Alsea School Board Meeting

Thursday, June 20, 2024 6:00 PM
Alsea School Library, 301 S 3rd St, Alsea, OR 97324

1. **Call to Order**
   a. Approval of Agenda
2. **Consent Agenda**
   a. Approval of Minutes - May 16, 2024

Alsea School Board Meeting Thursday,
May 16, 2024
7:00 PM
Alsea School Library

Alsea School District 7J 301 South 3rd Street Alsea, OR 97324
541.487.4305

Board Members present: Risteen Follett, Soren Rounds Jamie Olsen and Russ Ceperich
Board Members absent: Deb Lindberg
Staff Members present: Krista Nieraeth, Don Staehely and Lora Nickle
Staff present online: Heather Shunk, Brynn Campbell, Bart Rothenberger

1. **Call to Order - 7:01 PM**
   a. Flag Salute
   b. Approval of Agenda
      Agenda approved with the addition of 5c. under new business to discuss the dates of the June and July meetings.

2. **Consent Agenda**
   a. Approval of Minutes - April 17, 2024
   b. Budget Committee Minutes - April 23, 2024
      Soren Rounds approved the consent agenda as presented. Russ Ceperich seconded. Jamie Olsen noted that Russ Ceperich was not listed as a board member present at the April meeting. With the correction the agenda was approved 4-0

3. **Patron Comments:**
   Soren Rounds read a message sent to the Board from Deb Lindberg - " Tonight I would like to take a moment and thank the students in the Art Class for all their hard work. As you go around town, you can see the efforts they are making in helping businesses such as mine. The class not only repainted my sign but one of the students redesigned it. It looks fabulous.
   As a business owner and a community member I am proud of all their efforts. As these students get older and go through town they will look at not only my sign but John boys and now the grange signs and know they were a part of making our town just a bit nicer. For all their hard work, when I return I will be making a donation to the art class on behalf of Deb's Cafe.

4. **Reports**
   a. Superintendent Report
      Ms. Nieraeth presented the Superintendent, COPS-SVPP and Regular Attenders reports. Documents available online. The board discussed the Regular Attender report at length asking clarifying questions.
      i. COPS-SVPP
      ii. Regular Attenders
   b. K-6 Brick and Mortar Principal Report
      Ms. Nieraeth presented the K-6 report for the building. Documents available online.
   c. K-5 LaHO Principal Report
      Ms. Shunk thanked Jamie Olsen for attending a LaHO classroom. She presented the LaHO report. Documents available online.
   d. 7-12 Brick and Mortar Principal Report
      i. Senior Spotlights
      Mr. Rothenberger presented the 7-12 report. Documents available online.

e. Financial Report
Mr. Staehely presented the financial report. Documents available online.

f. Bond Update
Chris and Nancy Giggy were not able to be present. Documents available online.

g. Enrollment
Ms. Nieraeth presented the enrollment report. She let the Board know what we are doing as a school district to market our school and LaHO to bring enrollment numbers up. Documents available online.

h. Safety
Ms. Nickle presented the safety committee report. Documents available online.

5. New Business

a. WLA .ASD Transportation Contract
Ms. Nieraeth presented the 2-year contract. Documents available online. No discussion. Russ Ceperich approved the Transportation Services Agreement between Alsea School District and Willamette Leadership Academy. Jamie Olsen seconded. Motion carried 4-0.

b. WLA.ASD Bus Purchases Recommendation
Mr. Rothenberger presented his recommendation to purchase two 77 passenger buses for WLA. WLA will be responsible for the lease payments each month. No discussion. Jamie Olsen motioned to approve Resolution 24-07 as presented. Russ Ceperich seconded. Motion carried 4-0.

c. Discuss dates for June and July board meetings.
June conflict of date, move the June meeting from June 13th to the following week. June 20th at 7:00 PM. July conflict no power at the school due to construction. Move the July 11th meeting to July 25th. Jamie Olsen motioned to approve the dates of June 20th and July 25th as the next board meetings. Russ Ceperich seconded. Motion carried 4-0.

6. Old Business

a. K - 6 Math Curriculum Adoption
Russ Ceperich motioned to accept the K-6 Math Curriculum Adoption. Soren Rounds seconded. The board discussed. Motion carried 4-0.

b. Resilience Grant Update
Ms. Nieraeth updated the board. Benton County Foundation needed to decline partnering with us at this time due to their own staffing issues. However, we will continue to move forward with upgrading to a commercial kitchen.

7. First Reading *(Shaded words are new/strikethroughs are deleted)

8. Second Reading

a. AC – Nondiscrimination
b. CBG – Evaluation of the Superintendent
c. CCG – Evaluation of Administrators
d. EBBB – Injury or Illness Reports
e. EBC – Emergency Plan and First Aid
f. EBCA – Safety Threats
g. EBCB – Emergency Procedure Drills and Instruction
h. GBEB – Communicable Diseases in Schools
i. GBEB-AR – Communicable Diseases in Schools
j. GBN/JBA – Sexual Harassment
k. GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements
l. GBNAB/JHFE-AR – Reporting of Suspected Abuse of a Child
m. GCDA/GDDA – Criminal Records Check and Fingerprinting
n. IGBAF – Special Education - Individualized Education Program (IEP)

o. IGBAF-AR - Special Education: Individualized Education Program (IEP)
p. IGBAG - Special Education - Procedure Safeguards
q. IKC - Class Rankings
r. JBA/GBN - Sexual Harassment
s. JBAA-AR - Section 504 - Students**/*
t. JEA - Compulsory Attendance
u. JEA-AR - Compulsory Attendance
v. JGAB - Use of Restraint or Seclusion
w. JGAB-AR - Use of Restraint or Seclusion
x. JHCA/JHCB - Immunization and School Sports Participation
y. JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements
z. JHFE/GBNAB-AR - Reporting of Suspected Abuse of a Child
aa. KBA-AR - Public Records Request

Russ Ceperich motioned to approve all of the second readings as presented. Jamie Olsen seconded. No discussion. Motion carried 4-0.

9. Board Comments

Jamie Olsen wanted to know what the board's role and expectation is for graduation. Ms. Nieraeth said that she would ask that question of Mr. Rothenberger and Ms. Wilson and let the board know as soon as possible.

Risteen Follett commented about all the hard work that everybody has done this year. The board, the staff and the students.

Jamie Olsen had a question about overnight trips and board approval. Risteen recommended that Jamie and Krista meet to discuss her concerns.

10. Future Agenda Items

11. Key Dates

May 17th - Prom
May 21st, Budget Committee Meeting, 6:00 PM May 30th - Senior Banquet, 6:00 PM
June 7th - Graduation, 7:00 PM
June 11th - 6th, 7th and 8th - Awards Night and Promotion, 6:00 PM June 13th - Last Day of School (Half Day)
June 13th - Regular School Board Meeting, 7:00 PM

Meeting adjourned at: 8:28 PM

_____ _____

Risteen Follett, Board Chair Date 8:28

Krista Nieraeth, Superintendent Date

b. Budget Committee minutes - 5.21.2024

Alsea Budget Committee Meeting
Tuesday, May 21, 2024
6:00 PM
Alsea School Library

Alsea School District 7J 301
South 3rd Street Alsea, OR 97324
541.487.4305

Zoom Link: https://us06web.zoom.us/j/89615198648?pwd=C6zFEcwbYEfAY2o8AcmdzV1VTNOCEt.1

Board Members Present: Risteen Follett, Soren Rounds, Jamie Olsen, Russ Ceperich
Budget Committee Members Present: Kimberly Lanning, Kathy Gamler, MacKenzie Webb, Cheryl VanLeuven
Budget Committee Members Absent: Tracy Foster
Staff Present: Krista Nieraeth, Don Staehely, Lora Nickle
Online Attendees: Heather Shunk, Holly Olsen, Bart Rothenberger

1. **Call to Order** - 6:11 PM
   Speaker(s): Kim Lanning
   a. Flag Salute

2. A**pproval of Agenda**

   Risteen Follett approved the agenda as presented. Russ Ceperich seconded. Motion carried 8-0.

3. **Approval of Minutes** - April 23, 2024

   Soren Rounds approved the minutes as presented. Cheryl VanLeuven seconded. Motion carried 8-0

4. **Budget Discussion**
   Speaker(s): Don Staehely/Krista Nieraeth
   Mr. Staehely explained the history of the Education Service District and how their services became a part of small school districts. He explained the Tier I and Tier II services are provided for Alsea. Ms. Nieraeth explained how she 'buys' services, mainly Special Education services for our district.
   a. Review 2024-25 Proposed Budget
   b. Recommended Changes to the 2024-25 Proposed Budget

      Mr. Staehely gave an overview of the revised changes to the proposed budget as reflected in the Budget approval Resolution. On May 13, 2024, an award letter from Business Oregon for Seismic Rehabilitation Grant. An adjustment in the General Fund beginning balance as well as a balance transfer to the Capital Project funds.
   c. Discussion / Questions

      The Budget Committee and Board members discussed length and asked clarifying questions.

5. Next Meeting Date May 28th or Approve Proposed Budget Resolution
   Cheryl VanLeuven motioned to approve the 2024-2025 Budget Approval Resolution as presented. Risteen Follett seconded. Motion carried 8-0.

6. Meeting Adjourned 7:11 PM

_____ _____

Risteen Follett, Board Chair Date Krista Nieraeth, Superintendent Date

c. Hires -
Nicolaas VanDerZwan, MS/HS Science Teacher

d. Resignations -
Bart Rothenberger, 7-12 Principal, Athletic Director, and Transportation Director

e. Retirement - Jan Olsen, Instructional Assistant III

3. **Patron Comments:**
The Alsea School Board of Directors values the opinions and input of students, staff, parents, and community members. Although board meetings are held in public, they are not meetings of the public. Please keep your comments to 3 minutes or less. If you intend to speak to the board this evening, you will need to fill out one of the blue comment cards and hand it to the Board Secretary, Lora Nickle. Public comments may also be made via Zoom. If you intend to speak via Zoom, please put your name in the comments so that the board chair can call on you. Before you begin your comments, please state your name and if you are speaking for an organization, please state that organization. For more information about public comments at a board meeting, please see Alsea School District Policy BDDH.

4. **Reports**

a. Superintendent Report

Alsea School District

June Board Meeting Board Report

Krista Nieraeth, Superintendent and Special Education Director

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1. **CEP Update for Food Service**

   The District has been approved to participate in the USDA Community Eligibility Provision (CEP) for the next four years. This provides free breakfast and lunch to our students. Thank you to Don, Lora, and Roxie for their hard work in getting the data together and submitting it to ODE for approval.

2. **Outdoor School Update**

   The district has successfully completed all reports for this year's Outdoor School and submitted them to OSU. We are waiting for approval and then we should be reimbursed for all costs that are associated with sending students to Outdoor School.

3. **Food Service Contract with Corvallis**

   We renewed our food service contract with Corvallis for the 2024 – 2025 school year. This contract goes into effect July 1, 2024, and ends June 30, 2025. The duties and responsibilities of CSD remain the same as in prior years. We are paying $38,850 per year for their services.

4. **COPS – SVPP Grant**

   I submitted on Friday, June 14th, the COPS – SVPP Grant for School Safety. The budget I submitted included a schoolwide intercom system, new exterior doors, and automatic closing and locking systems for a total of $331,131. With this grant, the district must match 25% of the total budget, which is $82,783. We should know by Fall 2024 if we are recipients of this grant.

5. **Summer School**

   The district will be hosting online summer school for students in grades 8 – 11. This is a time for students to gain credits towards their graduation requirements, as well as earn necessary credits that they did not earn earlier in their careers. We currently have 6 students signed up for summer school, and they are able to access classes on June 21st. We will be using the Edgenuity platform and Kayla Wilson is the Summer School monitor. Our ability to provide this to our students comes entirely from the SIA grant.

6. **Construction Logistics for Seismic Grant**

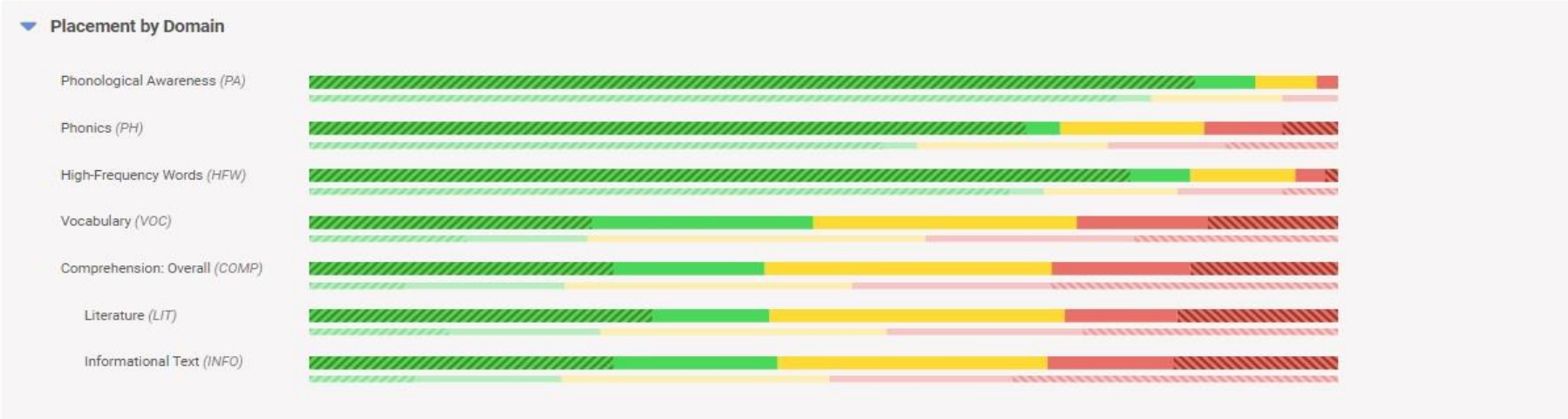
   Don and I have been working with the Giggys to discuss logistics for the Seismic Grant, as well as consulting our legal counsel to ensure that the District is meeting all legal requirements.

7. End of Year i – Ready results

Final results of our I – Ready Diagnostic testing are in. Overall, we saw growth as a district, but we do have a long ways to go. Highlights include:

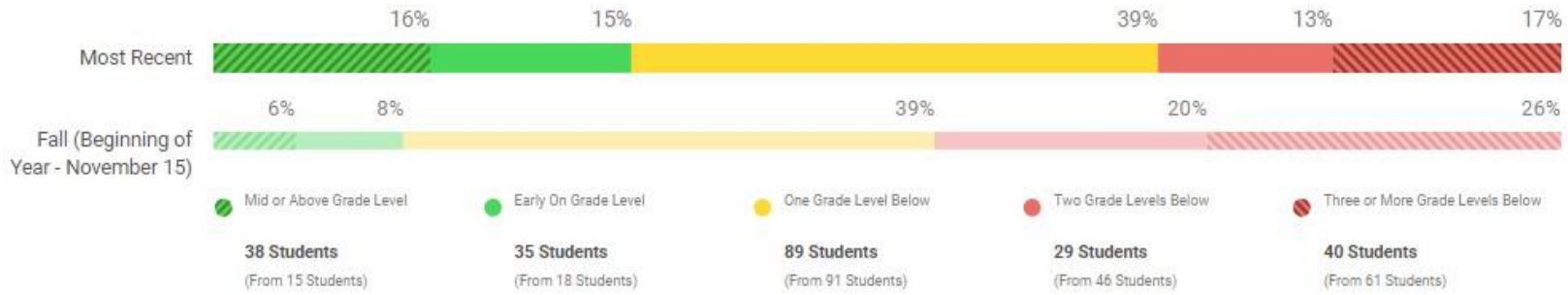
- Reading proficiency increased from 23% to 44%, while students who were two or more grade levels behind decreased from 44% to 25%.
- Overall, our students made 122% growth in reading based on national standards.
- Math proficiency increased from 14% to 31%, while students who were two or more grade levels behind decreased from 46% to 30%.
- Overall, our students made 79% growth in math based on national standards.





Overall Placement

Students Assessed/Total: **231/244**



The Mapping Between 5-Level and 3-Level Placements

Placement by Domain



8. Facilities/Maintenance

Keenan has been gearing up for the summer projects. We will have at least 3 custodial/maintenance workers with Keenan this summer to help with projects, including cleaning of the building.

These projects include:

- Cleaning and painting the grandstands/install motion light to the back of the grandstands
- Removal of Surplus items/general clean up around the school property
- Remove two sets of lockers and replace tiles in the HS hallway
- Replace kindergarten and 2nd grade doors
- Install new doors and trim in the 4/5/6 grade bathrooms
- Install outlets for outside cameras
- Move classrooms and offices

Please remember due to construction, our building will be closed to all except maintenance employees and administration from June 24th – August 9th.

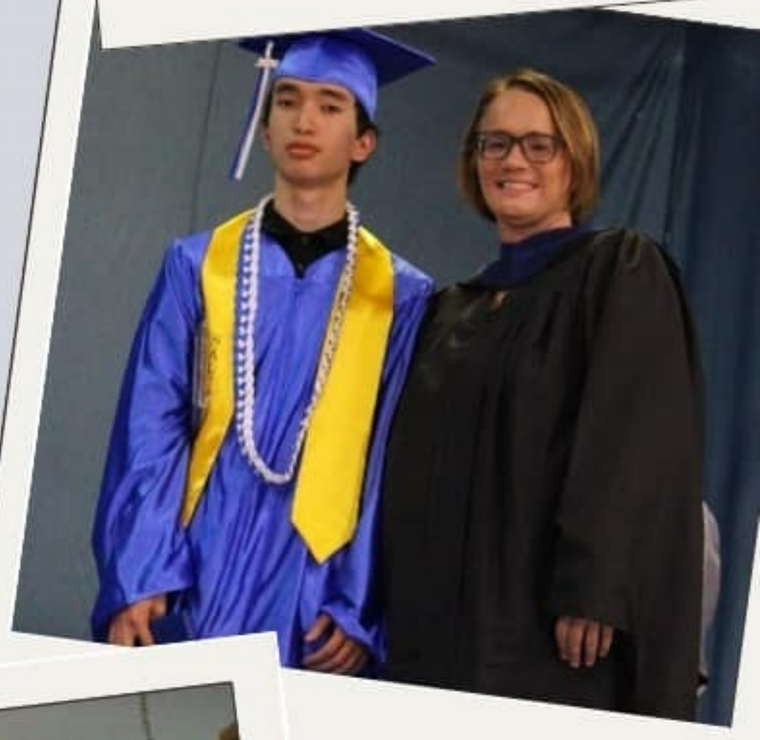


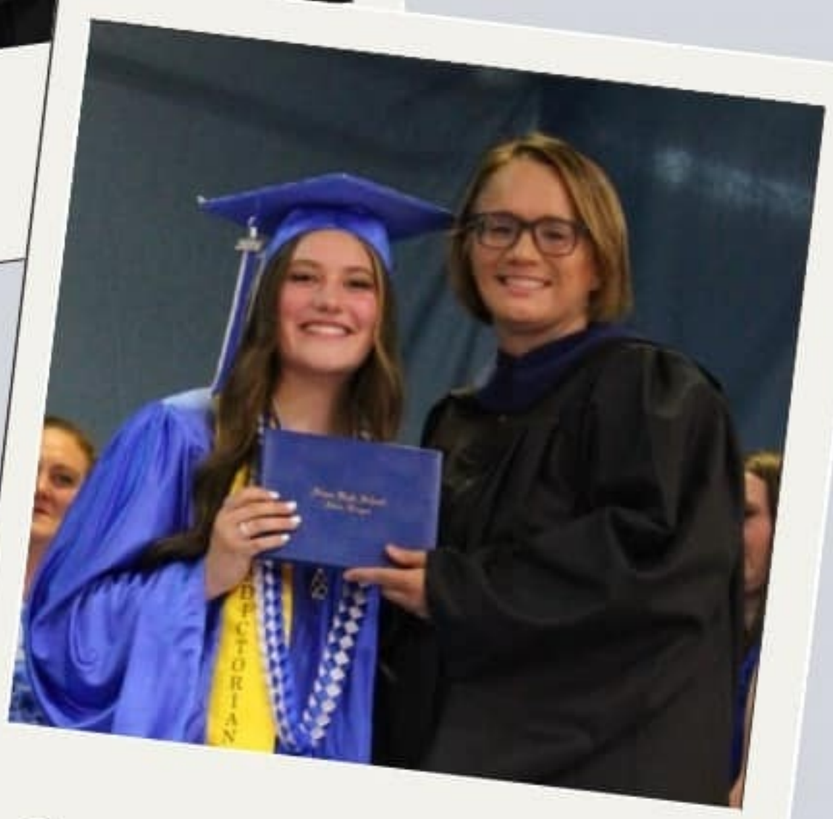




ALSEA HIGH SCHOOL









Fearless

CLASS OF 2024

i. Regular Attenders

REGULAR ATTENDERS

Grade Level	Enrollment #	01-Oct	Enrollment #	01-Nov	Enrollment #	01-Dec	Enrollment #	01-Jan	Enrollment #	01-Feb	Enrollment #	01-Mar	Enrollment #	01-Apr	Enrollment #	01-May	Enrollment #	01-Jun
KG	18	77.78%	18	50.00%	16	43.75%	16	43.75%	16	56.25%	17	70.59%	17	70.59%	16	75.00%	16	68.75%
1st	42	83.33%	39	84.62%	39	82.05%	39	79.49%	40	80.00%	40	72.50%	39	76.92%	39	82.05%	39	79.49%
2nd	36	72.22%	36	69.44%	37	78.38%	37	81.08%	37	83.78%	37	86.49%	37	91.89%	37	89.19%	35	91.89%
3rd	32	77.42%	30	83.33%	29	89.66%	29	79.31%	28	71.43%	28	71.43%	27	77.78%	25	72.00%	26	69.23%
4th	25	76.00%	26	73.08%	25	72.00%	25	64.00%	25	64.00%	24	54.17%	24	70.83%	24	70.83%	24	66.67%
5th	24	70.83%	26	50.00%	25	48.00%	25	40.00%	24	45.83%	21	52.38%	21	61.11%	18	55.56%	18	61.11%
6th	13	78.57%	13	76.92%	12	66.67%	12	66.67%	12	75.00%	13	76.92%	13	84.62%	15	66.67%	15	66.67%
7th	20	68.42%	18	61.11%	19	47.37%	18	27.78%	17	47.06%	17	42.11%	17	47.06%	17	52.94%	17	46.06%
8th	13	76.92%	13	61.54%	13	61.54%	13	53.85%	13	46.15%	13	38.46%	13	46.15%	13	46.16%	12	58.33%
9th	22	68.18%	22	63.64%	23	56.52%	23	56.52%	22	63.64%	20	65.00%	17	70.59%	16	68.75%	16	75.00%
10th	12	66.67%	12	58.33%	12	50.00%	12	58.33%	12	66.67%	12	58.33%	12	50.00%	11	72.73%	11	72.73%
11th	14	78.57%	13	53.85%	14	57.14%	14	57.14%	14	57.14%	13	46.15%	13	30.77%	13	23.08%	13	23.08%
12th	11	38.46%	10	30.00%	10	20.00%	10	20.00%	10	20.00%	10	30.00%	8	25.00%	8	25.00%	8	25.00%
Schoolwide	**282**	**71.80%**	**276**	**62.76%**	**274**	**59.47%**	**273**	**55.99%**	**270**	**59.77%**	**265**	**58.81%**	**258**	**61.79%**	**252**	**61.54%**	**250**	**61.85%**

b. K-6 Brick and Mortar Principal Report

Alsea School District

June School Board Report – K-6 B&M School

Krista Nieraeth, Principal

School / Classroom Updates / Accomplishments

- May's Theme for Student of the Month was Excellence. Congratulations to the following students for being chosen as May's Student of the Month!

Kindergarten: Ivan Olsen
1st Grade: Reese Pedder
2nd Grade: Arya Larson
3rd Grade: Kaylee Nelson
4th Grade: Logan Cleveland
5th Grade: Ashlyn Sapp
6th Grade: Connor Grimm



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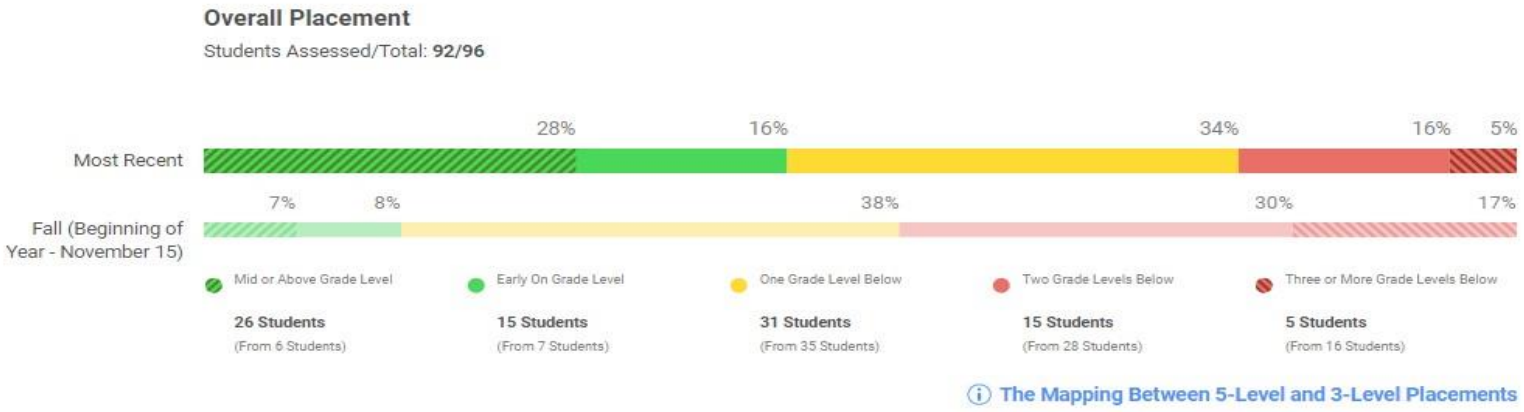
LIKE | SHARE | FOLLOW

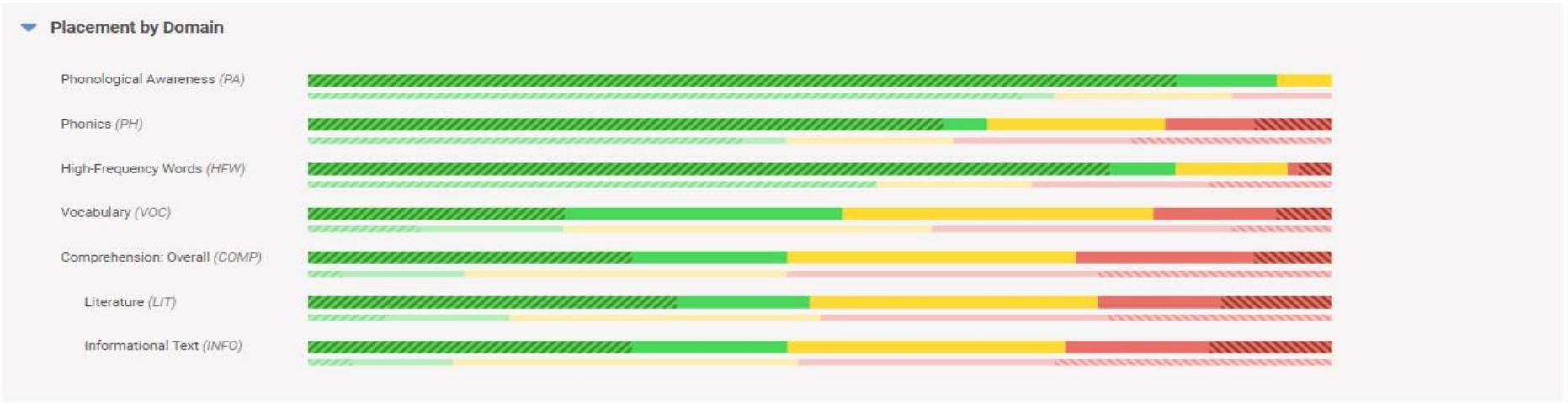
June's Theme for Student of the Month was Sincere. Congratulations to the following students for being chosen as June's Student of the Month

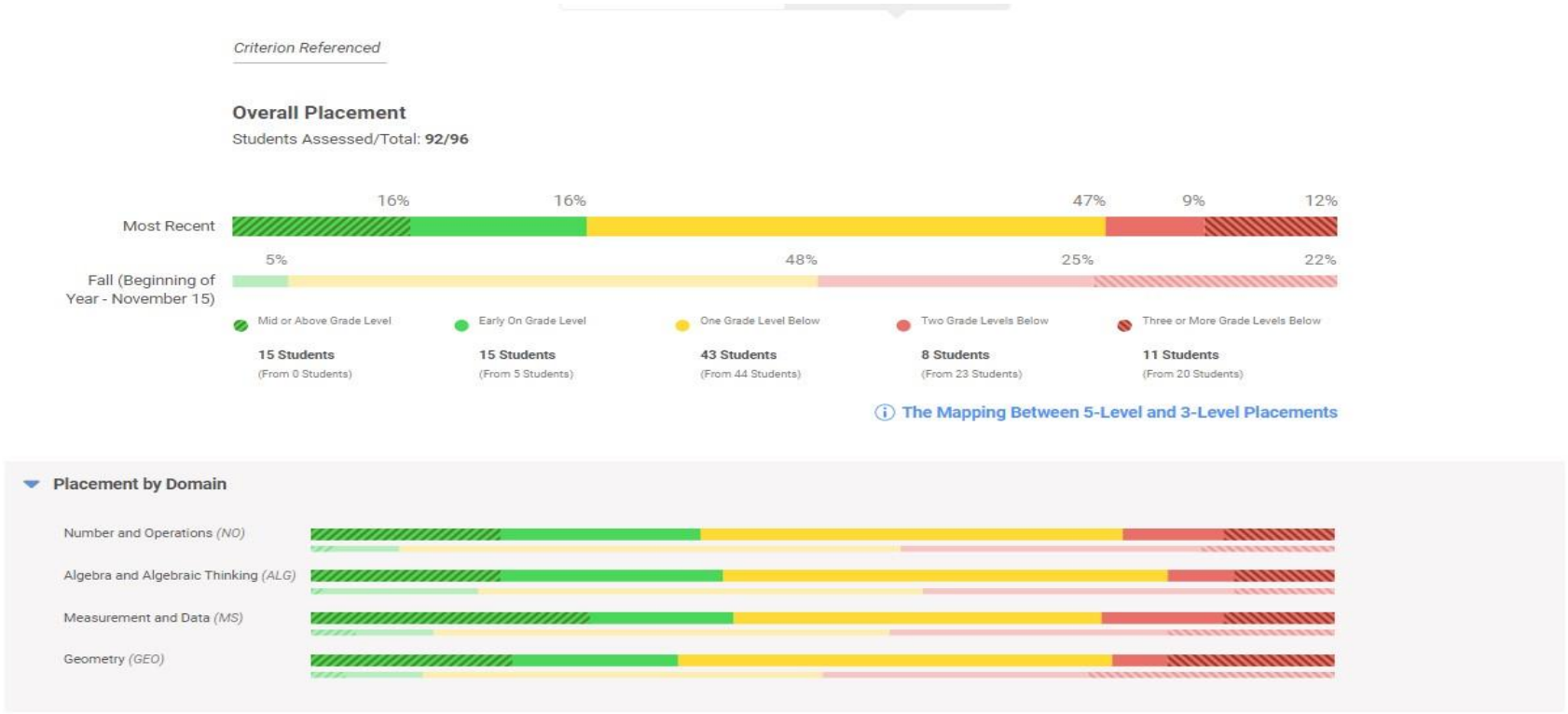
Kindergarten: Oaklynn Burk
1st Grade: Marlene Wamsley
2nd Grade: Harley Wamsley
3rd Grade: Ryder Petersen
4th Grade: Rylee Spohn
5th Grade: Taryn Woosley
6th Grade: Clove MacDonald

- For the I – ready end of year results, there were improvements that we saw. For reading, K - 6 students at grade level or above rose from 15% at the beginning of the year to 44% and the students at 2 or more grade levels below decreased from 47% to 21%. For math, K - 6 students at grade level or above rose from 5% at the beginning of the year to 32% and the students at 2 or more grade levels below decreased from 47% to 21%.

  Overall, there was progress, but we do have a long ways to go. We will be using lessons learned from using this program from this year to improve our structure for next year.





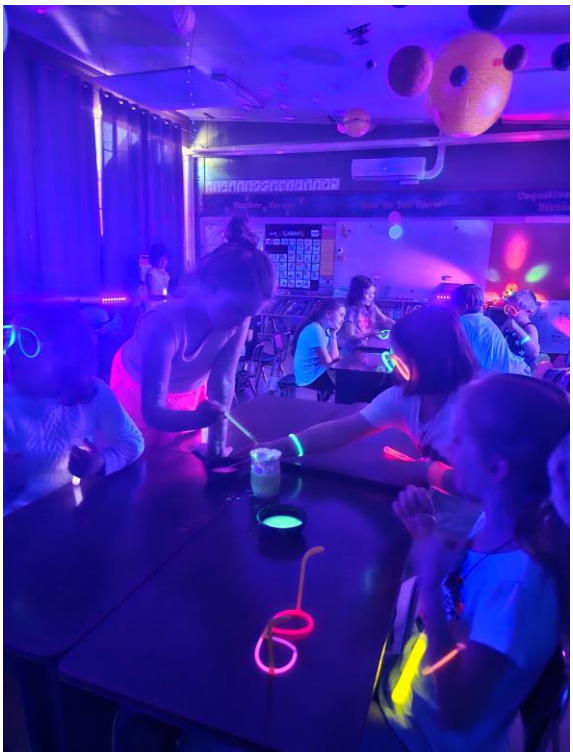




- The Benton County Sheriff's Office Marine Division visited Alsea on May 23rd to educate our K - 8 students about water safety. It was a great presentation that the students LOVED and we appreciate that BCSO came to visit us!

- Ms. Pinion's 3rd grade class held a Black Light Party at school to learn about Chemical Reactions and how the environment could affect those reactions.









- Field Day was a success! Students from Grade K – 6 spent the afternoon outside, competing in 7 different activities and ending the day with popsicles! Thank you to our parent volunteers, our Aides, Mr. Pearson and the teachers for planning and executing this day!



- We handed out Attendance Awards at an assembly the last week of school. Students who attended school 90% or more of the time received a black t-shirt that said “Alsea, Attendance Matters.” Those students who attended the school year 95% or more of the time received a blue sweatshirt that had the Alsea Wolverine logo on the front and on the back said “Attendance Matters.” We are proud of our students and hope to continue the upward trend of increasing our regular attendance rate.









c. K-5 LaHO Principal Report

ALSEA SCHOOL DISTRICT BOARD REPORT

Name: Heather Shunk **Position:** Principal

BOARD MEETING DATE: June, 2024

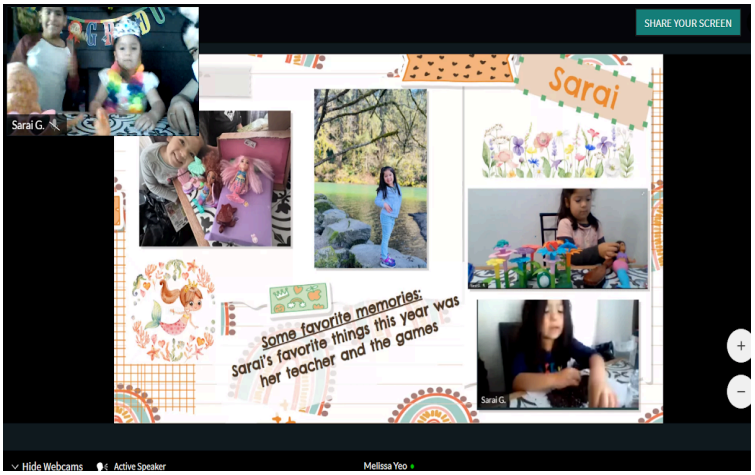
[May 2024, Student of the Month Assembly - Character Trait - Happiness]

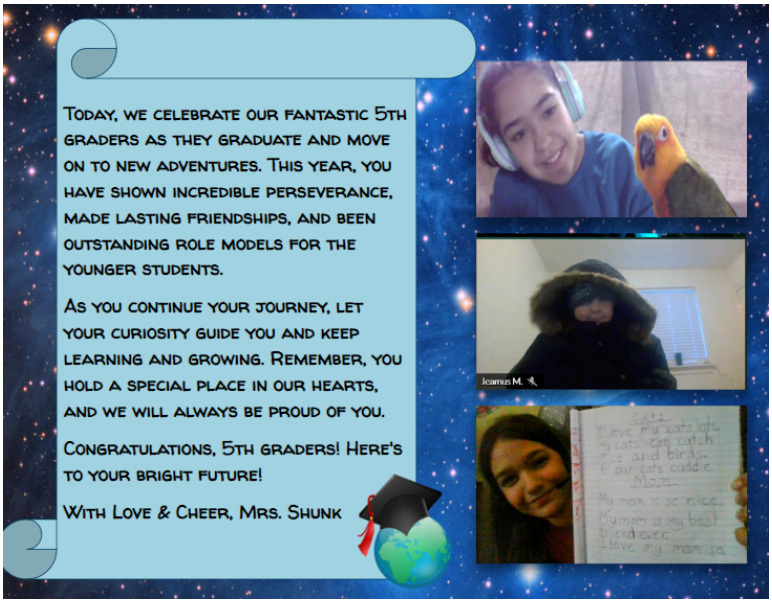
[June 2024 - Student of the Month Assembly - Character Trait - Open Minded]

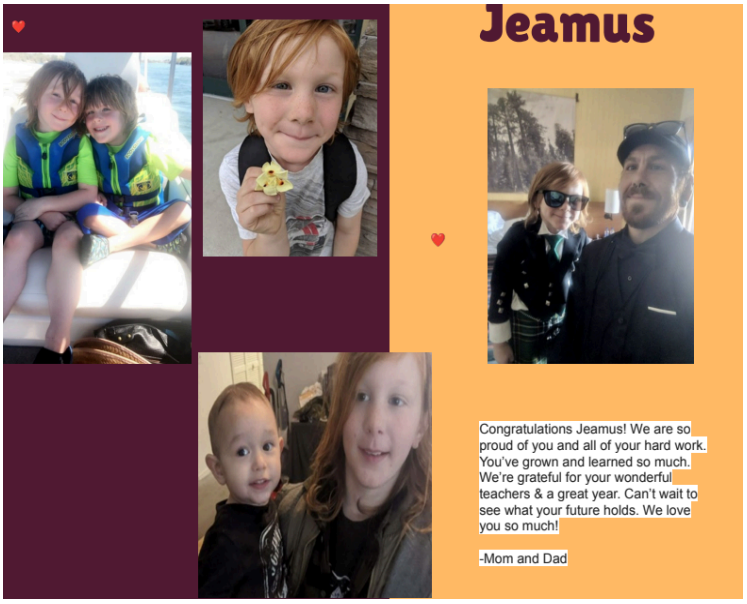
Highlights - Students of the Month, Character Trait - Happiness (May); Students of the Month, Character Trait - Being Open Minded) Celebrating Attendance and Punctuality, Genius Hour Passion Projects, Math, & Reading Superstars in I-Ready, Exploratory Class, Summer Vacation, Graduation for 5th Grade, Celebrating "Moving Up" to the next grade level, etc.

Kindergarten & 5th Grade Graduation





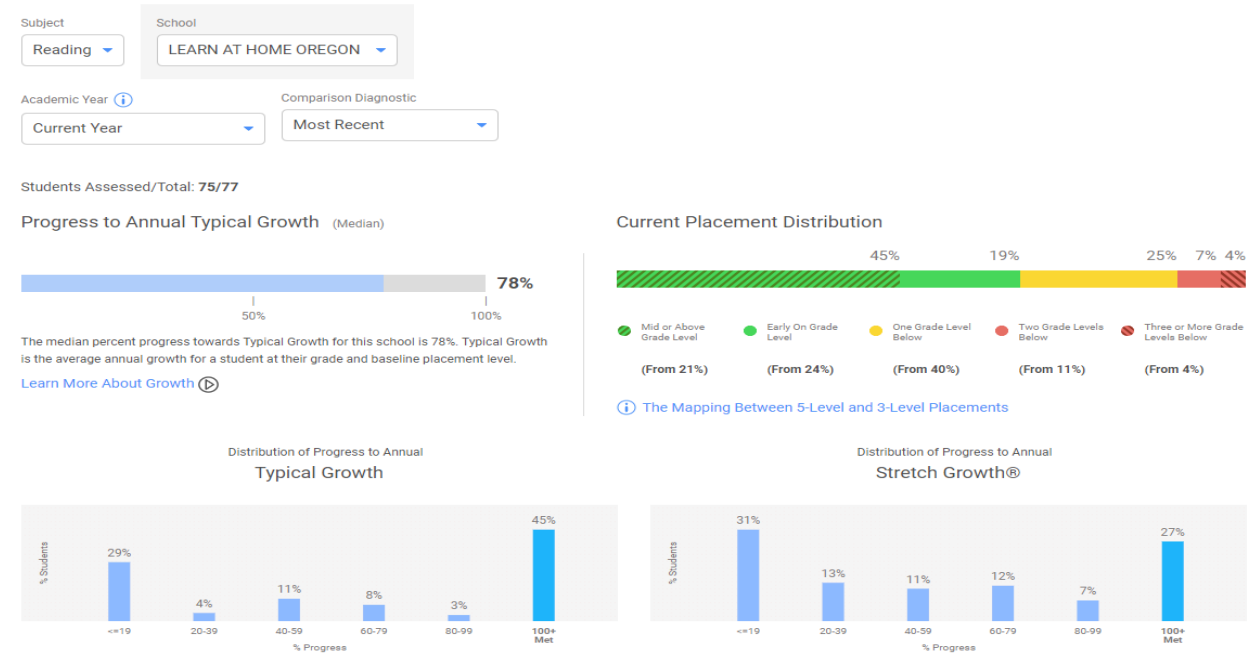


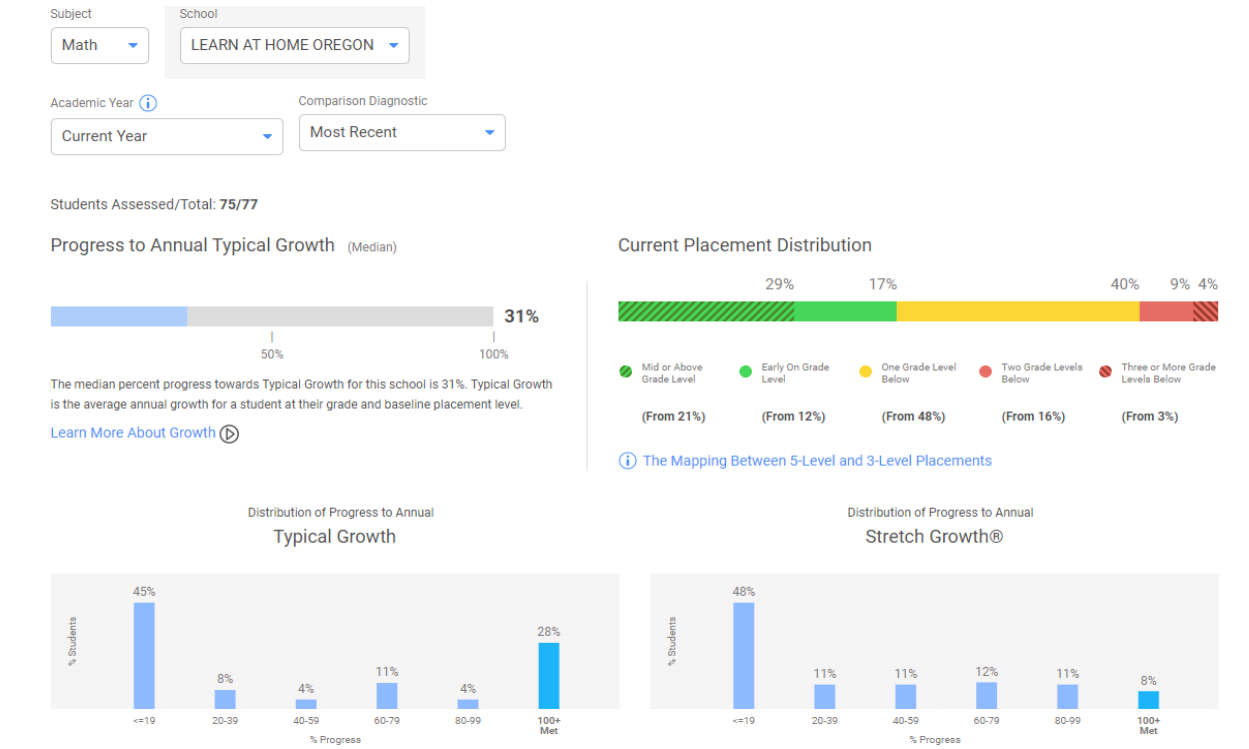


I- Ready

I am pleased to provide a summary of our first year using the I-Ready Diagnostic and progress monitoring platform. Overall, this initiative has been a very positive addition to our educational toolkit. Despite facing some hurdles, including technical issues, student absences, and varying levels of parent support at home, our teachers have shown remarkable perseverance and adaptability.

Through continuous communication and dedicated effort, teachers have successfully established routines and strategies that will benefit our students moving forward. The insights gained from I-Ready have already started to inform our instructional practices, and we are optimistic about the continued impact on student learning and achievement in the coming years. Thank you for your support in implementing this valuable tool.





d. 7-12 Brick and Mortar Principal Report

Board Report for 7-12 for: June

From behind the principal's desk:

This past month has been very busy but very successful. We started off the month with 8 seniors walking across the stage. We went back to holding graduation in the gymnasium and let me tell you, it was HOT!! Catherine Ellis was the guest speaker, and she did a tremendous job. We then moved into Spring Sports Awards banquet honoring our middle school track, high school track and baseball. Following that banquet we moved right into honoring 6th, 7th and 8th graders for subject awards and promotions. This event went well with a large attendance. Nothing better than finishing the evening with root beer floats. Two days later was the last day of school and students were very excited.

Overall, it was a great year and I appreciate the opportunity to move up into the principal role and I appreciate the work I did with Krista.

Again, I asked my staff to give me a highlight of one positive from their department.

Health classes:

Both the HS and MS health classes worked on recognizing when accidents may occur and how to deal with some basic first aid situations. All students did extremely well in practicing wrapping lacerations and puncture wounds.

Social Studies

Overall, a good end to the year with most students doing well on their final, as well as the entire Junior class earning an A in history 2nd semester

Art & Yearbook

My elementary kids did an awesome job in art this year.

Yearbook staff has put together an awesome yearbook of the year.

Academic Advisor:

This year the seniors took their Senior trip to Sunriver. The students wanted to rent E-Bikes so they could ride around the resort, if you asked them they would say it was their favorite part of the trip. We learned about the lava beds and different plant and animal species that live in Central Oregon. We spent a day in Bend doing some shopping and on our last night we were able to watch Extreme Bulls a Sisters Rodeo. Overall, it was a great time, I am glad we were able to make it happen for them this year.

Transportation:

All buses are mechanically in good shape and running well. Fingers crossed!

e. Financial Report

Financial Summary

General Fund Resources

- State School Support – The Oregon Department of Education issued the final figures for the 22-23 with the May 15th payment. The district received an additional $339,441, which was due to the state removing reserves, increasing the allocation percentage, and final audited figures. The financial statements (p2) provide the computation for 21-22 through 22-23 per the ODE. The final 23-24 will not be finalized until May 2025. The district has been receiving the funds based on the prior ADMw, which has been the prior fiscal year for the 3 year period. Beginning with the 24-25 fiscal year, the funding will be based on the actual ADMw. Monitoring the student enrollment is essential to determine the projected funding.
- 1510 - Earnings on investments – As shared last month funds in the Local Government Investment Pool (LGIP) are earning 5.2% compared to 1% last year at this time. The district earned $22,000 in the General Fund and $7,160 in the Bond Fund. The Capital Projects Fund (400) should have been earning interest also based on the balance in the fund. A $12,599 amount was posted that represents earnings from July 2023 to May 2024.
- 1943 – Charter Fees – During the 22-23 fiscal year, WLA was invoiced 20%, including administration fees. The actual amount is based on the final 22-23 SSF. WLA was issued a 10% refund, which reduced the fees in this account. As shared last month, the 10% for 23-24 is reflected in deferred revenue rather than the revenue account. Once we rceive the final 23-24 figures, this account will be adjusted to reflect a payment to WLA or revenue to the district.
- 5300 – The district will be issued $5,000 for damages incurred during the ice storm from PACE and is working with FEMA on the remaining damages of $1,000 FEMA.
- No other changes in revenues

General Fund Expenditures

- 1111/1250/1291 – Salaries were adjusted to the Early Literacy Grant.
- 5200 – Food Service Transfer – The statements have been adjusted to reflect the projected amount required to balance the Food Service Program (299) – Included in the statements are the per meal cost analysis and participation claim report that will be review in the meeting.

Ending Fund Balance - Presently the balance projected is $6,700,000. The 24-25 Approved Budget includes a $6,700,000 beginning cash balance.

Special Revenue

- 299 – As shared above, included in the financial statements is an analysis of the food service program and cost per meal.
- No major changes. All grants are being monitored by Krista Nieraeth, Brynn Campbell, and Don Staehely to ensure all funds spent are following the grant requirements.

Debt Service

- No change – the district is projecting an ending balance of $23,000 which will be used as the beginning cash for the 24-25 Proposed Budget

Capital Projects

- Interest has been recorded for the period, July through May.

Bond 2021 and OSCIM Grant

- The only change is the available funds earned $7,160 for the month of May.

GENERAL FUND
STATEMENT OF RESOURCES
FOR THE FISCAL YEAR 2023-24
As of May 31, 2024

LINE		SOURCE	BUDGET	Y-T-D 5/31/2024	PROJECTED	TOTAL 5/31/2024	BALANCE OVER/(UNDER)
		STATE SCHOOL SUPPORT FORMULA					
1	1111	CURRENT YEAR'S TAXES	**$ 499,000.00**	$ 493,363.99	3,969.43	**$ 497,333.42**	**$ (1,666.58)**
2	1112	PRIOR YEAR'S TAXES	**1,000.00**	3,047.71		**3,047.71**	**2,047.71**
3	1114	OTHER TAXES	**-**	4.72	-	**4.72**	**4.72**
4	1190	INTEREST ON TAX COLLECTIONS	**800.00**	593.96		**593.96**	**(206.04)**
5	2101	COUNTY SCHOOL FUND	**2,500.00**	1,666.58		**1,666.58**	**(833.42)**
6	3103	COMMON SCHOOL FUND	**66,340.92**	25,815.48	25,815.48	**51,630.96**	**(14,709.96)**
7	3101	STATE SCHOOL SUPPORT FUND	**6,773,656.93**	6,399,981.30		**6,399,981.30**	**(373,675.63)**
8	4801	FEDERAL FOREST FEES	**-**	-	-	**-**	**-**
9		**TOTAL 2023-24 SSSF SOURCES (Line 1 - Line 8)**	**7,343,297.85**	**6,924,473.74**	**29,784.91**	**6,954,258.65**	**(389,039.20)**
		STATE SCHOOL SUPPORT FORMULA (Prior Yr Adjustments)					
10		STATE SCHOOL SUPPORT FUND 22-23		**339,440.93**		**339,440.93**	**339,440.93**
11		HIGH COST GRANT				**-**	**-**
12		**TOTAL SSSF PRIOR YR ADJ (Line 10 - Line 11)**	**-**	**339,440.93**	**-**	**339,440.93**	**339,440.93**
13		**TOTAL SSSF SOURCES (Line 9 + Line 12)**	**7,343,297.85**	**7,263,914.67**	**29,784.91**	**7,293,699.58**	**(49,598.27)**
		NON STATE SCHOOL SUPPORT FORMULA SOURCES					
		LOCAL SOURCES					
14	1510	EARNINGS ON INVESTMENTS	**25,000.00**	268,576.60	33,523.40	**302,100.00**	**277,100.00**
15	1710	ADMISSIONS - GATE FEES	**7,500.00**	5,245.71	-	**5,245.71**	**(2,254.29)**
16	1760	FUND RAISING	**-**	125.00	-	**125.00**	**125.00**
17	1910	RENTAL INCOME	**12,000.00**	3,300.00	300.00	**3,600.00**	**(8,400.00)**
18	1943	SERVICES PROVIDED CHARTER SCHOOLS	**88,505.00**	25,567.09	19,432.91	**45,000.00**	**(43,505.00)**
19	1960	RECOVER PRIOR YEAR'S EXPENDITURES	**-**	20,828.67	197.47	**21,026.14**	**21,026.14**
20	1920	DONATIONS	**6,000.00**	-	-	**-**	**(6,000.00)**
21	1980	FEES CHARGED OTHER GRANTS	**15,000.00**	-	-	**-**	**(15,000.00)**
22	1990	MISCELLANEOUS REVENUE	**24,800.00**	25,539.98		**25,539.98**	**739.98**
23		**TOTAL LOCAL SOURCES (Line 14 - Line 22)**	**178,805.00**	**349,183.05**	**53,453.78**	**402,636.83**	**223,831.83**
		OTHER SOURCES					
24	2102	REVENUE THROUGH ESD	**4,000.00**	7,647.06	-	**7,647.06**	**3,647.06**
25	2199	OTHER INTERMEDIATE SOURCES	**-**	4.23	-	**4.23**	**4.23**
26	3203	SPECIAL EDUCATION PROGRAMS	**8,000.00**	-	-	**-**	**(8,000.00)**
27	5300	INSURANCE REIMBURSEMENT	**5,000.00**	-	5,000.00	**5,000.00**	**-**
28	5400	BEGINNING CASH	**2,999,999.65**	4,390,473.33		**4,390,473.33**	**1,390,473.68**
29		**TOTAL OTHER SOURCES (Line 24 - Line 28)**	**3,016,999.65**	**4,398,124.62**	**5,000.00**	**4,403,124.62**	**1,386,124.97**
30		**TOTAL NON SSSF SOURCES (Line 23 + Line 29)**	**3,195,804.65**	**4,747,307.67**	**58,453.78**	**4,805,761.45**	**1,609,956.80**
31		**TOTAL RESOURCES (Line 13 + Line 30)**	**$ 10,539,102.50**	**$ 12,011,222.34**	**$ 88,238.69**	**$ 12,099,461.03**	**$ 1,560,358.53**

Alsea School District 7J
State School Support Formula History and Estimate

	ODE Weight	21-22		22-23	new	23-24	
ADMr	1.00	934.77	934.77	468.80	468.80	268.77	268.77
ESL	0.50	6.29	3.15	12.63	6.32	4.00	2.00
Pregnant and Parenting	1.00	-	-		-	-	-
IEP	1.00	86.00	86.00	51.57	51.57	29.56	29.56
IEPs above 11%	1.00	2.30	2.30	25.40	25.40	2.30	2.30
Students in Poverty	0.25	20.00	5.00	29.00	7.25	29.00	7.25
Foster Care	0.25	2.00	0.50	1.00	0.25	1.00	0.25
Remote Elementary	1.00	-	-		-	-	-
Small High School	1.00	88.35	88.35	53.85	53.85	53.86	53.86
Total ADMw			1,120.07		613.44	388.49	363.99
Prior Yrs ADMw			959.14		1,120.07		613.44
Greater ADMw Amt between Yrs			**1,120.07**		**1,120.07**		**613.44**
Base Amount			$ 4,500.00		$ 4,500.00		$ 4,500.00
Teacher Experience Base Amount			$ 25.00		$ 25.00		$ 25.00
Experience			(4.32)		(2.30)		(2.30)
Teacher Experience Amount			(108.00)		(57.50)		(57.50)
Total Base Amount			$ 4,392.00		$ 4,442.50		$ 4,442.50
Ratio			2.03681370200		2.13779121796		2.24088649993
State School Funding Per ADMw			**$ 8,945.69**		**$ 9,497.14**		**$ 9,955.14**
		Rounding	**$ 1.00**	Rounding	**$ 2.00**	Rounding	**$ 78.00**
General Purpose Grant			**$ 10,019,755**		**$ 10,637,416**		**$ 6,106,909**
Transportaiton			1,425,572.00		1,423,029.00		940,000.00
Percent			80%		90%		90%
Transportation Grant			**$ 1,140,458.00**		**$ 1,280,726.00**		**$ 846,000.00**
Rounding			-6		-5		
Total Formula Revenue			**$ 11,160,207**		**$ 11,918,137**		**$ 6,952,909**
Less Local Collections							
Property Taxes			458,301.00		485,130.00		500,000.00
Common School			48,709.00		63,817.04		51,630.96
County School			8,805.00		7,543.00		-
Federal Forest Fees			-		-		-
Total Local Offsets			**$ 515,815.00**		**$ 556,490.04**		**$ 551,630.96**
State School Support Payments			**$ 10,644,392.00**		**$ 11,361,646.96**		**$ 6,401,278.04**

	Line	Estimate	Estimate
General Education	1	10,637,411.00	6,106,909.00
Transportation Exp		1,325,729.00	840,548.59
WLA			40,000.00
ODE Depreciation		164,016.64	124,563.00
Total Transportation Costs		1,489,745.64	1,005,111.59
Non Reimbursable Miles (Per Annual Report)			
Vehicles 20 or less		(22,896.83)	(22,896.83)
Vehicles 21 or more		(43,819.84)	(43,819.84)
Total Non-Reimbursable		(66,716.67)	(66,716.67)
Net Transportation Cost		1,423,028.97	938,394.92
Reimbursement Percentage		90%	90%
Total Transporation SSF Reimb	2	1,280,726.07	844,555.43
Total Estimated SSF Reimb			
Total SSF	3 (1+2)	$ 11,918,137.07	$ 6,951,464.43
Pre Audit			
Property Taxes		485,130.00	500,979.81
Common School		63,817.04	51,630.96
County School		7,543.00	1,666.58
Federal Forest Fees		-	-
Total Local Offsets	4	**556,490.04**	**554,277.35**
Net Amount Due Alsea	5 (3-4)	$ 11,361,647.03	$ 6,397,187.08
SSF Paid YTD	Per SSF Schedule	11,022,206.47	6,401,278.04
Additional Payment 22-23	5-6	$ 339,440.56	$ (4,090.96)

GENERAL FUND
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2023-24
As of May 31, 2024

		BUDGET	ACTUAL Y-T-D 5/31/2024	ENCUMBERED	TOTAL 5/31/2024	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
INSTRUCTION							
1111	Elementary, K-5	$ 1,321,195.00	$ 828,413.17	$ 242,482.99	$ 1,070,896.16	$ 250,298.84	
1113	Elementary Extra-curricular	3,000.00	2,484.78	1,229.54	3,714.32	(714.32)	
1121	Middle/Junior High Programs	518,950.00	183,883.65	61,613.92	245,497.57	273,452.43	
1122	Middle/Junior High School Extra-curricular	48,400.00	29,418.32	114.99	29,533.31	18,866.69	
1131	High School Programs	556,600.00	287,271.21	84,332.43	371,603.64	184,996.36	
1132	High School Extra-curricular	221,300.00	112,981.16	4,219.57	117,200.73	104,099.27	
1210	Programs for the Talented and Gifted	3,499.50	-	-	-	3,499.50	
1250	Less Restrictive Programs: Students w/ Disability	1,187,200.00	368,647.03	64,902.08	433,549.11	753,650.89	
1280	Alternative Education	21,000.00	-	-	-	21,000.00	
1291	English Second Language Programs	9,600.00	5,409.08	502.86	5,911.94	3,688.06	
	TOTAL INSTRUCTION	3,890,744.50	1,818,508.40	459,398.38	2,277,906.78	1,612,837.72	58.55%
SUPPORT SERVICES							
2114	Student Accounting Services	53,920.00	25,291.43	2,318.57	27,610.00	26,310.00	
2134	Nurse Services	12,000.00	7,841.04	-	7,841.04	4,158.96	
2142	Psychological Testing Services	35,000.00	50,200.00	-	50,200.00	(15,200.00)	
2152	Speech Pathology Services	161,360.00	62,543.92	-	62,543.92	98,816.08	
2160	Other Student Treatment Services	28,000.00	21,685.03	18,038.08	39,723.11	(11,723.11)	
2190	Service Direction, Student Support Services	34,050.00	31,531.04	5,907.80	37,438.84	(3,388.84)	
2210	Improvement of Instruction Services	-	4,716.59	71.92	4,788.51	(4,788.51)	
2222	Library/Media Center	1,250.00	-	-	-	1,250.00	
2230	Assessment and Testing	6,848.00	3,564.35	719.28	4,283.63	2,564.37	
2240	Instructional Staff Development	26,000.00	1,088.73	650.00	1,738.73	24,261.27	
2310	Board of Education Services	161,200.00	73,506.77	1,645.32	75,152.09	86,047.91	

GENERAL FUND
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2023-24
As of May 31, 2024

			BUDGET	ACTUAL Y-T-D 5/31/2024	ENCUMBERED	TOTAL 5/31/2024	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
2321		Office of the Superintendent Services	335,100.00	250,821.73	20,451.22	271,272.95	63,827.05	
2410		Office of the Principal Services	527,070.00	333,014.59	60,708.32	393,722.91	133,347.09	
2520		Fiscal Services	370,900.00	256,932.06	45,809.24	302,741.30	68,158.70	
2540		Operation and Maintenance of Plant Services	613,500.00	477,430.31	34,731.73	512,162.04	101,337.96	
2550		Student Transportation Services	1,645,150.00	771,492.56	69,056.03	840,548.59	804,601.41	
2660		Technology Services	92,400.00	113,156.75	6,300.77	119,457.52	(27,057.52)	
2700		Supplemental Retirement Program	-	6,751.92	-	6,751.92	(6,751.92)	
		TOTAL SUPPORT SERVICES	4,103,748.00	2,491,568.82	266,408.28	2,757,977.10	1,345,770.90	67.21%
OTHER REQUIREMENTS								
5110		Long-Term Debt Service	20,100.00	19,978.69	-	19,978.69	121.31	
5200		Transfers of Funds						
5200	790	Food Service	123,405.00	-	82,510.22	82,510.22	40,894.78	
5200	792	Bus Fund	259,000.00	-	259,000.00	259,000.00	-	
6110		Operating Contingency	120,000.00	-		-	120,000.00	
7000		Unappropriated Ending Fund Balance	2,022,105.00	-		-	2,022,105.00	
		TOTAL OTHER REQUIREMENTS	2,544,610.00	19,978.69	341,510.22	361,488.91	2,183,121.09	14.21%
		TOTAL EXPENDITURES	$ 10,539,102.50	$ 4,330,055.91	$ 1,067,316.88	$ 5,397,372.79	$ 5,141,729.71	51.21%
PROJECTED ENDING FUND BALANCE			$ -			$ 6,702,088.24	$ 6,702,088.24	

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

		5			REVENUE				EXPENDITURES			
#	Fund Title	End Date	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
200	Donations			$ 3,353.63	$ 14,155.39			$ 17,509.02	$ 14,113.77	$ 638.22	$ 14,751.99	$ 2,757.03
203	Title I-A	9/30/2023	10,477.16	-	10,477.16	-		10,477.16	10,477.16	600.00	11,077.16	
203	Title I-A	9/30/2024	49,679.00		26,434.14	23,244.86		49,679.00	35,799.91	2,030.11	37,830.02	
203	**Total Title I**		60,156.16		36,911.30	23,244.86		60,156.16	46,277.07	2,630.11	48,907.18	11,248.98
207	YTP	9/15/2024	38,493.70	-	23,767.23	14,726.47		38,493.70	28,818.27	4,702.47	33,520.74	4,972.96
208	E-Rate			-	28,529.71			28,529.71	2,174.83	-	2,174.83	26,354.88
210	IDEA Part B 611	9/30/2024	16,528.60	-	16,528.60	-		16,528.60	16,528.60	-	16,528.60	
210	IDEA Part B 611	9/30/2025	94,297.70		13,257.96	81,039.74		94,297.70	51,600.78	25,440.24	77,041.02	
210	**Total IDEA Part B 611**		110,826.30		29,786.56	81,039.74		110,826.30	68,129.38	25,440.24	93,569.62	17,256.68
216	IDEA Part B, Section 619 2021-22 ARP	9/30/2023	849.00		-	849.00		849.00	-	-	-	
	IDEA Part B, Section 619 PassThru 2022-23	9/30/2023	-		-	-		-	-	-	-	
	IDEA Part B, Section 619 PassThru 2022-23	9/30/2024	1,453.00		-	1,453.00		1,453.00	-	-	-	
216	**Total IDEA Part B 619**		2,302.00		-	2,302.00		2,302.00	-	-	-	2,302.00
220	Title II-A - Teacher Quality 23-24	9/30/2024	6,439.00	-	968.61	5,470.39		6,439.00	1,133.34	-	1,133.34	
	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2024	10,000.00			10,000.00		10,000.00	-	-	-	
220	**Title V- B REAP**		16,439.00		968.61	15,470.39		16,439.00	1,133.34	-	1,133.34	15,305.66
227	Early Literacy Grant	6/30/2024	91,682.01	-	91,682.01	-		91,682.01	56,690.38	20,215.83	76,906.21	14,775.80
	ESSER											
230	ESSER II	9/30/2023	65,974.11	-	65,974.11	-		65,974.11	65,974.11	-	65,974.11	-
232	ESSER III	9/30/2024	172,510.72	-	50,709.93	121,800.80		172,510.73	50,709.93	121,800.80	172,510.73	-
	Total ESSER Grants		238,484.83		116,684.04	121,800.80	-	238,484.84	116,684.04	121,800.80	238,484.84	-
	Integrated Guidance											
226	Early Indicator Intervention	6/30/2024	$ 1,505.04	$ -	$ 527.41	$ 977.63		$ 1,505.04	$ 1,505.04	$ -	$ 1,505.04	
248	Federal School Improvement Funds to CSI & TSI Schools 22-23	9/30/2024	85,011.15	-	50,902.87	34,108.28		85,011.15	65,144.71	19,703.15	84,847.86	
251	Student Investment Account	9/30/2024	894,970.05	-	894,970.05	-		894,970.05	589,228.97	150,678.21	739,907.18	
252	High School Success M98	8/31/2025	116,492.52	-	39,605.92	76,886.60		116,492.52	87,333.95	30,803.90	118,137.85	
	Total Integrated Guidance		1,097,978.76		986,006.25	111,972.51	-	1,097,978.76	743,212.67	201,185.26	944,397.93	153,580.83
257	Baseball/Softball Program		-	3,706.92	-			3,706.92	-	-	-	3,706.92
259	Student Activity Funds		-	-	84,786.53			84,786.53	34,424.91	343.09	34,768.00	50,018.53
263	Outdoor School	6/30/2024	11,628.19	-	-	11,628.19		11,628.19	6,237.34	5,390.85	11,628.19	-

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

		5			REVENUE				EXPENDITURES			
#	Fund Title	End Date	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
265	Menstrual Dignity Act	6/30/2025	2,343.30	-	-	2,343.30		2,343.30	157.97	-	157.97	2,185.33
267	TAP Asbestos Assessment	12/31/2023	11,500.00	-	11,500.00	-		11,500.00	11,500.00	-	11,500.00	-
272	TAP Grant - Seismic		25,000.00	-	-	25,000.00		25,000.00	7,500.00	17,500.00	25,000.00	-
290	Bus Replacement Fund		-	33,225.19	220,075.85		259,000.00	512,301.04	424,985.00	-	424,985.00	87,316.04
299	Nutrition Services		-	-	105,519.00	22,894.97	82,510.22	210,924.19	155,124.35	55,799.84	210,924.19	-
126	CNP Equipment Grant	6/30/2024	3,158.00	-	-	3,158.00		3,158.00	3,064.88	-	3,064.88	93.12
125	Local Food for Schools (LFS) 23-24	8/31/2024	1,316.95	-	-	1,316.95		1,316.95	-	-	-	1,316.95
120	Farm to School	6/30/2025	3,500.00	-	-	3,500.00		3,500.00	-	-	-	3,500.00
299	**Total Nutrition Services**		7,974.95		105,519.00	30,869.92	82,510.22	218,899.14	158,189.23	55,799.84	213,989.07	4,910.07
	TOTAL			40,285.74	1,750,372.48	440,398.18	341,510.22	2,572,566.62	1,720,228.20	455,646.71	2,175,874.91	396,691.71

DEBT SERVICE
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2023-24
As of May 31, 2024

			BUDGET	ACTUAL Y-T-D 5/31/2024	ENCUMBERED	TOTAL 5/31/2024	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES								
1111		CURRENT YEAR'S TAXES	**$ 91,400.00**	$ 91,596.55		**91,596.55**	**196.55**	
1112		PRIOR YEAR'S TAXES	**500.00**	410.72		**410.72**	**(89.28)**	
1190		OTHER TAXES	**100.00**	60.69		**60.69**	**(39.31)**	
1510		INTEREST EARNINGS	**-**	576.79		**576.79**	**576.79**	
5400		BEGINNING FUND BALANCE	**18,000.00**	23,161.82		**23,161.82**	**5,161.82**	
		TOTAL INSTRUCTION	**110,000.00**	**115,806.57**	**-**	**115,806.57**	**5,806.57**	
EXPENDITURES								
5110		Long-Term Debt Service						
5110	610	Redemption of Principal	**30,000.00**	**30,000.00**	**-**	**30,000.00**	**-**	
5110	621	Regular Interest	**62,000.00**	**61,950.00**	**-**	**61,950.00**	**50.00**	
7000		Unappropriated Ending Fund Balance	**18,000.00**	**-**	**-**	**-**	**18,000.00**	
		TOTAL EXPENDITURES	**110,000.00**	**91,950.00**	**-**	**91,950.00**	**18,050.00**	**83.59%**
PROJECTED ENDING FUND BALANCE			**$ -**	**$ 23,856.57**	**$ -**	**$ 23,856.57**	**$ 23,856.57**	

CAPITAL PROJECTS (400)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2023-24
As of May 31, 2024

		BUDGET	ACTUAL Y-T-D 5/31/2024	ENCUMBERED	TOTAL 5/31/2024	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ -**	$ 12,599.43		**12,599.43**	**(12,599.43)**	
5200	Transfer from General Fund	**-**	-		**-**	**-**	
5400	Beginning Fund Balance	**274,747.25**	274,747.25		**274,747.25**	**-**	
	TOTAL INSTRUCTION	**274,747.25**	**287,346.68**	**-**	**287,346.68**	**(12,599.43)**	
EXPENDITURES							
4150	Building Improvement	**274,747.25**	**-**	**-**	**-**	**274,747.25**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**274,747.25**	**-**	**-**	**-**	**274,747.25**	**0.00%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 287,346.68**	**$ -**	**$ 287,346.68**	**$ 287,346.68**	

BOND 2021 AND OSCIM GRANT (410)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2023-24
As of May 31, 2024

		BUDGET	ACTUAL Y-T-D 5/31/2024	ENCUMBERED	TOTAL 5/31/2024	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ 33,639.41**	$ 82,571.49		**82,571.49**	**48,932.08**	
3299	State Grant	**2,100,000.00**	1,507,724.25	**592,275.75**	**2,100,000.00**	**-**	
5400	Beginning Fund Balance	**1,523,492.56**	1,538,492.56		**1,538,492.56**	**15,000.00**	
	TOTAL INSTRUCTION	**3,657,131.97**	**3,128,788.30**	**592,275.75**	**3,721,064.05**	**63,932.08**	
EXPENDITURES							
4150	Building Improvement	**3,657,131.97**	**1,495,874.62**	**2,133,602.36**	**3,629,476.98**	**27,654.99**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**3,657,131.97**	**1,495,874.62**	**2,133,602.36**	**3,629,476.98**	**27,654.99**	**99.24%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 1,632,913.68**	**$ (1,541,326.61)**	**$ 91,587.07**	**$ 91,587.07**	

299 - Food Service Program

Analysis per Meal

	Meals Served	Total	Costs per Meal	%
State Reimb per meal				
Adult Sales	330	$ 1,404.30	$ 4.26	
Breakfast	17,932	44,733.76	$ 2.49	
Lunch	17,817	70,655.28	3.97	
Federal Commodities		9,868.00		
Total Revenue	36,079	$ 126,661.34	$ 3.51	
Payroll Costs		$ 91,180.59	$ 2.53	43.3%
Food Costs		67,015.00	1.86	31.9%
Federal Commodities		9,868.00	0.27	4.6%
Fees		38,000.00	1.05	18.0%
Other		4,860.60	0.13	2.2%
Total Costs		$ 210,924.19	$ 5.84	100%
Net Loss		**$ (84,262.85)**	**$ (2.33)**	

f. Bond

Alsea School District Bond Projects
Construction Manager's Report

Report Date: 13 June 2024

GENERAL OVERVIEW

Construction continues on the new CTE Building, on-schedule for completion in late August. Steel erection is proceeding and the metal roof has been installed. Window installation and framing start next week.

The Electrical Upgrade work has resumed. The long-lead switch gear was finally delivered and installed in late May and the transformer installation has been coordinated with CPI. Power shutdown for switchover is scheduled for July 9 and will last two to three weeks. The expected completion date for the Electrical Upgrade is late July.

The final work remaining for the HVAC Upgrade is installing the air handler and ducting for the gym. The HVAC contractor has confirmed they have all the equipment in their shop and they've scheduled a crew to start the last week of June. The new HVAC systems will be operational when the Electrical Upgrade is completed in late July.

We received notice in May that Alsea was awarded the seismic grant for the gym and adjacent office areas! We prepared two Finding of Facts for the School Board to expedite this project; one for direct appointment of the current design team, and one to use the CMGC method of contractor selection. Design should begin in July after the grant agreement is approved, and construction will be completed next summer. Also, a seismic grant application for the High School classroom wing will be submitted late this year for next years' round of grants.

PROJECT TEAM

No changes this month.

BUDGET

The updated budget summary and details for bond project revenue and expenses are attached. Comments on revenue and expense elements are noted below.

Revenue

The current program budget is $4.78 million including ESSER funds and the OSCIM grant. Bond interest is being added to the income budget as it's earned and a final projected value from the District has been added to the Current Budget income value.

INTEGRITY MANAGEMENT SOLUTIONS LLC
18525 Van Horn Road, Alsea, Oregon 97324
(541) 452-1919 (541) 760-5885

Expenses

The "Current Budget" column in Expenses shows the projected costs matched to the Revenue budget. All budget elements have been included and there is $116k remaining in Owner's Contingency for unforeseen costs.

The "Committed Costs" column shows the value of work that has been contracted so far. Other project costs increased $16k from reconciliation reports provided by the District.

The "Paid to-Date" column shows the value of work that has been paid for. So far, $2.7 million has been spent on completed work. The project management fee from IMS does not include a donated value of $47k to-date.

SCHEDULE

Todd Construction's work is holding with the primary milestones in their master schedule and they continue to show substantial completion for occupancy in mid-August, with final finishes completed before school starts. Primary construction elements are scheduled as follows:

- Door and window installation – mid June
- Interior framing – late June
- Interior utility rough-in – early July
- Interior finishes – July
- Final finishes and trim – early August
- Substantial completion for move-in – August 18
- Final inspection and punchlist work – late August

CB Construction's electrical contractor has installed the switchgear, coordinated transformer installation with CPI and is currently working on installing new power feeders to prepare for switchover. CPI has scheduled power shutdown for July 9 and their work to remove poles and overhead lines will be done in one to two days. The electrician will disconnect the old power system and install new connections during a two-to-three week shutdown. Power will be restored in late July. Then our 3rd party commissioning agent will inspect the installation to verify quality.

Electrical	**97 days?**	**Mon 3/25/24**	**Tue 8/6/24**
CPI Transformer delivery	1 day	Fri 3/29/24	Fri 3/29/24
Conduit for North Building	5 days?	Mon 3/25/24	Fri 3/29/24
Delivery of Panels MDB and MSB	1 day	Wed 4/24/24	Wed 4/24/24
Install CPI Transformer	5 days	Mon 4/29/24	Fri 5/3/24
Install Panels MDB and MSB	15 days	Mon 5/6/24	Fri 5/24/24
Pull wire to MDB and MSB	18 days	Mon 5/6/24	Wed 5/29/24
Disconnect Existing Service	5 days?	Mon 7/8/24	Fri 7/12/24
Connect New Service	10 days?	Mon 7/15/24	Fri 7/26/24
Commissioning	5 days	Mon 7/29/24	Fri 8/2/24
Final Inspection	2 days	Mon 8/5/24	Tue 8/6/24

CB Construction's HVAC contractor confirmed they have all duct and equipment in their shop and their crew is ready to start the last week of June when the gym is vacated. Their work is expected to take two weeks and will not impact the gym floor resurfacing scheduled to start July 29.

HVAC Upgrade	27 days?	Mon 6/24/24	Tue 7/30/24
Deliver RTUs	1 day	Mon 6/24/24	Mon 6/24/24
Install RTUs	10 days	Mon 6/24/24	Fri 7/5/24
Pull conductors to RTU	11 days	Tue 6/25/24	Tue 7/9/24
Install Gym Ducting	10 days	Mon 6/24/24	Fri 7/5/24
Power Up Units	5 days	Tue 7/16/24	Mon 7/22/24
Final Inspections	1 day?	Tue 7/23/24	Tue 7/23/24
Commisioning	5 days	Wed 7/24/24	Tue 7/30/24

PROJECT-SPECIFIC ACTIVITY

CTE Building

Concrete slab, vapor barrier and weatherproofing were completed in May.







Steel structure was completed in early June along with roof insulation and liner. Metal roofing is being installed.





Wall insulation strap installation is underway.



HVAC rough-in has started.



Sewer connection work is underway within the fenced area and connection will be completed after school is out.





COMMUNICATIONS

IMS Monthly Reports are being provided to the School Board along with weekly updates. The school provided an article to the Alsea Valley Voice June edition, which included a brief update on construction progress.

Alsea School Bond Project Budget Summary - Updated June 6, 2024

Income

	Original Budget	Current Budget	Actual Income To-Date	Notes
Bond Sale	$ 2,100,000.00	$ 2,289,477.00	$ 2,289,477.00	Bond value $2.1M plus premium of $189,477
Bond Fund Interest		$ 152,425.78	$ 128,425.78	Interest on bond proceeds updated 6/5/24
OSCIM Grant	$ 2,100,000.00	$ 2,100,000.00	$ 1,507,724.25	Income value updated 6/5/24
ESSER Funds	$ -	$ 237,725.01	$ 68,251.41	ESSER II $68,251.41 (spent 9/23) and ESSER III $169,473.60 (spend by 9/24) after "unfinished learning" deductions. Updated 6/5/24
Totals	**$ 4,200,000.00**	**$ 4,779,627.79**	**$ 3,993,878.44**	

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost		$ 4,009,205.09	$ 4,009,205.09	$ 2,115,718.25	Costs for construction contractors.
Design Fees		$ 362,684.06	$ 362,684.06	$ 325,314.00	Fees for architect, engineers, geotech, survey & haz material study.
Consultant Fees		$ 54,907.31	$ 54,907.31	$ 32,189.13	Fees for soil testing, special inspections, commissioning & misc consulting.
Project Management		$ 62,000.00	$ 62,000.00	$ 62,000.00	IMS not-to-exceed fee.
Permits & Fees		$ 34,716.11	$ 34,716.11	$ 28,966.70	Permit & site plan fees.
Furnishings		$ -	$ -	$ -	Furnishings, equipment, computers, etc. are either in possession or being funded separately.
Other Project Costs		$ 140,528.15	$ 140,528.15	$ 140,528.15	Attorney, bank fees, insurance, advertising and other miscellaneous project costs. Reconciled with District's financial report 6/5/24.
Owner's Contingency		$ 115,587.07	NA	NA	For unforeseen costs based on available funds after committed values.
Totals	**$ -**	**$ 4,779,627.79**	**$ 4,664,040.72**	**$ 2,704,716.23**	

g. Enrollment

Alsea School District - Enrollment Totals

Grade Level	2023-24										2022-23									
	2023-24 SY										2022-23 SY									
	Sept 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	June 1	Sept 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	June 1
KG	19	18	18	16	16	16	17	17	16		58	62	60	61	60	56	55	53	50	49
1st	35	42	39	39	39	40	40	39	39		56	66	64	66	64	60	60	58	54	53
2nd	35	36	36	37	37	37	37	37	37		42	41	41	45	43	38	36	35	32	30
3rd	28	32	30	29	29	28	28	27	25		43	50	54	53	51	46	46	46	45	44
4th	24	25	26	25	25	25	24	24	24		37	41	47	47	47	43	42	40	39	39
5th	23	24	26	25	25	24	21	21	18		29	32	36	36	36	29	29	26	24	23
6th	13	13	12	12	12	12	13	13	15		35	45	49	49	46	43	37	34	34	33
7th	18	20	19	19	18	17	17	17	17		44	59	59	61	59	56	56	52	48	41
8th	13	13	13	13	13	13	13	13	13		41	51	53	52	50	44	42	42	41	39
9th	20	22	22	23	23	22	20	17	16		14	14	13	13	12	12	12	12	13	12
10th	12	12	12	12	12	12	12	12	11		17	16	16	16	16	15	15	14	14	13
11th	13	14	13	14	14	14	13	13	13		21	21	21	22	20	20	20	19	17	17
12th	13	11	10	10	10	10	10	8	8		25	24	22	22	21	20	20	15	14	14
Total ADM	266	282	276	274	273	270	265	258	252		462	522	535	543	525	482	470	446	425	407

ENROLLMENT																
Grade	**In building/ Online Progra**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**TOTAL**
As of 9/1/23	In building	10	15	11	17	18	20	13	18	13	20	12	13	13	**193**
As of 9/1/23	Learn at Home OR	9	10	24	11	6	3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**63**
As of 9/1/23	**TOTAL**	**19**	**25**	**35**	**28**	**24**	**23**	**13**	**18**	**13**	**20**	**12**	**13**	**13**	**256**
As of 10/1/23	In building	10	16	12	17	19	20	13	20	13	22	12	14	11	**199**
As of 10/1/23	Learn at Home OR	8	26	24	15	6	4	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**83**
As of 10/1/23	**TOTAL**	**18**	**42**	**36**	**32**	**25**	**24**	**13**	**20**	**13**	**22**	**12**	**14**	**11**	**282**
As of 11/1/23	In building	9	14	11	16	19	20	12	19	13	22	12	13	10	**190**
As of 11/1/23	Learn at Home OR	9	25	25	14	7	6	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**86**
As of 11/1/23	**TOTAL**	**18**	**39**	**36**	**30**	**26**	**26**	**12**	**19**	**13**	**22**	**12**	**13**	**10**	**276**
As of 12/1/23	In building	8	14	11	16	19	20	12	19	13	23	12	14	10	**191**
As of 12/1/23	Learn at Home OR	8	25	26	13	6	5	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**83**
As of 12/1/23	**TOTAL**	**16**	**39**	**37**	**29**	**25**	**25**	**12**	**19**	**13**	**23**	**12**	**14**	**10**	**274**
As of 01/01/24	In building	8	14	11	16	19	20	12	18	13	23	12	14	10	**190**
As of 01/01/24	Learn at Home OR	8	25	26	13	6	5	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**83**
As of 01/01/24	**TOTAL**	**16**	**39**	**37**	**29**	**25**	**25**	**12**	**18**	**13**	**23**	**12**	**14**	**10**	**273**
As of 02/1/24	In building	8	14	11	16	19	19	12	17	13	22	12	14	10	187
As of 02/1/24	Learn at Home OR	8	26	26	12	6	5	**0**	**0**	**0**	**0**	**0**	**0**	**0**	83
As of 02/1/24	**TOTAL**	**16**	**40**	**37**	**28**	**25**	**24**	**12**	**17**	**13**	**22**	**12**	**14**	**10**	**270**
As of 03/01/24	In building	9	14	11	16	18	17	13	17	13	20	12	13	10	183
As of 03/01/24	Learn at Home OR	8	26	26	12	6	4	**0**	**0**	**0**	**0**	**0**	**0**	**0**	82
As of 03/01/24	**TOTAL**	**17**	**40**	**37**	**28**	**24**	**21**	**13**	**17**	**13**	**20**	**12**	**13**	**10**	**265**
As of 04/01/24	In building	9	14	11	16	18	15	14	17	13	17	12	13	8	177
As of 04/01/24	Learn at Home OR	8	25	26	11	6	3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	79
As of 04/01/24	**TOTAL**	**17**	**39**	**37**	**27**	**24**	**18**	**14**	**17**	**13**	**17**	**12**	**13**	**8**	**256**
As of 05/01/24	In building	8	14	11	14	18	15	15	17	13	16	11	13	8	173
As of 05/01/24	Learn at Home OR	8	25	26	11	6	3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	79
As of 05/01/24	**TOTAL**	**16**	**39**	**37**	**25**	**24**	**18**	**15**	**17**	**13**	**16**	**11**	**13**	**8**	**252**
As of 06/01/24	In building	8	14	11	15	18	15	15	17	12	16	11	13	8	173
As of 06/01/24	Learn at Home OR	8	25	24	11	6	3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	77
As of 06/01/24	**TOTAL**	**16**	**39**	**35**	**26**	**24**	**18**	**15**	**17**	**12**	**16**	**11**	**13**	**8**	**250**

h. Safety

Alsea School District
Safety Committee meeting
May 14,2024 3:30 PM

Committee Members present: Krista Nieraeth, Bart Rothenberger, Sara Littlefield, Mary O'Brien and Lora Nickle

Members absent: Keenan Elbers

1. Staff Concerns
   a. Brynn reported that a community member was driving by the school one evening and witnessed students climbing the fence and throwing their bikes over because the gates were locked. ***– The committee discussed. An email will go out to the staff to remind them that the gates to access the playground and track are to remain accessible to the community after school and on non-school days.***

2. PACE
   a. 5% Discount checklist – ***The checklist has been completed in order to receive the 5% discount on our district insurance premium.***
   b. Quarterly walk through, 3rd – continuing concerns – ***The committee discussed. Krista and Keenan are looking into replacing the pea gravel with treated bark chips.***

3. ALICE Training update – ***Krista attended the ALICE training in March. She shared her handout with the committee. The committee discussed what training for staff and students will look like for the 2024-25 school year.***

4. May Fire Drill
   a. Tuesday, May 28th at 1:45 PM

5. **New Business**

a. WHA Insurance Presentation





WHA INSURANCE

Insurance Proposal

Prepared For

Alsea School District

PO Box B

Alsea, OR, 97324



Your trusted insurance and risk management advisor

PUBLIC ENTITIES SERVICE TEAM



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2930 CHAD DRIVE,
EUGENE OR 97408

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PACE Property and Casualty Coverage for Education

Proposal Summary

Invoice Number: 39P60121-216 **Entity ID:** 60121 **Effective Date:** 7/1/2024 **Expiration Date:** 6/30/2025 **Proposal Date:** 05/03/2024

Named Participant	Second Named Participant	Agent of Record
Alsea School District 7J PO Box B Alsea, OR 97324	Alsea Charter School	WHA Insurance 2930 Chad Dr Eugene, OR 97408

Coverage		Contribution
Educators Liability	PACE Trust Retention	$22,919
	Less Employment Practices Liability Toolkit Credit	$1,146
	Adjusted Contribution	$21,773
Liability of the Reinsurer		$9,383
Auto Liability		$15,402
Includes:	Excess Auto Liability Coverage Auto Supplemental Liability Coverage	
Non-Owned and Hired Auto Liability		$275
Auto Physical Damage		$19,406
Hired Auto Physical Damage		$100
Property		$31,443
Earthquake		Included
Flood		Included
Equipment Breakdown/ Boiler and Machinery		$776
Crime		$1,491
Cyber Liability		Included
	Total	$100,049

PACE
P.O. Box 12613
Salem, OR 97309
Phone: 800-285-5461 Fax: 503-371-4781



Liability

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

PACE Property and Casualty Coverage for Education

Educators Liability Coverage Proposal

Certificate Number: 39P60121-216 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant	Second Named Participant	Agent of Record
Alsea School District 7J	Alsea Charter School	WHA Insurance
PO Box B		2930 Chad Dr
Alsea, OR 97324		Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Limits of Liability:	Educators Liability Coverage	Limit	Deductible*
	Per Occurence Limit of Liability	$10,000,000	None
	Per Wrongful Act Limit of Liability	$10,000,000	None
	Annual Aggregate Limit of Liability**	$20,000,000	None
Educators Liability Contribution:			**Contribution**
	PACE Trust Retention	$1,500,000	$21,773
	Liability of the Reinsurer	$8,500,000	$9,383
	Totals:	$10,000,000	$31,156

Additional and Supplemental Coverages: Unless indicated in the Additional Coverages Section (III) of the PACE Educators Liability Coverage Document, the following Additional Coverages are not added to the above identified Total Limit of Liability.

Coverage	Per OccurenceLimit	Total Limit of Liability	Deductible	Contribution
Ethics Complaint Defense Costs	$25,000	$25,000	None	Included
Premises Medical Expense	$5,000	$5,000	None	Included
Limited Hazardous Substances Coverage	$250,000	$250,000***	None	Included
Applicators Pollution Coverage	$50,000	$50,000	None	Included
Injunctive Relief Defense Costs	$25,000	$25,000***	None	Included
Fungal Pathogens (Mold) Defense Costs	$100,000	$100,000	None	Included
OTSPC Defense Costs	$25,000	$25,000	None	Included
Lead Sublimit Defense Costs	$50,000	$50,000***	None	Included

Total Contribution: $31,156

Forms applicable to Named Participant: PACE Educators Liability Coverage Document - 07/01/2024

This proposal only represents a brief summary of Liability Coverage. Please refer to the PACE Educators Liability Coverage Document for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Meraetta D397A0FFF335424... Date: 05/21/2024

Authorized Representative/Agent Requested Effective

* $25,000 minimum deductible for terminations if PACE or approved legal counsel is not consulted prior to an employment termination.

** Aggregate Limit of Liability is the maximum limit provided by the combination of coverage from the Trust and any Excess Carrier(s) listed on the PACE Excess Liability Coverage Certificate.

*** Coverage subject to an Annual Aggregate Limit for all Trust members. See the PACE Educators Liability Coverage Document for specific terms and conditions.

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PACE Property and Casualty Coverage for Education

Excess Liability Coverage Proposal

Coverage Period: 7/1/2024 through 6/30/2025

Named Participant
Alsea School District 7J
PO Box B
Alsea, OR 97324

Second Named Participant
Alsea Charter School

Agent of Record
WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Proposed coverage is only provided in excess of the listed Retention and only up to the listed Coverage Limits.

Excess Carrier	Policy	Coverage Limits		Retention
		Per Occurrence	Annual Aggregate	
Allied World Assurance Co.	TBA	$5,000,000	$5,000,000	$10,000,000
Group Ark Insurance Ltd./Arcadian Risk Capitol Ltd.	TBA	$5,000,000	$5,000,000	$15,000,000

Contribution: Included

PACE does not provide the coverage described in this document. PACE procured excess liability coverage from the above referenced Excess Carrier(s), with the above referenced Limit(s), but only in excess of the above referenced Retention(s). PACE permits members of OSBA, who purchase Educators Liability Coverage from PACE, access to the above referenced coverage.

This document provides a brief summary of the Excess Liability coverage provided by the above listed Excess Carrier(s) and in-no-way replaces or supersedes the coverage documents from any or all of the listed Excess Carrier(s). Please refer to the listed Excess Carriers' coverage documents (policies) and any associated documents for details regarding coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Meraetta D397A0FFF335424... _____ Date: 05/21/2024

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Auto

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PACE Property and Casualty Coverage for Education

Auto Liability and Auto Physical Damage Coverage Proposal

Certificate Number: 39P60121-216 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant
Alsea School District 7J
PO Box B
Alsea, OR 97324

Second Named Participant
Alsea Charter School

Agent of Record
WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Auto Liability

Coverage	Per-Occurrence Limit	Deductible	Contribution
Auto Liability	$500,000	None	$15,402
Non-Owned/ Hired Auto Liability	$500,000	None	$275

Applicable Coverage Document:
PACE Auto Liability Coverage Document - 07/01/2024

Auto Physical Damage

Coverage	Per-Occurrence Limit	Deductible	Contribution
Auto Physical Damage	Per Schedule	Per Schedule	$19,406
Hired Auto Physical Damage	$50,000	$100/$500	$100

Applicable Coverage Document:
PACE Auto Physical Damage Coverage Document - 07/01/2024

This proposal only represents a brief summary of Auto Liability Coverage and Auto Physical Damage Coverage. Please refer to the PACE Auto Liability Coverage Document and the PACE Auto Physical Damage Coverage Document for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Meraith D397A0FFF335424... _____
Authorized Representative/Agent

Date: 05/21/2024
Requested Effective

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

PACE Property and Casualty Coverage for Education

Excess Auto Liability Coverage Proposal

Certificate Number: 39P60121-216 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant
Alsea School District 7J
PO Box B
Alsea, OR 97324

Second Named Participant
Alsea Charter School

Agent of Record
WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Excess Auto Liability

Coverage	Excess Liability Limit (Per Accident)	Retention	Contribution
Excess Auto Liability Coverage	$14,500,000	$500,000	Included with Auto Liability Contribution
Excess Non-Owned/ Hired Auto Liability	$14,500,000	$500,000	Included with Non-Owned/Hired AL Contribution

Applicable Coverage Document:
PACE Excess Auto Liability Coverage Document - 07/01/2024

This proposal only represents a brief summary of Excess Auto Liability Coverage. Please refer to the PACE Excess Auto Liability Coverage Document for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Meraetta D397A0FFF335424... _____
Authorized Representative/Agent

Date: 05/21/2024
Requested Effective

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

PACE Property and Casualty Coverage for Education

Auto Supplemental Coverage Proposal

Certificate Number: 39P60121-216 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant
Alsea School District 7J
PO Box B
Alsea, OR 97324

Second Named Participant
Alsea Charter School

Agent of Record
WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Auto Supplemental

Coverage	Limit of Liability	Deductible	Contribution
Personal Injury Protection	See Coverage Document	None	Included with Auto Liability
Uninsured/ Underinsured Motorist Bodily Injury	$500,000 Per Accident	None	Included with Auto Liability

Applicable Coverage Document:
PACE Auto Supplemental Coverage Document - 07/01/2024

This proposal only represents a brief summary of Auto Supplemental Coverage. Please refer to the PACE Auto Supplemental Coverage Document for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Meredith D397A0FFF335424... _____ Date: 05/21/2024

Authorized Representative/Agent Requested Effective

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

PACE Property and Casualty Coverage for Education

Alsea School District 7J

Policy Year: 07/01/24 to 06/30/25

Agent: WHA Insurance

Automobile Schedule

Auto Liability Per Occurence Deductible: $0.00

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision | Comp		Value	AL Contribution	APD Contribution
15	2000	Blue Bird	WLA	1BABKBXA4YF093458	Yes	Yes	$250	$100	$7,000.00	$852.69	$114.40
	Weight Class:	Hvy Truck	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
17	2000	Blue Bird	WLA	1BABKBXA3YF090986	Yes	Yes	$250	$100	$6,800.00	$852.69	$111.14
	Weight Class:	Hvy Truck	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
10	2000	Blue Bird	WLA	1BABKBXAXYF090984	Yes	Yes	$250	$100	$7,000.00	$852.69	$114.40
	Weight Class:	Hvy Truck	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
PU	2001	Ford	WLA	1FDXE45F21HA46741	Yes	Yes	$250	$100	$5,000.00	$648.78	$81.72
	Weight Class:	Med Truck	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
V	2012	Honda	Odyssey - WLA	5FNRL51425CB13463	Yes	Yes	$250	$100	$9,800.00	$741.47	$160.16
	Weight Class:	Priv. Pass	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
Van 1	2013	Dodge	Dodge Caravan - ASD	2C4RDGBG1DR628174	Yes	Yes	$250	$100	$9,800.00	$741.47	$160.16
	Weight Class:	Priv. Pass	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
PU 1	2015	Dodge	Ram 2500 - ASD	3C6TR5H25FG695061	Yes	Yes	$250	$100	$32,852.00	$611.71	$536.90
	Weight Class:	Lgt Truck	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision | Comp		Value	AL Contribution	APD Contribution
1	2016	Blue Bird	Vision BBCV3310 - WLA	1BAKGCPA0GF320179	Yes	Yes	$250	$100	$50,000.00	$852.69	$907.93
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
2	2016	Blue Bird	Vision BBCV3310 - WLA	1BAKGCPA7GF320180	Yes	Yes	$250	$100	$48,000.00	$852.69	$871.60
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
3	2016	Blue Bird	Vision BBCV3310 - WLA	1BAKGCPAXGF324319	Yes	Yes	$250	$100	$50,000.00	$852.69	$907.93
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
Van 2	2016	Dodge	Grand Caravan - ASD	2C4RDGCG6GR250212	Yes	Yes	$250	$100	$14,925.00	$741.47	$243.92
	Weight Class:	Priv. Pass	**Valuation:**	Functional	**Term:**	07/01/2024 to 06/30/2025					
4	2019	Blue Bird	Blue Bird Vision - ASD	1BAKGCSA3KF350700	Yes	Yes	$250	$100	$67,000.00	$852.69	$1,216.62
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
V	2019	Dodge	Caravan - ASD	2C4RDGBG4KR590680	Yes	Yes	$250	$100	$10,000.00	$741.47	$181.58
	Weight Class:	Priv. Pass	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
5	2020	Blue Bird	BBCV2311 Vision - ASD	1BAKBCSA0LF361931	Yes	Yes	$250	$100	$81,000.00	$778.54	$1,470.85
	Weight Class:	Med Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
58	2021	Blue Bird	Bus - ASD	1BAKGCSA4MF373441	Yes	Yes	$250	$100	$116,000.00	$852.69	$2,106.39
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
T	2021	Miscellaneous	Dump Low Profile - ASD	4YMBD142XMR008782	Yes	Yes	$250	$100	$17,179.00	$162.20	$311.95
	Weight Class:	Med Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
7	2023	Blue Bird	77 Passenger - ASD	1BAKGCSA0PF391471	Yes	Yes	$250	$100	$119,629.00	$852.69	$2,172.29
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					

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Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision | Comp		Value	AL Contribution	APD Contribution
18	2023	Blue Bird	All American - WLA	1BABNBSA6PF391443	Yes	Yes	$250	$100	$147,607.00	$852.69	$2,680.33
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
9	2023	Ford	14 Passenger Micro Bird T	1FDDR7PG0PKB82571	Yes	Yes	$250	$100	$117,710.00	$852.69	$2,137.44
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
8	2024	Blue Bird	Model BBCV3310 - ASD	1BAKGCSA1SF806760	Yes	Yes	$250	$100	$160,747.00	$852.69	$2,918.93
	Weight Class:	Hvy Truck	**Valuation:**	Replacement	**Term:**	07/01/2024 to 06/30/2025					
						Total:			$1,078,049.00	$15,399.39	$19,406.64

Weight Class

Priv. Pass = (0 - 10,000 LBS)
Lgt Truck = (0 - 10,000 LBS)
Med Truck = (10,001 - 20,000 LBS)
Hvy Truck = (20,001 - 45,000 LBS)
XHvy Truck = (OVER 45,000 LBS)

Valuation Codes

Replacement = Replacement Cost Valuation
Functional = Functional Replacement Cost



Property

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PACE Property and Casualty Coverage for Education

Property Coverage Proposal

Certificate Number: 39P60121-216 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant
Alsea School District 7J
PO Box B
Alsea, OR 97324

Second Named Participant
Alsea Charter School

Agent of Record
WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Scheduled Property Values

$10,207,441	Buildings, Other Structures and Scheduled Outdoor Property
$1,522,520	Personal Property
$32,938	Mobile Equipment

Total Limit of Indemnification (Per Occurrence)

$11,762,899	The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, allcosts of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
$550,000,000	PACE Per Occurance Aggregate Loss Limit

Sublimits (Per Occurrence)

The subjects of coverage listed below are sub-limited within the "occurrence" Total Limit of Indemnification shown above. The Limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Covered Property

Section VIII - Covered Property in the PACE Property Coverage Document

$100,000	Personal Property Away From Scheduled Premises
$500,000	Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
$250,000	Property of Students/Employees/Volunteers (subject to a $5,000 maximum per person)
$50,000	Mobile Equipment of others that is within your Care, Custody or Control
$10,000	Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Additional Coverages

Section X - Additional Coverages in the PACE Property Coverage Document

$5,000,000	Debris Removal *Sublimit is $5,000,000 or 25%, whichever is less.*
$100,000	Pollutant Clean-up and Removal from Land or Water *Sublimit is $100,000 or 20% of the scheduled location(s) value, whichever is less.*
$10,000	Fungus as a Result of a "Covered Cause of Loss"

$10,000	Preservation of Undamaged Covered Property
	Sublimit is $10,000 or 10% of the covered portion of the loss, whichever is less.
$250,000	Professional Services
	Sublimit is $250,000 or 10% of the covered portion of the loss, whichever is less.
$25,000	Fire Department Service Charge
$10,000	Recharging of Fire Extinguishing Equipment
$10,000	Arson Reward
$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law
	Sublimit is $5,000,000 or 25% of the covered portion of the loss, whichever is less.
$500,000	Increased Cost of Construction - Cost Resulting from Unforseen Delay
	Sublimit is $500,000 or 25% of the covered portion of the loss, whichever is less.
$500,000	Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities
	Sublimit is $500,000 or 25% of the covered portion of the loss, whichever is less.

Additional Coverages - Business Income and Extra Expense

Section XI - Additional Coverages - Business Income and Extra Expense in the PACE Property Coverage Document

$5,000,000	Business Income
$5,000,000	Extra Expense
$25,000	Enforcement of Order by Government Agency or Authority
$25,000	Business Income from Dependent Property
$25,000	Interuption of Utility Services
$25,000	Inability to Discharge Outgoing Sewage

Coverage Extensions

Section XII - Coverage Extensions in the PACE Property Coverage Document

$5,000,000	Property in the Course of Construction
	If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is $500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction.
$500,000	Newly Aquired or Constructed Property
	No coverage will be provided for newly aquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII.A.
$250,000	Unscheduled Outdoor Property
$250,000	Malicious mischief or Vandalism to Tracks and Artifical Turf Fields
$500,000	Property in Transit
$500,000	Accounts Receivable
$50,000	Property Damaged by Overflow of Sewers or Drains
$100,000	Covered Leashold Interest
	Sublimit is lesser of amount listed here or an amount prorated based on time between the Loss and the earlier of: Lease Expiration, Re-occupancy of leased property, or lease of new property.
$500,000	Valuable Papers and Records
	Sublimit is lesser of: Cost to research, replace or restore the lost information; Actual Cash Value of the blank state of the paper, tape or other recording media if records are not actually researched, restored, or replaced; or amount of sublimit listed here.
$25,000	Property Damaged by Computer Virus
$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft
	Sublimit lesser of: Appraised Value, Fair Market Value, or Sublimit listed here.

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Additional Sublimits

Sublimits showing below, if any, are in addition to the sublimits shown above.

Locations Covered

Locations that are specifically listed on the Named Participant's Property Schedule.

Perils Covered

Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the PACE Property Coverage Document.

Deductibles

$1,000 Per occurrence (unless specifically scheduled otherwise) except:

$1,000 Per occurrence for Mobile Equipment (unless specifically scheduled otherwise).

Contribution

$31,443

Applicable Coverage Document:
PACE Property Coverage Document - 07/01/2024

This proposal only represents a brief summary of Property Coverage. Please refer to the PACE Property Coverage Document for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Mcnaitt D397A0FFF335424... _____ Date: 05/21/2024

Authorized Representative/Agent Requested Effective

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PACE Property and Casualty Coverage for Education

Proposed Equipment Breakdown/ Boiler and Machinery Coverage Summary

Insured by the Travelers Casualty and Surety Company of America TRAVELERS

Travelers Policy Number: BME1-6W78957A-TIL-23 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant	Second Named Participant	Agent of Record
Alsea School District 7J	Alsea Charter School	WHA Insurance
PO Box B		2930 Chad Dr
Alsea, OR 97324		Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Covered Equipment	"Covered Equipment" as defined in the Coverage Form, located at Covered Property listed and specifically described on the Schedule of Property Values on file with the Trust (SDIS).	
Coverage Limit	$11,762,899	Comprehensive Equipment Breakdown - Overall limit of coverage regardless of sub limits.
Sub Limits	$5,000,000	Business Income/ Extra Expense
	$1,000,000	Consequential Loss
	$5,000,000	Demolition and Increased Cost of Construction - Ordinance or Law
	$2,500,000	Expediting Expenses
	$2,500,000	Spoilage
	$1,000,000	Hazardous Substances
	$1,000,000	Ammonia Contamination
	$5,000,000	Water Damage
	$5,000,000	Utility Interuption
	$1,000,000	Media and Data
	$1,000,000	Newly Aquired Locations - 180 Day day reporting
	Included	CFC Refrigerants
	Included	Computer Equipment
Other Conditions	24 Hours	Business Income and Extra Expense Waiting Period
	24 Hours	Utility Interruption Waiting Period
	180 Days	Newly Aquired Locations
Deductibles	$1,000	Per Occurrence - Except motors greater than 500 hp
	$5,000	Per Occurrence - Motors greater than 500 hp
Locations	Property listed as having Equipment Breakdown coverage on the Property and Casualty Coverage for Education Trust (PACE) Schedule of Property Values - Section 1 or the PACE Schedule of Property Values - Section 2.	
Contribution	**$776**	

PACE does not provide the coverage described in this document. PACE procured Equipment Breakdown Coverage from Travelers Casualty and Surety Company of America (Travelers) and permits members of OSBA, who purchase Property coverage from PACE, access to this coverage under the Travelers policy.

This document provides a brief summary of Equipment Breakdown Coverage from Travelers Casualty and Surety Company of America (Travelers) and in-no-way replaces or supersedes the Travelers policy or coverage terms. Please refer to the Travelers Equipment Breakdown Protection Coverage Form and associated documents for detailed coverages, exclusions and conditions.

To request that co[illegible]ease sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Mcnaeth D397A0FFF335424... _____ Date: 05/21/2024

Authorized Representative/Agent Requested Effective

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

PACE Property and Casualty Coverage for Education

Proposed National Union Fire Comprehensive Crime Coverage Summary

National Union Fire Policy Number: 01-300-42-85 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant	Second Named Participant	Agent of Record
Alsea School District 7J	Alsea Charter School	WHA Insurance
PO Box B		2930 Chad Dr
Alsea, OR 97324		Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Policy and Coverages	Limits
Government Crime Policy	$500,000.00
Forgery or Alteration	
Theft, Disappearance and Destruction	
Section 1 - Inside Premises	
Section 2 - Outside Premises	
Computer Fraud	
Funds Transfer Fraud	
Faithful Performance of Duty	
Money Orders and Counterfeit Money	
Impersonation Fraud ($25,000 deductible)	$250,000.00
Loss Investigation Expense	$25,000

Coverage Modifications

Non Compensated Officers, Directors (includes volunteer workers and students as "Employees")
Deletion of Bonded Employee Exclusion
Deletion of Treasurer or Tax Collector Exclusion

Deductibles and Contributions

Deductible $5,000.00

Contribution $1,491.00

PACE does not provide Crime Coverage. PACE procured Crime Coverage from Chartis Insurance Company and permits members of OSBA, who purchase Property/Casualty coverage from PACE and fulfill certain requirements, to be Additional Insureds on the Chartis Crime Coverage policy. Additional Insureds are bound by, and will not receive benefits that exceed, the deductibles and limits in this document.

This document provides a brief summary of Crime Coverage from Chartis Insurance Company and in-no-way replaces or supersedes the Chartis policy or coverage terms. Please refer to the Chartis Policy and associated documents for detailed coverages, exclusions and conditions.

New coverage or limit increases cannot be bound until review and approval of the application. To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Mcnaetta 0397A0FFF335424... Date: 05/21/2024

Authorized Representative/Agent Requested Effective

DocuSign Envelope ID: 2D739E7D-46FD-45CA-97E3-291617891787

PACE Property and Casualty Coverage for Education

School Violent Acts Coverage Proposal

Certificate Number: 39P60121-216 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant
Alsea School District 7J
PO Box B
Alsea, OR 97324

Second Named Participant
Alsea Charter School

Agent of Record
WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

Under the proposed coverage, PACE will pay your Crisis Expenses in excess of the retained limit because of a Violent Act at your premises which takes place during the Coverage Period and to which this coverage applies.

Limit of Coverage (Per Occurrence and Annual Aggregate): $50,000
Maximum Annual Aggregate Limit All PACE Members Combined: $200,000
Deductible (Retained Limit): $0
Contribution: Included

Applicable Coverage Document:
PACE School Violent Acts Coverage Document - 07/01/2024

This proposal only represents a brief summary of Violent Acts Coverage. Please refer to the PACE School Violent Acts Coverage Document for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Mcnaitt D397A0FFF335424... _____ Date: 05/21/2024

Authorized Representative/Agent Requested Effective

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PACE Property and Casualty Coverage for Education

Alsea School District 7J

Policy Year: 07/01/24 to 06/30/25

Agent: WHA Insurance

Schedule of Property Values - Section 1
Building, Other Structures and Scheduled Outdoor Property

Premises: CTE Building

Covered Property: CTE Building - COC **Unique ID:** 60121P152138 **Address:** 301 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code		**% Sprinkler**	0	**Appraiser**		**Year Built**	2024	**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	4400	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$1,664,000.00
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	0	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$0.00
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$6,165	**Total Value**	$1,664,000.00

Premises Total: **Contribution** $6,165 **Total Value** $1,664,000.00

Premises: Dwelling

Covered Property: Dwelling **Unique ID:** 60121P92662W **Address:** 178 S. 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	02-01	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1926	**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	12/13/2023	**Sq Footage**	891	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$140,000.00
Protect Class	7	**Security Alarm**	Yes	**App Code**	01-07	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$0.00
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$374	**Total Value**	$140,000.00

Covered Property: Storage **Unique ID:** 60121P119986S **Address:** 178 S. 3rd Street Alsea OR, 97324 **Coverage Class:** Other Structure

Loc Code	02-02	**% Sprinkler**	0	**Appraiser**		**Year Built**		**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	503	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$8,775.00
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	0	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$17,550.00
Const Class	NONCOMBUSTIBLE	**Comments**						**Remodel**	No	**Contribution**	$76	**Total Value**	$26,325.00

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Address: 267 Market Street Alsea OR, 97324 **Coverage Class:** Other Structure

Loc Code	03-02	**% Sprinkler**	0	**Appraiser**		**Year Built**		**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	503	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$3,042.00
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	0	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$20,800.00
Const Class	NONCOMBUSTIBLE	**Comments**						**Remodel**	No	**Contribution**	$69	**Total Value**	$23,842.00

Premises Total:	**Contribution**	$519	**Total Value**	$190,167.00

Premises: Elementary School

Covered Property: Bus Garage **Unique ID:** 60121P557 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-02	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1971	**Equip Brk Cov**	Yes	**Flood Zone***	C	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**	12/13/2023	**Sq Footage**	1150	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$134,000.00
Protect Class	7	**Security Alarm**	No	**App Code**	01-09	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$62,861.10
Const Class	NONCOMBUSTIBLE	**Comments**						**Remodel**	No	**Contribution**	$567	**Total Value**	$196,861.10

Covered Property: Electronic Reader Board **Unique ID:** 60121P48316W **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Scheduled Outdoor Property

Loc Code	01-09	**% Sprinkler**	0	**Appraiser**		**Year Built**	2016	**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**		**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$40,302.85
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	0	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$0.00
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$119	**Total Value**	$40,302.85

Covered Property: Grandstand **Unique ID:** 60121P561 **Address:** 310 S 3rd Avenue Alsea OR, 97324 **Coverage Class:** Other Structure

Loc Code	01-05	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1949	**Equip Brk Cov**	Yes	**Flood Zone***	A	**Valuation**	Actual Cash
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**	12/13/2023	**Sq Footage**	3105	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$342,000.00
Protect Class	7	**Security Alarm**	No	**App Code**	01-02	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$520.00
Const Class	FRAME	**Comments**	Condition of structure					**Remodel**	No	**Contribution**	$1,015	**Total Value**	$342,520.00

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Covered Property: Irrigation Pump House **Unique ID:** 60121P555 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-08	**% Sprinkler**	0	**Appraiser**		**Year Built**	1970	**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	48	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$11,526.75
Protect Class	7	**Security Alarm**	No	**App Code**	01-10	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$1,000.00
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$37	**Total Value**	$12,526.75

Covered Property: Main Building **Unique ID:** 60121P566 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-01	**% Sprinkler**	100	**Appraiser**	CBIZ	**Year Built**	1949	**Equip Brk Cov**	Yes	**Flood Zone***	D	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	12/13/2023	**Sq Footage**	25942	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$6,536,000.00
Protect Class	7	**Security Alarm**	Yes	**App Code**	01-01	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$1,261,086.11
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$18,770	**Total Value**	$7,797,086.11

Covered Property: Modular Annex **Unique ID:** 60121P563 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-07	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1971	**Equip Brk Cov**	Yes	**Flood Zone***	C	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	12/13/2023	**Sq Footage**	3472	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$627,000.00
Protect Class	7	**Security Alarm**	Yes	**App Code**	01-03	**# of Stories**	2	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$50,198.11
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$1,811	**Total Value**	$677,198.11

Covered Property: Modular Classroom - 6th Grade **Unique ID:** 60121P562 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-06	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1971	**Equip Brk Cov**	Yes	**Flood Zone***	C	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	12/7/2023	**Sq Footage**	990	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$138,000.00
Protect Class	7	**Security Alarm**	Yes	**App Code**	01-06	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$24,131.09
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$434	**Total Value**	$162,131.09

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Covered Property: Medical Resource Room **Unique ID:** 60121P559 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-04	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1949	**Equip Brk Cov**	Yes	**Flood Zone***	C	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	12/13/2023	**Sq Footage**	1736	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$217,000.00
Protect Class	7	**Security Alarm**	Yes	**App Code**	01-04	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$72,283.97
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$774	**Total Value**	$289,283.97

Covered Property: Play Shed **Unique ID:** 60121P558 **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Other Structure

Loc Code	01-03	**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1982	**Equip Brk Cov**	Yes	**Flood Zone***	C	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**	12/13/2023	**Sq Footage**	3542	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$266,000.00
Protect Class	7	**Security Alarm**	No	**App Code**	01-05	**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$520.00
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$790	**Total Value**	$266,520.00

Covered Property: Storage **Unique ID:** 60121P127411W **Address:** 301 S 3rd Street Alsea OR, 97324 **Coverage Class:** Other Structure

Loc Code	01-10	**% Sprinkler**	0	**Appraiser**		**Year Built**		**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	503	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$3,042.00
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	0	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$5,200.00
Const Class	NONCOMBUSTIBLE	**Comments**						**Remodel**	No	**Contribution**	$24	**Total Value**	$8,242.00

Covered Property: Storage **Unique ID:** 60121P127413W **Address:** 301 S 3rd Street Alsea OR, 97324 **Coverage Class:** Other Structure

Loc Code	01-11	**% Sprinkler**	0	**Appraiser**		**Year Built**		**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	503	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$3,042.00
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	0	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$5,200.00
Const Class	NONCOMBUSTIBLE	**Comments**						**Remodel**	No	**Contribution**	$24	**Total Value**	$8,242.00

Premises Total:	**Contribution**	$24,365	**Total Value**	$9,800,913.98

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Covered Property: Modular Building **Unique ID:** 60121P119984S **Address:** 310 S 3rd Street Alsea OR, 97324 **Coverage Class:** Building

Loc Code	01-12	**% Sprinkler**	0	**Appraiser**		**Year Built**	2021	**Equip Brk Cov**	Yes	**Flood Zone***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	315	**Flood Cov**	Yes	**Eff Date**	7/1/2024	**Structure Value**	$73,710.00
Protect Class	7	**Security Alarm**	No	**App Code**		**# of Stories**	1	**Earthquake Cov**	Yes	**Deductible**	$1,000	**Pers Prop Value**	$1,170.00
Const Class	FRAME	**Comments**						**Remodel**	No	**Contribution**	$222	**Total Value**	$74,880.00

Premises Total:	**Contribution**	$222	**Total Value**	$74,880.00

* Flood Zones shown on the Schedule of Property Values are an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

Total Structure Value	$10,207,440.60
Total Personal Property Value	$1,522,520.38
Total Value	$11,729,960.98
Total Contribution	$31,270

Construction Class Options

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

Valuation Options

Actual Cash Value
Replacement
Stated Amount

Protection Class Description

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.



Cyber

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PACE Property and Casualty Coverage for Education

Proposed AIG Cyber Liability and Cyber Extortion Coverage Summary

AIG Policy Number: 01-232-08-96 **Coverage Period:** 7/1/2024 through 6/30/2025

Named Participant	Second Named Participant	Agent of Record
Alsea School District 7J	Alsea Charter School	WHA Insurance
PO Box B		2930 Chad Dr
Alsea, OR 97324		Eugene, OR 97408

Proposal is provided only for those coverages where a contribution is shown.

AIG Coverage Sections	Deductibles	Contribution
Security And Privacy	$5,000	Included
Event Management	$5,000	Included
Media Content	$5,000	Included
Network Interuption	$5,000	Included
Cyber Extortion	$25,000	Included

AIG Cyber Liability Coverage Limits

With respect to this Coverage, to this Additional Insured(s), AIG will not be liable, in any one annual coverage period, for more than:	$1,000,000
Annual Aggregate Limit - Regardless of the number of Additional Insureds that experience a loss; the most AIG will pay to all Additional Insureds in the aggregate for the Cyber Liability Coverage, in any one annual coverage period, is:	$5,000,000 (1)

AIG Cyber Extortion Coverage Limits

With respect to this Coverage to this Additional Insured, AIG will not be liable, in any one annual coverage period, for more than:	$200,000 (2)
Annual Aggregate Limit - Regardless of the number of Additional Insureds that experience a loss; the most AIG will pay for this Cyber Extortion Coverage, in any one annual Coverage Period, is:	$2,000,000 (1) (2)

PACE does not provide Cyber Liability or Cyber Extortion Coverage ('Cyber Coverage'). PACE procured Cyber Coverage from AIG Insurance and permits members of OSBA, who purchase Property/Casualty coverage from PACE and fulfill certain requirements, to be Additional Insureds on the AIG Cyber Coverage policy. Additional Insureds are bound by, and will not receive benefits that exceed, the deductibles and limits in this document.

This document provides a brief summary of Cyber Coverage from AIG and in-no-way replaces or supersedes the AIG policy or coverage terms. Please refer to the AIG Cyber Coverage Policy and associated documents for detailed coverages, exclusions and conditions.

To request that coverage be bound, please sign, date and return this Proposal before the effective date.

Accepted by: DocuSigned by: Krista Meraetta D397A0FFF335424... _____ Date: 05/21/2024

Authorized Representative/Agent Requested Effective

(1) This Annual Aggregate Limit amount will be paid and reduced by claims of all Additional Insureds in the order in which the claims are paid by AIG. In the event the incurred losses arising from a single claim involving multiple Additional Insureds exceeds any remaining annual aggregate limit, that remaining amount will be paid on a pro-rata basis among those Additional Insureds involved in the claim.

(2) These limits include all amounts paid for Cyber Extortion claims including, but not limited to, loss amounts as well as defense and investigation expenses.

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PACE Property and Casualty Coverage for Education

2023/ 2024 to 2024/ 2025 Premium and Rate Comparison

Alsea School District 7J

Coverage	2023/ 2024 Policy Year			2024/ 2025 Policy Year			2023/ 2024 to 2024/ 2025 Changes		
	Premium	Exposure	Rate	Premium	Exposure	Rate	Premium Change	% Premium Change	% Rate Change
Property	$25,156	$9,975,583	$25.22	$32,219	$11,762,899	$27.39	$7,063	28.08%	8.62%
Liability	$40,148	$935	$42.94	$31,156	$269	$115.82	-$8,992	-22.40%	169.73%
Automobile	$32,394	20	$1,619.70	$35,183	20	$1,759.15	$2,789	8.61%	8.61%
Crime	$1,334			$1,491			$158	11.81%	
Totals	$99,031			$100,049			$1,018	1.03%	

Liability Exposure = ADA for School Districts, Public Resources for Community Colleges and General Services Grant for Education Service Districts

Property Exposure = Total Insured Value (TIV)

Automobile Exposure = Automobile Count



Workers' Compensation

saif

Carrier no: 20001

Information Page

Policy no: 470295
Employer identification no: 93-6000203
NCCI Risk ID no: 915051537

Item 1. **The Insured:**
Benton County School District 7-Cj

Entity Type:
Political Subdivision: School

Mailing address:
BENTON COUNTY SCHOOL DISTRICT 7-CJ
PO BOX B
ALSEA, OR 97324-0120

Agent:
WHA - PUBLIC ENTITIES
WHA INSURANCE AGENCY INC
2930 CHAD DR
EUGENE, OR 97408

Other workplaces not shown above:
Benton County School District 7-Cj
301 S 3rd St
Alsea, OR 97324-9643

Alsea Elementary School

Alsea High School

Item 2. **The policy period** is from 07/01/2024, 12:01 A.M. to 07/01/2025, 12:01 A.M. at the insured's mailing address.

Item 3. **A.** **Workers Compensation Insurance: Part One** of the policy applies to the Workers Compensation Law of the states listed here: OREGON.

B. **Employers Liability Insurance: Part Two** of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident $500,000 each accident
Bodily Injury by Disease $500,000 each employee
Bodily Injury by Disease $500,000 policy limit

C. **Other States Insurance: Part Three** of the policy applies to the states, if any, listed here:
NONE

D. **This policy includes these endorsements and schedules:**

WC000424	Audit Noncompliance Charge Endorsement
WC360304	Oregon Amendatory Endorsement
WC990616	Confidentiality Endorsement
WC990401C	Premium Payment Rating Plan Endorsement
WC000414A	90-Day Reporting Requirement-Notification of Change in Ownership Endorsement
WC890406	Policy Information Page Endorsement
WC360601E	Oregon Cancellation Endorsement
WC000421F	Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement
WC000422C	Terrorism Risk Insurance Program Reauthorization Act Disclosure endorsement.
WC000406A	Premium Discount Endorsement
WC000419A	Part Five - Premium Amendatory Endorsement
WC360406	Premium Due Date Endorsement

Item 4. **The premium** for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. The experience rating modification factor and other rating plan factors, if any, may change on your rating effective date of 7/1/2025. All information required below is subject to verification and change by audit.

400 High Street SE
Salem, OR 97312
P: 800.285.8525
F: 503.373.8020

Rating period: 07/01/2024 to 07/01/2025
Location 1: Benton County School District 7-Cj

Classification description	Class	Subject payroll	Rate	Premium
School-Bus Drivers	7380	$353,389.00	3.65	$12,898.70
School-Professional Emp & Clerical	8868	$2,529,711.00	0.28	$7,083.19
Work Experience-No Manual Labor	8868	$0.00	0.28	$0.00
School-All Other Employees	9101	$174,436.00	2.23	$3,889.92
Work Experience-Manual Labor	9101	$0.00	2.23	$0.00
School-Cafeteria/Kitchen Empl	9349	$64,364.00	2.04	$1,313.03
Total manual premium		**$3,121,900.00**		**$25,184.84**
Total subject premium				**$25,184.84**

Description	Basis	Factor	Premium
Experience Rating	$25,184.84	1.07	$1,762.94
Total modified premium			**$26,947.78**

Description	Basis	Factor	Premium
Pre-pay credit	$26,947.78	0.99	-$269.48
Total standard premium			**$26,678.30**

Description	Basis	Factor	Premium
Oregon Total Premium			$26,678.30
Premium Discount	$26,678.30	0.1116	-$2,976.92
Terrorism Premium	$3,121,900.00	0.005	$156.10
Catastrophe Premium	$3,121,900.00	0.01	$312.19
DCBS Assessment	$24,169.67	1.098	$2,368.63
Total premium and assessment			**$26,538.30**

Policy Minimum Premium: $500

Your policy premium is based on your current estimated premium and may be prorated for policies in effect for less than a full year or adjusted based on actual payroll by classification.

Terrorism Premium is in addition to Policy Minimum Premium.

Catastrophe Premium is in addition to Policy Minimum Premium.

Payroll Reporting Frequency: Annual

Policyholder Option to Reimburse SAIF Corporation for Medical Expenses (Nondisabling Claims Reimbursement Program): This policyholder has chosen to enroll in the Nondisabling Claims Reimbursement program with Quarterly claim evaluation.

Policy Performance Summary

Policy: 470295 - Benton County School District 7-Cj
Legal Name: Benton County School District 7-Cj

Policy Details

Status: Active
Market Type: Voluntary
Relation Type:
Rate Acct:
Orig Cov Date: 07/01/1992
Cont Cov Date: 07/01/1992
Business Type: Elementary And Secondary Schools
Entity: Political Subdivision: School
WCD Number: 5603022
NCCI Number: 915051537 Interstate
EIN: 93-6000203
Principal Class: 8868
NAICS Code: 611110
Office: Service Center
Agency: Wha Insurance Agency Inc
Underwriter: Portland Service Center
SMC: Safety Services
Last Audit: 07/01/2022 - 07/01/2023

Current Policy Period Details

Period Status: Renew
Effective Date: 07/01/2024
Expiration Date: 07/01/2025
Cancel Date:
ARD: 07/01/2024
Sales Plan: Guaranteed Cost
ELCB Limits: 500,000/500,000/500,000
ND Reimb: 07/01/2024 - 07/01/2025 Quarterly
Group:
Group Type:
Rating Plan: Tentative ERP - 1.07
Tier: F - 1.6300
Rpt Freq / Pmt: Annually / 10 pay 10% down

Policy Period History

Policy Year	Mod	Payroll	Claim Freq	Standard Premium	Tier
2023	1.13	2,933,386	0.07	28,195	F
2022	0.73	4,808,115	0.10	30,294	F
2021	1.06	5,489,488	0.05	46,141	F
2020	1.07	3,805,311	0.00	31,637	F
2019	1.92	1,755,065	0.17	32,873	F

Gaps in Coverage

No gaps in coverage for this policy.

Policy Performance History

Policy Year	Prorated Premium	Paid Losses	Incurred Losses	Paid/ Std	Inc/ Std	Clm Count	Exp Clm Count	Paid TL	Paid Med	ND Reimb	TL Count	Exp TL Count	TL Day
2023	26,334	854	854	3%	3%	2	1.44	0	854	-1,561	0	0.38	0
2022	30,294	7,215	7,215	24%	24%	5	2.89	2,103	5,112	-728	1	0.79	22
2021	46,141	131,145	146,727	284%	318%	3	3.57	23,079	63,063	0	1	0.93	369
2020	31,637	0	0	0%	0%	0	2.34	0	0	0	0	0.62	0
2019	32,873	714	714	2%	2%	3	1.18	0	714	0	0	0.31	0

Ten Highest Incurred Loss Claims Received in Last Five Policy Years

Last Name	Claim Number	Date of Injury	Status	Type	Decision	Incurred Loss	Paid Loss	Timely[1]	Inj Class
Russell	8606212	09/08/2021	Closed	PPD	Accepted	142,224	126,642	YES	8868
Goodman	8680961	05/30/2023	Closed	Disabling	Accepted	5,873	5,873	NO	9101
Elbers	8634769	04/11/2022	Closed	Nondisabling	Accepted	4,281	4,281	YES	9101
Martinez	8648555	08/23/2022	Closed	Nondisabling	Accepted	753	753	NO	8868
Elbers	8545326	02/05/2020	Closed	Nondisabling	Accepted	702	702	YES	9101
Chilcote	8689495	08/09/2023	Closed	Nondisabling	Accepted	597	597	NO	9101
Elbers	8661580	12/08/2022	Closed	Nondisabling	Accepted	348	348	YES	9101
Bennett	8803239	03/04/2024	Closed	Nondisabling	Accepted	256	256	NO	9349
Goodman	8644951	07/27/2022	Closed	Nondisabling	Accepted	240	240	YES	9101
Stanton	8603180	08/11/2021	Closed	Nondisabling	Accepted	221	221	NO	8868

Number of Claims Received in Last Five Policy Years

Claim Type	Count
Disabling	1
Nondisabling	12
PPD	1
Total	**14**

Claim Status	Count
Closed	11
Denied	2
Void	1
Total	**14**

[1] A claim is "Timely" if the 801 or 827 is received by SAIF within five days of the employer's date of knowledge of the injury.
^ Designates a preferred worker.

Data as of 06/07/2024
Created on 06/07/2024

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY - INFORMATION PAGE

Servicing Office:

Insurance for this coverage part provided by:

Zurich American Insurance Company

SCHAUMBURG
1299 ZURICH WAY
SCHAUMBURG, IL 60196

1. Policy Number: WC 9552801 - 02

Renewal of Number: WC 9552801 - 01

Named Insured and Mailing Address

Benton County School District 7-Cj
Alsea School District 7J
Po Box B
Alsea, OR 97324-0120

Producer and Mailing Address

UNITED STATES INSURANCE SERVICES
1190 WINTERSON RD STE 100
LINTHICUM, MD 21090-2245

Producer Code: 15594000

Other workplaces not shown above: See Schedule of Locations

FEIN: 93-6000203

NCCI Company No.: 10863 ☐ New ☒ Renewal ☐ Rewrite of Prior Policy No. WC 9552801 - 01

This information page, with policy provisions and endorsements, if any, completes this policy.

Insured is: Government entity

2. Policy Period: From: 07/01/2024 to: 07/01/2025 at 12:01 A.M. Standard Time at insured's mailing address.

Insured's Identification number(s): See Schedule Locations

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here:
Hawaii, Idaho

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.
The limits of liability under Part Two are:

Bodily Injury by Accident:	$500,000	each accident
Bodily Injury by Disease:	$500,000	policy limit
Bodily Injury by Disease:	$500,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
All states except ND, OH, WY, WA, OR and those states listed in 3A

D. This Policy includes these Endorsements and Schedules:
See Schedule of Forms and Endorsements.

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required on the following Classification Schedule is subject to verification and change by audit.
See Classification Schedule

TOTAL ESTIMATED STANDARD PREMIUM	$	942.00
PREMIUM DISCOUNT	$	
EXPENSE CONSTANT	$	180.00
PREMIUM FOR ENDORSEMENT	$	
TAXES AND SURCHARGES	$	
TOTAL ESTIMATED ANNUAL PREMIUM	$	1,156.00
MINIMUM PREMIUM	$	500.00
DEPOSIT PREMIUM	$	1,156.00

If indicated below, adjustment of premium shall be made:

☒ Annually ☐ Monthly
☐ Semi-Annually ☐ This is a Three Year
☐ Quarterly Fixed Rate Policy

Agent or Producer | Countersigned by Resident Licensed Agent | Date

Workers Compensation Classification Schedule

Insurance for this coverage part provided by
Zurich American Insurance Company

Policy number
WC 9552801 - 02

Loc.	ITEM 4. CLASSIFICATION OF OPERATIONS Entry in this item, except as specifically provided elsewhere in this policy, does not modify any of the other provisions of this policy.		Code No.	PREMIUM BASIS Total Estimated Annual Remuneration	RATES Per $100 of Remuneration	Estimated Annual Premium
	Benton County School District 7-Cj FEIN# 93-6000203 NAICS CODE 611310 ERN# Z000022975 15-2660 Pahoa Village Rd Ste 105-288 Pahoa, HI 96778-6721					
	College-Professional Employees & Clerical		8868	$ 67,904	0.77	$ 523.00
	Total Manual Premium					$ 523.00
	Increase Limits	0.8%	9807			$ 4.00
	Subject Premium					$ 527.00
	Total Subject Premium					$ 527.00
	Total Modified Premium					$ 527.00
	Total Standard Premium					$ 527.00
	Expense Constant		0900			$ 180.00
	Terrorism	0.014	9740			$ 10.00
	Catastrophe (Other Than Certified Acts of Terrorism)	0.014	9741			$ 10.00
	Estimated Annual Premium					$ 727.00
	Total Amount Due					$ 727.00

Workers Compensation Classification Schedule

Insurance for this coverage part provided by
Zurich American Insurance Company

Policy number
WC 9552801 - 02

Loc.	ITEM 4. CLASSIFICATION OF OPERATIONS Entry in this item, except as specifically provided elsewhere in this policy, does not modify any of the other provisions of this policy.		Code No.	PREMIUM BASIS Total Estimated Annual Remuneration	RATES Per $100 of Remuneration	Estimated Annual Premium
	Benton County School District 7-Cj FEIN# 93-6000203 NAICS CODE 611310					
	1241 E Pleasant Ave Challis, ID 83226-7726					
	College-Professional Employees & Clerical		8868	$ 66,231	0.52	$ 344.00
	Total Manual Premium					$ 344.00
	Increased Limit Charge		9848			$ 68.00
	Increase Limits	0.8%	9807			$ 3.00
	Total Subject Premium					$ 415.00
	Total Modified Premium					$ 415.00
	Total Standard Premium					$ 415.00
	Terrorism	0.01	9740			$ 7.00
	Catastrophe (Other Than Certified Acts of Terrorism)	0.01	9741			$ 7.00
	Estimated Annual Premium					$ 429.00
	Total Amount Due					$ 429.00
	Policy Total Estimated Cost					$ 1,156.00

Mission Statement

Our mission is to always act in the best interest of our clients as their trusted insurance and risk management advisor.

Values

Professionalism
To consistently display integrity, expertise, and respectful collaboration.

Generosity
To give, share, and support others.

Integrity
To commit to being respectful, honest, and making ethical choices.

Diversity
To understand and support each team member's unique background and strengths.

Passion
To fuel purpose and ignite meaningful actions.

Active Learning
To build knowledge and enhance critical thinking.

Vision

Our Clients
To provide an exceptional client experience with passion, professionalism, and care.

Our Providers
To develop the highest level of trust with out providers through effective collaboration.

Our Industry
To be recognized as innovative industry leaders in insurance and risk management services.

Our Team
To foster a culture that supports each team member's personal and professional aspirations.

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WHA INSURANCE

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Eugene, OR 97408

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Mission Statement

Our mission is to always act in the best interest of our clients as their trusted insurance and risk management advisor.



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b. Fidelity Bond Comparisons for Business Office
c. Ratification of AEA CBA 2024 - 2027

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Krista Nieraeth, Superintendent
Date:	June 20, 2024

Background: The Alsea School District Board of Directors (District) and the Alsea Education Association (AE) negotiated a new CBA for the years 2024 – 2027. The first meeting between the two entities was held April 2nd, 2024, with subsequent meetings in April and May. Present at these meetings were Catherine Ellis and Jason Foltz on behalf of the AEA, Risteen Follett (Board Representative), Soren Rounds (Board Representative), Roxie Smallwood (HR Secretary), Don Staehely (Business Manager) and myself on behalf of the District. This District and AEA came to a tentative agreement on the Collective Bargaining Agreement (CBA) on May 22nd, 2024.

Key points for negotiations:

1) Compensation Package, including annual longevity stipend language and updated Salary Scales with COLAs:
   FY 24-25 of 3.5%
   FY 25-26 of 3%
   FY 26-27 of 3%;
2) District Insurance Contributions of:
   FY 24-25 - $1300
   FY 25-26 - $1400
   FY 26-27 - $1475
3) Memorialization of HRA contribution of 50% of the District contribution if the employee waives district offered medical, dental, and vision insurance;
4) Creation of an insurance pool.

The District and AED worked to clean up language for clarity and compliance with the law, but there were no substantive changes to the other articles.

On June 10th, 2024, the AEA ratified by vote, the presented CBA.

Action Requested: I request that the Alsea School District Board of Directors ratify the CBA for the period of 2024 - 2027 as presented.

Motion Requested: "I make a motion to approve the Alsea School District 7J Certified Staff Bargaining Agreement for the period of 2024 – 2027 as presented."

Alsea School District 7J

Certified Staff

Collective Bargaining Agreement

2024 - 2027

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ARTICLE 1 - Recognition

A. The board recognizes the Alsea Education Association "Association" as the exclusive bargaining representatives, as defined in ORS 243.650(8), on wages, hours and conditions of employment for all licensed personnel through TSPC, and other state agencies, such as OHA, employed by the Alsea School District "District" and paid via the salary schedule.

B. Specifically excluded from the bargaining unit are supervisory and confidential employees, substitute teachers, and temporary teachers working less than sixty (60) continuous days.

C. The purpose of this article is to recognize the right of the bargaining agent to represent the licensed personnel in the bargaining unit in negotiations with the Alsea School District 7J Board of Directors "Board." Granting of recognition is not to be construed as obligating the Board in a way to continue any functions or policies. The Board reserves the right to create, combine or eliminate any positions as, in its judgment, is deemed necessary.

ARTICLE 2 - District Functions

A. It is recognized that the Board has and will continue to retain the rights and responsibilities to operate and manage the school system and its programs, facilities, properties and activities of its licensed personnel.

B. Without limiting the generality of the foregoing (paragraph A) it is expressly recognized the Board's operation and managerial responsibility includes:

1. The right to determine the location of schools and other facilities of the school system, including the right to establish new facilities and to relocate or close old facilities.

2. The determination of the financial policies of the District including the general accounting procedures, inventory of supplies, and equipment procedures and public relations.

3. The determination of the management, supervisory or administrative organization of each school or facility in the system and the selection of licensed personnel for promotion to supervisory, management or administrative positions.

4. The maintenance of discipline and control and use of the school system property and facilities.

5. The determination of safety, health and property protection measures where legal responsibility of the Board or other government units is involved.

6. The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time not in conflict with this Agreement.

7. The direction and arrangement of all the working forces in the system including the right to hire, suspend, discharge or discipline, or transfer employees.

8. The right to relieve licensed personnel from duty for poor unacceptable work or for other legitimate reasons.

9. The creation, combination, modification, or elimination of any licensed personnel position deemed advisable by the Board.

10. The determination of the size of the working force, the allocation and assignment of work to licensed personnel, the determination of policies affecting the selection of licensed personnel, and the establishment of quality standards and judgment of the licensed personnel performance.

11. The determination of the layout and the equipment to be used and the right to plan, direct and control school activities. The determination of the processes, techniques, methods and means of teaching and the subjects to be taught.

12. The right to establish and revise the school calendar, establish hours of employment, to schedule classes and assign workloads, and to select textbooks, teaching aids, and materials.

13. The right to make assignments for all programs of an extracurricular nature.

Nothing in this agreement shall limit in any way the District's contracting or subcontracting of work or shall require the District to continue in existence any of its present programs in its present form and/or location or on any other basis.

C. The foregoing enumeration of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth; the Board retaining all functions and rights to act not specifically nullified by this Agreement.

ARTICLE 3 - Nondiscrimination

The Association, the District, and the Board affirm their adherence to the principles of free choice and agree that they shall not discriminate against any licensed personnel covered by this Agreement because of age, race, religion, sex, national origin, marital status, disability, membership or non-membership in the Association. The provision of this clause shall not be subject to arbitration or the grievance procedure.

ARTICLE 4- Strikes and Lockouts

A. The Association and the members of the bargaining unit, as individuals of and as a group, will not initiate, cause, permit, or participate or join in any other restriction of work except in compliance with Oregon law. Licensed personnel in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the Association or by any other labor organization in violation of Oregon law, or any picket line established by any other labor organization. Disciplinary action, including discharge, may be taken by the District against any licensed personnel engaged in a violation of this article. Such disciplinary action may be undertaken at the option of the District and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the District.

B. The District agrees there will be no lockouts as a consequence of any disputes during the period of this agreement.

ARTICLE 5 - Payroll Deductions

A. This District agrees to deduct from the salaries of its licensed personnel:
   - Regular Association dues;
   - District approved voluntary deductions, as approved by the unit member and as per Board Policy DLB.

B. Association Dues:

   The District shall deduct dues, fees, and any other assessments or authorized deductions to the Association in accordance with the payroll deduction authorizations signed by unit members and provided to the Association. The Association shall provide the District with a list identifying the employees who have signed such authorizations and the authorized deduction amounts, as well as payment remittance data instruction for reporting dues payments. The District shall rely on the authorization list and the payment remittance data instructions to make the authorized deductions and to remit payment and data to the Association.

   Alsea EA/OEA/NEA dues shall be equally divided and deducted ten times a year beginning in October through the second June paycheck. If a bargaining unit member becomes an Association member after the start of the school year, their dues shall be pro-rated and divided equally on their remaining paycheck.

C. Premiums for out-of-pocket Board-approved insurance programs (medical, dental, and vision) that qualify as an IRS Section 125 will be deducted from the bargaining unit member's gross salary.

D. The Association agrees to hold the District harmless against any and all claims, suits, orders, or judgments brought against the District as a result of the provisions of this article if the

E. The District notifies the Association within Thirty (30) days of such claim and tenders to the Association the defense of such claim.

F. This article shall be subject to ORS 243.666.

G. Licensed personnel have the right to join the local Association, but membership in the Association shall not be required as a condition of employment. The District will advise all newly employed personnel at the time of their employment that the Association is their exclusive bargaining representative.

ARTICLE 6 - Grievance Procedure

A. The purpose of this procedure is to provide an orderly method of resolving grievances. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operations of the school system. Meetings or discussions involving grievances, or these procedures shall not interfere with the duties of any licensed personnel. Any grievant may be represented at all stages of the grievance procedures by them and/or at their option by a representative selected by the Association.

B. For the purpose of this Agreement, a grievance is defined as an alleged violation of the terms of this Agreement.

C. Aggrieved licensed personnel shall promptly attempt to resolve the grievance informally between the employee and his supervisor. If the grievance is not resolved informally, then the grievance will be processed in the following manner and within the stated time limits:

Step 1:

The aggrieved shall reduce to writing the grievance and submit it to their immediate supervisor. If the aggrieved does not submit his grievance to their immediate supervisor in writing within fifteen (15) working days after the facts upon which the grievance is based first occur or first become known to the aggrieved, the grievance will be deemed waived. The aggrieved may be accompanied by one other member of the Association when presenting the written grievance. The immediate supervisor will reply in writing to the aggrieved with a copy to the Association within (15) working days after receipt of the written grievance.

Step 2:

If the grievance is not settled in Step 1 and the aggrieved wishes to appeal the grievance to Step 2, the aggrieved may file the grievance in writing to the Superintendent within fifteen (15) working days after receipt of their immediate supervisor's written answer. The written grievance shall give a clear and concise statement of the alleged grievance including the fact upon which the grievance is based, the issues involved, the agreement provisions involved, and the relief sought. The Superintendent shall thoroughly review the grievance, arrange for necessary discussion, and give a written answer to the aggrieved with a copy to the Association no later than fifteen (15) working days after receipt of the written grievance.

Step 3:

If the grievance is not settled in Steps 1 or 2, the aggrieved may file the grievance in writing to the Board within fifteen (15) working days after receipt of the Superintendent's written

answer. The written grievance shall give a clear and concise statement of the alleged grievance~~,~~ and the relief sought. The Board shall thoroughly review the grievance, arrange for necessary hearing, and give a written answer to the aggrieved with a copy to the Association no later than fifteen (15) working days after receipt of the written grievance.

Step 4:

Grievances not settled in Step 3 of the grievance procedure may be appealed to arbitration, provided written notice of a request for arbitration is made to the Board and their representative within fifteen (15) working days of receipt of the answer in Step 2. When a timely request has been made for arbitration, the parties to this contract or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, they shall within fifteen (15) working days of the appeal, jointly request the Employment Relations Board to submit a list of five (5) arbitrators. If mutually agreed upon by both parties, the source of arbitrators may be the Employment Relations Board. As soon as the list has been received, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list, and the fifth and remaining name shall act as the arbitrator. The arbitrator shall schedule a hearing on the grievance, and after hearing such evidence as the parties' desire to present, shall render a written decision. The arbitrator shall have no power to substitute his discretion for that of the Board in any matter not specifically contracted away by the Board. A decision of the arbitrator, shall within the scope of his authority, be binding upon the parties.

D. The Board and the Association will share equally any joint costs of the arbitration procedure, such as the fee and expense of the arbitrator and the cost of the hearing room.

E. The Association may file grievances, but the grievance shall not be arbitrary or capricious.

F. All documents, communications and records of a grievance will be filed in the District Office separate from the personnel files.

G. There shall be no restraint, coercion, interference, discrimination, or reprisals exerted on any individual or groups of individuals involved in the grievance procedure by reason of such participation. This section applies both to the District and Association.

ARTICLE 7 - Assignments and Transfers

A. Grade, subject, extra duty, and worksite assignments shall be made by the District, subject to any requirements in this contract. When making assignments, the District will take into consideration the employee's licensure, experience, training, and service to the District.

B. A vacancy shall be defined as whenever a licensed bargaining unit position or a licensed extra duty assignment is open because of retirement, resignation, termination, transfer, or extended leave of a current licensed personnel, or because of the creation of a new bargaining unit position, program, or licensed extra duty assignment or the reinstatement of a previously funded bargaining unit position, program, or licensed extra duty assignment.

   A vacancy will be announced to all teachers via District email. The vacancy will be posted for a minimum of ten (10) calendar days following that email announcement.

   All licensed personnel shall have the right to apply for a vacancy. Licensed and qualified personnel shall be granted an interview for the vacancy.

   These provisions shall be superseded by Article 22 if a licensed personnel is laid off and has recall rights to bargaining unit position.

C. When making transfers, the District, where practical, shall take the training, experience, service to the District, and the wishes and convenience of the licensed personnel into consideration; however, it is understood that the instructional requirements and best interests of the school system and the pupils are of primary importance.

D. Any licensed personnel desiring a transfer to another grade, subject, worksite, or program shall make their request via District email to the Superintendent on or before February 1 in order for it to be considered for the following school year. The District shall confirm receipt of the transfer request and consider this request. The District shall notify the licensed personnel prior to June 15 if they will be accepting this request and initiating a transfer. That initial transfer shall not be considered a vacancy and section B of this article shall only apply if the act of the transfer creates a new vacancy. In the event that unforeseen circumstances allow for the District to accept transfer request after June 15, the transfer window may be extended by mutual agreement. Otherwise, the application for transfer shall be considered expired and would need to be renewed by the following February 1st for consideration.

E. Licensed personnel shall be notified of their assignment by June 15th.

F. Any contract licensed personnel is considered as having a continuing contract but must sign an annual contract. By state law, they must give the District sixty (60) days' notice if they wish to resign their position.

ARTICLE 8 - Employee Rights

A. No employee will be disciplined, reprimanded in writing, reduced in rank or compensation, or suspended, without just cause.

B. Just cause in the Agreement shall mean:

1. The licensed personnel will be given timely written notice of charges against them.

2. There will be a thorough and fair investigation of the charges before any discipline is administered.

3. The licensed personnel required to attend a meeting regarding a matter that could affect the continued employment of the licensed personnel shall be given the reasons for the meeting at least forty-eight (48) hours in advance of the meeting.

4. The licensed personnel shall have the right to have representatives of their choice present at any meeting of an investigatory nature with a supervisor or the Board, which they reasonably believe might result in disciplinary action.

5. All information forming the basis of disciplinary action will be made available to the licensed personnel at the licensed personnel's request.

6. There must be substantial evidence or proof that a licensed personnel is guilty as charged.

7. Discipline will be administered in a way that is reasonably related to the offense and to the record of the licensed personnel.

8. Disciplinary actions will be applied evenhandedly.

9. The licensed personnel will have forewarning or foreknowledge of the possible or probable disciplinary consequences of his conduct, except for those offenses (including theft, insubordination, and intoxication on the job), which by common knowledge the licensed personnel may properly expect to be disciplined.

10. The District's rule of order is reasonably related to the orderly, efficient or safe operation of the school.

C. If a licensed personnel appeals a dismissal to the Fair Dismissal Appeals Board, then the licensed personnel shall be barred from appealing the dismissal through the grievance procedure.

D. Probationary licensed personnel non-renewals shall be excluded from this article. Assignment or retention in extra-duty or extended contracts shall also be excluded from this article. Licensed personnel will not be deprived of extra duty or extended contracts for disciplinary reasons without just cause. Athletics and academic clubs must be renewed annually, as they are year-to-year contracts.

ARTICLE 9 - Personnel Files

The District shall maintain one (1) personnel file in the District Office or other designated place. No adverse material shall be placed in a personnel file unless the licensed personnel has had an opportunity to review it and affix his signature to the copy to be filed. A licensed personnel has the right to submit a written statement to be attached to any material placed in the file. A licensed personnel shall have the right to view the contents of their file at reasonable times and to have a representative present.

ARTICLE 10 - Calendar

A. It is recognized that the Board has the right to set the annual school calendar. Prior to adoption of the calendar, a proposed calendar will be referred to the Association for review and recommendation.

B. The school year shall meet or surpass minimum state requirements for student contact days or instructional hours.

Based on a 4-day work week, and 8.75-hour workday, the work year shall not exceed 174 contract days, except in accordance with provisions in Article 12, Section D, which will include, at a minimum, the following holidays and professional staff development days:

6 Holidays Labor Day Veterans' Day
Thanksgiving Day
Martin Luther King Jr.'s Birthday (unpaid)
Presidents' Day
Memorial Day

14 Other Working Days
In-service days - 4 Grading Days - 3
Parent/Teacher Conferences - 2
Licensed Staff Only workdays - 5

On Licensed Staff Only Workdays, the district also reserves the right to hold professional development or staff meetings for no longer than 120 minutes on three (3) of the Licensed Staff Only Workdays.

ARTICLE 11 -Work Schedules

A. Regular building hours shall be 7:30 a.m. to 4:15 p.m. The Board shall determine the starting and dismissal times, which may vary from school to school.

Due to our remote location and the difficulty of making appointments and conducting business, it may be necessary to make exceptions to the 8.75-hour day and allow licensed personnel to leave early for specific purposes. Professional trust necessitates that any missed time be made up at a later date, as communicated by the licensed personnel to their immediate supervisor, principal, or Superintendent. Prior administrative approval is mandated whenever possible to include modified start and leave times to support individual staff needs.

B. In addition to regular building hours, the following shall apply:

1. Licensed personnel shall spend outside of building hours to the extent necessary for adequate preparation of instruction, pupil and parent consultations, and extra duty assignments.

2. Staff will meet on a regular basis. The time, duration, and frequency of these meetings will be determined collaboratively with the district administrator at the beginning of each school year. Every effort shall be made to schedule these periodic meetings during building hours.

C. All licensed personnel will have a thirty (30) minute duty free lunch period between the hours of 11:00 a.m. and 1:00 p.m.

D. Each full-time licensed personnel shall have at least 200 minutes of preparation time per week. If a licensed personnel is required to relinquish preparation time, the licensed personnel will be compensated with one (1) hour of pay at their salaried rate for each period lost.

E. Secondary licensed personnel (7- 12) shall generally not be required to teach more than one (1) course per period. However, those secondary licensed personnel who are required to teach more than one (1) course per period will receive an extra $250 stipend for that period per semester.

F. Licensed personnel will be required to attend only the following after-building hours events:

Secondary

(4) Evening school conferences with families per school year

(1) Open House at the beginning of the school year

(1) High School Graduation/Awards Events per school year

Elementary

(4) Evening school conferences with families per school year

(1) Academic Program

(1) Open House at the beginning of the school year

ARTICLE 12 – Compensation and Professional Development

A. Salary Schedules for the 2024 – 2025, 2025 – 2026, 2026 – 2027 school years are attached as Appendix II.

Beginning with the 2000-2001 school year, the district will pick up the licensed personnel PERS contribution.

Horizontal movement on the salary schedule shall be to the next column when qualified, plus a one year experience step in the new column.

Compensation Schedules for Licensed Extra-Duty, Athletic Extra-Duty assignments, and Licensed Assignment Stipends are attached as Appendix I.

B. Licensed personnel who were employed for a minimum of one hundred and thirty-five (135) days in the prior work year shall be eligible to advance one year on the salary schedule. Said step movement shall be effective on July 1st. Employment dates do not carry over from school year to school year, should employment be initiated during an existing school year.

C. The district will grant newly hired licensed personnel credit for experience on the salary schedule. Credit for experience shall be defined as work as a regular licensed employee in a public school district, charter school, or in any District approved licensed capacity. Credit for experience will be granted for work experience provided such work experience is at the journeyman level or higher and is related to the job assignment (e.g., career and technical teachers). For the purposes of determining a year of employment, employment for one hundred and thirty-five days shall be the minimum standard.

D. The district, starting in the 2024 – 2025 school year, will provide an annual longevity stipend to licensed personnel who have continuous certified and licensed teaching experience in the Alsea School District. The longevity stipend will be as follows:

- Licensed personnel in years 5 – 9 will receive $500;
- Licensed personnel in years 10 – 14 will receive $750;
- Licensed personnel in years 15 – 19 will receive $1000;
- Licensed personnel in years 20 – 24 will receive $1250;
- Licensed personnel in years 25 – 29 will receive $1500;
- Licensed personnel in years 30 and above will receive $2000.

E. The goal of the Alsea School District is to continually improve the quality of educational instruction. One objective of this goal is to encourage licensed personnel to continually advance in their knowledge of both content and instruction, and to share this knowledge with other staff. This enhances instruction and models "Lifelong learner" behavior for students. The district will support staff growth and advancement in two areas, tuition reimbursement and Professional Growth Units (PGU's).

1. Tuition Reimbursement/Advancement on the Salary Schedule

   a. By October 1 of each year, the district shall notify all licensed personnel of their right to receive tuition funds for up to the maximum reimbursement allowed by the IRS as untaxed reimbursement. Licensed personnel who anticipate accessing tuition

reimbursement shall present the Superintendent with their coursework to gain authorization for reimbursement.

If the course proposal is not submitted for prior authorization, there is a possibility the tuition will not be reimbursed. Reimbursement shall be paid at the end of the contract year in June.

The district shall budget a minimum of $20,000 for tuition reimbursement by February 1 of the contract. The district agrees to replenish reimbursement to $20,000 annually during the contract period (e.g., If $10,000 is expensed, the district replaces the expense to $20,000). Funds do not carry over but the minimum of $20,000 will be funded annually. The district will reimburse per credit earned up to the highest Oregon university system (OUS) rate from the latest posting on the OUS website.

Additional coursework may be reimbursed up to but not to exceed the maximum amount allowed by the IRS as untaxed reimbursement. If any licensed personnel decline their right to reimbursement and/or additional budgeted funds remain they may be divided proportionally among remaining licensed personnel who have additional approved coursework up to the maximum reimbursement allowed by the IRS for untaxed reimbursement if the funds allow.

A final accounting of the year's tuition reimbursements shall be provided to the Association President at the time the funds are dispersed.

b. Licensed personnel must keep the district advised of any college credits they may earn if they expect those credits to be considered toward column advancement on the salary schedule for the subsequent year. Written notification to the district must be made by February 1 of the current year for any credits earned to be considered for advancement on the salary schedule for the subsequent school year. Licensed personnel must provide the district with proof of successful completion of any course prior to advancement on the salary schedule.

c. Notwithstanding anything to the contrary implied by the foregoing provisions of this article, the district is not obligated to make reimbursement for tuition, in any one year, in excess of the amount included in the budget for such purposes.

2. Professional Growth Units (PGU's)

a. The district believes that it is not only formal college credits that can advance knowledge and contribute to professional growth. The district will allow professional non-college credit experiences to count toward advancement on the salary schedule. One PGU shall be given for thirty (30) hours of approved learning activity. Three PGUs shall be equal to one (1) college credit in relation to advancement on the salary schedule. To qualify for advancement on the salary schedule, application must be made in writing by February 1 for any historical activity to apply for advancement on the subsequent school year salary schedule. Applications regarding PGU's shall be in accordance with the procedures adopted

by the School Board in Appendix III.

b. Approval of PGU's

1. Activities should have the prior authorization of the Superintendent in order to qualify for advancement on the salary schedule.

2. Completed applications will be received by a committee comprised of two (2) staff and one (1) administrator. This committee will make a recommendation to the Board regarding the activity being considered for approval for advancement on the salary schedule.

3. The Superintendent will have the final authority of approval or denial of PGU credit as to whether they result in advancement on the salary schedule.

4. No more than three (3) PGU's shall normally be granted to any employee in any year toward advancement on the salary schedule. However, a staff member may petition for additional units.

5. No activity for which the district has contributed funding during contract hours, or for which the staff member has received payment shall be approved for PGU credit.

F. In the event of a situation beyond the control of the Board, which requires the closing of one or more grades, the school year may be extended to compensate for the number of instructional minutes in such grades, to meet the minimal instructional minutes requirements of the state regulations for a full year of school, at the discretion of the Board, with no additional pay in excess of the licensed personnel contracted salary.

ARTICLE 13 - Association Communications/Facilities

A. Inter-school mail facilities may be used for distribution of Association communications so long as such communications are labeled as Association materials and contain the names of the authorizing Association official and are not detrimental to District-Association relations or defaming to any individual.

B. School facilities may be used for Association meetings at reasonable times during non-duty hours provided that such meetings shall not interfere with the normal school operations and providing that custodial staff are on duty.

ARTICLE 14 - Sick Leave

A. Sick leave shall be accrued and subjected as prescribed by Oregon law. Sick leave benefits shall be available for a licensed personnel's individual use or for the illness or injury of an immediate family member. "Immediate family" shall be defined as spouse, domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of domestic partner, grandparent or grandchild of the licensed personnel, or a person with whom the licensed personnel is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of a licensed personnel or the child of a licensed personnel's domestic partner.

B. A licensed personnel absent from duty because of personal illness shall be paid their full salary for the period of such absence not exceeding the number of days in their sick leave account, plus any days that they may receive from the sick leave bank.

C. When a licensed personnel will be absent from work, they shall give notice to the principal or the person designated by the Superintendent to receive such notice. If the absence will be for consecutive days, the principal should be notified of the probable date of return. The Superintendent may require substantiation of said illness. Any absence which consists of five (5) or more consecutive workdays shall be substantiated by a doctor's statement.

D. A licensed personnel returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination or other medical evaluation at the expense of the District or furnish a medical doctor's certificate of health prior to returning to work to establish fitness for the duties of the position and to safeguard the health of students and fellow licensed personnel.

E. If, at the beginning of a school year, a licensed personnel, previously employed for at least one (1) school year, is unable to resume their teaching duties for reasons that qualify for sick leave benefits, and such licensed personnel had unused accumulated sick leave days at the end of the prior school year, they will be allowed to use such previously accumulated sick leave days while they remain unable to work. Such licensed personnel shall not be credited with any additional sick leave days until they have returned to their teaching duties.

F. All sick leave benefits will be provided as required under ORS 332.507. shall terminate and/or be forfeited upon termination of employment for any reason, except that a licensed personnel retiring from teaching at the Alsea Schools because of age other valid reasons under PERS regulation, may be permitted to use any unused sick leave to increase his retirement benefits as provided by law, provided that such use does not result in additional costs to the District.

G. Any licensed personnel obtaining sick leave benefits by fraud, deceit or falsified statement shall be subject to disciplinary action.

H. Each licensed personnel shall be credited ten (10) sick leave days at full pay for each school year, based on licensed personnel FTE.

ARTICLE 15 – Other Leaves

A. At the commencement of each school year each licensed personnel in the bargaining unit shall be credited with four (4) paid days of personal leave, equivalent to 35 hours. This leave may be used for personal or other matters. Licensed personnel wishing to take personal leave shall notify their principal three (3) days in advance, or, in case the advance notice is not practical, the principal or their representative shall be notified as soon as possible. In the month of June licensed personnel will only use personal leave for bereavement or family leave. Personal leave does not accrue from year to year.

B. Parental leave will be granted according to Oregon law.

C. The District will maintain a Professional Development Fund of $5000 per year from July 1 through June 30. Any unused funds will not roll forward. This fund is to further the learning of the licensed personnel with skills related to their work assignment. This fund is separate from any other priority training budget that the District may elect to maintain. Licensed personnel who want to use this fund will be required to submit an application to a committee made up of two (2) teachers and two (2) administrators for review and approval. No licensed personnel may use more than $750 per year from this fund. Priority will be given to licensed personnel who were not granted funds from this bank in the previous year. This fund shall be used on a first come, first serve basis.

D. A licensed personnel shall be granted leave with pay for service on a jury, provided, however, that the compensation paid to such a licensed personnel for the period of leave shall be reduced by the amount of compensation received by the licensed personnel for such jury services. Upon being excused from jury service during any day, a licensed personnel shall immediately return to complete their teaching assignment for the remainder of the regular workday if one-half (1/2) or more of the day remains.

   The above provisions shall also apply to service as a witness in response to a subpoena or other direction by proper authority. The leave identified in the above provision does not apply when a licensed personnel is involved as a litigant for personal reasons or as a witness against the District.

E. Licensed personnel may apply for unpaid leave for up to two (2) years. The approval of the leave shall be by the Board at the recommendation of the Superintendent.

F. At the discretion of the superintendent, temporary unpaid leaves of absence may be granted to licensed personnel. All other leaves must be exhausted prior to the licensed personnel using unpaid leave.

G. A licensed personnel on unpaid leave shall be granted the right to maintain the fringe benefit program at their own expense through the Oregon Educators Benefits Board (OEBB) for up to eighteen (18) months of the leave.

ARTICLE 16 - Sick Leave Bank

A. Sick leave bank shall be established for all members of the licensed personnel bargaining unit and all members of the bargaining unit may participate. It shall be administered by the aforesaid personnel as provided in Appendix IV, attached hereto, and by this reference made part of this document.

B. No one party may receive more than sixty (60) days from the sick leave bank in any school year.

The District will transfer sick leave from each licensed personnel personal account to the sick leave bank upon the request of the governing body of the sick leave bank but will not honor requests for transfer of less than ½ day per licensed personnel covered by the bank and will not keep the record of the sick leave bank.

ARTICLE 17 - Insurance

A. For the 2024 - 2027 school years, effective October 1, 2024, the District will contribute the following amounts per school year for each licensed personal toward the purchase of health, dental, vision, and long-term disability insurance:

- For the school year 2024 – 2025 - $1300
- For the school year 2025 – 2026 - $1400
- For the school year 2026 – 2027 - $1475

The actual coverage shall be provided by the carrier authorized to do so pursuant of Oregon state laws and regulations.

The Association and the District shall meet annually to review the plans offered through the Oregon Educators Benefits Board (OEBB). The Association and the District shall jointly select the plans available to bargaining unit members.

Insurance benefits will be paid as based on the following FTE:

- 0.75-1.00 FTE = full benefit
- 0.50-0.74 FTE= prorated benefit, employee can purchase the difference
- 0.00-0.49 FTE = no benefit unless employee purchases the benefit

B. Licensed personnel newly hired by the Board shall be eligible for Board-paid insurance premiums upon acceptance of written application by the insurance carriers on the first day of the month following the month work commenced.

C. If a licensed personnel waives the district offered medical, vision, and dental insurance through OEBB, the District will contribute monthly into an HRA for the licensed personnel up to 50% of the amount of the monthly district contribution, prorated on the licensed personnel FTE.

D. Starting in the 2024 – 2025 school year, the district will create an insurance pool for licensed personnel.

The insurance pool only relates to medical, dental and vision premiums. The excess district contribution amount will be pooled to assist those licensed personnel whose medical, vision and dental premiums exceed the district contribution amount. Excess district contribution will be computed as follows: 1) licensed personnel who waive medical, vision, and dental, will have 50% contributed to an HRA, with the remaining amount included in the insurance pool, and 2) licensed personnel who select plans costing less than the district contribution will have the unused contribution contributed to the insurance pool.

Licensed personnel hired prior to October 1 and who selects plans costing more than the district contribution will participate in the insurance pool. The pool allocation will be done annually for the October payroll, which coincides with the health benefit open enrollment. The allocation will be prorated and based on the bargaining unit member's FTE.

Licensed personnel hired after October 1 are not able to participate in the pool. The district will pay the premium cost up to the district contribution amount. Premiums for a licensed personnel who participates in the pool and changes coverage after October 1, will be limited to the premium amount determined when computing the pool. Any additional premium cost will be paid by the licensed personnel.

ARTICLE 18 -Savings Clause

A. If any provision of this agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the agreement shall not be affected thereby, and upon the request of either the Board or the Association, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provisions; provided however, that the provision of Strikes/Lockouts article shall continue in full force and effect even though a satisfactory replacement is not achieved. Except as provided by law ORS 243.702(1).

B. Modification: this contract may be reopened for negotiations in whole or in part only upon the written consent of the Board and the Association.

   The aforementioned parties are not required to reach agreement on any article or articles (item or items) so reopened. Failure to do so in no way voids any part of the contract.

C. If agreement is reached, it shall be reduced to writing and signed and certified as to ratification in like manner as the master contract.

ARTICLE 19 - Negotiations Guidelines

Negotiations ground rules will be mutually agreed upon at the initial negotiations meeting.

ARTICLE 20 - Complaint Procedure

A. If a complaint is made against a licensed personnel to the administration, every effort will be made to resolve the problem on an informal basis. If such efforts fail, the complaint shall be processed under the following circumstances:

1. If the administration intends to make a record in the evaluation report of a complaint received concerning the licensed personnel.

2. If the administration intends to place a record of such a complaint in the licensed personnel file.

3. If in the administrator's judgment, such a complaint is sufficiently relevant to the licensed personnel performance as to indicate the desirability of a conference.

B. Pursuant to A. above, a conference shall be held with the licensed personnel within ten (10) working days after the complaint is made to the administration. At the conference the licensed personnel will be presented with the complaint in writing signed by the administrator or complainant. The complaint shall present to the licensed personnel all available information including person(s) making the complaint, nature of the complaint, and requested remedy, if any. The licensed personnel shall have the right to representation at all levels in this process.

C. Any such complaint which the administration chooses not to discuss with the licensed personnel or which is not discussed within the required time shall not be considered in the licensed personnel evaluation and shall not be used against the licensed personnel in any subsequent action by the District.

D. The licensed personnel shall have the right to attach any rebuttals or explanation to any written documents placed in the personnel file.

ARTICLE 21 - Layoff

A. Seniority shall be defined as the licensed personnel total length of continuous service in the District as a licensed personnel. Seniority will be computed and accrue from the licensed personnel date of actual service with the District and shall continue to accrue during paid leaves. Seniority shall not accrue during unpaid leaves of absence or while a person is on the recall list, but authorized unpaid leaves of absence shall not be considered to "break" continuity of employment. In case two or more licensed personnel have the same date of actual service with this District, the tie will be resolved by drawing lots. A half-time, full year licensed personnel service will count one (1) year toward seniority.

B. Whenever the Board determines that a layoff is necessary, it will notify the local bargaining unit. As soon as practicable, but in no case less than fifteen (15) calendar days, notice will be given to the affected licensed personnel of their layoff.

C. In the event of the Board, in its discretion, determines that a layoff is necessary, then it will choose one of the following options to determine the licensed personnel to be retained:

i. Option A
   1. Layoff will be by reverse seniority, as long as licensed personnel to be retained hold the proper certification.

ii. Option B
   1. A determination of whether the licensed personnel to be retained hold the proper license to fill the remaining position(s).

   2. A determination of the seniority of the licensed personnel to be retained if the Board desires to lay off another licensed personnel with greater seniority.

   3. A determination of the competence, merit or cultural linguistic expertise of a licensed personnel being retained if the Board desires to lay off another licensed personnel with greater seniority.

      a. If the District desires to retain a licensed personnel with less seniority than a licensed personnel being released under this section, the District will determine by the burden of substantial evidence, that the licensed personnel being retained has more competence than the licensed personnel with more seniority that is being released.
      b. Nothing in paragraph C, 2, d, shall be construed to limit the operation of paragraph C, 2, b, that is the requirement that a

retained licensed personnel be licensed to fill the remaining position.

D. Nothing in the article shall be construed so as to interfere with the Board's right to dismiss a contracted licensed personnel pursuant to the provisions of the Fair Dismissal Laws or to dismiss or non-renew a probationary licensed personnel pursuant to ORS 342.835.

E. In conducting a layoff under this article, the District will first determine the program(s) or area(s) scheduled for reduction or elimination.

i. After such determination, the District will make every reasonable effort to transfer licensed personnel in such program(s) or area(s) to other vacant positions for which they are qualified and properly licensed.

ii. The District will make every reasonable effort to combine positions in a manner which allows a licensed personnel to remain qualified so long as the combined positions meet the curriculum needs of the District and the competence considerations specified in subsection C, 2 of this article.

iii. Layoffs will be based upon the criteria set forth in Section C above.

F. For the purposes of this article, the term "competence" shall mean the ability to teach a subject or grade level based upon consideration of the following: recent teaching experience related to the subject or grade level, or educational attainments, or both, which may not be based solely upon being licensed to teach a subject or grade level, or the teacher's willingness to undergo additional training or pursue additional education.

G. For the purposes of this article, the term "merit" shall mean the measurement of one licensed personnel ability and effectiveness against the ability and effectiveness of another licensed personnel, as determined by the District through its evaluation and discipline processes.

H. For the purposes of this article, cultural linguistic expertise shall be defined by Oregon law.

Recall

A. If within twenty-seven (27) months of a layoff, a vacancy occurs within the District for which a laid-off licensed personnel is qualified as per paragraph 1 below, the recall procedure outlined below will be followed.

1. At the time of layoff, the District shall provide for laid-off licensed personnel to express in writing a desire to return to the District. The District shall also receive the licensed personnel address for recall notification. In the event of a recall, the District shall notify the licensed personnel who has expressed a desire to return to the District of the recall by certified mail, return receipt, sent to the last address given by the

licensed personnel to the district Office. The licensed personnel will have fifteen (15) calendar days from the date of mailing to notify the District of intent to return. The licensed personnel must thereafter report on the starting date specified by the District providing that this will not be less than 14 days from the date the notice of the recall was received, or lose all recall rights. Recall shall be in reverse order of layoff, subject to certification.

2. All benefits to which a licensed personnel was entitled at the time of layoff, including unused accumulated sick leave, will be restored to the licensed personnel upon the licensed personnel return to active employment, and the licensed personnel will be placed on the proper step of the salary schedule for the licensed personnel current position according to the licensed personnel experience and education. A licensed personnel will not receive increment credit for the time spent on layoff. Licensed personnel benefits do not accrue during the time of layoff. The district will pay insurance benefits for thirty (30) days subsequent to the date of layoff.

3. Licensed personnel covered by this article will have the option to continue insurance programs at their own expense subject to the approval of the insurance carrier.

4. In determining which licensed personnel to recall, the Board will utilize the criteria set forth in paragraph C. Any licensed personnel who does not accept a recall will lose all further recall rights and will be deemed to have resigned from District employment. Any licensed personnel not recalled pursuant to this article within twenty-seven (27) months of layoff will be deemed to have resigned from District employment.

Appeals

Any "appeal" from the Board's decision on layoff or recall pursuant to this article shall be by means of a grievance filed pursuant to the article on Grievance Procedure. The decision of the arbitrator will be subject to the rules of the Employment Relations Board and will be final and binding on the parties.

ARTICLE 22 - Evaluation

A. At the beginning of the school year all licensed personnel will be provided with copies of evaluation policies, procedures, criteria, and forms. Evaluations shall be conducted in accordance with Board policy and Oregon law.

B. A pre-evaluation conference shall be arranged with all licensed personnel to be evaluated to establish performance goals based upon job description and performance standards and any other concerns or basis for evaluation the District or licensed personnel(s) wish(es) to consider.

C. Evaluations will be conducted only by administrative personnel.

D. Observations will be conducted openly. Unscheduled observations are appropriate.

E. A private conference shall be held between the licensed personnel and appropriate administrator in order for the licensed personnel to hear concerns about that licensed personnel's performance or to learn the results of the evaluation.

F. No material relative to evaluations will be placed in a licensed personnel file unless the licensed personnel has had an opportunity to review the material and the opportunity to affix his signature or initials. licensed personnel shall have a right to submit a rebuttal to all written observation and evaluation reports that are to become a part of the personnel file.

G. In addition to evaluations required by law, licensed personnel may request additional evaluations.

H. If a licensed personnel is determined by the District to need a program of assistance for improvement, such shall be given to the licensed personnel and discussed. When a program of assistance for improvement is completed, the District shall notify the licensed personnel, in writing, of satisfactory or unsatisfactory completion. Licensed personnel will have a right to have a representative present once they are notified they are being placed on a program of assistance for improvement.

I. If a licensed personnel is expressly notified that continued failure to improve may result in dismissal or nonrenewal, the licensed personnel shall be permitted representation for the remainder of the evaluation process. If the District is considering nonrenewal or dismissal of licensed personnel as a result of inadequate job performance, the licensed personnel will be given notice of the inadequacy(s) and given reasonable time and opportunity to improve. This does not prevent the District from not renewing or discharging a licensed personal for reasons other than classroom performance in accordance with the fair dismissal law.

J. The results of student standardized tests shall not be used in licensed personnel evaluations.

K. The content of evaluations may not be grieved.

ARTICLE 23 – District Notice Requirements

The district agrees to the following requirements:

A. Provide the Association President with a copy of the Board agenda in a timely manner.

B. Provide the Association President with a copy of the school calendar in a timely manner.

C. Provide successful licensed personnel candidates with a copy of this negotiated Agreement.

D. District will make a good faith effort to provide the Association with changes and/or additions in Board Policy.

ARTICLE 24 - Term of Agreement

A. This Agreement shall be binding upon the Board, the Association and its members, and shall remain in full force and effect during the period specified in Article 27, except as may be permitted in Appendix I.

B. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the Board's direction and control.

C. This agreement shall automatically be renewed for an additional period of one (1) year unless either the Board or the Association give written notice to the other prior to the expiration date of this Agreement, of its desire to modify the Agreement for a successive term or to terminate the agreement.

D. There shall be prepared and signed as provided below, two (2) copies of the final contract as agreed upon. One copy shall be retained by the District and one copy by the Association for their respective records. They may each reproduce it in whole as desired for any legitimate purpose.

E. This Agreement constitutes the sole and entire existing Agreement between the parties and expresses all obligations of and restrictions imposed upon the District and the Association.

F. This Agreement is subject to amendment, alteration, or additions only by a subsequent written agreement between and executed by the District and the Association. The waiver of any breach, term, or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

G. The Alsea Charter will recognize the rights of the Alsea Education Association.

ARTICLE 25 - Charter School Authorization

In the event that the District authorizes a District Charter or a District sponsored Charter School, the presiding charter documents will require the employment of licensed personnel for all teaching positions. Charter authorization documents will be provided to the Association President upon request, or whenever changes are made by the District.

ARTICLE 26 - Execution and Signatures

Executed this_____day of _____(month), _____(year) at Alsea, Oregon, for the contract period July 1, _____ through June 30, _____ by the Alsea Education Association and the Alsea School District Board of Directors.

Both parties agree to three (3) year contract language, and a three (3) year contract for salary and insurance. In addition, if either the bargaining unit or the District chooses one item for negotiations, the other party will be obligated to negotiate that item. Other items may be subject to negotiation by mutual consent.

For the Alsea Education Association

_____ _____

Catherine Ellis, AEA President Date

For the Alsea School District 7J

_____ _____

Risteen Follett, Board Chair Date

Appendix I – Extra Duty Schedule

Athletic Extra Duty Schedule

Percentage of Base Salary

An assignment outside and in addition to the typical workday. It includes assignments such as coaching and other extracurricular assignments. Licensed personnel shall receive notice of open Athletic Extra Duty Assignments by May 1st of each year. The district is not required to fund every Licensed Extra Duty on the schedule on an annual basis. If the district fills an Athletic Extra Duty Assignment with a non-bargaining unit member and elects to pay that employee more than is indicated in this Appendix, the Appendix will be revised to include this higher amount on the next year's schedule.

STEP % of BA/CTE+1	**A** HS Head, FFA, 4H (all)	**B** HS Asst (all)	**C** MS Head (all)	**D** MS Asst (all) Rally/Cheer
1	9.0%	7.0%	6.0%	5.0%
2	9.5%	7.5%	6.5%	5.5%
3	10.0%	8.0%	7.0%	6.0%
4	10.5%	8.5%	7.5%	6.5%

Licensed Stipend

Licensed Stipend is additional compensation that is negotiated between the District and the Association. The stipend is for recognition for additional work such as Special Education licensed personnel with IEP meetings or designated hard to fill assignments. Licensed Stipends can only be provided to bargaining unit members who are assigned a position with the additional negotiated stipend.

Stipends shall be indicated on related job postings outlined in Article 7. Licensed Stipends shall be funded on an annual basis. Licensed stipends must be negotiated with the Association and memorialized in this Appendix otherwise the district is prohibited from paying such stipends.

Licensed Stipend			Licensed Stipend	
Annual/Yearbook	3300		Special Education	6300
Forest Camp (Grade 6)	2000		TOSA (3<)	6143
MTSS/RTI/PBIS/Data Team Coordinator	1500		Music Director	4000
District Testing Coordinator	3000		Guidance/Career Counselor	3500
Dyslexia Coord (2<)	2200		Mentor Teacher (2<)	1000 per
Concessions Coordinator	2000		MS/HS CTE Coordinator	9000
ELL Coordinator	1000		Drama	2000
TAG/Enrichment Coordinator	2500		*District AD	12000
Sr Prom/Banquet (1)	1500		*Elementary Activities Director	2000
Sr Advisor	1300		*MS/HS Athletic Director	10000
Class Advisors 5-11	800			

Not mutually exclusive

Licensed Extra Duty

Licensed Extra Duty is defined as an assignment outside and in addition to the typical workday. It is an assignment that requires the training and experience of a licensed educator and is therefore reserved exclusively for bargaining unit members. The district is not required to fund every Licensed Extra Duty on the schedule on an annual basis. However, whenever it does, those assignments must be given to a bargaining unit member. Vacancies for Licensed Extra Duty assignment shall be filled pursuant to Article 7.

*Chaperone	25.00 hourly
*Activity Duty	25.00 hourly
Prep buy back	Per diem
Tech Assistant	Per diem
Title	Per diem

*Must be worked during non-contract hours.

Annual Review

All Licensed Extra Duty, Licensed Stipends, and Athletic Extra Duty assignments (including non- bargaining unit hires) shall be made available and reviewed in writing with licensed personnel during in-service week prior to the start of the school year.

Fundraising activities that occur during school hours will require supervision to the extent that money is accounted for and the area used is properly cleaned up.

Chaperones: The district will pay the chaperone fee to licensed personnel or other qualified adults when they are asked to supervise students not normally under their advisership, or at an extracurricular function for which they would not normally be responsible (e.g. riding a bus with rooters to an away game, supervising a dance or party, or collecting money at a school-sponsored activity that might need an adult supervisor). It is further agreed that this extra duty and attendant remuneration have the prior approval of the Superintendent. When a qualified adult is other than a licensed personnel covered under this Agreement, the Superintendent may specify the amount of remuneration, which shall not exceed the amount specified in this Extra-Duty Schedule. Beginning with the contract for 2012-2014, extra duty assignments will be reviewed prior to the end of the school year at an all-staff meeting. Additionally, assignments will be reviewed at an all staff meeting during in-service week to accommodate for changes in staffing and vacancies.

APPENDIX II- Certified Salary Schedule

2024 – 2025 School Year – 3.5% COLA

STEP	BA/CTE	BA+30/CTE	BA+60	BA+90/MA	MA+30
1	$ 42,371	$ 43,218	$ 44,082	$ 44,964	$ 45,863
2	$ 43,769	$ 44,644	$ 45,537	$ 46,448	$ 47,376
3	$ 45,213	$ 46,117	$ 47,040	$ 47,981	$ 48,939
4	$ 46,705	$ 47,639	$ 48,592	$ 49,564	$ 50,554
5	$ 48,246	$ 49,211	$ 50,196	$ 51,200	$ 52,222
6	$ 49,838	$ 50,835	$ 51,852	$ 52,890	$ 53,945
7	$ 51,483	$ 52,513	$ 53,563	$ 54,635	$ 55,725
8		$ 54,246	$ 55,331	$ 56,438	$ 57,564
9		$ 56,036	$ 57,157	$ 58,300	$ 59,464
10		$ 57,885	$ 59,043	$ 60,224	$ 61,426
11		$ 59,795	$ 60,991	$ 62,211	$ 63,453
12			$ 63,004	$ 64,264	$ 65,547
13				$ 66,385	$ 67,710
14				$ 68,576	$ 69,944
15				$ 70,839	$ 72,252
16					$ 74,636

2025 – 2026 School Year – 3.0% COLA

Step	BA/CTE	BA+30/CTE	BA+60	BA+90/MA	MA+30
1	$ 43,642	$ 44,515	$ 45,405	$ 46,313	$ 47,239
2	$ 45,082	$ 45,984	$ 46,903	$ 47,841	$ 48,798
3	$ 46,570	$ 47,501	$ 48,451	$ 49,420	$ 50,408
4	$ 48,107	$ 49,069	$ 50,050	$ 51,051	$ 52,071
5	$ 49,695	$ 50,688	$ 51,702	$ 52,736	$ 53,789
6	$ 51,335	$ 52,361	$ 53,408	$ 54,476	$ 55,564
7	$ 53,029	$ 54,089	$ 55,170	$ 56,274	$ 57,398
8		$ 55,874	$ 56,991	$ 58,131	$ 59,292
9		$ 57,718	$ 58,872	$ 60,049	$ 61,249
10		$ 59,623	$ 60,815	$ 62,031	$ 63,270
11		$ 61,591	$ 62,822	$ 64,078	$ 65,358
12			$ 64,895	$ 66,193	$ 67,515
13				$ 68,377	$ 69,743
14				$ 70,633	$ 72,045
15				$ 72,964	$ 74,422
16				$ 75,372	$ 76,878

2026 – 2027 School Year – 3.0% COLA

Step	BA/CTE	BA+30/CTE	BA+60	BA+90/MA	MA+30
1	$ 44,951	$ 45,850	$ 46,767	$ 47,702	$ 48,656
2	$ 46,434	$ 47,363	$ 48,310	$ 49,276	$ 50,262
3	$ 47,966	$ 48,926	$ 49,904	$ 50,902	$ 51,921
4	$ 49,549	$ 50,541	$ 51,551	$ 52,582	$ 53,634
5	$ 51,184	$ 52,209	$ 53,252	$ 54,317	$ 55,404
6	$ 52,873	$ 53,932	$ 55,009	$ 56,109	$ 57,232
7	$ 54,618	$ 55,712	$ 56,824	$ 57,961	$ 59,121
8		$ 57,550	$ 58,699	$ 59,874	$ 61,072
9		$ 59,449	$ 60,636	$ 61,850	$ 63,087
10		$ 61,411	$ 62,637	$ 63,891	$ 65,169
11		$ 63,438	$ 64,704	$ 65,999	$ 67,320
12			$ 66,839	$ 68,177	$ 69,542
13				$ 70,427	$ 71,837
14				$ 72,751	$ 74,208
15				$ 75,152	$ 76,657
16				$ 77,632	$ 79,187

APPENDIX III - Professional Growth Opportunities

Purposes and Procedures:

The purpose of staff development is to encourage a sound curriculum that reflects national standards when possible, and to implement instructional techniques which are of benefit to students and/or professional colleagues.

Professional growth experiences need to be planned and purposeful. The following criteria are considered essential elements of these experiences:

- The experience must contribute to school improvement.
- The experience must be appropriate to the individual and involve a challenge to that person.
- The experience must be applicable to the staff member's assignment and must result in learning benefit to students or colleagues.
- The experience should provide an opportunity for collaboration and sharing.
- The experience should include reflection and self-assessment.

To achieve these purposes, a Professional Growth Review team will be established; including two certified staff (selected by the certified staff), the HR executive assistant, and an administrator. The Professional Growth Review Team will have the responsibility of approving classes or activities meeting the standard of substantive professional development which they can then use for Professional Growth Units (PGU's). PGU's will be approved by a vote of at least three members of the review team, which will meet at least once a year. The School Board will exercise final approval of PGU's.

All PGU's must be applied for and approved by February 1 each year to help facilitate the budget process.

To help manage the system, the two certified staff members will screen applications before they are presented to the full review team.

Relationship to Salary Schedule:

Professional Growth Units (PGU's), may be used for advancement on the salary schedule.

Each PGU will be equivalent to one college course credit to be used in-district. In general, any professional growth activities that comprise ten cumulative hours of activity, and is approved by the Professional Growth Review Team, will qualify as a PGU. Licensed personnel must provide evidence of completion of PGU activities, and when appropriate, should implement the outcomes of their learning in the classroom or via staff in-services.

Professional Growth Plan:

All licensed personnel engaged in professional growth activities leading to salary schedule advancement shall submit a Professional Growth Plan to the Professional Growth Review Team each fall for approval. In development of a plan, licensed personnel should consider how the proposed activities match professional responsibility.

Professional Growth Plans shall include:

- A statement of purpose: What is the learning benefit for students and/or colleagues?
- Personal Goals: How does your proposal challenge you to grow as a professional?
- Activities: What are the activities you propose to do?
- A plan to share aspects of your learning with staff or other colleagues, if applicable.

- Outcomes and Self-assessment: What is the evidence of your learning?

Professional Growth Plans may be developed in one, or a combination of, the following areas:

- College credit courses, workshops, seminars, or teleconferences
- Personally designed, or peer collaboration activities
- Professional leadership

Not all activities must receive pre-approval. However, if a Professional Growth Plan is not submitted and approved prior to the activity, there is a possibility that the activity may not be approved.

APPENDIX IV - Sick Leave Bank

Preamble

The Purpose of the Sick Leave Bank of Alsea School District 7J shall be to extend to those members additional sick leave days beyond their accumulated days should an illness or injury cause a member to exhaust his accumulated sick leave days.

Article I: Governing Body

A. Structure

The governing body shall be composed of 3 members of the licensed personnel bargaining unit and a district administrator and/or designee.

B. Function

1. The governing body shall make the decision to award or deny to a member an additional sick leave day from the bank.

2. The governing body shall have the right to terminate the use of sick leave days from the member should investigation show misuse of the part of the member.

Article II: Membership

A. Eligibility

Any member of the licensed personnel bargaining unit employed by Alsea School District 7J, who is given sick leave days, is eligible.

B. Terms of Membership

1. To join, each member must donate two (2) days of personal sick leave the first year and one (1) day each successive year of membership.

2. Termination of membership shall be by
   a. Ending employment with School District 7J.

   b. Termination by governing body under Article I, Section B, Item 2.

3. Should membership be terminated, previous donated days shall remain in the bank.

4. Membership shall be effective immediately upon joining and be effective until termination. Membership can only be obtained between Labor Day and September 30 of the same year.

5. Termination of membership shall be effective June 30 of the school calendar year. Termination under Article II, Section B, Item 2b, shall be immediately following a decision by the governing body.

Article III: Administering Bank

A. Procedure

1. Upon depletion of personal sick leave, a member may request additional days from the bank.

2. The governing body shall act immediately upon request.

3. If a request is denied, the member shall be informed in writing as to the reason for denial.

4. If a request is approved, the governing body shall notify the District office and resulting days used by the licensed personnel will be charged to the bank.

5. Sick leave days will be charged to the bank until the member returns to work or until the governing body notifies the District Office to stop.

6. If an applicant desires to appeal a rejection, they will be able to file in the regular grievance procedure to the governing body.

B. Bookkeeping

1. Days donated by members shall be added to the sick leave bank's total, effective October 1 of each school year-after membership period has ended.

2. The governing body shall keep accurate records of accumulated leave by the bank and of sick leave used by members from the bank.

3. Each month of the school year, the governing body shall notify the District office, in writing, of accumulated days and days charged to the bank for that month. Should the governing body be unable to meet to act upon a request, the Superintendent of the District should have emergency powers.

4. Requests to the District office for the transfer to sick leave from District records to the sick leave bank shall not be made either to complete the bank to 100 days or to replenish used days, if the transfer would result in the transfer of less than one-half (1/2) day per licensed personnel, without exceeding the bank limit.

d. MOA Salary Placement

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Krista Nieraeth, Superintendent
Date:	June 20, 2024

Background:

In December 2023, the school board approved a Memorandum of Agreement (MOA) brought to it by the Alsea Education Association in regards to one of their members, Holly Olsen. This MOA is an extension of an agreement that the board voted on in December 2021 and replaces the MOA voted on by the board in December 2023.

Action Requested:
To approve the MOA as presented.

Motion Requested:
"I make a motion to approve the Memorandum of Agreement as presented."

MEMORANDUM OF AGREEMENT

The Alsea School District (District), the Alsea Education Association (Association) and Holly Olsen (Olsen) enter into the following Memorandum of Agreement (Agreement) for the purpose of addressing salary placement issues for Olsen. The District, the Association, and Olsen agree to the following:

1. Effective for the 2024-25 work year and beyond, Olsen shall be placed at Step 16 of the MA+30 column of the Certified Salary Schedule. Olsen shall remain in this step and column placement of the schedule until she separates employment with the District.

2. The District and the Association recognize this Agreement to be a uniquely negotiated resolution as part of successor negotiations for a new collective bargaining agreement. Therefore, this Agreement is considered contractual. However, besides its continuing specific impact on Olsen, this Agreement establishes no precedent.

3. Olsen recognizes that this Agreement shall be placed in her personnel file to memorialize her salary and step placement.

_____ _____

For the District Date

_____ _____

For the Association Date

_____ _____

Holly Olsen Date

e. Administrative and Confidential Salary Scales and Position Recommendations

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Krista Nieraeth, Superintendent
Date:	June 20, 2024

Background: In the 2022 – 2023 SY, the board approved an Administrative/Supervisory/Confidential Salary Scale. All Admin was approved to work for 220 days. After completing the 2023 – 2024 SY, it is my recommendation that the Building Principal contract be reduced from 220 days to 210 days to match the schedule of principal in a similar sized school district, and that the Assistant Principal contract be reduced from 220 days to 195 days. Reduction in days will adjust the salary scale for both positions. I also recommend that the Steps be reduced from 10 to 7.

I recommend that the position of Special Education Director be deleted from the administrative salary scale. A district the size of Alsea has no need to have a full-time Special Education Director. This position should be absorbed into an existing administrative position, most likely the Superintendent/Principal position.

I also recommend that the positions of Maintenance Supervisor and Transportation Supervisor be combined into one position, renamed the Maintenance/Transportation Supervisor. This position will oversee both departments' budgets, the supervising and evaluation of maintenance and transportation staff for both Alsea and WLA, and ensure that the district follows all facilities, maintenance, and transportation laws and regulations, including bus maintenance. I am proposing the combined position's salary scale include the $10,000 stipend that was given to the previous Transportation Supervisor. This $10,000 will no longer be a stipend but will be part of the proposed salary scale for the position. With the creation of this new position, the District will not fill the Transportation Supervisor position, which is currently in the budget as a 0.5 FTE.

At the January 12, 2023, Alsea School District School Board meeting, the board members voted to adopt the HR Reset Plan, with salary schedules set at a 2% step increase, as proposed by former interim superintendent Sean Gallagher, which affected employees who are classified as confidential staff. The board also voted to freeze the salaries of employees in these classifications for the 2023 – 2024 SY.

Action Requested: I am requesting the board approve the reduction of days to the Building Principal and Building Vice Principal reduction of workdays, the proposed salary schedule of the Building Principal and Building Vice Principal based on the reduction of workdays, the deletion of the Special Education Director position on the salary schedule, and the creation of a Maintenance/Transportation Supervisor position with the proposed salary schedule. I am requesting that the board reinstate the 2% Step for confidential staff starting in the 2024 – 2025 SY.

Motion Requested: "I make a motion to reduce contract days of the Building Principal and Building Assistant Principal from 220 to 210 and from 220 to 195 respectively, to approve the proposed salary schedule for the Building Principal and Building Assistant Principal at 210 and 195 days respectively with a maximum step of 7, to strike the position of the Special Education Director from the Administrative Salary Scale, to approve the creation of the position of Maintenance/Transportation Supervisor with the proposed salary scale, and to reinstate the 2% Step for confidential staff as recommended by the superintendent."

Alsea School District Administrative Salary Schedule

2023-24

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5n	Step 6n	Step 7n	Step 8n	Step 9n	Step 10n
Building Principal	220	87,000.00	88,740.00	90,514.80	92,325.10	94,171.60	96,055.03	97,976.13	99,935.65	99,935.65	99,935.65
Building Assistant Principal	220	76,368.00	77,895.36	79,453.27	81,042.33	82,663.18	84,316.44	86,002.77	87,722.83	87,722.83	87,722.83
Special Education Director	240	90,209.00	92,013.18	93,853.44	95,730.51	97,645.12	99,598.03	101,589.99	103,621.79	103,621.79	103,621.79
Business Manager	260	72,907.00	74,365.14	75,852.44	77,369.49	78,916.88	80,495.22	82,105.12	83,747.23	83,747.23	83,747.23
Executive (Board/Superintendent) Assistant	260	54,798.02	55,893.98	57,011.86	58,152.10	59,315.14	60,501.44	61,711.47	62,945.70	64,204.61	65,488.71
Technology Coordinator	240	63,300.74	64,566.75	65,858.09	67,175.25	68,518.76	69,889.13	71,286.91	72,712.65	74,166.91	75,650.24
Maintenance Supervisor	260	68,575.80	69,947.32	71,346.26	72,773.19	74,228.65	75,713.22	77,227.49	78,772.04	80,347.48	81,954.43
Transportation Supervisor	240	61,675.05	62,908.55	64,166.72	65,450.06	66,759.06	68,094.24	69,456.12	70,845.25	72,262.15	73,707.39

2024-25

Increase **2.00%**

Licensed Administrator Positions		Step 1	Step 2	Step 3	Step 4	Step 5n	Step 6n	Step 7n
Building Principal from 220 days to 210 days								
Salary Schedule at 220 days	220	88,740	90,515	92,325	94,172	96,055	97,976	99,936
Step increase			2%	2%	2%	2%	2%	2%
Salary Schedule at 210 days	210	84,706	86,400	88,128	89,891	91,689	93,523	95,393
Assistant Principal at 195 days								
Building Principal Daily Rate	Daily	403.36						
Rate Differential	Rate	3.0%						
Assistant Principal Daily Rate		392	2%	2%	2%	2%	2%	2%
Salary Schedule at 195 days	195	76,440	77,969	79,528	81,119	82,741	84,396	86,084

Position to Delete (Job Responsibilities included in Superintendent/Principal Position)

~~Special Education Director~~	~~240~~	~~92,013~~	~~93,853~~	~~95,731~~	~~97,645~~	~~99,598~~	~~101,590~~	~~103,622~~	~~105,694~~	~~105,694~~	~~105,694~~

2.00%

Supervisory/Confidential Positions											
Business Manager	260	74,365	75,852	77,369	78,917	80,495	82,105	83,747	85,422	85,422	85,422
Executive Assistant	260	55,894	57,012	58,152	59,315	60,501	61,711	62,946	64,205	65,489	66,798
Technology Coordinator	240	64,567	65,858	67,175	68,519	69,889	71,287	72,713	74,167	75,650	77,163
Combining Maintenance/Transporation into One Position											
Original Salary											
Maintenance Supervisor	260	69,947	71,346	72,773	74,229	75,713	77,227	78,772	80,347	81,954	83,594
Transportation Supervisor	240	62,909	64,167	65,450	66,759	68,094	69,456	70,845	72,262	73,707	75,182
Transporation Stipend		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Revised Salary											
Maintenance/Transportation Supervisor	260	79,947	81,346	82,773	84,229	85,713	87,227	88,772	90,347	91,954	93,594

f. Classified Salary COLA and Step Recommendation

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Krista Nieraeth, Superintendent
Date:	June 20, 2024

Background: At the January 12, 2023, Alsea School District School Board meeting, the board members voted to adopt the HR Reset Plan, with salary schedules set at a 2% step increase, as proposed by former interim superintendent Sean Gallagher, which affected employees who are classified staff. The board also voted to freeze the salaries of employees in these classifications for the 2023 – 2024 SY.

I am recommending for the 2024 – 2025 SY that the Board votes to reinstate the 2% step increase for classified employees in those classifications, as well as provide a 2% COLA. For those employees at the top of the scale, they would receive only the 2% COLA increase.

Action Requested: To reinstate the 2% step increase and a 2% COLA for all classified employees.

Motion Requested: "I make a motion to approve classified salary scale as recommended by the superintendent."

Alsea School District 7J
2024-25 Proposed Salary Schedule

COLA		2.0%								
Step		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Position	1	2	3	4	5	6	7	8	9	10+
Bus Driver - Regular	$ 25.50	$ 26.01	$ 26.53	$ 27.06	$ 27.60	$ 28.15	$ 28.71	$ 29.28	$ 29.87	$ 30.47
Bus Monitor	15.30	15.61	15.92	16.24	16.56	16.89	17.23	17.57	17.92	18.28
Bus Driver Trainer	26.52	27.05	27.59	28.14	28.70	29.27	29.86	30.46	31.07	31.69
Mechanic	26.52	27.05	27.59	28.14	28.70	29.27	29.86	30.46	31.07	31.69
Dispatcher	18.36	18.73	19.10	19.48	19.87	20.27	20.68	21.09	21.51	21.94
Instructional Assistant I	15.30	15.61	15.92	16.24	16.56	16.89	17.23	17.57	17.92	18.28
Instructional Assistant II	16.83	17.17	17.51	17.86	18.22	18.58	18.95	19.33	19.72	20.11
Instructional Assistant III	18.36	18.73	19.10	19.48	19.87	20.27	20.68	21.09	21.51	21.94
Transitions/School to Work	17.34	17.69	18.04	18.40	18.77	19.15	19.53	19.92	20.32	20.73
Custodian I	15.30	15.61	15.92	16.24	16.56	16.89	17.23	17.57	17.92	18.28
Family Outreach I	17.87	18.23	18.59	18.96	19.34	19.73	20.12	20.52	20.93	21.35
Family Outreach II	23.46	23.93	24.41	24.90	25.40	25.91	26.43	26.96	27.50	28.05
Secretary I - Clerical	15.81	16.13	16.45	16.78	17.12	17.46	17.81	18.17	18.53	18.90
Secretary II - Head Secretary	20.40	20.81	21.23	21.65	22.08	22.52	22.97	23.43	23.90	24.38
Payroll	24.48	24.97	25.47	25.98	26.50	27.03	27.57	28.12	28.68	29.25
Accounts Payable	21.93	22.37	22.82	23.28	23.75	24.23	24.71	25.20	25.70	26.21
HR Assist / Benefits	20.40	20.81	21.23	21.65	22.08	22.52	22.97	23.43	23.90	24.38
Food Service Coordinator	17.34	17.69	18.04	18.40	18.77	19.15	19.53	19.92	20.32	20.73
Food Service Worker	14.79	15.09	15.39	15.70	16.01	16.33	16.66	16.99	17.33	17.68
Administrative Assistant to District Office	25.50	26.01	26.53	27.06	27.60	28.15	28.71	29.28	29.87	30.47
Administrative Assistant to SpEd Director	25.50	26.01	26.53	27.06	27.60	28.15	28.71	29.28	29.87	30.47

Other (No change)	
Type 10 Driver	$ 16.00
Bus Driver - Wait Time	16.00
Sub positions	Step 1

g. Superintendent Contract

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Risteen Follett – Board Chair
Date:	June 20, 2024

Background: Upon negotiating Ms. Niereath's contract in 2023, there were areas not addressed as we were not aware she would be taking on the additional administrative roles. Upon starting in the district, Ms. Niereath took over full responsibility for K-6 Principalship, Special Education and Food Service Administration. Changes negotiated in the contract are as follows:

- Contract starts 7/1/2024
- Term of Contract is from 7/1/24 – 6/30/2027, previously 7/1/2023 – 6/30/2026
- Compensation:
  - Base Salary increases per administrative salary schedule
  - Compensation stipend for additional principalship and administrative roles
- Benefits:
  - Insurance compensation – 425.00 per month to the HRA
  - Retirement benefits – 500.00 per month, an increase from 250.00 per month

Action Requested:
To discuss and approve the negotiated contract as presented.

Motion Requested:
"I make the motion to approve the Superintendent contract as presented."

EMPLOYMENT CONTRACT
BETWEEN
KRISTA NIEREATH
AND THE
BOARD OF DIRECTORS OF THE
ALSEA SCHOOL DISTRICT NO. 7J

1. Recognition Statement

This is a contract of employment entered into this July 1, 2024 by the Alsea School District, located in Alsea in the State of Oregon. This contract of employment is mutually entered into between Alsea School District (hereinafter called the District), acting through its Board of Directors (hereinafter called the Board) and Krista Niereath (hereinafter called the Superintendent). The purpose of this agreement is to establish the mutual and respective responsibilities, terms and conditions under which the Superintendent will serve the Alsea School District as its Superintendent. The parties hereby agree to the following:

2. Duties and Responsibilities

The Superintendent shall be the chief executive officer of the school district. In that capacity the Superintendent shall have the primary responsibility for:

- Execution of Board policy.
- Organizing and assigning the administrative and supervisory staff as best serves the district.
- Selecting all personnel subject to final approval by the board for licensed staff.
- Recommending policies, regulations, rules and procedures deemed necessary and appropriate for managing the District and implementing its responsibilities.
- Performing all duties reasonably incident to the office of Superintendent and such other duties as may be specified and/or delegated by the Board.
- Attending all board meetings, except executive sessions held under ORS 192.660 (2) (a) unless asked to attend by the Board.
- Serve as ex-officio member of all board committees and may provide administrative recommendations on matters considered by those committees and aligned with board policy.
- Superintendent will serve as the District's Clerk and Budget Officer of the District, as well as custodian of school funds.
- Superintendent shall approve and direct all purchases and expenditures within the limits of the budget approved by the Board.
- Superintendent shall plan, develop, and implement means to keep the community informed about school matters and shall serve as a representative of the schools before the public.
- Superintendent must hold an administrative license, including a superintendent's endorsement, as required by the Teacher Standards and Practices Commission of Oregon.

The Board shall:

- Retain the primary responsibility for formulating and adopting policies for the district.
- Uphold and maintain a safe workspace including all Board meetings in the public.

Adopt the annual budget after engaging in the appropriate process.
Collectively and individually, promptly refer criticism, complaints and suggestions called to its attention to the Superintendent, through appropriate procedures. If the subject of the complaint or criticism is regarding the superintendent, the referral shall be made to the board chair.

3. Term

This contract commences July 1, 2024 and shall continue and remain in effect up to and including June 30, 2027, subject to the District's right of termination during the term of this contract. In the absence of written notice from either party by April 1, of each year, of intent to terminate or modify this employment contract, this contract shall automatically be extended for one additional year.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the District or Superintendent to terminate this Agreement at any time subject only to the provisions herein relating to termination.

4. Compensation

Starting July 1, 2024, the District shall pay the Superintendent the annual salary of $132,600.00 which shall be paid in twelve (12) equal monthly installments. For the subsequent years of this contract, the superintendent's salary shall be increased at the same percentage as the other administrator employees.

Additional duties as Special Education Administrator, Food Service Director, and K – 12 Principal will be compensated at $10,000 per year, starting in the 2024 - 2025 school year, paid in twelve (12) equal monthly installments. This stipend will increase by 5% each year thereafter.

The district will pay on behalf of the Superintendent the employee's contribution to the Oregon Public Employees Retirement System (PERS).

The salary rate may be increased by mutual agreement between the School Board and the Superintendent, for work performed or to be performed, by the Superintendent.

5. Benefits

a. Insurance Benefits

The Board shall provide the Superintendent with full medical, dental, vision and long-term disability insurance, plus term life insurance and accidental death and dismemberment coverage subject to the rules and regulations of the respective insurance carriers. The Superintendent shall pay an out-of-pocket contribution toward the premium comparable to that paid by other licensed employee groups in the district. Any funds left over after district paid premiums occurs will be allocated to the superintendents' benefit account of choice, aligning with IRS guidelines. (e.g., HRA) In addition, the district agrees to pay an additional $425.00 per month towards the Superintendent’s HRA

Retirement Benefits

The board shall contribute annually toward a deferred compensation plan (e.g., IRA, 403b, 457, etc.) or designated fund. The district agrees to contribute $500.00 monthly, a total of $6000.00 annually.

b. Travel Allowance

The District shall provide the Superintendent with a monthly stipend of $300 to compensate the Superintendent for use of a personal vehicle while on district business. In addition, obligations causing the Superintendent to travel outside of the county shall be reimbursed at the government rate or the Superintendent shall drive the district provided vehicle.

c. Retention Pay

The Board recognizes the value of continuity at the Superintendent level and in an effort to promote stability in the District. The board agrees to provide the Superintendent a retention bonus of 2.75% of the base salary at the completion of year two (2) and for each subsequent year of service to Alsea School District, upon the board's evaluation, confirming successful completion of the performance goals and standards that shall be used to evaluate the superintendent's performance.

f. Technology Stipend

The expectation is that the Superintendent is accessible 24/7, therefore the Superintendent shall receive a monthly allowance of $ 150 for communication related expenses including phone, data, internet connection or any other technology that will assist with communication while the superintendent is out of the office, as much of the Superintendent's work is performed at other locations.

g. Vacations and Holidays

The Superintendent shall be considered a 260-day employee, which includes vacation of twenty (20) days annually and twelve (12) paid holidays (July 4th, Labor Day, Veterans, Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, June 19th)

The Superintendent may "carryover" up to and including 5 vacation days per year. All other days must be used or will be compensated at the superintendents' rate of pay. Said pay shall be calculated and, if applicable, with a max payout of 5 days paid on the June payroll.

6. Leave

a. Sick Leave

The Superintendent shall accumulate sick leave as provided by Oregon law, ORS 332.507, one (1) day per month worked up to twelve (12) days per year. The Board agrees to accept earned accumulated sick leave from the Superintendent's previous Oregon public school district consistent with the statutory requirements.

b. Personal Leave

The Superintendent shall be afforded three (3) personal leave days per year.

7. Performance Goals and Standards

No later than October 1st each year, the board and superintendent shall mutually agree, and put in writing, the performance goals and standards that shall be used to evaluate the superintendent's performance. The Co-Endorsed (OSBA/COSA) Superintendent Evaluation Workbook and process shall be used in the evaluation of the superintendent.

As part of the agreed upon process, the Board shall devote a portion of at least two (2) meetings annually, to review the superintendent's progress on the approved goals and standards and to discuss the working relationship between Superintendent and the Board.

The Board shall meet in Executive Session (unless the Superintendent requests the evaluation be conducted in public) and evaluate and assess in writing the performance of the Superintendent by March I of each year during the term of this contract. The evaluation shall be made in reference to mutually agreed upon national standards for superintendents, the Superintendent's job description, and the goals and objectives mutually established by the Board and the Superintendent. The evaluation shall be conducted for the purposes of celebrating the good work of the Superintendent and the Board and identifying areas for the purposes of improving district leadership, maintaining effective and open communication between the Board and the Superintendent and enhancing this relationship. The Superintendent shall be entitled to meet with the Board to review the evaluation and to provide any pertinent information.

8. Expense Reimbursement

The District shall reimburse the Superintendent för all actual and reasonable and necessary expenses incurred by the Superintendent within the scope of employment and approved by the board through the current budget, in performing the duties for the District under this agreement.

9. Professional Development and Learning

The Board encourages the professional growth of the Superintendent. Therefore, upon the approval of the Board and within the constraints of the budget, the Board agrees to pay the cost of the Superintendent's professional memberships (i.e., Coalition of Oregon School Administrators, COSA's New Superintendent Academy, Oregon Association of School Executives, and the American Association of School Administrators), and for such other professional and/or service organizations upon approval from the board. Through the budget process, the Board may also approve payment for professional publications and other forms of ongoing professional development, including registration, travel and related expenses för attendance at state and national conferences for the Superintendent.

Upon board approval and within the constraints of the budget, funding to pursue higher level education coursework may be reimbursed up to but not to exceed the maximum amount allowed by the IRS as untaxed reimbursement per calendar year.

10. Criticisms and Complaints

The Board, individually and collectively, agrees that any criticism or complaint about an employee other than Superintendent, or about a program of the District, that the Board is made aware of, shall be promptly forwarded to Superintendent for investigation and resolution. Any complaints made individually or collectively or for which the Board is made aware of regarding the Superintendent shall be communicated by the Board to the Superintendent so that such matter can be addressed, corrected or clarified.

11. Termination

a. By Mutual Agreement: This contract may be terminated at any time upon the mutual agreement of the parties.
b. By the Superintendent: The Superintendent may resign upon ninety (90) days advance notice in writing to the Board.
c. By District for No Cause: The district school board may terminate the superintendent's employment, without cause, at any time during the contract period only if the district school board provides the superintendent with at least 12 months' notice of the termination.
d. By District for Cause: The District may terminate this employment agreement for cause which means such conduct that is seriously prejudicial to and which substantially affects the fundamental mission of the District. For cause termination may include the following:

    - Conduct constituting grounds for dismissal of licensed public-school staff under ORS 342.865 (1).
    - Breach of the terms and conditions of this contract.
    - Failure to maintain in good standing a valid and appropriate license to act as Superintendent of Schools as required by the State of Oregon.

    Notice of termination for cause shall be given in writing at least thirty (30) days prior to the effective date of discharge or termination. Such notice shall include the reasons for recommending termination with sufficient particularity as to afford the Superintendent a reasonable opportunity to respond. The Superintendent shall be entitled to a due process hearing before the Board to discuss the reasons and refute, orally or in writing, such reasons. Such meeting may be conducted in executive session unless the Superintendent requests an open session. The Superintendent shall be provided the written decision regarding the results of the meeting.

12. License

The Superintendent shall furnish throughout the life of the contract a valid and appropriate license to act as a Superintendent in the State of Oregon.

13. Professional Liability

While acting within the scope of employment, the Superintendent shall be covered under the District's General Liability Policy and the School Leaders Errors and Omissions Policy. To the maximum extent provided by law, the District shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought

against the Superintendent in her/his official capacity as an agent and employee of the School District, or in the Superintendent's individual capacity, provided the claim arose while the Superintendent was acting within the scope of her/his employment and excluding criminal investigation or prosecution.

The Board shall provide public liability insurance for the Superintendent to cover legal expenses in defense of claims and payment of judgments resulting from her/his function as Superintendent and will reimburse him for any portion of such expense and judgments not covered by insurance. In no event shall the Board's obligation hereunder exceed the authority conferred upon it by the State Law, nor shall its obligation extend to any situation in which the Board and the Superintendent have adverse legal interests. In no case will the School Board members be considered personally liable for indemnifying the Superintendent against demands, claims, suits, actions and legal proceedings. This indemnification period shall extend to a period of five (5) years beyond the termination of this Contract.

14. Applicable Law/Savings Clause

This Agreement is to be construed in accordance with the Board policies, the administrative rules adopted by the School Board and under the laws of the State of Oregon. The venue for resolving all legal disputes under this contract is the Circuit Court of the State of Oregon, for Benton County. If any specific clause or portion thereof in this Contract is determined to be unenforceable under law, the remaining clauses of this Contract shall not be affected and shall continue to be enforceable.

15. Execution

In Witness Whereof, the District, pursuant to the authority of its Board of Directors, by action duly and regularly adopted on June 20th, 2024 has caused two originals of this agreement to be signed in the name of the District by the Chairperson of the Board, and the Superintendent has hereunto affixed their hand and seal the day and year hereinabove mentioned.

_____	_____
Board Chairperson	Superintendent
Date:	Date:

h. 2023-2024 Special Revenue Appropriation Resolution 24-08

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
	Krista Nieraeth, Superintendent and
Prepared By:	Don Staehely, Business Manager
Date:	June 20, 2024

Background: During the 2023 – 2024 school year, Alsea School District received an additional $221,545 in grant funds that were not known when the FY23-24 budget was proposed and approved. Resolution 24 – 08 accepts those grants funds, which has to be done by law.

Action Requested: To approve Resolution 24 – 08 as presented.

Motion Requested: "I make a motion to approve Resolution 24 – 08, Resolution to Increase the Special Revenue Appropriations for FY23-24 as presented."

Alsea School District 7J

RESOLUTION 24-08

RESOLUTION TO INCREASE THE SPECIAL REVENUE APPROPRIATIONS
FY23-24

WHEREAS, Oregon Revised Statute 294.338(2) allows for the recognition of revenue from a donation, grant, gift or bequest and the related appropriations by resolution; and

WHEREAS, the District did not anticipate the receipt of an additional $221,545 in grant funds as listed below when the FY23-24 budget was proposed and approved;

NOW THEREFORE, be it resolved that the Board of Directors approve recognition of the additional revenue and appropriations as follows:

Special Revenue Fund	**Revised Adopted Budget**	**Early Literacy Grant**	**Federal School Improvement Grant**	**TAP Seismic Grant**	**Revised Adopted Budget**
Resources					
Local Sources	$160,277	$	$	$	$160,277
Intermediate Sources	45,000				45,000
State Sources	765,366	91,682		25,000	882,048
Federal Sources	538,452		85,011		623,463
Other Sources	1,124,344				1,112,344
Total Resources	**$2,633,439**	**$91,682**	**$85,011**	**$25,000**	**$2,835,132**
Appropriations					
Instruction Services	$1,307,228	$64,093	$	$	$1,371,321
Support Services	554,474	27,589	85,011	25,000	692,074
Enterprise & Community Services	289,260				289,260
Facility Acquisition Services	233,052				233,052
Debt Service	249,425				249,425
Total	**$2,633,439**	**$91,682**	**$85,011**	**$25,000**	**$2,835,132**

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Alsea School District 7J on the 20th day of **June** 2024 by the following vote:

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

_____ _____

Risteen Follett, Chair Board of Directors Krista Nieraeth, Superintendent

ATTEST:

_____

Lora Nickle, Executive Secretary

i. 2024-2025 School District Budget Resolution 24-09

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Don Staehely, Business Manager
Date:	June 20, 2024

Background:

On May 21st, 2024, the Alsea School District Budget Committee approved the FY 24-25 budget totaling $19,314,434. As required by law, a hearing notice was published in the Albany Democrat – Herald and Corvallis Gazette Times on June 4th, 2024. Prior to the June 20th, 2024 Alsea School District Board Meeting, a budget hearing was held to receive public input on the approved budget for the FY 24-25. Based on the hearing, the board needs to adopt or amend the FY 24-25 Budget Resolution 24 - 09, which includes Adopting the Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax.

Action Requested:

To approve Resolution 24 – 09, which includes Adopting the Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax.

Motion Requested:

"I make a motion to adopt Resolution 24 - 09, which includes Adopting the Budget, Making the Appropriations, Imposing the Tax, and Categorizing the Tax as presented."

RESOLUTION 24-09

WHEREAS, the Budget Committee of the Alsea School District No. 7J approved the budget for the fiscal year 2024 - 2025 in the amount of $19,314,434 on May 21, 2024; and

THEREFORE, the resolutions adopting the budget, making appropriations, imposing taxes, and categorizing the tax shall be as follows:

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Alsea School District No. 7J hereby adopts the budget for fiscal year 2024 - 2025 in the total amount of $ 19,314,434.* This budget is now on file at the District Administration Office, 301 South Third St, Alsea, Oregon

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purposes:

100 General Fund		200 Special Revenue Fund	
1000 Instruction….....	$2,834,856	1000 Instruction….....	$998,587
2000 Support Services…….	3,332,429	2000 Support Services…….	597,143
5200 Interfund Transfers	963,407	3000 Enterprise and Community Services .	277,881
6000 Contingency…….....	500,000	4000 Facility Acquistion and Construction	139,500
		5100 Debt Service	116,013
		6000 Contingency…….....	64,266
**Total…….....	**$7,630,692**	**Total…….....	**$2,193,390**

300 Debt Service Fund		400 Capital Projects Fund	
5100 Debt Service	$96,050	4000 Facility Acquistion and Construction	$4,854,828
**Total…….....	**$96,050**	**Total…….....	**$4,854,828**

600 Internal Service Fund	
2000 Support Services…….	$183,679
**Total…….....	**$183,679**

Total APPROPRIATIONS, All Funds	**$14,958,639**
Total Unappropriated and Reserve Amounts, All Funds	4,355,795
TOTAL ADOPTED BUDGET	**$19,314,434** *

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2024-2025 :

(1) In the amount of $ 5.0811 per $1000 of assessed value for permanent rate tax;

(2) In the amount of $101,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the Education Limitation

Permanent Rate Tax.....$ 5.0811/$1000

Excluded from Limitation

General Obligation Bond Debt Service.....$ 101,000

The above resolution statements were approved and declared adopted on June 20, 2024

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN:_____

_____ _____

Risteen Follett, Chair Board of Directors Krista Nieraeth, Superintendent

ATTEST: _____

Lora Nickle, Executive Secretary

j. Continuation of Service Resolution 24-10

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Krista Nieraeth, Superintendent
Date:	June 20, 2024

Background: The Alsea School District Board adopted Policy DJC – Bidding Requirements on 2/09/23 which requires all public contracts shall be based on competitive bids or proposals and must follow Oregon Revised Statutes and adopted public contracting rules. The Board also adopted DJC-AR – Special Procurements and Exemptions from Competitive Bidding which included "Renegotiation of Existing Contracts with Incumbent Contractors" when in the best interest of the district, does not encourage favoritism, and will result in a cost savings to the district.

I am bringing to the board two independent contracts for continuation of services to the district.

1) Integrity Management Solutions, LLC (IMS)– Construction Management Services for the Seismic Upgrade. Not to exceed $111,600.
2) Donald E Staehely, LLC – Business Manager Service. Not to exceed $84,000. Includes mileage reimbursement at the IRS rate.

Action Requested: To approve Resolution 24 -10, which approves the continuation of services.

Motion Requested: "I make a motion to approve Resolution 24 -10 as presented."

Alsea School District 7J
Resolution 24 – 10

The Alsea School District Board adopted Policy DJC – Bidding Requirements on 2/09/23 which requires all public contracts shall be based on competitive bids or proposals and must follow Oregon Revised Statutes and adopted public contracting rules. The Board also adopted DJC-AR – Special Procurements and Exemptions from Competitive Bidding which included "Renegotiation of Existing Contracts with Incumbent Contractors" when in the best interest of the district, does not encourage favoritism, and will result in a cost savings to the district. The Superintendent acting on behalf of the Local Contract Review Board may renegotiate the terms of the agreement.

As Superintendent, I recommend the approval of the continuation of two independent contracts:

1) Integrity Management Solutions, LLC (IMS)– Construction Management Services

IMS was the project manager for the completion of the 2021 Bond and OSIM Grant, as well as assisted the application of the seismic grant recently awarded the district. IMS has provided excellent service in completing the bond projects and will be instrumental in the seismic upgraded due to their knowledge of the project and expertise. By approving the continuation of the agreement, it will not result in additional cost or not encourage favoritism but will allow the district to receive excellent service and complete the time sensitive seismic upgrade in the required time-period per the grant.

2) Donald E Staehely, LLC – Business Manager Service

Don Staehely has provided Business Services to the Alsea School District beginning July 2023. During this period, the district has assumed additional responsibilities previously outsourced to the Linn-Benton-Lane ESD and assume all accounting processes, including payroll beginning with the 2024-25 fiscal year. His expertise in accounting and budget law has allowed the district to incorporate economies and efficiencies. By approving the continuation of the agreement, it will allow the district to continue reorganizing the business function, as well as provide the Superintendent, Board of Directors, and community with excellent financial services.

BE IT RESOLVED: It is in the best interest of the Alsea School District to continue the agreements with Integrity Management Solutions, LLC through the completion of the seismic grant and Donald E Staehely, LLC for the fiscal year 2024-25.

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

_____ _____

Risteen Follett, Chair Board of Directors Krista Nieraeth, Superintendent

ATTEST:

_____

Lora Nickle, Executive Secretary

INTEGRITY MANAGEMENT SOLUTIONS, LLC

Amendment to Construction Management Agreement Between Alsea School District #7J and Integrity Management Solutions, LLC

Agreement Date: 19 January 2023
Amendment #: 1 **Date:** 3 June 2024
Owner: Alsea School District #7J (District)
Contractor: Integrity Management Solutions, LLC (IMS)
Project: Additional services to District for the 2024 Seismic Grant Alsea Gym Rehabilitation project (Project).

The District and IMS agree to amend the Agreement as follows:

IMS will perform preconstruction and construction related services under the Terms and Conditions of the current Contract, dated 19 January 2023.

Agreement expiration is extended to 1 October 2025, or when IMS has completed performance, whichever occurs first.

District agrees to pay IMS from available and authorized funds on a time and materials basis not-to-exceed $111,600.00, plus project specific expenses. Current billing rates are $113/hr and will increase 3% in January 2025, per contract.

If additional services are requested, IMS will prepare a separate amendment.

_____	_____	_____
Owner Signature	Authorized Title	Date

_____
Name

_____	_____	_____
Construction Manager Signature	Authorized Title	Date

_____
Name

Donald E Staehely LLC

10825 S New Era Rd.
Canby, OR 97013
(503) 380 - 3772

PERSONAL SERVICES CONTRACT #

Requisition Order Number

THIS PERSONAL SERVICES CONTRACT ("Contract"), made and entered into as of the ___ day of ___, 2024 by and between Alsea School District ("District") and **Donald E Staehely LLC** ("Contractor"). The District requires services which the Contractor represents that it is capable of providing, and desires to enter into an agreement with Contractor under the following terms and conditions, including but not limited to the attached General Terms and Conditions, which are incorporated herein by this reference.

1. SERVICES

Contractor will perform the scope of business manager services, together with all other services necessary or incidental to perform the required services in a manner satisfactory to District.

2. TERM

The term of this Contract will commence on July 1, 2024 and continue until June 30, 2025, unless earlier terminated in accordance with this contract.

3. COMPENSATION

As full consideration for performance of the Services, District will pay $65 per hour, including reimburse mileage at the IRS rate. The maximum amount of this contract is $84,000.00.

4. MODIFICATION

District may at any time, without invalidating this Contract, direct Contractor to prepare a draft modification that describes any scope-related changes to the Services that the District deems desirable. Upon receipt of those directions, provided they do not materially change the nature of the Contract or exceed Contractor's capacity to perform (to be determined in Contractor's reasonable discretion), Contractor will promptly prepare and submit to District a draft modification reflecting the District's desired changes and proposing reasonable adjustments, if any, to the work schedule and delivery dates for the Services, or the amount of Contractor's compensation. No modification of the terms of this Contract, including assignment of rights or obligations, will be effective unless made in writing and signed by all parties.

THE DISTRICT IS NOT BOUND OR OBLIGATED BY THIS CONTRACT AND NO WORK SHALL COMMENCE UNTIL ALL DISTRICT APPROVALS HAVE BEEN SECURED AS REQUIRED BY DISTRICT

_____	_____	_____	_____
Donald E Staehely	Date	District authorized representative	Date

k. Contract for Kitchen Planning - Soderstom Architects

Alsea School District 7J
Board Recommendation Form

To:	The Board of Directors of Alsea School District
Prepared By:	Krista Nieraeth, Superintendent
Date:	June 20, 2024

Background: The District is moving forward to start the planning process to remodel our current kitchen and classroom into a commercial kitchen with attached cafeteria space. The first part of this process is to hire an architecture firm to plan and design this space. Soderstrom Architects, who has worked with the district in designing the CTE Building and 4/5/6 grade bathrooms, has proposed a design fee of $12,000 for the planning of this project.

Action Requested: To accept the proposal from Soderstrom Architect in the amount of $12,000.

Motion Requested: "I make a motion to accept the proposal from Soderstrom Architect as presented."

Soderstrom Architects

Alsea School District
Attn: Krista Nieraeth, Superintendent
301 South 3rd Steet
Alsea, OR 97324
P: (541) 487-4305
E: krista.nieraeth@alsea.k12.or.us

June 2, 2024

RE: Professional Architectural Services Proposal
Alsea High School Master Planning
Project #: 24038

Dear Ms. Nieraeth,

Thank you again for this opportunity to partner with the Alsea School District (District) community on your Alsea High School master planning scope for your Kitchen, Servery, Commons and associated program areas.

UNDERSTANDING OF SCOPE

Our goal is to determine how best to utilize the existing Food Services spaces at the Alsea High School. We will develop planning level documentation, accurate to be cost estimated.

- Assist the District with developing options for reconfiguration of existing Kitchen, Servery, and Commons.
- Develop multiple options based on feedback from the District.
- Facilitate design meetings with the District, both in person and virtual, per the direction of the District.
- Continue to develop plans and costs as needed to assist the District with decision making and direction.

SCHEDULE

We are proposing to meet regularly, at a frequency as deemed appropriate per the District direction. We anticipate regular meetings, likely 2-3 weeks apart. The number of meetings and duration are dependent upon how quickly we are able to come to a design resolution.

DESIGN FEES

We are proposing to provide these services on a Time and Material (T+M) basis, with a Not-to-Exceed (NTE) amount indicated below.

Proposed Design Fee (T+M / NTE):	**$12,000**
Estimated Reimbursables:	$800

COMMITMENT OF RESOURCES

Soderstrom Architects has genuinely enjoyed our work with the Alsea School District, and we are committed to the success of these projects for the future of your students and your entire community. Our team will commit all resources necessary to complete them on time, within budget and as proposed in scope as we understand it. If you have any questions regarding this proposal, please feel free to contact me by phone at 503.481.4677 or by email at marleneg@sdra.com.

Thank you again for your consideration. We are extremely excited for the opportunity to work again with the Alsea School District and community to help guide their future.

Sincerely,

Marlene Gillis, AIA, ALEP, LEED AP, CCS
President, Soderstrom Architects, Ltd.

Accepted by:

_____ _____

Signature, Krista Nieraeth
Superintendent, Alsea School District

Date

CC
Chris Giggy, IMS, Nancy Giggy, IMS

Enc
Soderstrom Hourly Rates

SCHEDULE OF CHARGES

All work completed by Soderstrom Architects, Ltd. on a time and material basis will be billed in accordance with this Schedule of Charges.

Principal	$245
Senior Project Manager	$195
Project Manager II	$185
Project Manager I	$170
Senior Architect / Designer	$200
Architect III	$180
Architect II	$145
Architect I	$135
Designer III	$150
Designer II	$130
Designer I	$120
Design Assistant	$110
Senior Interior Designer	$195
Interior Designer III	$150
Interior Designer II	$130
Interior Designer I	$120

Reimbursable expenses will be billed at 1.1 x direct cost including: fees of any required consultants, postage, mileage, printing, reproduction, and governmental fees directly related to the project.

These rates are to remain in effect for 12 months after the contract execution date. Updated rates may be implemented thereafter and will be reflected on progress billings.

1. Review Draft Findings of Fact for CM/GC Contracting Method - Seismic

FINDING OF FACTS FOR THE USE OF THE CM/GC CONTRACTING METHOD

Before the Board of Directors of the Alsea School District
Sitting as Local Contract Review Board
Regarding the Alsea Gym Seismic Rehabilitation Project

The Alsea School District (the District) has been awarded a grant from the State of Oregon to cover the costs associated with seismic rehabilitation of the Alsea School gym and office addition (the Project). Initial planning has been completed and design will be initiated in July when the grant award is finalized. Construction activities will begin in May 2025 with the expectation that the majority of the work will be completed over that summer when school is not in session. The budget for completing this work is limited, the schedule is short duration and critical to occupancy for the following school year, there is a high potential for unforeseen existing conditions during construction, and safety is a primary concern.

In consideration of these facts, an alternative method of construction is proposed as an exception to the standard Public Contracting Statutes and Rules. Therefore, under Oregon Statutes and the following findings, the District is recommending use of the Construction Management/General Contractor (CM/GC) method of construction contracting.

The guiding applicable statute is ORS 279C.335 which requires, with certain exemptions, that all public contracts be based on competitive bidding and be awarded to the lowest responsive and responsible bidder. ORS 279A.060 and ORS 279C.335(2) permit the School Board to act as the public contract review authority and to grant, under certain conditions and upon certain findings, specific exemptions from the requirement for competitive bidding.

Finding of Fact

Use of the CM/GC method to construct the Project will: (1) reduce the risk of financial and schedule impacts to the District; (2) allow the District to select a contractor with verified expertise required for the Project; (3) benefit the public by improving safety and coordination during construction; and (4) not encourage favoritism or diminish competition.

Specific findings which substantiate these conclusions are as follows:

1. Finding: The CM/GC method will reduce the risk of financial and schedule impacts to the District.
    a. Reduced Financial Risk: The projects will take place during challenging economic conditions for construction. A large number of projects are underway in Oregon, especially infrastructure upgrades for schools and public facilities. Labor and material costs are escalating. As a result, there is a high probability of contractor default from extending themselves beyond

their capabilities and financial means. It would be very costly and disruptive if such a failure occurred during work on this project. Using the CM/GC process will allow the District to look deeply into the general contractor's workload and financial strength and eliminate participation by those companies who do not have the financial strength to successfully complete the project.

b. Guaranteed Maximum Price (GMP): GMP contracting establishes a maximum cost prior to starting construction: The CM/GC will be able to obtain a complete understanding of the District's needs, the design intent and the scope of the project by participating in the development of the design documents. With the CM/GC's participation in the design phase of the project, they will offer suggestions for cost savings and improvements to the design. With the benefit of this knowledge, the CM/GC will be able to estimate the maximum price paid by the District before completing the final design and allow final adjustments for a GMP as necessary to stay within budget.
c. Schedule Development With the CM/GC: With the general contractor's active participation during design, they will have a thorough knowledge of construction scope and be able to accurately predict the schedule to complete the work. They will also contribute ideas for construction phasing to eliminate impacts. With this process, schedule delays will be minimized. Liquidated damages will also be included in the CM/GCs contract to further reduce the risk of schedule delays.
d. Fewer Change Orders: When the CM/GC participates in the design process, fewer change orders will occur during the construction process. This is due to the CM/GC's better understanding of the District's needs, the designer's intent, and their feedback on construction document details during design. As a result, the project is more likely to be completed on time and within budget.
e. GMP Change Orders Cost Less: The traditional Design-Bid-Build method typically results in contractors charging 15% mark-up on change orders. The CM/GC method applies predetermined mark-ups. The current industry standard for mark-up is in the range of 5% to 7%.
f. GMP Savings: Unlike the Design-Bid-Build method, the District will enjoy full savings with the CM/GC method. When the general contractor completes the project, actual costs are reviewed against the GMP and any savings are returned to the District.

2. Finding: The CM/GC method will allow the District to select a contractor with verified expertise required for the Project. Using the selection process described in Findings #4 below, the contractor's experience on similar project can be confirmed along with contacting references to validate their performance on cost, schedule, quality, communication and safety.

3. Finding: The CM/GC process will benefit the public by improving safety and coordination during construction. Specification will be developed requiring the contractor to provide for the public safety. However, there is often a large gap in

the knowledge between contractors who can properly implement these safety requirements and maintain good public relations. Through the CM/GC selection process, the District will be able to select a contractor with a proven safety record and who is committed to fully implementing a comprehensive safety and communication plan.

4. Finding: Competition will not be inhibited nor will favoritism be encouraged as a result of this exemption. The CM/GC will be selected through a competitive process in accordance with a fee and qualification-based process.
    a. Solicitation Process: Pursuant to ORS 279C.360 the CM/GC Request for Proposal (RFP) solicitation will be advertised in local and regional publications of general and industry-specific circulation.
    b. Full Disclosure: To ensure full disclosure of information, the RFP will include the following information:
        i. Detailed Description of the Project
        ii. Contractual Terms and Conditions
        iii. Selection Process
        iv. Evaluation Criteria
        v. Role of the Evaluation Committee
        vi. Provision for Comments
        vii. Complaint Process and Remedies
    c. Selection Process: The selection process will include the following.
        i. Interested parties will participate in a mandatory pre-proposal meeting where the proposal requirements will be shared along with available project information.
        ii. During the pre-proposal period, interested parties will be able to ask questions and request clarifications if they believe that any of the terms and conditions of the solicitation are unclear, inconsistent with industry standards or unfair and unnecessarily restrictive of competition.
        iii. Sealed proposals will be submitted to the District's office at a time specified in the advertisements.
        iv. The following evaluation process will be used:
            1. Proposals will be evaluated for completeness and compliance with the requirements of the RFP.
            2. Proposals considered complete and responsive will be evaluated to determine if they meet the qualifying criteria of the RFP. Those proposals that do not meet the requirements will be rejected.
            3. Proposals will be independently scored against predetermined criteria by the voting members of the Evaluation Committee. Scores will be combined and assigned to each proposal.
            4. The Evaluation Committee will select finalists from the highest ranked proposals for interviews unless a clear selection of the top firm is made by the Committee.

5. The Evaluation Committee may conduct interviews.
6. The Evaluation Committee may use the interviews to clarify questions and finalize scoring. Based on the final scoring, the Evaluation Committee will rank the proposals and provide an award recommendation to the School Board.
7. Following approval by the School Board, the District will offer a contract to the top ranked firm. If an agreement cannot be reached, the District will have the option to enter into an agreement with the second ranked firm, and so on.

v. Competing CM/GC firms will be notified in writing of the selection of the apparent successful proposal and will be given seven calendar days after receipt of the notice to tender questions or concerns about the selection process to the District.

vi. The contract with the CM/GC will require an open and competitive selection process for all components of the project as well as encourage the use of local qualified subcontractors.

5. Finding: The District has engaged a knowledgeable Owner's Representative and Project Manager to provide the necessary expertise and assistance to the District in managing the CM/GC contracting procedure and process for the advantage of the District.

6. Finding: There will be no impact to the funding source as a result of this exemption. The District's funding source for this project will remain the same whether accomplished through a traditional Design-Bid-Build process or through the CM/GC process.

7. Finding: There will be no adverse impact on the operation or budget if this exemption is provided. Whether this project is secured through a traditional Design-Bid-Build method or through the CM/GC process, the operational and budgetary impact will be the same other than the potential savings mentioned in Finding #1.

Conclusion of Findings of Fact

BE IT RESOLVED: It is in the best interest of the Alsea School District to utilize the CM/GC project delivery method for the Alsea School Gym Seismic Rehabilitation Project. The CM/GC method will: (1) reduce the risk of budget and schedule impacts to the District;
(2) allow the District to select a contractor with verified expertise required for the Project;
(3) benefit the public by improving safety and coordination during construction; and (4) not encourage favoritism or diminish competition.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Alsea School District 7J on the ___ day of _____, 2024 by the following vote:

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

_____ _____

Chairperson of Board of Directors Date

m. Review Draft Findings of Fact for Architect - Seismic

FINDING OF FACTS FOR
DIRECT APPOINTMENT OF ARCHITECT

Before the Board of Directors of the Alsea School District
Sitting as Local Contract Review Board
Regarding the Alsea Gym Seismic Rehabilitation Project

The Alsea School District (the District) has been awarded a grant from the State of Oregon to cover the costs associated with seismic rehabilitation of the Alsea School gym and office addition (the Project). A detailed assessment and approach was completed by the Design Team in order to procure the grant. Design services are needed as soon as the grant agreement is finalized in early July so that construction will be completed over the next summer when school is not in session. The overall project schedule is short duration and completion is critical to occupancy for the following school year.

In consideration of these facts, the District intends to directly appoint Soderstrom Architects (the Architect) for final design of the Project. The guiding applicable statute is ORS 279C.110(10) which allows a contracting agency to directly appoint a consultant for architectural services when the cost does not exceed $100,000. The findings upon which this determination is made are described below.

Finding of Fact

Direct appointment of the Architect will: (1) enable the Project to be completed on schedule; (2) ensure a quality design is completed in the shortest time possible; (3) provide excellent delivery and coordination during the Project; and (4) not result in additional costs to the Project.

Specific findings which substantiate these conclusions are as follows:

1. Finding: Direct appointment of the Architect will enable the Project to be completed on schedule. Ordinarily, selection of a design team through a Request for Qualifications process followed by a fee and proposal negotiation takes 2 to 3 months. In this case, that would mean starting design in September or later. Allowing for a 6 to 7 months for design followed by 2 months for permitting, construction procurement could not begin before May next year which means construction could not start until mid-summer. The seismic upgrade work for this Project is very invasive and cannot occur when the building is occupied. Therefore, using a typical procurement process to select the design team will result in students and staff not having access to the gym, offices and adjacent areas for several months after school begins. Additionally, construction noise and activities will disrupt teaching in areas of the building that can be safely occupied. This puts an unreasonable burden on the District and will severely impact their ability to teach students unless design begins as soon as the grant agreement is finalized in July.

2. Finding: Direct appointment of the Architect will ensure a quality design is completed in the shortest time possible. The proposed Architect was involved with the assessment for the seismic grant that was awarded to the District. From this assessment and other projects they have recently completed at the school, they are intimately familiar with the scope of work for this Project. In addition, they have proven expertise in successfully completing similar projects for school districts in Oregon. By using this Architect versus other potential firms, the District is assured they will receive a high quality design that is consistent with the budget and requirements of the grant. The Architect's familiarity with the school and the seismic assessment also ensures that design can be completed in the shortest possible schedule.

3. Finding: Direct appointment of the Architect will provide excellent delivery and coordination during the Project. The proposed Architect has completed other projects at the school recently. Their performance throughout these projects has been excellent. They are experienced, detailed, thorough, responsive, communicative, consistently meet project deadlines, resolve issues quickly as a team, provide additional services quickly and efficiently, work to minimize change orders and have excellent relationships with the District. The District is assured that, even with a direct appointment, the proposed Architect will complete this project with excellence which relieves the District of the burden associated with firms who do not perform to this level.

4. Finding: Direct appointment of the Architect will not result in additional costs to the Project. With approval to directly appoint the Architect, a fee for design services will be negotiated. This fee will be benchmarked against typical fees for similar services to ensure it is fair. Moreover, the established contract terms from recent agreements with the Architect will be referenced in the new agreement for this Project so that the District is adequately protected. The District will not pay more for services by directly appointing the Architect and will save the time and expense associated with using a Request for Qualifications process for selection.

5. Finding: The District has engaged a knowledgeable Owner's Representative and Project Manager to provide the necessary expertise and assistance to the District in managing the design team and negotiating the agreement for this Project to the advantage of the District. This Project Manager has prior experience with the proposed Architect and is familiar with potential issues and risks so they can be addressed in advance.

6. Finding: There will be no adverse impact on the operation or budget if this exemption is provided. Whether the design team is selected by direct appointment or by a Request for Qualifications process, the operational and budgetary impact to the Project will be similar.

Conclusion of Findings of Fact

BE IT RESOLVED: It is in the best interest of the Alsea School District to directly appoint the proposed Architect for the Alsea School Gym Seismic Rehabilitation Project. The direct appointment will: (1) enable the Project to be completed on schedule; (2) ensure a quality design is completed in the shortest time possible; (3) provide excellent delivery and coordination during the Project; and (4) not result in additional costs to the Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Alsea School District 7J on the _____ day of _____, 2024 by the following vote:

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

_____ _____

Chairperson of Board of Directors Date

Soderstrom Architects

Alsea School District
Attn: Krista Nieraeth, Superintendent
301 South 3rd Steet
Alsea, OR 97324
P: (541) 487-4305
E: krista.nieraeth@alsea.k12.or.us

June 14, 2024

RE: Professional Architectural Services Proposal
Alsea High School Gymnasium Seismic Retrofit
Project #: 24037

Dear Ms. Nieraeth,

Thank you again for this opportunity to partner with the Alsea School District (District) community on your Alsea High School seismic retrofit project, as part of the Business Oregon Seismic Retrofit Grant program.

PROJECT OVERVIEW

The District is proceeding with a seismic rehabilitation of the Alsea High School, which includes two specific areas of scope:

- Area A: Gymnasium, built 1949, unreinforced masonry, approximately 12,900 SF.
- Area B: Office Addition, built 1973, wood framed, approximately 900 SF.

We will provide complete architectural design and cost estimating services associated with the seismic retrofit of these areas, as submitted in the Business Oregon grant application. Our services will be all-inclusive, including design, permitting and construction administration services for the District.

UNDERSTANDING OF SCOPE

Refer to the attached 'Scope of Services' document for detailed information on design deliverables, project milestones and overall services.

- Mechanical, Electrical, Plumbing Scope: 'Design-Build' by the General Contractor.
- Structural Engineering: By others, but we will coordinate with Owner's consultant.
- Cost Estimating: One (1) cost estimate included at 100% Design Development.

SCHEDULE

We are proposing approximately six (6) months to complete the design and provide documents for both bidding to contractors and submitting for permits. This aligns with a bid window of early spring 2025, which should work well for the anticipated summer 2025 anticipated construction duration.

DESIGN FEES

Please refer to the attached "Fee Dashboard" document for a summary of all proposed fees. The attached documents provide additional detail on these fees, including consultant proposals and Soderstrom hourly rates. We feel it is important to be transparent and 'open book' with the fees and welcome any clarifying questions or requests for additional information.

Proposed Design Fee:	**$79,500**
Estimated Reimbursables:	$11,500

We are proposing these services on a lump sum basis, billed as a percentage of completion.

COMMITMENT OF RESOURCES

Soderstrom Architects has genuinely enjoyed our work with the Alsea School District to date, and we are committed to the success of these projects for the future of your students and your entire community. Our team will commit all resources necessary to complete them on time, within budget and as proposed in scope. If you have any questions regarding this proposal, please feel free to contact me by phone at 503.481.4677 or by email at marleneg@sdra.com.

Thank you again for your consideration. We are extremely excited for the opportunity to work again with the Alsea School District and community to help guide their future.

Sincerely,



Marlene Gillis, AIA, ALEP, LEED AP, CCS
President, Soderstrom Architects, Ltd.

Accepted by:

_____ _____

Signature, Krista Nieraeth
Superintendent, Alsea School District

Date

CC
Chris Giggy, IMS, Nancy Giggy, IMS

Enc
SRG Application Design Drawings, dated December 2023.
Project Fee Dashboard, dated 6.14.24.
Scope of Services Description.
Hourly Rates – Soderstrom.

ALSEA CHARTER SCHOOL GYMNASIUM SEISMIC RETROFIT

PRELIMINARY DESIGN
301 S 3RD ST.
ALSEA, OR 97324

REPAIR KEYNOTES

STRUCTURAL REPAIRS:

S1. PROVIDE A COMPLETE, WELL-DEFINED LOAD PATH BY INSTALLING NEW ELEMENTS AND CONNECTIONS AS NEEDED TO TRANSFER INERTIAL FORCES FROM ALL ELEMENTS OF THE BUILDING TO THE FOUNDATION.
   a. NEW IN-PLANE CONNECTIONS
   b. PROVIDE NEW OUT-OF-PLANE CONNECTIONS TO GYM FLOOR DIAPHRAGM TO SUPPORT RETAINING WALL.
   c. PROVIDE NEW STRONG BACK SHEAR WALLS AT URM GABLE ENDS.

S2. PROVIDE SEISMIC ISOLATION JOINT TO AVOID POUNDING OF THE ADJACENT STRUCTURES. PROVIDE ALL NEW GRAVITY FRAMING AND LATERAL RESISTING ELEMENTS AS NECESSARY TO PROVIDE BUILDING SEPARATION.
   a. PROVIDE DOUBLE WALL TO CREATE A SEPARATE GRAVITY LOAD BEARING SYSTEM AND ADDITIONAL VERTICAL SEISMIC LOAD RESISTING ELEMENTS.
   b. PROVIDE NEW STEEL COLUMNS TO SUPPORT CONCRETE BEAM AT ISOLATION JOINT.
   c. PROVIDE NEW 2x BEARING WALL ADJACENT TO EXISTING WALL TO CREATE ISOLATION JOINT.

S3. INSTALL NEW HOLD-DOWN HARDWARE.
S4. PROVIDE NEW ANCHOR BOLTS FROM WOOD SILLS TO THE FOUNDATION.
S5. INSTALL NEW SHEAR WALLS TO REDUCE DIAPHRAGM SPANS.
S6. PROVIDE NEW ANCHOR BOLTS FROM WOOD SILLS TO THE FOUNDATION.
S7. INFILL EXISTING OPENING WITH REINFORCED CMU.
S8. INSTALL NEW OUT-OF-PLANE ANCHORAGE.
S9. INSTALL NEW HARDWARE FOR TRANSFER OF SEISMIC FORCES FROM DIAPHRAGM TO SHEAR WALLS.
S10. INFILL EXISTING OPENINGS WITH REINFORCED CMU.
S11. PROVIDE NEW CONTINUOUS CROSS TIES BETWEEN DIAPHRAGM CHORDS WITH STRAPS AT RAFTERS.
S12. INSTALL NEW PLYWOOD DIAPHRAGM SHEATHING.
S13. INSTALL NEW PLYWOOD DIAPHRAGM SHEATHING.
S14. PROVIDE NEW WOOD SHEAR WALLS.
S15. INSTALL NEW OUT-OF-PLANE ANCHORAGE.
S16. INSTALL NEW HARDWARE FOR TRANSFER OF SEISMIC FORCES FROM DIAPHRAGM TO SHEAR WALLS.
S17. INSTALL A NEW POSITIVE CONNECTION USING PLATES, CONNECTION HARDWARE, OR STRAPS BETWEEN THE GIRDER AND THE COLUMN SUPPORT.
S18. PROVIDE NEW INSET STRONGBACK 2x WALLS.
S19. PROVIDE NEW DRAG ELEMENTS.
S20. PROVIDE NEW CONTINUOUS CROSS TIES BETWEEN DIAPHRAGM CHORDS.
S21. INSTALL NEW PLYWOOD DIAPHRAGM SHEATHING.
S22. INSTALL NEW PLYWOOD DIAPHRAGM SHEATHING.
S23. RETROFIT AND STRENGTHEN BEAMS TO SUPPORT CODE REQUIRED VERTICAL SEISMIC LOADING.

NON-STRUCTURAL REPAIRS:

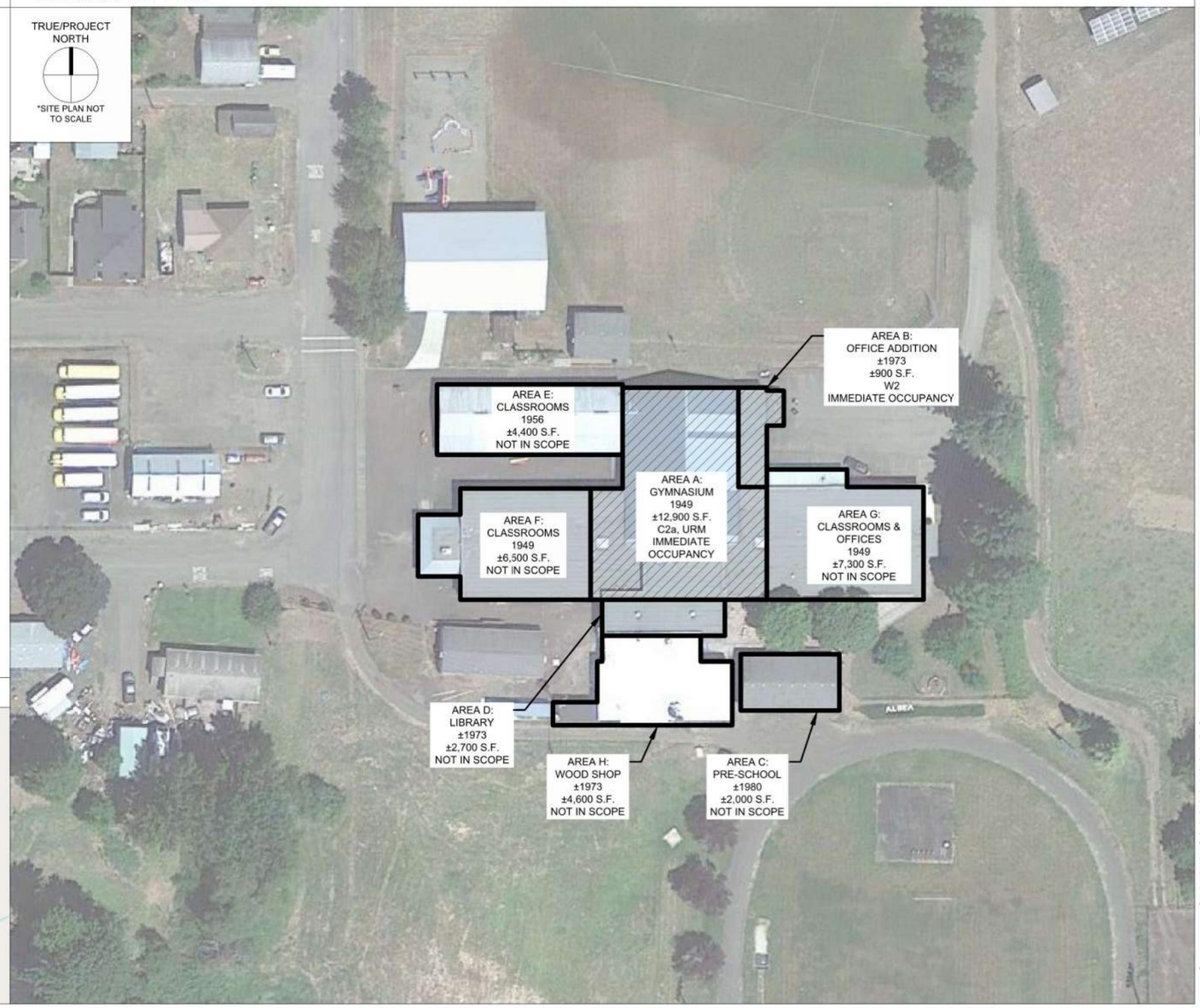
N1. ANCHOR AND BRACE EMERGENCY AND EGRESS LIGHTING EQUIPMENT.
N2. BRACE UNREINFORCED MASONRY PARTITIONS.
   a. DEMOLISH EXISTING URM PARTITION WALL AND BUILD NEW WOOD STUD WALL.
   b. PROVIDE INSET WOOD STRONGBACK WALL.
   c. PROVIDE CAVITY WALL TIES AT EXISTING PLUMBING WALL.
N3. INSTALL SEISMIC JOINT IN CEILING SYSTEM.
N4. PROVIDE INDEPENDENT SUPPORT FOR LIGHT FIXTURES.
N5. INSTALL SAFETY DEVICES FOR LIGHT FIXTURE LENS COVERS.
N6. SEISMICALLY ANCHOR EXISTING CANOPIES TO THE STRUCTURE.
N7. PROVIDE FIBER REINFORCED POLYMER AT URM WALLS ADJACENT TO STAIRS.
N8. ANCHOR CONTENTS TO THE STRUCTURE.
N9. BRACE EQUIPMENT TO STRUCTURE.
N10. REMOVE SUSPENDED ITEMS OR ENSURE THAT ITEMS ARE FREE TO SWING FROM STRUCTURE WITHOUT DAMAGING THEMSELVES OR ADJOINING COMPONENTS.
N11. BRACE AND ANCHOR EQUIPMENT WEIGHING MORE THAN 20 LB, WHOSE CENTER OF MASS IS MORE THAN 4 FT ABOVE THE ADJACENT FLOOR LEVEL.
N12. REMOVE SUSPENDED EQUIPMENT OR ENSURE THAT EQUIPMENT IS FREE TO SWING FROM STRUCTURE WITHOUT DAMAGING ITSELF OR ADJOINING COMPONENTS.
N13. INSTALL FLEXIBLE COUPLINGS FOR FLUID AND GAS PIPING.
N14. ANCHOR AND BRACE FLUID AND GAS PIPING TO THE STRUCTURE.
N15. INSTALL COUPLINGS FOR PIPING THAT CROSSES SEISMIC JOINTS OR ISOLATION PLANES OR IS CONNECTED TO INDEPENDENT STRUCTURES.
N16. INSTALL COUPLINGS FOR DUCTS THAT CROSS SEISMIC JOINTS OR ISOLATION PLANES OR ARE CONNECTED TO INDEPENDENT STRUCTURES.

SHEET INDEX

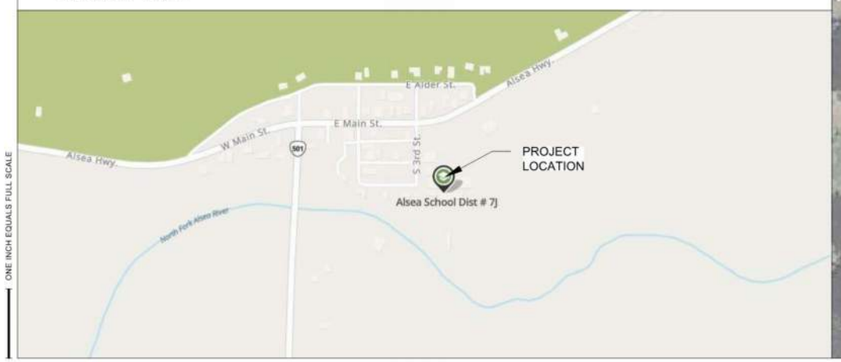
G0.0 COVER SHEET

S1.1 FOUNDATION PLAN
S1.2 ROOF FRAMING PLAN

BUILDING KEY PLAN



VICINITY MAP



ONE INCH EQUALS FULL SCALE

ZCS ENGINEERING ARCHITECTURE
524 Main Street, Suite 2, Oregon City, Oregon 97045 | 503-859-2205

ALSEA SCHOOL DISTRICT
301 S 3RD ST.
ALSEA, OR 97324

ALSEA CHARTER SCHOOL GYMNASIUM SEISMIC RETROFIT

STRUCTURAL REGISTERED PROFESSIONAL ENGINEER OREGON OCT. 08, 2014 DREW R. SMITH EXPIRES: 06-30-24

-PRELIMINARY- NOT FOR CONSTRUCTION

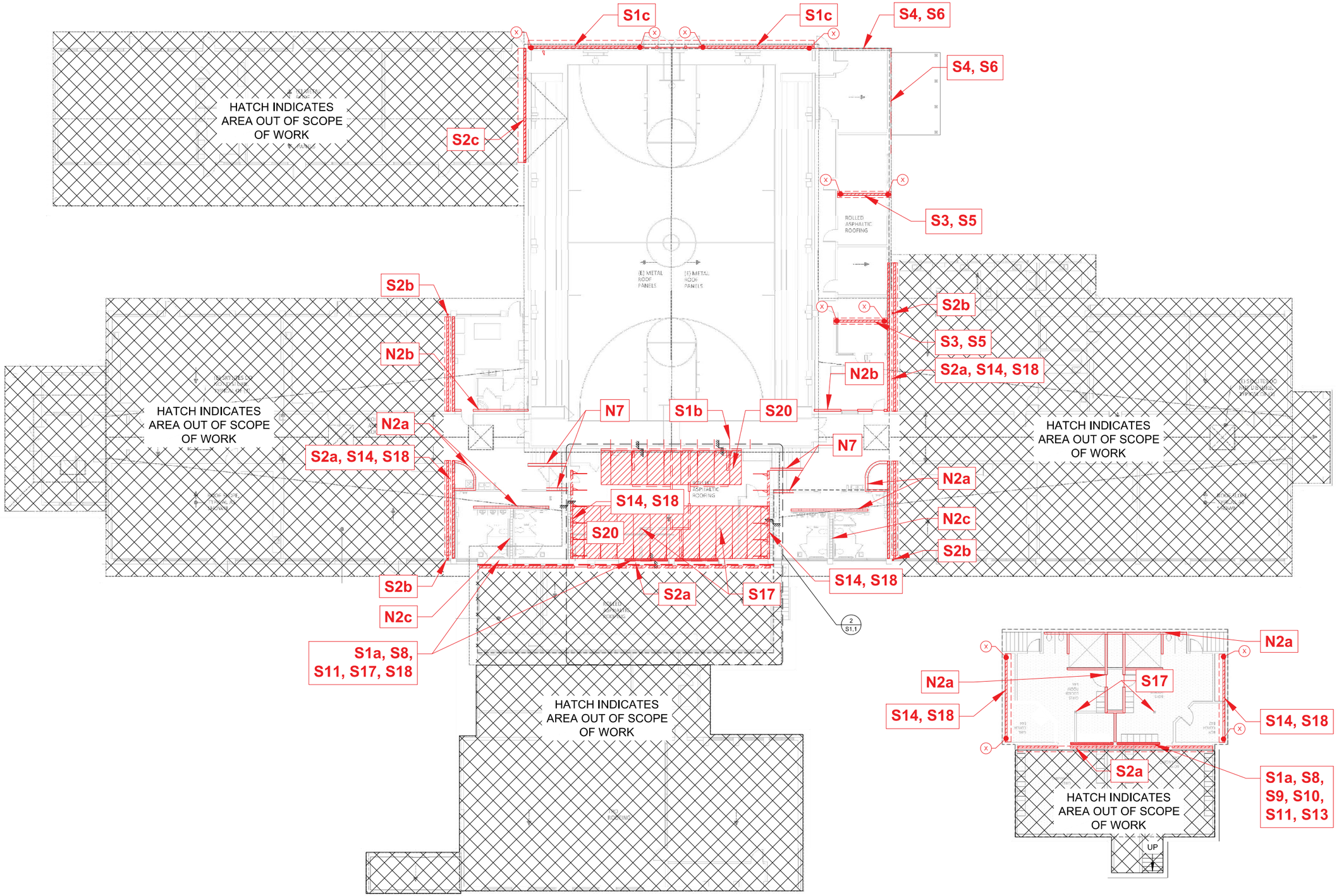
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PROJECT NO:	P-2863-23
DRAWN:	DKS
CHECKED:	MRS
DATE:	DEC. 2023

COVER SHEET

G0.0

PRELIMINARY DESIGN



1 S1.1 **FOUNDATION PLAN**

3/32"=1'-0"

2 S1.1 **BASEMENT FOUNDATION PLAN**

3/32"=1'-0"

ONE INCH EQUALS FULL SCALE

ZCS ENGINEERING ARCHITECTURE
524 Main Street, Suite 2, Oregon City, Oregon 97045 | 503-659-2205

ALSEA SCHOOL DISTRICT
301 S 3RD ST.
ALSEA, OR 97324

ALSEA CHARTER SCHOOL GYMNASIUM SEISMIC RETROFIT

STRUCTURAL REGISTERED PROFESSIONAL ENGINEER OREGON 08, 2014 MATTHEW R. SMITH
PRELIMINARY - NOT FOR CONSTRUCTION
EXPIRES: 06-30-24

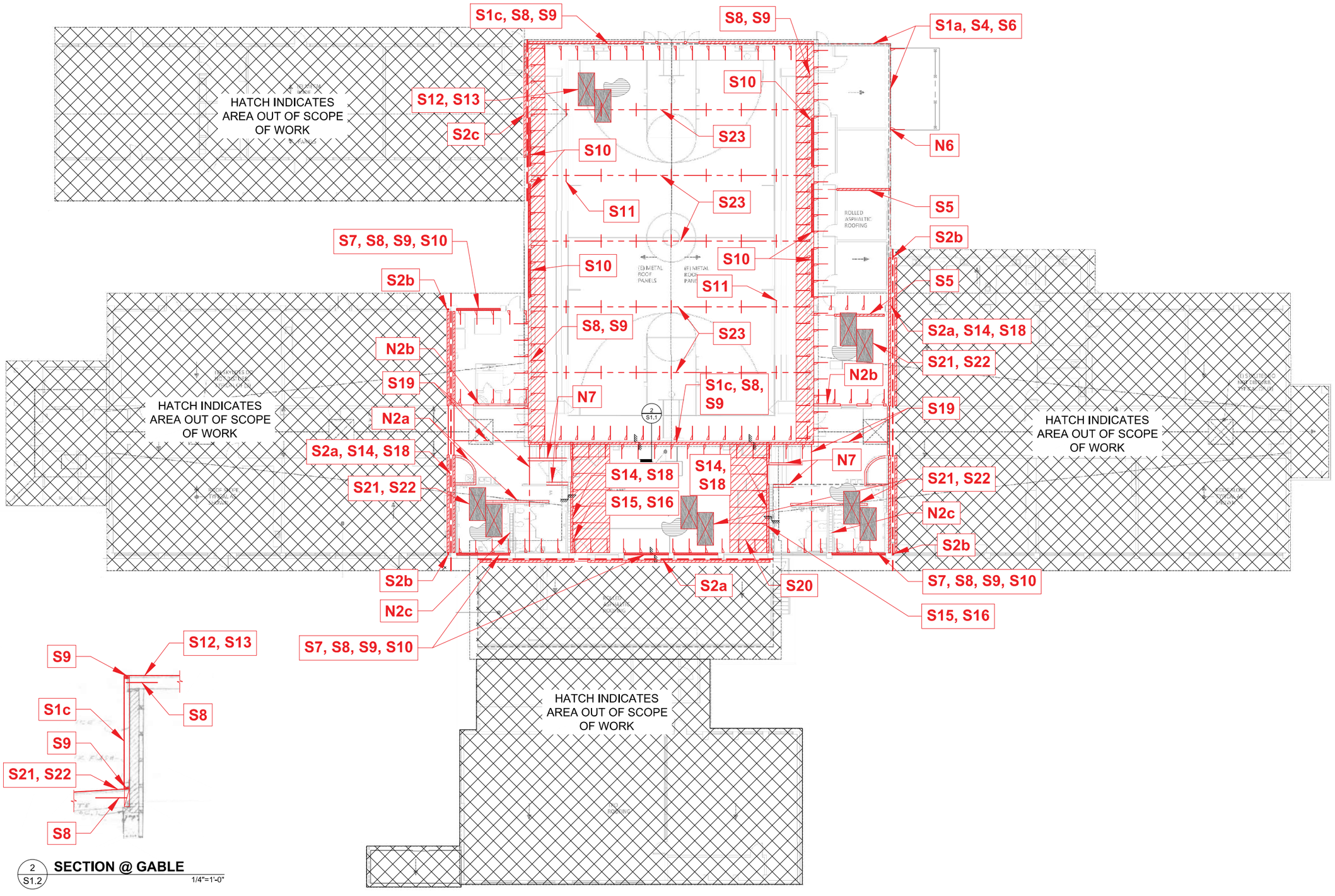
REVISION ID:	DATE:

PROJECT NO:	P-2863-23
DRAWN:	DKS
CHECKED:	MRS
DATE:	DEC. 2023

ROOF FRAMING PLAN

S1.1

PRELIMINARY DESIGN



2 S1.2 **SECTION @ GABLE** 1/4"=1'-0"

1 S1.2 **ROOF FRAMING PLAN** 3/32"=1'-0"

ONE INCH EQUALS FULL SCALE

ZCS ENGINEERING ARCHITECTURE
524 Main Street, Suite 2, Oregon City, Oregon 97045 | 503-659-2205

ALSEA SCHOOL DISTRICT
301 S 3RD ST.
ALSEA, OR 97324

ALSEA CHARTER SCHOOL GYMNASIUM SEISMIC RETROFIT

STRUCTURAL REGISTERED PROFESSIONAL ENGINEER OREGON JUNE 06, 2014 MATTHEW R. SMITH EXPIRES: 06-30-24
PRELIMINARY - NOT FOR CONSTRUCTION

REVISION ID:	DATE:

PROJECT NO:	P-2863-23
DRAWN:	DKS
CHECKED:	MRS
DATE:	DEC. 2023

ROOF FRAMING PLAN

S1.2

PRELIMINARY DESIGN

Soderstrom Architects

Client:	**Alsea School District**
Job Name:	**Alsea High School Gymnasium Seismic Retrofit**
Document:	**Fee Summary Dashboard**
Project Number:	**24037**
Date:	**June 14, 2024**

Traditional Fees			
Architectural	$	69,500	SDRA
Structural	$	-	by Owner
Subtotal:	**$**	**69,500**	

Fee Percentages	
Estimated Project Cost:	**$ 1,764,900**
Traditional Service Fee Percentage:	**3.94%**
Allowances	**TBD**
Total Percentage Fee:	**3.94%**

Allowances / Anticipated			
Mech / Elect / Plumb		TBD	Allowance
Civil	$	-	Excluded
Hardware	$	-	Vendor
Kitchen Consultant	$	-	N/A
Landscape	$	-	Excluded
Cost Estimating	$	10,000	Const. Focus
Subtotal:	**$**	**10,000**	

Total	**$**	**79,500**
Reimbursables (estimated):	$	11,500

Owner's Direct Consultants			
Project Management	By Owner	$	-
Soils / Geotechnical	By Owner	$	-
Survey	By Owner	$	-
Environmental	By Owner	$	-
Testing	By Owner	$	-
Commissioning	By Owner	$	-
Land Use	By Owner	$	-
Traffic	By Owner	$	-

Fee/Phase Break Down	Percentage	Duration	Fee by Phase	
Pre-Design (completed - SRG Application)	**0.0%**	-	$	-
Schematic Design (SD)	**15.0%**	6 Weeks	$	11,925
Design Development (DD)	**20.0%**	8 Weeks	$	15,900
Contract Documents (CD)	**28.0%**	12 Weeks	$	22,260
Bidding/Permitting (BID)	**3.0%**	6 Weeks	$	2,385
Construction Administration (CA)	**32.0%**	12 Weeks	$	25,440
Closeout	**2.0%**	2 Weeks	$	1,590
Total	100.0%	46 Weeks	**$**	**79,500**

SCOPE OF SERVICES
ARCHITECTURAL AND ENGINEERING SERVICES

A. PHASE 1 - PROGRAMMING SERVICES: Not Applicable

The Programming Phase has been completed through the Business Oregon grant process, where ZCS Engineering and Architecture has developed preliminary plans and the conceptual design approach.

B. PHASE 2 - SCHEMATIC DESIGN SERVICES

During the Schematic Design Phase, Soderstrom shall prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the **Owner.** Designs will be conceptual in character and based on the program requirements developed, reviewed, and agreed upon by the **Owner** and Soderstrom in the grant application.
Services during this phase shall include the following:

1. A “Project Specification Narrative” which includes a brief description of the main components, concepts, equipment, system operations, maintenance requirements and materials proposed to be used in construction for each discipline, in sufficient detail to allow the cost consultant to prepare some approximate quantities.
2. ARCHITECTURAL DESIGN / DOCUMENTATION. Respond to structural design (by Owner) as required for impacts to surrounding finishes, materials, and systems.
3. MECHANICAL, ELECTRICAL, PLUMBING Scope is excluded, with the intention of this being design-build by the General Contractor.
4. Participate in regular project meetings as required by the **Owner**.
5. Allow **Owner** two weeks for review/comment and approval of the Schematic Design documents.

C. PHASE 3 - DESIGN DEVELOPMENT SERVICES

In the Design Development Phase, Soderstrom shall provide drawings and other documents to fix and describe the size and character of the entire Project, driven by the structural design (by Owner) but including architectural, as well as materials and such other elements as may be appropriate. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, **Owner's** safety, security, and maintenance requirements, and energy conservation. Services during this phase shall consist of the following:

1. ARCHITECTURAL DESIGN / DOCUMENTATION. Continue development and expansion of Schematic Design Documents in support of the structural design (by Owner) to establish the scope relationship, forms, size, and appearance of the project through plans, sections and elevations, typical construction details and equipment layout.
2. MATERIALS RESEARCH / SPECIFICATIONS. Deliver Specifications completed to NOT LESS THAN 35 percent for all consultant disciplines.
3. Prior to the conclusion of the Design Development Phase, submit the Design Development documents to the Owner and the Cost Consultant or Selected Contractor. Meet with the Cost Consultant or Selected Contractor to review the Design Development Documents. Cost analysis and document review will take two weeks to complete; follow up with a meeting to review results and comments.
4. Adjust documents as required to meet budget and maintain quality throughout this phase. Prior to start of Phase 4, adjustments will require final approval from Owner. No additional compensation is provided for adjustments to drawings to meet budget.
5. Design Development documents with building and fire code officials for compliance, confirmation of permit application documentation and timelines.
6. Participate in regular project meetings as required by the **Owner.**
7. Allow **Owner** two weeks for review/comment and approval of the Design Development documents.

D. PHASE 4 - CONSTRUCTION DOCUMENTATION SERVICES

In the Construction Documents Phase, Soderstrom shall prepare the approved Documents, Specifications, and will develop and provide technical construction specifications and special conditions that are consistent with the State of Oregon General Conditions, including all content required for building permit application. Services during this phase shall consist of:

1. ARCHITECTURAL DESIGN DOCUMENTATION. Prepare final drawings based on approved Design Development Documents, setting forth in detail the construction requirements for the Project.
2. MATERIALS RESEARCH / SPECIFICATIONS Develop and prepare architectural specifications describing materials, systems and equipment, workmanship, quality, and performance criteria required for the construction of the project, coordination of the development of specifications by other disciplines and the **Owner's** requirements related to CSI Division 00 & 01.
3. Provide a 75% Construction Document set of plans, drawings and specifications to the **Owner** and the Selected Contractor (assuming CM/GC) for review and cost confirmation. Meet with the Owner or Selected Contractor to review the Construction Documents. This cost analysis and document review will take two weeks to complete and will be followed by a meeting to review results and review comments.
4. Participate in regular project meetings as required by the **Owner.**
5. Review Construction Documents with building and fire officials prior to submission for formal plan review. Submit documents to appropriate agencies for plan review.
6. Review Construction Documents with the **Owner** to confirm use of appropriate building materials and finishes, facility layout, equipment specified.
7. Allow **Owner** two weeks for review and approval of the construction documents.

E. PHASE 5 - BIDDING PERIOD SERVICES

In the Bidding Period, Soderstrom shall provide services necessary for the administration of the Bid. Services during this phase shall consist of:

1. ANALYSIS OF ALTERNATES / SUBSTITUTIONS. Consider, and provide analysis, comparisons, and recommendations, regarding alternates or substitutions proposedby general contractor and bidding subcontractors during the bid period.
2. Prepare addenda to the contract documents as required.
3. Provide documentation and specification modification services as necessary, at no additional cost to the **Owner**, if the bid amounts received by the **Owner** for the construction of the project exceed the established construction budget.

F. PHASE 6 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

In the Construction Contract Administration Phase, Soderstrom's team shall provide services necessary for the administration of the Construction Contract. Services during this phase shall consist of:

1. OFFICE CONSTRUCTION ADMINISTRATION. Process requests for information (RFIs), submittals, including receipt, review of, and appropriate action on shop drawings, product data, samples and other submittals required by the Contract Documents. Send qualified individuals to regular construction meetings at the job site. Review and process all RFIs, submittals, and Proposal Requests complete distribution of responses within ten (10) calendar days.
2. SPECIAL INSPECTION REPORT REVIEW. For independent inspection and testing agencies retained by the **Owner,** review field testing required by the Contract Documents, and review reports on inspections and tests, and notifications to **Owner** and Contractor(s) of observed deficiencies of Work.
3. SUPPLEMENTAL DOCUMENTS. Prepare supplemental drawings, specifications and interpretation in response to requests for clarification by Contractor(s) or the **Owner** and required by construction conditions.
4. PROPOSAL REQUESTS/CHANGE ORDERS Prepare, reproduce, and distribute drawings and specifications to describe Work to be added, deleted or modified; review proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials; review and make recommendations relative to changes in time for substantial completion; assist in negotiations with Contractor(s) relative to costs of work proposed to be added, deleted or modified; assist in the preparation of appropriate modifications of the Contract(s) for Construction; coordinate communications, approvals and notifications relative to changes in the Work.
5. PAY APPLICATION REVIEW. Review the amounts owing to the Contractor based on observations at the site and on evaluations of the Contractor's Application for Payment and certify Certificates for Payment as provided in the Contract Documents.

G. Phase 7 – PROJECT CLOSE-OUT SERVICES

Upon written notice from the Contractor(s) that the Work, or a designated portion thereof which is acceptable to the Owner, is sufficiently complete in accordance with the Contract Documents to permit occupancy or utilization for the use for which it is intended. Services during this phase shall consist of:

1. SUBSTANTIAL COMPLETION. Issue Certificate of Substantial Completion and provide the **Owner** a letter of final inspection and acceptance. Review releases and waivers of lien or bonds indemnifying the **Owner** against liens; issue Final Certificate(s) for Payment by the Contractor. Process, complete and distribute such documents within thirty (30) calendar days of the Final Completion of the Work unless approved by the Owner, provided submittals are complete and delivered to Soderstrom, according to schedule.
2. FINAL CORRECTION REPORT. Conduct a job walk with the **Owner** and prepare a detailed Final Work Correction Report of incomplete work and corrections of any deficiencies of the Work as related to the Contract Documents. Issue report to the Contractor within three [3] days of site observation. Verify that the Deficiency Report submitted to the Contractor is completed or corrected and determine the amounts to be withheld until final completion. **C**onfirm in writing that all deficiencies related to previously issued Site Observation Reports have been corrected as part of the Final Correction Report.
3. OPERATIONS AND MAINTENANCE DOCUMENTATION. Obtain from the Contractor at the end of the project all product data sheets, equipment warranties, maintenance schedules and operation manuals as outlined in the Construction Documents. Review these documents as part of the Close-out Phase. Identify any missing or incorrect documents and notify the Contractor. When corrected documents are deemed complete, transmit paper and electronic copies for **Owner** archive and records. Review contractor supplied “O&M Manuals” at no additional cost.
4. RECORD DRAWINGS. Review the as-built drawings submitted by the Contractor, including significant changes in the work made during construction. When corrected documents are deemed complete, transmit paper and electronic copies for **Owner** archive and records. Review contractor supplied “as-builts” [Record Drawings] at no additional cost.
5. WARRANTY REVIEW. Near the end of the twelve-month warranty period, consult with **Owner** and make recommendations regarding any inadequate performance of materials, systems and equipment under warranty, and inspection(s) prior to expiration of the warranty period to ascertain adequacy of performance of materials, systems and equipment brought to Soderstrom’s attention. Document defects or deficiencies observed by Soderstrom and assist **Owner** in preparing instruction to the Contractor(s) for correction of noted defects as needed and requested by the **Owner**.

SCHEDULE OF CHARGES

All work completed by Soderstrom Architects, Ltd. on a time and material basis will be billed in accordance with this Schedule of Charges.

Principal	$245
Senior Project Manager	$195
Project Manager II	$185
Project Manager I	$170
Senior Architect / Designer	$200
Architect III	$180
Architect II	$145
Architect I	$135
Designer III	$150
Designer II	$130
Designer I	$120
Design Assistant	$110
Senior Interior Designer	$195
Interior Designer III	$150
Interior Designer II	$130
Interior Designer I	$120

Reimbursable expenses will be billed at 1.1 x direct cost including: fees of any required consultants, postage, mileage, printing, reproduction, and governmental fees directly related to the project.

These rates are to remain in effect for 12 months after the contract execution date. Updated rates may be implemented thereafter and will be reflected on progress billings.

n. Review Draft Findings of Fact for Engineer - Seismic

FINDING OF FACTS FOR
DIRECT APPOINTMENT OF ENGINEER

Before the Board of Directors of the Alsea School District
Sitting as Local Contract Review Board
Regarding the Alsea Gym Seismic Rehabilitation Project

The Alsea School District (the District) has been awarded a grant from the State of Oregon to cover the costs associated with seismic rehabilitation of the Alsea School gym and office addition (the Project). A detailed assessment and approach was completed by the Design Team in order to procure the grant. Design services are needed as soon as the grant agreement is finalized in early July so that construction will be completed over the next summer when school is not in session. The overall project schedule is short duration and completion is critical to occupancy for the following school year.

In consideration of these facts, the District intends to directly appoint ZCS Engineering (the Engineer) for final design of the Project. The guiding applicable statutes are: ORS 279C.110(2) which allows a contracting agency to adjust selection procedures if the cost is less than $250,000, and ORS 279C.110(11) which allows a contracting agency to directly appoint a consultant for engineering services when necessary. The findings upon which this determination is made are described below.

Finding of Fact

Direct appointment of the Engineer will: (1) enable the Project to be completed on schedule; (2) ensure a quality design is completed in the shortest time possible; (3) provide excellent delivery and coordination during the Project; and (4) not result in additional costs to the Project.

Specific findings which substantiate these conclusions are as follows:

1. Finding: Direct appointment of the Engineer will enable the Project to be completed on schedule. Ordinarily, selection of a design team through a Request for Qualifications process followed by a fee and proposal negotiation takes 2 to 3 months. In this case, that would mean starting design in September or later. Allowing for a 6 to 7 months for design followed by 2 months for permitting, construction procurement could not begin before May next year which means construction could not start until mid-summer. The seismic upgrade work for this Project is very invasive and cannot occur when the building is occupied. Therefore, using a typical procurement process to select the design team will result in students and staff not having access to the gym, offices and adjacent areas for several months after school begins. Additionally, construction noise and activities will disrupt teaching in areas of the building that can be safely occupied. This puts an unreasonable burden on the District and will severely impact their ability to teach students unless design begins as soon as the grant agreement is finalized in July.

2. Finding: Direct appointment of the Engineer will ensure a quality design is completed in the shortest time possible. The proposed Engineer was selected to prepare the detailed assessment and application for the seismic grant that was awarded to the District. From this assessment and other projects they have recently completed at the school, they are intimately familiar with the scope of work for this Project. In addition, they have proven expertise in successfully completing similar projects for school districts in Oregon. By using this design team versus other potential firms, the District is assured they will receive a high quality design that is consistent with the budget and requirements of the grant. The Engineer's familiarity with the school and the seismic assessment also ensures that design can be completed in the shortest possible schedule.

3. Finding: Direct appointment of the Engineer will provide excellent delivery and coordination during the Project. The proposed Engineer has completed other projects at the school recently. Their performance throughout these projects has been excellent. They are experienced, detailed, thorough, responsive, communicative, consistently meet project deadlines, resolve issues quickly as a team, provide additional services quickly and efficiently, work to minimize change orders and have excellent relationships with the District. The District is assured that, even with a direct appointment, the proposed Engineer will complete this project with excellence which relieves the District of the burden associated with firms who do not perform to this level.

4. Finding: Direct appointment of the Engineer will not result in additional costs to the Project. With approval to directly appoint the Engineer, a fee for design services will be negotiated. This fee will be benchmarked against typical fees for similar services to ensure it is fair. Moreover, the established contract terms from recent agreements with the Engineer will be referenced in the new agreement for this Project so that the District is adequately protected. The District will not pay more for services by directly appointing the Engineer and will save the time and expense associated with using a Request for Qualifications process for selection.

5. Finding: The District has engaged a knowledgeable Owner's Representative and Project Manager to provide the necessary expertise and assistance to the District in managing the design team and negotiating the agreement for this Project to the advantage of the District. This Project Manager has prior experience with the proposed Engineer and is familiar with potential issues and risks so they can be addressed in advance.

6. Finding: There will be no adverse impact on the operation or budget if this exemption is provided. Whether the design team is selected by direct appointment or by a Request for Qualifications process, the operational and budgetary impact to the Project will be similar.

Conclusion of Findings of Fact

BE IT RESOLVED: It is in the best interest of the Alsea School District to directly appoint the proposed Engineer for the Alsea School Gym Seismic Rehabilitation Project. The direct appointment will: (1) enable the Project to be completed on schedule; (2) ensure a quality design is completed in the shortest time possible; (3) provide excellent delivery and coordination during the Project; and (4) not result in additional costs to the Project.

_____ _____

Chairperson of Board of Directors Date

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Alsea School District 7J on the _____ day of _____, 2024 by the following vote:

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

_____ _____

Chairperson of Board of Directors Date

June 14, 2024

Krista Nieraeth
Superintendent
Alsea School District
301 South 3rd Street
Alsea, OR 97324

Reference: Alsea School District – Alsea School Gymnasium Seismic Retrofit

Subject: Consulting Services Proposal

I would like to thank you for the opportunity to prepare a fee proposal to provide professional services for the Seismic Retrofit of Alsea School Gymnasium.

Background

ZCS has participated in the State of Oregon Seismic Grant Program since its beginning in 2009. Since then, ZCS has been the responsible design professional for 209 projects through the program. In addition to our successful record of construction projects, ZCS has helped 91 school districts and 37 emergency service districts obtain 267 grants for a total of $475 million. This represents 62% of the total $766 million of available funds through the Seismic Grant Program. This high level of involvement has allowed us to establish a team of engineers and technicians with substantial experience in the evaluation of existing structures, specifically education facilities, to obtain grant funds.

Over the course of the 209 completed projects, our seismic retrofit team has learned valuable lessons and techniques to efficiently perform seismic rehabilitations on schools within summer construction seasons. We have developed a collaborative approach with general contractors developing new solutions that are cost effective and efficient to construct. This approach, along with diligent planning and knowledge of school operations, allows us to help contractors complete the required work in a short window of time.

We are excited to continue our application phase services for the Alsea School Gymnasium into the design phase. The purpose of this proposal is to outline the professional consultant effort and associated fees for developing the construction documents and support necessary to fulfill the grant obligation. The scope of our work for this project is defined as follows:

Our Services

Our work includes advancing preliminary structural rehabilitation plans prepared by ZCS for the Seismic Rehabilitation Grant (SRG). The rehabilitation work will be designed based on the 2022 Oregon Structural Specialty Code (OSSC) and the American Society of Civil Engineer's rehabilitation document ASCE 41-17: Seismic Evaluation and Retrofit of Existing Buildings. Once final construction has been completed under the rehabilitation plan, the building will meet the performance level as identified in the seismic application and ASCE 41-17. The following tasks outline our services:

Seismic Retrofit Design

Pre-Design (PD) Phase

- Review original building construction drawings to verify areas of structural concern
- Perform site visits to verify structural systems and advance as-built building drawings
- Generate structural revit model
- Perform a structural evaluation of existing structure based on the ASCE 41-17 and identify all areas of structural deficiency
- Collect geotechnical and HAZMAT information as needed to start schematic design
- Conduct material testing as needed to start schematic design

Schematic Design (SD) Phase

- Collate findings from initial evaluation in preliminary calculations to assist in the determination of the existing building structural seismic deficiencies
- Prepare SD narrative and exhibits, as required, for preliminary budget analysis and revise as necessary
- Advance the SD plan set to 100% SD. Submit to District for review
- Included in this phase are regular team meetings and meeting minutes by ZCS

Design Development (DD) Phase

- Meetings with the owner to discuss proposed schematic rehabilitation program and make adjustments to benefit the use of the building during and after construction
- Perform site visits to review existing conditions exposed during destructive investigation
- Perform a collaborative in-house work session to develop structural repair strategies to resolve primary structural deficiencies and perform value engineering of the schematic design
- Perform structural calculations per the seismic rehabilitation program to the building as proposed based on the 2022 OSSC, and ASCE 41-17
- Develop 50% DD structural rehabilitation construction plans illustrating the seismic rehabilitation plan for review and cost estimation by CM/GC contractor/Cost Estimator
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% DD plan set to 100% DD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review

- Meetings with the owner to discuss the seismic rehabilitation scheme findings and solution options

Construction Document (CD) Phase

- Finalize structural analysis of final seismic rehabilitation program
- Develop complete structural rehabilitation construction documents and specifications to implement selected seismic rehabilitation program for G.C.
- Refine and finalize floor plans, code plans, roof plans, furniture plans, reflected ceiling plans, building sections, schedules, and interior and exterior elevations as necessary to describe the project
- Coordinate 50% CD drawings with the owner and design team
- Submit 50% CD plans to CM/GC/Cost Estimator for cost estimation
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% CD plan set to 100% CD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review
- Incorporate final team comments, address any conflicts, and review for value engineering strategies as needed
- Work with, and submit all the necessary documents to, the State Historical Preservation Office (SHPO) as required by the grant program. ZCS will submit all the necessary information to SHPO on the behalf of the District. If mitigation is required ZCS will assist the District through this process to ensure proper closeout of the grant

Bidding and Permitting Phase

- Coordinate permit submittal documents and provide response to local building department review comments as needed
- Attend pre-bid meeting
- Provide clarification to bid questions and issue addenda if required
- Coordinate bid documents and provide response to Request For Information (RFI) received during the bidding period as needed

Construction Administration Phase

- Perform review of shop drawings, material testing reports from special inspector, inspection reports, and other submittals
- Attend weekly project meetings and perform necessary site visits and observations and document observations with field reports and project photos.
- Perform necessary structural inspections and provide inspection reports
- Provide response to Request for Information (RFI) issued by the G.C.
- Provide review of, and make recommendations for, material substitution requests, alternate construction options (design not included), review pay requests, and change orders issued by the G.C.
- Prepare preliminary and final punch lists

ZCS will provide comprehensive construction documents including ancillary requirements, necessary to secure all permits and approvals, procure contractors via public procurement, and execute the work required by the grant, as described within the scope of work described by the grant application, funded by the grant, or ancillary to the grant. All

work shall be executed in accordance with the requirements of the grant. The above services will include structural calculations stamped by a registered structural engineer and bid level construction documents.

The work associated with non-structural finishes for this project include the development of bid level specifications and room finish schedules as required for the contractor to implement a replacement program of impacted non-structural finishes and building envelope outlined in the demolition plan. The work will also include the attachment of non-structural components such as lights, ceilings, cabinets, storage racks, etc. Work will also include (as necessary for proper communication of the work) site plan, code analysis summary, floor plans, roof plan, wall sections, exterior elevations, interior elevations, reflected ceiling plans, and special inspection schedules.

It is our understanding the mechanical, electrical, and plumbing work will be limited to the work ancillary to the required demolition plan. In addition, the seismic rehabilitation of these systems will include the attachment and bracing of specific units, components, and duct systems to secure them from falling. It is our understanding these systems are in good working order.

Designs will be coordinated/submitted at the completion stages noted above. It is expected that each phase will be subject to owner and local agency review, comment, or revision as required. It is our intent to communicate the scope of this project effectively and allow the owner to participate in decisions that will impact the performance and overall use of the facility. We will work closely with the owner to develop a pre-construction and construction schedule to help reduce the stress this project will have on the district staff and operations of the facility.

Deliverables

The following describes the major deliverables we anticipate:

Schematic Design

- 100% SD Drawing Set and Narratives

Design Development

- 50% DD Drawings Set for coordination and cost estimation
- 100% DD Drawing Set and Outline Specifications

Construction Documents

- 50% CD Drawings Set for coordination and cost estimation
- 100% CD Drawings Set for Bidding and Permit
- 100% CD Project Specifications for Bidding and Permit
- Structural Calculations Package

Schedule

We propose developing the design and construction documents through the fall and winter of 2024 for a bidding window in early spring for construction in summer of 2025. Upon notice to proceed and discussions with you, we can finalize this schedule.

Fee

Our services will be performed on a lump sum basis and billed based on percentage of completion unless otherwise noted in the fee schedule. We have attached a fee schedule exhibit showing our fees per the phases described above. Any additional work will only be performed after approval in writing by the District. Subconsultant costs will be billed at cost plus ten percent and are included within the presented fees.

Any significant scope changes made by the Owner or required by local review committees after commencement of work affecting design or drawings may be considered extra services and would be billed under prior authorization from you.

Assumptions and Exclusions

The following assumptions and exclusions apply to the above fee proposal but can be provided upon your request:

- Engineering related to construction sequence or procedures and value engineering during the construction phase are considered extra services and can be negotiated as needed
- Reimbursement requests through the grant program will be prepared and submitted by the District
- All required grant program documentation and closeout will be prepared and submitted by the District
- ZCS will support the District in preparation of reimbursement requests and other grant program required documentation as needed
- Special inspection services are excluded and will be provided by the District directly
- Geotechnical hazard report will be provided by the District directly
- Destructive testing and investigation will likely be required for this project. If needed, it is assumed that the work will be performed by the CM/GC contractor or the District will hire a contractor with ZCS assistance to perform the destructive testing and inspection based on a testing and investigation plan prepared by ZCS
- Hazardous materials (HAZMAT) testing and inspection and abatement contractor will be provided by the District directly with procurement assistance provided by ZCS
- Any work resulting from modifications of the scope of work made by the owner after commencement of work affecting structural design or drawings will be provided under prior authorization from the District
- Scope items outside of the scope of the seismic retrofit project will be performed as additional services under prior authorization from the District
- LEED Certification services are excluded
- Physical models and renderings are excluded
- District will be responsible for the removal and replacement of IT related fixtures and equipment and a dedicated IT design is not anticipated
- Systems furniture design and procurement services are excluded
- Our current insurance coverage will be satisfactory and not required to be increased under our agreement with the owner

Please accept this proposal for your review and feel free to contact me if you have any questions or require additional information. We are willing to negotiate our scope and fee as required to better suit the objectives of the District. Please review and contact our office if you have any questions or would like to discuss an alternate approach.

Thank you again for the opportunity to provide this proposal.

Sincerely,

Kristofer N. Tonning, PE, SE
Senior Associate | Lead Engineer

Zach Stokes, PE
Principal, COO

Enclosure: Fee Schedule

Fee Schedule

FEE SCHEDULE

	Pre-Design	Schematic Design	Design Development	Construction Documents	Bidding & Permitting	Construction Admin	Total
Structural Engineering	**$9,463**	**$18,926**	**$47,315**	**$66,241**	**$9,463**	**$37,852**	**$189,260**

6. **Old Business**
7. **First Reading *(Shaded words are new/strike-throughs are deleted)**
8. **Second Reading**
9. **Board Comments**

a. OSBA Summer Conference

10. **Future Agenda Items**
11. **Key Dates**

July 25, 2024 Regular School Board Meeting, 7:00 PM