent executive director

The OSBA Board of Directors met online Thursday morning to take the next steps in filling the association's executive director position. The conclusion is in sight now.

Board President Sami Al-Abdrabbuh noted it has been an unusual year for the number of Board meetings and thanked people for their time. The Board is doing important work for OSBA's future while carefully following a considered and methodical process.

The Board ended the two-hour meeting by passing a motion to begin negotiations with Interim Executive Director Emielle Nischik to become the permanent executive director. But it took a lot of explanation, a bit of discussion and a planned executive session to get there.

Bob Steringer, outside legal counsel, brought everyone up to date on the "very deliberate" process so far. At the July 11 meeting, the Board approved considering a direct appointment process while advertising the opening. It also asked for an outside review of the job description and salary range.

With careful deliberation, the Board took three official actions Thursday related to the executive director position:

- Members adopted a resolution for the Board to be able to directly appoint an executive director without a search.
- They updated the executive director's job description based on the role's current realities and a salary range based on outside analysis of similar positions.
- They authorized Board President Al-Abdrabbuh and President-elect Chris Cronin with outside counsel to negotiate employment terms with Nischik.

Steringer as well has Haley Percell, OSBA's chief legal officer and interim deputy executive director, confirmed the legal requirements for a public process had been met.

Al-Abdrabbuh said the executive director job description has been long overdue for an update and the review was done with OSBA's strategic needs in mind, adding such things as PACE services. Nischik said the description "concisely outlines the duties of the job in a clear way, which I appreciate."

The Board discussed salary in detail, looking at OSBA's recent history, other school board associations' salaries and data from similar organizations. Members wanted more time to consider the potential pay range for an executive director, and Al-Abdrabbuh and Cronin will continue to take input.

The process could finish in a little less than two weeks. If a final agreement is reached with Nischik, it will be put before the Board for consideration at a meeting at 3 p.m. Sept. 11.

2024 OSBA/COSA post-session Legislative Report

From the report introduction:
“This OSBA/COSA Legislative Report describes the bills enacted during the 2024 regular session of the 82nd Oregon Legislative Assembly that affect Oregon students, educators, and public schools. It was prepared jointly by the Oregon School Boards Association (OSBA) and the Coalition of Oregon School Administrators (COSA), whose continuing collaboration ensures that the interests of students, board members, and school administrators are at the forefront when state laws affecting public education are drafted and enacted.
Oregon public schools are represented full-time in Salem by Morgan Allen and Parasa Chanramy from COSA and Lori Sattenspiel and Efren Zamudio from OSBA.”

The report can be accessed here: https://osba.org/wp-content/uploads/LS20240410LegislativeReport.pdf

Corvallis
SCHOOL DISTRICT

VII. SUPERINTENDENT'S REPORT

Corvallis
SCHOOL DISTRICT

Superintendent's Report

Shared with the Corvallis School Board during the September 5, 2024 meeting.

Introduction of New Administrative Team Staff

- **Amy Sampson -** We are pleased to announce Amy Sampson as the principal at Letitia Carson Elementary School for the 2024-25 school year. Ms. Sampson has been the MTSS instructional coach at Letitia Carson for the past year. Before that, she was the dean of students at Letitia Carson and a teacher at Bessie Coleman. She has worked in education for 23 years.
- **Angie LaGue** - Angie LaGue will serve as the interim assistant principal for the 2024-25 school year. Angie has spent the last year as the Cheldelin dean of students and served as the interim assistant principal at the end of last school year. She has 10 years of experience as a teacher, restorative classroom facilitator, behavior specialist, and instructional mentor for restorative practices and social-emotional learning. She holds a Bachelor of Arts Degree in Criminal Justice with a teaching certificate and an endorsement in Middle School Science and a Master of Science Degree in Educational Leadership and Policy and Administrative License from Portland State University.

I am pleased to welcome these new administrators to our team!

Legislative Visit

In July, I represented Oregon Superintendents by visiting our legislators in Washington D.C. Our Oregon team was able to discuss important federal topics impacting public schools with five out of six Representatives and both Oregon Senators.

Members of the team met with: Representative Salinas (OR-6), Representative Chavez-DeRemer (OR-5), Representative Bentz (OR-2), Representative Hoyle (OR-4), staff from Representative Bonamici's office (OR-1), Senator Wyden, and Senator Merkley.

During the visits, Oregon team members expressed the importance of fully funding Title I, Title I, II, and IDEA. We also discussed the importance of reauthorizing Secure Rural Schools funding, which provides critical resources for Oregon schools and timber communities. Team members also advocated for the CARE for Student Mental Health Act and discussed challenges and benefits related to draft language in the Kids Online Safety Act, Children and Teens' Online Privacy Protection Act, Kids Off Social Media Act, and the Eyes on the Board Act.

Overall, the visits were very successful. In fact, one of our conversations resulted in important language changes to the Kids Online Safety Act! I truly felt that Oregon's Representatives and Senators listened to our feedback related to important federal topics and appreciated hearing our perspectives.

Health & Resource Fair
Our fourth annual Health & Resource fair on August 23 at Linus Pauling was our most successful event to date. We partnered with Casa Latinos Unidos, Samaritan Health Services, Benton County Health Services, and InterCommunity Health Network - Coordinated Care Organization. Through this event, we were able to serve over 550 people.

- Over 300 children were measured for Operation School Bell
- 70 dental screenings
- 32 medical appointments
    - 21 sports physicals/Well Child checks
    - 11 vaccinations
- 27 hearing screenings
- 70 kids at CLU activity table
- 96 verifications
- 12 new registrations/enrollments
- 25 families received support with bus & MyRide K-12 registration

We also provided access to prescheduled language testing, school registration, and bus registration and had over 25 community agencies table to provide local resources for families. This year's event allowed us to serve even more linguistically and culturally diverse families. We had multilingual families attend who expressed interest in working for the district, and we are currently working with them through the process.

Changes to District Office Reception Area
You are all aware of the reductions we were required to make moving into this school year. One of the reductions was the reception area position as folks enter the district office. We are currently in the process of adding a wall and doors to create a separation from the majority of our workspaces. When staff and community members visit the district office, they can call our departments to connect with a staff member who can come up to the reception area and assist.

Welcome Back Rally
We hosted our annual back-to-school rally on Wednesday, August 28. Thank you to the members of the school board who were able to attend. We used the morning time together as a district to celebrate the Olympic spirit of unity and spoke about the Olympic values of excellence, respect, determination, inspiration, courage, and friendship.

We also shared video vignettes from our students and families highlighting the assets of their school communities.

Welcome to 2024-25 School Year
The district returned to school successfully this week. Some highlights from this week include:

- Kindergartners enjoyed free choice time by making acorn and shiny gem soup and beaded necklaces and learned how to follow directions with musical instruments.
- 2nd graders did number corner, working around combinations to 20 and how to use the number 3 in an equation to 20.
- 5th graders stacked Smartie candy and tried to improve their strategies, discussing what they learned each time and the ways trying different strategies helps you be more successful.
- Middle school students greeted each other after a long summer away by connecting outside of the building before school started.
- High school students in a Health 2 class shared information with the teacher about things they like, don't like, that they want, places they have been, places they want to go, and things they need, have, and hope for. They also discussed with the teacher the connection between the teacher knowing these things and their successful experience in the classroom.

Board Retreat Next Steps

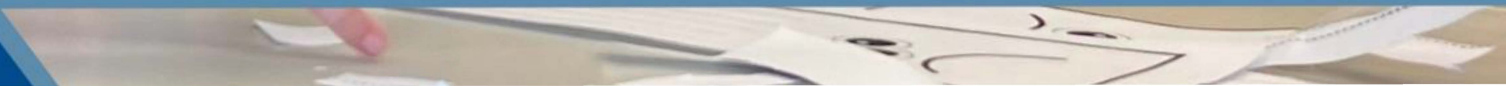
I appreciated all of your discussions and insights during our recent board retreat. My goal was to highlight the value of using YouthTruth. Based on the conversation I participated in and heard, I felt like we achieved the goal.

I am looking forward to elevating the use of our YouthTruth results as we begin Youth Truth Student Workshops this school year.



Sups Report

September 5, 2024







Health & Resource Fair

- Operation School Bell
- Dental, vision, & hearing screenings
- Sports physicals, Well Child checks, & kids vaccines
- School & bus registration
- Community resources & booths


Friendship

First Week - Kinder





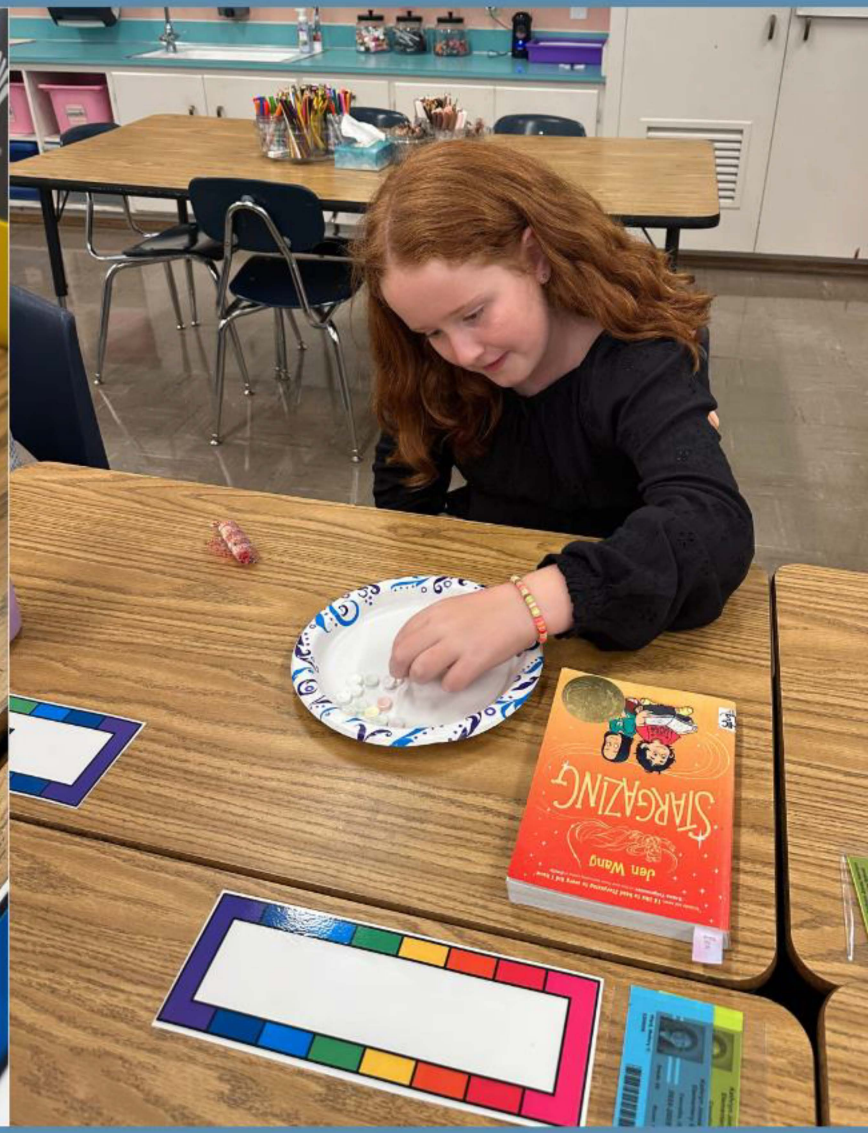
First Week - 2nd Grade



First Week - 5th Grade







First Week - Middle







First Week - High







CORVALLIS SCHOOL DISTRICT | SEPTEMBER 5, 2024

Corvallis
SCHOOL DISTRICT

VIII. PUBLIC COMMENT (7:20 p.m.*)

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

Virtual option: Please contact kimberly.nelson@corvallis.k12.or.us by noon on the day of the Board Meeting to schedule public comment. Please include your name, address, the phone number you will call in from, and the topic of your public comment.

Corvallis
SCHOOL DISTRICT

PROVIDING INPUT TO THE SCHOOL BOARD

(Revised 08-15-23)

The Corvallis School Board values the opinions and input of students, staff, parents, and community members. Comments may be provided during certain meetings, and via written correspondence, as outlined below.

Public Comment at School Board Meetings

This option is available when *Public Comment* is an item on the agenda. To offer comments:

A. Complete all of the requested information on a "Comment Request" card, which can be found on a table near the entrance to the meeting room, and give it to the Board Secretary at the head table **before** the meeting begins. Your testimony may be delayed until all of the information is provided.

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

C. Keep your comments within the specified time allotted, usually three minutes, to allow time for others to comment. Please be respectful of those who wish to provide comments after you.

D. Direct your comments to the School Board. The Board Chair will refer questions or requests for action to staff for response at a later date.

E. If you read from a prepared statement, you may choose to leave your written comments with the Board Secretary to post online with the informational packet of the meeting and to file with the official minutes of the meeting. Handouts are not required but should you wish to provide them, please bring 13 copies and give them to the Board Secretary to distribute.

F. Speakers may offer objective criticism of District operations and programs but the Board will not hear complaints concerning individual District personnel.

- Complaints shall be handled following the steps outlined in Board Policy KL and Administrative Regulation KL-AR, copies of which are available at meetings and online at http://policy.osba.org/corvall/KL/index.asp.
- Complaints regarding budget, programs, or other District issues also should be handled by first following the steps outlined in policy KL.

G. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.

- Defamatory or abusive remarks are always out of order.
- The Board Chair may terminate a speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

Written Correspondence

Letters, emails, and other written materials submitted to the School Board are considered public record. They may be submitted via U.S. mail to: Corvallis School Board, 1555 SW 35th Street, Corvallis, OR 97333. Emails sent to: schoolboard@corvallis.k12.or.us, will reach all Board members as a group as well as the following District staff: Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, Communications Coordinator, and Executive Assistant to the Superintendent and Board of Directors (also known as Board Secretary).

Telephone Calls

Luhui Whitebear	541-714-3305	Terese Jones	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey	541-829-3411
Judah Largent	541-231-8415	Chris Hawkins	541-602-2045
Sarah Finger McDonald	541-908-3756		

District Administrative Office
1555 SW 35th Street | PO Box 3509J | Corvallis, Oregon 97339
541-757-5841 | www.csd509j.net

Corvallis
SCHOOL DISTRICT

IX. SUMMER PROGRAM UPDATE (7:40 p.m.*)

Corvallis SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Sabrina Wood, Student Services Coordinator
Meeting Date: September 5, 2024

Summer Programs Update

NO ACTION REQUIRED

Background

We had another great year of Summer Programs in the Corvallis School District. Thanks to an incredible partnership with the Corvallis Schools Foundation, we ran programs at all levels this summer. Students could participate in credit recovery, kinder academy, and many other program opportunities.

We will be providing highlights of summer programs at the September 5, 2024, meeting.

Summer Magic 2024

Just under 600 seats



Where we started

Foundation Grants

COVID Recovery

Sporadic funding leftovers



The Team!





*CSD HR Department

*CSD Business Department

*Student Growth and Experience Department

*CSD Facilities Department

*Corvallis Public Schools Foundation

*CSD Food and Nutrition Department

*CSD Classified and Certified Staff

*CSD Technology Department

*CSD Administration

*CSD Office of the Assistant Supt.

*CSD Communications Department

High School
96 credits, 95% attendance



Math Camp

Field Ecology

Credit Recovery-95% attendance rate, 96 credits

Urban Farm Summer Work

Summer Festival of Learning-



Middle School

Math Transition

International Food

Bridges Project Camp









Elementary School

Kinder Academy

Literacy Camp



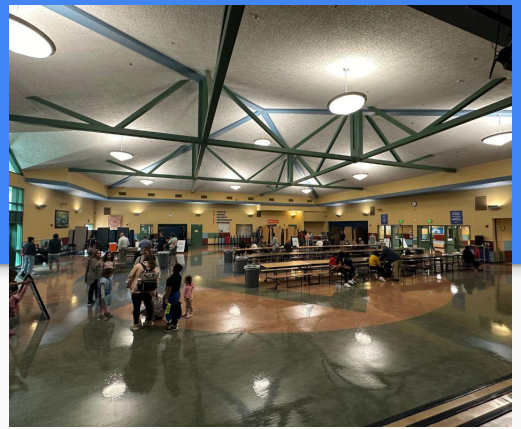




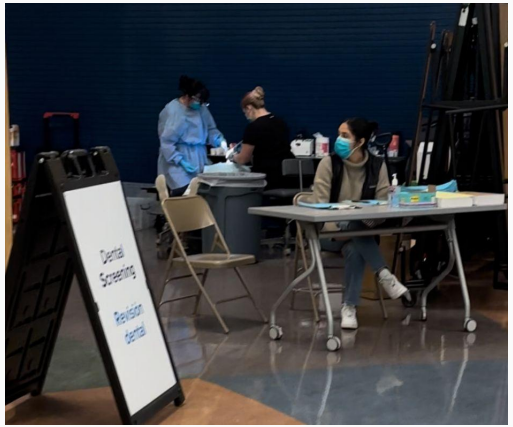
Health Fair

Partnered with Casa Latinos Unidos, Samaritan Health Services, Benton County Health Services, and IHN - CCO

- Served over 550 people
- 70 dental screenings
- 32 medical appointments
- 27 hearing screenings
- 70 kids at activity table
- 96 verifications and 12 new registrations/enrollments
- 25 families received support with bus & MyRide K-12 registration









Next steps

Sustainable and creative programming



Corvallis
SCHOOL DISTRICT

X. REVIEW BOARD NORMS

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Superintendent Noss
Meeting Date: September 5, 2024

2024-25 Board Norms

ACTION REQUESTED

Background

Board Norms are reviewed annually. Attached are the 2023-24 Norms. On September 5, 2024, Board members will make recommendations for edits, if any, and the Board will be asked to adopt the 2024-25 Board Norms.

ACTION REQUESTED:

Adopt the 2024-25 Board Norms.

MOTION REQUESTED:

"I move to adopt the 2024-25 Board Norms (as submitted/as revised)."

Corvallis
SCHOOL DISTRICT

BOARD NORMS
2023-24

(Adopted 9/21/23)

A. How We Approach Board Work

1. The Board will commit to conducting its work with care and respect. Comments and actions that cause harm based on people's identities will not be tolerated.
2. The Board will value the lived experiences of students, families, staff, community, and board members when engaging with the community and during meetings.
3. The Board will actively listen to those sharing their points of view to facilitate full understanding and the possibility of changing viewpoints when engaging with staff, students, families, and community members.
4. The Board leadership will consist of a Board Chair and Co-Vice Chairs. A Vice Chair will perform leadership duties when the Chair is not available.

B. How We Meet

1. During board meetings, board members will strive to start and end on time. The Board will engage in relevant and topical discussion based on the agenda topics.
2. During board meetings, board members will have the opportunity to speak to each agenda item before members may speak a second time. The Chair has the authority to move the discussion forward.
3. During board meetings, board members will actively listen to those sharing their points of view to facilitate full understanding and the possibility of changing viewpoints.
4. During board meetings, board members will allow all members time to express themselves without feeling rushed. Members will be succinct to maintain opportunity for all to express themselves.
5. During board meetings, board members will allow moments of silence between commentaries to provide time to consider the discussion.

C. How We Engage with Public Comment

1. The Board will value public comment as an important way to hear from students, families, staff, and community members and, as such, is essential to the work of the district and board.
2. The Board will facilitate comments from the public and follow-up questions from board members, adhering to the time allotted for public comment.
3. The Board will actively listen to those sharing their points of view to facilitate full

understanding and the possibility of changing viewpoints.

4. The Board will defer to the Superintendent to offer a response directly following public comment if a comment relates specifically to district operations and is time-sensitive in nature.
5. The Board may revisit topics or issues brought up during public comment if they choose to do so at the appropriate time in the agenda. If needed, the Board will utilize work sessions and other forms of engagement to hear from the community.

D. How We Support Students and Staff

1. The Board will value every student in a school building as a unique individual with identities, lived experiences, and points of view that enhance our schools and district.
2. The Board will value every staff member in a school building as an educator of students. The Board will respect and rely on their professional expertise.
3. The Board will be cognizant of scarcity of resources and time when requesting action from staff. Information requests that demand significant staff effort to fulfill will be aligned with the District Goals and approved by the Board.
4. The Board may visit schools as informal expressions of interest in school affairs and not as visits for supervisory or administrative purposes.

Corvallis
SCHOOL DISTRICT

XI. REVIEW BOARD & SUPERINTENDENT WORKING AGREEMENTS

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Superintendent Noss
Meeting Date: September 5, 2024

Review Board and Superintendent Working Agreements

ACTION REQUESTED

Background

Board and Superintendent Working Agreements are reviewed annually. Attached are the 2023-24 working agreements. On September 5, 2024, Board members will make recommendations for edits, if any, and the Board will be asked to adopt the 2024-25 Board and Superintendent Working Agreements.

ACTION REQUESTED:

Adopt the 2024-25 Board and Superintendent Working Agreements.

MOTION REQUESTED:

"I move to adopt the 2024-25 Board and Superintendent Working Agreements (as submitted/as revised)."

Corvallis SCHOOL DISTRICT

BOARD AND SUPERINTENDENT WORKING AGREEMENTS
2023-24

(Adopted 9/21/23)

A. Purpose of Agreements

The Board of Directors is the governing body for the School District. To effectively meet the District's goals, the School Board and Superintendent must function together as a cohesive leadership team. The following are the group agreements for the Board and Superintendent to support a collaborative relationship.

B. Board Job Description and Relationship with the Superintendent

1. The Board will act as trustees of the district, seeking to make decisions in the best interest of all students in the community.
2. The Board will collaborate with the Superintendent to set the long-term direction of the district through the mission, vision, goals, and priorities.
3. The Board will govern through policymaking, planning, and oversight, while acting as financial stewards of the district, including setting expectations, aligning resources with priorities, planning for fiscal sustainability, and monitoring progress.
4. The Board will conduct district business with care and respect, fostering board unity and assisting in gaining acceptance and support in the community by openly sharing district progress and celebrating student success.
5. The Board will understand that as an individual, a board member has no authority. It is when acting through a majority that the Board has influence.
6. The Board will supervise the hiring, performance evaluation, and other personnel management processes related to the Superintendent.
7. The Board may engage and volunteer in learning activities at the board, district, community, state, and national levels.
8. The Board will, as a cohesive leadership team, work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
9. The Board will refer all matters related to day-to-day operations to the Superintendent, respecting the Superintendent's responsibility to manage district operations and ensuring a timely response from the District.

C. Role of Board Leadership

1. Board leadership will manage the Board's processes, convene meetings, develop the Board agenda with the Superintendent, seek board member input, and execute documents as appropriate.
2. Board leadership will serve as the authorized spokesperson for the Board with regard to board policy, process, and decisions. The Chair may delegate this responsibility to other board members and/or the Superintendent.
3. Board leadership will communicate with individual board members as mediator should an issue or problem develop between members of the Board and express expectations under policies, working agreements, and group operating norms.
4. Board leadership will assist the Superintendent in communicating important information to the full Board and will keep board members apprised of information exchanged with the Superintendent.
5. Board leadership will set strategic priorities for board professional development annually.
6. Board leadership will consist of a Board Chair and Co-Vice Chairs. A Vice Chair will perform leadership duties when the Chair is not available.

D. Role of the Superintendent

1. The Superintendent serves as the chief executive officer charged by the Board to be the operational and instructional leader of the school district.
2. The Superintendent invests in the relationship with and the capacity of members of the Board.
3. The Superintendent works with the Board to establish strategic priorities for the District.
4. The Superintendent prepares annual goals for the Board's consideration.
5. The Superintendent serves as the chief advisor of the Board by providing relevant qualitative and quantitative data and other sources of accurate information to board members so that comprehensive, evidence-based decisions can be made.
6. The Superintendent communicates with board members promptly and effectively by informing the board of all emergent information, including relevant trends, anticipated media coverage, or vital external or internal change.
7. The Superintendent or designee schedules times for a maximum of three board members to meet with the Superintendent or designee for information-sharing sessions and questions. Answers to questions will be shared with the entire Board, and meeting participants will not deliberate towards a decision.

Corvallis
SCHOOL DISTRICT

XII. NOMINATIONS FOR OREGON SCHOOL BOARDS ASSOCIATION (OSBA) BOARD OF DIRECTORS AND LEGISLATIVE POLICY COMMITTEE POSITIONS

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kim Nelson, Board Secretary
Meeting Date: September 5, 2024

Nominations for Oregon School Boards Association (OSBA) Board of Directors and Legislative Policy Committee Positions

ACTION REQUESTED

Background

The Oregon School Boards Association is organized as one general state association with up to 24 regionally elected representatives established across 14 geographic regions to support member participation and representation. Corvallis falls within Linn/Benton/Lincoln Region #10.

All odd-numbered OSBA Board of Director Positions, plus OSBA Board positio #10 (Linn/Benton/Lincoln region) and Legislative Policy Committee position #10, are up for election.

Nominations are now open for the OSBA election. Candidates for the OSBA Board of Directors and Legislative Policy Committee (LPC) must be nominated by official action of a member board within their region. Nominations close on September 27, 2024.

ACTION REQUESTED:

Nominate Board members to positions on the OSBA Board of Directors and OSBA Legislative Policy Committee.

MOTIONS REQUESTED:

"I move that the Corvallis School Board nominate [insert candidate name] for the OSBA Board of Director position #10."

"I move that the Corvallis School Board nominate [insert candidate name] for the OSBA Legislative Policy Committee position #10.

Corvallis
SCHOOL DISTRICT

XIII. CONSOLIDATED ACTION

XIII.A. Declaration of Budget Committee Vacancies

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Lauren Wolfe, Finance Director
Meeting Date: September 5, 2024

Budget Committee Vacancies — ACTION REQUESTED

Background

Pursuant to board policy DBEA, "Budget Committee," and prior to October 1 each year, the board will identify vacant budget committee positions that must be filled by board appointment.

The budget committee has 14 members: seven elected school board members and seven citizens appointed to three-year terms by the board. The citizen members are appointed by an open vote of the school board, as openings occur. This year, staff have identified the following committee vacancies:

- Two (2) three-year term appointments, due to the completion of a three year term by Bill Dougherty and Penny York.

Openings on the Budget Committee will be advertised through customary district communication channels; committee members completing terms are eligible for re-appointment should they apply. The recruitment schedule for these budget committee vacancies is proposed as follows:

- September 5, 2024– publicly identify vacant budget committee positions and approve recruitment calendar
- Mid-September to mid-October 2024 – advertise budget committee vacancies and solicit applications
- October 25, 2024 – deadline for first review of applications (positions are open until filled)
- November 5, 2024 – appoint budget committee members during board meeting

ACTION REQUESTED:

Identify these vacancies and adopt this recruitment schedule.

MOTION REQUESTED:

"I move that the Board identify two full-term openings on the 2025 Budget Committee and approve the recruitment schedule as presented by staff."

Corvallis
SCHOOL DISTRICT

XIII.B. Resolution No. 24-0901 - Establish Enterprise Zone School Support Fee Rate

Corvallis School District 509J
Establish Enterprise Zone School Support Fee Rate
Resolution No. 24-0901

WHEREAS, HB 2009 (2023) was passed in 2023 and became part of ORS 285C.067;

WHEREAS, HB 2009 (2023) requires the governing body of each school district along with the governing body of the zone sponsor to set a rate for the school support fee imposed pursuant to Sections 48 (2) and 51 (2) of HB 2009 (2023);

WHEREAS, this rate must be at least 15 percent and not more than 30 percent;

WHEREAS, the district has coordinated with the governing body of the City of Corvallis and Benton County to set the rate;

WHEREAS, by November 1 in any applicable year, the governing body of the zone sponsor will provide the district will all information necessary for the district to collect the fee directly from the business firm;

WHEREAS, by December 1 in any applicable year, the district shall send to the business firm a notice of the required fee, with a due date not later than December 31 of the same year;

WHEREAS, the district shall be responsible for making refunds to business firms of overpayments;

WHEREAS, if a fee payment is delinquent for more than 60 days following the date of delinquency or any later date allowed for curing the delinquency, the Board shall give written notice of the delinquency to the business firm and the assessor of the county;

BE IT THEREFORE RESOLVED, that the Corvallis School District Board and the governing body of the City of Corvallis and Benton County to establish the rate of the school support fee of 15 percent.

ATTEST:

Corvallis School District 509J

_____ _____

Luhui Whitebear, Board Chair Lauren Wolfe, Deputy Clerk

Enterprise Zone Sponsors

City of Corvallis Benton County

_____ _____

Signature Signature

_____ _____

Printed Printed

_____ _____

Title Title

_____ _____

Date Date

Corvallis
SCHOOL DISTRICT

XIII.C. Minutes

XIII.C.1. August 22, 2024

Corvallis SCHOOL DISTRICT

August 22, 2024

MINUTES - DRAFT

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

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 12:04 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333. The Secretary recorded those present as listed below.

BOARD MEMBERS PRESENT	EXECUTIVE STAFF PRESENT
Luhui Whitebear, Ph.D., Chair	Ryan Noss, D.Ed., Superintendent
Terese Jones, Co-Vice Chair	
Sarah Finger McDonald, Ph.D.	STUDENT REPRESENTATIVES PRESENT
Sami Al-Abdrabbuh, Ph.D.	Vibhav Javali, CVHS
Shauna Tominey, Ph.D., Co-Vice Chair	Laura Chen, CVHS
Chris Hawkins	Eileen Lewis, CHHS
	Harvick Mesler, CHHS
BOARD MEMBERS EXCUSED	
Judah Largent	

A quorum was present, and due notice had been published.

Chair Whitebear shared that board members and guests would have an opportunity to serve themselves lunch at the back of the room and that the Board would continue with the retreat agenda while having lunch.

Co-Vice Chair Jones joined the meeting at 12:25 pm

II. WELCOME, INTRODUCTIONS, AND GROUNDING

Superintendent Noss welcomed Jimmy Simpson, Jr. from YouthTruth, and provided history about the relationship between the Corvallis School District and YouthTruth and the opportunities the YouthTruth Survey provides around student and staff perspective.

III. YOUTH TRUTH

Mr. Simpson shared the Corvallis School District survey results from spring 2024 and reviewed how to read the results. Mr. Simpson facilitated discussion with the Board and student representatives regarding the survey results and how the data might be used.

(The slide presentation is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)

A. About YouthTruth
B. Corvallis School District's 2023-24 YouthTruth Data

Chair Whitebear was excused from the meeting at 1:15 pm.

Co-Vice Chair Tominey announced a break at 1:51 pm. The meeting resumed at 2:06 pm.

IV. OTHER FORMS OF STUDENT VOICE & SURVEYS

Nikki McFarland, High School Coordinator, and Marcianne Koetje-Rivero, Equity and ELL Coordinator, presented plans on how the YouthTruth Survey data will be used in the 2024-25 school year. (The slide presentation is posted online with the informational packet of this meeting and will be filed with the official 2022-23 Board records.)

V. USING DATA AND ANTICIPATED OUTCOMES

Co-Vice Chair Tominey engaged the board in discussing the differing expectations of students, school leaders, and board members based on brain ages and stages. (The slide presentation is posted online with the informational packet of this meeting and will be filed with the official 2022-23 Board records.)

Chair Whitebear returned to the meeting at 2:48 p.m.

Chair Whitebear announced a break at 3:20 p.m. The meeting resumed at 3:31 p.m.

VI. NEXT STEPS WITH DATA AND STUDENT VOICE

Mr. Simpson shared YouthTruth's perspective on the next steps in the 24/25 school and engaged the Board in discussion regarding their anticipated goals using YouthTruth data.

VII. REFLECTION

Superintendent Noss reflected on the value on YouthTruth survey data for the District and concluded the retreat portion of the agenda.

VIII. MUDDY CREEK CONTRACT RENEWAL

Superintendent Noss highlighted the work that Assistant Superintendent Harder did with Sarah Danforth, Executive Director at Muddy Creek Charter School to put this contract

agreement together. (The document is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)

MOTION:
Director Al-Abdrabbuh moved, and Director Hawkins seconded, to adopt the contract between Corvallis School District and Muddy Creek Charter School for the term of August 26, 2024, through June 30, 2029, as submitted. The motion passed. Yea: 6, Nay 0, Absent: 1

IX. CONSOLIDATED ACTION

MOTION:
Director Finger McDonald moved, and Director Al-Abdrabbuh seconded, to adopt the Consolidated Action items as submitted. The motion passed. Yea: 6, Nay 0, Absent: 1

A. Ratify 2024-25 Organizational Actions – (The document is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)
B. Revise 2024-25 Board Meeting Schedule – (The document is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)
C. Minutes – June 13, 2024 – (The document is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)
D. Licensed Personnel Action – (The document is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)

X. DECLARE VACANT POSITION ON THE BOARD

Director Finger McDonald announced her decision to leave the Board at this time, allowing an interim appointed board member to serve before the May election. She expressed appreciation for the diverse values, experiences, and dedication of the board members, emphasizing their collective belief in the potential of students. Reflecting on her tenure, she noted the challenges faced, including addressing issues like dress codes, the global pandemic, and vaccines. Additionally, she shared that she is immensely grateful for her time on the board and looks forward to continuing her support as a partner in the future.

MOTION:
Director Finger McDonald moved, and Co-Vice Chair Jones seconded, to declare position #7 vacant as of the end of the August 22, 2024, board meeting. The motion passed. Yea: 6, Nay: 0, Absent: 1

XI. ADOPT PROCESS FOR INTERIM BOARD MEMBER SELECTION

(The document is posted online with the informational packet of this meeting and will be filed with the official 2024-25 Board records.)

MOTION:
Director Al-Abdrabbuh moved, and Co-Vice Chair Tominey seconded, to adopt the process for interim board member selection as submitted. The motion passed. Yea: 6, Nay: 0, Absent: 1

XII. RECOGNIZE DEPARTING BOARD MEMBER

The Board recognized Director Finger McDonald with several expressions of gratitude and appreciation:

- Superintendent Noss acknowledged the relationship they built and expressed appreciation for her future contributions in Salem.
- Co-Vice Chair Tominey expressed gratitude for her service, perspective, and insights, expressing excitement for her future endeavors.
- Student Representative Mesler expressed gratitude for her years of service since 2017 and her perseverance through challenges.
- Director Hawkins appreciated her words of encouragement, guidance, and support as a new board member.
- Director Al-Abdrabbuh thanked her for her service, community outreach, and courageous leadership during the COVID-19 pandemic, and looks forward to the opportunity to continue working with her on behalf of Oregan School Boards Association.
- Co-Vice Chair Jones reflected on their long-term collaboration, valuing her leadership and friendship.
- Chair Whitebear thanked her for believing in her, offering mentorship, and looked forward to her future in politics, emphasizing the importance of local representation in Salem.

XIII. ADJOURNMENT

There being no further business before the Board, Chair Whitebear adjourned the meeting at 4:34 PM.

_____ _____

Luhui Whitebear, Ph.D., Board Chair Ryan Noss, D.Ed., Superintendent

Prepared By: Kim Nelson

Corvallis
SCHOOL DISTRICT

XIII.D. Licensed Personnel Action

Corvallis SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Jennifer Duvall, Human Resources Director
Meeting Date: September 5th, 2024

Licensed Personnel Action — ACTION REQUESTED

Recommendation to Hire

Name	Position	FTE	Building	Start Date	Contract Status
Holmboe, Adina	Third Grade-Dual English	1.0	Lincoln Elementary	8/27/2024	Temporary Teacher
Medina Robelo, Mercedes	DLI Teacher and TOSA/Equity Coach	1.0	Linus Pauling Middle	8/27/2024	Temporary Teacher
Pederson-Pastor, Sue	Special Education	.5	District Office	8/27/2024	Temporary Teacher
Prettyman, Aaryn	TOSA/Dean of Students	1.0	Letitia Carson Elementary	8/27/2024	Temporary Teacher
Ramsey, Emma	Special Education	.8	Linus Pauling Middle	8/27/2024	Temporary Teacher
Roethler, Loraine	Language Arts and Social Studies	.34	Corvallis High	8/27/2024	Temporary Teacher
Sletta, Lauren	Mental Health Therapist	.5	Adams and Bessie Coleman Elementary	8/27/2024	Probationary Teacher, 1st Year
Strober, Augustus	Special Education-Life Skills	1.0	Katryn Jones Harrison Elementary	8/27/2024	Temporary Teacher
Volk, Alanna	Art Teacher	.6	Cheldelin Middle	8/27/2024	Probationary Teacher, 3rd Year

Termination/Resignation/Layoff/Retirement

Name	Position	FTE	Building	Effective	Notes
Frederick, Jennifer	DLI Teacher and TOSA/Equity Coach	1.0	Linus Pauling Middle	8/15/2024	Resignation

MOTION REQUESTED:

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

Corvallis
SCHOOL DISTRICT

XIII.E. Board Policies -- **FOR ACTION**:

XIII.E.1. Policy DJ - Purchasing Standards -- Second Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Lauren Wolfe, Finance Director
Meeting Date: September 5, 2024

ACTION REQUESTED

Board Policy DJ – Purchasing Standards (Second Reading)

Background

The Board adopted Policy DJ – Purchasing Standards in April 2005. It was last reviewed and readopted on May 9, 2016.

District staff are presenting the first read of proposed revisions tonight. Included in those revisions are the following:

- Updated director of finance and operations to director of finance to align with current organizational structure.
- Remove the specified dollar threshold the superintendent or designee is authorized to obligate the district to. The proposed replacement language provides a broader definition which allows the district to operate within state law. The current intermediate procurement limit, as defined by ORS 279B.070 is $250,000.

Involvement

Lauren Wolfe, Finance Director

Cost Impact

There is no cost.

FUNCTION:

Approval of revisions

Corvallis
SCHOOL DISTRICT

Code: DJ
Adopted: 4/04/05
Readopted: 5/09/16
Orig. Code(s): 6610

Purchasing Standards

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

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

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

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

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed ~~$150,000~~ the intermediate procurement limit, as defined by ORS 279B.070, for products, materials, supplies, capital outlay, and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service, and transportation services.

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

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

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

1. A purchase of any amount from a district employee must be approved by the finance and operations director or designee. Purchases exceeding $200 per fiscal year must be made based on a minimum of three written competitive quotations received before the purchase is made and attached to the purchase order forwarded to the business services office. If three quotations are not available, a written request to make the purchase must be submitted to and approved by the finance and operations director or designee.
2. Further, employees shall not conduct any private business activity while on duty or otherwise use district property for personal gain.

END OF POLICY

Legal Reference(s):

ORS 244.040.
ORS Chapters 279, 279A, 279B, 279C
ORS 294.311
ORS 328.441 - 328.470
ORS 332.075
OAR 125-055-0040

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
DJFA - Credit Cards

Corvallis
SCHOOL DISTRICT

XIV. CONSOLIDATED INFORMATION

XIV.A. Pre-Audit Report: FY 2023-24 Financial Statements (Unaudited)

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Lauren Wolfe, Finance Director
Meeting Date: September 5, 2024

Pre-Audit Report:
FY 2023-24 Financial Statements (Unaudited) NO ACTION REQUIRED

Background

Per policy DIC, the Board will receive a pre-audit report from the business manager recapping the year-end closure of financial statements prior to the annual audit. The Schedule of Revenues, Expenditures and Changes in Fund Balance for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Internal Service Funds for the period ending June 30, 2024 (Unaudited) follow this report.

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The district uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

General Fund

The General Fund is the chief operating fund of the district and accounts for all financial resources of the district except those required to be accounted for in another fund. Revenues in the General Fund are primarily from local property taxes and the State School Fund.

Revenues through the end of the fiscal year totaled $97.01 million and exceeded the final budget by $5.96 million, or 6.5%, primarily from local sources. Expenditures through the end of the fiscal year totaled $92.36 million and excluding contingency, actual spending totaled 92.1% of the final budget. At fiscal year end, the ending fund balance was $19.14 million, an increase of $4.65 million from the prior year. The ending fund balance represents 19.7% of total revenues.

Special Revenue Fund

The Special Revenue Fund accounts for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. Revenues in the Special Revenue Fund are primarily state and federal grants.

Revenues through the end of the fiscal year totaled $24.21 million, while expenditures totaled $24.59 million. Other financing sources, which account for incoming interfund transfers, amounted to $1.47 million. Overall, the Special Revenue Fund decreased $1.90 million in fund balance.

Debt Service Fund
The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt, principal and interest.

This fund is used for the collection of property taxes for voter-approved construction bond levies to pay the associated scheduled debt service. This fund includes debt service related to the $200 million bond measure approved by voters in 2018 to provide funds for repairs, construction, and improvements over a projected 20-year period.

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

This fund sets aside funds for payment of debt service. The Debt Service ending fund balance is $1.72 million, no change from the prior year. Tax levies are adjusted annually to meet debt service needs.

Capital Projects Fund
The Capital Projects Fund accounts for financial resources used to acquire or construct major capital facilities. The most common source of revenue in this fund would be the sale of bonds.

Two issuances of general obligation bonds are allocated in this section: Series 2018 and Series 2020. A schedule of redemption and interest requirements related to these bonds can be found in the Informational Section of this document.

The Capital Projects Fund houses bond proceeds for capital construction. All funds are legally obligated for voter approved capital improvements. The ending fund balance reflects a decrease of $9.27 million from the prior year due to the third full year of expenditures of the general obligation bonds. Nearly all funds were spent by June 30, 2024, the Capital Projects Fund ended with a $484 fund balance.

Internal Service Fund
The Internal Service Fund accounts for the operation of district functions that provide services to other district functions on a cost-reimbursable basis.

Insurance Fund

Risk management and employee benefits programs for the district are budgeted within the Insurance Funds. Property and liability premiums are funded by the General Fund. Health benefit premiums are charged as a benefit expenditure on a per-covered-employee basis to other funds. The offset is revenue to the Insurance Fund, out of which the insurance premiums are paid to the insurance carriers. The remaining fund balance is available to cover deductibles on district plans. Overall, the Insurance Fund decreased $1.70 million in fund balance.

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

Supplementary Materials

1. Schedules of Revenues, Expenditures and Changes in Fund Balance as of June 30, 2024 (Unaudited)

CORVALLIS SCHOOL DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET (BUDGETARY BASIS)
For the Year Ended June 30, 2024 (Unaudited)

GENERAL FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	% OF BUDGET	VARIANCE FROM FINAL BUDGET
REVENUES					
Local Sources	$ 45,588,706	$ 46,617,485	$ 50,512,043	108.4%	$ 3,894,558
Intermediate Sources	896,903	882,413	767,576	87.0%	(114,837)
State Sources	43,120,405	43,354,896	45,433,586	104.8%	2,078,690
Federal Sources	190,000	190,000	293,248	154.3%	103,248
Total Revenues	**$ 89,796,014**	**$ 91,044,794**	**$ 97,006,454**	**106.5%**	**$ 5,961,660**
EXPENDITURES					
Instruction	$ 48,882,156	$ 50,016,261	$ 48,486,528	96.9%	$ 1,529,733
Support Services	40,893,419	41,196,108	41,170,506	99.9%	25,602
Enterprise and Community Services	458,995	468,735	432,181	92.2%	36,554
Facilities Acquisition and Construction	-	-	-	#DIV/0!	-
Debt Service	632,591	632,591	1,141,014	180.4%	(508,423)
Transfers of Funds	1,558,540	1,125,350	1,125,350	100.0%	-
Contingency	6,734,701	6,828,360	-	0.0%	6,828,360
Total Expenditures	**$ 99,160,402**	**$ 100,267,405**	**$ 92,355,579**	**92.1%**	**$ 7,911,826**
Excess of Revenues Over (Under) Expenditures	**$ (9,364,388)**	**$ (9,222,611)**	**$ 4,650,875**		**$ 13,873,486**
OTHER FINANCING SOURCES					
Long Term Debt Financing Sources	$ -	$ -	$ -		$ -
Total Other Financing Sources	**$ -**	**$ -**	**$ -**		**$ -**
Net Change in Fund Balance	**$ (9,364,388)**	**$ (9,222,611)**	**$ 4,650,875**		**$ 13,873,486**
Beginning Fund Balance	$ 12,030,826	$ 13,992,953	$ 14,493,943		$ 500,990
Ending Fund Balance	**$ 2,666,438**	**$ 4,770,342**	**$ 19,144,818**		**$ 14,374,476**
Contingency			2,425,161	2.5% *	
Rainy Day Reserves			4,850,323	5.0% *	
Unappropriated Reserves			11,869,334	12.2% *	
* Percent of Operating Revenue			**19,144,818**	**19.7%**	
			4,650,875		

CORVALLIS SCHOOL DISTRICT 509J
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET (BUDGETARY BASIS)
For the Year Ended June 30, 2024 (Unaudited)

SPECIAL REVENUE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	% OF BUDGET	VARIANCE FROM FINAL BUDGET
REVENUES					
Local Sources	$ 3,272,120	$ 3,377,604	$ 3,612,158	106.9%	$ 234,554
Intermediate Sources	200,000	200,000	127,935	64.0%	(72,065)
State Sources	9,702,733	10,653,445	8,618,734	80.9%	(2,034,711)
Federal Sources	10,332,858	10,561,231	8,854,121	83.8%	(1,707,110)
Total Revenues	**$ 23,507,711**	**$24,792,280**	**$ 21,212,948**	**85.6%**	**$ (3,579,332)**
EXPENDITURES					
Instruction	$ 13,000,950	$ 14,005,924	$ 10,721,577	76.6%	$ 3,284,347
Support Services	8,714,629	8,694,500	8,094,195	93.1%	600,305
Enterprise and Community Services	4,240,959	4,309,695	4,206,337	97.6%	103,358
Facilities Acquisition and Construction	1,450,000	1,750,000	1,217,578	69.6%	532,422
Transfers of Funds	-	350,000	350,000	100.0%	-
Total Expenditures	**$ 27,406,538**	**$ 29,110,119**	**$ 24,589,687**	**84.5%**	**$ 4,520,432**
Excess of Revenues Over (Under) Expenditures	**$ (3,898,827)**	**$ (4,317,839)**	**$ (3,376,739)**		**$ 941,100**
OTHER FINANCING SOURCES					
Interfund Transfers	1,558,540	1,475,350	1,475,350		-
Total Other Financing Sources	**$ 1,558,540**	**$ 1,475,350**	**$ 1,475,350**		**$ -**
Net Change in Fund Balance	**$ (2,340,287)**	**$ (2,842,489)**	**$ (1,901,389)**		**$ (8,099,764)**
Beginning Fund Balance	$ 2,340,287	$ 2,842,489	$ 2,842,531		$ 42
Ending Fund Balance	**$ -**	**$ -**	**$ 941,142**		**$ 941,142**

CORVALLIS SCHOOL DISTRICT 509J
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET (BUDGETARY BASIS)
For the Year Ended June 30, 2024 (Unaudited)

DEBT SERVICE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	% OF BUDGET	VARIANCE FROM FINAL BUDGET
REVENUES					
Local Sources	$ 18,136,615	$ 18,136,615	$ 18,289,418	100.8%	$ 152,803
Intermediate Sources	1,500	1,500	-	-	(1,500)
Total Revenues	**$ 18,138,115**	**$ 18,138,115**	**$ 18,289,418**	**100.8%**	**$ 151,303**
EXPENDITURES					
Debt Service	$ 18,291,996	$ 18,291,996	$ 18,291,995	100.0%	$ -
Contingency	1,665,738	1,665,738	-	0.0%	1,665,738
Total Expenditures	**$ 19,957,734**	**$ 19,957,734**	**$ 18,291,995**	**91.7%**	**$ 1,665,739**
Excess of Revenues Over (Under) Expenditures	**$ (1,819,619)**	**$ (1,819,619)**	**$ (2,577)**		**$ 1,817,042**
Net Change in Fund Balance	**(1,819,619)**	**(1,819,619)**	**(2,577)**		**(1,514,436)**
Beginning Fund Balance	$ 1,819,619	$ 1,819,619	$ 1,724,719		$ (94,900)
Ending Fund Balance	**$ -**	**$ -**	**$ 1,722,142**		**$ 1,722,142**

CORVALLIS SCHOOL DISTRICT 509J
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET (BUDGETARY BASIS)
For the Year Ended June 30, 2024 (Unaudited)

CAPITAL PROJECTS FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	% OF BUDGET	VARIANCE FROM FINAL BUDGET
REVENUES					
Local Sources	$ 125,000	$ 125,000	$ (390,148)	-312.1%	$ (515,148)
State Sources	-	-	17,319		17,319
Federal Sources	-	-	35,520	-	35,520
Total Revenues	**$ 125,000**	**$ 125,000**	**$ (337,309)**	**-269.8%**	**$ (462,309)**
EXPENDITURES					
Facilities Acquisition and Construction	18,125,000	18,125,000	8,935,849	49.3%	9,189,151
Total Expenditures	**$ 18,125,000**	**$ 18,125,000**	**$ 8,935,849**	**49.3%**	**$ 9,189,151**
Excess of Revenues Over (Under) Expenditures	**$ (18,000,000)**	**$ (18,000,000)**	**$ (9,273,158)**		**$ 8,726,842**
Net Change in Fund Balance	**(18,000,000)**	**(18,000,000)**	**(9,273,158)**		**8,726,842**
Beginning Fund Balance	$ 18,000,000	$ 18,000,000	$ 9,273,642		$ (8,726,358)
Ending Fund Balance	**$ -**	**$ -**	**$ 484**		**$ 484**

CORVALLIS SCHOOL DISTRICT 509J
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET (BUDGETARY BASIS)
For the Year Ended June 30, 2024 (Unaudited)

INTERNAL SERVICES FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	% OF BUDGET	VARIANCE FROM FINAL BUDGET
REVENUES					
Local Sources	$ 15,855,000	$ 15,855,000	$ 15,791,302	99.6%	$ (63,698)
Total Revenues	**$ 15,855,000**	**$ 15,855,000**	**$ 15,791,302**	**99.6%**	**$ (63,698)**
EXPENDITURES					
Instruction	$ 678,664	$ 2,533,893	$ 1,939,768	76.6%	$ 594,125
Support Services	16,275,274	14,357,409	15,467,253	1	(1,109,844)
Enterprise and Community Services	30,392	91,709	78,653	1	13,056
Facilities Acquisition and Construction	2,267	3,586	2,331	1	1,255
Contingency	6,069,603	6,069,603	-	0.0%	6,069,603
Total Expenditures	**$ 23,056,200**	**$ 23,056,200**	**$ 17,488,006**	**75.8%**	**$ 5,568,194**
Excess of Revenues Over, (Under) Expenditures	**$ (7,201,200)**	**$ (7,201,200)**	**$ (1,696,704)**		**$ 5,504,496**
Net Change in Fund Balance	**$ (7,201,200)**	**$ (7,201,200)**	**$ (1,696,704)**		**$ 5,504,496**
Beginning Fund Balance	$ 7,201,200	$ 7,201,200	$ 9,766,165		$ 2,564,965
Ending Fund Balance	**$ -**	**$ -**	**$ 8,069,461**		**$ 8,069,461**

Corvallis
SCHOOL DISTRICT

XIV.B. Board Policies -- **FOR INFORMATION**

XIV.B.1. Policy AC — Nondiscrimination — Revision -- First Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: September 5, 2024

NO ACTION REQUIRED

Board Policy AC—Nondiscrimination—Revision—First Read

Background

House Bill 2281 (2023), effective January 1, 2024, requires a district school board to designate one or more civil rights coordinators for the district. According to HB 2281, the civil rights coordinator may be an employee of the district or the district may contract with an ESD for the services of a civil rights coordinator.

The role of the civil rights coordinator is detailed in OAR 581-021-0660 and includes overseeing district compliance with state and federal laws prohibiting discrimination in public education and ensuring the resolution of district investigations of complaints alleging and substantiating discrimination.

There is no current requirement for language to be added to board policy or administrative regulation. However, based on a recommendation from OSBA, our district is choosing to add the proposed language to policy AC – Nondiscrimination regarding the designation of a civil rights coordinator by the superintendent.

The district will provide a notice of the designated civil rights coordinator and contact information on the district's website for all staff, students, and families.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions

Corvallis
SCHOOL DISTRICT

Code: AC
Adopted: 8/96
Revised/Readopted: 1/11/99, 2/11/02, 9/12/05, 12/10/07, 5/4/09, 12/13/10, 8/18/14, 12/7/17, 12/19/19, 2/3/22

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race[1], color, religion, sex, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veteran's status; or because of the perceived or actual race, color, religion, sex, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veteran's status of any other person with whom the individual associates.

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

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

The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students, and families.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI, and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees, and the public. Such procedures will be available at the district's administrative office and available on the home page of the district's website.

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

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

END OF POLICY

Legal References:

ORS 174.100	ORS 659A.001	ORS 659A.309
ORS 192.630	ORS 659A.003	ORS 659A.321
ORS 326.051(1)(e)	ORS 659A.006	ORS 659A.409
ORS 332.505	ORS 659A.009	OAR 581-002-0001 to 0005
ORS 408.230	ORS 659A.029	OAR 581-021-0045
ORS 659.805	ORS 659A.030	OAR 581-021-0046
ORS 659.815	ORS 659A.040	OAR 581-021-0047
ORS 659.850 to 860	ORS 659A.103 to 145	OAR 581-022-2310
ORS 659.865	ORS 659A.230 to 233	OAR 581-022-2370
ORS 659.870	ORS 659A.236	OAR 839-003

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).
~~House Bill 2935 (2021).~~
~~House Bill 3041 (2021)~~

Corvallis
SCHOOL DISTRICT

XIV.B.2. Policy GBEA-AR — Workplace Harassment Reporting and Procedure — Revised -- First Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: September 5, 2024

NO ACTION REQUIRED

Board Policy GBEA-AR—Workplace Harassment Reporting and Procedure—Revised—First Reading

Background

These administrative regulations describe how any employee who believes they have been a victim of workplace harassment can report that harassment and what process they can expect in the case of an investigation.

The only update to these administrative regulations is the change to the notice of non-discrimination at the bottom of the forms.. This notice names Rynda Gregory as the Title IX coordinator for the district.

Involvement

Staff members: Melissa Harder, & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.

Corvallis SCHOOL DISTRICT

Code: GBEA-AR
Adopted: 2/6/20
Revised/Readopted:

Workplace Harassment Reporting and Procedure

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report to the Human Resources Director or to the Assistant Superintendent if the alleged harassment involves the Human Resources Director. A district employee may also file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law.

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082 or 659A.112 or section 4 of Senate Bill 479 (2019) must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

Investigation Procedure

The Human Resources Director is responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves the Human Resources Director, the employee may report to Assistant Superintendent. All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

1. Document the alleged, reported incident of workplace harassment;

2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;

3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and

4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The investigator shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent's office.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent shall review the investigators report and findings. The superintendent will arrange such meetings with the complainant and other affected parties as deemed necessary by the superintendent to discuss the appeal. The superintendent shall provide a written decision to the complainant within 10 working days after receipt of the appeal.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

If the Board chooses not to hear the appeal, the superintendent's decision in Step 2 is final.]

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information[1] required to be issued to the complainant as described in this

[1] Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 30 days, in open session what action if any is warranted. The Board chair shall notify the complainant in writing within 10 days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Follow-up Procedures

The Human Resources Director will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the Human Resources Director received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The Human Resources Director will document the record of this follow-up. The Human Resources Director will continue follow-up in this manner until and unless the employee directs the Human Resources Director in writing to stop.

Other Reporting Options and Filing Information

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

Corvallis
SCHOOL DISTRICT

WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM

Name of person making report/complainant: _____

Position of person making report/complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

_____

Description of alleged misconduct: _____

_____

_____

Name of witnesses (if any): _____

_____

_____

Evidence of workplace harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

_____

Any other information: _____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

~~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 person has 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 | ~~1555 SW 35th Street, Corvallis, OR 97333~~

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: Rynda Gregory, Human Resources Administrator and Title IX Coordinator: rynda.gregory@corvallis.k12.or.us, 971-217-6309; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Sabrina Wood, Special Education Coordinator and ADA Title II Complaints: sabrina.wood@corvallis.k12.or.us

Corvallis
SCHOOL DISTRICT

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

_____

_____

_____

_____

Any Other Information: _____

_____

_____

_____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

~~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 person has 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 | 1555 SW 35th Street, Corvallis, OR 97333~~

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: Rynda Gregory, Human Resources Administrator and Title IX Coordinator: rynda.gregory@corvallis.k12.or.us, 971-217-6309; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Sabrina Wood, Special Education Coordinator and ADA Title II Complaints: sabrina.wood@corvallis.k12.or.us

Corvallis
SCHOOL DISTRICT

XIV.B.3. Policy GBN/JBA-AR(1) — Sexual Harassment Complaint Procedure — Revised -- First Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: September 5, 2024

NO ACTION REQUIRED

Board Policy GBN/JBA-AR(1)—Sexual Harassment Complaint Procedure—Revised—First Reading

Background

These administrative regulations describe the procedure when an employee files a sexual harassment complaint.

The changes to these administrative regulations are naming Rynda Gregory as the Title IX coordinator for the district and updating the notice of nondiscrimination.

Involvement

Staff members: Melissa Harder, & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.

Corvallis SCHOOL DISTRICT

Code: GBN/JBA-AR(1)
Adopted: 6/28/99
Revised/Readopted: 11/4/02, 4/2/12, 3/10/14, 1/10/19, 9/10/20

Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name: ~~Jennifer Duvall~~Rynda Gregory
Position: ~~Human Resources Director and~~ Title IX Coordinator
Phone: 541-757-5840
Email: ~~jennifer.duvall@corvallis.k12.or.us~~ rynda.gregory@corvallis.k12.or.us

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

Step 1 The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the

appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final[1].

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the

[1] If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

Corvallis School District
1555 SW 35th Street – Corvallis OR – 97333
Phone – 541-757-5911

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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Coordinator: rynda.gregory@corvallis.k12.or.us, 971-217-6309; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Sabrina Wood, Special Education Coordinator and ADA Title II Complaints: sabrina.wood@corvallis.k12.or.us

Corvallis School District
1555 SW 35th Street – Corvallis OR – 97333
Phone – 541-757-5911

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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Corvallis
SCHOOL DISTRICT

XIV.B.4. Policy GBNAA-JHFF-AR — Suspected Sexual Conduct Report Procedures and Form — Revised -- First Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: September 5, 2024

NO ACTION REQUIRED

Board Policy GBNAA-JHFF-AR—Suspected Sexual Conduct Report Procedures and Form—Revised—First Reading

Background

These administrative regulations describe the reporting procedures when a district designee receives a report of suspected sexual conduct by a district employee or contractor.

The only update to these administrative regulations is the change to the notice of non-discrimination at the bottom of the forms. This notice names Rynda Gregory as the Title IX coordinator for the district.

Involvement

Staff members: Melissa Harder, & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.

Code: GBNAA/JHFF-AR
Adopted: 1/9/20
Revised/Readopted:

Suspected Sexual Conduct Report Procedures and Form

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed[1] through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave[2] and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district shall prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement

[1] "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.
[2] The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

A "substantiated report" means a report of sexual conduct that TSPC or ODE determines is founded.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;

2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and

3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;

4. Obligations of district employees under adopted board policies to report suspected sexual conduct; and

5. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

Corvallis
SCHOOL DISTRICT

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

_____

Description of suspected sexual conduct: _____

_____

_____

Name of witnesses (if any): _____

_____

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): ____

_____

Any other information: _____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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~~541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333~~

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Corvallis
SCHOOL DISTRICT

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

_____

_____

_____

_____

Any other information: _____

_____

_____

_____

_____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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Corvallis
SCHOOL DISTRICT

XIV.B.5. Policy JBA/GBN-AR(1) — Sexual Harassment Complaint Procedure — Revised -- First Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: September 5, 2024

NO ACTION REQUIRED

Board Policy JBA/GBN-AR(1)—Sexual Harassment Complaint Procedure—Revised—First Reading

Background

These administrative regulations describe the procedure when a student files a sexual harassment complaint.

The changes to these administrative regulations are naming Rynda Gregory as the Title IX coordinator for the district and updating the notice of nondiscrimination.

Involvement

Staff members: Melissa Harder, & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.

Corvallis SCHOOL DISTRICT

Code: JBA/GBN-AR(1)
Adopted: 6/28/99
Revised/Readopted: 11/4/02, 4/2/12, 3/10/14, 1/10/19, 9/10/20

Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name: ~~Jennifer Duvall~~Rynda Gregory
Position: ~~Human Resources Director and~~ Title IX Coordinator
Phone: 541-757-5840
Email: ~~jennifer.duvall@corvallis.k12.or.us~~ rynda.gregory@corvallis.k12.or.us

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy JBA/GBN - Sexual Harassment.

Step 1 The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy JBA/GBN - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the

appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final[1].

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the

[1] If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

Corvallis School District
1555 SW 35th Street – Corvallis OR – 97333
Phone – 541-757-5911

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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Coordinator: rynda.gregory@corvallis.k12.or.us, 971-217-6309; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Sabrina Wood, Special Education Coordinator and ADA Title II Complaints: sabrina.wood@corvallis.k12.or.us

Corvallis School District
1555 SW 35th Street – Corvallis OR – 97333
Phone – 541-757-5911

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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Corvallis
SCHOOL DISTRICT

XIV.B.6. Policy JHFF-GBNAA-AR — Suspected Sexual Conduct Report Procedures and Form — Revised -- First Reading

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: September 5, 2024

NO ACTION REQUIRED

Board Policy JHFF-GBNAA-AR—Suspected Sexual Conduct Report Procedures and Form—Revised—First Reading

Background

These administrative regulations describe the reporting procedures when a district designee receives a report of suspected sexual conduct by a district employee or contractor.

The only update to these administrative regulations is the change to the notice of non-discrimination at the bottom of the forms. This notice names Rynda Gregory as the Title IX coordinator for the district.

Involvement

Staff members: Melissa Harder, & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.

Corvallis SCHOOL DISTRICT

Code: JHFF/GBNAA-AR
Adopted: 11/8/10
Revised/Readopted: 1/9/20

Suspected Sexual Conduct Report Procedures and Form

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed[1] through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave[2] and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district shall prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement

[1] "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.
[2] The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

A "substantiated report" means a report of sexual conduct that TSPC or ODE determines is founded.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;

2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and

3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;

4. Obligations of district employees under adopted board policies to report suspected sexual conduct; and

5. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

Corvallis
SCHOOL DISTRICT

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

Description of suspected sexual conduct: _____

Name of witnesses (if any): _____

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): ____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

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Corvallis
SCHOOL DISTRICT

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

~~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 person has 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 | 1555 SW 35th Street, Corvallis, OR 97333~~

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: Rynda Gregory, Human Resources Administrator and Title IX Coordinator: rynda.gregory@corvallis.k12.or.us, 971-217-6309; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Sabrina Wood, Special Education Coordinator and ADA Title II Complaints: sabrina.wood@corvallis.k12.or.us

Corvallis
SCHOOL DISTRICT

XV. BOARD MEMBER COMMENTS (8:50 p.m.)*

XVI. ADJOURNMENT (9:45 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